

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 36-2803

AIR FORCE RESERVE COMMAND

Supplement 1

30 April 1998

Personnel

**THE AIR FORCE AWARDS AND
DECORATIONS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2803, 1 January 1998. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision updates organizational symbols from AFRES to AFRC; provides guidance on processing recommendations for decorations within the Air Force Reserve Command; provides additional instruction for award of the Air Reserve Forces Meritorious Service Medal (ARFMSM) (Table 5-1, Note 5); and adds guidance for processing of the Air Force Outstanding Unit Award (AFOUA) and the Air Force Organizational Excellence Award (AFOEA) (Attachment 9). New or revised material is indicated by a |.

1.8. (Added) Unit Commanders' Responsibilities. Commanders of units and detachments appoint a unit awards and decorations monitor for their organization and provide a copy of the appointment memorandum to the Awards and Decorations Monitor at the Military Personnel Flight. The monitor will be a TSgt/GS-4 or above who can be contacted during normal duty hours. The monitor ensures submissions are administratively correct before forwarding to higher reviewing authority.

2.1. Members of Reserve components, while participating in authorized periods of training, may be considered for military decorations provided the act, achievement, or service was in furtherance of Air Force mission or functions and meets the established criteria. However, acts, achievements, or services the Reserve member performs as a private citizen that are of principle benefit to private citizens are not the basis for military decorations.

2.3.3. Base extended tour submissions on date arrived on station or date of the last decoration awarded on station.

3.2.4.1. Do not use AF Form 2274 to justify award of the Air Force Achievement Medal within AFRC. Use the AF Form 642 or 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. Do not use EPR/OPRs to justify award of decorations within the Air Force Reserve Command.

3.2.4.4.1. (Added) Prepare justification for the Meritorious Service Medal on AFRC Form 31, **Meritorious Service Medal Nomination**, or on bond paper when the description does not lend itself to the AFRC Form 31. Justification must be signed. Use appropriate signature block.

3.2.4.4.2. (Added) Prepare a descriptive justification for award of the DSM to Air Reserve personnel for all grades and decoration conditions. Justification for the Legion of Merit and lesser decorations based on retirement may be submitted using the endorsement memorandum (abbreviated format).

3.3. All processing levels forward recommendations to the next higher echelon for processing or return recommendations for correction within 5 workdays of receipt. Intermediate commanders or vice commanders use AFRC Form 30, **AFRC Indorsement for Decoration**, or AFRC Form 31, **Meritorious Service Medal Nomination**, to forward recommendations to the next level of command. Comments are not required on the form and will not enhance the likelihood of approval.

3.3.1. Forward recommendations for decoration for which HQ AFRC is the final approval authority to arrive at HQ AFRC/DPMC at least 30 days prior to the desired presentation date. Submit an original and three copies of the recommendation and an original and seven copies of the citation.

3.3.3. Forward recommendations for decoration which require HQ USAF approval to arrive at HQ AFRC/DPMC at least 60 days prior to the desired presentation date. Submit an original and three copies of the recommendation and seven copies of the citation.

3.3.6. Return incorrect recommendations to the last indorsing headquarters for correction. After correction, send recommendation to the next higher echelon of command.

3.6. Present awards within 90 days after the recipient arrives on station or the decoration elements are received, whichever happens later.

4.3.1. Forward Air Force Outstanding Unit Award recommendations to arrive at HQ AFRC/DPMC by 1 November in an original and three copies.

4.4.1. Forward Air Force Organizational Excellence Award recommendation to arrive at HQ AFRC/DPMC by 1 November in an original and three copies.

4.6.6.4. See Attachment 9 for sample nomination and citation.

Attachment 8 (Added)**AERIAL ACHIEVEMENT MEDAL CRITERIA**

A8.1. AFRC aircrew members are eligible for award of the Aerial Achievement Medal (AAM) for sustained operational activities specified below:

A8.1.1. Weather Reconnaissance Aircrews: Successful completion of 15 actual scheduled penetrations of tropical cyclones with surface winds in excess of 64 knots.

