

15 JUNE 2001



Personnel

**THE AIR FORCE AWARDS AND
DECORATIONS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFPC/DPPRA
Supersedes AFI 36-2803, 31 January 2001.

Certified by: HQ AFPC/DPP (Col Lerum)
Pages: 74

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*. establishes the eligibility requirements and award authorities for decorations and for achievement, service, foreign and unit awards. It describes how to prepare, submit, process and record the various decorations and awards. Refer to Department of Defense (DoD) Manual 1348.33-M, *Manual of Military Decorations and Awards*, September 1996, for the basis and description of each decoration and award. Privacy Act System of Records F900 AF MPC, *Military Decorations*, applies. Refer to **Attachment 1** for a glossary of abbreviations and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2., *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. HQ AFPC/DPPRA must review all supplements to this instruction.

SUMMARY OF CHANGES

This revision corrects an administrative error pertaining to erroneously omitted notes 3 through 9 for **Table 1.1**. Changed or revised material is indicated by a bar (|).

Chapter 1— FUNCTIONAL RESPONSIBILITIES	5
1.1. Office of the Secretary of the Air Force (OSAF):	5
1.2. Secretary of the Air Force (SAF) Personnel Council:	5
1.3. Headquarters Air Force Personnel Center (HQ AFPC/DPP):	5
1.4. SAF Direct Reporting Units (DRU)	5
1.5. Award Approval Authorities:	6
1.6. Military Personnel Flight (MPF) Career Enhancement Section:	6
1.7. Recommending Official:	6

Table 1.1. Award Authority (see notes 1 and 2). 7

Chapter 2— WHEN TO RECOMMEND AN INDIVIDUAL FOR A US MILITARY DECORATION 9

2.1. Eligibility. 9
2.2. Submitting Recommendations: 9
2.3. Recommendations Based on Meritorious Service. 9
2.4. Recommendations Based on Outstanding Achievement. 10
2.5. Recommendations Based on Heroism. 10
2.6. Recommendations Based on Aerial Achievements. 10
2.7. Posthumous Recommendations. 11

Table 2.1. United States Military Decorations. 11

Chapter 3— GENERAL ADMINISTRATIVE PRACTICES 14

3.1. Initiating a Recommendation. 14
3.2. Preparing a Recommendation. 14
3.3. Processing a Recommendation. 15
3.4. Completing a Recommendation. 16
3.5. Refused Decorations. 17
3.6. Presenting Decorations. 17
3.7. Revoking Decorations. 17

Table 3.1. Distribution Chart For Approved Decorations (Active Duty, Guard, and Reserve) .. 18

Table 3.2. Distribution Chart for Disapproved Decorations (Active Duty, Guard and Reserve). 19

Table 3.3. Award Approval Authority for Reservists. 20

Table 3.4. Special Orders Headings (see Attachment 6). 20

3.8. Special Procedures for Decorations Arising from Combat Operations: 21

Chapter 4— UNITED STATES UNIT AND ORGANIZATIONAL AWARDS 23

4.1. Granting and Restricting Unit Awards. 23
4.2. Individual Entitlement. 23
4.3. Specific Unit Awards 23
4.4. Air Force Organizational Excellence Award: 23
4.5. Units Sharing in the AFOUA or AFOEA: 24
4.6. Preparing and Processing Recommendations. Include: 24

4.7.	Notifying National Guard Bureau (NGB).	25
4.8.	Battle Honors.	25
4.9.	Sister Service Unit Awards.	25
4.10.	War Service Streamers.	25
4.11.	Campaign and Expeditionary Streamers.	26
Table 4.1.	Unit Organizational Award--AFOUA, AFOEA. (See notes 1-5.)	26
Chapter 5— AIR FORCE ACHIEVEMENT AWARDS AND THE AIR FORCE GOOD CONDUCT MEDAL		28
5.1.	Air Force Achievement Awards.	28
5.2.	Air Force Good Conduct Medal (AFGCM).	28
Table 5.1.	Air Force Achievement Awards.	29
Table 5.2.	Award of Good Conduct Medal or Air Force Good Conduct Medal.	32
Chapter 6— UNITED STATES CAMPAIGN AND SERVICE AWARDS		33
6.1.	US Campaign and Service Awards.	33
6.2.	World War II and Korean Conflict Era Campaign and Service Awards.	33
6.3.	Vietnam Era Service Awards.	33
Table 6.1.	United States Campaign and Service Awards.	34
Chapter 7— FOREIGN AWARDS AND DECORATIONS		38
7.1.	Foreign Unit Awards.	38
7.2.	Foreign Service Awards.	38
7.3.	Foreign Decorations.	38
7.4.	Issue and Wear of Foreign Unit and Service Awards and Decorations	39
7.5.	World War II and Korean Conflict Era Foreign Unit and Service Awards.	39
Chapter 8— UNITED STATES NON-MILITARY DECORATIONS AND NON-UNITED STATES SERVICE AWARDS		40
8.1.	US Non-Military Decorations.	40
8.2.	Exceptional Service Award and the Air Force Scroll of Appreciation.	40
8.3.	Non-United States Service Awards.	40
Table 8.1.	United States Non-Military Decorations (see notes 1 and 2).	41
Table 8.2.	Non-United States Service Awards.	42

Chapter 9— UNITED STATES DECORATIONS TO FOREIGN NATIONALS AND UNITED STATES CIVILIANS	43
9.1. Awarding US Decorations and Awards to Foreign Nationals.	43
9.2. Awarding United States Decorations to US Citizens.	43
9.3. United States Campaign and Service Medals.	43
9.4. Forms Prescribed.	43
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	46
Attachment 2— GENERAL INFORMATION	50
Attachment 3— AWARDS AND DECORATIONS DEVICES	52
Attachment 4— INSTRUCTIONS FOR PREPARING CITATIONS FOR SPECIFIC AWARDS	55
Attachment 5— SAMPLE CITATION HEADINGS (SEE NOTES 1 AND 2)	63
Attachment 6— SPECIAL ORDERS	67
Attachment 7— FORMS PRESCRIBED	70
Attachment 8— IC 2001-1 TO AFI 36-2803, THE AIR FORCE AWARDS AND DECORATIONS PROGRAM	72

Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. Office of the Secretary of the Air Force (OSAF):

- 1.1.1. Ensures compliance with DoD 1348.33-M.
- 1.1.2. Provides guidelines to manage the Air Force Awards and Decorations Program.
- 1.1.3. Determines award authority (see [Table 1.1.](#)), establishes new awards and decorations and approves award of the Humanitarian Service Medal which originates within the Department of the Air Force (DAF).

1.2. Secretary of the Air Force (SAF) Personnel Council:

- 1.2.1. Approves or disapproves recommendations for each decoration or unit award requiring SAF approval. Determines upon approval entitlement to 10 percent increase in retirement pay for the Silver Star (SS), Distinguished Flying Cross (DFC), and Airman's Medal (AmnM) when awarded to enlisted members for extraordinary heroism.

1.3. Headquarters Air Force Personnel Center (HQ AFPC/DPP):

- 1.3.1. Develops instructions and provides guidelines for the Air Force Awards and Decorations Program and implements guidance received from SAF and HQ USAF/DPX.
- 1.3.2. Reviews and forwards all recommendations for decorations and awards requiring SAF approval and prepares and distributes the award elements.
- 1.3.3. Furnishes sample medals and ribbons to non-military organizations. Verifies and issues or replaces prior awards to retired personnel, former members, and next of kin.
- 1.3.4. Handles inquiries concerning awards for Killed in Action (KIA), Missing in Action (MIA), and Prisoners of War (POW).
- 1.3.5. Administers the Air Force Purple Heart Review Board.
- 1.3.6. Obtains sister service concurrence to award Air Force decorations. Provides concurrence for sister services to award decorations to an Air Force military member.
- 1.3.7. Approves the award of foreign decorations acceptance for general officers.

1.4. SAF Direct Reporting Units (DRU), Major Air Commands (MAJCOM), Air National Guard (ANG), Air Force Reserve (AFRES), 1100th Support Wing, and Air Reserve Personnel Center (ARPC):

- 1.4.1. Develops Awards and Decorations Management Plans and tells subordinate award authorities how to implement the plans.
 - 1.4.1.1. Establishes standards, administrative requirements, award processing procedures, and justification formats consistent with the Air Force Awards and Decorations Program.

1.4.2. Designates qualifying duty positions for the Combat Readiness Medal and mission profiles for the Air Medal and Aerial Achievement Medal. Provides HQ USAF/XOOT and HQ AFPC/DPPPRA a copy of established criteria.

1.4.3. Approves the award of foreign decoration acceptance for Air Force members under their purview.

1.5. Award Approval Authorities:

1.5.1. Establishes procedures to approve awards; approves lower award or recommends lower awards to the subordinate award authority (downgrade); disapproves the award, or approves a higher award, or recommends a higher award to the appropriate award authority. Prepares, replaces, and distributes award elements.

1.5.2. Revokes decorations and tells subordinate units how to revoke decorations.

1.6. Military Personnel Flight (MPF) Career Enhancement Section:

1.6.1. Develops instructions and distributes guidelines for the base awards and decorations programs.

1.6.2. Distributes awards and decorations computer products for non-PC-III units; monitors the suspense control system for the Recommendation for Decoration Printout (RDP) DECOR6.

1.6.3. Reviews each recommendation and verifies the information on the RDP-DECOR6 if required by approval authorities.

1.6.4. Establishes procedures for processing each recommendation to the appropriate award authority.

1.6.5. Maintains an adequate supply of decorations, service medals and related devices to provide initial issue of these items to the recipient. Provides initial issue of all US military decorations, service medals, decoration binders, service award ribbons, individual ribbons for unit awards, and all subsequent devices presented to the recipient. (See [Attachment 2](#))

1.6.6. Verifies and processes inquiries concerning entitlement to prior awards. Determines, verifies, and records an individual's eligibility for all US and Foreign Service and unit awards.

1.6.7. Updates the decoration or related device into the Personnel Data System (PDS) and distributes elements upon receipt of decoration elements.

1.6.8. Ensures decoration data for each individual's records is accurate.

1.6.9. Forwards duplicate award elements request to the award authority.

1.6.10. Helps individuals determine status of decorations.

1.6.11. Documents nonacceptance of a refused decoration.

1.7. Recommending Official:

1.7.1. Initiates, prepares, and *signs* recommendations for decorations and determines inclusive periods for the award.

1.7.2. Concurs with award of a sister service decoration to Air Force members under her or his command.

1.7.3. Arranges presentation ceremonies.

Table 1.1. Award Authority (see notes 1 and 2).

	Decoration						
	LOM	BSM (See note 3)	MSM	AM (See note 3)	AAM	AFCM	AFAM
Air Staff DCS/ACS and Heads of Special Staffs (Brig Gen or higher)	X (See note 5.)		X	X	X	X	X
Air Staff DCS/ACS and Heads of Special Staffs (colonels)			X	X	X	X	X
MAJCOM/CC/CV-Director/Deputy Director ANG (See para 3.8.)	X (See note 5.)	X	X	X	X	X	X
MAJCOM/DCS/Staff Office (colonel and above) (See note 8) Chief Air Directorate Staff/ANG			X		X	X	X
DRU/CC/CV (Maj Gen or higher) (See note 6.)	X (See note 5.)		X	X (See note 7.)	X (See note 7.)	X	X
DRU/CC/CV (Brig Gen or colonel) (See note 6.)			X	X (See note 7.)	X (See note 7.)		
FOAs under Air Staff DCS/ACS and Special Staff Offices, (Maj Gen or higher) (See note 4.)	X (See note 5.)		X	X	X	X	X
FOAs under Air Staff DCS/ACS and Special Staff Offices, (Brig Gen or colonel) (See note 4.)			X		X	X	X
NAF/CC (See note 8.)			X		X	X	X
JTF/CTF Air Force Component Commander (Maj Gen or higher)			X	X	X	X	X
Wing (or equivalent)/CC			X		X	X	X
Group (or equivalent)/CC (See note 9.)						X	X
State Adjutants General			X		X	X	X

NOTES:

- SAF approved delegation is outlined in table above. Do not delegate these authorities further.
- SAF retains award authority for the AFC, DSM, SS, Legion of Merit, DFC, and Airman's Medal. The Director, Secretary of the Air Force Personnel Council, acts on behalf of the SAF and approves or disapproves the recommendations. Exception: refer to Paragraph 3.8. for processing procedures for awards arising out of combat operations. SAF approves all awards to US civilians and foreign military personnel or makes appropriate recommendations to the Secretary of Defense. HQ AFPC/DPP-PRA convenes the USAF Purple Heart Review Board to finalize requests for the Purple Heart.
- Unless otherwise delegated by SAF, recommendations for the BSM and AM based solely on involvement in an international incident must go through the Air Force Command Group (AF/CVA/CV/CC) prior to approval. An international incident is

"any peacetime event involving US military forces that generate or could generate formal protests by the government of the US and/or foreign government involved." Forward request for coordination to HQ AFPC/DPPRA.

4. When delegated by the Air Staff two-digit office to whom they directly report.
5. Retirement, Separation, and Posthumous for colonels (O-6) and above only. All others go to SAF/AFPC.
6. 11th Wing has award authority for MSMs and lesser awards for all conditions to include Air Force Element personnel.
7. DRUs with flying missions.
8. Only when specifically delegated by MAJCOM/CC.
9. On 5 Aug 97, the SAF approved realigning the AFCM award authority. Effective this date all (colonel) group commanders of geographically-separated units are delegated AFCM approval authority. This authority may not be further delegated.

Chapter 2

WHEN TO RECOMMEND AN INDIVIDUAL FOR A US MILITARY DECORATION

2.1. Eligibility. All military personnel on active duty are eligible for consideration for a US military decoration. Members of Reserve components, while participating in authorized periods of training or while in inactive status, are eligible for consideration of a military decoration. Recognize members assigned to DoD activities with either an Air Force or DoD award. Do not use approval or disapproval of either the Air Force or DoD award as the basis for consideration of the other award.

2.2. Submitting Recommendations:

2.2.1. Do not submit recommendations in a token effort to "do something for your people."

2.2.2. Restrict recommendations to recognizing meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above his or her peers.

2.2.3. Base recommendations on specific projects, plans, programs, or actions which are or will be beneficial to the Air Force.

2.2.4. Superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors from a noncommissioned officer academy or other courses of instruction), or receipt of other forms of recognition (for example, selection as airman of the month or year or identification as a superior performer by the Inspector General) do not in themselves justify a recommendation for a military decoration.

2.2.5. Each decoration prescribes standards which define the degree and magnitude of an act, achievement, or service considered worthy for awarding that particular decoration. (See [Table 2.1.](#)) Do not base award of a specific decoration upon an individual's grade, but on the level of responsibility and manner of performance.

2.2.6. No individual is automatically entitled to an award upon completion of an operational TDY or departure for an assignment. Do not establish preconditions for an award. Do not use military decorations for incentives or as prizes in contests.

2.2.7. Evaluate all related facts regarding the service of any person before recommending or awarding a decoration.

2.2.8. The reassignment or retirement of a commander or supervisor is not a basis for recommending decorations to subordinates.

2.2.9. Award only one decoration for the same act, achievement, or period of service.

2.2.10. Do not award or present a decoration to any person whose entire service for the period covered by the decoration has not been honorable.

2.3. Recommendations Based on Meritorious Service. Recommendations are based upon a completed period of service.

2.3.1. Permanent Change of Station (PCS). A move from one geographical area to another. If the recommendation is based on a single assignment, the closeout date will not be before the member's

final MPF out processing date. On rare occasions, i.e., base closure, unit deactivation, etc., consider a decoration for service involving assignments in two commands, providing the individual being reassigned did not receive an award from losing command. The losing command must provide input for the service at that command and must concur with the level of decoration recommended.

2.3.2. Permanent Change of Assignment (PCA). Reassignment from one unit to another on the same base or from one office or duty section to another located at the same organization. The new assignment must be markedly different from the previous duty to meet the intent of the completed period of service requirement.

2.3.3. Extended Tour (EXT TOUR). Not a PCS or PCA, but clearly outstanding and unmistakably exceptional service for an extended period of at least 3 years for award of the Bronze Star Medal (BSM) and lesser decorations or at least 4 years for award of the LOM:

2.3.3.1. Consider all completed period of service awards regardless of the time period elapsed after receiving an award under the extended tour provision, if the accomplishments or service warrants a separate award.

