

31 October 1997

Personnel

AFRC DECORATION PROGRAM



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OPR: HQ AFRC/DPMC
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Certified by: HQ AFRC/DP
(Col Gary L. Shoemaker)

Pages: 23

Distribution: F; X: HQ AFIS/IMP and AUL/LSE
(CD Only)

This pamphlet should be used in conjunction with AFI 36-2803, *The Air Force Awards and Decorations Program*. When a change is made to the AFI which conflicts with this pamphlet, the AFI will be followed. DOD 1348.33-M, *Manual of Military Decorations and Awards*, and AFI 36-2803 provides award criteria and guidance for preparing military decorations.

The Air Force Awards and Decorations Program is an excellent tool for today's leaders, commanders and supervisors alike, to recognize and reward their top achievers. Awards and decorations directly impact unit morale and build esprit de corps by formally recognizing those individuals who have gone "above and beyond" to accomplish the mission. During the past few years, the program has seen many improvements which have expedited the processing of decorations and increased the timeliness of recognition. Deserving individuals now have the opportunity to receive meaningful recognition in a timely manner.

Together we can ensure our top achievers receive the recognition they deserve in a timely manner. This pamphlet will assist you in upgrading your quality control standards. Please disseminate this pamphlet to all work centers. If there are any questions, please contact HQ AFRC/DPMC at DSN 497-1230 or 497-0298.

1. Overview On Decorations.

1.1. The Air Force Awards and Decorations Program gives us the opportunity to recognize our outstanding individuals. The program objective is to foster morale, incentive, and esprit de corp. A well managed program also helps to improve retention. To preserve the integrity of the Awards and Decorations Program, submissions should be restricted to recognizing performance which clearly places the individual's performance above that of his or her peers.

1.2. Decorations may be submitted based on four conditions: Meritorious Service; Outstanding Achievement; Heroism; and Aerial Achievement.

1.2.1. Recommendations Based on Meritorious Service. Upon a completed period of service.

1.2.1.1. Permanent Change of Station (PCS). A move from one geographical area to another.

1.2.1.2. 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 within the same organization. The new assignment duties must be different from the previous duties to meet the intent of the completed period of service.

1.2.1.3. Extended Tour (EXT TOUR). Clearly outstanding and unmistakably exceptional service for an extended period of at least 3 years for award of the Bronze Star and lesser decorations. The Legion of Merit requires at least 4 years for award based on extended tour. There should be no projected loss action when submitting a decoration based on extended tour.

1.2.1.4. Retirement. Prepare recommendations using the most recent period of service; however, consider the member's entire career to determine the appropriate level of decoration to be awarded.

1.2.1.5. Posthumous. Base posthumous decorations for a deceased person using the same criteria you use for a living person.

1.2.2. 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 accomplishments in a temporary duty (TDY) status. An outstanding achievement award covers a short period of time and definite beginning and ending dates. Outstanding achievement is not intended to provide a means to authorize additional decorations when the conditions for a completed period of service or extended tour have not been met. A recommendation based on outstanding achievement should be submitted only when the achievement is of such magnitude that delay of recognition would diminish the significance of the accomplishment. Outstanding achievement recommendations are not to be submitted based on ratings or accomplishments of operational readiness inspections (ORI), Quality Air Force Assessments (QAFA), health services inspection (HSI), readiness assistance visits (RAV), personnel assistance teams (PAT), staff assistance visits (SAV), exercises, competitions, and annual training tours. When large groups of personnel participate in an act which justifies award of an outstanding achievement decoration, only those individuals who were most responsible for the exemplary accomplishment of the act should be recommended for a decoration. Recommendations based on outstanding achievement should be rare and submitted only when the act cannot be recognized in any other way.

1.2.3. Recommendations Based on Heroism. A recommendation based on heroism must clearly state the act characterized courage, intrepidity, or gallantry. When voluntary risk of life is involved, the recommendation must clearly show the individual would not have been censured had he or she not voluntarily accomplished the act.

1.2.4. Recommendations Based on Aerial Achievement. The recommendation recognizes aircrew members involved with operating aircraft or other personnel who regularly perform aircrew member duties.

2. Criteria For Awarding Medals:

2.1. Legion of Merit (LOM). Awarded for exceptionally meritorious conduct in the performance of outstanding service to the United States. In peacetime, awards to US military personnel are limited to: service in an extremely difficult duty that is performed in a clearly exceptional manner; service that

has aided the US in furthering its national policies; service which has furthered the interest or the security of the US; and, 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. Normally, only general officers or senior officers in the grade of colonel (O-6) and MAJCOM senior enlisted advisors would qualify for this award. Individuals considered for the LOM must have a minimum of 24 months in grade and service in a position of responsibility such as wing commander or equivalent such as MAJCOM director. Colonels should normally receive no more than two LOMs per career.

