

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**HEADQUARTERS OPERATING
INSTRUCTION 36-28**



21 JULY 2022

Personnel

**MEDAL OF HONOR -- PROCESSING
NOMINATIONS AND ORGANIZING
CEREMONIES**

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This Headquarters Operating Instruction (HOI) implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, and Air Force Manual (AFMAN) 36-2806, *Awards and Memorialization Program*. It sets forth the procedures for processing Medal of Honor (MOH) nominations to the Office of the Secretary of Defense. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. The applicable SORN F036 AFPC V, *Awards and Decorations*, is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

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Chapter 1

INTRODUCTION

1.1. Medal of Honor (MOH) History. The MOH is the highest and most prestigious US military medal. It is awarded by the President of the United States (POTUS) in the name of Congress. The MOH was first introduced on behalf of the Navy as Senate Bill 82 by Senator James W. Grimes on 9 December 1861. On 21 December 1861, President Abraham Lincoln approved and signed the proposal. Shortly thereafter, on 17 February 1862, Senator Henry Wilson of Massachusetts introduced a similar bill on the Army's behalf. The proposal once known as Senate Joint Resolution 82 was signed into law as 12 Stat. 623-624 by President Lincoln on 12 July 1862 thereby establishing the Army's MOH. Although, the Army MOH was originally intended to recognize enlisted personnel for exceptional individual valor and gallantry displayed in battle, Congress, in 1863 made the MOH a permanent personal military decorations obtainable for Army officers as well. In July 1960 an act of Congress established the MOH as the highest of several awards specifically for the Department of the Air Force (DAF). The basis for the medal is the legislation authorizing the Army medal. It was authorized specifically for DAF upon enactment of Title 10 United States Code (USC) Section 9271, *Medal of honor: award*. Over the years, the MOH has retained its esteemed, pristine status, and unfailingly renders unparalleled nobility to its recipients for the rarest forms of demonstrated bravery recorded in American military history. The congressionally established criteria distinctively ensures that nominated candidates' recorded acts of bravery surpass strenuous tests of validity, courage, and heroism.

1.2. Description of Medal of Honor, Accessories, and Appurtenances.

1.2.1. MOH Medal Set.

1.2.1.1. Within a wreath of green laurel, a gold five-pointed star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green background. Centered on the star, an annulet of 34 stars is a representation of the head of the Statue of Liberty. The star is suspended from a bar inscribed with the word "VALOR" above an adaptation of the thunderbolt from the DAF coat of arms. In the center is a baton with eagle claws at both ends resting on a pair of aviator's wings emitting thunderbolts from the center. The baton is attached to a horizontal bar bearing the word "Valor". The neck ribbon passes through the bar, and has an octagonal pad of the traditional light blue moired ribbon with thirteen white stars.

1.2.1.2. The reverse of the medal is blank and suitable for engraving. The hook is attached to a light-blue moired silk neckband, 1-3/16 inches in width and 21-3/4 inches in length, behind a square pad in the center made of the ribbon with the corners turned in. On the ribbon bar are 13 white stars arranged in the form of a triple chevron, consisting of two chevrons of 5 stars and one chevron of 3 stars. A hexagonal rosette of light-blue ribbon ½ inch circumscribing diameter, with a fan-shaped ribbon insert showing white stars, is included for wear on civilian clothing.

1.2.1.3. The DAF design of the MOH will be presented to all recipients who are awarded the MOH on or after 1 November 1965. Replacements for MOHs lost or destroyed, which were awarded before 1 November 1965, will be of the original MOH design. Because of federal statutes, an award of the present MOH should not be called or referred to as the

“Department of the Air Force MOH.” It may be generally referred to as “Medal of Honor—Department of the Air Force design” or “the [new] Department of the Air Force designed MOH.”

1.2.1.4. All MOHs are engraved with the recipient’s name and supplied by the Air Force Personnel Center, Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP).

1.2.2. MOH Flag.

1.2.2.1. Public Law 107-248 legislated the creation of a MOH flag for presentation to each person to whom a MOH is awarded after 23 October 2002, the date of the enactment. A panel of eight representatives from each Service (Army, Marine Corps, Navy, Air Force, and Coast Guard), one Office of Secretary Defense staff, one historian, and one representative from the MOH Society, was formed to review and evaluate all designs submitted and make a final recommendation to the Principal Deputy to the Under Secretary of Defense for Personnel and Readiness. On 15 December 2004, the design submitted by Sarah LeClerc, illustrator at the Institute of Heraldry, was approved.

1.2.2.2. The flag commemorates the sacrifices and blood shed for our freedoms, and gives the emphasis to the MOH being the highest award for valor by an individual serving in the armed forces of the United States. The MOH flag is an appurtenance of the MOH. The flag is light blue with gold fringe bearing thirteen white stars in a configuration as on the 8-sided “pad” in which the MOH is suspended.

1.2.3. **MOH Display Cases.** There are two types of display cases—medal set and flag. Images of the display cases are at [Figure 1.1](#).

Figure 1.1. MOH Display Cases—Medal Set and Flag.



1.2.3.1. MOH Medal Set Display Case. Used only for posthumous awards of the MOH. The display case is not authorized for living recipients as they wear the medal.

1.2.3.1.1. The medal, ribbon bar, and lapel pin are mounted in a display case made from cherry wood with a glass front. The background is velvet, navy blue in color.

1.2.3.1.2. The dimension of the case is 13 1/4" x 10 3/4" x 2".

1.2.3.2. MOH Flag Display Case. Used for living recipients or the primary next of kin (PNOK) of members who died after 23 October 2002.

1.2.3.2.1. The flag is mounted in a large hinged display case made from cherry wood with a glass front. The background is dark blue interior.

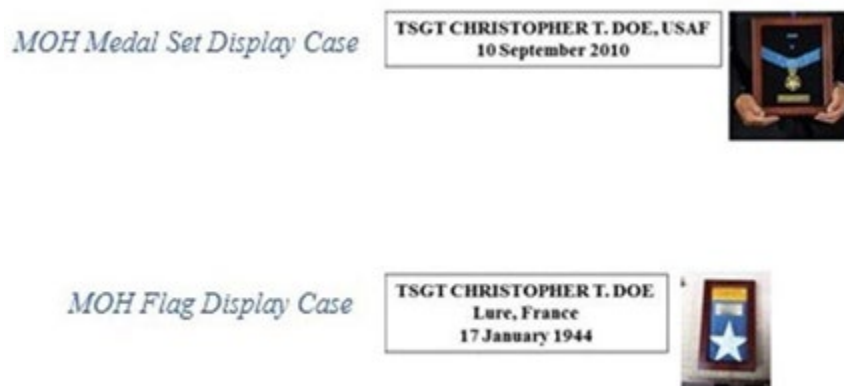
1.2.3.2.2. The dimension of the case is 6" wide x 11" high x 1 1/2" deep.

1.2.3.3. Brass Plates. A brass plate will be affixed to the display cases. The inscription (engrave) on the brass plates will be as follows (refer to [Figure 1.2](#)):

1.2.3.3.1. MOH Medal Set Display Case. Grade (acronym), name (first, middle initial, last), branch of service (e.g., USAF, USSF), and the date of the White House Presentation ceremony.

1.2.3.3.2. MOH Flag Display Case. Grade (acronym), name (first, middle initial, last), location of action, and the date of action.

Figure 1.2. Inscription on Brass Plates.



1.3. Courtesies and Privileges Accorded to MOH Recipients. Refer to AFMAN 36-2806.

1.4. Replacement and Duplicate MOH. In accordance with Title 10 USC Section 9284, *Medal of Honor: Duplicate Medal*, upon written request, a duplicate MOH medal (and flag) may be issued to a recipient. Additionally, any MOH or bar, ribbon, rosette, or other device issued for wear with or in place of any of them, that is stolen, lost, or destroyed, or becomes unfit for use, without fault or neglect of the person to whom it was awarded, shall be replaced without charge under provisions made through the appropriation for contingency expenses of DAF. Refer to AFMAN 36-2806 for guidance.

Chapter 2

ROLES AND RESPONSIBILITIES

- 2.1. Administrative Assistant to the Secretary of the Air Force (SAF/AA).** Provides financial and graphics support to the planning and execution of the MOH ceremonies.
- 2.2. Assistant Secretary of the Air Force for Public Affairs (SAF/PA).** Provides communication, public engagement, and media support to the planning and execution of the ceremonies.
- 2.3. Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).** Serves as initial liaison to the White House Military Office (WHMO).
- 2.4. Department of the Air Force Protocol (SAF/DSP).** Assists the Project Officer with planning and executing MOH ceremonies.
- 2.5. Director of Air Force Military Force Management (AF/A1P).** Assists with processing MOH nominations for USAF recipients and provides expert advice on MOH ceremony planning.
- 2.6. Director of Space Force Military Force Management Policy (SF/S1P).** Assists with processing MOH nominations for USSF recipients and provides expert advice on MOH ceremony planning.
- 2.7. Secretary of the Air Force Decorations Board (SAFDB).** Reviews all MOH submissions and makes recommendations to the Secretary of the Air Force.
- 2.8. Project Officer.** Serves as lead for planning and executing ceremonies in honor of a MOH recipient.
- 2.9. Chief of Chaplains (AF/HC).** Delivers invocation and benediction at the MOH ceremonies—White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling.

Chapter 3

MEDAL OF HONOR NOMINATION

3.1. Eligibility Requirements. This HOI does not supersede or take precedence over Department of Defense Manual (DoDM) 1348.33, Volume 1, *Manual of Military Decorations and Awards: Medal of Honor*, or AFMAN 36-2806.

3.1.1. According to Title 10 USC § 9271, the MOH may be awarded to members of the Air Force or the Space Force who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty under any of the following circumstances:

3.1.1.1. While engaged in an action against an enemy of the US;

3.1.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

3.1.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

3.1.2. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his comrades and must have involved risk of life. While the MOH criteria include a requirement for the service member to risk his or her life, there is no requirement for the member to be wounded or killed in order to meet the “risk of life” portion of the MOH eligibility criteria.

3.1.3. Proof beyond a reasonable doubt that the service member performed the valorous action for which they were recommended for the MOH.

3.2. Nominations. All MOH nominations must be entered formally into official channels within three years of the act warranting the recommendation, and awarded within five years. MOH nominations should be marked and handled as Controlled Unclassified Information (CUI) until the awarding authority announces the final decision. Premature disclosure is not authorized. To improve timeliness, the following guidelines have been adopted.

3.2.1. Nominations should be initiated within 45 days of the valorous action and expeditiously processed within ten days of receipt at each command in the review process. Nominations will reach the Secretary of the Air Force (SecAF) within 12 months of award initiation.

3.2.2. The first Colonel/O-6 commander in the chain of command sends advanced notice to the Director of Manpower, Personnel, and Services at the Air Component or Air Force Forces concerned and AFPC/DP3SP (afpc.dp3sp.workflow@us.af.mil). This allows the Director of Manpower, Personnel, and Services and AFPC/DP3SP time to assist and provide guidance as needed.

3.3. Processing Procedures.

3.3.1. **SAFDB** convenes in plenary session to consider all MOH recommendations. The board functions as one of the component boards of the Secretary of the Air Force Personnel Council (SAFPC) under the provision of AFI 36-2023, *The Secretary of the Air Force Personnel Council (SAFPC)*, which is part of the Air Force Review Boards Agency. The SAFPC and SAFDB exercise authority delegated to the Assistant Secretary of the Air Force

for Manpower and Reserve Affairs (SAF/MR) in Headquarters Mission Directive (HAFMD) 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*. The SAFDB recommends approval, disapproval, or downgrade on MOH submissions and forwards the package through Headquarters Air Force (HAF) for review, then to the Office of the Secretary of the Air Force for action, and ultimately to Department of Defense (DoD) reviewing authorities and POTUS for final approval/disapproval decision (see [Table 3.1](#)).

3.3.2. **MOH** recommendations will:

3.3.2.1. Contain the following documents: a complete and signed AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*, narrative justification, endorsement from the commander of the air component command concerned, chain of command endorsement, proposed citation (unclassified), eyewitness statements (at least two), a copy of the member's most recent performance report or biography, and a list of other personnel involved in the incident along with the recommended and/or approved personal military decoration they received for the incident (must list the grade, full name, and the recommended/approved personal military decoration). Maps showing terrain features and disposition of the enemy are recommended for this award but are not required.

3.3.2.2. Reflect accurately the actual events and circumstances for which the award is being presented.

3.3.2.3. Be legible. If any documents are missing or illegible, the recommendation will be returned without action unless directed otherwise by the Director, SAFPC.

3.3.2.4. Be submitted in accordance with AFMAN 36-2806. A depiction of the HAF routing process is provided at Figures [3.1](#) and [3.2](#).

3.3.3. The SAFDB board recorder will:

3.3.3.1. Schedule the SAFDB.

3.3.3.2. Compile read-ahead packets for each board member consisting of the recommendation, applicable legislation, and criteria.

3.3.3.3. Deliver the packets at least 2 weeks before the meeting.

3.3.3.4. Vote sheets will be provided the day of the actual board.

Figure 3.1. MOH Nomination Staffing Process.

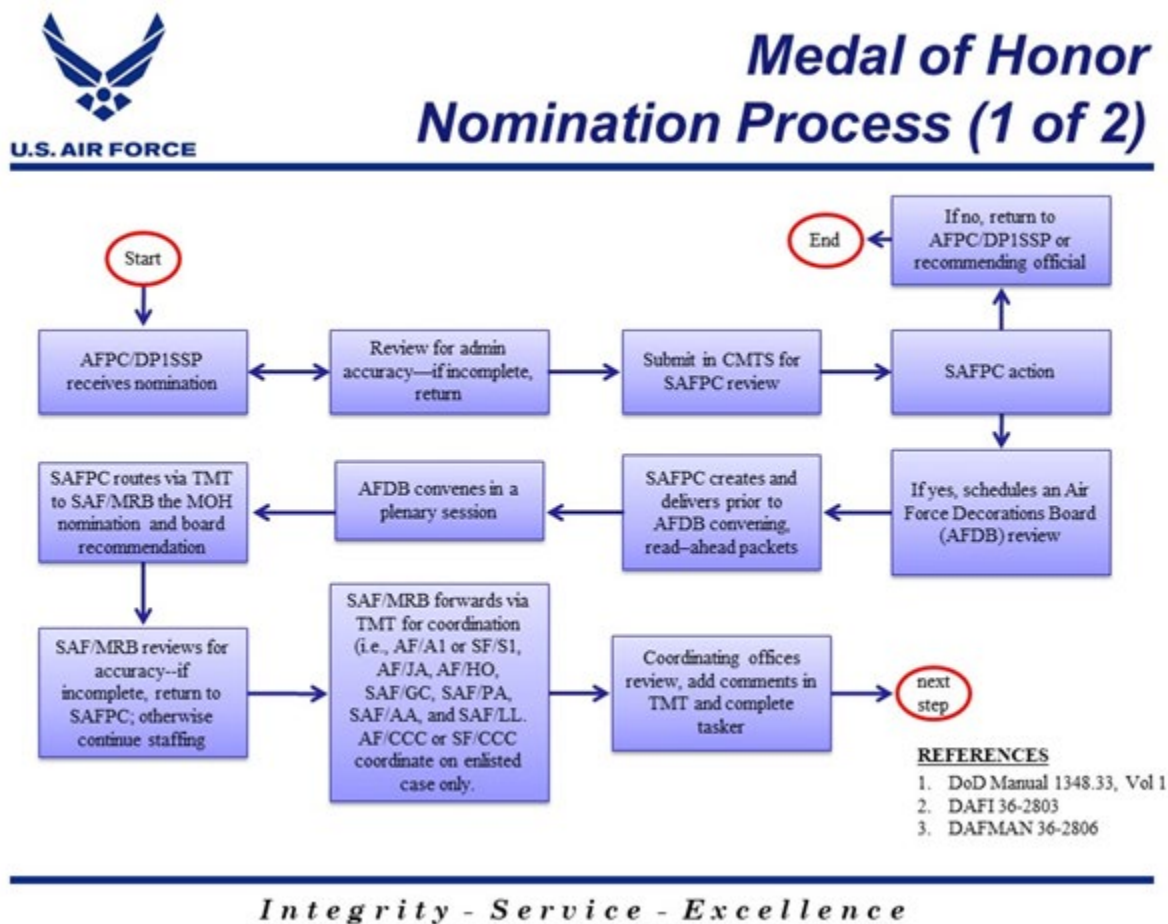
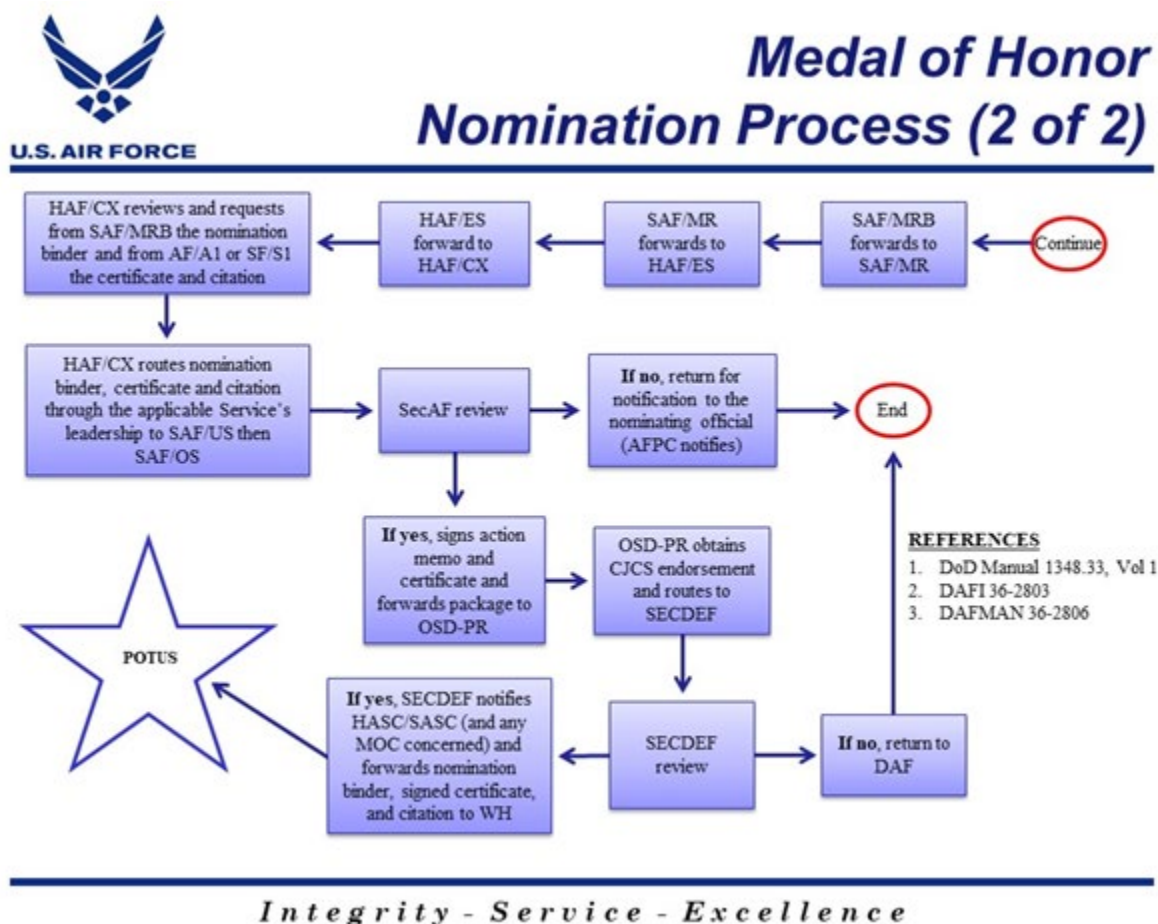