A8.1.2. Modular Airborne Firefighting Aircrews: Completion of 15 employment missions using the modular airborne firefighting system in response to US Forest Service or other appropriate authority.

A8.1.3. Aerial Spray: Participation as a primary crew member on 15 employment sorties at or below 150 feet above ground level on which actual aerial spray is conducted. Sorties must be in response to requests for military support to civil authority for emergency/natural disaster relief operations according to AFI 32-4001, *Disaster Preparedness Plans and Operations*.

A8.1.4. KC-10 and KC-135 crew members who complete 25 missions flown from any of the following categories:

A8.1.4.1. Operational refueling reconnaissance, radar surveillance, or command and control aircraft when those aircraft are involved in the conduct of intelligence gathering, surveillance, guidance of air intercepts, or command over ground forces, when any two options in paragraph A8.1.4.5 apply.

A8.1.4.2. Operational refueling of fighter and attach aircraft involved in combat air patrol (CAP), air intercepts, interdiction or close air support missions. (**EXAMPLE:** support to CAP for protection of shipping in the Persian Gulf, CAP support for search and rescue missions, such as the KAL-007 shoot down incident, strip alert aircraft launched to refuel fighters performing actual intercepts, and escort of Soviet/hostile aircraft, that is Keflavik, Iceland, and Eielson AFB, Alaska.) Two of the options in paragraph A8.1.4.5 must apply.

A8.1.4.3. US Navy reconnaissance refueling missions where emergency alternates include nonaligned or unfriendly nations for which diplomatic clearance has not been approved. This would include BURNING WIND, GIANT SCALE, GIANT REACH, and operations north of 15 degrees north latitude. Two of the options in paragraph A8.1.4.5 must apply.

A8.1.4.4. Special operations air refueling support conducted at altitudes within range of hand held anti-aircraft weapons over regions of known terrorist activities. Mission nicknames and areas of operation would be determined by HQ AMC/DON. Two of the options in paragraph A8.1.4.5 must apply.

A8.1.4.5. Options:

A8.1.4.5.1. The mission requires crews to operate outside the reach of conventional US rescue facilities.

A8.1.4.5.2. The mission subjects the crew to some degree of risk due to potential interference by foreign governments.

A8.1.4.5.3. Crew is required to perform beyond the limits expected of normal aircrew discipline by additional stress factors, such as extended crew duty day, complete communications-out rendezvous, and refueling in instrument meteorological conditions (IMC), etc.

A8.1.4.5.4. Strip alert launch in a forward area to respond to an operational/emergency tasking.

A8.1.5. Successful completion of 15 missions to one-way radar sites in the Alaskan Theater.

- A8.1.6.** Successful completion of one 2-day midwinter Antarctic airdrop mission.
- A8.1.7.** Successful completion of one OPERATION DEEP FREEZE summer mission. Members may receive only one award for each mission per year. Awards are retroactive to 1 October 1991.
- A8.1.8.** Successful completion of ten missions in support of humanitarian relief operations. Missions may be combined from different operations to achieve a total of ten. Eligibility criteria are retroactive to include OPERATION PROVIDE HOPE.
- A8.1.9.** Successful completion of AAM criteria of a serviced command.
- A8.2.** Procedures for documenting eligibility will include higher headquarters tasking order and recommendation from the unit commander.
- A8.3.** Normal training missions for all types of aircraft are excluded, for example, air-to-ground, air-to-air, C-130 airdrop, air rescue, etc.
- A8.4.** Reassignment procedures for Air Force Reserve personnel normally will not apply due to the stabilized assignments. However, aircrew members who have served a minimum of 4 years in mission-ready status, completed at least 70 percent of the required qualifying missions outlined in paragraph A8.1.1, paragraph A8.1.2, paragraph A8.1.3, paragraph A8.1.4, or paragraph A8.1.5, and are being reassigned to other duties may be awarded the basic Aerial Achievement Medal. If an award is based on these criteria, a statement to this effect must be included in the justification.
- A8.5.** Submission procedures are as follows: On recommendations submitted for individuals who meet the above criteria, type the following statement on plain bond paper: “(Grade, Name) has completed (number of operational missions as appropriate) according to AFI 36-2803, table 2.1, and AFRC Supplement, and is eligible for award of the Aerial Achievement Medal.” The Operations Group Commander signs underneath this statement verifying the number of missions flown and compliance with AFI 36-2803. When this statement is used, no other justification is needed.
- A8.6.** Approval authorities consider only those recommendations which clearly substantiate exceptional performance and outstanding airmanship above that normally expected of professional airmen. Completion of the required number of missions does not in itself justify the award. As with all other military decorations, the individual must be officially recommended for the decoration.