2.2. Meritorious Service Medal (MSM). As a general rule, the MSM should be awarded to majors and above and master sergeants and above who demonstrate meritorious service or outstanding achievement. Only those individuals who exceed standards should be nominated for the decoration. Achievement or service to warrant the award of the MSM must be accomplished with distinction above and beyond that required for the Air Force Commendation Medal.

2.3. Air Force Commendation Medal (AFCM). The AFCM should be awarded for outstanding achievement, meritorious service or acts of courage that do not meet the requirements for award of the Airman's Medal or Bronze Star. Sustained meritorious performance by crew members may be considered for the award of the AFCM.

2.4. Air Force Achievement Medal (AFAM). The AFAM should be awarded for outstanding achievement, meritorious service or acts of courage that do not meet the requirements of the AFCM. Place emphasis on award to junior officers and airmen whose achievement and service meet the standards. Do not award more than one AFAM during a 1-year period except under extraordinary circumstances. Do not award to colonels (O-6) or above. **DO NOT AWARD FOR AERIAL ACHIEVEMENT OR RETIREMENT.**

3. When To Initiate And How To Prepare A Recommendation:

3.1. The timely submission of recommendations for a decoration is very important. Recommendations requiring approval by AFRC should arrive at HQ AFRC/DPMC at least 30 days prior to the desired presentation date. Recommendations requiring approval by HQ USAF/SAF should arrive at HQ AFRC/DPMC at least 60 days prior to the desired presentation date.

3.2. Recommendations must be placed in official channels within 2 years of the close date. A decoration is considered in channels when it is signed by the recommending official and endorsed by a higher official in the member's chain of command. For recommendations where the recommending official is the highest level before the approval or disapproval authority, the recommendation is in official channels when received by the approval or disapproval authority.

3.3. Recommendations for decoration are considered "for official use only" until the awarding authority announces its final decision. For this reason, recommending officials should not advise individuals when a recommendation has been submitted.

3.4. Inquiries and follow-up actions regarding the status of decorations should be made through the appropriate channels and should only be made after allowing sufficient time for processing but no earlier than 3 days prior to the desired presentation date.

3.5. To complete a recommendation for decoration, the following items are required: DECOR6, justification for the award, and a citation.

3.5.1. DECOR6 - Recommendation for Decoration Printout. The suspense date to have the recommendation to the Military Personnel Flight (MPF) is automatically generated on the DECOR6 in the upper left-hand corner. The second page lists all previous decorations the member has been awarded, the condition for each award, and the close out dates. A DECOR6 may be requested by the units through PC-III or by the MPF for units without PC-III access.

3.5.2. Justification. The justification should do just that—justify award of the recommended decoration. It should reflect personal accomplishments; give specific, factual, and concise examples of what the person did; how well he or she did it; what the impact or benefits were to the Air Force mission; and how the member significantly exceeded performance of his or her peers. Ensure no classified information is included in the justification.

3.5.3. Citation. The citation is used for reading at formal presentation ceremonies and to serve as a lasting memento for the military member and his or her family. Therefore, the citation must be letter perfect, no abbreviations, and printed on clean quality paper. The citation should be a short description of the act, achievement, or service.

3.5.4. AFRC Form 30, **AFRC Indorsement for Decorations**. Use this form when additional endorsements are required to process a recommendation for a decoration through channels. This form is available on electronic forms.

4. Completing the DECOR6:

4.1. Complete the following items on the DECOR6 (attachment 1).

1st Ind: Enter the unit and address of the recommending official.

Date: Enter the date the document is prepared.

To: If not completed by the personnel data system, enter MPF address

1A: Enter the full name of the decoration; do not abbreviate.

1B: Enter the appropriate cluster, that is, First Oak Leaf, or NA if basic award. Compare with data in Item 6, DECOR6, and AF Form 10, **Unit Personnel Record Group**.

1C: Enter inclusive dates (1 April 1989 - 26 December 1994). Ensure the beginning date does not overlap the closing date of a previous decoration listed in item 6 unless the decoration in item 6 is for outstanding achievement (shown as “Ach” under the “Dec Cond” column). In this case, none of the justification for the award of the outstanding achievement decoration can be used in the justification for the recommendation being prepared. In addition, a copy of all citations for outstanding achievement decorations which are overlapped must accompany the recommendation for the meritorious service award. Beginning date must not be prior to the date arrived station in Item 5. If recommendation is for retirement, PCS, or PCA, closing date must be one day prior to date of retirement or start date of new assignment. If it is a separation or posthumous recommendation, closing date must be the date of separation or death. If recommendation is for an extended tour, the period covered must be at least 3 years; 4 years for the LOM.

1D: Circle or underline the appropriate item. If unsure, refer to AFI 36-2803.