2.3.4. Retirement. Review records and consider the individual's entire career to determine the appropriate level of decoration for retirement. Prepare the recommendation using the most recent period of service. **NOTE:** Decorations for retirement normally terminate on the last day of the month for Regular Air Force personnel. Process recommendations for retirement in time for a presentation ceremony and to permit processing and appropriate entries on retirement documents.

2.4. Recommendations Based on Outstanding Achievement. Recognize a single, specific act or accomplishment separate and distinct from regularly assigned duties, such as successfully completing important projects or on reaching major milestones of a long-term project or negotiations or accomplishments in a temporary duty (TDY) status. (A significant project accomplished within regularly assigned duties may meet the criteria.):

2.4.1. An outstanding achievement award covers a short period of time with definite beginning and ending dates. Submit at any time within the prescribed time limits.

2.4.2. Submit a recommendation only when you have no other way to recognize the achievement and waiting would diminish the significance of the accomplishment. Do not use outstanding achievement to justify decorations when the conditions for a completed period of service have not been met.

2.4.3. You may recommend an award for meritorious service at the end of assignment even if the individual received an award for outstanding achievement during the time included in the recommendation; however, do not include previously recognized acts or achievements in the justification for the later award.

2.5. Recommendations Based on Heroism. Clearly state the act characterizes courage, intrepidity, or gallantry. When the act involved voluntary risk of life, you must clearly show that the individual would not have been censured had he or she not voluntarily accomplished the act.

2.6. Recommendations Based on Aerial Achievements. Recognize aircrew members involved with operating aircraft or other personnel performing aircrew member duties. The recommendations must clearly substantiate exceptional performance and outstanding airmanship above that normally expected of professional airmen.

2.7. Posthumous Recommendations. Base posthumous awards using the same criteria you use for a living person.

Table 2.1. United States Military Decorations.

Decoration (See note 1.)	Awarded For			Awarded To			
	Heroism	Service	Achievement	US		FOREIGN	
				Mil	Civ	Mil	Civ
Medal of Honor (MOH)	Yes (See notes 2 and 3.)	No		Yes	No	No	
Air Force Cross (AFC)	Yes (See notes 2 and 4.)	No		Yes		Yes	
Distinguished Service Medal (DSM)	No	Yes (See note 5.)		Yes		No	
Silver Star (SS)	Yes (See notes 2 and 6.)	No		Yes		Yes	
Legion of Merit (LOM)	No	Yes		Yes (See note 7.)	No	Yes (See note 8.)	No
Distinguished Flying Cross (DFC)	Yes (See note 9.)	No	Yes (See note 9.)	Yes	No	Yes	No
Airman's Medal (AmnM)	Yes (See note 10.)	No		Yes	No	Yes	No
Bronze Star Medal (BSM) (See notes 2 and 11.)	Yes	Yes		Yes		Yes	
Purple Heart (PH) (See note 12.)	No	No		Yes (See note 13.)		No	
Meritorious Service Medal (MSM)	No	Yes (See note 14.)		Yes	No	Yes (See note 15.)	No
Air Medal (AM)	Yes	No	Yes (See note 16.)	Yes		Yes	No
Aerial Achievement Medal (AAM)	No	No	Yes (See note 17.)	Yes		No	
Air Force Commendation Medal (AFCM) (See note 22.)	Heroism-No Act of Courage-Yes	Yes (See note 18.)		Yes (See note 19.)	No	Yes	No
Air Force Achievement Medal (AFAM) (See note 22.)	Heroism-No Act of Courage-No	Yes (See note 20.)		Yes (See note 21.)	No	Yes (See note 21.)	No

NOTES:

1. Refer to DoD 1348.33-M for authorization, specific award requirements, and brief description of these decorations.
2. While engaged in an action against an enemy of the US, or while engaged in military operations involving conflict with an opposing foreign force, or while serving with friendly foreign forces engaged in an armed conflict against an opposing force in which the US is not a belligerent party.
3. Awarded for conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty. See DoD 1348.33-M for courtesies and privileges. Award the Air Force design of the MOH on or after 1 November 1965. (Refer to [Attachment 7](#) for application enrollment forms.)
4. Awarded for extraordinary heroism, not justifying award of the MOH.
5. Awarded for exceptionally meritorious service to the US in a duty of great responsibility. The basic award may be made for a completed period of outstanding service; however, restrict subsequent awards prior to retirement to extraordinary, specific achievements during one or more periods of service. This is the highest peacetime Air Force decoration awarded.
6. Awarded for gallantry in action that does not warrant the MOH or AFC. Gallantry in action means heroism of high degrees including risk of life.
7. Awarded for exceptionally meritorious conduct in the performance of outstanding service to the US. In peacetime, awards to US military personnel are limited to: Service in an extremely difficult duty that is performed in a clearly exceptional manner, if such service is of marked national or international significance to the Air Force or the DoD, or service that has aided the US in furthering its national policies, or service which has furthered the interest or the security of the US or service that has furthered the interests or the security of the US, or any nation allied or associated with the US during a period of national emergency declared by the President or Congress. Superior performance of normal duties will not alone justify award of this decoration.
8. There are four degrees awarded to foreign military personnel. (Degrees of Chief Commander, Commander, Officer, and Legionnaire). Refer to DoD 1348.33-M for the specific award criteria for each degree.
9. While participating in aerial flight. Heroism or achievement must be entirely distinctive, involving operations that are not routine. Not awarded for sustained operational activities and flights.
10. Involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the US. The saving of a life or the success of the voluntary heroic act is not essential. Do not award for normal performance of duties.
11. Not involving participation in aerial flight. Award the "V" device for heroism (see [Attachment 3](#)). Do not wear more than one "V" device.
12. Awarded for wounds received or death after being wounded. While serving in any capacity with one of the US Armed Forces after 5 April 1917. Refer to DoD 1348.33-M for specific conditions.
13. Any US civilian while serving under competent authority in any capacity with the Air Force.
14. Awarded for outstanding noncombat meritorious achievement or service to the US. Level of achievement or service is less than that required for LOM.
15. Do not award to foreign military personnel in the grade of brigadier general or higher.

16. Awarded for single acts of achievement while participating in aerial flight. Required achievement is less than that required for the DFC, but must be accomplished with distinction above and beyond that expected of professional airmen. Not awarded for peace time sustained operational activities and flights.
17. Awarded for sustained meritorious achievement while participating in aerial flight. MAJCOMs, FOAS, DRUs will identify the missions and positions to qualify for the award. Not awarded for single event flights.
18. Awarded for outstanding achievement or meritorious service; or acts of courage that do not meet the requirements for award of the AmnM or BSM, and sustained meritorious performance by crew members.
19. Do not award to general or flag officer grade. Place emphasis on award to outstanding company grade officers and junior NCOs whose achievements and services meet the standards.
20. Awarded for outstanding achievement or meritorious service that do not meet the requirements of the AFCM. Place emphasis on award to junior officers and airmen whose achievements and service meet the standards. Do not award more than one AFAM during a 1-year period except under extraordinary circumstances. Do not award for aerial achievement or retirement.
21. Do not award to colonels (O-6) or above.
22. Award of the "V" device for a contingency deployment operation will be dependent upon the AOR being declared a hostile environment by the JCS, or hostile acts identified by the unified commander or higher authority. Award of the "V" device is based solely on the acts or services of individuals who meet the basic criteria of the AFCM/AFAM, and who are exposed to personal hazards due to direct hostile action during a contingency deployment operation. For a single event, Air Force Component Commanders may authorize the "V" device when a single event, i.e., terrorist act, isolated combat-type incident, etc., warrants the "V" device distinction. The "V" device will not be awarded for normal peacetime acts or services. Award of the "V" device is authorized only for events or situations which occurred on or after 11 January 1996.

Chapter 3

GENERAL ADMINISTRATIVE PRACTICES

3.1. Initiating a Recommendation. Submit recommendations as soon as possible following the act, achievement, or service. Enter each recommendation (except the Purple Heart) into official channels within 2 years and award within 3 years of the act, achievement, or service performed. **NOTE:** A recommendation is placed in official channels when the recommending official signs the recommendation (DECOR6 and justification) and a higher official in the chain of command endorses it.

3.1.1. You may resubmit recommendations that were placed into official channels within the prescribed time limits, but no award was made because the recommendation was lost or was not processed or acted on due to administrative error. Reconsideration is contingent on the presentation of credible evidence that the recommendation was officially placed in military channels or was submitted, but not acted on through loss or inadvertence. Process the recommendation following the original channels. **NOTE:** When organizations no longer exist, process the recommendation through the replacement organizations.

3.2. Preparing a Recommendation. Submit a Recommendation for Decoration Printout (RDP-DECOR-6), descriptive justification, and citation for an individual recommendation. Submit an RDP, descriptive justification, and citation for each person when more than one person is recommended for the same decoration and for the same act, achievement, or service.

3.2.1. Content. Classify recommendations according to content. Consider a recommendation "for official use only" until the awarding authority announces its final decision.

3.2.2. Classified. Do not include any classified, highly sensitive, or special category information requiring special handling procedures in regular recommendations for decorations.

3.2.3. RDP-DECOR6. Prepare an individual recommendation on an RDP-DECOR 6. **Sign** RDP and attach the justification.

3.2.3.1. Use a memorandum or letter for an individual recommendation for a foreign officer, separated member, or a member from another service. The memorandum or letter must contain same information as the RDP and must be signed.

3.2.4. Descriptive Justification. Fully justify all award recommendations to avoid the perception that decorations are automatic. Avoid generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed. The justification must provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how that person significantly exceeded duty performance. Use the following formats:

3.2.4.1. Prepare Air Force Achievement Medal (AFAM) justification on Air Force Form 642, **Air Force Achievement Medal and Air Force Commendation Medal Justification** or on the AF Form 2274, **Air Force Achievement Medal Certificate**.

3.2.4.2. Prepare Air Force Commendation Medal justification (AFCM) on AF Form 642 or on bond paper when the description does not lend itself to the AF Form 642. Justification must be signed. Use appropriate signature block.

3.2.4.3. You may use copies of EPR/OPRs, covering the award period, to justify the AFCM or the Meritorious Service Medal (MSM).

3.2.4.4. Prepare other decoration justification as a narrative using a blocked, paragraphed, or talking paper format (bullet). Limit Distinguished Service Medal (DSM) justification to three pages. A narrative justification is optional for retirement conditions for all grades for Active Duty General Officers. Descriptive justification is required on all Air National Guard and Air Force Reserve personnel for all grades and decoration conditions. Limit Legion of Merit and lesser decoration justification to one page. Justification must be *signed*. Use appropriate signature block.

3.2.4.5. Prepare justification for decorations based on retirement as an endorsement memorandum or letter or using the above formats.

3.2.5. Citations. To complete citations, see [Attachment 4](#) and [Attachment 5](#).

3.2.6. Additional Attachments. A recommendation may include: supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed or official supporting records. Attach a copy of the citation for outstanding achievement to the recommendation when a decoration based on outstanding achievement was awarded during the period of service being recognized by a meritorious service recommendation.

3.3. Processing a Recommendation. Forward all recommendations through the normal chain of command of the person being recommended. The commander or vice commander at each headquarters designated to review recommendations must personally review and sign the forwarding endorsement for each. Each intermediate commander must recommend approval or disapproval of the recommendation or recommend award of a higher or lesser decoration:

3.3.1. Forward recommendations placed in official channels to the designated approval or disapproval authority for final action regardless of whether intermediate endorsing officials or commanders determine the award does not meet the criteria.

3.3.2. Process recommendations submitted on individuals or on a group of individuals from various organizations to recognize a single act or outstanding achievement through the project or operation commander's chain of command. Obtain concurrence from the recommendee's commander prior to submitting the recommendation.

3.3.3. Forward recommendations requiring SAF approval through command channels to HQ AFPC/DPPRA. Send original and one copy of the DECOR 6, narrative, endorsement correspondence, and original, and 6 copies of the citation, with social security number (SSN). Enter a personnel transaction (PERSTRAN HCS40) into the system. Verify the transaction was accepted prior to sending the decoration package to HQ AFPC/DPPRA. If the recommendation is classified, send the unclassified portion to HQ AFPC/DPPRA and send the classified portion under separate cover directly to HQ AFPC/DPPRA. Forward recommendations for Air Force decorations from joint or unified commands to HQ 11th Wing.

3.3.4. Forward recommendations for Air Force decorations to sister service personnel to the Air Force commander who exercises awarding authority as if the individual were an Air Force member. Obtain written concurrence through HQ AFPC/DPPRA from the individual's parent service before final approval. Provide HQ AFPC/DPPRA with two complete copies of the recommendation package.

3.3.5. Process decorations for centrally managed reservists (those assigned to the Chaplain, Medical, Legal, AFOSI, or Intelligence career fields) to approval or disapproval authority at the local level (the same as active duty personnel) using the award approving authority of the unit of attachment. Decoration recommendations for individual reservists will be processed to the award authority for consideration as outlined in [Table 3.3.](#)

3.3.6. Reviewing officials at any level may return recommendations for administrative correction or for more supporting data. Do not consider these recommendations as having been removed from official channels, but return them without delay to the reviewing or awarding authority.

3.3.7. Recommending officials who wish to withdraw recommendations already in official channels must send a memorandum or letter through command channels to the awarding authority requesting disapproval, with reasons. Intermediate endorsing officials or commanders must forward these recommendations. Their endorsement must recommend either approval or disapproval to the awarding authority.

3.3.8. Forward requests for reconsidering disapproved or downgraded recommendations through the same official channels as the original recommendation. The justification for reconsideration must be in memorandum or letter format, not to exceed one page. Attach a copy of the original recommendation with all endorsements and new citation. Submit request into official channels within 1 year of the date of the awarding authority's decision. A one-time reconsideration by the award authority is final.

3.4. Completing a Recommendation. Once an award has been approved, prepare a certificate ([Attachment 7](#)), impress a seal on the citation and publish special orders. See [Table 3.1.](#) for distribution of the elements. See [Table 3.2.](#) for actions on disapproved decorations:

3.4.1. Reflect the oak leaf cluster or V device, if applicable, on the certificate and/or citation. A designated authority signs the certificates. Include the duty title below the signature. Place the word "Posthumous" below the decoration's title on the citation when the basis for the award is posthumous. Do not place Posthumous on the certificate.

3.4.2. Publish the authority for awarding a decoration in the award authority's special order. The effective date of all decorations is the closing date of the service period recognized regardless of the order date:

3.4.2.1. Special orders announcing approved decorations must include award authority and descriptive basis for the award; recipient's grade, name, social security number (SSN), personnel accounting symbol (PAS) code, the date the recommendation for decoration printout (RDP) was computer generated, and the condition code. Identify members of the other branches of the Armed Forces and foreign military personnel accordingly. Include also the number of the oak leaf cluster or valor, if applicable; statement that decoration is posthumous, if applicable; date or period covered; effective date, when publishing order before closing date of the period covered; and the effective date of the period covered. See [Table 3.1.](#) and [Attachment 6](#) for appropriate descriptive basis for the decorations and additional information for preparing orders.

3.4.2.2. Publish special orders relating to foreign nationals and posthumous decorations and dispatch with other award elements.

3.4.2.3. Award decorations in order of the service performed. However, you can base the decoration sequence on the order in which the decoration was approved when operational conditions prevented a chronological processing of the award.

3.5. Refused Decorations. A member may refuse to accept an approved decoration and may elect not to wear that decoration. File documents which prove the individual did not accept the award along with a copy of the citation and special order in his or her UPRG. Update the decoration as an approved award. Do not revoke the special order.

3.6. Presenting Decorations. Timely presentation is essential. Hold the presentation ceremony at the earliest possible date after the award was approved:

3.6.1. When a second or later award of the same decoration is presented, except in awards to foreign nationals and those presented posthumously, the appropriate basic medal, with one or more oak leaf clusters (OLC) attached to the suspension ribbon, is used for presentation only (an OLC to a decoration does not indicate it is a higher award than the basic decoration). After the ceremony, take the presentation elements back and give the recipient the OLC.

3.6.2. When presenting the OLC to a foreign national, attach it to the appropriate medal and ribbon bar. The recipient retains the complete decoration.