Figure 3.2. MOH Nomination Staffing Process (cont).



3.3.4. Following the board, the board recorder will prepare the MOH recommendation for processing through HAF via the Task Management Tool (TMT). The TMT will contain a staff summary sheet (SSS) (see Figures 3.4 and 3.5), SecAF Action Memo, endorsement memorandums, DÉCOR 6, MOH criteria and applicable legislations, synopsis of event, narrative justification, maps and photographs, AF Form 1168, *Statement of Suspect/Witness/Complainant*, biographical information (see Attachment 4), acronym list, and processing timeline. The timeline should detail specific processing dates for the MOH recommendation.

3.3.4.1. The board recorder must ensure that all signed documents have been scanned.

3.3.4.2. The TMT action will be marked “private” and tasked to SAF/MR for coordination with the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) or the Deputy Chief of Space Operations for Personnel (SF/S1), Judge Advocate General of the Air Force, Air Force Historical Studies Office (AF/HO), Chief Master Sergeant of the Air Force (CMSAF) (for USAF enlisted nominations), Chief Master Sergeant of the Space Force (CMSSF) (for USSF enlisted nominations), Director of Legislative Liaison (SAF/LL), and General Counsel of the Air Force prior to routing to SecAF.

3.3.4.3. If the recommendation is approved, AF/A1P or SF/S1P will upload in the TMT an endorsement memorandum for the applicable Service Chief (Chief of Staff of the Air

Force (CSAF) or Chief of Space Operations (CSO)) signature. In addition, AF/A1P or SF/S1P will coordinate with SAF/AA for the printing of the MOH certificate.

3.3.4.4. Upon notification from the SecAF/CSAF Executive Action Group (HAF/CX), the board recorder will provide HAF/CX the MOH nomination binder. The binder must be suitable for presentation to the SecAF, SECDEF, and POTUS. In addition, AF/A1 or SF/S1 will provide to HAF/CX the MOH certificate and citation in an appropriate presentation folder (refer to [paragraph 3.3.5.5](#)).

Figure 3.3. Sample Staff Summary Sheet.

| | |
|---|--|
| -----2-LTR COORD | |
| AF/A1 | Coord - [coordinates on USAF nominations only] |
| SF/S1 | Coord - [coordinates on USSF nominations only] |
| AF/HO | Info - |
| SAF/AA | Info - |
| SAF/PA | Info - |
| SAF/LL | Info - |
| AF/JA | Coord - |
| SAF/GC | Coord - |
| SAF/MR | Coord - |
| -----STAFF SUMMARY | |
| AO: [rank] [name], [organization], [telephone number] | |
| SSS DATE: | |
| SUSPENSE: | |
| OUTSIDE AGENCY SUSPENSE: N/A | |
| SUBJECT: CUI - Medal of Honor (MOH) Nomination--[rank and full name of nominee] | |
| 1. PURPOSE: To obtain SecAF signature on the memo (Tab 2) and the certificate (blue folder), and [CSAF or CSO] signature on the memo (Tab 4), recommending approval of the MOH nomination for [rank and full name of nominee]. | |
| 2. CONTEXT: The MOH is our Nation's highest military honor. It is awarded to DAF members who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty while engaged in action against an enemy of the U.S., while engaged in military operations involving conflict with an opposing foreign force, or while serving with friendly forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party. To be considered for the MOH, there must be proof beyond a reasonable doubt that the individual performed the valorous action. The criteria and applicable legislation are provided (Tab 5). | |
| 3. DISCUSSION: On [date], [senior recommending official] recommended award of the MOH to [rank and last name of nominee] for gallantry and intrepidity at the risk of life above and beyond the call of duty in action with an armed enemy in the [location], on [date of action] (Tabs 6 thru 8). [add a summary of the action]. | |
| Additional supporting documents are enclosed (Tab 9). [This should consist of maps, diagrams, photographs, witness statements, storyboard, the Secretary of the Air Force Decorations Board results, biographical data, biography, Personnel Records Brief, and any other relevant documents.] | |
| The nomination is being routed via a hardcopy binder (OSD format) and shall be handled as "Controlled Unclassified Information". Department of Defense policy strictly prohibits public comments on any MOH case under consideration until the award has been presented or announced officially by the White House. | |
| 4. EXSUM OF TABS: | |
| TAB 1: A placeholder for SecDef's memo supporting the nomination. | |
| TAB 2: SecAF's memo supporting the nomination. | |
| TAB 3: A placeholder for Chairman, Joint Chiefs of Staff memo supporting the nomination. | |

Figure 3.4. Sample Staff Summary Sheet (continuation).

TAB 3: A placeholder for Chairman, Joint Chiefs of Staff memo supporting the nomination.

TAB 4: [CSAF or CSO] memo supporting the nomination.

TAB 5: A copy of the applicable MOH criteria and legislation

TAB 6: [senior recommending official] supporting the nomination.

TAB 7: Placeholder for SecDef's Congressional Notification Letters

TAB 8: A copy of the narrative justification for the MOH nomination

TAB 9: A copy of documents to support the MOH nomination

TAB 10: A timeline of the routing process and a listing of acronyms used in the nomination package

5. VIEWS OF OTHERS: The Secretary of the Air Force Decorations Board reviewed the nomination on [date] and recommends approval. The OSD required timeline and acronym brief are provided (Tab 10).

6. ADDITIONAL INFORMATION:

IMPACTS TO ANG AND AFR [ALL TASKS]: N/A.

IMPACT TO CSAF ACTION ORDERS [CSAF AND VCSAF TASKS ONLY]: N/A

IMPACTS TO CSO PLANNING GUIDANCE [CSO AND VCSC TASKS ONLY]: N/A

7. RECOMMENDATION: SecAF sign the memo (Tab 2) and certificate in blue folder; and [CSAF or CSO] sign the memo (Tab 4).

[signature block]

Tabs

1. Placeholder for SecDef Memo
2. SecAF Memo
3. Placeholder for CJCS Memo
4. CSAF Memo
5. Award Criteria and Legislation
6. [senior recommending official] Memo
7. Placeholder for Congressional Notification Letters [SECDEF signs]
8. Narrative Justification
9. Supporting Documents
10. Timeline and Acronym Brief

----- COORD
 HAF/ES Coord -
 HAF/CX Coord -

Figure 3.5. Staff Summary Sheet (continuation).

| | |
|---------|---|
| AF/CCC | Coord - [coordinates on USAF enlisted nominations only] |
| SF/CCC | Coord - [coordinates on USSF enlisted nominations only] |
| SF/DS | Coord - [coordinates on USSF nominations only] |
| HAF/DS | Coord - [coordinates on USAF nominations only] |
| SF/VCSO | Coord - [coordinates on USSF nominations only] |
| AF/CV | Coord - [coordinates on USAF nominations only] |
| SAF/US | Coord - |
| SF/CSO | Coord - [coordinates on USSF nominations only] |
| AF/CC | Coord - [coordinates on USAF nominations only] |
| SAF/OS | Sig - |

3.3.5. An example MOH nomination binder can be viewed at <https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>. At a minimum, MOH nominations will:

3.3.5.1. Be prepared in two copies, less official citation and certificate.

3.3.5.2. Be housed in a three-ring binder of appropriate size with an organized table of contents.

3.3.5.3. Contain supporting documents (e.g., forms, narratives, witness statements, story board, graphs, diagrams, and pictures) that are clearly legible and visible. Supporting documents that were originally in color, not as black and white photocopies. Documents that are difficult to read will be transcribed and the transcription will be the original document.

3.3.5.4. Be saved electronically onto appropriate medium that will be forwarded along with the MOH recommendation.

3.3.5.4.1. Do not include any classified, highly sensitive, or special category information requiring special handling procedures in recommendation. Declassify information prior to preparing the justification and/or related documents.

3.3.5.4.2. Classified portions of the recommendation will only be provided in paper copy.

3.3.5.5. Include the citation and certificate, in a presentation folder, suitable for presentation by POTUS. AF/A1P or SF/S1P will obtain folder from AFPC/DP3SP.

3.3.5.6. If forwarded pursuant to 10 USC § 1130, *Consideration of Proposals for Decorations not Previously Submitted in Timely Fashion: Procedures for Review*, include:

3.3.5.6.1. A MOH timeline detailing specific processing dates for the MOH nomination.

3.3.5.6.2. Copies of the original letters from the Member of Congress who requested the review consistent with 10 USC §1130.

Table 3.1. MOH Approval and Disapproval Authority.

| AUTHORIT | APPROVE | DISAPPROVE | DOWNGRADE |
|-----------------|----------------|-------------------|------------------|
| POTUS | Yes | Yes | Yes |
| SECDEF | No | Yes | No |
| SECAF | No | Yes | Yes |

3.3.6. Upon SecAF signature on the certificate and action memo, the nomination binder will be hand carried to ODASD(MPP)/OEPM. If the Secretary of Defense (SECDEF) concurs with the recommendation, notification will be made to the members of congress.

3.3.7. Once approved by POTUS, board recorder shall closeout TMT and request AFPC/DP3SP issue special orders (**Note:** The word “posthumous” should be reflected on the citation and special orders only).

3.3.8. Unclassified documents related to the recommendation and approval will be sent to AFPC/DP3SP for records distribution in accordance with AFMAN 36-2806. Classified documents will be sent to SAFDB for records distribution. AFPC/DP3SP and SAFDB will transfer all paper records to electronic records in accordance with AFI 33-322, paragraph 4.3.1.

Chapter 4

MEDAL OF HONOR PRESENTATION

4.1. MOH Presentation. When practical, presentation of the MOH shall be made by POTUS, as the Commander in Chief, in a formal ceremony in Washington, DC. As such, premature public disclosure of information concerning recommendations, processing, and approval or disapproval actions is a potential source of embarrassment to those recommended and the Government. Additionally, in the case of approved recommendations, it could diminish the impact of ceremonies at which the presentation is made. Therefore, to prevent premature disclosure, DoD policy is not to comment on any MOH case under consideration. Accordingly, the processing of MOH recommendations shall be handled as CUI until the awards are announced officially or are presented. Additionally, pending MOH recommendations are pre-decisional and are exempt from release to the public.

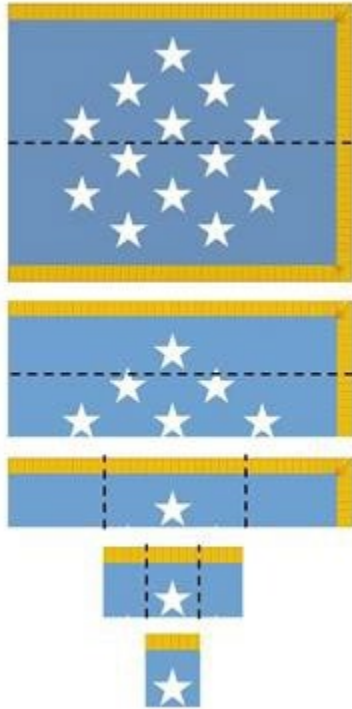
4.2. MOH Flag Presentation. The MOH Flag shall be presented to each MOH recipient who was living as of 23 October 2002. If the MOH recipient has passed away since 23 October 2002, the MOH flag shall be presented to the PNOK.

4.2.1. At a minimum, a currently serving general or flag officer will preside over the ceremony. The MOH Flag shall not be mailed to the recipient or PNOK.

4.2.2. Only one MOH flag shall be presented to the MOH recipient or PNOK. The MOH flag shall be folded with one star showing, representing the MOH and presented during the ceremony.

4.2.3. MOH flags shall be folded according to current procedure in front of the Tomb of the Unknown Soldier (Arlington National Cemetery, Arlington, Virginia) by the DAF Honor Guard. This guidance is currently not mandated by any laws or statutes, rather it was verbal instruction given through DoD leadership channels via the White House. This event will be recorded and included in a tribute video.

4.2.4. Refer to [Figure 4.1](#) for a folding diagram. Fold the flag in half twice width wise. Fold the flag in thirds length wise, leaving one star showing. Fold the flag in thirds so that one star is centered. The folded flag should form a rectangle with one star showing representing the recipients MOH.

Figure 4.1. Folding of the MOH Flag.**4.3. Display of the MOH Flag.**

4.3.1. The MOH flag is a ceremonial flag for indoor use and is considered a personal flag which recipients may display in their home or office.

4.3.2. The MOH flag may be displayed publicly when the individual is in attendance on the reviewing stand in an official ceremony. If the MOH flag is displayed on a flagstaff, the flagstaff shall be eight feet tall, but shall not be higher than the US flag if displayed at the same time as the US flag.

4.3.3. When the MOH flag is displayed with the US flag, the US flag shall hold the position of superior prominence and in the position of honor on the right. The MOH flag shall be placed to the left of the US flag. When viewed from an audience the U.S. flag shall be on the left and the MOH flag shall be on the right. Order of precedence of the MOH flag when displayed with state, organizational, and/or general or flag officer personal flags are: US flag, State flag, Organizational flag, personal flag, and then MOH flag.

4.3.4. The procedures for Government agencies or civilian institutions to request a MOH flag is provided in AFMAN 36-2806. As an appurtenance to the MOH, the MOH flag shall be displayed in an attractive, dignified, and secure manner.

4.4. Ceremonies – White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling. MOH ceremonies will consist of three events held on three consecutive days. The first day will consist of POTUS presentation to the MOH recipient or PNOK at a ceremony held at the White House. The second day will consist of a Hall of Heroes induction ceremony held at the Pentagon. The third day will consist of an unveiling ceremony at the Air Force Memorial with a wreath laying for posthumous nominations. The White House ceremony

is typically 60 days after the White House publicly announces POTUS decision to approve the award. Below are procedures for organizing these ceremonies. **Note:** All actions are handled as CUI until after the White House publicly announces approval of the MOH.

4.4.1. **POTUS Intent to Approve.** Upon White House notification of POTUS intent to approve a MOH, SAF/MRM will:

4.4.1.1. Send an email with the words “CLOSE HOLD” in subject line, to DAF leadership notifying them of POTUS intent to approve the MOH.

4.4.1.1.1. For USAF, email CSAF with a courtesy copy to the Vice Chief of Staff of the Air Force, AF/DS, CMSAF, SAF/MR, SAF/AA, SAF/PA, and AF/A1.

4.4.1.1.2. For USSF, email CSO with a courtesy copy to the Vice Chief of Staff of Space Operations, SF/DS, SF/CMSSF, SAF/MR, SAF/AA, SAF/PA, and SF/S1.