1E: Circle or underline the appropriate item. If the recommendation is for MERITORIOUS SERVICE in 1D, then RETIREMENT, SEPARATION, PCS, PCA, EXTENDED TOUR, or POSTHUMOUS will apply in 1E. If the recommendation is for OUTSTANDING ACHIEVEMENT in 1D,

then ACH will apply in 1E. If the recommendation is for HEROISM in 1D, then HEROISM will apply in 1E.

1F: Enter the desired presentation date. Ensure dates are entered that allow for processing, approval, and return.

1G: If a member is projected for reassignment and presentation is desired at current base of assignment, change to current servicing MPF or award element will be forwarded to the servicing MPF at the next assignment.

1H: If the recommendation is for PCS or PCA, enter the new unit and complete address. If for retirement or separation, enter the member's future home address.

2: If item A, B, or C is different on the closing date of the period covered, enter the appropriate data in item D, E, or F. Be sure to include unit and Personnel Accounting Symbol (PAS) Code in item D. In item F, enter grade of member at closing date of the recommendation.

3: Enter NA if the recommendation is not for a posthumous award. If it is a posthumous recommendation, enter the appropriate data, that is, name, relationship, and address of next-of-kin. If individual is married, enter data pertaining to the spouse. In addition, if parents are living, enter data pertaining to them. If parents are divorced, enter the name, relationship, and address of both.

4: Circle or underline "YES" or "NO". Use "YES" only if the recommendation is part of a group submission. (When processing a group submission, all recommendations are processed together.)

5: If the duty title is wrong (misspelled, etc.), correct it and notify the MPF to correct it in the personnel data system. When the DECOR6 is obtained from the gaining servicing MPF for late submissions on reassigned personnel, make appropriate corrections to reflect duty title during the period of the award.

6: Compare data in this item with source documents in the unit personnel record group to ensure decorations are correctly updated in the personnel data system to ensure new award elements are not prepared with errors.

7: In the attachment element, change "Narrative" to "AF Form 642" or "AFRC Fm 31" when these forms are used.

8: Line through the entire item. The signature block and signature of recommending official are no longer required.

4.2. A DECOR6 is required on all decorations except when an individual is no longer on the personnel data system file or is assigned to a nonparticipating status at HQ ARPC. Use the recommendation for decoration memo (attachment 2) when a DECOR6 cannot be obtained. A DECOR6 may be requested on individual mobilization augmentees from HQ ARPC/DPMPE-4, DSN 926-6134.

5. Preparing The Justification:

5.1. Prepare justification for all recommendations for decoration. The justification should be specific and factual. Give specific examples of exactly what the individual did, how and why it was done, and how the individual's performance exceeded the performance of his or her peers. Show how the individual's actions benefited the Air Force. Include facts, figures, and statistics that demonstrate the member's outstanding performance. Ensure only accomplishments that occurred during the period

covered by the recommendation are included, and ensure classified material is not used in the justification.

5.1.1. Abbreviated Format. Recommendations based on retirement may be submitted using the abbreviated format. Prepare a memo with the following statement: **“This is to certify (Grade, First Name, Middle Initial, Last Name, and Social Security Number (SSN)) meets the criteria for decoration as outlined in AFI 36-2803. I recommend (Grade and Last Name) be awarded the (Legion of Merit, Meritorious Service Medal, or Air Force Commendation Medal) upon the occasion of (his or her) retirement.”** This memo accompanies the DECOR6; further documentation is not required.

5.1.2. Narrative Format (attachment 3). We strongly encourage the use of the narrative format when the recommendation is for outstanding achievement. The narrative is prepared on 8-1/2” x 11” bond paper with no heading. The narrative may be blocked, paragraphed, or in a talking paper (bullet) format. The first sentence of the narrative will read: “I recommend Lieutenant Colonel Joe T. Blow, 012-34-5678FV, for the award of the Meritorious Service Medal, First Oak Leaf Cluster (Full name of decoration and cluster, if applicable).” The duty title in the narrative should be as shown on the DECOR6 unless there is an obvious error (misspelled, etc.). If the recommendation is for PCS or PCA and the DECOR6 was prepared after the new assignment was updated in the personnel data system, use the applicable duty title during the period covered. Command levels will not be used with the duty title (unit, NAF, wing, etc.). The period covered in the narrative must be the same as on the DECOR6.

5.1.2.1. The narrative for the Distinguished Service Medal (DSM) is limited to three pages. All other narratives are limited to one page. Grammatical errors and misspelled words should be kept to a minimum. Ink corrections may be made on the narrative, but they should be neat. Enter the recommending official’s signature element (name, grade, component, duty title) and signature at the left margin below the body of the narrative.

5.1.3. AF Form 642, **Air Force Achievement Medal or Air Force Commendation Medal Justification** (figure 1). The justification for the AFCM and the AFAM for meritorious service may be prepared on AF Form 642. Place an “X” in the appropriate box for AFCM or AFAM. Enter the date in the date block; use the same date entered on the DECOR6. Enter the name, grade, and SSN in blocks 1, 2, and 3. In block 4, enter the duty title as shown on the DECOR6; except when corrections are made to the DECOR6, use the corrected duty title. Ensure the duty title during the period covered by the award is used. If the member had more than one title during the period, include all titles. Do not use command level (unit, NAF, wing, etc.) preceding the duty title. The inclusive period of the award is also entered in this block (1 June 1989 - 14 December 1994). Use only that portion of sections a and b above the dotted lines for recommendations for the AFAM. The entire form may be used for AFCM recommendations. The recommending official’s signature element (name, grade, component, duty title) and signature will be entered in blocks 6 and 7. This form is available on electronic forms.

5.1.4. AFRC Form 31, **Meritorious Service Medal Nomination** (figure 2 and figure 3). The justification for the MSM for meritorious service may be prepared on AFRC Form 31. Enter the name, grade, and SSN in blocks 1, 2, and 3. In block 4, enter the duty title as shown on the DECOR6; except when corrections are made to the DECOR6, use the corrected duty title. Ensure the duty title during the period covered by the award is used. If the member had more than one title during the period, include all titles. Do not use command level (unit, NAF, wing, etc.) pre-

ceding the duty title. The inclusive period of the award is entered in block 5 (1 June 1989 - 14 December 1994). Complete block 6, both a and b, for the justification of the award. Enter the recommending official's signature element (name, grade, component, duty title), signature, and date signed in blocks 7, 8, and 9. Use the reverse side of the form to forward the submission through the member's immediate chain of command. This form is available on electronic forms.

5.1.5. AFRC Form 30, **AFRC Indorsement for Decorations** (figure 4). Use the AFRC Form 30 to forward submissions for the AFAM and AFM through the member's immediate chain of command. This form is available on electronic forms.

Figure 3. Sample AFRC Form 31, (Reverse).

II. FIRST INDORSING OFFICIAL		
10. TO HQ AFRC/DO Robins AFB GA	11. FROM HQ AFRC/DOT Robins AFB GA	12. DATE
RECOMMEND	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DOWNGRADE TO _____ <input type="checkbox"/> DISAPPROVAL
13. COMMENTS		
14. NAME, GRADE, AND TITLE OF INDORSING OFFICIAL	15. SIGNATURE	16. DATE
III. SECOND INDORSING OFFICIAL		
17. TO HQ AFRC/CS Robins AFB GA	18. FROM HQ AFRC/DO Robins AFB GA	19. DATE
RECOMMEND	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DOWNGRADE TO _____ <input type="checkbox"/> DISAPPROVAL
20. COMMENTS		
21. NAME, GRADE, AND TITLE OF INDORSING OFFICIAL	22. SIGNATURE	23. DATE
IV. THIRD INDORSING OFFICIAL		
24. TO	25. FROM	26. DATE
RECOMMEND	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DOWNGRADE TO _____ <input type="checkbox"/> DISAPPROVAL
27. COMMENTS		
28. NAME, GRADE, AND TITLE OF INDORSING OFFICIAL	29. SIGNATURE	30. DATE

AFRC FORM 31, OCT 96 (EF) (REVERSE)

Figure 4. Sample AFRC Form 30.

AFRC INDORSEMENT FOR DECORATIONS		FC 3660	
		TYPE DECORATION	
		<input type="checkbox"/> AFAM <input checked="" type="checkbox"/> AFCM <input type="checkbox"/> AAM <input type="checkbox"/> AIR MEDAL <input type="checkbox"/> MSM <input type="checkbox"/> AIRMAN'S MEDAL <input type="checkbox"/> LOM <input type="checkbox"/> DSM	
NAME (Last, First, MI) Schmoe, Joe B.		GRADE TSgt	SSN 345-22-1111
Mark X in the appropriate block to indicate recommendation. Sign and forward to next indorsing official. Comments are optional.			
I. FIRST INDORSING OFFICIAL			
TO 512 LG/CC Dover AFB DE		FROM 512 MXS/CC Dover AFB De	DATE 15 Sep 97
RECOMMEND	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DOWNGRADE TO (_____)		<input type="checkbox"/> DISAPPROVAL
COMMENTS			
NAME, GRADE, AND TITLE OF INDORSING OFFICIAL		SIGNATURE	DATE
II. SECOND INDORSING OFFICIAL			
TO 512 AW/CC Dover AFB DE		FROM 512 LG/CC Dover AFB DE	DATE
RECOMMEND	<input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DOWNGRADE TO (<u>AFAM</u>)		<input type="checkbox"/> DISAPPROVAL
COMMENTS			
NAME, GRADE, AND TITLE OF INDORSING OFFICIAL		SIGNATURE	DATE
III. THIRD INDORSING OFFICIAL			
TO		FROM	DATE
RECOMMEND	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DOWNGRADE TO (_____)		<input type="checkbox"/> DISAPPROVAL
COMMENTS			
NAME, GRADE, AND TITLE OF INDORSING OFFICIAL		SIGNATURE	DATE
IV. FOURTH INDORSING OFFICIAL			
TO		FROM	DATE
RECOMMEND	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DOWNGRADE TO (_____)		<input type="checkbox"/> DISAPPROVAL
COMMENTS			
NAME, GRADE, AND TITLE OF INDORSING OFFICIAL		SIGNATURE	DATE