3.6.3. Give the next of kin decorations which were not presented because of the recipient's death. The next of kin listed in order of precedence are: spouse, child/children, parents, brother, or sister. When presenting decorations to the primary next of kin, give, at no cost, duplicate elements of the decoration to the parents of the deceased. Present the duplicate elements during the ceremony held for the spouse, if everyone agrees, or deliver or mail them. Do not hold a separate ceremony for presenting duplicate elements. Present all decorations earned but not presented before the recipient's death at one ceremony. Hold presentation ceremonies according to the wishes of the next of kin.

3.7. Revoking Decorations. Revoke an award if facts, later determined, would have prevented original approval of the award. Award authorities must seek legal advice from their base judge advocate whenever there is doubt as to the propriety of an award action:

3.7.1. The awarding authority revokes an award when the basis for the award no longer exists, for example cancellation of retirement or PCS.

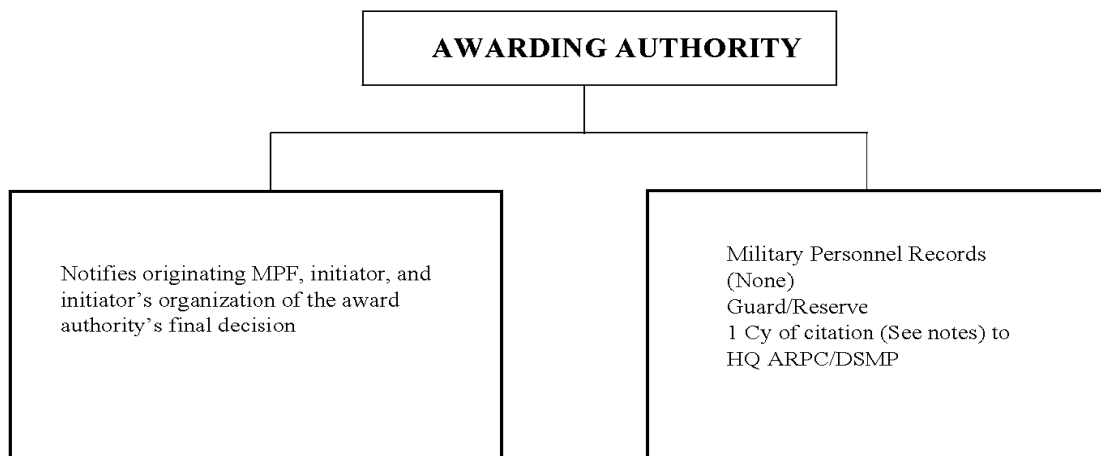
Table 3.1. Distribution Chart For Approved Decorations (Active Duty, Guard, and Reserve) (see notes 1 - 6).

Activity	Responsibilities
Awarding Authority	Notifies originating MPF or Unit, initiator, and initiator's organization of final decision.
	Forwards copies to the Master Personnel Record (Active Duty)All officers - forward 1 copy of the special order and citation to HQ AFPC/DPSRI1, 550 C Street West, Ste 21, Randolph AFB TX 78150-4723.All General Officers and Brigadier General selects - forward 1 copy of the special order and citation to AF/DPG, 1040 Air Force Pentagon, Washington DC 20330-1040.All Colonels and Colonel selects - forward 1 copy of the special order and citation to AF/DPOB, 1040 Air Force Pentagon, Washington DC 20330-104.All 2Lts to Lt Cols - forward 1 copy of the citation to HQ AFPC/DPPBR1, 550 C Street West, Ste 5, Randolph AFB, TX 78150-4707.All CMSgts - forward 1 copy of the citation to HQ AFPC/DPAC, 550 C Street West, Ste 30, Randolph AFB, TX 78150-4732.All MSgts and SMSgts - forward 1 copy of the citation to HQ AFPC/DPPBR2, 550 C Street West, Ste 5, Randolph AFB, TX 78150-4707.
	Forwards copies to the Master Personnel Record (Guard/Reserve)All officers - forward 1 copy of the special order and citation to HQ ARPC/DPJC1, 6760 East Irvington Place 2000, Denver, CO 80280-2000All enlisted - forward 1 copy of the special order and citation to HQ ARPC/DSMP, 6760 East Irvington Place 4450, Denver, CO 80290-4450.
	Forwards copies to the Master Personnel Record (IMAs)All officers - forward 1 copy of the special order and citation to HQ ARPC/DPMPQ, 6760 East Irvington Place 3800 Denver, CO 80280-3800All enlisted - forward 1 copy of the special order and citation to HQ ARPC/DPMPQ, 6760 East Irvington Place 3800 Denver, CO 80280-3800.
	Forwards the following award elements to the member's servicing MPF (if not already presented):Original and 2 copies of the citation4 copies of the special orderOriginal certificate1 copy of the DECOR-6 (or Letter Format, if used)Transmittal letter
Member's Servicing MPF	Forwards the following to the MPF Records Section for filing in the member's UPRG:(For Everyone)1 copy of the special order1 copy of the citation
	Updates the PDS IAW AFMAN 36-2611, Volume 1, if applicable.
Activity	Responsibilities
	Forwards the following award elements to the member's commander or designated official for presentation :(For Everyone)Transmittal letterOriginal citation plus 2 copiesOriginal certificate4 copies of special orders
Commander or Designated Official	Presents the following award elements to the member, if not already presented:Original citation plus 2 copiesOriginal certificate4 copies of special ordersMedal or appropriate devicePresentation binder

NOTES:

1. Ensure all copies are clear, legible, and present an unquestionable black and white contrast.
2. Include complete SSN on all copies of the citation or AF Form 2274 and special order.
3. Substandard reproductions will be returned for reaccomplishment.
4. Clip (do not staple) the citation to the related special order before forwarding.
5. Forward citations and special orders within 30 days of the date the special orders are published.
6. MPFs must ensure procedures are established to distribute citations and special orders for decorations approved by all award authorities they service

Table 3.2. Distribution Chart for Disapproved Decorations (Active Duty, Guard and Reserve). See notes 1 and 2.



NOTES:

1. The decorations clerk signs and stamps "Disapproved" on the citation. Include SSN.
2. The complete address is: HQ ARPC/DSMP, 6760 East Irvington Place 4450, Denver, CO 80280-4450.

Table 3.3. Award Approval Authority for Reservists.

If member is:	and assigned PAS is:	then award approval authority is:
Noncentrally Managed Individual Mobilization Augmentee (line Reservist)	96XX	Assigned unit's award authority
Centrally Managed Individual Mobilization Augmentee to include medical, legal, AFOSI, chaplain, or intelligence personnel	9631FXRR, 9631FXQC, 9631FW3M, 9631F5NH, 960UXXXX	Attached unit's award authority
Participating Individual Ready Reservist to include chaplain candidates, Health Professional Scholarship Program and Stipend recipients, legal interns or other financial assistance program recipients	9631F1Z1, 9631FCCH, 9631FCCK, 9631FCCQ, 9631F1Z3	HQ ARPC
Participating Individual Ready Reservist to include AFA and ROTC Liaison Officers, Civil Air Patrol, sanctuary, Ready Reinforcement Personnel Section and medical, legal, or chaplain points only program reservists	96331F1ZQ, 9631F1ZS, 9631F1ZT, 9631F1Z2, 9631F1VH, 9631FHGN, 9631F1ZN, 9631F1ZM, 9631F1ZP	Attached unit's award authority

Table 3.4. Special Orders Headings (see [Attachment 6](#)).

Award	Heroism	Achievement	Service
Air Force Cross	By direction of the President for extraordinary heroism	N/A	N/A
Distinguished Service Medal	N/A	N/A	By direction of the President for exceptionally meritorious service to the United States in duty of great responsibility
Silver Star	By direction of the President for gallantry	N/A	N/A
Legion of Merit	N/A	By direction of the President for extraordinary achievement in the performance of outstanding services to the United States	By direction of the President for exceptionally meritorious conduct in the performance of outstanding services to the United States

Award	Heroism	Achievement	Service
Distinguished Flying Cross	By direction of the President for heroism while participating in aerial flight	By direction of the President for extraordinary achievement while participating in aerial flight	N/A
Airman's Medal	By direction of the President for heroism involving voluntary risk of life	N/A	N/A
Bronze Star Medal	By direction of the President for heroic achievements	By direction of the President for meritorious achievement	By direction of the President for meritorious service
Purple Heart	N/A	N/A	N/A
Meritorious Service Medal	N/A	By direction of the President for outstanding non-combat meritorious achievement	By direction of the President for outstanding non-combat meritorious service
Air Medal	By direction of the President for heroism while participating in aerial flight	By direction of the President for meritorious achievement while participating in aerial flight	N/A
Aerial Achievement	N/A	By direction of the SAF for sustained meritorious achievement while participating in aerial flight	N/A
Air Force Commendation Medal	By direction of the SAF for an act of courage	By direction of the SAF for outstanding achievement	By direction of the SAF for meritorious service
Air Force Achievement Medal	N/A	By direction of the SAF for outstanding achievement	By direction of the SAF for meritorious service

3.8. Special Procedures for Decorations Arising from Combat Operations:

3.8.1. To ensure consistency of decorations arising from combat operations, the NAF and JTF/CTF Air Force component commanders shall forward, in a timely manner, all recommendations for decorations arising out of combat operations not within their authority to approve, to the MAJCOM Commander serving as the air component commander to the supported CINC (or in the absence of such an officer, to a lieutenant general or general designated by CSAF for this purpose). To ensure timely recognition and accurate substantiation, nominating officials should submit award nominations within 45 days of the flight or event that supports the award. In the case of hostilities of limited duration, the NAF or JTF/CTF Air Force component commanders should have all recommendations submitted within 90 days after the cessation of hostilities. The MAJCOM commander, or CSAF designee, will consolidate decoration recommendations submitted by the NAF or Air Force component commanders. To the extent feasible, they should be evaluated only after they have been aggregated, but the ben-

efits of aggregation (and associated delays) should be balanced against the goal of timely recognizing individuals' accomplishments. If there is a singular, distinctive event, or other unusual factors that support expediting an award, that award should be processed without aggregation and the nomination package should include an explanation of the reason for expedited processing. After review, the MAJCOM commander, or CSAF designee, will forward those recommendations that he or she finds meet the criteria for awards to be approved above the MAJCOM level, to the Decoration Board of the Air Force Personnel Council.

3.8.1.1. As long as submissions meet the timeliness requirements established by law or DOD guidance, proper and substantiated award recommendations will not be disapproved (or foregone) on the basis that they did not comply with the time goals discussed above.

3.8.2. The Director, Secretary of the Air Force Personnel Council (SAFPC), will approve or recommend approval of those awards he or she determines meet the award criteria and are fully substantiated.

3.8.2.1. Resubmission and Reconsideration Procedures. If the Director, SAFPC, finds that a nomination package does not meet the award criteria, or does not adequately substantiate the proposed award, he/she will return the package to the proposing MAJCOM commander with a written explanation of the perceived deficiency. The Director, SAFPC, may also suggest other awards he/she finds appropriate. The MAJCOM commander may then seek review of the package by SAF/OS, through SAF/MI and then CSAF. In that event, the MAJCOM commander may submit any revised or additional substantiation to the SAFPC. If the Director, SAFPC, does not then change his view and grant the proposed award, he must forward the package to SAF/MI, with SAFPC's comments and recommendations. SAF/MI may then approve the award, to the extent such award is within the approval authority of the Director, SAFPC, and notify the MAJCOM commander to that effect. If SAF/MI does not approve the award, he/she shall forward the package to SAF/OS, through CSAF, with recommendations for final decision. CSAF may provide recommendations to SAF/OS, or may disapprove the award.

3.8.2.2. At any point in the reconsideration process, the proposing MAJCOM may agree to approval of a different award within the approval authority of the Director, SAFPC, or request the nomination package be withdrawn.

Chapter 4

UNITED STATES UNIT AND ORGANIZATIONAL AWARDS

4.1. Granting and Restricting Unit Awards. Grant unit awards to military units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the US. Restrict awards to recognizing acts or services that place the unit's performance significantly above that of other units of similar composition and mission responsibility. Only grant one award for the same act, achievement, or service. Ensure only 10 percent of similar units assigned to their command are recommended annually. For one-of-a-kind units, the awards will be based on each unit's merits. Provide HQ AFPC/DPPRA with a summary listing of all approved units, with the inclusive dates, special order number, date, and conditions.

4.1.1. A unit award based on an outstanding achievement does not preclude a second award based on meritorious service. Do not include the justification used to substantiate the outstanding achievement award in the recommendation for meritorious service. The unit's entire service must have been honorable during the distinguished act.

4.2. Individual Entitlement. All assigned or attached people who served with a unit during a period for which a unit award was awarded are authorized the appropriate ribbon if they directly contributed to the mission and accomplishments of the unit.

4.3. Specific Unit Awards. For authorization, eligibility requirements, and special provisions for the Presidential Unit Citation, Joint Meritorious Unit Award, and Sister Service Unit Awards, refer to DoD 1348.33-M, *Manual of Military Decorations and Awards*:

4.3.1. Air Force Outstanding Unit Award (AFOUA). Awarded in the name of the SAF. The following types of units are eligible for consideration:

4.3.1.1. Numbered Units such as Air Forces, Air Divisions, Wings, Groups, and Squadrons to includes provisional units.

4.3.1.2. Medical Facilities, such as hospitals, clinics, medical centers (numbered or unnumbered).

4.3.1.3. Detachments, operating locations, training sites or Air Force elements on their own merit or identified by the parent unit or organization to share in the award (do not consider under both).

4.4. Air Force Organizational Excellence Award:

4.4.1. Air Force Organizational Excellence Award (AFOEA). Established by SAF, 26 August 1969. The following types of units are eligible for consideration:

4.4.1.1. Unnumbered organizations, such as MAJCOM headquarters, FOAs, DRUs, centers, and any other unnumbered organization.

4.4.1.2. SAF and the office of the Chief/Assistant Chief of Staff agencies (i.e., all two-digit office symbol organizations in Secretariat and on HQ USAF Air Staff).

4.4.1.3. Each Air Force level school, academy and college, and USAF ROTC detachments.

4.4.1.4. Similar US Armed Forces services organizations or activities (except Department of Defense joint activities).

4.4.1.5. Detachments, operating locations, training sites, and Air Force elements on their own merit or identified by the parent organization to share in the award. Do not consider them for both. Unnumbered organizations below the squadron level are not eligible.

4.4.1.6. Do not award to Foreign Armed Forces organizations or elements.

4.5. Units Sharing in the AFOUA or AFOEA:

4.5.1. Subordinate activities do not automatically share in an award with the parent unit or organization. Organizations can share their award only with like subordinate organizations (i.e., for a numbered parent organization, only numbered subordinate units may share; for an unnumbered parent organization, only unnumbered subordinate units may share unless otherwise specified in this AFI).

4.5.2. Identify each sharing subordinate activity in the parent organization nomination.

4.5.3. Host organizations may identify tenant units to share in the award providing the tenant units' parent major commands concur.

4.6. Preparing and Processing Recommendations. Include:

4.6.1. Letter of recommendation, which includes the name of the unit being recommended, name of award being recommended, type of service, and inclusive dates of the award. List all previous awards to nominated unit. List all assigned and attached subordinate units that will share in the award and the inclusive dates if they differ from the parent unit. The recommending official signs the letter of recommendation (see [Table 4.1.](#)).

4.6.2. Summary of unit's specific accomplishments.

4.6.3. Proposed citation to accompany the award (when the recommendation is classified include an unclassified citation).

4.6.4. Process a recommendation for award to a unit of one of the other US armed forces branches or to an armed forces unit of a friendly nation through USAF channels to the awarding authority using the same criteria as listed above.

4.6.5. Publish award of the unit decorations and battle honors in orders of the awarding authority. Include in the special order: Type of award, name of unit, subordinate units entitled to share in the award, and the inclusive period for each sharing unit if the period differs from the parent unit. Submit a listing of each unit with all of the above information to HQ AFPC/DPPRA by 31 December each year, along with a summary listing the number of like units in the command and the number of unit awards for those units in each cycle. HQ AFPC/DPPRA publishes information on unit awards annually. Forward a copy of the approved award orders to the Air Force Historical Research Agency (HQ AFHRA/RSO), 600 Chennault Circle, Maxwell, AFB AL 36112-6424.

4.6.6. Award elements:

4.6.6.1. Streamer. Streamer, embroidered with the name of the act or period of service. Do not issue a streamer to a unit not authorized a flag or guidon.

