

23 APRIL 2002



Personnel

**SEVENTH AIR FORCE FINALIZATION
PROCEDURES FOR AWARDS AND
DECORATIONS, OFFICER AND SENIOR
NONCOMMISSIONED OFFICER
PERFORMANCE REPORTS (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 7 AF/DP (Lt Col Larry B. Moore)
Supersedes 7 AFI 36-2803, 1 Sep 97

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Pages: 2
Distribution: F

This instruction establishes detailed instructions and defines responsibilities for the review and finalization of all individual decorations for heroism, outstanding or meritorious service, or outstanding achievement, and officer and enlisted performance reports needing review and close out at 7th Air Force, and provide administrative guidance and standard procedures to ensure equitable, accurate and timely 7 AF review of performance reports and decorations. It implements AFI 36-2803, *The Air Force Awards and Decorations Program* and AFI 36-2406, *Officer and Enlisted Evaluation System*. It applies to all organizations submitting officer performance reports (OPRs)/enlisted performance reports (EPRs) and decorations for 7th Air Force review.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction is affected by the Privacy Act of 1974. Information required by this instruction is available and will be obtained from other systems of records, and not from the individual(s). Requests to release the information to persons or agencies outside the Department of Defense must be processed IAW AFI 37-132, Air Force Privacy Act Program.

1. Responsibilities:

- 1.1. 7 AF/DP will provide current and appropriate guidance to units submitting performance reports and decorations for 7 AF review.
- 1.2. 7 AF/CCI:
 - 1.2.1. Account for and track reports, awards, and decorations submitted for 7 AF reviews, until they are returned to submitting unit.

1.2.2. Ensure reports and decorations submitted to 7 AF for review are administratively correct and complete IAW governing AF directives and this instruction. 7 AF awards only, not wing.

1.2.3. Ensure reports and decorations are promptly returned to submitting unit after review is completed or when corrections are required.

1.3. Commanders submitting reports and decorations:

1.3.1. Ensure all submissions are accurate and complete and submitted according to the timelines and procedures prescribed in this instruction and governing AF directives.

1.3.2. Ensure subordinate commanders and units adhere to this instruction.

2. Procedures:

2.1. Performance reports:

2.1.1. OPRs/EPRs must be submitted to 7 AF/CCI NLT seven days after report close out date.

2.1.2. OPR/EPR packages should include:

2.1.2.1. Original and one copy of the report.

2.1.2.2. AMS SURF on individual being rated.

2.1.2.3. OPR or EPR coordination sheet, as applicable, with appropriate record of chain of command coordination.

2.1.2.4. Copies of last two performance reports.

2.2. Individual decorations:

2.2.1. My intent is for individual decorations to be presented to the individual prior to his/her departure PCS ("Pin 'em where you win 'em"). Normally, this should be accomplished in a ceremony with the member and commander in service dress uniform. Individual decorations will be submitted to 7 AF/CCI NLT 30 days prior to member's departure from Korea.

2.2.1.1. Citation and copy of citation on disk.

2.2.1.2. Two copies of the DÉCOR 6.

2.2.1.3. Higher level awards "Out-of-Box", may need a handwritten push letter from Group CC to 7 AF/CC.

2.2.1.4. Individual decorations are commanders' tools. Commanders should use them to recognize meritorious service, outstanding achievement, or an act of heroism that clearly places an individual above his or her peers. No individual is automatically entitled to a decoration upon completion of an assignment, but every person who earns one deserves timely presentation of a decoration commensurate with his or her achievement or service and level of responsibility.

LANCE L. SMITH, Lieutenant General, USAF
Commander, Seventh Air Force