AFRC FORM 30, SEP 97 (EF) (PerFORM PRO)

6. Preparing The Citation:

6.1. Prepare citation on 8-1/2" x 11" bond or parchment paper, using landscape format (attachment 4). The top margin will be 1" to 1-1/2", side margins within 1" to 2", and a minimum margin of 3" at the bottom. The citation must be letter perfect in 10 or 12 pitch and must be letter quality. It will not contain erasures, strikeouts, misspelled words, grammatical errors, fingerprints, smudges, or paper creases. The heading is centered, spacing and wording will be exactly as shown in AFI 36-2803. Abbreviations will not be used in the citations except Jr., Sr., III, etc., following the member's name. Slashes "/" or percent "%" will not be used in citations, example: Desert Shield/Storm, Standardization/Evaluation, 100%; instead, use Desert Shield and Desert Storm; Standardization and Evaluation; and one hundred percent.

6.2. Include the appropriate oak leaf cluster and/or (POSTHUMOUS) if applicable. The closing and opening sentences will be as shown in AFI 36-2803 (wording is different for each decoration). The wording in the last sentence also changes when the recommendation is based on retirement, separation, or a posthumous award. Also, the wording in the last sentence changes when the recommendation is based on retirement and the member has 30 years or more service (years of service is based on pay date).

6.3. The body of the citation is limited to two sentences (excluding the opening and closing sentences) when possible. The citation should be a description of the service, act, or achievement.

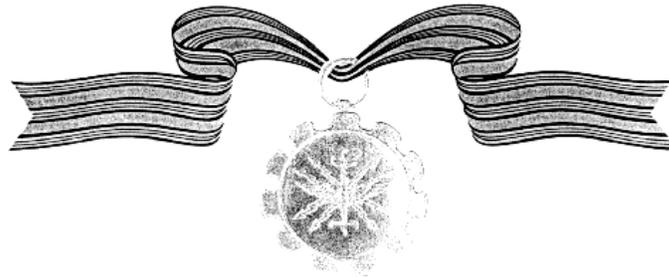
6.4. The duty title must be as shown on the DECOR6; unless it has been corrected, use the corrected title. Do not use the command level (unit, NAF, wing, etc.). The duty title during the period covered of the award should be used. Do not use the duty title together with "while assigned to". **EXAMPLE:** "distinguished himself by meritorious service as Chief, Career Enhancement, while assigned to the 913th Mission Support Squadron." Instead, use: "distinguished himself by meritorious service as Chief, Career Enhancement, 913th Mission Support Squadron".

6.5. Spell out compound grades in full in the first sentence. Use the short title (Airman, Sergeant, Chief, Lieutenant, Colonel, and General) in the remainder of the citation. Hyphenations should be avoided as much as possible. Do not hyphenate a word leaving only two letters on a line. Numerical designations of units should read: 32d Aerial Port Squadron, 45th Aerial Port Squadron, 403d Logistics Group, and 301st Fighter Wing.

6.6. Enter the Social Security Account Number with prefix or suffix approximately five spaces to the right of the individual's name in the heading on all copies of the citation (not on the original). Ensure the SSN is entered correctly. All copies must be legible.

7. AF FORM 2274, Air Force Achievement Certificate/Citation (figure 5). The AF Form 2274 is used for the AFAM only. Prepared in 10 or 12 pitch, letter quality with no corrections, strikeouts, whiteouts, or abbreviations. Spell out compound grades will be spelled out in full in the first sentence. Use the short title (Airman, Sergeant, Chief, Lieutenant, Colonel, and General) in the remainder of the form. Hyphenations should be avoided as much as possible. Do not hyphenate a word leaving only two letters on a line. Numerical designations of units should read: 32d Aerial Port Squadron, 45th Aerial Port Squadron, 403d Logistics Group, and 301st Fighter Wing. Use the mandatory opening and closing sentences shown in AFI 36-2803. If desired, the closing sentence used for the AFCM may be used for the AFAM. It is recommended that only a draft of the AF Form 2274 be provided to the MPF or finalizing authority (verify with the MPF prior to accomplishing the form).

Figure 5. Sample AF Form 2274.



DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

THE AIR FORCE ACHIEVEMENT MEDAL

HAS BEEN AWARDED TO

TECHNICAL SERGEANT JEFFERY F. KUWIK

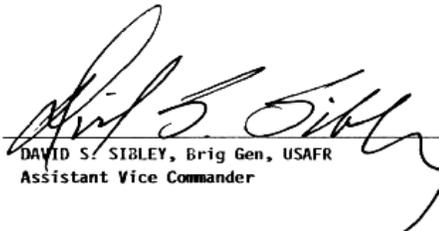
FOR

OUTSTANDING ACHIEVEMENT
10 FEBRUARY 1997 - 11 APRIL 1997

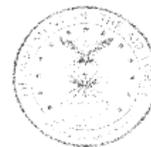
ACCOMPLISHMENTS

Technical Sergeant Jeffery F. Kuwik distinguished himself by outstanding achievement as Procurement Management Information Systems II, Air Force Reserve Command Recruiting Squadron Liaison, Randolph Air Force Base, Texas. Sergeant Kuwik single-handedly developed and fielded a computer program that reduced a seven to ten hour installation procedure of the Procurement Management Information System II down to a four to five hour process. Sergeant Kuwik took on this special project in addition to his already heavy workload. The new program reduced the time it took to upgrade or build a computer system, which allowed the installer more time to administer much needed hands on computer training. The distinctive accomplishments of Sergeant Kuwik reflect credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND THIS 16th DAY OF JULY 19 97



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



8. Supporting Documentation:

8.1. When a recommendation is based on heroism, attach any supporting documentation from outside agencies/witnesses to support the recommendation. In addition, proof of military status, that is, UTAPS listing, orders, pay documents, etc., must be attached.

8.2. When a recommendation is based on sustained aerial achievement, include an endorsement from the operations group commander verifying the number of missions flown by the member and clearly substantiating the exceptional performance and outstanding airmanship of the member.

8.3. When the recommendation is for meritorious service and a decoration based on outstanding achievement was awarded during the covered period, a copy of the citation from the outstanding achievement award must accompany the submission. The citation is required to preclude dual recognition.

9. Checklist. Recommending officials and MPF personnel may use the checklist (attachment 5) as a guide to quality review recommendations prior to forwarding them through the processing channels.

GARY L. SHOWMAKER, Col, USAFR
Director of Personnel

Attachment 1
SAMPLE DECOR6

PREPARED: 97MAY03

PERSONAL DATA - PRIVACY ACT OF 1974

REPORT ON INDIVIDUAL PERSON

SUSPENSE: 02JUN97

REPLY TO

ATTN OF: DPMPE

SUBJECT: RECOMMENDATION FOR DECORATION

COL BLOW JOHN D. JR.- XXX-XX-XXXXFR

TO: HQ AFRC/CVE

ROBINS AFB GA 31098-1635

ATTN:

IF YOU SUBMIT A DECORATION RECOMMENDATION ON COL BLOW, JOHN D., JR., RETURN THIS FORM, THE CITATION, AND THE NARRATIVE BY 02JUN97. IF YOU DO NOT PLAN TO RECOMMEND A DECORATION, PLEASE COMPLETE ITEM 8. OBTAIN YOUR COMMANDER'S INDORSEMENT AND RETURN THIS FORM TO US BY 20MAY97. IF YOU NEED ASSISTANCE, PLEASE REFER TO AFI 36-2803 OR CONTACT THE MPF CAREER ENHANCEMENTS, MSGT XXXXXXXXXXXX EXT XXXXX.

1ST IND. **HQ AFRC/CVE**

(DATE)

ROBINS AFB GA 31098-1635

1. I RECOMMEND AWARD OF:

A. DECORATION: **LEGION OF MERIT**

B. CLUSTER: **BASIC**

C. INCLUSIVE DATES: **22 JAN 95 - 9 JUN 97**

D. HEROISM, OUTSTANDING ACHIEVEMENT, **MERITORIOUS SERVICE**

E. RET, SEP, **PCS**, PCA, EXT TOUR, POSTHUMOUS, ACH, HEROISM

F. IF APPROVED, PRESENTATION DATE DESIRED: **1 Sep 97**

G. IF APPROVED, FORWARD AWARD ELEMENT TO:

11 SPT WG/DECORATIONS

1240 AIR FORCE PENTAGON

WASHINGTON DC 20330-1240

H. NEXT DUTY ASSIGNMENT OR FUTURE ADDRESS (RET OR SEP):

US AIR FORCE HQ/HH0NFBTV

PENTAGON ADM VA 20330-0000

2. UNIT, STATION OF ASSIGNMENT AND GRADE AT TIME OF ACT, ACHIEVEMENT OR SERVICE (IF ITEM A, B, OR C IS DIFFERENT, CORRECT IN ITEM D, E, AND F):

A. **AIR FORCE RESERVE SA** D.

RX0MFCMF

B. **ROBINS AFB GA** E.

C. **COL** F.

3. IF POSTHUMOUS, OR RECOMMENDEE IS MISSING IN ACTION OR PRISONER OF WAR, GIVE NAME, RELATION AND ADDRESS OF NEXT OF KIN: **NA**

4. ARE OTHERS BEING RECOMMENDED FOR SAME ACT/SERVICE? **YES/NO**. IF YES, ATTACH OTHER RECOMMENDATIONS TO THIS PACKAGE. EXPLAIN ANY DELAYS, DATE RECOMMENDATION WILL BE FORWARDED AND IDENTIFY OTHERS BY GRADE, NAME, SSN, PRESENT ORGANIZATION, STATION AND DECORATION RECOMMENDED.

5. CURRENT DUTY TITLE: **EXEC TO THE VICE COMMANDER**

DATE OF CURRENT ASSMT: **22JAN91** DAFSC: **016R4**

UNIT OF ASSIGNMENT: **AIR FORCE RESERVE SA**

INSTALLATION OF ASGMT: **ROBINS AFB GA**

EFF DATE OF PROMOTION: **01MAR95**

DATE ARRIVED STATION: **22JAN91**

PROJ DEPARTURE DATE: **09JUN95** RNLTD: **30JUN95**

DATE OF SEPARATION: **31JAN02** TAFMSD: **08OCT71**

RET-SEP-EFF-DATE-PROJ: **PAY DT: 06AUG71**

COMPONENT: **REGULAR** UIF: **NO**

6. DECORATION HISTORY

DECORATION	NUMBER	CLOSING DATE	ISSUING HQS	ORDER NUMBER	ORDER DATE	DEC COND
DIST FLY CROSS	01	02APR73	13AF	618	74APR	N/A
MERIT SVC MEDAL	02	10JAN91	HQMAC	00038	90DEC	PCS
AIR MEDAL	05	06AUG73	13AF	GA330	74MAR	N/A
AF COMM MEDAL	02	15JUL82	HQ ASD	00025	82JUL	PCS
NONE						
NONE						
NONE						

7. BY VIRTUE OF SIGNING THE ATTACHED NARRATIVE/JUSTIFICATION, I CERTIFY THE MEMBER'S SERVICE DURING THE PERIOD OF THIS RECOMMENDATION HAS BEEN HONORABLE AND THE ATTACHED CITATION IS UNCLASSIFIED. NO PREVIOUS AWARD HAS BEEN MADE TO MEMBER FOR THE ACT, ACHIEVEMENT OR SERVICE DESCRIBED.

ATCH

1. NARRATIVE
2. CITATION

~~*STRIKE THROUGH ITEM 8 IF RECOMMENDING MEMBER FOR DECORATION.*~~
 I DO NOT RECOMMEND THIS INDIVIDUAL FOR A DECORATION.

SUPERVISOR/DATE

COMMANDER/DATE

Attachment 2

SAMPLE MEMORANDUM FOR RECOMMENDATION FOR DECORATION

(Use Appropriate Letterhead)

MEMORANDUM FOR (Award Approving Authority)

FROM: (Unit and Address of Recommending Official)

SUBJECT: Recommendation for Decoration

1. I recommend the following person be awarded the decoration indicated:
 - a. Grade, name (first, middle, last name), SSN (include prefix or suffix as appropriate):
 - b. Decoration name and cluster:
 - c. Inclusive dates of the act, achievement, or service:
 - d. Indicate whether recommendation is based on heroism, outstanding achievement, or meritorious service.
 - e. Indicate if for retirement, separation, reassignment (PCA or PCS), posthumous, extended tour, achievement.
 - f. Servicing MPF/DPMPE, installation, and personnel accounting symbol (PAS):
 - g. If reassignment applies, indicate next duty assignment unit,, installation, and PAS:
 - h. Desired presentation date:
 - i. If approved, forward element to (provide complete mailing address of member's servicing or gaining MPF or member's home address if for retirement or separation).
2. State grade, unit PAS code, and installation of assignment of the individual at the time of act, achievement, or service.
3. If the proposed award is posthumous, or the person recommended is missing in action or a prisoner of war, state the name, address, and relationship of next-of-kin. (If not applicable, so state.)
4. If other individuals are being recommended for the same act or service, and recommendations for these individuals are being delayed, explain the delay, indicate the date the recommendation will be forwarded, and identify the individuals concerned by grade, name, SSN, present organization, station, and decoration recommended. (If not applicable, so state.)
5. List the following (note 1):

- a. Current Duty Title:
- b. Unit of Assignment:
- c. Assigned Installation:
- d. Duty Air Force Specialty Code (DAFSC):
- e. Promotion Effective Date:
- f. Component:
- g. Total Active Federal Commissioned Service Date (TAFCSO):
- h. Total Active Federal Military Service Date (TAFMSD):
- i. Pay Date:
- j. Total Years Service Date (TYSD):

6. Previous Decorations: (List all US decorations previously awarded to the individual, with complete authorities for the decorations and service dates recognized. Include cluster number when applicable. Do not include service medals, battle credits, unit citations, or foreign decorations.)

7. I certify the member's service during the period of this recommendation has been honorable and the attached citation is unclassified. No previous award has been made to the member for the act, achievement, or service described.

(Signature element of recommending official)

Attachments:

- 1. Justification
- 2. Citation

NOTES:

- 1. Each item will be preceded by its captioned title to ensure understanding.
- 2. The descriptive justification for the LOM and MSM will not exceed one typewritten page; justification for the DSM will not exceed three typewritten pages.
- 3. The AF Form 642 and AFRC Form 31 may be used to justify the AFAM, AFCM, and MSM except when based on outstanding achievement.

Attachment 4

SAMPLE CITATION

**CITATION TO ACCOMPANY THE AWARD OF
THE MERITORIOUS SERVICE MEDAL
(FIRST OAK LEAF CLUSTER)**

TO

JOHN T. SMITH, SR.

Master Sergeant John T. Smith, Sr., distinguished himself in the performance of outstanding service to the United States as Organizational Maintenance Squadron Aircraft Manager, 914th Maintenance Squadron, Niagara Falls International Airport, Air Reserve Station, New York, from 15 July 1994 to 25 August 1997. In this important assignment, Sergeant Smith's outstanding leadership and devotion to duty were instrumental in the resolution of problems of major importance to the Air Force. His superb management of the implementation and training for the unit changeover to the C-130H-3 aircraft resulted in a timely and smooth transition. The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force.

NOTES:

- 1. Top margin must be 1" to 1-1/2, side margins within 1" to 2", and bottom margin a minimum of 3".**
- 2. Must be letter perfect, no strikeouts, misspelled words; no abbreviations except for Jr., Sr., etc.**
- 3. Enter the SSN with prefix or suffix approximately five spaces to the right of the member's name on all copies (not on the original).**
- 4. Refer to AFI 36-2803, attachment 4, for opening and closing sentences.**

Attachment 5

CHECKLIST

1. Ensure the recommendation meets the requirements of AFI 36-2803.
 - 1.1. Recommendations for extended tour of meritorious service must be for at least 3 years; 4 years for the LOM.
 - 1.2. Recommendations for outstanding achievement must cover one single specific act or achievement and be outside of the member's regularly assigned duties.
 - 1.3. The close date of the recommendation must not be after the 2-year statute of limitation. (**EXCEPTION:** Resubmit recommendations that were placed into official channels within the prescribed time limits but were not awarded because the submission was lost or not acted on due to administrative error. Reconsideration is contingent on the presentation of creditable evidence that the recommendation was placed in official channels prior to the 2-year statute of limitation.)
 - 1.4. Ensure members are not recommended for the AFAM for aerial achievement or retirement.
 - 1.5. Ensure the AFAM is not recommended for individuals in the grade of colonel (O-6) or above.
 - 1.6. Ensure classified material is not included in the justification or citation.
2. Is the grade, name, duty title, and period covered on the DECOR6 or Recommendation Memo the same as on the justification and citation.
3. Ensure SSN with prefix or suffix is correctly entered on all copies of the citation.
4. Compare decoration and cluster on DECOR6, items 1A and 1B and item 6; justification; citation; and AF Form 10, Unit Personnel Record Group. Ensure they are the same and correct.
5. Has the recommending official signed the justification?
6. Ensure the beginning date of the period covered does not overlap an awarded decoration shown in item 6 of the DECOR6. (**EXCEPTION:** A recommendation based on meritorious service may overlap an awarded decoration based on outstanding achievement provided none of the justification used for the outstanding achievement award is used in the justification for the meritorious service award. A copy of all overlapped outstanding achievement citations must accompany the new recommendation for meritorious service.)
7. Ensure the recommendation is processed through command channels. If the recommendation is signed by anyone other than the staff director/unit commander, it must be endorsed by the staff director/unit commander forwarding the submission to the next individual in the member's chain of command.

8. Is the recommendation for PCA, PCS, or retirement? Ensure the closing date of the period covered is the day before the effective date of the new assignment or retirement.

9. Is the recommendation for a separation or posthumous award? Ensure the closing date is the date of separation or death.

10. When the recommendation is for a posthumous award, if the individual is married and has living parents, ensure two citations are prepared. When member is married and parents are living and divorced, three citations are prepared. If the individual is married, the spouse is the next-of-kin, but parents are entitled to duplicate award elements.

11. When the recommendation is for a posthumous award, the medal presented to the next-of-kin and parents, if applicable, is engraved with the member's name.

12. Proofread the citation. Ensure the first and last sentences are exactly as shown in AFI 36-2803. Ensure there are no abbreviations or misspelled words and hyphenations, punctuation, and margins are correct. Ensure the heading is centered. If the individual is a Jr. or Sr., use a comma after the last name. EXAMPLE: JOE E. SMITH, JR. In the first sentence of the citation, the name should be entered as Joe E. Smith, Jr.,--a comma is used both before and after Jr. and Sr. Commas are not used before and after II, III, IV, etc.