4.6.6.2. Citation. See [Attachment 4](#) and [Attachment 5](#).

4.6.6.3. Certificate. Issue certificates only to the awarded unit, not to sharing units. Air Force Form 2262, **Air Force Organizational Excellence Award (Achievement)**; AF Form 2085, **Air Force Organizational Excellence Award Certificate (Service)**; AF Form 2269, **Air Force Outstanding Unit Award (Service)**; AF Form 2271, **Air Force Outstanding Unit Award (Achievement)**.

4.6.6.4. Unit Decorations. Include:

4.6.6.4.1. The specific award and decoration.

4.6.6.4.2. Authority and descriptive basis for the award.

4.6.6.4.3. The period during which the unit distinguished itself.

4.6.6.4.4. Statement describing the unit's cited action or service.

4.6.6.4.5. Component elements of the cited organization and other attached units and detachments that share in the award.

4.6.6.4.6. The specific period (if different from the inclusive dates of the award) during which each unit shares.

4.6.6.4.7. Both the new and old unit designations (name and number) of units that share in the award, if redesignated during the cited period (for example, 4 Military Airlift Squadron formerly 4 Air Transport Squadron).

4.6.6.4.8. The statement: "With V Device," if the award is for meritorious service or outstanding achievement in a combat area.

4.7. Notifying National Guard Bureau (NGB). Awarding authorities for unit awards notify NGB Public Affairs when awarding any unit award for an ANG unit.

4.8. Battle Honors. Include authority and description of the award; statement whether it is the basic theater award, or an award for taking part in a campaign, in an amphibious or assault landing, and the inclusive dates; a listing of units cited; administrative instructions for issuing emblems, ribbons, bronze service stars, or arrowheads to eligible members of cited units; administrative instructions concerning entries to be made in unit and personnel records.

4.9. Sister Service Unit Awards. These awards are similar to Air Force unit awards; Air Force units may accept them with advanced DAF approval. A unit recommended for an award from another US military service must ensure the DAF has concurred on the award. If DAF concurrence was not obtained, the organization must request acceptance through the appropriate command channels to HQ AFPC/DPPRA.

4.10. War Service Streamers. Unembroidered swallow-tailed ribbons of the same design as the service ribbon awarded to members for service in designated campaign areas of operations or theaters, (for example, American or European-African-Middle Eastern Theater, and Asiatic-Pacific Theater during World War II, and the military operations in Korea and Southeast Asia):

4.10.1. Eligibility. To be eligible for a war service streamer, a unit must meet the criteria prescribed for awarding the corresponding service medal (American Campaign Medal, European-African-Middle Eastern Campaign Medal, Asiatic-Pacific Campaign Medal, Korean and Vietnam Service Medals) to an individual.

4.10.2. Display. Carry war service streamers on the organization flagstaff or guidon by units that have served in a theater or area of operation but have not received campaign participation credit.

4.11. Campaign and Expeditionary Streamers. Embroidered streamers, of the same design as the war service streamers, represent the unit's participation in a campaign, an assault landing, or an expedition. (The expedition must have been a designated military operation awarded the Armed Forces Expeditionary Medal (AFEM); must have occurred after 1 July 1958; and must be designated by the Joint Chiefs of Staff (JCS), authorized by the DoD, and announced in DoD Manual 1348.33):

4.11.1. The streamers are comparable to service stars and arrowheads on certain service ribbons that represent the members' participation in a campaign, an assault landing, or a designated operation for approved AFEM.

4.11.2. For a unit awarded campaign participation credit or is authorized an AFEM streamer, embroider the name of the campaign or AFEM operation on the streamer thus making it a campaign or expeditionary streamer. Embroider only one campaign name on a streamer. Embroider successive campaigns in the same theater or different designated operations for the AFEM on separate streamers. DoD Manual 1348.33-M, lists all approved AFEM awards with the appropriate name of each operation.

Table 4.1. Unit Organizational Award--AFOUA, AFOEA. (See notes 1-5.)

R	A	B	C	D	E
U L E	If the unit or organization is	and the achievement or services were performed all or partly while	then the recommendation must be initiated by	and recommendation s must be by	approval/ disapproval authority
1	an active duty unit or organization or a MAJCOM	under operational control of the joint or unified command	the unit commander or higher level	appropriate joint or unified commander	MAJCOM CC/CV (See note 5.)
2		under operational control of the MAJCOM		organization that exercises control over the unit	
3	detached from parent organization	attached to the host organization	the parent organization (See note 1.)	Host MAJCOM, FOA, or DRU of the parent organization	MAJCOM CC/CV or SAF/PC (See notes 2 and 5.)
4	Air Force Reserve Unit	on EAD or not on EAD	the unit commander or higher level commander	organization that exercises control over the unit	AFRES/CC/CV (See note 5.)
5	Air National Guard unit	on EAD			NGB/CF (See note 5.)

R U L E	A	B	C	D	E
	If the unit or organization is	and the achievement or services were performed all or partly while	then the recommendation must be initiated by	and recommendation s must be by	approval/ disapproval authority
6		not on EAD	the Air Force advisor or senior commander in the ANG chain of command, or the State Adjutant General (See note 3.)	NA	
7	an active duty FOA/ DRU unit, Air Staff DCS or ACS, or other organization	NA	unit commander or higher level commander	FOA/DRU commander, vice commander, or chief of staff (See note 4.)	SAF/PC (See note 5.)
8	MAJCOM, FOA, or DRU HQS		CC, CV, or CS	NA	

NOTES:

1. When host organization commander provides the parent organization with evidence on which to base a recommendation for a unit or organization award.
2. Final action will be taken by the award authority exercising control over the parent unit.
3. When the recommendation is by an officer other than the State Adjutant General, the State Adjutant General must include a recommendation and forward the recommendation to ANGRC/DPAA.
4. For Air Staff agencies, the DCS/ACS will initiate the recommendation and no further endorsement required.

Presidential Unit Citation (PUC) -- see DoD Manual 1348.33-M; Joint Meritorious Unit Award (JMUA) -- see DoD Manual 1348.33-M; Armed Forces Expeditionary Medal (AFEM) -- see DoD Manual 1348.33.

5. Effective 9 Sep 97, AFOUA approval authorities may award one additional unit per category, if warranted.

Chapter 5

AIR FORCE ACHIEVEMENT AWARDS AND THE AIR FORCE GOOD CONDUCT MEDAL

5.1. Air Force Achievement Awards. See [Table 5.1](#) for a list of awards, specific eligibility requirements and criteria:

5.1.1. Make only one award of a specific Air Force achievement award to the same person. Award devices to denote additional awards.

5.1.2. Air Force members may accept achievement awards awarded by a sister service. Refer to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Awards and Decorations Figure 4-1, for authorized awards and instructions on how to wear these awards.

5.2. Air Force Good Conduct Medal (AFGCM). Awarded to personnel in an enlisted status for "exemplary conduct" (exemplary behavior, efficiency, and fidelity), while in active military service of the US. Individuals must demonstrate a positive attitude toward the Air Force and their jobs:

5.2.1. Service performed in a sister service is not creditable for awarding the AFGCM.

5.2.2. Aviation cadet or officer candidate status is creditable toward award of the AFGCM. Service as a cadet in the Air Force Academy is not creditable.

5.2.3. Award the AFGCM for periods of continuous service as outlined in [Table 5.2](#).

5.2.4. Award the Air Force Good Conduct Medal based upon specific recommendation of the unit commander.

5.2.5. The MPF furnishes the AFGCM selection listing to non-PCIII units monthly to each member's unit commander reflecting those individuals awarded the AFGCM for the current month. For PCIII units, the AFGCM selection listing is produced monthly and can be found in end of month (EOM) in office automation at each unit. This roster reflects individuals awarded the AFGCM for the current month.

5.2.6. The system automatically updates the award based on a 3-year period of continuous service from the AFGCM start date.

5.2.7. The AFGCM is conspicuous by its absence. Failure to qualify for the award casts doubt on an individual's value as a member of the Air Force.

5.2.8. Commanders:

5.2.8.1. May deny the award in those cases where an individual's conduct has been less than exemplary.

5.2.8.2. Will consider the immediate supervisor's recommendation in exercising their prerogative to deny the award.

5.2.8.3. Prepare a memorandum or letter stating the period involved for denying or adjusting the award and the new start date. Commanders initiate the denial letter in conjunction with other action (i.e., UIF, control roster actions, or letter of reprimand) relating to the incident.

5.2.8.4. Forward the letter to the MPF for update of the PDS, if you do not have PC-III capability, and filing in the individual's personnel records. If you have PCIII, update adjustment to creditable service dates and forward to Customer Service for filing in the individual's personnel records.

Table 5.1. Air Force Achievement Awards.

Award	Award Requirements
Combat Readiness Medal (CRM)	Award for periods of qualifying service in combat or mission ready status for direct weapons system employment. For the purpose of this award direct weapons system employment is defined as: - An aircrew whose wartime mission places them into enemy territory or in the threat envelope of ground enemy defenses; - A missile operation which could employ weapons to destroy enemy targets; - Individuals who directly control inflight manned aircraft whose wartime mission is to seek and destroy enemy targets. Additionally, an individual must meet all of the following criteria: - Be a member of a unit subject to combat readiness reporting under JCS publication 6, volume V (MAJCOMs, DRUs and FOAs designate qualifying duty positions and units.); - Complete basic and initial training and be formally certified as combat or mission ready in performing the command or unit operational mission. The individual must be subject to a continuous individual positional evaluation program; - Have completed 24 months of sustained combat or mission readiness with no more than a 120-calendar day break. Award an oak leaf cluster (OLC) for each additional 24 months qualifying service. (See note 1.)
Outstanding Airman of the Year Ribbon (OAYR)	Award to airmen competing at Air Force level in the 12 Outstanding Airmen of the Year (12OAY) Program. Make retroactive awards to those airmen who meet the requirements as of June 1970. (See note 2.)
Air Force Recognition Ribbon (AFRR)	Award to named individual recipients of Air Force-level special trophies and awards. Refer to AFI 36-2805, <i>Special Trophies and Awards</i> , regarding awards eligible for the ribbon. This ribbon is not authorized for individuals assigned to a unit when the unit receives a special award. OLCs denote subsequent awards. The functional manager will provide an authorization letter.
Air Force Overseas Ribbon (Long and Short) (AFOR)	Award to Air Force active duty, Reserve and Guard personnel credited with completion of a long or short Air Force overseas tour. Personnel credited with both long and short tours may wear both AFORs. Refer to AFI 36-2903 for wear criteria. OLCs denote subsequent awards. (See note 3.)
Award	Award Requirements

Award	Award Requirements
Air Force Longevity Service Award (AFLSA) Ribbon	Award to active duty based on an aggregate of 4 years honorable active federal military service with any branch of the US armed forces or Reserve components. Reserve and Guard personnel are credited with award for each 4 years' satisfactory military service which are creditable for retirement. Service in one of the service academies is creditable as long as the member graduates. Award an OLC for each additional 4 years' creditable service. (See note 4.)
Air Reserve Forces Meritorious Service Medal (ARFMSM) NCO Professional Military Education (PME) Graduate Ribbon (NCOPMER)	Award for exemplary behavior, efficiency, and fidelity while serving in an enlisted status in the Air Reserve forces. Creditable service toward the ribbon begins the day following the completion of any punishment imposed. Awarded only on specific recommendation of the person's unit commander. Award an OLC for each additional period of qualifying service. (See note 5.) Award to graduates of the following certified NCO PME schools (NCO Preparatory Course, Airman Leadership School, NCO Leadership School, NCO Academy, SrNCO Academy). Graduation from each successive level of PME entitles member to an OLC. (See note 6.)
USAF Basic Military Training (BMT) Honor Graduate Ribbon	Award to BMT honor graduates who have demonstrated excellence in all academic and military training phases as designated by the military training instructor (MTI) and school CC. BMT and Air Education and Training Command (AETC) establish specific eligibility requirements. Award is retroactive to 30 July 1976.
Small Arms Expert Marksmanship Ribbon (SAEMR)	Award to Air Force personnel, including Reservists who, after 1 January 1963, qualify as "expert" with either the M16 rifle or issue handgun on the Air Force qualification course or the appropriate orientation course prescribed in AFIs, or who satisfactorily complete the Combat Rifle Program. (See note 7.)
Air Force Training Ribbon (AFTR)	Award to Air Force members on completing an Air Force accession training program (BMT), officer training squadron (OTS), Reserve Officer Training Corps (ROTC), Academy, Medical Services, Judge Advocate (JA), Chaplain orientation, and so forth. May be awarded to Guard and Reserve members who complete appropriate training. (See note 8.)

NOTES:

1. If the break in combat or mission ready status exceeds 120 calendar days due to reassignment to another combat or mission duty that required upgrading in or retraining to a new system, deduct only the enroute and retraining time from qualifying service.
2. A bronze oak leaf cluster denotes each past or subsequent award. The twelve members selected as the Air Force Outstanding Airman of the Year wear the bronze service star. Wear the bronze service star to the member's right of the oak leaf clusters.

3. Once credit is given for the overseas tour, PDS will automatically update. For personnel who extend their original overseas tour, award the ribbon when the member enters the extension. Make only one award for the entire period unless the extension results in the individual being credited with another tour.
4. The PDS screens the member's total active federal military service date (TAFMSD) and updates the award based on completing 4 years military service. Service at the Uniformed Services University of Health Sciences (USUHS) is active duty service and creditable toward award of the AFLSAR. Use Air Force Form 104, Service Medal Award Verification, to annotate creditable awards of the AFLSAR to reflect combined periods of service.
5. Awarded for a period of 4 continuous years service computed from the date of assignment to a training category A, B or D for individuals with a beginning date before 1 July 1972. For individuals with a beginning date after 30 June 1972, the length of service requirement is 3 continuous years' of service. Award individuals who accrue at least 1 year but less than 3 years toward award of the medal and terminate their enlisted Reserve status as a commissioned or warrant officer the medal regardless of the beginning eligibility date. Creditable service ends when called to active duty. A period of more than 24 hours between reserve enlistments counts as a break in service. Credit must begin anew after the break. An active duty period is not a break in service. Do not credit service performed in the US Army, Navy, Marine Corps, or Coast Guard Reserve components. When determining service computation, exclude service as a commissioned officer.
6. Automatically updated when PME graduation certification data is entered in the PDS. Do not award the ribbon to members who only complete the correspondence courses or similar training conducted by other military services except for completion of the US Army Sergeant Major Academy or the Navy Senior Enlisted Academy.
7. Award ribbon only once no matter how many times an individual scores "expert." Add bronze service star to the ribbon for those personnel who, after 22 June 1972, meet the award criteria with both the M16 rifle and issue handgun. Add only one star regardless of the number of times a person qualifies with both weapons. Use AF Form 522, USAF Ground Weapons Training Data or letter from the Small Arms Marksmanship Monitor as the source document for this award.
8. May not be awarded for completing technical training, career development courses, and other services' basic training. Completing later accession training (BMT, then commissioning through a program, and so forth) will entitle a member to a subsequent award denoted by an oak leaf cluster.

Table 5.2. Award of Good Conduct Medal or Air Force Good Conduct Medal.

A	B	C	D	E
Award (note 5)	Period of Service	On completion of continuous active federal military service for a period of	After completing 1 yr but less than 3 yrs of active federal military service (note 1)	For physical disability incurred in the line of duty for less than 1 continuous year
Good Conduct Medal Air Force Good Conduct Medal	28 Jul 1954-31 May 1963 1 June 1963- indefinite or	3 years	X (See note 4.)	X (See note 3.) X (See notes 3 and 4.)
	any future period while the United States is at war	1 year (See note 2.)	X	

NOTES:

1. Includes terminating active federal military service in an enlisted status in order to accept a commission.
2. The entire year must have been served during the period indicated.
3. Applicable to persons who were killed in action, or die in line of duty before completing 1 year of active federal military service.
4. Not applicable if the basic award of the medal has been made.
5. Award subsequent AFGCMs after a 3-year period of continuous active service. More than a 24-hour period between enlistments or between commissioned and enlisted service periods constitutes a break in continuous active service.

Chapter 6

UNITED STATES CAMPAIGN AND SERVICE AWARDS

6.1. US Campaign and Service Awards. An award issued to an individual to denote participation in a campaign, war, national emergency, or to denote service requirements fulfilled in a creditable manner. Refer to DoD 1348.33-M, for a complete listing of campaign and service awards and the specific authorization and eligibility requirements for each. See [Table 6.1](#) for awards Air Force personnel can be awarded:

6.1.1. Air Force members may accept campaign or service awards from sister services. To wear these awards, refer to AFI 36-2903.

6.1.2. Make only one award of a specific campaign and service award to the same person. Award devices for subsequent awards.

6.2. World War II and Korean Conflict Era Campaign and Service Awards. Listed below are the campaign and service awards available to former Army Air Corps and Air Force personnel who served during World War II and the Korean Conflict. Refer inquiries concerning entitlement to these (and campaign credits) to the National Personnel Records Center, Air Force Reference Branch. Refer to DoD 1348.33-M for a general description and basis of each award.

6.2.1. American Defense Service Medal.

6.2.2. American Campaign Medal.

6.2.3. Army of Occupation Medal.

6.2.4. Asiatic-Pacific Campaign Medal.

6.2.5. European African-Middle-Eastern Campaign Medal.

6.2.6. Korean Service Medal.

6.2.7. Medal for Humane Action.

6.2.8. National Defense Service Medal.

6.2.9. Prisoner of War Medal.

6.2.10. Women's Army Corps Service Medal.

6.2.11. World War II Victory Medal.

6.3. Vietnam Era Service Awards. Listed below are service awards available during the Vietnam Era. Refer to DoD 1348.33-M for the specific authorization and individual eligibility requirements for each award:

6.3.1. Vietnam Service Medal (VSM). Awarded to all members of the US Armed Forces serving at any time between 4 July 1965 and 28 March 1973, in Vietnam, its contiguous waters and airspace or while serving in Thailand, Laos or Cambodia, or the airspaces and in direct support of operations in Vietnam. A bronze service star denotes participation in each campaign period.

6.3.2. Armed Forces Expeditionary Medal (AFEM). Awarded to members of the US Armed Forces for service in Vietnam between 1 July 1958 and 3 July 1965:

6.3.2.1. Members who earned the AFEM for Vietnam service during this period may elect to receive the VSM instead of the AFEM, but cannot receive both. Refer former members to the National Personnel Records Center, 9700 Page Ave., St. Louis, MO 63123-5100 for records correction and issue of the VSM.

6.3.3. National Defense Service Medal (NDSM). Awarded for honorable active service as a member of the US Armed Forces for any period between 1 January 1961 and 14 August 1974. Refer to DoD 1348.33-M for specific eligibility categories.

Table 6.1. United States Campaign and Service Awards.

Award	Award Requirements
Prisoner of War (POW) Medal	Awarded to any person who served with the US Armed Forces, was taken prisoner of war and held captive after 5 April 1917. A bronze service star denotes subsequent awards. (See note 1.)
Antarctica Service Medal	Awarded from 2 January 1946 to any member of the US Armed Forces, US citizen or resident alien of the US, who, as a member of the US expedition, participates in scientific, direct support or exploratory operations in the Antarctic or who participates or has participated in a Foreign Antarctic expedition in coordination with a US expedition under sponsorship of a competent US government authority. Refer to Attachment 3 , Awards and Decorations Devices, for devices members may wear on this medal. (See note 2.)
Humanitarian Service Medal (HSM)	Awarded to members of the United States Armed Forces and their Reserve components who, after 1 April 1975, distinguished themselves as individuals or members of US military units or ships, by meritorious, direct participation in a significant military act or operation of humanitarian nature. Refer to DoD 1348.33-M for a list of operations approved for award of the HSM. A bronze service star denotes subsequent awards. (See note 3.)
Armed Forces Expeditionary Medal (AFEM)	Awarded to members of the US Armed Forces who, after 1 July 1958, participated in US military operations, US operations in support of the U.N., or US operations of assistance to friendly foreign nations. The JCS designates US military operations that qualify for the AFEM, specifies the degree of participation required and defines the area of operations. Refer to DoD 1348.33-M for a list of those operations approved for award of the AFEM. A bronze service star denotes subsequent awards. (See note 4.)
Award	Award Requirements

Award	Award Requirements
Armed Forces Reserve Medal (AFRM)	Awarded to any service member or former member of the Reserve components of the US Armed Forces who completes or has completed, a total of 10 years of honorable and satisfactory military service in one or more Reserve component of the Armed Forces. This service does not need to be consecutive, as long as service occurs within a period of 12 consecutive years. The hourglass device (refer to Attachment 3) denotes each additional 10-year period of service. (See note 5.) Executive Order number 13013, covers provisions for the award of the "M" device which may be worn on this medal/ribbon for qualifying service on or after August 1, 1990. (See note 6). Refer to DoD 1348.33-M for further guidance.
National Defense Service Medal (NDSM)	Awarded for honorable service as a member of the United States Armed Forces for any period between 2 August 1990 to 30 November 1995. Refer to DoD 1348.33-M for earlier NDSM eligibility periods and the eligibility requirements for those periods. A bronze service star denotes subsequent awards (earned during two different periods of eligibility). (See note 7.)
Southwest Asia Service Medal (SWASM)	Awarded to members of the US Armed Forces who served: - in support of Operation DESERT SHIELD or DESERT STORM between 2 August 1990 and 30 November 1995 in one or more of the following areas: Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, that portion of the Arabian Sea that lies north of 10 degrees N latitude and west of 68 degrees E longitude, land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar and the United Arab Emirates; or individuals serving in Egypt, Israel, Turkey, Syria and Jordan (including territorial airspace and waters) directly supporting combat operations between 17 January 1991 and 30 November 1995. Refer to DoD 1348.33-M for specific individual eligibility requirements. (See note 8.)
Armed Forces Service Medal (AFSM)	Awarded to members of the Armed Forces of the United States who, after 1 June 1992: (1) participate, or have participated, as members of U.S. military units, in a U.S. military operation that is deemed to be a significant activity; and (2) encounter no foreign armed opposition or imminent threat of hostile action. Refer to DoD 1348.33-M for specific individual eligibility requirements and announced operations.
Military Outstanding Volunteer Service Medal(MOVSM)	May be awarded to members of the U.S. Armed Forces and their Reserve Components, who subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained, direct and consequential nature. Refer to DoD 1348.33-M for specific individual eligibility requirements and recommendation procedures and format. (See note 9.)

NOTES:

1. HQ AFPC/DPPRA will determine eligibility and make award of the POW medal to members currently serving on active duty, or with the Air National Guard, or Air Force Reserves.
2. After 1 July 1973, awarded for 30 days of assigned duty at sea or ashore, south of latitude 60 degrees South. Awarded for 15 days assigned duty at an outlying station on the Antarctic continent. Days do not need to be consecutive. Starting 1 July 1987, awarded to flight crews providing logistics support from outside the Antarctic area after 15 missions. One flight in or out during a 24-hour period equals one mission.
3. Specifically excluded from eligibility for the HSM are members or elements remaining at geographically separated locations or who were assigned to the location, but did not make a direct contribution to, nor influence the action. Members seeking the HSM for past operations must provide documentation to the MPF verifying their direct participation in the operation. Forward HSM recommendations originating within the Air Force through command channels to HQ AFPC/DPPRA. Refer to DoD 1348.33-M for specific guidance on preparing recommendations. Award of the HSM does not preclude or conflict with other medals or ribbons awarded on the basis of unit achievement or individual achievements or valor.
4. Refer to DoD 1348.33-M for the definition of area of operations, degree of participation and direct support when determining individual eligibility for the award. Award the AFEM for operations for which no other US campaign medal is approved.
5. Creditable service is when members accumulate a minimum of 50 retirement points during each anniversary year according to Title 10, U.S.C., Section 1332. Determine eligibility for the AFRM from AF Form 526, ANG/USAFR Point Credit Summary. Do not credit service as a Regular officer, warrant officer, or enlisted person.
6. For award of the "M" device, the member must be called involuntarily to active duty under section 12301(a) of title 10 U.S.C. (full mobilization), section 1202 (partial mobilization), or section 12304 (Presidential call-up). The "M" device may also be awarded if the member volunteered and served on active duty in support of a designated contingency operation, as defined in title 10 U.S.C. 101(a)(13). Participation in additional contingencies will be designated with an Arabic numeral. In the past, reservists had to have 10 or more years service to qualify for the basic medal. Now, they can earn the medal not only for service longevity but also service in a contingency. NOTE: If no "M" device is authorized, the appropriate hourglass--bronze for 10 years service, silver for 20 years, gold for 30 years, or bronze and gold for 40 years will be worn. The appropriate hourglass goes in the center of the ribbon. If no hourglass is authorized, the "M" device is centered on the ribbon, followed by the numeric device on the wearer's left.
7. Eligible are service members on active duty, members of the Selected Reserve in good standing and members of other than the Selected Reserve called to active duty (includes cadets with the USAF Academy). Ineligible are members called to active duty for the sole purpose of undergoing a physical examination, for training only, or to serve on boards, courts or commissions.
8. A bronze service star denotes participation in each campaign period. The campaign periods are:

Defense of Saudi Arabia, 2 August 1990 - 16 January 1991; Liberation and Defense of Kuwait, 17 January 1991 - 11 April 1991; Southwest Asia Cease Fire Campaign, 12 April 1991 to 30 November 1995, service members eligible for the SWASM based on participation (1 Jun 92 - 30 Nov 95) in Operation PROVIDE COMFORT will wear the medal and service ribbon with the star.

9. On 2 Jul 96, the SAF approved realigning the MOVSM approval authority to the group commander level. This includes commanders of composite and provisional groups and (colonel) commanders of geographically separated units. This authority may not be further delegated.

Chapter 7

FOREIGN AWARDS AND DECORATIONS

7.1. Foreign Unit Awards. Air Force members may accept the foreign unit awards listed below. **Forward other unit awards tendered by friendly foreign nations to Air Force units to SAF via HQ AFPC/DPPRA for approval of acceptance. Individuals assigned to the cited unit at any time during the award period may share in the award. Refer to DoD 1348.33-M for the basis and provisions of those unit awards. See AFPAM 36-2801, *Unit Decorations, Awards, and Campaign Participation Credits* for units cited with these unit awards:**

- 7.1.1. Philippine Republic Presidential Unit Citation (Disaster Relief Operation - 1972).
- 7.1.2. Republic of Korea Presidential Unit Citation (Disaster Relief Operation - 1972).
- 7.1.3. Republic of Vietnam Gallantry Cross With Palm Unit Citation.
- 7.1.4. Republic of Vietnam Civil Action Unit Citation.

7.2. Foreign Service Awards. Except for the awards listed below, Air Force members will not receive, accept, or make token acceptance of service awards tendered by foreign governments while they are members of the United States Air Force. Refer to DoD 1348.33-M for authorization, eligibility requirements, and special provisions of these service awards:

- 7.2.1. Republic of Vietnam Campaign Medal.
- 7.2.2. United Nations Medal.
- 7.2.3. Kuwait Liberation Medal (Saudi Arabia).
- 7.2.4. Kuwait Liberation Medal (Kuwait).
- 7.2.5. Nato Medal.

7.3. Foreign Decorations. Air Force members may accept decorations tendered in recognition of active field service in connection with combat operations or awarded for outstanding or unusually meritorious performance only upon receiving the approval of the DAF:

7.3.1. MAJCOMs, FOAs, DRUs Directors of Personnel approve or disapprove acceptance for Air Force members under their purview:

7.3.1.1. HQ AFPC/DPPRA approves or disapproves acceptance for general officers.

7.3.2. Air Force members who have been told a foreign nation has made formal offer of a decoration to them may participate in a formal presentation ceremony and receive the decoration when accepting the award is not prejudicial to military or national interest. The receipt of the foreign decoration in this manner does not constitute official acceptance. To gain official acceptance, the recipient must forward a request to accept and retain the decoration to the appropriate approval authority. Request must contain the following information:

7.3.2.1. Full name, grade, and social security number.

7.3.2.2. Title of decoration, country offering it, date and place of presentation, name and title of person making presentation.

7.3.2.3. Organization and station and brief description of act or service.

7.3.2.4. Citation or a translation.

7.4. Issue and Wear of Foreign Unit and Service Awards and Decorations . The foreign country concerned issues the award. Recipients may purchase medals and ribbons from commercial sources. The USAF does not issue foreign awards or decorations. Refer to AFI 36-2903 for wear of these awards.

7.5. World War II and Korean Conflict Era Foreign Unit and Service Awards. Refer to DoD 1348.33-M for a list, general description, and basis for these awards.

Chapter 8

UNITED STATES NON-MILITARY DECORATIONS AND NON-UNITED STATES SERVICE AWARDS

8.1. US Non-Military Decorations. The President, DoD, and DAF award non-military decorations to individuals, groups or organizations for:

- 8.1.1. Exemplary service in an advisory or technical capacity to a DoD committee, program, or project;
- 8.1.2. Direct assistance to a DoD component through actions or useful ideas are beneficial in eliminating or minimizing problems, or otherwise contributing to mission accomplishment;
- 8.1.3. Assistance through the cooperative use of facilities, equipment, or manpower actions in support of a DoD activity or mission;
- 8.1.4. Other actions including courageous or heroic, resulting in significant benefits to DoD:
 - 8.1.4.1. Refer to appropriate DoD manuals for eligibility requirements and criteria for those non-military decorations awarded by the President and DoD.

8.2. Exceptional Service Award and the Air Force Scroll of Appreciation. See [Table 8.1](#) for eligibility requirements and criteria (SAF approves these awards):

- 8.2.1. Forward recommendations through appropriate command channels to HQ AFPC/DPPRA.
- 8.2.2. Recommendations will include a one-page narrative justification stating the services were voluntary, performed as a public service, or motivated by patriotism with no implication for remuneration and the person recommended had no commercial or profit-making relationship, and a short biography.
- 8.2.3. Recommendations for foreign nationals must include a biography, coordination with the US Defense Attache Office of the country concerned, and a statement the awards policy of the foreign country does not preclude presentation of the award.

8.3. Non-United States Service Awards. [Table 8.2](#) lists the non-US service awards accorded Presidential acceptance and the requirements for each. Award only one of each non-US service award to any given person. There is no device to show additional awards. Refer to DoD 1348.33-M for award basis.

Table 8.1. United States Non-Military Decorations (see notes 1 and 2).

Award	Criteria
Exceptional Service Award (ESA), AF Form 2266, Exceptional Service Award (ESA) Certificate.	Awarded for exceptional services to the Department of the Air Force (DAF) by US or foreign civilians, not employed by the US government; or for an act of heroism, involving voluntary risk of life, by any civilian not employed by the US government. ESA is comparable to DSM awarded to US Armed Forces members. (See note 2.)
Air Force Scroll of Honor (AFSH), AF Form 2267, Air Force Scroll of Appreciation	Awarded to US and foreign civilian personnel by DAF. Awarded for meritorious achievement or service rendered to any activity of the DAF by civilians not employed by the US government. Acts of courage that do not meet the risk of life requirements for the ESA may be considered as meritorious achievement warranting this award. Awarded to individuals, groups or organizations.

NOTES:

1. Services must have been completely voluntary and performed as a public service or by patriotic motivation with no implication of financial or other remuneration. Contractors and technicians of corporations and organizations that have commercial or profit making relationship with the Air Force and render service inherent or implied by contract, do not qualify. Can be awarded posthumously.
2. On 26 Nov 96, the SAF limited future awards of the ESA to spouses of retiring senior officers of Major Air Command Commanders (4-Star equivalent), Chief of Staff, Vice Chief of Staff, and Chief Master Sergeant of the Air Force.

Table 8.2. Non-United States Service Awards.

Award	Criteria
United Nations (UN) Service Medal (UNSM)	Awarded to members of the US Armed Forces who participated in the UN action in Korea and who were also eligible for the Korean Service Medal. Refer former Air Force members to the National Personnel Records Center to determine eligibility. (See note 1.)
United Nations (UN) Medal (UNM)	Awarded to members who are or have been in UN service with one of the following:- UN Observation Group in Lebanon, - UN Truce Supervision Organization in Palestine,- UN Military Observer Group in India and Pakistan, - UN Security Forces, Hollandia. Personnel presently serving in one of the groups above and those later assigned are awarded the UNM in the field: - UN Transitional Authority in Cambodia;- UN Advance Mission in Cambodia; - UN Protection Force in Yugoslavia; - UN Mission for the Referendum in Western Sahara; or - UN Operations in Somalia, to include US Quick Reaction Force members. - UN Iraq/Kuwait Observation Group- UN Mission in Haiti(See note 2)
Inter-American Defense Board (IADB) Badge and Ribbon	Air Force members may accept the IADB badge and ribbon under IADB regulations. Wear this badge only in the conferring country or when attending meetings, ceremonies or other functions where Latin American members of the IADB are present. Air Force members who serve or have served on the board for at least 1 year as board chairman, delegates, advisors, officers of the staff, secretariat officers or the Inter-American Defense College may permanently wear the IADB ribbon. Student status at the college does not justify wearing or accepting the medal or ribbon.
Multinational Force and Observers Medal (MFOM)	Awarded to US military and DoD civilian personnel after a period of 90 days service in the Multinational Force and Observers (MFO). Members may lose qualifying due to disciplinary reasons. The MFO Director General may make exceptions to these designations in individual cases. (See note 3.)

NOTES:

1. Awardee must have performed service between 27 June 1950 and 27 July 1954 within the territorial limits of Korea, the waters immediately adjacent, or the airspace above Korea or the adjacent waters.
2. The UN Secretary General determines amount of service required and individual eligibility.
3. All awards will be subject to approval of the national governments concerned. MFO Director General provides eligibility details; the Director General and governments concerned will agree on the administrative process. MFO Headquarters will issue awards to those eligible personnel serving with MFO.

Chapter 9

UNITED STATES DECORATIONS TO FOREIGN NATIONALS AND UNITED STATES CIVILIANS

9.1. Awarding US Decorations and Awards to Foreign Nationals. Base awards of US military decorations to foreign military personnel on an act or service that would satisfy the criteria governing the award of the decoration to a member of the Armed Forces of the U.S. See [Table 2.1](#) for U.S. military decorations awarded to foreign military personnel:

9.1.1. Recommendations will include a memorandum or letter format of the RDP-DECOR 6, narrative justification, citation, biography, and concurrence statements from the following agencies:

9.1.1.1. Air Force Office of Special Investigation.

9.1.1.2. Defense Intelligence Agency.

9.1.1.3. United States Defense Attachè Office of the country concerned.

9.1.1.4. United States Embassy.

9.1.2. Forward recommendations through command channels to HQ AFPC/DPPRA, 550 C Street West, Ste 12, Randolph AFB, TX 78150-4714.

9.2. Awarding United States Decorations to US Citizens. Base the award of US military decorations to US citizens on an act or service that would satisfy the criteria governing the award of the decoration to a member of the Armed Forces of the US. See [Table 2.1](#) for US military decorations awarded to US civilians:

9.2.1. Recommendations must include a memorandum or letter format of the RDP DECOR 6, narrative justification, citation, and biography. Forward recommendations through command channels to HQ AFPC/DPPRA.

9.3. United States Campaign and Service Medals. Do not award US campaign and service awards to Foreign Nationals and US civilians.

9.4. Forms Prescribed.

AF Form 104, Service Medal Award Verification

AF Form 642, Air Force Achievement Medal or Air Force Commendation Medal Justification

AF Form 2085, Air Force Organizational Excellence Award Certificate (Service)

AF Form 2086, Air Force Organizational Excellence Award Certificate (Achievement)

AF Form 2217, Distinguished Service Medal

AF Form 2220, Purple Heart

AF Form 2221, Purple Heart (With Chief of Staff Signature Line)

AF Form 2224, Air Force Commendation Medal

AF Form 2225, Air Force Commendation Medal (With Chief of Staff Signature Line)

AF Form 2228, Meritorious Service Medal

AF Form 2229, Meritorious Service Medal (With Chief of Staff Signature Line)

AF Form 2232, Air Medal

AF Form 2233, Air Medal (With Chief of Staff Signature Line)

AF Form 2235, Bronze Star Medal

AF Form 2236, Bronze Star Medal (With Chief of Staff Signature Line)

AF Form 2239, Legion of Merit (Without Signature Line)

AF Form 2240, Legion of Merit

AF Form 2243, Airman's Medal (Without Signature Line)

AF Form 2244, Airman Medal (One Signature Line)

AF Form 2247, Distinguished Flying Cross (Achievement)

AF Form 2248, Distinguished Flying Cross ((Achievement) (One Signature Line)

AF Form 2251, Distinguished Flying Cross (Heroism)

AF Form 2252, Distinguished Flying Cross (Heroism) (One Signature Line)

AF Form 2255, Silver Star

AF Form 2256, Silver Star Certificate (One Signature Line)

AF Form 2258, Air Force Cross Certificate (Opposing Armed Force)

AF Form 2260, Air Force Cross Certificate (Armed Enemy)

AF Form 2262, Air Force Organizational Excellence Award (Achievement)

AF Form 2265, Air Force Organizational Excellence Award (Service)

AF Form 2266, Exceptional Service Award (ESA) Certificate

AF Form 2267, Air Force Scroll of Appreciation

AF Form 2268, Medal of Honor

AF Form 2269, Air Force Outstanding Unit Award (Service)

AF Form 2271, Air Force Outstanding Unit Award (Achievement)

AF Form 2273, Air Force Achievement Medal

AF Form 2274, Air Force Achievement Medal (One Signature Line Only)

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

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

AAM—Aerial Achievement Medal
AETC—Air Education and Training Command
AFAM—Air Force Achievement Medal
AFC—Air Force Cross
AFCM—Air Force Commendation Medal
AFEM—Armed Forces Expeditionary Medal
AFGCM—Air Force Good Conduct Medal
AFI—Air Force Instruction
AFLSA—Air Force Longevity Service Award
AFOEA—Air Force Organizational Excellence Award
AFOR—Air Force Overseas Ribbon
AFOUA—Air Force Outstanding Unit Award
AFP—Air Force Pamphlet
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Regulation
AFRES—Air Force Reserve
AFRM—Armed Forces Reserve Medal
AFRR—Air Force Recognition Ribbon
AFSH—Air Force Scroll of Honor
AFSM—Armed Forces Service Medal
AFTR—Air Force Training Ribbon
AM—Air Medal
ANG—Air National Guard
ARFMSM—Air Reserve Forces Meritorious Service Medal
ARPC—Air Reserve Personnel Center
BCMR—Board for Correction of Military Records
BLMPS—Base Level Military Personnel System
BMT—Basic Military Training

BSM—Bronze Star Medal
CRM—Combat Readiness Medal
DAF—Department of the Air Force
DECOR-6 (RDP)—Recommendation for Decoration Printout
DFC—Distinguished Flying Cross
DIN—Data Identification Number
DoD—Department of Defense
DRU—Direct Reporting Unit
DDSS—Decoration Submission Suspense System
DSM—Distinguished Service Medal
EAD—Extended Active Duty
ESA—Exceptional Service Award
FOA—Field Operating Agency
GCM—Good Conduct Medal
GSA—General Services Administration
GSU—Geographically Separated Unit
HAF—Headquarters Air Force
HCS—Headquarters Air Force Computer System
HSM—Humanitarian Service Medal
IADB—Inter-American Defense Board
IMA—Individual Mobilization Augmentee
JA—Judge Advocate
JCS—Joint Chiefs of Staff
JMUA—Joint Meritorious Unit Award
KIA—Killed in Action
KSM—Korean Service Medal
LOM—Legion of Merit
MAJCOM—Major Command
MFOM—Multinational Force and Observers Medal
MIA—Missing in Action
MOH—Medal of Honor
MOVSM—Military Outstanding Volunteer Service Medal

MPF—Military Personnel Flight
MSM—Meritorious Service Medal
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NDSM—National Defense Service Medal
NGB—National Guard Bureau
NPRC—National Personnel Records Center
OAY—Outstanding Airman of the Year
OLC—Oak Leaf Cluster
OPR—Office of Primary Responsibility
OSAF—Office of the Secretary of the Air Force
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System
PERSTRAN—Personnel Transaction
PH—Purple Heart
PME—Professional Military Education
POW—Prisoner of War
PTI—Personnel Transaction Identifier
PUC—Presidential Unit Citation
RDP—Recommendation for Decoration Printout
SAEMR—Small Arms Expert Marksmanship Ribbon
SAF—Secretary of the Air Force
SAFPC—Secretary of the Air Force Personnel Council
SS—Silver Star
SSN—Social Security Number
SWASM—Southwest Asia Service Medal
TAFMSD—Total Active Federal Military Service Date
TDRL—Temporary Disability Retired List
TDY—Temporary Duty
TMSD—Total Military Service Date

UIF—Unfavorable Information File

UNM—United Nations Medal

UNSM—United Nations Service Medal

USAF—United States Air Force

USAFR—United States Air Force Reserve

U.S.C.—United States Code

USUHS—Uniformed Services University of Health Sciences

VSM—Vietnam Service Medal

Attachment 2

GENERAL INFORMATION

A2.1. Display Sets of Medals and Ribbons. Sample Air Force decorations, service awards, ribbons, devices, and streamers can be furnished for display purposes by HQ AFPC/DPPRA.

A2.2. Requisition Procedures. Requisition decorations, service medals, ribbons, devices, and streamers through supply channels. Do not locally procure the items. By law, companies may not manufacture or sell these items unless authorized by the DAF.

A2.2.1. Requisitions for streamers must indicate the authority for the award and the appropriate inscription to be embroidered on the streamer. You may not requisition Air Force Outstanding Unit Award (AFOUA) streamers without embroidery. Organizations requiring blank AFOUA streamers for use in award ceremonies prior to receiving embroidered streamers may obtain required blank streamers on a loan basis from Air Force Clothing and Textiles. You may requisition the Air Force Organizational Excellence Award (AFOEA) streamer with or without embroidery.

A2.2.2. Miniature devices; miniature ribbons; and the individual medals, ribbons, and emblems awarded by foreign governments are neither sold nor issued by the Department of the Air Force. The Department of Defense does not issue items by the foreign governments concerned; they may be available commercially at the individual's expense.

A2.3. Replacing Decoration. A person awarded a decoration (or the representative of a person awarded a decoration) may receive a replacement decoration, without charge, if the previously issued decoration is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or his or her representative. Provide all other replacement decorations at cost.

A2.4. Replacing Certificates. Any service member or former service member or his or her next of kin may have lost or destroyed decorations certificates replaced only if the individual certifies, in writing, that the certificate was lost or destroyed. When replacing a certificate, enter the current date on the certificate below the printed statement, "given under my hand." The current date indicates that the certificate is a replacement.

A2.5. Engraving Medals. Do not engrave military decorations for living recipients except for the following instances:

A2.5.1. Engrave the MOH with the awardee's grade, name (first name, middle initial, last name), and organization.

A2.5.2. Engrave medals accompanying military decorations awarded to foreign nationals with the awardee's name.

A2.5.3. Engrave medals accompanying military decorations presented posthumously to next of kin of deceased Air Force members with the awardee's name.

A2.6. Verifying Prior Awards:

A2.6.1. Make every effort to verify entitlement to prior awards before initiating a request to other headquarters or centers. This verification effort will include reviewing all available official records; requesting the individual to search personal files for copies of orders or related documents, reviewing instructions for unit awards and campaign and assault landing credit; and reviewing entries on individual's copy of separation certificates or statements of service for previous periods of service. If records are not available for verifying the awards earned, refer to the following:

A2.6.1.1. Requests from Regular retired Air Force personnel or their next of kin are referred to the National Personnel Records Center, Air Force Reference Branch.

A2.6.1.2. Requests from retired general officers and those earned on temporary disability retired list to HQ AFPC/DPPRA.

A2.6.1.3. Requests from Air Force personnel of the retired Reserve who are not receiving retired pay to HQ ARPC/DSMR.

A2.6.1.4. Requests relating to a decoration or service award earned while serving with another US military service to the appropriate service branch Army, Navy, Marine Corps, Coast Guard at the National Personnel Record Center.

A2.7. Decoration Elements. Decoration elements include: a case containing the medal with suspension ribbon; ribbon, clusters (if any), lapel button or rosettes (as applicable); a certificate, a citation (except for Purple Heart and Air Force Achievement Medal); the special orders announcing the award; and the standard binder for encasing the citation and certificate

Attachment 3

AWARDS AND DECORATIONS DEVICES

A3.1. General Information. Devices include ribbon bars, lapel buttons, rosettes, oak leaf clusters, stars, arrowheads, and similar appurtenances.

A3.2. Ribbon Bar. A metallic strip covered with ribbon. The ribbon design and color are identical with the medal's suspension ribbon (decoration or service), or the unit award streamer it represents. The ribbon bar is 1 3/8 inches long by 3/8 inches wide.

A3.3. Oak-Leaf Cluster. Oak-leaf clusters are issued in three sizes and two colors. The larger size is worn on the suspension ribbon of the medal, the middle size on the service ribbon, and the smaller size on the miniature medals and ribbons. The two colors are bronze and silver. The bronze oak-leaf cluster is used for the 2nd through the 5th, 7th through 10th, etc., entitlement or award. A silver oak-leaf cluster is used for the 6th, 11th, and so forth, entitlement or award, or instead of five bronze oak-leaf clusters. Wear oak-leaf clusters on all US military decorations; CRM, AFGCM, and ARFMSM; and on the service ribbon bar of the AFLSA, OAYR, AFRR, AFOR, NCOPMER, AFTR, PUC, AFOUA, and the AFOEA.

A3.4. Service Stars. Service stars are bronze or silver five pointed stars, 3/16 inch in diameter. Wear a silver star instead of five bronze service stars. Worn on the KSM, VSM and SWASM to show campaign participation credit; on the AFEM and HSM to show participation in more than one operation; on the POW, NDSM, to show an additional award of the medal; on the SAEMR to indicate qualification on both the rifle and handgun; and on the OAYR to show selection as one of the Twelve Outstanding Airmen of the Year.

A3.5. Arrowhead Device. The Arrowhead is a bronze replica of an Indian arrowhead, 1/4 inch high and 1/8 inch wide. It denotes participation in a combat parachute jump, combat glider landing, or amphibious assault landing. Awardees assigned or attached to an organized force carrying out an assigned tactical mission. (Emergency combat parachute jumps into enemy-held territory do not constitute eligibility.) Refer to the unit awards pamphlet for units entitled to this device. Wear device on both the service and suspension ribbons of the KSM and AFEM. Point the arrowhead up in a vertical position to the wearer's right of all service stars. Wear only one arrowhead on any one service or suspension ribbon, regardless of the number of times an individual is eligible for the device.

A3.6. Antarctica Service Medal Clasp. Bronze, gold, or silver bar, 1/4 inch wide and 1 1/2 inches long bearing the words "Wintered Over." Worn only on the medal's suspension ribbon. Personnel who stay on the Antarctic continent during the winter months may wear the clasp. Wear the bronze clasp on the suspension ribbon:

A3.6.1. Disc for the Antarctica Service Medal Ribbon Bar. A bronze, gold or silver disk 5/16 inches in diameter containing the Antarctica continent's outline. These discs represent winter service and correspond to the service defined for the Antarctica Service Clasp. Wear only one disc on the ribbon bar.

A3.7. Hourglass Device. A 5/16 inch high hourglass with a superimposed Roman numeral X. Worn centered on the Armed Forces Reserve Medal, service and suspension ribbon. Each hourglass device denotes service for each additional 10- year period. Upon completion of the first 10 year-period, award a bronze hourglass. Upon completion of the second 10- year period, award a silver hourglass. Upon completion of the third 10-year period, award a gold hourglass. Upon completion of the fourth 10-year period, award a gold hourglass followed by a bronze hourglass.

A3.8. "V" (Valor) Device. A metallic, bronze, letter "V" that represents valor. Worn on the BSM service and suspension ribbons when awarded for heroism. Worn on the AFAM and AFCM service and suspension ribbons when awarded to appropriately recognize the noteworthy accomplishments of Air Force personnel placed in harm's way during contingency deployment operations. Award of the "V" device with the AFAM and AFCM is authorized only for events/situations which occurred on or after 11 January 1996. Also, wear the "V" on the AFOUA and AFOEA ribbons and embroidered on the streamers of these awards is authorized. When worn with oak leaf clusters, place the "V" devices to the wearer's right of the clusters. Wear only one "V" device on the ribbon. Do not use to represent subsequent awards.

A3.8.1. "M" Device. Refer to DoD 1348.33-M for complete description and details.

A3.9. Gold Star Lapel Button. A gold star 1/4 inch in diameter mounted on a purple disc 3/4 inches in diameter. A gold laurel leaf wreath 5/8 inches in diameter surrounds the star. The opposite side bears the inscription, "United States of America, Act of Congress, August 1947." It has a pin or clutch type fastener. Reproductions of the pin are identical except the year on the reverse is 1966:

A3.9.1. Eligibility Requirements. Distribute the button to the next of kin of US Armed Forces members who lost their lives during WWI (6 April 1917 to 3 March 1921); WWII (8 September 1939 to 25 July 1947); during any later period of armed hostilities in which the US was engaged before 1 July 1958 (Korean Conflict, 27 June 1950 to 27 July 1954); while engaged in action against an enemy of the US; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict in which the US is not a belligerent party against an opposing armed force.

A3.9.2. Submit DD Form 3, **Application for Gold Star Lapel Button**, to NPRC/NCPMF for initial issue or replacement.

A3.10. Other Lapel Buttons . Lapel buttons are 2 1/32 inch wide and 1/8 inch long and are an enamel reproduction of the US military decoration they represent. There is no Medal of Honor lapel button. Wear lapel buttons only with civilian clothing.

A3.11. Air Force Lapel Button. This button consists of the winged Air Force star in gold and silver colored metal. Worn by active duty and Reserve component members who served in the Air Force during the period 10 February 1948 through 29 July 1981. The second consists of the Air Force Coat of Arms without encircling stars with scroll inscription "US Air Force" in an oxidized silver finish. Worn by members who served after 30 July 1981.

A3.12. Air Force Retired Lapel Button. This button consists of the Air Force shield in gold color with an out edge of ultramarine blue edge. The words "United States Air Force Retired" appear in gold on the button's blue rim. Present the button to individuals when they retire. Do not issue retroactively; however,

personnel possessing DD Form 2 Ret, **United States Uniformed Services Identification Card**, (blue color) are eligible to wear this button.

A3.13. Lapel Button for Next of Kin. This button consists of a gold star within a circle (commemorating honorable service) surrounded by oak sprigs (referring to the Air Force, Army, Navy, and Marine Corps). Provide the button to widows and widowers, parents, or other primary next of kin of armed services members who lost their lives while serving on extended active duty, or while assigned to an AFRES or ANG unit in a drill status. Issued retroactive to 29 March 1973.

Attachment 4**INSTRUCTIONS FOR PREPARING CITATIONS FOR SPECIFIC AWARDS****A4.1. Administrative Instructions (see [Attachment 5](#) for sample citation headings):**

A4.1.1. Prepare citations on 8-1/2 by 11 inch plain bond paper (orientation - landscape) or Air Force Form 2274. If available use parchment paper. Prepare in letter quality format without corrections, white-outs, strike-overs or abbreviations. Citations must be in good taste and of a quality that will capture the substance of the decoration with dignity and clarity.

A4.1.2. Use the mandatory opening and closing sentences listed below.

A4.1.3. The narrative is a short description of the act, achievement, or service. Be specific on facts and confine to no more than two sentences, if possible.

A4.1.4. In citation for "retirement awards" use the word "long and" (closing sentence) only for 30 years or more of service. Closing sentence for Air National Guard members not on EAD will read: "The singularly distinctive accomplishments of _____ reflect credit (great credit) on (himself) (herself), the ANG, and the United States Air Force." Figure service of 30 years using TMSD or TAF-MSD.

A4.1.5. The use of commonly identified code names is acceptable in citations, i.e., RED FLAG, etc. Do not use any abbreviations, other than Jr., Sr., II, and so on, following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, and so on, spell out the complete grade title in the opening sentence and then use the short title in the balance of the citation. Reflect the title "Chaplain" as "Chaplain, grade, full name" in the opening sentence. Thereafter, reflect "Chaplain surname."

A4.1.6. Numeric designators of units should read 3d Aerospace Wing, 4th Aerospace Wing, and so on.

A4.1.7. Use Times New Roman (TMS RMN) 10- or 12-point or comparable font.

A4.2. Air Force Cross:

A4.2.1. Opening Sentence. The President of the United States of America, authorized by Title 10, Section 8742, U.S.C, awards the Air Force Cross to Major Anthony J. Jones for extraordinary heroism in military operations against (an armed enemy of the United States) OR (an opposing armed force) as (duty assignment) OR (at or near) (on _____) OR (from _____ to _____).

A4.2.2. Narrative Description. (On that date) OR (During this period) while attacking a heavily defended target, Major Jones' aircraft was severely damaged when it was deliberately rammed by an enemy fighter plane. Realizing that the critically injured copilot and other crewmembers were unable to abandon the aircraft, Major Jones, without regard for his personal safety, remained at his station and guided the aircraft to a crash-landing in order to save the lives of his crew.

A4.2.3. Closing Sentence. Through his extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, Major Jones reflected the highest credit upon himself and the United States Air Force:

A4.2.3.1. Posthumous Award. Through his extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, and in the dedication of his service to his country, Major Jones reflected the highest credit upon himself and the United States Air Force.

A4.3. Distinguished Service Medal:

A4.3.1. Opening Sentence. The President of the United States of America, authorized by Act of Congress July 9, 1918, awards the Distinguished Service Medal to Lieutenant General Bonnie Lappe for exceptionally meritorious service in a duty (in duties) of great responsibility. General Lappe distinguished herself as (one or more duty assignments) (from ____ to ____).

A4.3.2. Narrative Description. In this important assignment, the forceful leadership and outstanding and dedicated efforts of General Lappe were significantly displayed in the strategic direction of all United States forces in Japan, Korea, and the Ryukyu Islands.

OR

During this period, General Lappe's outstanding achievements and her dynamic leadership and initiative resulted in the development of an air logistics system specifically tailored to the global requirements of the Air Force.

A4.3.3. Closing Sentence. The singularly distinctive accomplishments of General Lappe reflect the highest credit upon herself and the United States Air Force:

A4.3.3.1. Retirement Award. The singularly distinctive accomplishments of General Lappe culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Air Force.

A4.3.3.2. Posthumous Award. The singularly distinctive accomplishments of General Lappe in the dedication of her service to her country reflect the highest credit upon herself and the United States Air Force.

A4.4. Silver Star:

A4.4.1. Opening Sentence. Major Anthony J. Jones distinguished himself by gallantry in connection with military operations against (an armed enemy of the United States) OR (an opposing armed force) (at or near) (on ____) OR (from ____ to ____).

A4.4.2. Narrative Description. (On that date) OR (During this period), while leading a flight of fighter aircraft flying top cover for twenty-three bombers, Major Jones observed enemy jet fighters attacking the formation. With complete disregard for his personal safety, Major Jones led his element against the two lead aircraft of the enemy formation and shot down the enemy flight leader. This courageous and aggressive attack against superior odds disorganized the remaining enemy pilots who retreated in confusion.

A4.4.3. Closing Sentence. By his gallantry and devotion to duty, Major Jones has reflected great credit upon himself and the United States Air Force:

A4.4.3.1. Posthumous Award. By his gallantry and devotion to duty in the dedication of his service to his country, Major Jones has reflected great credit upon himself and the United States Air Force.

OR

The professional competence, aerial skill, and devotion to duty displayed by Major Jones in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A4.5. Legion Of Merit:

A4.5.1. Opening Sentence. Colonel Anthony J. Jones distinguished himself by exceptionally meritorious conduct in the performance of outstanding services to the United States as (duty assignment) OR (while assigned to _____(office) (from ____ to ____)).

A4.5.2. Narrative Description. In this important assignment, the leadership, exemplary foresight, and ceaseless efforts consistently demonstrated by Colonel Jones resulted in significant contributions to the effectiveness and success of the program.

OR

During this period, the exemplary ability, diligence, and devotion to duty of Colonel Jones were instrumental factors in the resolution of many complex problems of major importance to the Air Force.

A4.5.3. Closing Sentence. The superior initiative, outstanding leadership, and personal endeavor displayed by Colonel Jones reflect great credit upon himself and the United States Air Force.

OR

The singularly distinctive accomplishments of Colonel Jones reflect great credit upon himself and the United States Air Force:

A4.5.3.1. Retirement Award. The singularly distinctive accomplishments of Colonel Jones culminate a (long and) distinguished career in the service of his country and reflect great credit upon himself and the United States Air Force.

A4.5.3.2. Posthumous Award. The singularly distinctive accomplishments of Colonel Jones in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

OR

By his courageous action and humanitarian regard for his fellowman in the dedication of service to his country, Colonel Jones has reflected great credit upon himself and the United States Air Force.

A4.6. Distinguished Flying Cross:

A4.6.1. Opening Sentence. Major Anthony J. Jones distinguished himself by (heroism) (extraordinary achievement) while participating in aerial flight as (duty assignment) (at or near) (on _____) OR (from _____ to _____).

A4.6.2. Narrative Description:

A4.6.2.1. Heroism. On that date while piloting an F-16 aircraft, Major Jones' aircraft suddenly exploded and became engulfed in fire while flying over a heavily populated city. Despite the hazardous condition encountered, Major Jones successfully guided his aircraft away from the populated area before ejecting himself from the disabled aircraft.

A4.6.2.2. Extraordinary Achievement. During this period, Major Jones' exemplary knowledge and outstanding airmanship, displayed under extremely hazardous conditions, culminated in highly successful aerial penetrations into Hurricane _____. The accuracy of data obtained during these penetrations provided essential early warning information on location, wind velocity, and direction of one of the most destructive hurricanes to hit the United States mainland.

A4.6.3. Closing Sentence. The outstanding heroism and selfless devotion to duty displayed by Major Jones reflect great credit upon himself and the United States Air Force.

OR

The professional competence, aerial skill, and devotion to duty displayed by Major Jones reflect great credit upon himself and the United States Air Force.

A4.6.3.1. Posthumous Award. The outstanding heroism and selfless devotion to duty displayed by Major Jones in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A4.7. Airman's Medal:

A4.7.1. Opening Sentence. Technical Sergeant Linda F. Brower distinguished herself by heroism involving voluntary risk of life (at or near) (location) on (date).

A4.7.2. Narrative Description. On that date, Sergeant Brower rushed to the area where an aircraft crashed on takeoff. With complete disregard for her own safety, Sergeant Brower, despite the hazard of exploding fuel cells, unhesitatingly entered the flaming aircraft and persevered in her humanitarian efforts until she succeeded in removing one of the injured victims to a place of safety.

A4.7.3. Closing Sentence. The exemplary courage and heroism displayed by Sergeant Brower reflect great credit upon herself and the United States Air Force.

OR

By her courageous action and humanitarian regard for her fellowman, Sergeant Brower has reflected great credit upon herself and the United States Air Force.

A4.7.3.1. Posthumous Award. The exemplary courage and heroism displayed by Sergeant Brower in the dedication of service to her country reflect great credit upon herself and the United States Air Force.

A4.8. Bronze Star Medal:

A4.8.1. Opening Sentence. Technical Sergeant Cristi J. Warren distinguished herself by (heroism) OR (meritorious achievement) OR (meritorious service) as (duty assignment) (while engaged in ground combat against an enemy of the United States) OR (while engaged in ground operations

against the enemy) OR (while engaged in ground operations against an opposing armed force) (at or near) (on _____) OR (from _____ to _____).

A4.8.2. Narrative Description:

A4.8.2.1. Heroism with V-device. On that date while effecting the rescue of an American helicopter crew shot down behind enemy lines, Sergeant Warren and her patrol were spotted and immediately subjected to enemy action. Through the application of her exemplary leadership, sound judgment and courage, Sergeant Warren safely led her patrol through the ensuing battle to the successful accomplishment of its mission objective.

A4.8.2.2. Achievement or Service. During this period while exposed to extreme danger from hostile bombing and mortar attacks, Sergeant Warren established and maintained vital long-range communications in support of the United States airlift of United Nations forces to Katanga.

A4.8.3. Closing Sentence. By her heroic actions and unselfish dedication to duty, Sergeant Warren has reflected great credit upon herself and the United States Air Force.

OR

The exemplary leadership, personal endeavor, and devotion to duty displayed by Sergeant Warren in this responsible position reflect great credit upon herself and the United States Air Force.

A4.8.3.1. Posthumous Award. By her heroic actions and unselfish dedication to duty in the service of her country, Sergeant Warren has reflected great credit upon herself and the United States Air Force.

A4.9. Purple Heart. Do not prepare citations for awards of the Purple Heart. When announcing award, use the following wording in special orders:

"By direction of the President, Sergeant Stephanie A. Haukap, SSN, is awarded the Purple Heart for wounds incurred on (date) (in action against an enemy of the United States) OR (as the result of action by a hostile force)."

OR

"By direction of the President, Sergeant Stephanie A. Haukap, SSN, is awarded the Purple Heart (____ Oak Leaf Cluster) for wounds incurred on (date)(in action against an enemy of the United States) OR
OR
(as the result of action by a hostile foreign force)."

A4.10. Meritorious Service Medal:

A4.10.1. Opening Sentence. Master Sergeant Joe B. Smith distinguished himself in the performance of outstanding service to the United States as (duty title) OR (while assigned to the (office)_____ from _____ to _____).

OR

Master Sergeant Joe B. Smith distinguished himself by outstanding achievement (as) or (while assigned to), (on) or (from ____ to ____).

A4.10.2. Narrative Description. During this period, the outstanding professional skill, leadership, and ceaseless efforts of Sergeant Smith resulted in major contributions to the effectiveness and success of Air Force (programs).

OR

In this important assignment, Sergeant Smith's outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Air Force.

A4.10.3. Closing Sentence. The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force:

A4.10.3.1. Retirement Award. The singularly distinctive accomplishments of Sergeant Smith culminate a (long and) distinguished career in the service of his country and reflect great credit upon himself and the United States Air Force.

A4.10.3.2. Separation Award. The singularly distinctive accomplishments of Sergeant Smith while serving his country reflect great credit upon himself and the United States Air Force.

A4.10.3.3. Posthumous Award. The singularly distinctive accomplishments of Sergeant Smith in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A4.11. Air Medal:

A4.11.1. Opening Sentence. Major James C. Jones distinguished himself by meritorious achievement while participating in (aerial flight) OR (sustained aerial flight) as (duty assignment) (at or near) (on ____) OR (from ____ to ____).

A4.11.2. Narrative Description:

A4.11.2.1. Aerial Flight. On that date when the F-16 aircraft Major Jones was piloting experienced severe mechanical malfunctions, Major Jones, at great personal risk, maneuvered the aircraft to a safe landing without further damage to the aircraft.

A4.11.2.2. Sustained Aerial Flight. During this period, the airmanship and courage exhibited by Major Jones in the successful accomplishment of these important reconnaissance missions, under extremely hazardous conditions, demonstrated his outstanding proficiency and steadfast devotion to duty.

A4.11.3. Closing Sentence:

A4.11.3.1. Aerial Flight. The professional skill and airmanship displayed by Major Jones reflect great credit upon himself and the United States Air Force.

A4.11.3.2. Sustained Aerial Flight. The professional ability and outstanding aerial accomplishments of Major Jones reflect great credit upon himself and the United States Air Force.

A4.11.3.3. Posthumous Award. The professional skill and airmanship displayed by Major Jones in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A4.12. Aerial Achievement Medal:

A4.12.1. Opening Sentence. Master Sergeant James Biggs distinguished himself by meritorious achievement while participating in sustained aerial flight as (duty assignment) (at or near from _____ to _____).

A4.12.2. Narrative Description. During this period, the airmanship and courage exhibited by Sergeant Biggs in the successful accomplishment of these important reconnaissance missions, under extremely hazardous conditions, demonstrated his outstanding proficiency and steadfast devotion to duty.

A4.12.3. Closing Sentence. The professional ability and outstanding aerial accomplishments of Sergeant Biggs reflect great credit upon himself and the United States Air Force.

A4.12.3.1. Posthumous Award. The professional ability and outstanding aerial accomplishments displayed by Sergeant Biggs in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A4.13. Air Force Commendation Medal:

A4.13.1. Opening Sentence. Staff Sergeant Lisa A. Ducharme distinguished herself by (meritorious service) OR (outstanding achievement) OR (an act of courage) as (duty assignment and office) OR (while assigned to _____(office) from _____to _____).

OR

Staff Sergeant Lisa A. Ducharme distinguished herself by (outstanding achievement) OR (an act of courage) (at or near) on (date).

A4.13.2. Narrative Description (Act of Courage). On that date, Sergeant Ducharme arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Ducharme went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.

A4.13.3. Narrative Description (Service or Achievement). During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ducharme contributed to the effectiveness and success of Air Force programs.

A4.13.4. Closing Sentence. The distinctive accomplishments of Sergeant Ducharme reflect credit upon herself and the United States Air Force.

A4.13.4.1. Act of Courage. By her prompt action and humanitarian regard for her fellowman, Sergeant Ducharme has reflected credit upon herself and the United States Air Force.

A4.13.4.2. Retirement Award. The distinctive accomplishments of Sergeant Ducharme culminate a (long and) distinguished career in the service of her country and reflect credit upon herself and the United States Air Force.

A4.13.4.3. Separation Award. The distinctive accomplishments of Sergeant Ducharme while serving her country reflect credit upon herself and the United States Air Force.

A4.13.4.4. Posthumous Award. The distinctive accomplishments of Sergeant Ducharme in the dedication of her service to her country reflect credit upon herself and the United States Air Force.

A4.14. Air Force Achievement Medal:

A4.14.1. Opening Sentence. First Lieutenant Wanda A. Nikolauzyk distinguished herself by (meritorious service) OR (outstanding achievement), as (duty assignment, and office location) OR while assigned to (office location).

OR

First Lieutenant Wanda A. Nikolauzyk distinguished herself by outstanding achievement (at or near).

A4.14.2. Narrative Description (Achievement or Service). Lieutenant Nikolauzyk's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of _____ and in developing and implementing research projects capable of solving these problems.

A4.14.3. Closing Sentence. Confine the closing to one sentence which will personalize the summation.

A4.15. Air Force Outstanding Unit Award or Air Force Organizational Excellence Award:

A4.15.1. Opening Sentence. The (designate unit), (designate MAJCOM, FOA, or DRU), distinguished itself by exceptionally (meritorious service) OR (outstanding achievement) from (date) to (date).

A4.15.2. Narrative Description (Achievement or Service). During this period, the (designate unit) accomplished its mission with a maximum degree of war readiness. The professionalism, knowledge, and technical skills of the (designate unit) personnel contributed directly to the fulfillment of national objectives.

A4.15.3. Closing Sentence. The distinctive accomplishments of the members of the (designate unit) reflect great credit upon themselves and the United States Air Force.

Attachment 5

SAMPLE CITATION HEADINGS (SEE NOTES 1 AND 2)

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE LEGION OF MERIT

(Double Space)

TO

(Double Space)

ANTHONY J. JONES

(Triple Space)

or

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE COMMENDATION MEDAL

(WITH VALOR)

(Double Space)

TO

(Double Space)

ANTHONY J. JONES

(Triple Space)

(SUBSEQUENT AWARDS)

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIRMAN'S MEDAL

(FIRST OAK LEAF CLUSTER)

(Double Space)

TO

(Double Space)

LINDA F. BROWER

(Triple Space)

or

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE COMMENDATION MEDAL

(FIRST OAK LEAF CLUSTER WITH VALOR)

(Double Space)

TO

(Double Space)

SCOTT A. STOVER

(Triple Space)

(POSTHUMOUS)

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE COMMENDATION MEDAL

(POSTHUMOUS)

(Double Space)

TO

(Double Space)

RON NAVARRA

(Triple Space)

NOTES:

1. Include the recipient's SSN and appropriate suffix or prefix, i.e., FR (Regular Air Force) FV (Air Force Reserve) FG (Air National Guard) immediately after the name on all copies (except the original).
2. The top margin is 1 inch to 1 1/2 inches, the side margins are 1 inch to 2 inches, and the bottom margin should be minimum of 3 inches. Orientation for citations is landscape.

(UNIT AWARDS) (See Notes 1-5)

(Margins: Top and Sides - 1 inch to 1 1/2 inches)

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE OUTSTANDING UNIT AWARD

(Double Space)

TO

(Double Space)

(DESIGNATED UNIT)

(Triple Space)

NOTES:

1. Oak leaf clusters will not be identified.
2. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
3. The opening and closing sentences will not be changed. (See [A4.15.](#))
4. Identify the MAJCOM, FOA, or DRU in the opening statement.
5. Prepare citation using portrait style (vertical) type.

EXCEPTION: On citations for ANG units, identify the state Air National Guard.

Attachment 6

SPECIAL ORDERS

A6.1. Administrative Orders. Approval authorities at all levels must ensure that they authenticate, reproduce, distribute, maintain, and retire all orders they publish. Publish special orders to award, amend, or revoke individual and unit decorations.

A6.2. Authority to Prepare and Authenticate Orders. Commanders, deputies, and vice commanders authenticate orders. Use the individual's duty title. Commanders may also assign authenticating responsibility to noncommissioned officers in the grade of E-6 (Technical Sergeant) and GS-7 and above.

A6.3. Heading--What to Include. For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation; the name of the major command of assignment, abbreviated in parentheses; the mailing address; the type and number of order; and order date. Do not postdate or antedate. On form orders, type the designation of the publishing headquarters in block style. When space does not permit the complete unit designation on form orders, use the abbreviated address. On composed orders, you may use letterhead stationery without caption.

A6.4. Body. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. When using more than one paragraph, number, and divide into subparagraphs when needed.

A6.5. Close. The elements in the close depend on who authenticates the order and style used. There are two elements:

A6.5.1. Authority Line and Authenticating Official's Signature

FOR THE COMMANDER

(THREE LINES - FOR SIGNATURE)

LINDA F. BROWER, TSgt, USAF

DISTRIBUTION

Approval Authority's Duty Title

2 - Individual

A6.5.2. Authority Line and Official Seal Included:

FOR THE COMMANDER

(7 LINES - FOR OFFICIAL SEAL)

JOHN H. RICE, Captain, USAF

DISTRIBUTION

Approval Authority's Duty Title

D

A6.6. Numbering and Dating Orders. Date each order. Number in order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

A6.7. Forms and Orders . Forms standardize and make publishing administrative orders easier. Compose an order when you cannot use a form, make sure to include all required information. Computer-generated orders may vary from format established for composed orders. Ensure to include all required data.

A6.8. Information Required to Identify Personnel. Grade, Name, and SSN. Always write grade and name in capital letters. Omit the SSN for individuals who do not have one, such as foreign nationals, exchange officers, etc.

A6.8.1. Do not include the prefix or suffix in the SSN.

A6.8.2. In computer-generated orders, and additions or amendments to them, use three letters for the grade; for example, TSG, SMS, CPT, etc.

A6.9. Departmental Status and Component. In orders for military personnel not in the Air Force, include the departmental status and component, in addition to grade, name, and SSN. For example: CAPTAIN MARK D HESS 000-00-000, DA (INF), or SQ LEADER JAMES W FEARS, 5167, Royal Air Force.

A6.10. Changes to Orders - Amendments, Rescissions, and Revocations. To amend, rescind, or revoke an order, use AF Form 973, **Request and Authorization for Change of Administrative Orders**, or a composed order, if the form is not practical. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders."

A6.11. Who May Publish. The organization that published the original order may amend, rescind, or revoke.

A6.12. When to Publish an Amendment. Publish an amendment to correct inaccurate first and middle names and initials and other personal data on orders presenting awards and decorations. To add, delete, or change pertinent data to read as originally intended.

A6.13. When not to Publish an Amendment . Do not publish an amendment to delete an individual. Revoke in part so much of the original order that pertains to the person.

A6.14. Changing Orders Published by other Organizations. An organization may publish a change to an order amending, rescinding, or revoking an order published by another organization:

A6.14.1. In the event the organization that published the order deactivates, the request goes to the next higher level of command.

A6.14.2. A redesignated unit may publish an order when the original order was published under its old designation.

A6.15. Corrected Copies. Publish a corrected copy of an order only to correct an error in the heading or close of the original composed order. Enter "*CORRECTED COPY-DESTROY ALL OTHERS _____*" (Incorrect Number and Date) at the top of the corrected copy.

Attachment 7**FORMS PRESCRIBED****A7.1. DD Forms:**

DD 3, Application for Gold Star Lapel Button. This form can be obtained by writing NPRC. Once form is complete it will be returned to NPRC for processing.

DD 1369, Application for Enrollment on Medal of Honor Roll and for the Pension Authorized by the Act of Congress Approved August 14, 1961. This form will be provided by HQ AFPC/DPPRA for processing upon approval of the Medal of Honor.

DD 1369PA, Application for Enrollment on Medal of Honor Roll and for the Pension Authorized by the Act of Congress Approved August 14, 1961. This form will be provided by HQ AFPC/DPPRA for processing upon approval of the Medal of Honor.

DD 1370, Certificate of Enrollment on the Medal of Honor Roll. This form will be provided by HQ AFPC/DPPRA for processing upon approval of the Medal of Honor.

A7.2. AF Forms:

AF 104, Service Medal Award Verification

AF 642, Air Force Achievement Medal or AF Commendation Medal Justification

AF 2085, Air Force Organizational Excellence Award Certificate (Service)

AF 2086, Air Force Organizational Excellence Award Certificate (Achievement)

AF 2217, Distinguished Service Medal

AF 2220, Purple Heart

AF 2221, Purple Heart (With Chief of Staff Signature Line)

AF 2224, Air Force Commendation Medal

AF 2225, Air Force Commendation Medal (With Chief of Staff Signature Line)

AF 2228, Meritorious Service Medal

AF 2229, Meritorious Service Medal (With Chief of Staff Signature Line)

AF 2232, Air Medal

AF 2233, Air Medal (With Chief of Staff Signature Line)

AF 2235, Bronze Star Medal

AF 2236, Bronze Star Medal (One Signature Line)

AF 2239, Legion of Merit (Without Signature Line)

AF 2240, Legion of Merit

AF 2243, Airman's Medal (Without Signature Line)

AF 2244, Airman's Medal (One Signature Line)

AF 2247, Distinguished Flying Cross (Achievement)

AF 2248, Distinguished Flying Cross (Achievement) (One Signature Line)

AF 2251, Distinguished Flying Cross (Heroism)

AF 2252, Distinguished Flying Cross (Heroism) (One Signature Line)

AF 2255, Silver Star

AF 2256, Silver Star Certificate (One Signature Line)

AF 2258, Air Force Cross Certificate (Opposing Armed Force)

AF 2260, Air Force Cross Certificate (Armed Enemy)

AF 2262, Air Force Organizational Excellence Award (Achievement)

AF 2265, Air Force Organizational Excellence Award (Service)

AF 2266, Exceptional Service Award (ESA) Certificate

AF 2267, Air Force Scroll of Appreciation

AF 2268, Medal of Honor

AF 2269, Air Force Outstanding Unit Award (Service)

AF 2271, Air Force Outstanding Unit Award (Achievement)

AF 2273, Air Force Achievement Medal

AF 2274, Air Force Achievement Medal (One Signature Line Only)

Approval authority determines who completes and how to process (refer to [Table 1.1](#) for approval authorities).

Attachment 8

IC 2001-1 TO AFI 36-2803, THE AIR FORCE AWARDS AND DECORATIONS PROGRAM

31 JANUARY 2001

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2001-1 ([Attachment 8](#)) institutes new provisions for awards arising from combat operations including: aggregation of award nominations at the supported MAJCOM; time limits for initiating award recommendations; an updated table of authorities for Air Expeditionary Force command elements; and, creation of a process for reconsideration and resubmission of disputed award nominations with final decisions by SecAF when necessary. See the last attachment of the publication, IC 2001-1, for the complete IC. A star indicates revision from the previous edition.

Table 1.1. Award Authority (see notes 1 and 2).

	Decoration						
	LOM	BSM (See note 3)	MSM	AM (See note 3)	AAM	AFCM	AFAM
Air Staff DCS/ACS and Heads of Special Staffs (Brig Gen or higher)	X (See note 5.)		X	X	X	X	X
Air Staff DCS/ACS and Heads of Special Staffs (colonels)			X	X	X	X	X
MAJCOM/CC/ CV-Director/Deputy Director ANG (See para 3.8.)	X (See note 5.)	X	X	X	X	X	X
MAJCOM/DCS/Staff Office (colonel and above) (See note 8) Chief Air Directorate Staff/ANG			X		X	X	X
DRU/CC/CV (Maj Gen or higher) (See note 6.)	X (See note 5.)		X	X (See note 7.)	X (See note 7.)	X	X
DRU/CC/CV (Brig Gen or colonel) (See note 6.)			X	X (See note 7.)	X (See note 7.)		
FOAs under Air Staff DCS/ ACS and Special Staff Offices, (Maj Gen or higher) (See note 4.)	X (See note 5.)		X	X	X	X	X
FOAs under Air Staff DCS/ ACS and Special Staff Offices, (Brig Gen or colonel) (See note 4.)			X		X	X	X
NAF/CC (See note 8.)			X		X	X	X

	Decoration						
	LOM	BSM (See note 3)	MSM	AM (See note 3)	AAM	AFCM	AFAM
JTF/CTF Air Force Component Commander (Maj Gen or higher)			X	X	X	X	X
Wing (or equivalent)/CC			X		X	X	X
Group (or equivalent)/CC (See note 9.)						X	X
State Adjutants General			X		X	X	X

NOTES:

1. SAF approved delegation is outlined in table above. Do not delegate these authorities further.
2. SAF retains award authority for the AFC, DSM, SS, Legion of Merit, DFC, and Airman's Medal. The Director, Secretary of the Air Force Personnel Council, acts on behalf of the SAF and approves or disapproves the recommendations. Exception: refer to Paragraph 3.8. for processing procedures for awards arising out of combat operations. SAF approves all awards to US civilians and foreign military personnel or makes appropriate recommendations to the Secretary of Defense. HQ AFPC/DPPRA convenes the USAF Purple Heart Review Board to finalize requests for the Purple Heart.

3.8. Special Procedures for Decorations Arising from Combat Operations:

3.8.1. To ensure consistency of decorations arising from combat operations, the NAF and JTF/CTF Air Force component commanders shall forward, in a timely manner, all recommendations for decorations arising out of combat operations not within their authority to approve, to the MAJCOM Commander serving as the air component commander to the supported CINC (or in the absence of such an officer, to a lieutenant general or general designated by CSAF for this purpose). To ensure timely recognition and accurate substantiation, nominating officials should submit award nominations within 45 days of the flight or event that supports the award. In the case of hostilities of limited duration, the NAF or JTF/CTF Air Force component commanders should have all recommendations submitted within 90 days after the cessation of hostilities. The MAJCOM commander, or CSAF designee, will consolidate decoration recommendations submitted by the NAF or Air Force component commanders. To the extent feasible, they should be evaluated only after they have been aggregated, but the benefits of aggregation (and associated delays) should be balanced against the goal of timely recognizing individuals' accomplishments. If there is a singular, distinctive event, or other unusual factors that support expediting an award, that award should be processed without aggregation and the nomination package should include an explanation of the reason for expedited processing. After review, the MAJCOM commander, or CSAF designee, will forward those recommendations that he or she finds meet the criteria for awards to be approved above the MAJCOM level, to the Decoration Board of the Air Force Personnel Council.

3.8.1.1. As long as submissions meet the timeliness requirements established by law or DOD guidance, proper and substantiated award recommendations will not be disapproved (or foregone) on the basis that they did not comply with the time goals discussed above.

3.8.2. The Director, Secretary of the Air Force Personnel Council (SAFPC), will recommend approval of those awards he or she determines meet the award criteria and are fully substantiated.

3.8.2.1. Resubmission and Reconsideration Procedures. If the Director, SAFPC, finds that a nomination package does not meet the award criteria, or does not adequately substantiate the proposed award, he/she will return the package to the proposing MAJCOM commander with a written explanation of the perceived deficiency. The Director, SAFPC, may also suggest other awards he/she finds appropriate. The MAJCOM commander may then seek review of the package by SAF/OS, through SAF/MI and then CSAF. In that event, the MAJCOM commander may submit any revised or additional substantiation to the SAFPC. If the Director, SAFPC, does not then change his view and grant the proposed award, he must forward the package to SAF/MI, with SAFPC's comments and recommendations. SAF/MI may then approve the award, to the extent such award is within the approval authority of the Director, SAFPC, and notify the MAJCOM commander to that effect. If SAF/MI does not approve the award, he/she shall forward the package to SAF/OS, through CSAF, with recommendations for final decision. CSAF may provide recommendations to SAF/OS, or may disapprove the award.

3.8.2.2. At any point in the reconsideration process, the proposing MAJCOM may agree to approval of a different award within the approval authority of the Director, SAFPC, or request the nomination package be withdrawn.