4.4.1.2. Email the applicable the Director of Staff (AF/DS or SF/DS) requesting the selection of a HAF 2-letter organization to lead the ceremony planning. The 2-letter organization will assign a Project Officer (normally an officer in the grade of Colonel/O-6). The Project Officer serves as the primary lead for planning and executing the ceremonies. Responsibilities include, but are not limited to:

4.4.1.2.1. Attends a WHMO scheduled event overview meeting at the White House.

4.4.1.2.2. Develops transportation plan for the week of the ceremonies, which includes:

4.4.1.2.2.1. Coordinates with the nearest military installation for local support to the MOH recipient or PNOK, immediate family, and assigned escort. This support includes transportation to and from residence, airport, and hotel to attend the MOH ceremonies.

4.4.1.2.2.2. Meets with the Pentagon Force Protection Agency for motorcade escorts.

4.4.1.2.3. Solicits volunteer escorts for:

4.4.1.2.3.1. One escort for the recipient or PNOK, who will serve as the Paying Agent.

4.4.1.2.3.1.1. Escort will remain with recipient or PNOK throughout the ceremony week.

4.4.1.2.3.1.2. In cases where the recipient or PNOK will be flying to the National Capital Region (NCR), the escort will travel to recipients or PNOK's departing airport, receive a hand-off from the installation representative, and escort the recipient or PNOK to the NCR. On the return trip, the escort will accompany the recipient or PNOK and hand-off back to the installation representative.

4.4.1.2.3.1.3. Ensure recipient's military uniform for the ceremonies is in accordance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, and replaces items as needed. This paragraph constitutes fiscal authority to spend appropriated funds to replace uniform items as needed by the recipient.

4.4.1.2.3.2. Bus escort (1 each) for the White House Presentation ceremony.

4.4.1.2.3.3. Hall of Heroes Induction and Air Force Memorial Unveiling ceremonies.

4.4.1.2.4. Provides weekly updates to the applicable Director of Staff (AF/DS or SF/DS) and daily updates during week of ceremonies.

4.4.1.2.5. Develops ceremony guidance for senior DAF leaders, MOH recipient or PNOK, and immediate family (refer to [Attachment 2](#)).

4.4.1.2.6. Obtains photographs from recipient or PNOK and unit, and provides photographs to SAF/PA for media purposes (e.g., posters, programs, and social media).

4.4.1.3. Assist WHMO with pre-ceremony work (e.g. providing information on recipient and validating data) until a Project Officer is appointed.

4.4.1.4. Attend a WHMO scheduled event overview meeting (if scheduled prior to appointment of a Project Officer).

4.4.1.5. Provide the contact information for the assigned Project Officer to WHMO.

4.4.1.6. Provide the final White House approved MOH citation to AF/A1 or SF/S1 for printing, HAF/CX for the speechwriters, and the Project Officer.

4.4.1.7. Obtains copy of signed MOH certificate from WHMO and provides to AF/A1 or SF/S1 for records distribution (refer to [paragraph 3.3.8](#)).

4.4.2. Ceremony **Pre-Planning**. Upon appointment, the Project Officer will (also refer to [Attachment 5](#)):

4.4.2.1. Meet with SAF/DSP and SAF/AA (Budget) representative to discuss the way forward for the ceremonies.

4.4.2.2. Set-up an initial meeting with the stakeholders, herein referred to as “Planning and Execution Team.” The Planning and Execution Team is comprised of a representative from SAF/MR, AF/A1 or SF/S1, SAF/DSP, SAF/PA, AF/HO, SAF/AA, and SAF/LL, along with the Assistant Project Officers. The team will be responsible for planning the Hall of Heroes Induction and Air Force Memorial Unveiling ceremonies, and arranging transportation to and from the White House Presentation ceremony. The Planning and Execution Team meetings are mandatory; persons unable to attend will send an alternate representative.

4.4.2.2.1. SAF/DSP.

4.4.2.2.1.1. Identifies host for DAF sponsored ceremonies—Hall of Heroes Induction and DAF Memorial Unveiling, and sets tentative dates for the ceremonies.

4.4.2.2.1.2. Coordinates office calls with the host(s) of the DAF ceremonies.

4.4.2.2.1.3. Coordinates lunch location, invitations, menu, reception, and seating.

4.4.2.2.1.4. Develops script and sequence of events for the Hall of Heroes Induction and DAF Memorial Unveiling ceremonies.

4.4.2.2.1.5. Coordinates with Air Force District of Washington Ceremonies (AFDW/CCP) for the Hall of Heroes Induction and DAF Memorial Unveiling ceremonies--setup, proffer, flags, ceremony music, and ushers.

4.4.2.2.1.6. Determines uniform for all ceremonies.

4.4.2.2.1.7. Requests AFDW/CCP assistance with obtaining transportation for the events.

4.4.2.2.1.8. Develops event books and briefs for SecAF and applicable Service Chief (CSAF or CSO), or host (if not SecAF and CSAF or CSO).

4.4.2.2.1.9. Determines "A" list for all ceremonies—White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling.

4.4.2.2.1.10. Obtains wheelchairs (if needed) for all ceremonies.

4.4.2.2.1.11. Schedules Pentagon tour for recipient or PNOK and immediate family.

4.4.2.2.1.12. Coordinates photographer for all ceremonies—White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling.

4.4.2.2.2. SAF/AA.

4.4.2.2.2.1. Provides funding for Project Officer's TDY to brief the recipient or PNOK on MOH entitlements (refer to Attachments [7](#) and [8](#)), the sequence of events, etc.

4.4.2.2.2.2. Requests SAF/AA authorize the issuance of government cell phones to the Project Officer and Assistant Project Officers for the duration of the ceremonies. The cell phones will allow immediate access to emails and quicker communication with recipient or PNOK and immediate family, while the Project Officer and Assistant Project Officers are away from their desks.

4.4.2.2.2.3. Determines and contracts a hotel.

4.4.2.2.2.4. Arranges travel through the Defense Travel System (DTS) for recipient or the PNOK and immediate family (refer to Terms in [Attachment 1](#)), which includes transportation and hotel reservations.

4.4.2.2.2.5. Obtains funds for Paying Agent and coordinates training for the agent.

4.4.2.2.2.6. Prints the MOH certificate for SecAF and POTUS signature.

4.4.2.2.2.7. Participates in DAF's ceremony planning meetings.

4.4.2.2.3. SAF/PA.

4.4.2.2.3.1. Participates in DAF's ceremony planning meetings, providing public affairs guidance.

4.4.2.2.3.2. Prepares press package.

4.4.2.2.3.3. Updates official DAF social media and MOH website.

4.4.2.2.3.4. Coordinates Pentagon entry and placement of Press for Hall of Heroes Induction and DAF Memorial Unveiling ceremonies.

4.4.2.2.3.5. Coordinates public affairs coverage for the Hall of Heroes Induction and DAF Memorial Unveiling ceremonies (Pentagon Channel).

4.4.2.2.3.6. Prepares and obtains programs and posters for the Hall of Heroes Induction and DAF Memorial Unveiling ceremonies, and the receptions.

4.4.2.2.3.7. Obtains from the Project Officer photographs of the recipient and selects photographs to be used for media purposes.

4.4.2.2.3.8. Notifies home station Public Affairs Officer(s).

4.4.2.2.3.9. Coordinates with the DoD graphics office for the Hall of Heroes presentation items—a replica of the Hall of Heroes board and a framed photograph and citation for the unveiling.

4.4.2.2.3.10. Prepares a tribute video consisting of the three ceremonies and folding of the MOH flag.

4.4.2.3. Requests two volunteers to serve as Assistant Project Officers and assist with the planning of the ceremonies.

4.4.3. Approval **Publicly Announced.** Once POTUS notifies the recipient or PNOK of the MOH approval, the Project Officer will:

4.4.3.1. Request TDY funding from SAF/AA to brief the recipient or PNOK. The brief will consist of a MOH benefit brief, media brief, and ceremony sequence of events.

4.4.3.2. Contact the recipient or PNOK to:

4.4.3.2.1. Arrange a briefing.

4.4.3.2.2. Advise the recipient or PNOK to start identifying 100 family and friends to invite to the ceremonies. Travel for non-immediate family and friends will not be at government expense.

4.4.3.2.3. Obtain pictures of recipient, from childhood through military career.

4.4.3.2.4. Obtain information (full name, social security number, date of birth, address, telephone number, and email address) on recipient's immediate family--surviving spouse; children (natural and adopted), and mother and father or person(s) granted legal custody of the person by a court decree or statutory provision. Siblings will be considered on a case-by-case basis. This information is needed to build the DTS profile for travel arrangements.

4.4.4. Scheduled **Presentation Date.** Once the White House has established a presentation date, the Project Officer will:

4.4.4.1. Brief the applicable Director of Staff (AF/DS or SF/DS) with assistance from their protocol office, on the details of the ceremonies--White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling.

4.4.4.2. Reserve the Pentagon Auditorium (<https://pntauditsched.army.mil>) for 3 days (1-day to setup, ceremony day, and 1-day to take-down). Hall of Heroes Induction Ceremony will be held in the Pentagon Auditorium due to the number of attendees. [Hall of Heroes will only seat 100 people; Pentagon Auditorium will seat 344 people.] A DoD

Common Access Card is required to access the website. If the auditorium dates are booked, request the agency/office(s) that has the reservation to relinquish their reservation. The Army Multimedia and Visual Information Directorate (AMVID) customer service desk can assist.

4.4.4.3. Set-up a meeting with the AMVID Live Events Production Manager, Pentagon room MG652, to discuss contracts for setup, lighting, permits, etc. The backdrop (refer to [Figure 4.2](#)) for the Hall of Heroes Induction Ceremony (held in the Auditorium) is located in the AMVID warehouse.

Figure 4.2. Hall of Heroes Induction Ceremony Backdrop (Sample).



4.4.4.4. Schedule a Planning and Execution Team meeting to begin planning – funding, DTS, movement plan, transportation, hotel, reception, display posters, media, invite list, media coverage, tribute video, etc. The following actions must be accomplished.

4.4.4.4.1. Requests Pentagon Force Protection Agency (PFPA) provide security screening, Pentagon access, and motorcade escorts.

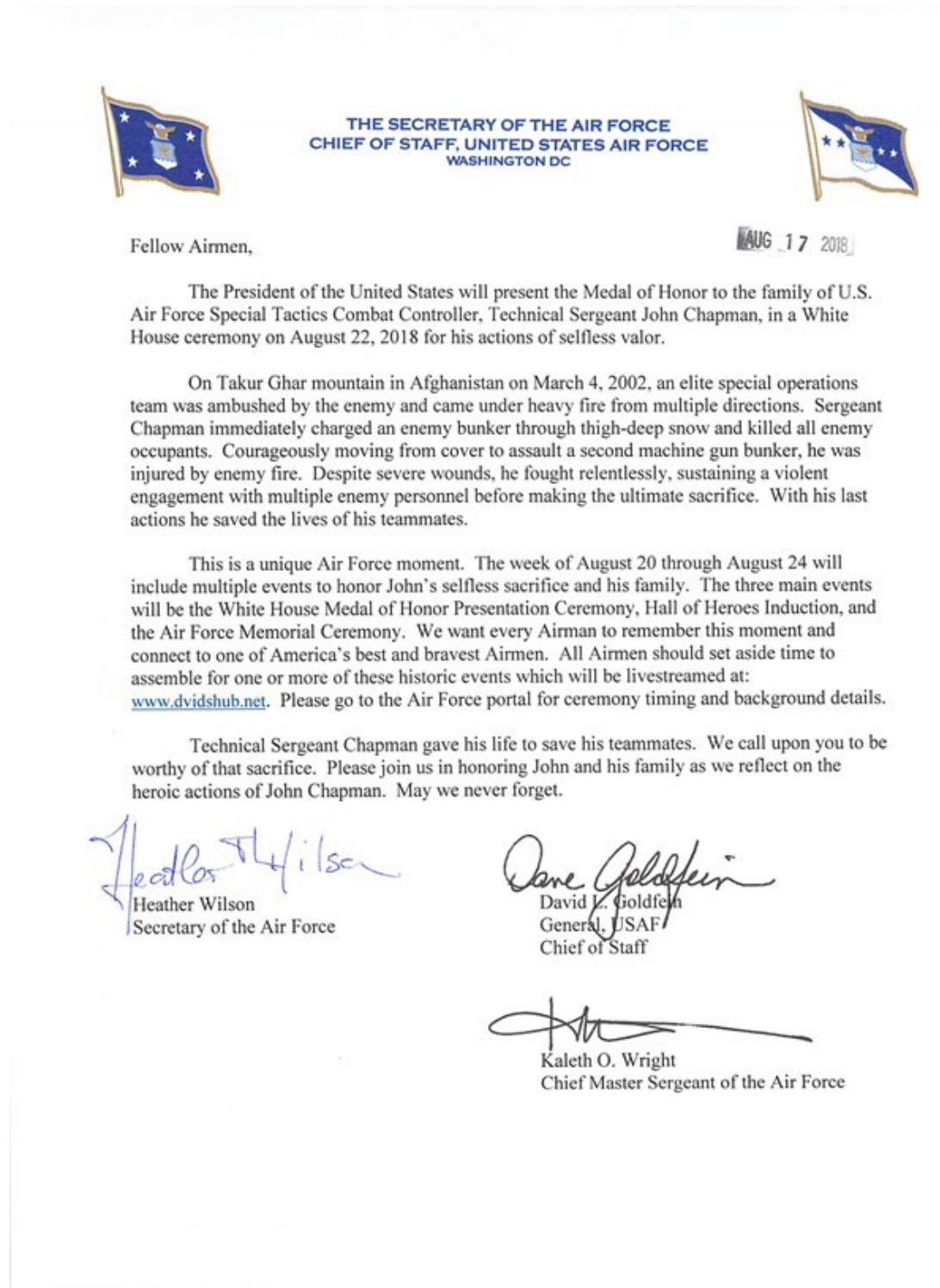
4.4.4.4.2. Requests AFDW/CCP assistance with obtaining transportation from AFDW.

4.4.4.4.3. Contact AF/HC to schedule invocation and benediction for the ceremonies—White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling.

4.4.4.4.4. Collaborates with SAF/AA to obtain SecAF approval of the use of Emergency and Extraordinary Expense funds for transportation to events, and if applicable the purchase of a military uniform (to include uniform items) for the living MOH recipient.

4.4.4.5. Draft and staff an announcement letter. Immediately after the White House publicly announces POTUS decision to approve the award, a letter should be released (refer to [Figure 4.3](#)).

Figure 4.3. Sample Announcement Letter.



4.4.5. Sequence of White House Presentation Ceremony. The sequence may vary.

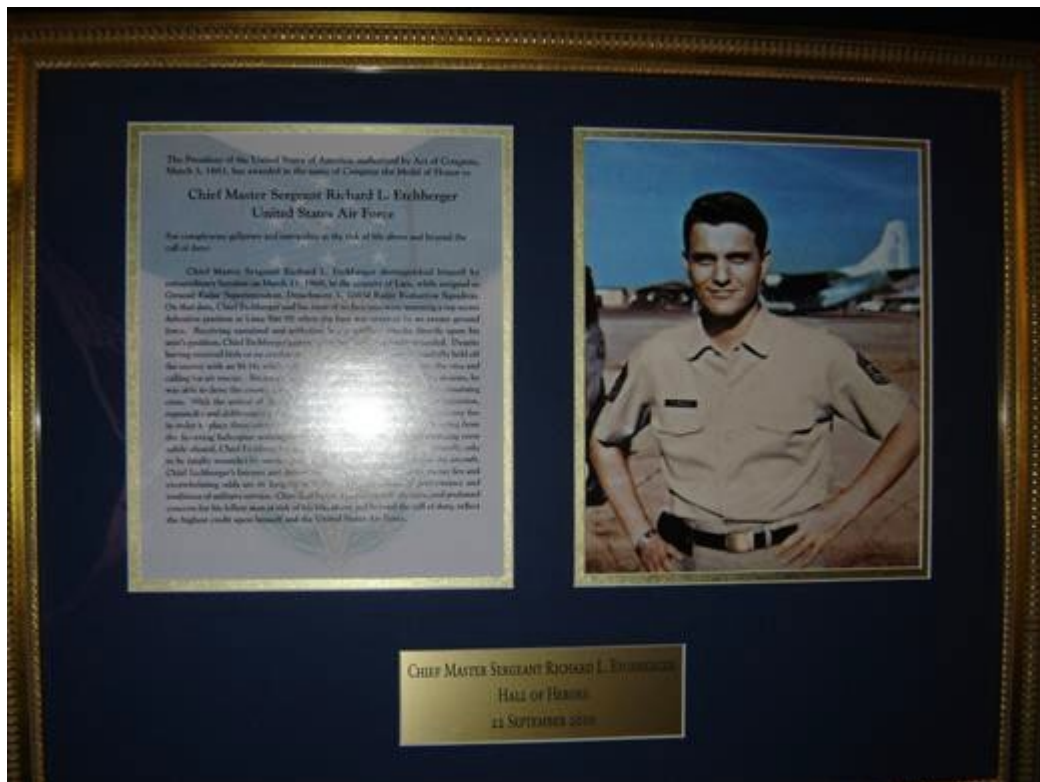
- 4.4.5.1. POTUS announced into East Room and HONORS.
- 4.4.5.2. POTUS joins AF/HC on stage.
- 4.4.5.3. AF/HC delivers invocation.
- 4.4.5.4. POTUS delivers remarks.
- 4.4.5.5. Recipient or PNOK joins POTUS on stage after remarks.
- 4.4.5.6. POTUS asks the White House Military Aide to read citation.
- 4.4.5.7. Citation read, medal presented, and photos are taken.
- 4.4.5.8. AF/HC delivers benediction.
- 4.4.5.9. POTUS departs.
- 4.4.5.10. Guests move to State Dining Room for the reception (anticipate 60 min).

4.4.6. Sequence of Hall of Heroes Induction Ceremony. The sequence may vary.

- 4.4.6.1. Recipient or PNOK and immediate family arrives at Pentagon/Mall Entrance.
 - 4.4.6.1.1. Project Officer takes recipient or PNOK to Pentagon Auditorium for Hall of Heroes Induction ceremony rehearsal.
 - 4.4.6.1.2. Assistant Project Officer takes immediate family on a VIP Pentagon Tour.
- 4.4.6.2. Recipient or PNOK and immediate family have lunch with SecAF and the applicable Service Chief (CSAF or CSO). [CMSAF or CMSSF is present for enlisted recipients.].
 - 4.4.6.2.1. Guests arrive for VIP Pentagon Tour.
- 4.4.6.3. Office Call with SECDEF; attended by SecAF, the applicable Service Chief (CSAF or CSO), recipient or PNOK, and immediate family. [CMSAF or CMSSF is present for enlisted recipients.]
- 4.4.6.4. Office Call with the Deputy SECDEF (Dep SECDEF; attended by SecAF, the applicable Service Chief (CSAF or CSO), recipient or PNOK, and immediate family. [CMSAF or CMSSF is present for enlisted recipients.]
- 4.4.6.5. Official Party taken to Pentagon Auditorium for Hall of Heroes induction ceremony:
 - 4.4.6.5.1. Arrival of the Official Party (Dep SECDEF, SecAF, the applicable Service Chief (CSAF or CSO), and recipient or PNOK. [CMSAF or CMSSF is part of Official Party and delivers remarks for enlisted recipients.]
 - 4.4.6.5.2. AF/HC delivers invocation.
 - 4.4.6.5.3. Playing of the National Anthem.
 - 4.4.6.5.4. Applicable Service Chief (CSAF or CSO) delivers remarks.
 - 4.4.6.5.5. SecAF delivers remarks.

- 4.4.6.5.6. Dep SECDEF delivers remarks.
- 4.4.6.5.7. SecAF presents picture and citation (refer to [Figure 4.4](#)) to recipient or PNOK.
- 4.4.6.5.8. Unveiling of Hall of Heroes Plaque (Official Party).
- 4.4.6.5.9. Dep SECDEF presents the MOH Flag.
- 4.4.6.5.10. Recipient or PNOK delivers remarks.
- 4.4.6.5.11. AF/HC delivers benediction.
- 4.4.6.5.12. Air Force Song or Space Force Song, as appropriate.
- 4.4.6.5.13. Receiving Line.
- 4.4.6.5.14. Reception.

Figure 4.4. Picture of CMSgt Etchberger's Picture and Citation.



4.4.7. Sequence of Air Force Memorial Unveiling Ceremony. The sequence may vary. Refer to [Figure 4.5](#).

- 4.4.7.1. Arrival of the Official Party.
- 4.4.7.2. Playing of the National Anthem.
- 4.4.7.3. AF/HC delivers invocation.
- 4.4.7.4. Air Force Memorial Foundation delivers remarks.
- 4.4.7.5. Host delivers remarks.

- 4.4.7.6. Unveiling of Air Force Memorial Wall (Official Party).
- 4.4.7.7. Wreath Laying (if posthumous award of the MOH).
- 4.4.7.8. Air Force Song or Space Force Song, as appropriate.

Figure 4.5. Sample Air Force Memorial Ceremony Diagram.



4.4.8. **Tribute Video.** On conclusion of the three ceremonies (White House Presentation, Hall of Heroes Induction, and Air Force Memorial Unveiling), SAF/PA will produce a compilation tribute video with photographs of the events. The video will be provided to Headquarters Air Force Personnel Center, Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP), 550 C Street, JBSA-Randolph, TX 78150.

ANTHONY P. REARDON
Administrative Assistant

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 107-248

Title 10 USC § 1130, *Consideration of Proposals for Decorations not Previously Submitted in Timely Fashion: Procedures for Review*

Title 10 USC § 3747, Medal of Honor; Distinguished-Service Cross; Distinguished-Service Medal; Silver Star: Replacement

Title 10 USC § 9271, *Medal of Honor: Award*

Title 10 USC § 9284, *Medal of Honor: Duplicate Medal*

Title 10 USC § 9285, *Medal of Honor: Presentation of Medal of Honor Flag*

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDM 1348.33, Volume 1, *Manual of Military Decorations and Awards: Medal of Honor*, 21 December 2016

DAFPD 36-28, *Awards Program*, 24 May 2021

HAFMD 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, 28 January 2019

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 36-2023, *The Secretary of the Air Force Personnel Council (SAFPC)*, 3 April 2018

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

Prescribed Forms

None

Adopted Forms

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMVID—Army Multimedia and Visual Information Directorate

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

CUI—Controlled Unclassified Information

DAF—Department of the Air Force

DOD—Department of Defense

DTS—Defense Travel System

HAF—Headquarters Air Force

HOI—Headquarters Operating Instruction

ID—Identification

MOH—Medal of Honor

NCR—National Capital Region

OPR—Office of Primary Responsibility

PFPA—Pentagon Force Protection Agency

PNOK—Primary Next of Kin

POTUS—President of the United States

RDS—Records Disposition Schedule

SAFDB—Secretary of the Air Force Decorations Board

SAFPC—Air Force Personnel Council

SECAF—Secretary of the Air Force

SOF—Special Operations Forces

SSS—Staff Summary Sheet

TMT—Task Management Tool

USAF—United States Air Force

USC—United States Code

USSF—United States Space Force

WHMO—White House Military Office

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1P—Director of Air Force Military Force Management

AF/DS—Director of Staff of the Air Force

AF/HC—Chief of Chaplains

AF/HO—Air Force Historical Studies Office

AFPC/DP3SP—Air Force Personnel Center, Promotions, Evaluations and Recognitions Policy Branch

HAF/CX—SecAF/CSAF Executive Action Group

SAF/AA—Administrative Assistant to the Secretary of the Air Force

SAF/DSP—Department of the Air Force Protocol

SAF/LL—Director of Legislative Liaison

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRM—Deputy Assistant Secretary of the Air Force for Force Management Integration

SAF/PA—Assistant Secretary of the Air Force for Public Affairs

SF/CMSSF—Chief Master Sergeant of the Space Force

SF/DS—Director of Staff of the Space Force

SF/S1—Deputy Chief of Space Operations for Personnel

SF/S1P—Director of Space Force Military Policy and Management

Terms

Above and Beyond the Call of Duty—Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

Appurtenances—See Device.

Award—Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, and streamers. Also an adjectival term used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth).

Bravery—Quality or state showing courage; level of conduct which is expected.

Conflict—An armed struggle or clash between organized groups within a nation or between nations in order to achieve limited political or military objectives. Although regular forces are often involved, irregular forces frequently predominate. Conflict often is protracted, confined to a restricted geographic area, and constrained in weaponry and level of violence. Within this state, military power in response to threats may be exercised in an indirect manner while supportive of other instruments of national power. Limited objectives may be achieved by the short, focused, and direct application of force.

Death or Wounding by Friendly Fire—Service member(s) killed in action or wounded in action mistakenly or accidentally by friendly forces who are directly engaged with the enemy and directing fire at a hostile force or what is thought to be a hostile force.

Decoration—Refer to personal military decoration.

Deceased—A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared to be dead on the basis of a presumptive basis of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased.

Device—An accessory or other item associated with an award (i.e., lapel button, rosette, or oak leaf cluster). Referred to as an appurtenance or accoutrement in previous versions of awards instructions and manuals.

Distinguished Himself or Herself By—A person to have distinguished himself or herself must, by praiseworthy accomplishment, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like grade and experience for the circumstance involved.

Gallantry and Intrepidity at the Risk of Life—Fearless spontaneous conduct at the risk of life, above and beyond the call of duty, which clearly sets the Airman or Guardian apart from all other comrades. Minimum level of valorous performance in combat consistent with a recommendation for the MOH.

Heroism—Heroic conduct especially as exhibited in fulfilling a high purpose or attaining a noble end involving the voluntary risk of life.

Combat Heroism—Act or acts of heroism by an individual engaged in actual conflict with an armed enemy, or military operations which involve exposure to personal hazards, due to direct enemy action or the imminence of such action.

Immediate Family—For the purpose of the MOH, immediate family is defined as the surviving spouse, children (natural and adopted), mother and father, or person(s) granted legal custody of the person by a court decree or statutory provision. Siblings will be considered on a case-by-case basis.

Medal—A term used to include the three categories of awards, namely decorations, Good Conduct Medal, and campaign, expeditionary, and service medals. Also refers to the distinctive physical device made of metal and ribbon, which constitutes the tangible evidence of an award.

Operation—1) A military action or the carrying out of a strategic, operational, tactical, service, training, or administrative military mission. 2) The process of carrying on combat, including movement, supply, attack, defense, and maneuvers needed to gain the objectives of any battle or campaign.

Personal Military Decoration—A decoration bestowed upon an individual to recognize an act(s) of valor, non-combat heroism, meritorious service or outstanding achievement. Refer to AFMAN 36-2806 for the DAF personal military decorations.

Plenary Session—A meeting when all board members are present.

Posthumous—Occurring or coming into existence after a person's death (e.g. promotion, award).

Primary Next of Kin—Defined in descending order as the surviving spouse; natural or adopted children in order of seniority; parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision;

brothers or sisters in order of seniority; grandparents in order of seniority; and persons standing in loco parentis in the place of the parent (and other persons specifically designated as next of kin by the member).

Valor—An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the US, or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

Wound—An injury to any part of the body from an outside force or agent.

Wounded in Action—A wound incurred in action against the enemy or as a result of enemy action; and the wound requires the treatment of a physician. Civilian battle casualties are not classified as wounded in action.

Attachment 2

DISTINGUISHED VISITORS

A2.1. General Guidance. This attachment contains example guides that may be created to assist senior leaders and a MOH recipient or PNOK throughout the ceremony week.

Figure A2.1. Example MOH Distinguished Visitor Guide for Senior Leaders.


| | |
|--|--|
|  <p style="text-align: center;">TSgt John Chapman MoH Guest Participation Guide <i>(Intended for SecAF, CSAF, CMSAF)</i> <small>Current as of 20 August, 1245</small></p> <p style="text-align: center;">White House MoH Ceremony Wednesday, 22 August 2018</p> <p style="text-align: center;">Military Attire: Service Dress Civilian Attire: Business</p> | |
| <p style="text-align: center;"><u>Timeline:</u></p> <p>0900 SECAF and CSAF co-hosted office call <i>(SECAF large conference room 4E869)</i></p> <p>0950 SECAF/CSAF office call concludes</p> <p>1445 Arrival at White House</p> <p>1530 Medal of Honor Ceremony in East Room</p> <p>1600 White House Reception in State Room</p> | <p style="text-align: center;"><u>Key Information</u></p> <p>Note 1: Guests must have a government issued photo ID and assigned badge (if applicable) to enter venue.</p> <p>Note 2: All transportation to the White House will be via bus. No alternate means authorized.</p> <p>Note 3: Prohibited items include book bags, backpacks, food/beverage, strollers, tobacco products, pointed objects, aerosol containers, guns, ammunition, fireworks, stun guns, mace, knives or other weapons.</p> |
| <p style="text-align: center;">Hall of Heroes Induction Ceremony at the Pentagon Auditorium Thursday, 23 August 2018</p> <p style="text-align: center;">Military Attire: Service Dress Civilian Attire: Business</p> | |
| <p style="text-align: center;"><u>Timeline:</u></p> <p>0900 Meet Chapman family (CSAF office)</p> <p>0910 CSAF & CMSAF escort to SECDEF office</p> <p>0915 Office call with SECDEF and Chapman family</p> <p>0945 Escort Chapman family to Pentagon Auditorium</p> <p>0950 Pre-Brief</p> <p>1000 Hall of Heroes Induction Ceremony</p> <p>1100 Reception in auditorium hallway</p> <p>1830 Air House Dinner (Business Casual—sport coat/no tie)</p> | <p style="text-align: center;"><u>Key Information</u></p> <p>Note 1: Guests must have a government issued photo ID and assigned badge to enter venue.</p> <p>Note 2: Prohibited items include book bags, backpacks, tobacco products, pointed objects, aerosol containers, guns, ammunition, fireworks, stun guns, mace, knives or other weapons.</p> |
| <p style="text-align: center;">Unveiling Ceremony at the Air Force Memorial Friday, 24 August 2018</p> <p style="text-align: center;">Military Attire: Service Dress Civilian Attire: Business</p> | |
| <p style="text-align: center;"><u>Timeline:</u></p> <p>0935 Arrive at Air Force Memorial</p> <p>0940 Chapman family arrives</p> <p>0945 Pre-Brief</p> <p>1000 Medal of Honor Unveiling Ceremony</p> | <p style="text-align: center;"><u>Key Information</u></p> <p>Note 1: Venue is outdoors, rain or shine. Plan for hot, humid conditions with limited shade.</p> <p>Note 2: Restrooms and water fountains available on site.</p> <p>Note 3: Prohibited items include, pointed objects, aerosol containers, guns, ammunition, fireworks, stun guns, mace, knives or other weapons.</p> |

Figure A2.2. MOH Distinguished Visitor Guide for Senior Leaders (continuation).

| | | | | | | | | | | | | | | | | | |
|---|----------------------------|---------------|--------------------------------|------------------|---------------|--------------------------------|----------------------------|---------------|--------------------------------|--------------------------|---------------|--------------------------------|----------------------|---------------|--------------------------------|------------------------|---------------|
| TSgt John Chapman MoH Guest Participation Guide <i>(Intended for SecAF, CSAF, CMSAF)</i> | | | | | | | | | | | | | | | | | |
| Medal of Honor Week in honor of Technical Sergeant John A. Chapman 20 - 24 August 2018 | | | | | | | | | | | | | | | | | |
| DV BADGES WILL BE DELIVERED TO ATTENDEE OFFICES | | | | | | | | | | | | | | | | | |
| GENERAL INFORMATION Cameras will be allowed at all venues Alternate means of transportation to/from the White House will not be authorized Weapons of any kind are prohibited at all venues | | | | | | | | | | | | | | | | | |
| FOR ADDITIONAL QUESTIONS The Medal of Honor Operations Center is located at the [host hotel] | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <u>Ops Center Hours of Operation:</u> Monday: 0900-2000 Tuesday: 0700-2000 Wednesday: 0700-2000 Thursday: 0700-2100 Friday: 0700-2200 Saturday: 0700-1200 </div> | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> Operations Center Contact Information Main Numbers: [number that is consistently manned] <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%;">[rank and first and last name]</td> <td style="width: 33%;">MoH Project Lead</td> <td style="width: 33%;">[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Assistant Project Lead</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Commander</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Chief</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Support</td> <td>[cell number]</td> </tr> </table> </div> | | | [rank and first and last name] | MoH Project Lead | [cell number] | [rank and first and last name] | MoH Assistant Project Lead | [cell number] | [rank and first and last name] | MoH Ops Center Commander | [cell number] | [rank and first and last name] | MoH Ops Center Chief | [cell number] | [rank and first and last name] | MoH Ops Center Support | [cell number] |
| [rank and first and last name] | MoH Project Lead | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Assistant Project Lead | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Commander | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Chief | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Support | [cell number] | | | | | | | | | | | | | | | |

Figure A2.3. MOH Distinguished Visitor Guide for Recipient or PNOK.



| | |
|--|---|
| <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> TSgt John Chapman MoH Guest Participation Guide <i>(Intended for the Chapman Family)</i> </div>  </div> <div style="text-align: center; margin-top: 10px;"> SECAF/CSAF Office Call and White House MoH Ceremony Wednesday, 22 August 2018 Military Attire: Service Dress Civilian Attire: Business </div> | |
| <p style="text-align: center;"><u>Timeline:</u></p> <p>0840 Load vehicles enroute to Pentagon</p> <p>0845 Arrive at Pentagon</p> <p>0900 SECAF/CSAF co-hosted office call (CSAF office)</p> <p>0930 SECAF/CSAF office call concludes/return to [host hotel]</p> <p>1225 Depart enroute to White House</p> <p>1300 Arrive at White House</p> <p>1305 Escorted to East Room for ceremony rehearsal</p> <p>1335 White House tour</p> <p>1500 Office call with President [last name] ([List names of attendees] only)</p> <p>1530 Medal of Honor Ceremony in East Room</p> <p>1600 White House Reception in State Room</p> <p>1720 Depart White House/return to hotel/at leisure</p> | <p style="text-align: center;"><u>Key Information</u></p> <p>Note 1: Guests must have a government issued photo ID and assigned badge to enter venue.</p> <p>Note 2: All transportation to the White House will be via bus. No alternate means authorized.</p> <p>Note 3: Prohibited items include book bags, backpacks, mace, aerosol containers, fireworks, guns, stun guns, food, beverage, strollers, tobacco products, pointed objects, ammunition, knives or other weapons.</p> |
| <div style="text-align: center; margin-top: 20px;"> Hall of Heroes Induction Ceremony at the Pentagon Auditorium and SECAF and CSAF Dinner at the Air House Thursday, 23 August 2018 Military Attire: Service Dress Civilian Attire: Business </div> | |
| <p style="text-align: center;"><u>Timeline:</u></p> <p>0840 Travel to Pentagon</p> <p>0855 Walk to CSAF office</p> <p>0910 CSAF and CMSAF escort to SECDEF office</p> <p>0915 SECDEF office call</p> <p>0945 Walk to Pentagon Auditorium</p> <p>0950 Event Brief</p> <p>1000 Hall of Heroes Induction Ceremony</p> <p>1100 Reception in auditorium hallway</p> <p>1200 Escorted to Hall of Heroes and Airman's Hall</p> <p>1245 Depart Pentagon enroute to hotel</p> <p>1255 Arrive hotel/at leisure</p> <p>1745 Gather in [host hotel room] area/load vehicles</p> <p>1800 Travel to Air House</p> <p>1830 Air House Dinner (Business Casual—sport coat/no tie)</p> <p>2025 Dinner concludes</p> <p>2030 Return to [host hotel]/at leisure</p> | <p style="text-align: center;"><u>Key Information</u></p> <p>Note 1: Guests must have a government issued photo ID and assigned DV badge to enter venue.</p> <p>Note 2: Prohibited items include book bags, backpacks, tobacco products, stun guns, knives, guns, mace, pointed objects, aerosol containers, ammunition, fireworks, or other weapons.</p> |

Figure A2.4. MOH Distinguished Visitor Guide for Recipient or PNOK (continuation).

| | | | | | | | | | | | | | | | | | |
|---|----------------------------|--|--------------------------------|------------------|---------------|--------------------------------|----------------------------|---------------|--------------------------------|--------------------------|---------------|--------------------------------|----------------------|---------------|--------------------------------|------------------------|---------------|
| <p align="center">TSgt John Chapman MoH Guest Participation Guide <i>(Intended for the Chapman Family)</i></p> | | | | | | | | | | | | | | | | | |
| <p align="center">Unveiling Ceremony at the Air Force Memorial Friday, 24 August 2018 Military Attire: Service Dress Civilian Attire: Business</p> | | | | | | | | | | | | | | | | | |
| <p align="center"><u>Timeline:</u></p> <p>0930 Load vehicles</p> <p>0940 Arrive at Air Force Memorial</p> <p>0945 Event Brief to Chapman Family/DV's</p> <p>1000 Medal of Honor Unveiling Ceremony</p> <p>1120 Load vehicles/return to [host hotel]</p> <p>1130 Arrive at [host hotel]/at leisure</p> <p>1755 Escorted to banquet room</p> <p>1800 Special Operations Forces (SOF) Social begins</p> | | <p align="center"><u>Key Information</u></p> <p>Note 1: Venue is outdoors, rain or shine. Plan for hot, humid conditions with limited shade.</p> <p>Note 2: Restrooms and water fountains available on site.</p> <p>Note 3: Prohibited items include, pointed objects, stun guns, aerosol containers, guns, ammunition, fireworks, mace, knives or other weapons.</p> <p>Note 4: The SOF social is being sponsored by the Combat Control Association.</p> | | | | | | | | | | | | | | | |
| <p align="center"><u>FOR ADDITIONAL QUESTIONS:</u></p> <p align="center">The Medal of Honor Operations Center is located at the [host hotel] in [name or number of room]</p> | | <p align="center"><u>Ops Center Hours of Operation:</u></p> <p align="center">Monday: 0900-2000 Tuesday: 0700-2000 Wednesday: 0700-2000 Thursday: 0700-2100 Friday: 0700-2200 Saturday: 0700-1200</p> | | | | | | | | | | | | | | | |
| <p align="center">Operations Center Contact Information Main Numbers: [number that is consistently manned]</p> <table border="0"> <tr> <td>[rank and first and last name]</td> <td>MoH Project Lead</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Assistant Project Lead</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Commander</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Chief</td> <td>[cell number]</td> </tr> <tr> <td>[rank and first and last name]</td> <td>MoH Ops Center Support</td> <td>[cell number]</td> </tr> </table> | | | [rank and first and last name] | MoH Project Lead | [cell number] | [rank and first and last name] | MoH Assistant Project Lead | [cell number] | [rank and first and last name] | MoH Ops Center Commander | [cell number] | [rank and first and last name] | MoH Ops Center Chief | [cell number] | [rank and first and last name] | MoH Ops Center Support | [cell number] |
| [rank and first and last name] | MoH Project Lead | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Assistant Project Lead | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Commander | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Chief | [cell number] | | | | | | | | | | | | | | | |
| [rank and first and last name] | MoH Ops Center Support | [cell number] | | | | | | | | | | | | | | | |

Attachment 3**MEDIA ANNOUNCEMENT**

A3.1. General Guidance. This attachment contains an example media announcement for public viewing of the ceremonies.

Figure A3.1. MOH Media Announcement.



White House
Medal of Honor Ceremony
Wednesday, 22 Aug @ 1530 EST

Streamed live on <https://bit.ly/2nLTXS9>,
www.af.mil/live, @USAirForce Facebook page,
and on most major news networks.

Pentagon Hall of Heroes
Induction Ceremony
Thursday, Aug 23 @1000 EST

Streamed live on <https://bit.ly/2OIco5q>,
www.af.mil/live, and @USAirForce Facebook page.

Air Force Memorial
Medal of Honor Unveiling Ceremony
Friday, 24 Aug @ 1000 EST

Streamed live on <https://bit.ly/2MYnLWn>,
www.af.mil/live, and @USAirForce Facebook page.

Photos and videos of all ceremonies will be available
immediately at: <https://bit.ly/2PdztOu>

Bit.Ly links are case sensitive

Attachment 4

BIOGRAPHICAL INFORMATION

A4.1. General Guidance. This attachment contains a template form that can be used to capture a MOH recipient's biographical information.

Figure A4.1. Sample Biographical Information Form.

| MEDAL OF HONOR RECIPIENT BIOGRAPHICAL INFORMATION | | | | |
|--|-----------|---|---------------------------------|-------|
| Privacy Statement AUTHORITY: Title 10 United States Code 9271, <i>Medal of Honor: Award</i> ; DAFMAN 36-2806, <i>Military Awards: Criteria and Procedures</i> . PRIMARY PURPOSE: The information in this form will be used for ceremony planning purposes. ROUTINE USES: Disclosures are permitted under Title 5 United States Code 552a(b), Privacy Act of 1974, as amended. DISCLOSURE: Used by U.S. Space Force, Regular Air Force, Air Force Reserve, and Air National Guard members. | | | | |
| PART I. RECIPIENT'S INFORMATION | | | | |
| 1. NAME: | 2. RANK: | 3. PHONE: | 4. DUTY PHONE: Comm: DSN: | |
| 5. Posthumous Award? <input type="checkbox"/> Yes <input type="checkbox"/> No | | 6. PRIMARY SPECIALTY CODE: | | |
| 7a. HOME ADDRESS: | 7b. CITY: | 7c. STATE: | 7d. ZIP CODE: | |
| 8a. PLACE OF BIRTH (City/State): | 8b. CITY: | 8c. STATE: | 9. DATE OF BIRTH | |
| 10. HIGH SCHOOL (Name and Year Attended): | | 11. COLLEGE (Name and Year Attended): | | |
| 12. DATE ENTERED SERVICE (This Period): | | 13. PRIOR SERVICE (Branch and Service Dates): | | |
| PART II. FAMILY (<i>spouse, children, parents, siblings, etc</i>) | | | | |
| NAME AND RELATIONSHIP TO RECIPIENT (add ages of children) | ADDRESS | CITY | STATE | PHONE |
| 14a. | 14b. | 14c. | 14d. | 14e. |
| 15a. | 15b. | 15c. | 15d. | 15e. |
| 16a. | 16b. | 16c. | 16d. | 16e. |
| 17a. | 17b. | 17c. | 17d. | 17e. |
| 18a. | 18b. | 18c. | 18d. | 18e. |
| 19a. | 19b. | 19c. | 19d. | 19e. |
| 20a. | 20b. | 20c. | 20d. | 20e. |
| 21a. | 21b. | 21c. | 21d. | 21e. |
| 22a. | 22b. | 22c. | 22d. | 22e. |

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 PRIVACY SENSITIVE

Figure A4.2. Sample Biographical Information Form (continuation).

| PART III. UNIT INFORMATION | | | |
|-------------------------------------|------------|------------------|------------------|
| 23a. UNIT OF ASSIGNMENT: | 23b. CITY: | 23c. STATE: | 23d. ZIP CODE: |
| 24a. DUTY TITLE OF RECIPIENT: | | 24b. CITY: | 24c. STATE: |
| 25a. NAME OF COMMANDER: | 25b. RANK: | 25c. CELL PHONE: | 25d. DUTY PHONE: |
| 26a. NAME OF UNIT POINT OF CONTACT: | 26b. RANK: | 26c. CELL PHONE: | 26d. DUTY PHONE: |
| PART IV. ADDITIONAL INFORMATION | | | |
| | | | |

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PRIVACY SENSITIVE

Figure A4.3. Sample Biographical Information Form (continuation).

| PART V. BIOGRAPHICAL NARRATIVE |
|---|
| <div style="text-align: center;"><p>CONTROLLED UNCLASSIFIED INFORMATION PRIVACY SENSITIVE</p></div> |

Attachment 5

CEREMONY PLANNING MILESTONES

A5.1. General Guidance. This attachment contains a template that can be used to track the progress of the ceremony planning milestones.

Figure A5.1. Sample Ceremony Planning Milestones.

| Ceremony Planning Milestones | | | | | | |
|------------------------------|----------------|--|--------------|------|------------------|---------|
| Area Task | Action Officer | Task | Complete NLT | Time | Coordinating POC | REMARKS |
| Project Officer | | Request an Assistant Project Officer(s) | | | | |
| Project Officer | | Schedule meeting with the protocol office (HAF/DSP or SF/DSP), SAF/AA and SAF/PA | | | | |
| AF/Al or SF/SI | | Order MOH medal set and MOH flag | | | | |
| Project Officer | | FUNDING -- Request funding from SAF/AA | | | | |
| Project Officer | | Submit SSS requesting Planning and Execution Team members | | | | |
| Project Officer | | Make initial contact with Planning and Execution Team members | | | | |
| Project Officer | | Schedule Plans and Execution Team meetings | | | | |
| WHMO | | POTUS notifies PNOK of approval | | | | |
| WHMO | | WHMO contacts family about potential ceremony dates. [family given 2 days to come up with some dates] | | | | |
| Project Officer | | DAF makes contact with the recipient or PNOK after WHMO schedules White House Presentation ceremony date. Get immediate family info and request recipient or PNOK identify 100 guests for ceremonies. Provide security forms to be completed. Also, the unit commander can assist the recipient or PNOK with compiling the list of guests. | | | | |
| Project Officer | | Discuss with SAF/AA recipient or PNOK and immediate family travel | | | | |
| WHMO | | Request MOH orders (and revocation, if applicable) from AFPC | | | | |
| Project Officer | | Identify family escort with assistance from unit commander (normally someone the recipient or PNOK is familiar with) | | | | |
| Project Officer | | Schedule meeting with Pentagon Force Protection Agency (PFPA). Support needed are: 1) pre-screening and issuing Pentagon badges to family & guests at the hotel before going to WH and Pentagon and 2) motorcade (police escort). | | | | |

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Figure A5.2. Sample Ceremony Planning Milestones.

| Ceremony Planning Milestones | | | | | | |
|------------------------------|----------------|---|-----------------|------|---------------------|---------|
| Area Task | Action Officer | Task | Complete NLT | Time | Coordinating POC | REMARKS |
| Project Officer | | Identify location of induction ceremony, i.e. Hall of Heroes or Pentagon auditorium (seats 340) | | | | |
| Project Officer | | Reserve the Pentagon Auditorium for Hall of Heroes Induction Ceremony via Army Multimedia & Visual Information Directorate (AMVID) | | | | |
| Project Officer | | Schedule meeting with AMVID Production Division | | | | |
| Project Officer | | Submit request for permit to Building Management for the use of the Pentagon Auditorium Hallway | | | | |
| Project Officer | | Reserve the Air Force Memorial for the AF Memorial Unveiling Ceremony - https://www.afdm.af.mil/afmemorial/ | | | | |
| AF/A1 or SF/S1 via AFPC/DP3 | | Request funding and order MOH display cases (1 medal set and 1 flag) | | | | |
| Project Officer | | Provide PNOK contact information to WHMO | | | | |
| Project Officer | | Identify and reserve location of Planning and Execution Team meeting | | | | |
| Project Officer | | Send meeting invite to Planning and Execution Team | | | | |
| Project Officer | | Planning and Execution Team meeting (discuss transportation, media coverage, website, A-list, etc) | | | | |
| Project Officer | | Contact AF/HC to schedule invocation by the HC at the three ceremonies--White House Presentation, Hall of Heroes Induction and Air Force Memorial Unveiling | | | | |
| AF/A1 or SF/S1 via AFPC/DP3 | | <i>Posthumous Only</i> . Arrange MOH set to be mounted in MOH display case | | | | |
| HAF/DSP or SF/DSP | | Coordinate DAF honor guard folding of MOH flag for mounting in MOH flag display case | | | | |

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Figure A5.3. Sample Ceremony Planning Milestones.

| Ceremony Planning Milestones | | | | | | |
|------------------------------|----------------|---|-----------------|------|---------------------|---------|
| Area Task | Action Officer | Task | Complete NLT | Time | Coordinating POC | REMARKS |
| Project Officer | | Order DC visitors guides for recipient, family and friends. Order from the Armed Forces Hostess Assoc (located in Pentagon on concourse--top of escalators) or Destination DC - https://washington.org/visit-dc/official-visitor-guide-and-map-bulk-orders | | | | |
| Project Officer | | Borrow full framed MOH flag from AMVID for Hall of Heroes Induction ceremony in Auditorium | | | | |
| Project Officer | | Attend meeting with WHMO on events brief for medal presentation | | | | |
| WHMO | | Date for WH ceremony | | | | |
| Project Officer | | Contact three hotels for group rate quotes and submit to SAF/AA for selection and approval to contract | | | | |
| HAF/DSP or SF/DSP | | Schedule PNOK office call with SECAF | | | | |
| HAF/DSP or SF/DSP | | Schedule PNOK office call with CSAF or CSO | | | | |
| HAF/DSP or SF/DSP | | Schedule PNOK office call with CMSAF or CMSSF (enlisted recipients only) | | | | |
| SAF/PA | | Contact Defense Media Activity to build page on MOH Tribute Website | | | | |
| HAF/DSP or SF/DSP | | Contact GO dining facility for catering (sandwiches, pastries, cookies, coffee, water, juice) | | | | |
| Project Officer | | Draft briefing slides of sequence of events | | | | |
| HAF/DSP or SF/DSP | | Draft SECAF and CSAF or CSO events brief | | | | |
| SAF/AA | | Build DTS for PNOK and Immediate Family | | | | |
| Project Officer | | Brief the Director of Staff (HAF/DS or SF/DS) on sequence of events | | | | |
| Project Officer | | Brief PNOK on entitlements and sequence of events | | | | |

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Figure A5.4. Sample Ceremony Planning Milestones.

| Area Task | Action Officer | Task | Complete NLT | Time | Coordinating POC | REMARKS |
|-------------------|----------------|---|-----------------|------|---------------------|---------|
| SAF/AA | | Obtain AFDW Contracting office approval to contract hotel and funding for one escort to stay at hotel with family | | | | |
| HAF/DSP or SF/DSP | | Schedule VIP Pentagon tour | | | | |
| Project Officer | | Meeting with SAF/PA (programs and posters) | | | | |
| Project Officer | | Meeting with protocol office (HAF/DSP or SF/DSP) to discuss invitations | | | | |
| SAF/AA | | Sign and email contract to host hotel | | | | |
| SAF/AA | | Request 11th Wing Finance Office provide a person to assist the family with travel vouchers | | | | |
| Project Officer | | Meeting with host hotel Events Staff | | | | |
| Project Officer | | Request unit assistance in transporting recipient or PNOK and immediate family to and from residence to local airport | | | | |
| Project Officer | | Planning and Execution Team meeting | | | | |
| SAF/PA | | Review draft Hall of Heroes Induction Ceremony program | | | | |
| Project Officer | | Request PFPA support via memo | | | | |
| Project Officer | | Coordinate transportation (to 3 events--White House Presentation, Hall of Heroes Induction and Air Force Memorial Unveiling). Need cell number for each driver, assistant driver and bus escorts. | | | | |
| Project Officer | | Meeting with PFPA to discuss motorcade, pre-screening and building access | | | | |
| AFDW/CCP | | Ensure appropriate flags are present | | | | |
| HAF/DSP or SF/DSP | | Arrange Honor Guard support for Hall of Heroes Induction and Air Force Memorial Unveiling Ceremonies | | | | |
| AFDW/CCP | | Request Air Force Band to sing National Anthem and Air Force Song | | | | |
| HAF/DSP or SF/DSP | | Prepare checklist for room setup (nameplates, IT needs, etc.) | | | | |

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Figure A5.5. Sample Ceremony Planning Milestones.

| Ceremony Planning Milestones | | | | | | |
|------------------------------|----------------|--|-----------------|------|---------------------|---------|
| Area Task | Action Officer | Task | Complete NLT | Time | Coordinating POC | REMARKS |
| WHMO | | Identification of ceremony facilitator | | | | |
| WHMO | | Coordinate location of Icebreaker | | | | |
| HAF/DSP or SF/DSP | | Finalize Seating Plan | | | | |
| AFDW/CCP | | Prepare draft narration | | | | |
| HAF/DSP or SF/DSP | | Finalize catering, VIP parking, and building access | | | | |
| Project Officer | | Request HAF/ES send email requesting escort assistance via HAF workflow | | | | |
| Project Officer | | Brief Escorts | | | | |
| HAF/DSP or SF/DSP | | Room walk-through, rehearsals, and setup | | | | |
| | | D-DAY - White House Presentation Ceremony | | | | |
| | | Opening Remarks | | | | |
| | | D-DAY - Hall of Heroes Induction Ceremony | | | | |
| | | Opening Remarks | | | | |
| | | Reception (host hotel) | | | | |
| | | D-DAY - Air Force Memorial Unveiling Ceremony | | | | |
| | | Opening Remarks | | | | |

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Attachment 6


MEDAL OF HONOR SEQUENCE BRIEF

A6.1. General Guidance. This attachment contains a copy of a briefing that may assist with developing slides to update senior leaders on the sequence of events.

Figure A6.1. Sample Medal of Honor Brief.



Figure A6.2. Sample Medal of Honor Brief (continuation).




Medal of Honor Week *Notional* Timeline

| 20 Aug (Mon) | 21 Aug (Tues) | 22 Aug (Wed) | 23 Aug (Thur) | 24 Aug (Fri) | 25 Aug (Sat) |
|---|---|---|--|---|--|
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
| Family arrives to Washington DC via commercial air (assigned escorts will accompany) | CMSAF Office Call 0930 (30min) | SecAF CSAF Co-hosted Office Call 0900 (30 mins) | HofH Event Brief 0830 (25 Min) | AF Memorial Event Brief 0930 (30 Min) | Escorts will secure family members transportation to Airport. |
| Escort acquires rental vehicle and transports family members to hotel (Greeted by Project Lead and Assistant Project Lead). | FAMILY Pentagon Tour (including CSAF office) 1000 (1hr) | WH Ceremony Rehearsal & Family White House Tour ~1300 (30min) | SecAF, CSAF, CMSAF Meetup to Accompany PNOK 0900 (10min) | AF Memorial Unveiling Ceremony 1000 (1hr) | Family members depart via commercial air (DS will render farewells prior to family's final departure to the airport) |
| | Congressional Luncheon & CH Tour (1.5hrs) 1200 | POTUS Office Call ~1500 (30min) Family Only | SecDef Office Call 0915 (30 mins) Confirmed | FAMILY & Guest Requested Events | |
| | FAMILY NCR Helo Tour & AF1 Tour (confirmed) | White House HofH Ceremony 1530 (1.5hrs) | HofH Induction Ceremony (Pentagon Auditorium) 1000 (1hr) | SOF Community Social/Dinner 1800 (2hrs+) | |
| CMSAF Welcome At Hotel 1540 | Refresher - Customs, Courtesies & Media - at hotel 1630 (15min) | | GUEST Pentagon Tour 1200 | | |
| | Media Session at Hotel 1645 | | SecAF CSAF Co-hosted Air House Dinner 1830 (2hrs) | | |
| | | | Family Event | Office Call | Social |
| | | | | Event Prep | Formal Event |
| | | | | | Guest Event |

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Figure A6.3. Sample Medal of Honor Brief (continuation).




Congressional Luncheon Planning Overview

| U.S. AIR FORCE | |
|--|---|
| Overview: Date & time: Tue, 21 Aug 18 at 1200hrs (1.5 hrs) Location: Kennedy Caucus Room, Senate Russell Bldg Host: USecAF & Sen Nelson (D-FL) Attendees/audience: Family, AFSOC representatives, Members of Congress Uniform: Military - Service Dress; civilian - Business Media Involvement: None | Sequence of Events: Remarks – USecAF, Sen Nelson, CMSAF TSgt Chapman Video Comments from other Members of Congress Luncheon Closing Comments Capitol Tour for the family |
| Progress <ul style="list-style-type: none"> - Room has been booked - Finalizing Air Force attendees - Socialized schedule of events w/Sen Nelson's staff, awaiting feedback - Confirmed AFDW can support transportation for both family and other guests - SecAF will not attend - Final transportation plan complete - Coordinate AF/HC for invocation (SAF/LL) | Due Outs <ul style="list-style-type: none"> - Seating Plan - Finalize menu |

CAO: 1700 8 Aug 18


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Figure A6.4. Sample Medal of Honor Brief (continuation).

|  <h2 style="text-align: right;">White House Ceremony Planning Overview</h2> | |
|---|---|
| <p>Overview:</p> <p>Date & time: Wed, 22 Aug 2018 at 1530hrs (1.5hrs)</p> <p>Location: White House</p> <p>Host: POTUS</p> <p>Attendees/audience: WH guests (50), AF guests (100), and family guests (100). Approx 250 people.</p> <p>Uniform: Service Dress</p> <p>Media Involvement: As determined by WH.</p> | <p>Sequence of Events:</p> <p>WH plans and organizes the ceremony</p> <ul style="list-style-type: none"> - WH Ceremony rehearsal - WH tour for family - POTUS office call - WH Ceremony <p>AF responsibility:</p> <ul style="list-style-type: none"> - Provide list of attendees for pre-clearance - Pre-screen guests w/PFPA support prior to transport - Transport guests to/from White House |
| <p>Progress</p> <ul style="list-style-type: none"> - Schedule PNOK transportation - Contract Hotel - Finalize transport and PFPA pre-screening - Completed transportation contract award - Completed detailed timelines - Transportation contract complete | <p>Due Outs</p> <ul style="list-style-type: none"> - Input Waves data NLT 17 Aug - Disseminate security screening and travel instructions - Complete live stream (hotel screens) contract for overflow guests |


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Figure A6.5. Sample Medal of Honor Brief (continuation).

|  <h2 style="text-align: right;">Hall of Heroes Ceremony Planning Overview</h2> | |
|--|---|
| <p>Overview:</p> <p>Date & time: Thurs, 23 Aug 18 at 1000hrs (1hr)</p> <p>Location: Pentagon Auditorium</p> <p>Host: SecAF</p> <p>Attendees/audience: AF guests and family guests</p> <p>Uniform: Principals - Service Dress; Attendees - Service Blues</p> <p>Media Involvement: AF/PA live stream</p> | <p>Sequence of Events:</p> <p>SecAF, CSAF & CMSAF will accompany family to SecDef OC</p> <p>Event Brief (provided by AFDW Honor Guard - 15mins)</p> <p>Arrival of Official Party</p> <p>National Anthem (AF Band Vocalist)</p> <p>Invocation (AF Chaplain)</p> <p>Remarks: CMSAF/CSAF/SecAF</p> <p>Unveiling of citation and photo (Official Party & family)</p> <p>Presentation of the MOH Flag (Official Party & family)</p> <p>Unveiling of Hall of Heroes Plaque (Official Party & family)</p> <p>Family Remarks</p> <p>Closing Narration</p> <p>Air Force Song</p> <p>Departure</p> <p>Reception (PNOK departs to view HoH & Airman's Hall)</p> <p>Family viewing of Hall of Heroes and Airman's Hall MoH display</p> |
| <p>Progress</p> <ul style="list-style-type: none"> - PA coordination and media products build underway - Pre-brief with HQDA AMVID for Pentagon Auditorium coverage - Pre-brief with PFPA for security support - PA/Graphics working products: programs, advertisements, etc. - Updated "standardized" MoH stage backdrop complete - Pentagon Auditorium reserved (reception hallway permitted) - AF/HC will provide invocation at the HoH ceremony - SecDef will host 0915 office call but <u>will not</u> attend HoH Induction ceremony | <p>Due Outs</p> <ul style="list-style-type: none"> - Final meet with AMVID to plan auditorium set-up - Final Meet w/ PFPA to obtain building entry procedures - Finalize event script - Disseminate security screening and travel instructions - Complete live stream (hotel screens) contract for overflow guests |

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Figure A6.6. Sample Medal of Honor Brief (continuation).



AF Memorial Ceremony Planning Overview

Overview:

Date & time: Fri, 24 Aug 18 at 1000hrs (1hr)

Location: AF Memorial (rain or shine)

Host: SecAF

Attendees/audience: AF and family's guests. Event is open to the public.

Uniform: Principals - Service Dress; attendees – UOD

Media Involvement: AF/PA live stream

Sequence of Events:

Arrival of Official Party
Opening Narration
Entrance of Official Party (Musical Honors)
National Anthem (AF Choir)
Invocation (24 SOW Chaplain)
Remarks (CMSAF, CSAF (Coach Carney), SecAF, Family)
Musical Selection (Singing Sergeants)
Unveiling of the MOH recipient
Wreath Laying (followed by TAPS)
Flyover (Missing Man: AC-130, 2x CV-22s, MC-130 formation)
Air Force Hymn
Posthumous Promotion to MSgt
Closing Narration
Departure

Progress

- AF Memorial engraving contract complete, projected 13 Aug
- Hayes lot permit submitted
- Confirmed SOF Legend: Col (ret) John "Coach" Carney
- Finalized transportation contract and parking plan
- Finalized AFDW support
- Add advancement (TSgt to MSgt) insert into script
- "Right-sized" seating configuration – no need for Jumbotrons based on analysis


Due Outs

- Disseminate security screening and travel instructions
- Media plan execution
- ITAs & itinerary for Col (ret) Carney and AFSOC escort
- Purchase Wreath
- Obtain stripes and advancement certificate


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Figure A6.7. Sample MOH Brief Slides (continuation).



AF Memorial Layout



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Figure A6.8. Sample Medal of Honor Brief (continuation).



Speaking Roles

U.S. AIR FORCE

- Congressional Luncheon – Remarks only (USecAF/CMSAF)
- WH Ceremony – invitational event – 250 people
 - No DoD/AF speaking role
- Hall of Heroes Induction Ceremony – invitational event – 350 people
 - CMSAF– 5-7 mins
 - CSAF – 5-7 mins
 - SecAF– 5-7 mins
 - Family remarks:
- AF Memorial Ceremony – public event – 800+ potential
 - CMSAF – 3-5 mins
 - CSAF – (will introduce Col (ret) John “Coach” Carney)
 - Col (ret) Carney – 3-5 mins
 - SecAF – 3-5 mins
 - Family remarks:

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Figure A6.9. Sample Medal of Honor Brief (continuation).



Road to Medal of Honor Ceremonies

U.S. AIR FORCE

- Critical Actions & Suspense Dates
 - ✓ 20 July – DS Review (brief) – Project Lead
 - ✓ 24 July – Invitation Lists Complete
 - ✓ 27 July – Take-Home Brief for Senior Leaders
 - ✓ 03 Aug – Invitations Sent
 - ✓ 03 Aug – Transportation Plan Confirmed (Including ITA itineraries)
 - ✓ 03 Aug – Hotel Confirmed (Double Tree Crystal City)
 - ✓ 06 Aug – Streaming bandwidth mitigation plan complete
 - ✓ 06 Aug – AF Memorial seating solution complete
 - ✓ 08 Aug – A/V Plan confirmed
 - ✓ 08 Aug – Contracting Complete (Scenic/Lighting Support/Transportation)
 - ✓ 08 Aug - Timelines draft complete
 - ✓ 10 Aug – Office-Calls Confirmed
 - ✓ 10 Aug – Security Plan Coordinated/Complete
 - ✓ 14 Aug – AF Memorial Ceremony missing man formation fixed/set
 - ✓ 15 Aug – Non-Formal Events Schedule Confirmed (Helo Tour, AF1 Tour)
 - 17 Aug – Contracting Complete (AV & livestream)
 - 17 Aug – DV Seating Plan for ceremonies complete
 - 17 Aug – Host Review (briefs) – Project Lead
 - 16 Aug - PFPA badges ready

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Figure A6.10. Sample Medal of Honor Brief (continuation).



Medal of Honor Planning

Questions?

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Attachment 7

ENTITLEMENTS FOR MOH RECIPIENTS

A7.1. General Guidance. This attachment contains a booklet that may be used to brief a MOH recipient on entitlements.

Figure A7.1. Benefits Booklet for MOH Recipients.

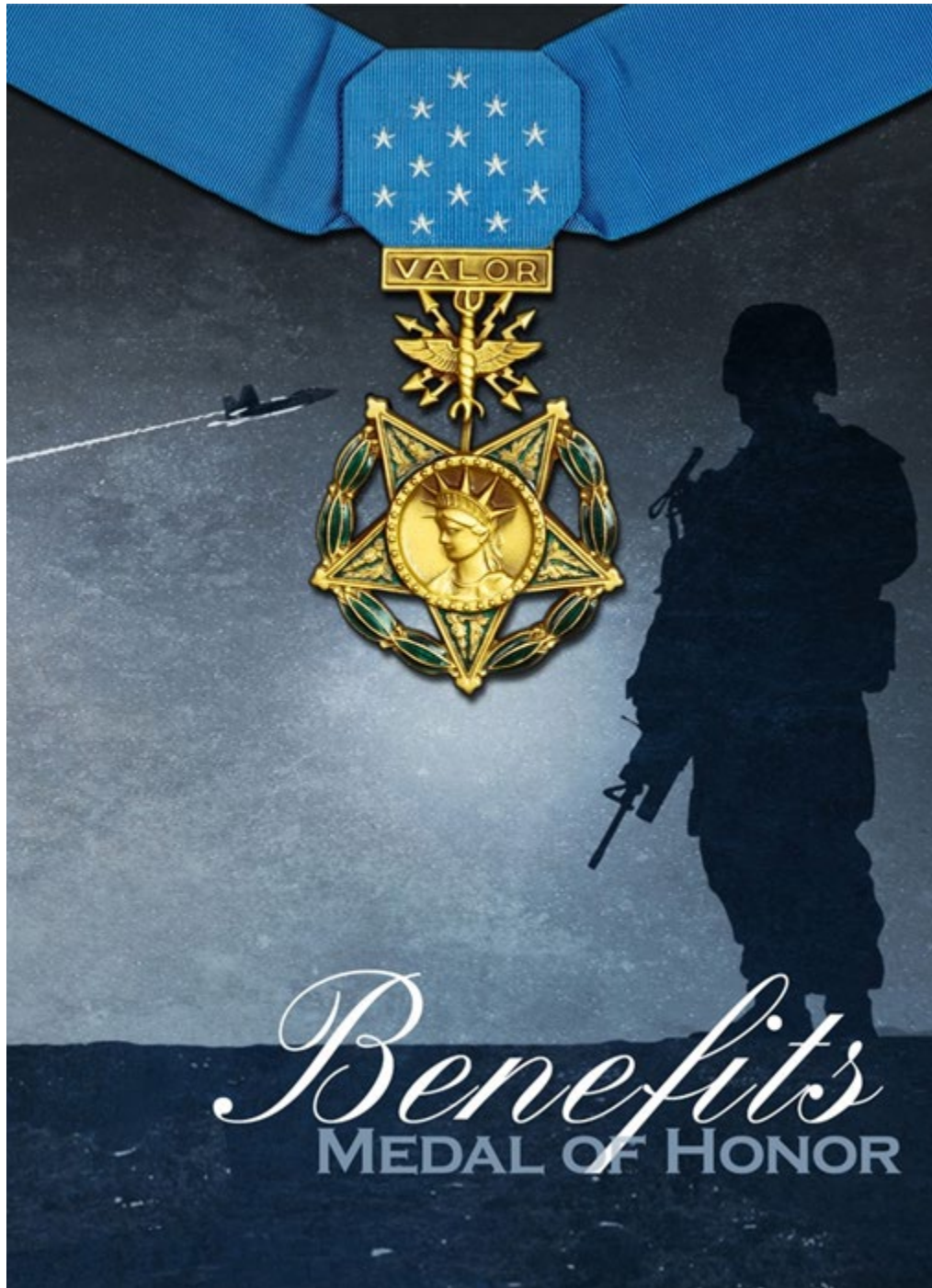


Figure A7.2. Benefits Booklet for MOH Recipients (continuation).**TABLE OF CONTENTS**

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Figure A7.3. Benefits Booklet for MOH Recipients (continuation).**MEDAL OF HONOR**

The Medal of Honor (MOH) is the highest military honor, awarded by the President of the United States in the name of Congress. The medal was first created in 1861; the Department of the Air Force (DAF) MOH was created on July 6, 1960.

The MOH is awarded to members of the U.S. Armed Forces who distinguish themselves “conspicuously by gallantry and intrepidity” in combat with an enemy of the United States.

When practical, presentation of the MOH shall be made by the President of the United States, in a formal ceremony in Washington, DC. The presentation ceremony will immediately be followed by two separate DAF ceremonies held at the Hall of Heroes and Air Force Memorial.

March 25 is designated as “National Medal of Honor Day” [authorized by Public Law 101-564, November 15, 1990].

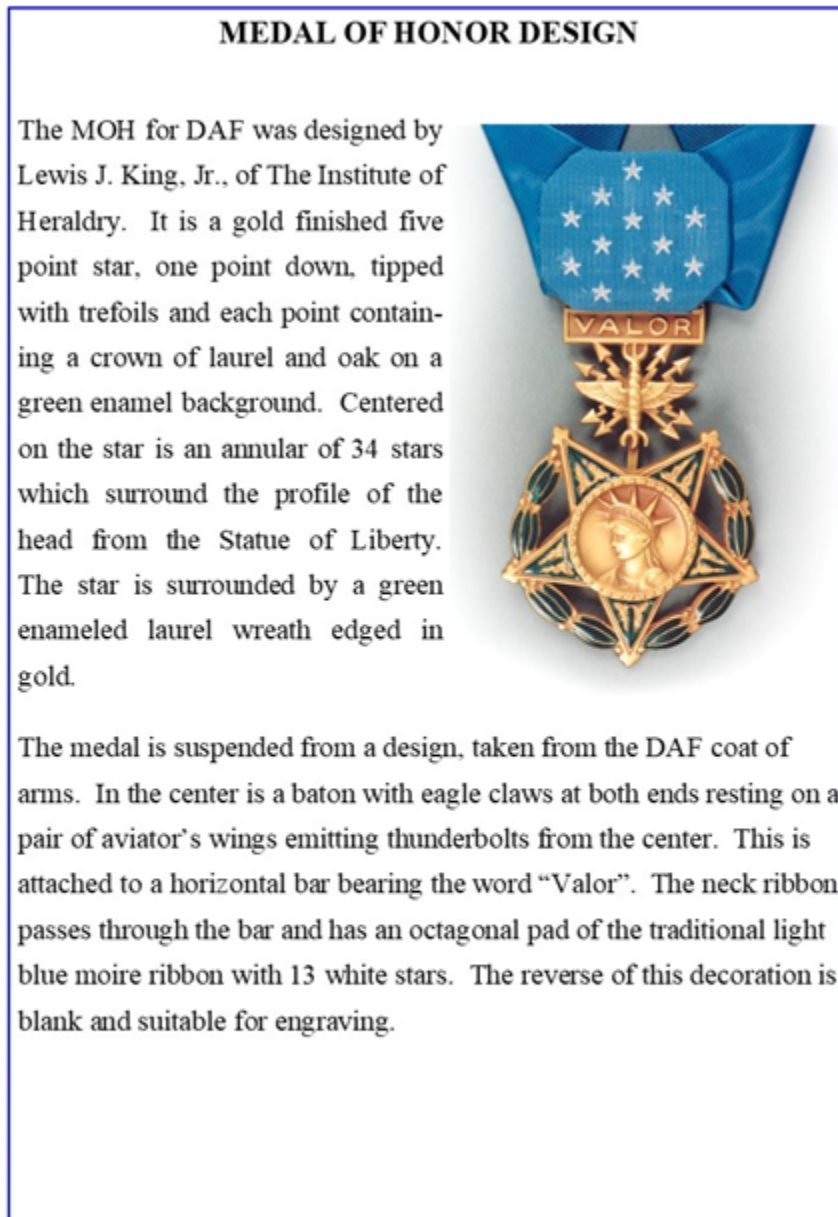
Figure A7.4. Benefits Booklet for MOH Recipients (continuation).

Figure A7.5. Benefits Booklet for MOH Recipients (continuation).

MEDAL OF HONOR BENEFITS

MOH recipients are entitled to the following benefits.

1. **MOH Rolls.** The name of each MOH living recipient is entered in the DAF MOH Roll and a certificate of enrollment is issued. A copy of the certificate of enrollment is provided to the Secretary of Veterans Affairs, which authorizes a monthly pension to the recipient pursuant to Title 38 United States Code (USC) Section 1562.
2. **Ten Percent Increase in Retirement Pay.** Enlisted MOH recipients who retire from Military Service may be eligible to receive a 10 percent increase in retired pay in accordance with Title 10 USC Sections 3991, 8991, and 1402a.
3. **MOH Travel and Identification Card.** A MOH Travel and Identification will be issued to MOH recipients who are not on active duty and did not retire. The card will be used for the purposes of traveling on space available military air transportation.
4. **Military Uniform.** MOH recipients are authorized to wear their military uniform at any time or place they choose, except:
 - a. In connection with the furtherance of any political or commercial interests (including one's own), or when engaged in off-duty civilian employment.
 - b. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except of purely a patriotic, non-partisan political nature or as authorized by competent authority.
 - c. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization. Refer to AFI 51-508, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*, for a definition of extremist organization.
 - d. When wearing the uniform would bring discredit upon Department of Defense (DoD) or the DAF.
 - e. When specifically prohibited by DoD or DAF instructions or directives.
5. **DoD Identification Card.** A DoD Identification Card will be is-

Figure A7.6. Benefits Booklet for MOH Recipients (continuation).

sued to the MOH recipient and their dependents. The authorized privileges include military commissary; base exchange and theater; the use of morale, welfare, and recreation activities; and an honorary club membership without dues.

6. **U.S. Military Academies.** Children of MOH recipients are not subject to quotas if they are qualified and desire to attend any of the U.S. military academies.

7. **Invitation to Presidential Inauguration.** MOH recipients receive invitations to attend Presidential inaugurations and the accompanying festivities. Recipients on active duty and those who are U.S. Government civilian employees have traditionally been authorized administrative absence instead of chargeable leave to attend these events.

8. **Engraved Headstone.** The Department of Veterans Affairs (VA) provides a special engraved headstone for deceased MOH recipients.

9. **On-Base Billeting.** MOH recipients may be authorized on-base billeting commensurate with the prestige associated with the MOH.

Figure A7.7. Benefits Booklet for MOH Recipients (continuation).

| MEDAL OF HONOR PENSION |
|---|
| <p>An award of special pension at the monthly rate specified in Title 38 USC Section 1562. The special pension will be paid in addition to all other payments under laws of the United States. However, a person awarded more than one MOH may not receive more than one special pension.</p> |
| <p>The VA will pay to each MOH recipient a retroactive lump sum payment equal to the total amount of MOH pension that person would have received during the period beginning the first day of the month after the date of the event for which the veteran earned the MOH and ending on the last day of the month preceding the month in which pension was awarded under Title 38 USC Section 1562, paragraph (b). The VA will calculate the lump sum payment using the monthly MOH pension rates in effect from the first day of the month after the date of the event for which the veteran earned the MOH, to the last day of the month preceding the month in which the individual was initially awarded the Medal of Honor pension. The VA will not make a retroactive lump sum payment before October 1, 2003.</p> |
| <p>The official amount will be determined by a VA Regional Office at the time of processing and the MOH monthly pension rates will be used to calculate the lump sum payment. The amount of the monthly pension can be found on VA's website at www.va.gov/disability/compensation-rates/special-benefit-allowance-rates/.</p> |
| <p>SUMMARY: The MOH recipient will receive a retroactive lump sum payment equal to the total amount of MOH pension that the member would have received during the period beginning October 2003 and ending on the last day of the month preceding the month in which the pension is awarded (to be determined by the VA).</p> |
| <p>NOTE: This information has been provided by the Department of Veteran Affairs. All inquiries about the pension and lump sum payment should be directed to the VA, Office of Veterans Benefits Administration.</p> |

Figure A7.8. Benefits Booklet for MOH Recipients (continuation).**MEDAL OF HONOR FLAG**

The MOH flag is a ceremonial flag for indoor use only and is considered a personal flag which recipients may display in their home or office. The flag commemorates acts of personal bravery or self-sacrifice above and beyond the call of duty and gives emphasis to the MOH being the highest award for valor by an individual serving in the U.S. Armed Forces. [Public Law 107-248 dated 23 October 2002 and Section 555 of Public Law 109-364 dated 17 October 2006]

Only one flag will be presented to the MOH recipient (or primary next of kin (PNOK)). The MOH recipient or PNOK may give or will the MOH flag to an individual or an institution of their choice; however, only the recipient or PNOK who originally received the flag may request a replacement if the flag has been lost, destroyed, or becomes unfit for use.

Under Title 18 USC Section 704, it is a criminal offense for a person to attempt to purchase, solicit for purchase, sell, attempt to sell, advertise for sale, trade, barter, or exchange anything of value for the MOH flag. Any person found guilty may be fined or imprisoned for no more than six months, or both.

Figure A7.9. Benefits Booklet for MOH Recipients (continuation).

ARLINGTON NATIONAL CEMETERY

MOH recipients are eligible for interment (ground burial) at the Arlington National Cemetery. Eligibility for interment at the cemetery is verified at the time of need (at the time of death) and cannot be verified by the cemetery or accommodated before that time.

The spouse, widow or widower, minor child and, at the discretion of the Secretary of the Air Force, unmarried adult child of any MOH recipients are also eligible for interment at the Arlington National Cemetery.

- The term “spouse” refers to a widow or widower of a MOH recipient. A surviving spouse who has remarried and whose remarriage is void, terminated by death, or dissolved by annulment or divorce by a court with basic authority to render such decrees regains eligibility for burial in Arlington National Cemetery unless it is determined that the decree of annulment or divorce was secured through fraud or collusion.
- An unmarried adult child may be interred in the same gravesite in which the parent has been or will be interred, provided that child was incapable of self-support up to the time of death because of physical or mental condition. At the time of death of an adult child, a request for interment will be submitted to the Executive Director of the Arlington National Cemetery. The request must be accompanied by a notarized statement from an individual who has direct knowledge as to the marital status, degree of dependency of the deceased child, the name of that child's parent, and the military service upon which the burial is being requested. A certificate of a physician who has attended the decedent as to the nature and duration of the physical and/or mental disability must also accompany the request for interment.

SUMMARY: You, your spouse, your minor child, and at the discretion of the Secretary of the Air Force any unmarried adult child incapable of self-support are eligible for interment at Arlington National Cemetery. Interment at Arlington National Cemetery is optional, and is not a requirement for the MOH recipient. Additional information is available on the Arlington National Cemetery website (see page 11 in this brochure).

Figure A7.10. Benefits Booklet for MOH Recipients (continuation).

**DEPARTMENT OF THE AIR FORCE
MEDAL OF HONOR RECIPIENTS**

BENNETT, STEVEN L., Captain, U.S. Air Force, Vietnam War

CHAPMAN, JOHN A., Technical Sergeant, U.S. Air Force, War on Terrorism

DAVIS, GEORGE ANDREW, JR., Major, U.S. Air Force, Korean War

DAY, GEORGE E., Major, U.S. Air Force, Vietnam War

DETHLEFSEN, MERLYN HANS, Major, U.S. Air Force, Vietnam War

ETCHBERGER, RICHARD L., Chief Master Sergeant, U.S. Air Force, Vietnam War

FISHER, BERNARD FRANCIS, Major, U.S. Air Force, Vietnam War

FLEMING, JAMES P., 1st Lieutenant, U.S. Air Force, Vietnam War

JACKSON, JOE M., Lieutenant Colonel, U.S. Air Force, Vietnam War

JONES, WILLIAM A., III, Colonel, U.S. Air Force, Vietnam War

LEVITOW, JOHN L., Sergeant, U.S. Air Force, Vietnam War

LORING, CHARLES J., JR., Major, U.S. Air Force, Korean War

PITSENBARGER, WILLIAM H., Airman First Class, U.S. Air Force, Vietnam War

SEBILLE, LOUIS J., Major, U.S. Air Force, Korean War

SIJAN, LANCE P., Captain, U.S. Air Force, Vietnam War

THORSNESS, LEO K., Major, U.S. Air Force, Vietnam War

WALMSLEY, JOHN S., JR., Captain, U.S. Air Force, Korean War

WILBANKS, HILLIARD A., Captain, U.S. Air Force, Vietnam War

YOUNG, GERALD O., Captain, U.S. Air Force, Vietnam War

Figure A7.11. Benefits Booklet for MOH Recipients (continuation).

POINTS OF CONTACT**AIR FORCE PERSONNEL CENTER (AFPC)****Web Page:** www.afpc.af.mil**Uniform Web Page:** www.afpc.af.mil/Career-Management/Dress-and-Appearance/**Awards Web Page:** www.afpc.af.mil/Recognition**Mailing Address:** Headquarters Air Force Personnel Center, ATTN:
AFPC/DP3SP, 550 C Street, Joint Base San Antonio-Randolph, TX
78150**ARLINGTON NATIONAL CEMETERY****Web Page:** arlingtoncemetery.mil**Toll Free Number:** (877) 907-8585**Mailing Address:** Arlington National Cemetery, 1 Memorial Ave,
Arlington, VA 22211**CONGRESSIONAL MEDAL OF HONOR SOCIETY****Web Page:** cmohs.org**Office Number:** (843) 884-8862**Email Address:** MedalHQ@cmohs.org**Mailing Address:** 40 Patriots Point Road, Mt. Pleasant, SC 29464**DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) (for DoD Identification Cards)****Web Page:** www.tricare.mil/Plans/Eligibility/MOHandFamilies.aspx**DMDC Support Office:**

Toll-Free: (800) 538-9552

TTY/TTD: (866) 363-2883

DEPARTMENT OF VETERANS AFFAIRS (VA)**Web Page:** www.va.gov**eBenefits Web Page:** www.ebenefits.va.gov/ebenefits/homepage**Toll Free Number:** (800) 827-1000**Status of Headstones and Markers:** (800) 697-6947

Figure A7.12. Benefits Booklet for MOH Recipients (continuation).

GLOSSARY OF REFERENCES

References

Public Law 101-564
Public Law 107-248
Public Law 109-364, Section 555
Title 10 USC Section 1402a
Title 10 USC Section 3991
Title 10 USC Section 8991
Title 10 USC Section 9285
Title 18 USC Section 704
Title 38 USC Section 1562

Acronyms

DAF—Department of the Air Force
DOD—Department of Defense
MOH—Medal of Honor
USC—United States Code
VA—Department of Veterans Affairs

Attachment 8

ENTITLEMENTS FOR PNOK OF DECEASED MOH RECIPIENTS

A8.1. General Guidance. This attachment contains a booklet that may be used to brief the PNOK of a deceased MOH recipient on entitlements.

Figure A8.1. Benefits Booklet for PNOK.

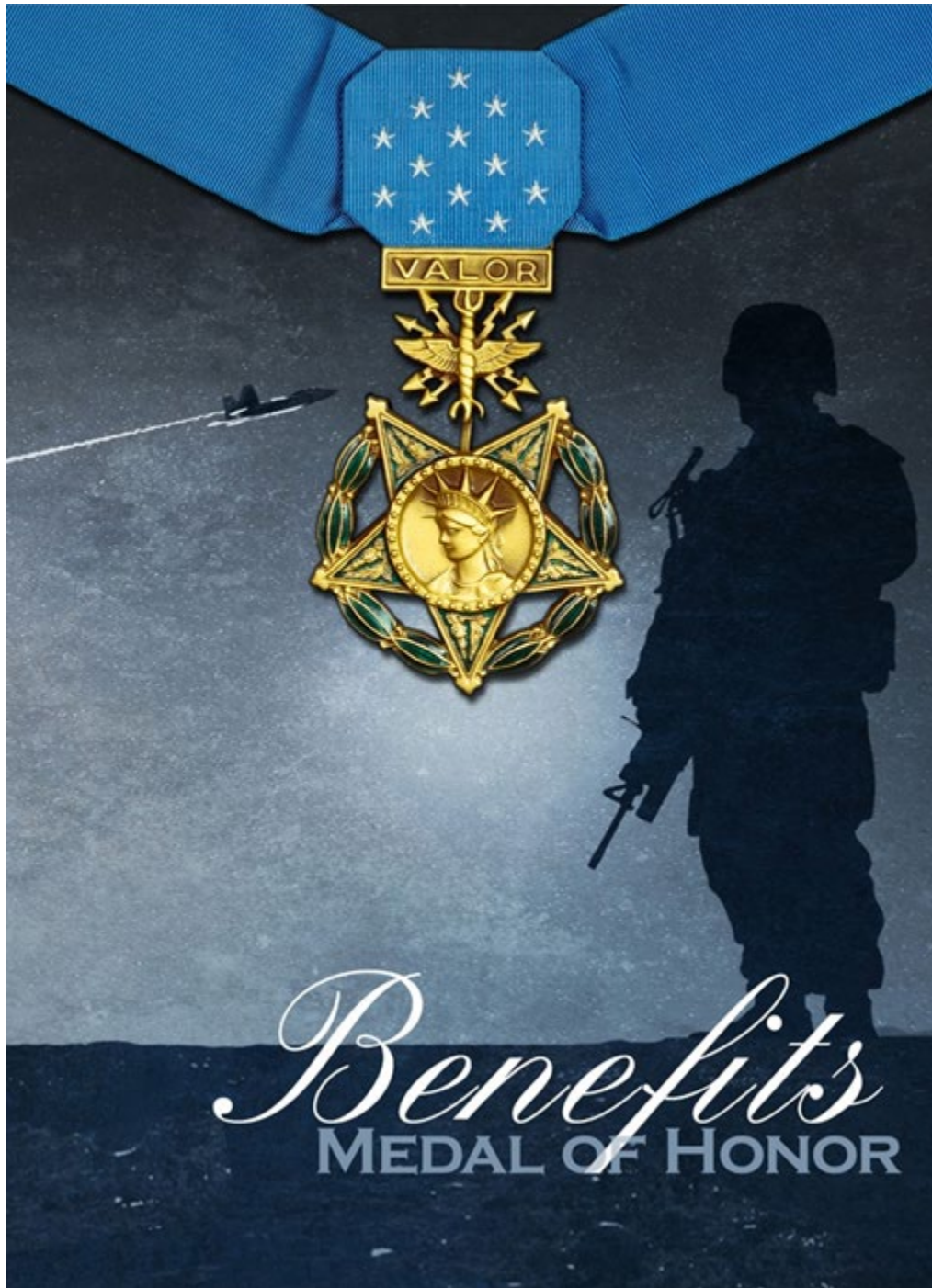


Figure A8.2. Benefits Booklet for a PNOK (continuation).

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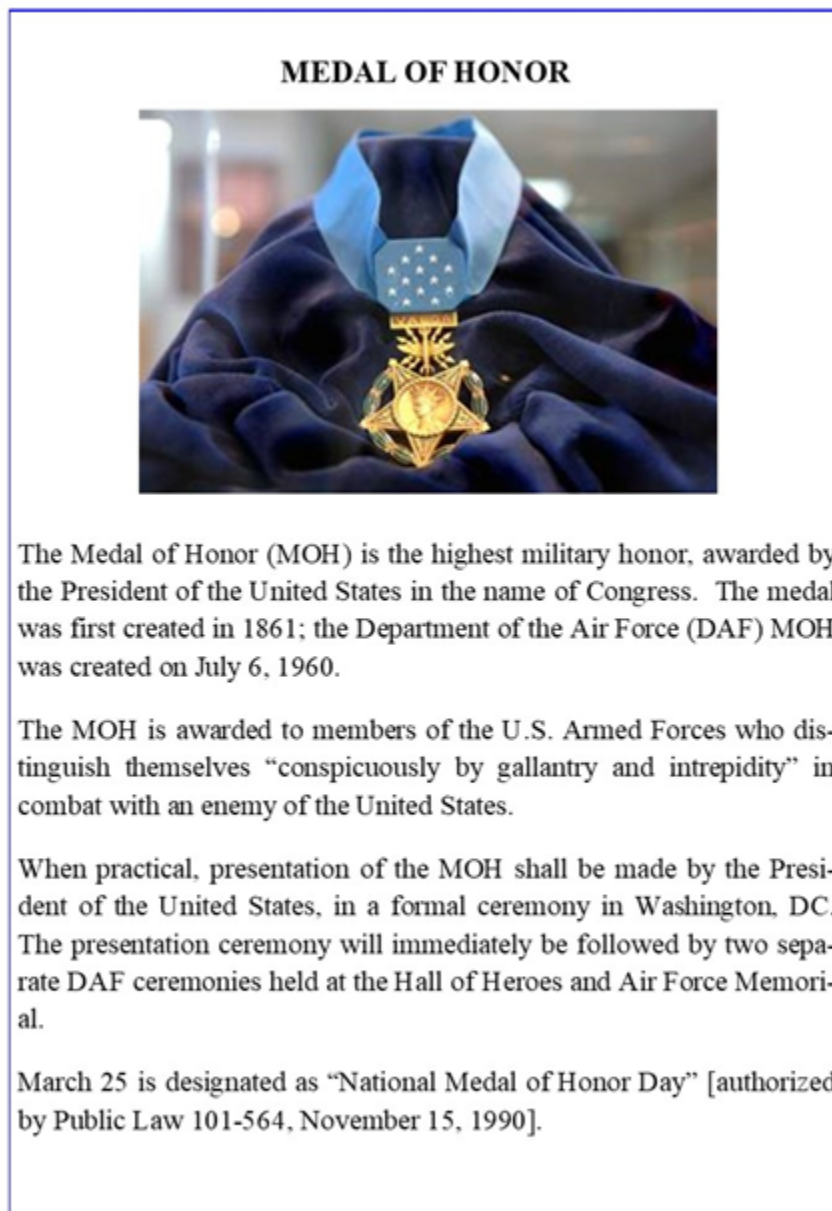
Figure A8.3. Benefits Booklet for a PNOK (continuation).

Figure A8.4. Benefits Booklet for a PNOK (continuation).

MEDAL OF HONOR DESIGN

The MOH for DAF was designed by Lewis J. King, Jr., of The Institute of Heraldry. It is a gold finished five point star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green enamel background. Centered on the star is an annular of 34 stars which surround the profile of the head from the Statue of Liberty. The star is surrounded by a green enameled laurel wreath edged in gold.



The medal is suspended from a design, taken from the DAF coat of arms. In the center is a baton with eagle claws at both ends resting on a pair of aviator's wings emitting thunderbolts from the center. This is attached to a horizontal bar bearing the word "Valor". The neck ribbon passes through the bar and has an octagonal pad of the traditional light blue moire ribbon with 13 white stars. The reverse of this decoration is blank and suitable for engraving.

Figure A8.5. Benefits Booklet for a PNOK (continuation).

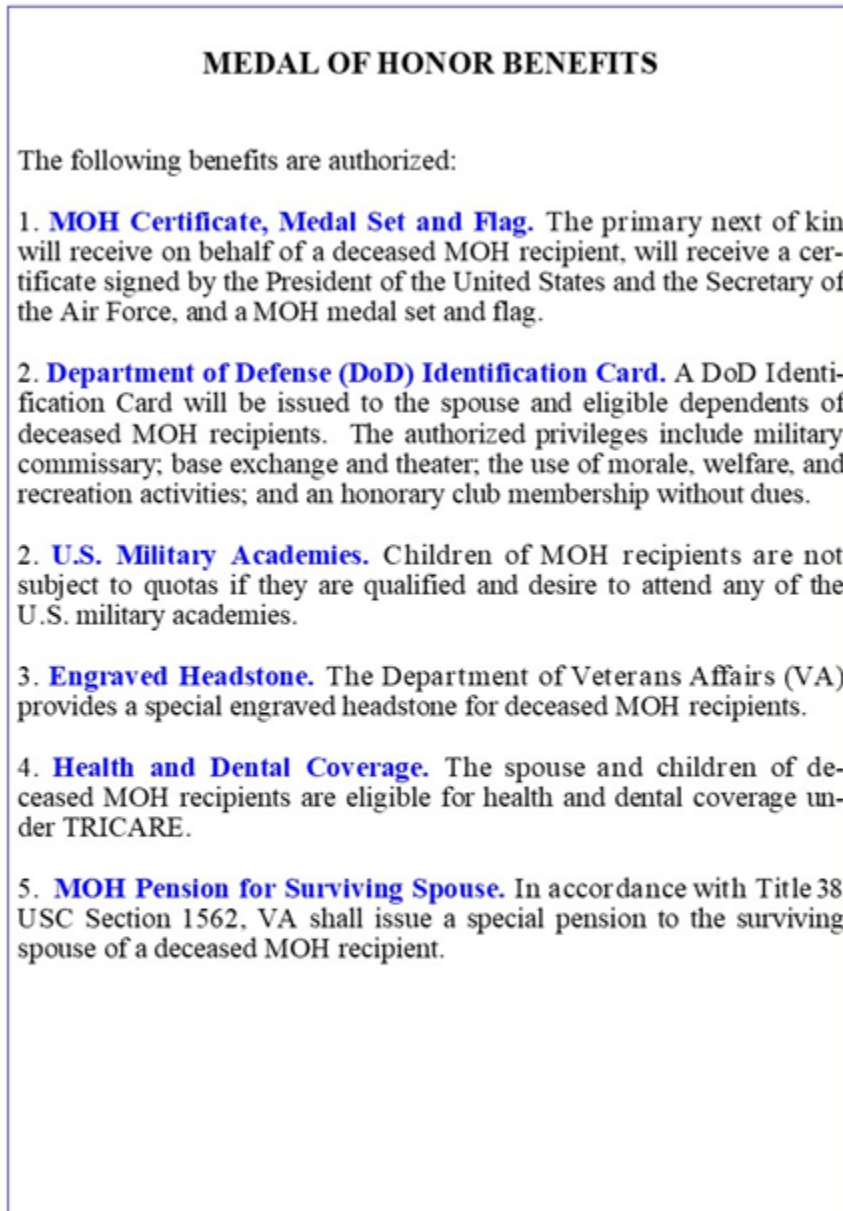


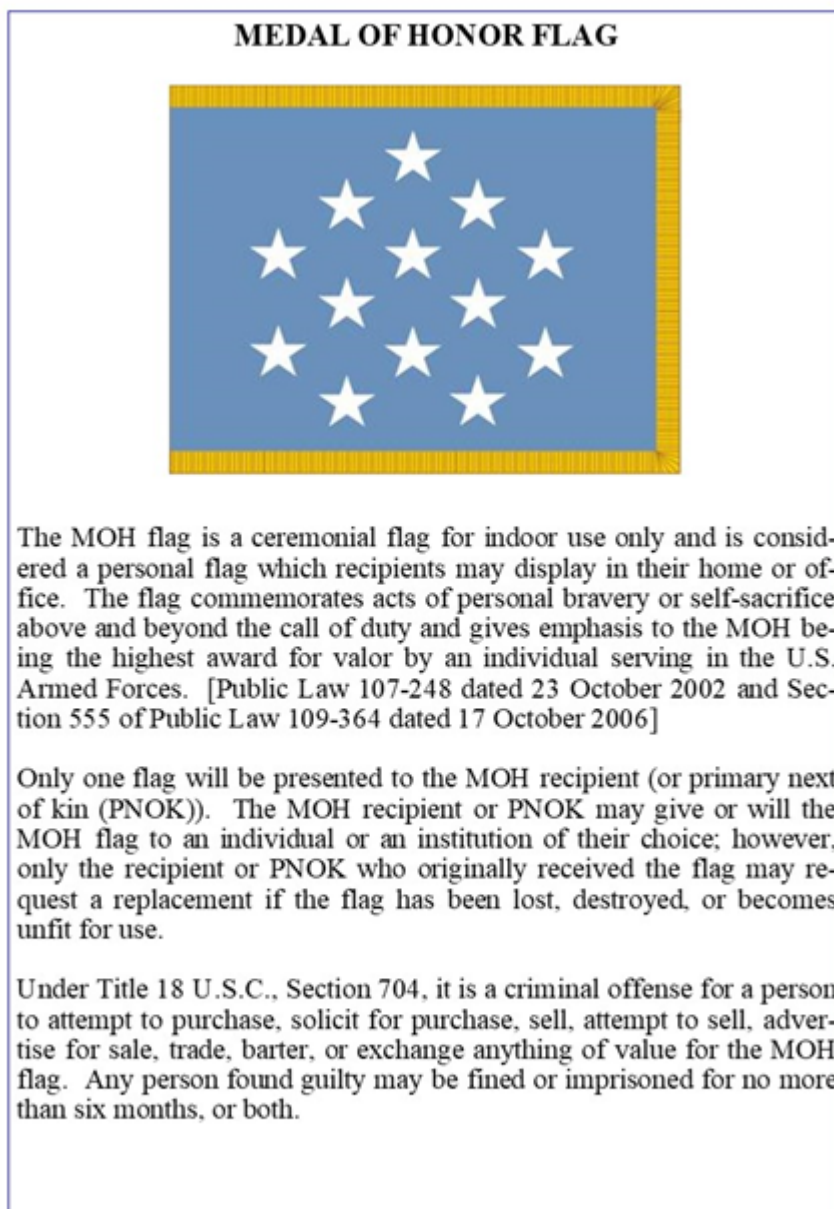
Figure A8.6. Benefits Booklet for a PNOK (continuation).

Figure A8.7. Benefits Booklet for a PNOK (continuation).

ARLINGTON NATIONAL CEMETERY

MOH recipients are eligible for interment (ground burial) at the Arlington National Cemetery. Eligibility for interment at the cemetery is verified at the time of need (at the time of death) and cannot be verified by the cemetery or accommodated before that time.

The spouse, minor child and, at the discretion of the Secretary of the Air Force, unmarried adult child of any of MOH recipients are also eligible for interment at the Arlington National Cemetery.

- The term "spouse" refers to an unremarried widow or widower of a MOH recipient. A surviving spouse who has remarried and whose remarriage is void, terminated by death, or dissolved by annulment or divorce by a court with basic authority to render such decrees regains eligibility for burial in Arlington National Cemetery unless it is determined that the decree of annulment or divorce was secured through fraud or collusion.
- An unmarried adult child may be interred in the same gravesite in which the parent has been or will be interred, provided that child was incapable of self-support up to the time of death because of physical or mental condition. At the time of death of an adult child, a request for interment will be submitted to the Executive Director of the Arlington National Cemetery. The request must be accompanied by a notarized statement from an individual who has direct knowledge as to the marital status, degree of dependency of the deceased child, the name of that child's parent, and the military service upon which the burial is being requested. A certificate of a physician who has attended the decedent as to the nature and duration of the physical and/or mental disability must also accompany the request for interment.

SUMMARY: The MOH recipient, the spouse, the minor child, and at the discretion of the Secretary of the Air Force any unmarried adult child incapable of self-support are eligible for interment at Arlington National Cemetery. Interment at Arlington National Cemetery is optional, and is not a requirement for the MOH recipient. Additional information is available on the Arlington National Cemetery website (see page 9 in this brochure).

Figure A8.8. Benefits Booklet for a PNOK (continuation).

| DEPARTMENT OF THE AIR FORCE MEDAL OF HONOR RECIPIENTS | |
|--|--|
| BENNETT, STEVEN L., | Captain, U.S. Air Force, Vietnam War |
| CHAPMAN, JOHN A., | Technical Sergeant, U.S. Air Force, War on Terrorism |
| DAVIS, GEORGE ANDREW, JR., | Major, U.S. Air Force, Korean War |
| DAY, GEORGE E., | Major, U.S. Air Force, Vietnam War |
| DETHLEFSEN, MERLYN HANS, | Major, U.S. Air Force, Vietnam War |
| ETCHBERGER, RICHARD L., | Chief Master Sergeant, U.S. Air Force, Vietnam War |
| FISHER, BERNARD FRANCIS, | Major, U.S. Air Force, Vietnam War |
| FLEMING, JAMES P., | 1st Lieutenant, U.S. Air Force, Vietnam War |
| JACKSON, JOE M., | Lieutenant Colonel, U.S. Air Force, Vietnam War |
| JONES, WILLIAM A., III, | Colonel, U.S. Air Force, Vietnam War |
| LEVITOW, JOHN L., | Sergeant, U.S. Air Force, Vietnam War |
| LORING, CHARLES J., JR., | Major, U.S. Air Force, Korean War |
| PITSENBARGER, WILLIAM H., | Airman First Class, U.S. Air Force, Vietnam War |
| SEBILLE, LOUIS J., | Major, U.S. Air Force, Korean War |
| SIJAN, LANCE P., | Captain, U.S. Air Force, Vietnam War |
| THORSNESS, LEO K., | Major, U.S. Air Force, Vietnam War |
| WALMSLEY, JOHN S., JR., | Captain, U.S. Air Force, Korean War |
| WILBANKS, HILLIARD A., | Captain, U.S. Air Force, Vietnam War |
| YOUNG, GERALD O., | Captain, U.S. Air Force, Vietnam War |

Figure A8.9. Benefits Booklet for a PNOK (continuation).

| POINTS OF CONTACT |
|---|
| <u>AIR FORCE PERSONNEL CENTER (AFPC)</u> Web Page: www.afpc.af.mil Uniform Web Page: www.afpc.af.mil/Career-Management/Dress-and-Appearance/ Awards Web Page: www.afpc.af.mil/Recognition Mailing Address: Headquarters Air Force Personnel Center, ATTN: AFPC/DP3SP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150 |
| <u>ARLINGTON NATIONAL CEMETERY</u> Web Page: arlingtoncemetery.mil Toll Free Number: (877) 907-8585 Mailing Address: Arlington National Cemetery, 1 Memorial Ave, Arlington, VA 22211 |
| <u>CONGRESSIONAL MEDAL OF HONOR SOCIETY</u> Web Page: cmohs.org Office Number: (843) 884-8862 Email Address: MedalHQ@cmohs.org Mailing Address: 40 Patriots Point Road, Mt. Pleasant, SC 29464 |
| <u>DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) (for DoD Identification Cards)</u> Web Page: www.tricare.mil/Plans/Eligibility/MOHandFamilies.aspx DMDC Support Office: Toll-Free: (800) 538-9552 TTY/TTD: (866) 363-2883 |
| <u>DEPARTMENT OF VETERANS AFFAIRS (VA)</u> Web Page: www.va.gov eBenefits Web Page: www.ebenefits.va.gov/ebenefits/homepage Toll Free Number: (800) 827-1000 Status of Headstones and Markers: (800) 697-6947 |

Figure A8.10. Benefits Booklet for a PNOK (continuation).