ATTACHMENT 9 SAMPLE NOMINATION (Added)

**THE AIR FORCE OUTSTANDING UNIT AWARD/THE AIR FORCE ORGANIZATIONAL
EXCELLENCE AWARD**

MEMORANDUM FOR HQ AFRC/DPMC

FROM: **(Unit and Office Symbol (XXX FW/CC))**

Street Address

Base, State, and Zip Code

SUBJECT: Recommendation for Award of the Air Force Outstanding Unit Award
(AFOUA)

1. The **(unit and PAS code (XXXth Fighter Wing (XX1CFXLV))** is recommended for the **(first, second, and so forth)** award of the Air Force Outstanding Unit Award for **(exceptionally meritorious service or exceptionally meritorious achievement)** from **(date)** to **(date)**. **ENSURE THE OPENING DATE DOES NOT OVERLAP THE CLOSE DATE OF A PREVIOUS AWARD.)**

a. Previous Awards: **(List all previous awards (each on a separate line) to include those received under prior designations of the unit. Do not list awards received by the subordinate units. Example: AFOUA—SO G-008/95, 1 Jun 93-31 May 95 (designated XXXth Tactical Fighter Group during this period.))**

b. The following assigned and attached subordinate units will share in the award: **(List all assigned and attached units (each on a separate line), followed by the PAS code. List subordinate units that were redesignated, activated, or inactivated during the award period. Example: XXXst Airlift Squadron (Associate) (XX1CFXLF) (Redesignated XXst Airlift Squadron).**

2. The service of the organization recommended has been honorable after the **(act or service)** for which it is recommended.

3. Other organizations **(are or are not)** being recommended for the **(act or service)**. **(If recommendations for these organizations are not a part of this recommendation, explain the delay, indicate the date the recommendations will be forwarded, and identify the organizations concerned and their present location.)**

4. An unclassified citation is attached. **(When the recommendation is classified, include an unclassified citation with the recommendation.)**

Other recommendations for awards to the same organization **(are or are not)** pending.

A previous award has not been made to the organization for the same **(act or service)**.

(Recommending Official's Signature)
(Signature Block)

Attachments:

- 1. Summary of Accomplishments (Not to exceed 2 pages, 10 or 12 pitch type)
- 2. Addendum (Not to exceed 1 page, 10 or 12 pitch type)
- 3. Citation (Portrait Format, 10 or 12 pitch type)

SAMPLE CITATION

CITATION TO ACCOMPANY THE AWARD OF

THE AIR FORCE OUTSTANDING UNIT AWARD

TO THE

XXXTH FIGHTER WING

The **(designate unit)**, Air Force Reserve, distinguished itself by exceptionally meritorious service from 16 August 1992 to 15 August 1994. During this period, the **(designate unit)**.....

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

NOTES:

- 1. Use the portrait format
- 2. Do not identify oak leaf clusters
- 3. Citation should be brief, do not exceed 15 typed lines
- 4. Do not use any abbreviations
- 5. Use the opening and closing sentences shown above
- 6. Top and sides will be 1 to 1-1/2 inches, 10 or 12 pitch type

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander