

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

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Personnel

**AWARDS AND MEMORIALIZATION
PROGRAM**

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This manual implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*; and AFPD 36-31, *Personal Affairs*. This manual governs the Air Force special trophies, awards, decorations and memorialization programs. It applies to Regular Air Force, Air Force Reserve and Air National Guard personnel; and where specified applies to Air Force civilian employees paid through appropriated funds. In collaboration with the Chief of Air Force Reserve (AF/RE) and Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force Awards and Memorialization Program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This manual requires the collection and or maintenance of information protected by 10 USC § 8013 and Executive Order (EO) 13478. The applicable System of Records Notice, F036 AF PC V, *Awards and Decorations* is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Refer recommended changes and questions about this publication through AFPC/DP3SP to the OPR, on the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through major command (MAJCOM) publications managers. This publication may be supplemented at any level; but, supplements that directly implement this publication must be routed to AFPC/DP3SP for coordination and all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The

authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to AFPC/DP3S for non-tiered compliance items. The inclusion of any non-federal entity programs, awards or standards for selection herein does not represent an endorsement by the Department of Defense or the Air Force.

SUMMARY OF CHANGES

This document contains substantial policy changes and should be completely reviewed. It supersedes and combines AFI 36-2803, *The Air Force Military Awards and Decorations Program*, AFI 36-2805, *Special Trophies and Awards Program*, and AFI 36-3108, *Memorialization Program and Ceremonies*.

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CHAPTER 1

OVERVIEW AND OVERARCHING ROLES AND RESPONSIBILITIES

1.1. Overview. This publication establishes guidance and procedures for processing awards Air Force-wide. It contains guidance on military awards, special trophies and awards, and memorialization. Air Force units at all levels must ensure compliance with this publication. (T-1).

1.2. Overarching Roles and Responsibilities.

1.2.1. Secretary of the Air Force (SECAF).

1.2.1.1. Approves proposals pertaining to this publication that are not already in existence.

1.2.1.2. Endorses nominations requiring approval by the Secretary of Defense and the President of the United States.

1.2.2. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).

1.2.2.1. Provides policy oversight and advocacy pertaining to this publication through the Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).

1.2.2.2. Approves policy proposals (includes changes to [Table 3.3](#)).

1.2.3. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1). Develops, coordinates, and executes personnel policy and essential procedural guidance through the Director of Military Force Management Policy (AF/A1P).

1.2.4. Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).

1.2.4.1. Oversees the programs in this publication and ensures compliance with existing legislation and policies.

1.2.4.2. Interfaces with the Office of the Secretary of Defense, Joint Staff, and the other Military Services.

1.2.5. Director of Military Force Management Policy (AF/A1P). Develops and coordinates policy and guidance.

1.2.5.1. Under the authority and direction of the AF/A1, directs development and implementation of policies pertaining to this publication.

1.2.5.2. Collaborates with the Office of the Secretary of Defense, other federal agencies, and non-federal entities as necessary.

1.2.5.3. Ensures compliance with legislation and Department of Defense policies.

1.2.5.4. Monitors the programs in this publication and assesses implementations.

1.2.5.5. Serves as the Tier 1 waiver authority for this publication.

1.2.6. Headquarters Air Force (HAF) Awards Court.

1.2.6.1. The Awards Court is convened at the direction of the SAF/MR.

1.2.6.2. The composition of the Awards Court is as follows:

1.2.6.2.1. Principal Deputy Assistant to SAF/MR (or designee), chairperson

1.2.6.2.2. Deputy Director of Staff, Headquarters Air Force Staff (or designee), voting member

1.2.6.2.3. Assistant Deputy AF/A1 (or designee), voting member

1.2.6.2.4. Chief Master Sergeant of the Air Force (CMSAF) (or designee), voting member

1.2.6.2.5. Executive Director of AFPC (or designee), voting member

1.2.6.2.6. AF/A1P (or designee), policy advisor

1.2.6.2.7. Director, Administrative Law (AF/JAA) (or designee), legal advisor

1.2.6.3. The Awards Court approves and disapproves the creation of new HAF and functional community awards, including those awards sponsored by other Federal agencies and non-Federal entities. Once approved, will direct AFPC to include the new award in the online special trophies and awards database.

1.2.6.4. The Awards Court approves and disapproves any proposed individual or team award where the recipient is a spouse or other family member, a retired service member, or non-DoD affiliated civilian.

1.2.7. Commanders and Civilian Directors.

1.2.7.1. Ensures the integrity of the awards and memorialization programs.

1.2.7.2. May nominate as warranted, individuals, units or teams for recognition in accordance with this manual.

CHAPTER 2

SPECIAL TROPHIES AND AWARDS

2.1. Purpose. Pursuant to 10 USC § 1125, special trophies and awards are designed to recognize individual and unit accomplishments that are unique and meritorious or that clearly contributed to increased effectiveness or efficiency of the Air Force.

2.2. Background. Special trophies and awards are announced annually and are considered through a nominative selection process.

2.3. Roles and Responsibilities pertaining to Special Trophies and Awards.

2.3.1. Chief Master Sergeant of the Air Force. Chairs the 12 Outstanding Airmen of the Year and First Sergeant of the Year awards boards; boards consist of four MAJCOM or Combatant Command designated Chief Master Sergeants.

2.3.2. Air Force Personnel Center (AFPC). Responsibilities in this section do not apply to functional community awards (refer to [paragraph 2.3.3.](#)).

2.3.2.1. Manages the operation of the special trophies and awards program and disseminates execution guidance and submission procedures.

2.3.2.2. Provides direction, guidance and advice to the MAJCOMs and the field.

2.3.2.3. Manages the special trophies and awards online database and provides customer support.

2.3.2.4. Processes all policy proposals and collaborates with AF/AIP.

2.3.2.5. Manages the board process and reviews nominations for accuracy and compliance.

2.3.2.6. Coordinates and staffs board recommendations to SECAF or the Chief of Staff of the Air Force (CSAF) for endorsement and/or approval.

2.3.2.7. Maintains historical policy files.

2.3.3. Headquarters Air Force Functional Area Managers. Manages their functional community awards (excludes creating new awards).

2.3.3.1. Announces annual calls for nominations to their functional communities (includes instructions and criteria, and the overall winners).

2.3.3.2. Provides written notification to the winner's military personnel flight for a Military Personnel Information Data System update and filing in the military personnel record.

2.3.3.3. Maintains currency of the functional-specific awards listed in the special trophies and awards online database.

2.3.3.4. Submits proposals to the Awards Court for the creation of new functional awards not listed in special trophies and awards online database.

2.3.4. Major Commands.

2.3.4.1. Manages their MAJCOM awards (refer to [paragraph 2.6.1.3](#)).

2.3.4.2. Maintains currency of the MAJCOM-specific awards listed in the special trophies and awards online database.

2.3.5. **Air Force District of Washington.** Processes all nominations for HAF and Air Force members assigned to DoD or joint activities, or other federal agencies.

2.3.6. **Manpower and Personnel Flight.** Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.

2.4. General Information.

2.4.1. The eligibility criteria and submission procedures for Air Force-level awards, functional community awards, and awards sponsored by other Federal agencies and non-Federal entities, are provided online at <https://access.afpc.af.mil/>.

2.4.2. Use the AF Form 1206, *Nomination for Award* and limit nomination write-ups to 18 typewritten lines (to include headers), unless otherwise specified. **(T-2)**.

2.4.3. Comments regarding completion of advanced academic degree are prohibited for all officer nominations, unless the specific award requires an advanced academic degree. **(T-1)**.

2.4.4. The use of acronyms in award nominations should be minimized. Limit to commonly known acronyms (e.g., NCO, PME, TSgt) only.

2.4.5. Unless otherwise stated, nominations should be based on the grade held for the majority of the qualification period.

2.4.6. No individual or unit may receive two (or more) awards for the same achievement. **(T-1)**.

2.4.7. It is not appropriate to nominate members attending an Air Force training program (i.e., Air War College, Undergraduate Pilot Training or Air Staff Training).

2.5. Special Trophies and Awards Managed by AFPC.

2.5.1. Awards managed by AFPC are earned in a nominative process, through a boarding system. The boards for these awards, except for the 12 Outstanding Airmen of the Year and First Sergeant of the Year awards, are chaired by a general officer or civilian leader equivalent. **(T-1)**.

2.5.2. Commanders and civilian directors at all levels should actively advertise the nomination period and procedures for special trophies and awards. Commanders and civilian directors verify achievements and nominate those qualified for appropriate awards. MAJCOM, field operating agency (FOA), or direct reporting unit (DRU) commanders, vice commanders, or civilian directors endorse nominations on their personnel. Refer to [Attachment 18](#) for preparing nominations.

2.6. Establishing Special Trophies and Awards. Commanders and civilian directors at any level may establish special trophies and awards to recognize military and civilian members, teams, units, and organizations, provided the award fosters morale and esprit de corps. These awards should be adhere to the requirements in [paragraphs 2.6.1](#) and [2.6.2](#), and shall be published in a

supplement to this manual. **(T-1)**. For the creation of new HAF functional community awards, proposals are submitted to AFPC/DP3SP for consideration by the Awards Court (see [paragraph 2.6.3](#)).

2.6.1. Naming Special Trophies and Awards.

2.6.1.1. Air Force awards may be named in honor of living or deceased Air Force military and civilian personnel who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award is established.

2.6.1.2. Conduct quality force reviews and/or background checks to ensure there is no derogatory or reportable (information not derogatory but may bring discredit upon the Air Force or the Department of Defense) information on the individual. See [paragraph 4.5.5](#) for examples of sources to be included in these checks.

2.6.1.3. Commanders and civilian directors at all levels who create a new organization level special trophy or award will establish the name of the award in accordance with [paragraph 2.6.1.1](#). Unit awards manager or offices of primary responsibility notifies AFPC/DP3SP in writing with a memorandum signed by the appropriate commander or civilian director. Include the name of the award and criteria in an appropriate supplement to this manual.

2.6.1.4. The names of Air Force awards will not include names of or references to non-Federal entities. **(T-1)**. For Air Force awards sponsored by non-Federal entities refer to [paragraph 2.8](#).

2.6.1.5. Recognition of distinguished individuals through the naming of Air Force special trophies and awards is separate and distinct from memorialization of real property. Refer to [Chapter 4](#).

2.6.1.6. Recognition of distinguished individuals through the naming of Air Force special trophies and awards is separate and distinct from acceptance of gifts of real property by the U.S. Air Force Academy made conditional upon naming rights pursuant to 10 USC § 2601(e) and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*.

2.6.2. **Duplicate Awards.** Do not duplicate existing awards in either name or criteria. **(T-1)**.

2.6.3. **Proposals to Create New HAF Functional Community Awards.** Proposals reviewed by the Awards Court consist of an endorsement memorandum signed by the HAF 2-letter Deputy Chief of Staff (or equivalent), award information (i.e., eligibility/criteria, submission procedures, deadlines), proposed naming justification and a justification why a new Air Force level award is needed, given the need to limit such recognition to truly deserving individuals, teams and units. Awards approved by the Awards Court will be added to the special trophies and awards online database.

2.7. Recognition by DoD and other Federal Agencies. Commanders and civilian directors at all levels may nominate meritorious individuals, teams or subordinate units for awards sponsored by DoD and other Federal agencies. Criteria, submission procedures, and deadlines for those authorized awards are listed in the special trophies and awards database. For some DoD awards

(e.g., Spirit of Hope, Spirit of Service), AFPC/DPISSP reviews nominations for a centralized Air Force submission. For guidance regarding possible travel by service members and spouses to participate in presentation ceremonies refer to [paragraphs 2.11](#) and [2.12](#).

2.8. Non-Federal Entities.

2.8.1. Certain non-Federal entities that may sponsor special trophies and awards may offer to fund and/or facilitate the presentation of recognition items. Such sponsored awards remain Air Force level awards. The name of the non-Federal entity may be included in the award description (e.g., “sponsored by XXX organization”), provided that the non-Federal entity is a national, regional or local non-profit organization (in accordance with 26 USC § 501(c)(3)) or veteran service organization (in accordance with 26 USC § 501(c)(19) or (23)). “For profit” non-Federal entities are not authorized to sponsor Air Force special trophies and awards.

2.8.2. Sponsoring non-Federal entities may fund recognition items, including certificates, plaques and trophies, for individual and team members and units. Recognition items should have little intrinsic value and be intended primarily for presentation. Sponsors may also assume responsibility for financially assisting the Air Force with maintaining a master repository of award winners (e.g., a central trophy with the names of awards winners inscribed on it). Such funding of recognition and master repository items should be processed as a gift to the Air Force in accordance with AFI 51-506 or gifts to a Nonappropriated Fund Instrumentality (NAFI) in accordance with AFMAN 34-201, *Use of Nonappropriated Funds*. However, for recurring funding of identical items, only the original gift to the Air Force or NAFI need be processed if the original gift specifies the gift will be continuing in nature and does not vary substantially in cost and value.

2.8.3. Sponsoring non-Federal entities may also desire to pay for the travel to award presentation events by individual award winners and/or unit commanders or civilian directors (in the case of unit awards), as well as possibly spousal travel. Refer to the Joint Travel Regulations and [paragraphs 2.11](#) and [2.12](#) below.

2.8.4. Non-Federal entities often maintain their own awards programs for recognition of Air Force personnel, define the selection criteria, and periodically request Air Force nominees. Such non-Federal entity awards are not, and should not, be confused with Air Force special trophies and awards, including those Air Force awards that are sponsored by non-Federal entities. These types of awards will not be included in the special trophies and awards database.

2.8.4.1. Commanders and civilian directors may nominate meritorious individuals, teams or subordinate units for non-Federal entity recognition. Once the non-Federal entity selects the awards winner(s), it coordinates with the applicable functional community or organization for presentation at their ceremony and venue to individual and team award winners.

2.8.4.2. Individual and team award winners may accept recognition items and items incident to the award, not to exceed \$200, pursuant to 5 Code of Federal Regulations (CFR) 2635.204(d). The servicing legal office should be consulted before such items are accepted.

2.9. Procurement of Recognition Items. In accordance with HAF budget guidance, commanders and civilian directors may authorize the use of unit funds for reasonable costs, such as the purchase of trophies, plaques, certificates and other items intended primarily for presentation and having little intrinsic value. Cash (or cash equivalent) awards are not authorized. **(T-0)**.

2.9.1. Use only appropriated funds for awards presented to personnel paid from appropriated funds. **(T-0)**. Use only nonappropriated funds for awards presented to personnel paid from nonappropriated funds. **(T-0)**. Do not use nonappropriated funds to supplement awards paid from appropriated funds. **(T-0)**. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and section 4L of AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*, and AFMAN 34-201, for further guidance.

2.9.2. Value of Recognition Items. Recognition items (e.g., trophies, plaques, or coins) must not be redeemable for cash, merchandise, or services at commercial entities, AAFES, DeCA or FSS activities, unless authorized by AFMAN 34-201.

2.9.3. The cost of recognition items should be commensurate with the significance of the achievement being recognized.

2.9.4. Non-Federal entity sponsors of Air Force awards may donate venue services for the presentation of Air Force individual, team, and unit awards. Such presentations, which are often conducted at annual conferences and symposia, should be conducted in a manner that clearly conveys whether the award is an Air Force award, an Air Force award sponsored by a non-Federal entity or solely a non-Federal entity award. Planning staffs should be sensitive to the perception that such award ceremonies may give the impression that such conferences and symposia are co-sponsored.

2.9.5. Co-sponsored presentation events may only be conducted in accordance with DoD 5500.07-R, *Joint Ethics Regulation*, section 3-206.

2.10. One-Time Recognition Awards. A one-time award (e.g., certificates and leadership coins) may be presented to an individual or team members (except contractor employees) whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force. See AFMAN 65-601, Vol 1 (Budget Guidance and Procedures), paragraph 4.31.2. *Mission Accomplishment Awards*, for guidance on the procurement and use of these items, including Unit Recognition Coins.

2.10.1. Unit Recognition Coins should be purchased with appropriated funds or nonappropriated funds as appropriate in accordance with Air Force budget guidance/restrictions. Such Unit Recognition Coins are separate and distinct from coins used as mementos and welcoming gifts for distinguished foreign and civilian dignitaries, pursuant to AFI 65-603, *Official Representation Funds*.

2.10.2. Many Air Force leaders also choose to purchase coins with personal funds for select uses (e.g., recognize a member of the mayor's staff who worked commendably to finalize a community partnership agreement with the installation). Such personally-funded coins may not be given to contractor personnel.

2.10.3. Unit Recognition Coins may be used as one-time recognition items by unit commanders or directors, vice (or deputy) commanders or deputy directors, and senior enlisted advisors consistent with unit guidance. Such members of unit leadership teams may designate officials to present said coins on their behalf when circumstances warrant.

2.10.4. Unit unofficial activities (e.g., social fund under the direction of the unit commander) may sell unofficial unit coins bearing the unit logo and emblem to military members, civilian employees and family members that are procured using only social fund resources. Unit affiliated and installation-recognized private organizations, pursuant to AFI 34-223, *Private Organizations (PO) Programs*, may buy and sell unofficial unit coins and other unofficial unit memorabilia (e.g., ballcaps) at Air Force Open Houses in accordance with AFMAN 10-1004, *Conducting Air Force Open Houses*, with an approved concessionaire license. Unit-affiliated private organizations may sell unofficial unit coins and memorabilia at other community relations events with the installation commander's advance permission. Contractor personnel are free to purchase unofficial unit coins at such events. Such sales will not take on the appearance of an Air Force ceremony or presentation.

2.11. Travel for Air Force Military or Civilian Personnel to Attend Award Ceremonies.

2.11.1. Refer to the Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, Sections 0305 (Invitation to Travel) and 0309 (*Travel to Receive or Present an Award*) and AFI 24-602, Volume 1, *Passenger Movement*, paragraph 2.15, for eligibility criteria.

2.11.2. Non-Federal entities that sponsor awards may offer to pay travel costs pursuant to AFI 51-506, Chapter 8, for an award recipient (or unit commander in the case of unit awards) to participate in an Air Force award presentation ceremony. Such payment of travel benefits for military and civilian employees is handled as a gift to the Air Force and not as a gift to the employees personally. Therefore, public and confidential financial report filers do not have to report such benefits. Consult with your local legal office prior to accepting an offer to pay travel costs.

2.12. Travel for Non-Military Members or Non-Air Force Civilian Employees. Refer to Joint Travel Regulation, 0305 and AFI 24-602, Volume 1 for additional guidance and only invitational travel is available for this purpose.

2.12.1. Spousal travel is not authorized in conjunction with an award presented to a team or unit. **(T-1)**.

2.12.2. Non-federal entities that sponsor an individual (not team) award may also, if the travel of the recipient is funded per [paragraph 2.11.1.](#), offer to pay the travel of the spouse of the award recipient, per AFI 51-506, paragraph 8.6.2.6.2.

CHAPTER 3

MILITARY AWARDS AND DECORATIONS

Section 3A—Background and Roles and Responsibilities

3.1. Background. Air Force military awards and decorations are designed to recognize sustained and superior performance demonstrated by individuals and units. Commanders use decorations; campaign, expeditionary, and service medals; and unit awards to recognize meritorious or outstanding service, as well as excellence above and beyond the actions of others.

3.1.1. Decorations and unit awards are processed using a 3-step process: proper recommendation and submittal into official channels, approval of the recommendation, and presentation of the approved decoration or award.

3.1.2. Campaign, expeditionary, and service medals typically do not enter the 3-step process, as they are considered awards of entitlement that are automatically awarded based on meeting the established criteria.

3.1.3. Military awards and decorations are not used to recognize military service animals, such as K-9 dogs, horses, etc. (T-0).

3.2. Roles and Responsibilities pertaining to Military Awards and Decorations.

3.2.1. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA). Processes non-combat related recommendations for foreign military members.

3.2.2. Director of Legislative Liaison (SAF/LL).

3.2.2.1. Submits statutory time waiver requests to Congress, when required.

3.2.2.2. For approved Medal of Honor, Air Force Cross, and Silver Star , notifies the recipients' congressional delegation.

3.2.3. Deputy Chief of Staff for Operations (AF/A3). Approves and disapproves qualifying mission profiles for the Air Medal and Aerial Achievement Medal; and duty positions and mission profiles for the Combat Readiness Medal.

3.2.4. Director, Air Force Review Boards Agency.

3.2.4.1. Signs Distinguished Service Medal and Legion of Merit certificates approved by the Secretary of the Air Force Decorations Board and the Air Force Board of Correction of Military Records.

3.2.4.2. Determines creditable U.S. military service for U.S. civilians applying for the Prisoner of War medal.

3.2.5. Secretary of the Air Force Decorations Board. Managed by the Air Force Review Board Agency (SAF/MRB).

3.2.5.1. Evaluates and renders decisions (approve, disapprove, downgrade or upgrade) on awards and decorations requiring SECAF's approval, except the Medal of Honor, Air Force Cross, Purple Heart, and Presidential Unit Citation.

3.2.5.2. Provides recommendations to SECAF on nominations for the Medal of Honor, Air Force Cross, Presidential Unit Citation, and other awards as required.

3.2.5.3. Composes statutory time waivers pertaining to decorations, when required.

3.2.5.4. Determines enlisted entitlement to increase in retirement based on receipt of certain decorations.

3.2.5.5. Evaluates and submits findings from annual award reports to SAF/MR for action (if needed).

3.2.5.6. Provides advisory opinion to the Air Force Board of Correction for Military Records.

3.2.6. Air Force Personnel Center (AFPC). Manages the operation of the program and composes and disseminates guidance and procedures.

3.2.6.1. Coordinates and staffs decorations and proposals pertaining to the awards program.

3.2.6.2. Signs Distinguished Service Medal and Legion of Merit certificates approved by the Secretary of the Air Force Decorations Board and the Air Force Board for Correction of Military Records.

3.2.6.3. Serves as time limitation waiver authority for decorations, except where restricted by legislation.

3.2.6.4. Provides advisories to the Air Force Board of Correction of Military Records.

3.2.6.5. Responds to inquiries pertaining to the awards program.

3.2.6.6. Maintains the Air Force's Medal of Honor Roll and historical policy files.

3.2.7. Air Force District of Washington (AFDW). Processes recommendations from HAF and Air Force members assigned to DoD agencies or joint commands.

3.2.8. Commanders and Civilian Directors.

3.2.8.1. Air Force Higher Commands (HAF, MAJCOM, DRU, FOA, etc.).

3.2.8.1.1. Establishes command standards, administrative requirements, awards processing procedures, and award justification formats consistent with this manual.

3.2.8.1.2. Prepares a supplement documenting command requirements and procedures, and notifies AFPC/DP3SP within 30-days of the action.

3.2.8.1.3. Reviews and processes award recommendations and prepares, retains or disposes, and distributes award elements.

3.2.8.1.4. Coordinates with HQ AF/A3 and AFPC/DP3SP to establish and designate mission profiles for the Air Medal and Aerial Achievement Medal.

3.2.8.1.5. Answers questions and resolve matters involving awards from subordinate units and organizations.

3.2.8.2. Wings. Authorities in this chapter applies to wing commander, deputy wing commander, civilian leader, or other individuals with wing equivalent status or authority. If required, the MAJCOM commander determines which member(s) is equivalent to a wing commander.

3.2.8.3. Group. Authorities in this chapter applies to group commander, deputy group commander, civilian leaders in group commander positions or other individuals with group equivalent status or authority. If required, the wing commander determines which individual(s) is equivalent to a group commander.

3.2.8.4. Squadron. Authorities in this chapter apply to squadron commander or other individuals with squadron equivalent status or authority. If required, the wing commander determines which individual(s) is equivalent to a squadron commander.

3.2.8.5. First Sergeant. Ensures quality submissions of enlisted members' nominations.

3.2.8.6. Immediate Supervisor. Ensures the actions upon which the recommendation is based fully meets the award criteria.

3.2.9. **Manpower and Personnel Flight.** Serves as the focal point for questions and matters relating to the awards program.

3.2.9.1. Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.

3.2.9.2. Manages the virtual Personnel Center for all serviced units and personnel.

3.2.9.3. Maintains adequate supply of DoD and Air Force medals, ribbons and devices and provides initial issue to eligible recipients. **(T-2)**.

3.2.10. **Air Force Member.** Retains the original award elements for their records and ensures the award is reflected in their military personnel record.

3.2.10.1. Ensures the Air Force Officer Selection Record Group or Senior Noncommissioned Officer Selection Record, used for promotion consideration, contain the appropriate award documents. **(T-3)**.

3.2.10.2. Submits a request to accept and retain a foreign award or decoration. **(T-3)**.

3.2.10.3. Notifies the manpower and personnel flight when awarded two or more awards for the same act, service, or achievement.

3.2.10.4. Researches this manual and other references to identify awards the member may be entitled to and report findings to the manpower and personnel flight for updating. **(T-3)**.

3.2.10.5. Ensures entitled awards are reflected, at time of separation or retirement, on the DD Form 214, *Certificate of Release or Discharge from Active Duty*. **(T-3)**.

3.2.10.6. Contacts their chain of command or servicing manpower and personnel flight with questions about the awards program. **(T-3)**.

Section 3B—General Information

3.3. Order of Precedence. Refer to [Table 3.2](#) and AFI 36-2903, *Dress and Appearance of Air Force Personnel*.

3.4. Virtual Personnel Center. Nominations for the Meritorious Service Medal, Air Force Commendation Medal, Aerial Achievement Medal, Air Force Achievement Medal, Combat Readiness Medal, and the Military Outstanding Volunteer Service Medal recommendations for currently serving Air Force members are processed in the virtual Personnel Center. Refer to [Attachment 6](#).

3.5. Announcement of Awards.

3.5.1. **Special Orders.** “G” series special orders are issued by the approval authority to announce approved decorations and unit awards. (T-1). Refer to [Attachment 4](#).

3.5.2. **Air Force General Orders.** General Orders are issued by HAF to confirm awards (including decorations) approved by the President, Secretary of Defense, and SECAF; combat related awards awarded to Air Force members or units by the Secretaries of the other Military Services; and campaign participation credit granted by authorized commanders.

3.6. Procuring Certificates, Medals and Streamers. Certificates may be ordered online from the Warehouse Management System at <http://www.e-publishing.af.mil/Tools/WMS/>. Medals, ribbons and devices may be ordered online from FedMall at <https://www.fedmall.mil/index.html>. Streamers may be ordered from the Air Force Clothing and Textiles (refer to [Attachment 10](#)).

3.6.1. Do not purchase these items commercially. (T-0).

3.6.2. The DoD and the Air Force do not issue certificates, medals, ribbons, emblems, devices, and badges awarded by foreign governments. These items may be available commercially at the individual’s expense.

3.7. Replacing Certificates. Any service member, veteran, primary next of kin, or unit may request in writing a replacement certificate from the decoration approval authority when the original certificate was lost or destroyed.

3.8. Replacing Medals.

3.8.1. Award recipients (or their representative) may receive a one-time replacement medal, without charge, if the previously issued medal is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or their representative.

3.8.2. Veterans or their primary next of kin may submit requests for replacement medals to Headquarters, Air Force Personnel Center, ATTN: AFPC/DP1SSP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150-4714. Replacement medals are mailed to the requester within 90 days after verification of the veteran’s service record.

3.8.3. Miniature medals are not replaced by the Air Force. However, they may be available for purchase from commercial sources at the requestor’s expense.

3.9. Engraving Medals. Medals are not engraved for living recipients, except for the Medal of Honor, Air Force Cross and medals for foreign nationals and foreign military members. (T-2). For posthumous awards, engrave decorations awarded for valor, the Purple Heart and the Prisoner of War Medal. (T-2). The engraving is in capital letters and contain the awardee's rank (abbreviated), first name, middle initial, last name and branch of service.

3.10. Public Display of Awards. Public institutions (e.g., state or local government funded, museums, libraries, historical societies and Chambers of Commerce type organizations), military welfare societies, and DoD and U.S. government agencies may request Air Force awards (i.e., medals, ribbons, etc) for display. Awards visual aids, such as pictures and posters, do not require authorization to display.

3.10.1. Awards authorized for display remain the property of the Air Force. These awards may be loaned on a short- or long-term basis. Authorizing officials shall periodically request verification that the display is adhering to the Air Force requirements. (T-1).

3.10.2. **Display Requirements.** Air Force awards are displayed as follows: open to the public under circumstances beneficial to the Air Force, available for public viewing free of charge, protected by a 24-hour guard or alarm system, and displayed in a locked showcase or cabinet that cannot be moved. For the Medal of Honor (excludes the Medal of Honor flag), bulletproof or shatterproof glass is preferred for the showcase or cabinet.

3.10.3. **Prohibitions.** Awards are not provided to private individuals, associations and organizations; and in the case of the Medal of Honor, will not be provided to foreign governments or institutions. (T-1). Display of awards solely for the purpose of decorating an office or building is not authorized. (T-1).

3.10.4. **Costs.** Awards are provided at cost. The cost covers mailing, engraving, and other incidentals. DoD and U.S. government agencies may be furnished, without cost, one set of awards for display in the office of the secretary of the government agency provided there is opportunity for public viewing of the display.

3.10.5. Authorizing official maintains a roster of authorizations and periodically verifies that authorizations continue to adhere to Air Force requirements. (T-1).

3.10.5.1. AFPC/DP1SSP authorizes displays for public institutions and DoD and U.S. federal agencies. Submit requests to Headquarters Air Force Personnel Center, ATTN: AFPC/DP1SSP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150.

3.10.5.2. MAJCOM, FOA and DRU commander or vice commander (or deputy commander) may authorize their subordinate organizations to display awards, provided the display meets the requirements outlined in [paragraph 3.10.2](#). Excluded from this authorization are the Medal of Honor, Air Force Cross, Silver Star, Distinguished Flying Cross, Airman's Medal, Bronze Star Medal and Purple Heart. Requests for these awards are submitted to AFPC/DP1SSP.

3.11. Record Management. Commands and organizations ensure records pertaining to the awards and recognition program are maintained and disposed of in accordance with AFI 33-322, *Records Management Program*, AFMAN 33-363, *Management of Records*, AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFI 33-321, *Authentication of Air Force Records*.

3.12. Receipt of Non-Air Force Awards and Decorations. Refer to [Attachment 9](#).

Section 3C—Procedures for Veterans, Retirees and Primary Next of Kin

3.13. Background. Veterans, retirees and the primary next of kin of deceased members may request consideration and reconsideration for military awards and decorations. Refer to [Attachment 2](#) for a list of decorations.

3.14. Decorations for Veterans. Recommendations (except the Purple Heart) are entered into official channels within 3 years and awarded within 5 years of the act, achievement, or service performed. (T-0). Recommendations submitted within the time limitation and Purple Heart requests are made in memorandum format with supporting documentation to Headquarters Air Force Personnel Center, ATTN: AFPC/DP1SSP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150. Refer to [Section 3D](#) for submitting recommendations past the time limitation.

3.15. Request Reconsideration or Upgrade of a Decoration.

3.15.1. Requests for reconsideration of a previously disapproved or downgraded decoration, or upgrade of a previously approved decoration must be placed in official channels within 1 year of the awarding authority's decision. (T-0). Follow the submission procedures in [paragraphs A9.3](#) and [3.31](#); and see checklist at [Table 3.1](#).

3.15.2. **Verification of Entitlements.** Air Force veterans (retired or separated) may request verification of entitlement to awards, such as a campaign medals or unit awards.

3.15.2.1. Veterans who served prior to 1 January 2004 may contact the National Personnel Records Center in writing or by submitting a Standard Form (SF) 180, *Request Pertaining to Military Records*.

3.15.2.2. Veterans who served on or after 1 January 2004 may write or contact the appropriate Military Service for assistance. Refer to [Figure 3.1](#).

3.15.2.3. Other reference sources for unit awards are AFPAM 36-2801 (previously AFP 900-2) and <http://access.afpc.af.mil/AwardsDMZnet40/default.aspx>. AFPAM 36-2801, contains unit award information from WWI to 1992. After 1992, unit award information is updated into the AFPC web site: <http://access.afpc.af.mil/AwardsDMZnet40/default.aspx>

Figure 3.1. Addresses of the Military Services.

USAF:	Air Force Personnel Center ATTN: AFPC/DP2SP 550 C Street West, Suite 12 Randolph AFB TX 78150-4714 (800) 525-0102, DSN 665-0102, afpc.unitawards@randolph.af.mil
U.S. Army:	U.S. Army Human Resources Command ATTN: AHRC-PDP-A, Dept 480 1600 Spearhead Division Avenue Fort Knox, KY 40122-5408 (502) 613-9126, DSN 983-9126
U.S. Navy:	Chief of Naval Operations (DNS-35) ATTN: Navy Awards & Decorations 2000 Navy Pentagon Washington, DC 20350-2000 (202) 433-4992, DSN 325-4992
Marine Corps:	HQ U.S. Marine Corps Manpower & Reserve Affairs (MMMA) 3280 Russell Road Quantico, VA 22134

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

3.16.1. Requests from regular Air Force veterans or their primary next of kin are referred to the National Personnel Records Center, Air Force Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100.

3.16.2. Requests from retired general officers and those placed on temporary disability retired list are referred to AFPC/DP1SSP, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4712.

3.16.3. Requests from Air Force personnel of the retired Reserve are referred to ARPC/DSMR, 18420 E. Silver Creek Ave, Building 390 MS68, Buckley AFB, CO 80011.

3.16.4. Requests relating to an award earned while serving with another Military Service are referred to the National Personnel Records Center, as follows:

3.16.4.1. Army: National Personnel Records Center, Army Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100.

3.16.4.2. Navy, Marine Corps, Coast Guard: Navy Personnel Command, Liaison Office Room 5409 9700 Page Avenue, St. Louis, MO 63132-5100.

3.17. Correction of Military Records. The Air Force Board of Correction of Military Records considers applications after all administrative remedies have been exhausted to correct the alleged error or injustice. Refer to **Sections 3C** and **3D** for administrative options, and Air Force Pamphlet 36-2607, *Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)*. Requests to the Air Force Board of Correction of Military Records is submitted using a DD Form 149, *Application for Correction of Military Record*.

Section 3D—Time Limitation - Policy and Procedures

3.18. Time Limitation. Recommendations (except the Purple Heart) are entered into official channels within 3 years and awarded within 5 years of the act, achievement, or service performed. **(T-0)**.

3.19. Requesting Statutory Time Waiver. Recommendations (to include reconsiderations and upgrades) submitted after the applicable time limitation are only considered if submitted pursuant to 10 USC § 1130. This legislation allows consideration of recommendations submitted beyond the time limitation.

3.19.1. Requests are made by someone other than the member, who has firsthand knowledge of the acts or achievements. **(T-0)**. Every effort should be made to obtain an endorsement from someone in the member's chain of command at the time of the act, achievement or service performed.

3.19.2. **Procedure.** The requester submits a written request to a member of Congress for endorsement on a recommendation, pursuant to 10 USC § 1130. Recommendations should include a narrative justification, citation, eyewitness statements and supporting documents. Refer to **paragraph A3.5** and **Table 3.1** for additional guidance. The member of Congress endorses the recommendation and submits it to the Air Force Legislative Liaison Office, 1160 Air Force Pentagon, Washington, DC 20330-1160. The Air Force Legislative Liaison Office forwards the recommendation to AFPC/IG for action.

Table 3.1. Recommendation Checklist.

Mark "X"	Supporting Documents
	Original or reconstructed narrative justification
	Eyewitness statement(s) attesting to the actions performed by the nominee. Statements are written in the eyewitnesses' words (not on a prepared form), signed and notarized, and contain a complete description of the nominee's actions and the contact information for the eyewitnesses. Nominees may not submit a statement supporting their own recommendation.
	Sworn affidavit(s) from individual(s) making statement(s) on behalf of nominee <i>(if applicable)</i>
	Medical documentation substantiating wound(s) <i>(if applicable)</i>
	Chain of command endorsements

	Written concurrence (signature) of member or primary next of kin (<i>if applicable</i>)
	Proposed citation
	Other relevant documents pertaining to the unit and the act(s) to be recognized (i.e., extracts of unit records, sketches, maps, diagrams, photographs, flight records, Report of Separation – WD AGO 53-55, DD Form 214, etc.). Determinations regarding decorations are based on verifiable facts, therefore other forms of information such as letters, books, newspaper and magazine articles, and personal diaries are not considered, as they are not official documents; however, they may be included to provide additional context.
	List of all acronyms used in nomination packet (<i>if applicable</i>)
	A letter from a member of Congress requesting the review

3.20. Sources of Information. The following agencies can assist with obtaining supporting documents.

3.20.1. National Archives & Records Administration, Customer Service Center, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001; Website: <https://www.archives.gov/>.

3.20.2. National Archives & Records Administration at College Park, Customer Service Center, 8601 Adelphi Road, College Park, MD 20740-6001; Website: <https://www.archives.gov/dc-metro/college-park>.

3.20.3. National Personnel Records Center, Military Personnel Records, NPRC-MPR, 9700 Page Avenue, St. Louis, MO 63132-5100; Website: <https://www.archives.gov/st-louis/military-personnel>.

3.20.4. Air Force Historical Research Agency, AFHRA/ISAM, 600 Chennault Circle, Maxwell AFB, AL 36112-6424; Website: <http://www.afhra.af.mil/>.

3.20.5. Air Force Historical Studies Office (AF/HOH), Research & Analysis Division, 3 Brookley Avenue, Box 94, Joint Base Anacostia-Bolling, Washington, DC 20032-5000; Website: <http://www.nationalmuseum.af.mil/Collections/Research.aspx>.

Section 3E—Individual Decorations

3.21. General Information. Air Force members make many personal and professional sacrifices to ensure the Air Force accomplishes its missions. Acts of valor, heroism, exceptional or meritorious service, and outstanding achievement deserve special recognition. This manual provides a means for commanders and supervisors to recognize these acts. Refer to **Attachment 2** for a list of decorations.

3.21.1. To preserve the integrity of Air Force decorations, they are only approved to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts

or services place a member's performance clearly above that of their peers and be of such importance that they cannot be appropriately recognized in any other way.

3.21.2. The process of awarding a decoration involves the chain of command. Typically, the supervisor prepares a nomination, the first sergeant reviews the nomination (if enlisted), the squadron commander endorses the nomination, the approval authority prepares the decoration elements, the military personnel files, updates and distributes the decoration elements, and then it is presented to the recipient. A variation of this process is authorized; however, the nominee's chain of command is primarily responsible to follow guidance in this manual. Unless otherwise specified, the word "decoration" in this manual refers to a U.S. Air Force decoration.

3.21.3. *Decoration Items and Elements.* For the purpose of this chapter, decoration items consist of a certificate, citation (or combined certificate and citation), the special orders announcing the award (may be included on the certificate), folder for encasing the citation and certificate, and a medal set containing the medal with suspension ribbon, ribbon, clusters (if any), lapel button or rosettes (as applicable). Decoration elements consist of a certificate, citation and special orders.

3.22. Eligibility for Decorations. Air Force decorations are awarded in accordance with [Table 3.2](#), provided a basis for a decoration exists (refer to [paragraph 3.25](#)). Refer to [Attachment 2](#) for decoration criteria.

3.22.1. Air Force Reserve members may be recommended for a decoration while serving in active or inactive status; provided the recommendation complies with requirements set by the Air Force Reserve Command, Air Reserve Personnel Center, and/or other assigned and higher command (whichever is applicable). **(T-2)**.

3.22.2. Air National Guard members may be recommended for a decoration while in any status, active or inactive; provided the recommendation complies with requirements set by the National Guard Bureau and the applicable Air National Guard State Headquarters. **(T-2)**. Decorations requiring HAF or the Director, Air National Guard approval are forwarded to the NGB/A1 for staffing.

3.22.3. Retired and separated members may be considered for an Air Force decoration provided the award is initiated within 2 years of the effective retirement or separation. Recommendations are processed through the veteran's chain of command at the time of retirement or separation. Refer to [paragraph 3.17](#), for recommendations more than 2 years past the effective retirement or separation date.

3.22.4. It is not appropriate to award decorations to members attending or upon completion of training programs, such as Air War College, Undergraduate Pilot Training or Air Staff Training.

3.22.5. **Members of the Other Military Services.** The Meritorious Service Medal, Air Force Commendation Medal and Air Force Achievement Medal may only be awarded to a member of an other Military Service permanently assigned to an Air Force unit or organization without concurrence from the member's Service if, the act, achievement or service was performed under non-combat conditions. **(T-0)**.

3.22.6. **U.S. Public Health Services Officers.** As prescribed by 42 USC § 213, effective 2 August 1990, U.S. Public Health Service officers assigned or attached for full-time duty to the Air Force are eligible for Air Force decorations on the same basis as Air Force officers.

3.22.7. **U.S. Civilian, Foreign National, and Foreign Military Personnel.** Refer to [Table 3.2](#) and [Attachment 8](#).

3.23. Who Can Recommend. Any member of the U.S. Armed Forces or DoD civilian employee who has firsthand knowledge of the act, achievement, or service can recommend a decoration.

3.24. General Considerations Before Submitting a Recommendation. Supervisors and commanders, at all levels, ensure only deserving personnel are submitted for decorations. Submit recommendations as soon as possible following the act, achievement, or service to ensure the time limitation is met (refer to [paragraph 3.16](#)).

3.24.1. Do not submit recommendations in a token effort to “do something for your people”.

3.24.2. Recognize meritorious service, outstanding achievement, and acts of heroism or valor that clearly place the member above his or her peers.

3.24.3. Rank is not a factor in determining the type or level of a decoration (unless stated in this manual), nor are any quotas established limiting the number of decorations that may be recommended or approved. Recommendations are based solely on the merits of a member’s actions or the member’s level of responsibility, achievements, accomplishments, and manner of performance.

3.24.4. Recommendations should be based on specific projects, plans, programs or actions that are beneficial to the Air Force.

3.24.5. Recognition by inspection agencies for superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors), or receipt of other forms of recognition (for example, selection as Airman of the Month, Quarter, Year; recipient of a trophy, or identification as a superior performer by the Inspector General) do not, in themselves, justify a decoration.

3.24.6. Each decoration criteria prescribes standards that define the degree and magnitude of an act, achievement, or service considered worthy for awarding that particular decoration.

3.24.7. No member is automatically entitled to a decoration upon a permanent change of station, permanent change of assignment, retirement, separation, completion of a temporary duty, or reaching or achieving other career points at which a decoration may be expected or customarily awarded.

3.24.8. Do not establish preconditions for a decoration or use decorations for incentives (e.g., if certain inspections are achieved or attainment of a high fitness assessment score) or as prizes in contests.

3.24.9. Immediate supervisors and commanders evaluate all related facts regarding the service of a member before recommending or awarding a decoration.

3.24.10. The reassignment (permanent change of assignment and permanent change of station), retirement, separation, or death of a commander or supervisor is not a basis for recommending a subordinate for a decoration.

3.24.11. The appropriate recognition for Air Force members assigned to a joint billet at a DoD agency or joint command is a joint decoration, except on the occasion of retirement and separation. U.S. Air Force element commanders designated as the senior U.S. Air Force officer of a combatant command (i.e., PACOM, CENTCOM, EUCOM, etc.) retain approval authority of the Meritorious Service Medal, Air Force Commendation Medal and Air Force Achievement Medal for USAF personnel assigned to U.S. Air Force billets only. All other U.S. Air Force personnel assigned to a combatant command in a joint billet are eligible for joint decorations only, except for the purpose of retirement and separation which are processed in accordance with [Attachment 3](#).

3.24.12. Refer to [Attachments 3, 4 and 5](#) for processing instructions.

3.25. Dual Recognition. Only one decoration is authorized for the same act, achievement, or period of service. **(T-0)**. This includes DoD and the other Military Services' decorations.

3.25.1. A decoration for valor, heroism, or specific achievement within a longer period of meritorious service is not considered duplication, provided the citation and the accompanying documentation justifying the meritorious service award does not cite any of the actions for which the valor, heroism, or achievement award was earned.

3.25.2. A decoration for deployed meritorious service (e.g., Bronze Star Medal) within a longer period of service is not considered duplication, provided the citation and the accompanying documentation justifying the meritorious service award does not cite any of the actions for which the deployed meritorious service award was given.

3.25.3. Personnel awarded two or more decorations for the same act or service are required to report the discrepancy to their servicing manpower and personnel flight.

3.26. Character of Service. Do not award, approve or present a decoration to any person whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable. **(T-0)**.

3.26.1. Honorable service is defined as the characterization of one's conduct to be that of honest and faithful service according the standards of conduct and duty required by law and customs of the service of a member of the grade to whom the standard is applied.

3.26.2. Service is defined as the time period of the assignment (to include any extensions).

3.27. Basis for Decorations. Recommendations are based on meritorious service, outstanding achievement, heroism or valor. Refer to [Table 3.2](#).

3.27.1. Meritorious Service.

3.27.1.1. Permanent Change of Station and 365-Day Temporary Duty Deployment. The permanent change of station decoration start date is the date arrived at station or unit. If a previous permanent change of station, permanent change of assignment or extended tour decoration was approved and the inclusive period extends into the inclusive period of the new nomination, the start date is the first day after the ending date of the previous decoration. The end date is the projected departure date as reflected on the DECOR6, which is usually the scheduled out-processing date from the manpower and personnel flight.

3.27.1.1.1. Should a member receive notice for a 365-day temporary duty deployment and be eligible for permanent change of station decoration, follow the procedures outlined in [paragraph 3.27.2.3](#).

3.27.1.1.2. Only on very rare and unusual occasions (such as base closure, unit deactivation, military to contract conversion, assignments less than 1 year, Reserve IMAs, etc.) in which for some reason a member was not recommended for a decoration, combining service in two (or more) assignments or commands to justify a decoration is authorized. When this is warranted the losing commander of the member being recommended for a decoration provides written input for the service period at that assignment or command to the current supervisor. **(T-1)**.

3.27.1.2. Permanent Change of Assignment. A permanent change of assignment is a reassignment from one unit to another on the same base. The new assignment must be markedly different from the previous duty to meet the intent of the completed period of service requirements. **(T-1)**. The member's losing supervisor or commander may forgo a decoration to qualify the member later for an extended tour decoration. The permanent change of assignment is the date arrived station or date arrived to the organization. If previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of previous decoration. The end date for a permanent change of assignment is the projected departure date.

3.27.1.3. Retirement.

3.27.1.3.1. The retirement start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date for retirement decorations is the last day of the month prior to the retirement effective date. For example, if the projected retirement effective date is 1 July, the nomination end date is 30 June.

3.27.1.3.2. The disability retirement start date is the same criteria as the length of service. The end date is the date of retirement. Disability retirements can occur any day within a month.

3.27.1.4. Separation. The separation start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date is the projected separation effective date.

3.27.1.5. Posthumous. The posthumous start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date is the date of the member's death.

3.27.1.6. Extended Tour. A member may be considered for a decoration for clearly outstanding and unmistakably exceptional or meritorious service for an extended period. For the Bronze Star Medal and lesser decorations, the member should be assigned to the unit or base for 3 or more years; and 4 or more years for the Legion of Merit. Approval authorities establish policy and determine the propriety of this provision for situations or assignment locations in which a projected action (permanent change of station, retirement,

separation, etc.) is forthcoming. After approval of an extended tour decoration, supervisors may consider a decoration for a subsequent completed period of service, regardless of the time period elapsed since the extended tour decoration.

3.27.2. Outstanding Achievement. Recommendations for outstanding achievement usually cover a short period of time with definite beginning and ending dates.

3.27.2.1. To afford prompt recognition, submit outstanding achievement decorations within 10 duty days, if practical, after the specific act or accomplishment.

3.27.2.2. Submit a recommendation for outstanding achievement only when there is no other way to recognize the specific act or achievement and waiting would diminish the significance of the accomplishment. Do not use the basis of outstanding achievement to justify decorations when the conditions for a completed period of service have not been met.

3.27.2.3. On 365-Day Temporary Duty Deployment.

3.27.2.3.1. Consideration for a decoration is reserved for Air Force members selected to deploy from home station for a 365-day period. Members selected for this temporary duty could receive a follow-on assignment to another installation upon completion of the temporary duty; however some Air Force members return to home station. Should a member be selected for a follow-on assignment to another installation and the member is considered for a decoration based on this criteria, the inclusive period start date is the date arrived station at the deployed location and the closeout date is the date of departure from the deployment location. If applicable, the inclusive period for the permanent change of station decoration should be the date arrived on station unless a previous decoration closed out after this date (i.e., permanent change of station, permanent change of assignment or extended tour), and the close date should be the final out processing date or the date estimated return from overseas (DEROS).

3.27.2.3.2. Submission. Processing a recommendation prior to a 365-day temporary duty deployment would follow the same processing procedures for other decorations at home station. The recommending official should confirm the member's projected 365-day temporary duty inclusive period to ensure the member's entire period of service on the installation is properly captured in the submission. Should the member not receive a decoration from the deployed location, this prevents the member from having a break of dates at home station and the member's accomplishments could then be captured in the recommendation. Deployed locations who submit a member for a decoration for a 365-day period processes the recommendation as an achievement decoration. Upon approval, the deployed location is responsible for forwarding a copy of the approved decoration to the member's home station and, if applicable, to the member's gaining base or manpower and personnel flight for inclusion in the member's personnel records.

3.27.2.3.3. Presentation. Presentation should take place at the home station prior to the member's departure on a 365-day temporary duty. If the member is required to return to home station for out-processing purposes, the presentation ceremony should take place upon the member's return. The recommending official is responsible for

coordinating with the member and the manpower and personnel flight to ensure adequate presentation.

3.27.2.4. **Aerial Achievements.** Recognize aircrew members involved with operating aircraft or other personnel performing aircrew duties. The recommendation must clearly substantiate the exceptional performance and outstanding airmanship above that normally expected of professional Airmen. **(T-1)**.

3.27.3. **Heroism.** Recommendations based on heroism recognize an act or acts of heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the U.S.

3.27.4. **Valor.** Recommendations based on valor recognize an act or acts of heroism above what is normally expected in direct combat with an enemy of the U.S., or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

3.28. Increase in Retirement Pay Based on Extraordinary Heroism. This entitlement is authorized by the Secretary of the Air Force Decorations Board for enlisted members in accordance with 10 USC § 8991. Refer to AFI 36-3203, *Service Retirements*, for additional information and eligible decorations.

Table 3.2. Military Decorations. Listed in order of precedence.

<i>Decoration</i>	<i>Awarded For</i>				<i>Awarded To</i>			
	<i>Valor</i>	<i>Heroism</i>	<i>Service</i>	<i>Achievement</i>	<i>U.S.</i>		<i>Foreign</i>	
					<i>Military</i>	<i>Civilian</i>	<i>Military</i>	<i>Civilian</i>
Medal of Honor	Yes	No	No	No	Yes	No	No	No
Air Force Cross	Yes	No	No	No	Yes	Yes	Yes	Yes
Distinguished Service Medal	No	No	Yes	No	Yes	Yes	No	No
Silver Star	Yes	No	No	No	Yes	Yes	Yes	Yes
Legion of Merit	No	No	Yes	Yes	Yes	No	Yes	No
Distinguished Flying Cross	Yes	No	No	Yes	Yes	No	Yes	No
Airman's Medal	No	Yes	No	No	Yes	No	Yes	No
Bronze Star Medal	Yes	No	Yes	Yes	Yes	No	Yes	No
Purple Heart	No	No	No	No	Yes	No	No	No
Meritorious Service Medal	No	No	Yes	Yes	Yes	No	Yes	No
Air Medal	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Aerial Achievement Medal	No	No	No	Yes	Yes	Yes	No	No

Air Force Commendation Medal	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Air Force Achievement Medal	No	No	Yes	Yes	Yes	No	Yes	No

3.29. Approval and Disapproval Authority.

3.29.1. **Approval Authority.** In general SECAF retains awarding authority for all decorations under SECAF's purview. However, approval authority for certain decorations have been delegated as outlined in [Table 3.3](#). Delegation of authority not specified requires written approval from SECAF.

3.29.1.1. Decorations are approved by Air Force officers and civilian leaders in assumed or appointed command or director positions, or in writing by delegated approval authorities from higher commands, such as SECAF and MAJCOM commanders. The approval authority evaluates recommendations within his/her command to determine appropriateness and may approve, disapprove, downgrade, or upgrade (if authority exists) a decoration.

3.29.1.2. Approval authorities shall provide an annual report of the Distinguished Service Medal and Legion of Merit for the preceding calendar year to the AFPC/DP3SP no later than 31 January ear year. **(T-1)**.

3.29.1.3. Refer to [Attachment 7](#) for processing decorations arising from combat conditions and international incidents.

3.29.1.4. The Secretary of the Air Force Decorations Board approves nominations for U.S. Public Health Services officers and all decorations with the "V" or "C" device, unless authority has been delegated by SECAF (or designee). Refer to [Attachment 7](#).

3.29.1.5. Approval authority for the Air Medal (without valor) and Aerial Achievement Medal is restricted to units with a flying mission.

3.29.2. **Disapproval Authority.** A recommendation (except under combat conditions) may be disapproved by a colonel/O-6 or higher (or civilian leader equivalent) in the chain of command provided the officer has approval authority for the next lesser decoration.

Table 3.3. Decoration Approval Authority (see notes).

<i>(An "X" in a column indicates approval authority for the decoration in the heading.)</i>	DECORATIONS						
	DSM	LOM	MSM	AM	AAM	AFCM	AFAM
<u>HAF</u> : CSAF and Vice Chief of Staff of the Air Force (VCSAF) (see notes 3, 5 and 11)	X	X	X	X	X	X	X
<u>HAF</u> : Secretariat, Air Force Director of Staff, Air Staff DCS/ADCS and 2-Letter Directors (Lt Gen or higher and civilian leader equivalent) (see notes 3 and 5)		X	X	X	X	X	X
<u>HAF</u> : Air Staff ADCS and Directors (colonel or higher and civilian leader equivalent) (see notes 3 and 5)			X	X	X	X	X
MAJCOM/CC, Director/Deputy Director Air National Guard, and Superintendent of the Air Force Academy (see note 8)	X	X	X	X	X	X	X
MAJCOM CD, Director or Head of Staff Office, or DCS/Staff Office, (colonel or higher and civilian leader equivalent), and Chief Air Directorate Staff/Air National Guard			X		X	X	X
NAF, DRU, FOA and Center CC (see notes 10 and 12)		X	X	X	X	X	X
NAF, DRU, FOA and Center CV (colonel or higher and civilian leader equivalent)			X	X	X	X	X
Joint Task Force or Combined Task Force Commander, Air Force Component Commander (Maj Gen or higher)			X	X	X	X	X
Air Force Element Commander at Combatant Commands (Brig Gen or higher) (see paragraph 3.22.11)			X			X	X
Wing Commander or Vice Commander (colonel or higher and civilian leader equivalent)			X		X	X	X
Group/CC or CV (colonel or higher and civilian leader equivalent) (see note 9)			X		X	X	X
State Adjutants General			X		X	X	X

Group Commander (Lieutenant colonel or lower and civilian leader equivalent)						X	X
Squadron Commander							X
<p><i>Notes:</i></p> <ol style="list-style-type: none"> 1. This table contains the approval authority delegated by SECAF and applies to U.S. Air Force officers and civilian leaders. Authority in this table cannot be further delegated, unless specified. 2. SECAF is the approval authority for decorations arising from combat operations and international incidents. Refer to Attachment 7. 3. SECAF retains approval authority for the Air Force Cross, Silver Star, Distinguished Flying Cross, Airman's Medal, Bronze Star Medal, Purple Heart, and Air Medal (for heroism), unless delegated. 4. The Secretary of the Air Force Decorations Board acts on behalf of SECAF and approves, disapproves, downgrades and upgrades recommendations, except for the Medal of Honor, Air Force Cross and Purple Heart. 5. Refer to Headquarters Operating Instruction 36-2, <i>Headquarters Air Force Military Decorations Program</i>, for processing procedures. 6. MAJCOM commanders may delegate approval authority for the Legion of Merit and lesser decorations to their MAJCOM vice commander (or deputy commander) in the rank of major general and above (or civilian leader equivalent). 7. Officers delegated approval authority in accordance with this table must be on G-series orders. (T-1). 8. MAJCOM-level authorities are: <ol style="list-style-type: none"> 8.1. MAJCOM commanders (4-star and 3-star only) are the Distinguished Service Medal approval authority for retiring general officers meeting all eligible criteria. 8.2. MAJCOM commanders are the Legion of Merit approval authority for qualifying officers and Command Chiefs (9E000). This authority may be further delegated to MAJCOM vice commander (or deputy commander) in the rank of major general and above (or civilian leader equivalent). 8.3. MAJCOM commanders are authorized to approve the Meritorious Service Medal, Air Force Commendation Medal, and the Air Force Achievement Medal to foreign military personnel in grades equivalent to O-6 and below. This authority may not be further delegated. 9. Approval authority for the Meritorious Service Medal is limited to retirement (Condition 1) and separation (Condition 2) conditions. 10. May delegate Air Force Commendation Medal and Air Force Achievement Medal approval authority to their directors in the rank of colonel or higher and civilian leader equivalent. 11. CSAF is the Distinguished Service Medal (all conditions) approval authority for MAJCOM commanders, with no time in position requirement. VCSAF is the Distinguished Service Medal approval authority for retiring MAJCOM commanders and general officers not falling under a MAJCOM, and the CMSAF. 12. Commanders of Numbered Air Forces (NAF), FOAs, Centers and DRUs, in the rank of major general and above (or civilian leader equivalents) are authorized to approve Legion of Merit nominations for retirement, separation, and posthumous conditions. 							

Table 3.4. Decoration Approval Authority for Reservists.

If the Reserve member is:	and assigned personnel accounting symbol code is:	then decoration approval authority is:
Non-centrally Managed Individual Mobilization Augmentee (line Reservist)	96XX	Assigned unit chain of command
Centrally Managed Individual Mobilization Augmentee to include medical, legal, AFOSI, chaplain, or intelligence personnel	9631FXRR, 9631FXQC, 9631FW3M, 9631F5NH, 960UXXXX	Attached unit chain of command
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	Air Reserve Personnel Center
Participating Individual Ready Reservist to include U.S. Air Force Academy and Reserve Officers Training Corps Liaison Officers, Civil Air Patrol, sanctuary, Ready Reinforcement Personnel Section and medical, legal, or chaplain points only	9631F1ZQ, 9631F1ZS, 9631F1ZT, 9631F1Z2, 9631F1VH, 9631FHGN, 9631F1ZN, 9631F1ZM, 9631F1ZP	Attached unit chain of command

Section 3F—Unit Awards

3.30. General Information. Unit awards are designed to recognize Air Force units for acts of valor, heroism, meritorious service or outstanding achievement during peacetime, armed conflicts, international tension, national emergencies, or extraordinary situations or events that involve national interests. Unit awards are not intended to recognize single individual actions, but rather to acknowledge and recognize the combined efforts of every member of a unit or organization. Refer to [Attachment 10](#) for unit award criteria and [Attachment 11](#) for guidance on campaign participation credit, campaign streamers and assault landing credit.

3.30.1. To preserve the integrity of unit awards, nominations should be limited to acts or service that are clearly and distinctly outstanding by nature and magnitude. The acts or service recognized places the unit's performance above that of other units similar in composition and mission and be of such importance that they cannot be appropriately recognized in any other way.

3.30.2. Unit award recommendations are submitted annually, except combat related awards. A unit award based on outstanding achievement does not preclude a second award based on

meritorious service. The unit's entire service must have been honorable during the inclusive period of the nomination. (T-1).

3.30.3. Units from the other Military Services are not authorized Air Force unit awards. (T-1). However, they may share a unit award approved for an Air Force unit (refer to [paragraph 3.33](#)).

3.30.4. A foreign unit may only be recommended for an Air Force unit award if the qualifying combat action was in direct support of a U.S. military operation.

3.30.5. Refer to [paragraph 3.33](#) for instructions on sharing unit awards.

3.31. Limitations.

3.31.1. Only one unit award is authorized for the same act, achievement, or period of service. (T-1). This policy includes DoD and the other Military Services' unit awards.

3.31.2. Recommendations are formally entered into official military channels within 3 years and awarded within 5 years of the termination date of the act, achievement, or service performed. (T-0).

3.31.3. Recommendations for exceptionally meritorious service cover a period of not more than 2 years and not less than 1 year. (T-1).

3.32. Approval Authority. See below and [Table A10.1](#).

3.32.1. **Presidential Unit Citation.** SECAF.

3.32.2. **Gallant Unit Citation.** The Secretary of the Air Force Decorations Board, unless authority has been delegated by SECAF (or designee).

3.32.3. **Meritorious Unit Award.** MAJCOM commanders.

3.32.4. **Air Force Outstanding Unit Award.** MAJCOM commander and deputy commander.

3.32.5. **Air Force Organizational Excellence Award.**

3.32.5.1. The Secretary of the Air Force Decorations Board approves for HAF, MAJCOM, FOA, and DRU.

3.32.5.2. MAJCOM commander and duty commander.

3.32.6. **Approval Authority Responsibilities.**

3.32.6.1. Approve nominations within their jurisdiction based on the merits of the unit.

3.32.6.2. Prepares certificate, citation and special orders. Refer to [Attachment 11](#) for requesting streamers.

3.32.6.3. Distribution of Special Orders. Copies of special orders are forwarded by 31 December of each year, to AFPC/DP1SSP (afpc.unitawards@us.af.mil) and the Air Force Historical Research Agency (AFHRA/RSO), 600 Chennault Circle, Maxwell, AFB AL 36112-6424 or email to afhra.rs@us.af.mil, Attention: RSO.

3.33. Reconsiderations. Initiate a reconsideration request within 1 year of the date the recommendation was disapproved. Requests are submitted through the same official channels that the original recommendation was processed. The request should include justification for the

reconsideration and a copy of the original recommendation package, to include all endorsements and previous decisions. A one-time reconsideration by the approval authority is final.

3.34. Unit Awards Arising from Combat Operations. Refer to [Attachment 7](#) for guidance.

3.35. Sharing Approved Unit Awards. Units and organizations may share their award with like subordinate organizations (i.e., a numbered parent organization may share with subordinate units--numbered or unnumbered). **(T-1)**. Sharing of parent unit or organization awards is not automatic. Each subordinate unit must be able to demonstrate a direct impact on parent unit mission accomplishment. **(T-2)**.

3.35.1. Host organizations may identify tenant units to share in their award providing the tenant unit's parent MAJCOM, FOA or DRU concurs in writing.

3.35.2. Units of the other Military Services may only share in an Air Force unit award when the actions or service was in direct support of a war or armed conflict. Before completing the special order, the approval authority forwards the entire nomination package to AFPC/DP1SSP to obtain concurrence from the respective Military Service headquarters. Include with the nomination a list containing the names of the Military Service units or personnel intended to share the unit award.

3.35.3. Air Force unit awards are not authorized to be shared with foreign units. **(T-1)**. However, foreign units may be recommended for a unit award on their own merit.

3.36. Individual Entitlement to Unit Awards.

3.36.1. Assigned and attached members (to include civilian employees) who served in the unit or organization for at least 1-day during the inclusive period of the award and directly contributed to the mission and accomplishments of the unit, are authorized the appropriate ribbon. Civilian employees wear the lapel button. When needed, the commander of the approved unit validates and determines entitlement.

3.36.2. Personnel and students who are on temporary duty with a unit or organization approved for a unit award are not entitled to share the unit award, unless authorized by the unit award approval authority. The approval authority determines whether the contributions of the personnel or student(s) on temporary duty significantly and directly contributed to the mission and accomplishments of the unit or organization. Approval memorandums are submitted to the servicing manpower and personnel flight.

3.36.3. Resident staff of Air Force units or organizations may be entitled to share in unit awards provided the commander who submitted the recommendation made reference to this entitlement in the nomination package, or if the unit or organization commander signs a memorandum identifying each resident staff member and authorizing entitlement. Blanket approval is not authorized. **(T-1)**.

3.36.4. Personnel on temporary duty or permanently assigned or attached to an air expeditionary force, contingency or provisional unit for at least one-day during the inclusive period of a unit award are authorized the award, provided they directly contributed to the mission and accomplishments of the unit.

3.36.5. Members of the other Military Services and foreign military personnel may share in a unit award if they were assigned or attached to the Air Force unit or organization anytime during the inclusive period of the award. Refer to [paragraph 3.33](#) for procedures.

3.36.6. Effective 2 August 1990, U.S. Public Health Service officers may share in a unit award if they were assigned to the Air Force unit or organization anytime during the inclusive period of the award.

Section 3G—Campaign, Expeditionary, and Service Medals

3.37. Background and General Information. Refer to [Attachments 14](#) and [15](#) for criteria.

3.37.1. **Background.** Campaign, expeditionary, and service medals recognize participation in military campaigns and expeditions, significant military operations, personal military service, or attainment of a requirement. These medals are divided into the following categories.

3.37.1.1. **Campaign Medals.** Recognize long-duration combat operations and are associated with the highest level of personal risk and hardship. They are awarded to Service members who are deployed to the geographic areas where the combat is actually occurring. Service members deployed to areas where combat is occurring as a result of prolonged or large-scale military combat operations should be recognized with a separate and distinct campaign medal.

3.37.1.2. **Expeditionary Medals.** Recognize deployed participation in small-scale and/or short-duration combat operations or military operations where there is an imminent threat of hostilities. Expeditionary medals are also awarded to members deployed in support of combat operations, but who are not in the geographic area where the actual combat is occurring. Expeditionary medals are associated with high levels of personal risk and hardship.

3.37.1.3. **Service Medals.** Recognize support to combat operations while deployed or at home station, military service during a period of time, or attainment of a requirement.

3.37.1.3.1. **Deployed Service Medals.** Recognize deployment or assignment to a designated area of eligibility to participate in, or directly support, a designated military operation where there is no foreign armed opposition or imminent threat of hostile action.

3.37.1.3.2. **Individual Service Awards.** Individual Service medals recognize individual merit, direct participation in a DoD approved military activity, undertaking, event or operation, or service during a specified period.

3.37.1.3.2.1. Some individual service awards, such as the Prisoner of War medal, may recognize service involving significant personal risk and hardship, while others only recognize being in active military service during a particular period of time.

3.37.1.3.2.2. Some individual service awards, such as the Overseas Service Ribbon (Long and Short), may recognize attainment of specific types of pre-established criteria or requirements.

3.37.2. General Information.

3.37.2.1. Unless specified in the award criteria, campaign, expeditionary and service medals do not have Weighted Airman Promotion System (WAPS) point values.

3.37.2.2. Only one campaign, expeditionary or service medal is authorized for the same act, achievement, or period of service, unless the criteria authorize multiple awards (T-1).

3.37.2.3. Air Force members may accept the other Military Services' campaign, expeditionary, and service medals. Refer to AFI 36-2903 for wear policy.

3.37.2.4. Campaign, expeditionary, and service medals may be awarded posthumously and presented to the deceased member's primary next of kin.

3.37.2.5. U.S. civilians, foreign nationals and foreign military personnel are not eligible for campaign, expeditionary, and service medals, unless specified in the award criteria. (T-0).

3.37.2.6. The prescribing directive for the DoD campaign, expeditionary and service medals is DoDM 1348.33, Volume 2, *Manual of Military Decorations and Awards: DoD Service Awards – Campaign, Expeditionary, and Service Medals*.

3.37.2.7. The period of service qualifying an individual for an award listed in this section must have been honorable. (T-0).

3.37.2.8. Unless specified in the eligibility criteria, retroactive awards are not authorized.

3.38. Submitting a Request. Unless otherwise stated in the award criteria, nominations are submitted on the AF Form 104, *Service Medal Award Verification*, approved by the commander, and submitted to the servicing manpower and personnel flight.

3.38.1. **Requests for Veterans and Deceased Members.** Veterans and primary next of kin of deceased Airmen may request award of the medal. Requests are submitted on a SF 180 and submitted to AFPC/DP1SSP for approval. Proof of at least one day of eligibility may qualify the veteran or deceased member for the Nuclear Deterrence Operations Service Medal (basic).

3.38.2. **Exception to policy.** Nominations that do not meet the duty requirement are submitted through the member's chain of command to AFPC/DP1SSP.

Section 3H—Lapel Buttons and Other Awards

3.39. Gold Star Lapel Button. Refer to AFI 36-3002, *Casualty Services*, for criteria.

3.40. Next of Kin Lapel Button. Refer to AFI 36-3002.

3.41. Air Force Lapel Button. There are two buttons that have been issued. The first consists of the winged Air Force star in gold and silver colored metal, and was worn by active duty and Reserve component members who served in the Air Force during the period of 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, and is worn by members who served after 30 July 1981.

3.42. Air Force Retired Lapel Button. The Air Force Retired Lapel Button consists of the Air Force shield in gold color with an outer edge of ultramarine blue. The words "United States Air Force Retired" appear in gold on the button's blue rim. Present the button to members upon retirement. Refer to AFI 36-3203, for additional information.

3.43. Other Lapel Buttons. Lapel buttons are 21/32 inch long and 1/8 inch tall and are an enamel reproduction of the U.S. military decoration they represent. The Medal of Honor is represented by a lapel rosette. Wear lapel buttons only with civilian clothing, unless authorized in AFI 36-2903.

3.44. Cold War Recognition Certificate. Public Law (PL) 105–85, Section 1084, established a Cold War Recognition Certificate to recognize all members of the U.S. Armed Forces and qualified Federal Government civilian personnel who faithfully and honorably served the U.S. during the Cold War Era, from 2 September 1945 to 26 December 1991.

3.44.1. Applicants present documentation of service or employment, such as a copy of their DD Form 214 for military members or a SF 50, *Notification of Personnel Action*, for civilian personnel. One certificate is authorized per person. **(T-0)**. An individual who served in both civilian and military capacities may choose if he or she wants to receive a certificate for service as a member of the U.S. Armed Forces or as a federal civilian employee.

3.44.2. Submit requests via the Cold War Certificate Program webpage at <https://www.hrc.army.mil/content/903> or write to U.S. Army Human Resources Command, Cold War Recognition Program, ATTN: AHRC-PDP-A, Department 480, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408.

3.45. Military Working Dog Handler Certificate of Commendation. Commanders and civilian leaders authorized to approve the Air Force Achievement Medal, may award the certificate to military working dog handlers for acts of valor or meritorious achievement on or after 13 August 2018, by such handlers and their working dog. Approval of the certificate does not prevent award of other types of recognition to the military handler (e.g., a decoration and campaign medal). The certificate may be awarded posthumously. Retroactive award of the certificate is not authorized prior to 13 August 2018. A DD Form 3059, *Military Working Dog Handler Certificate of Commendation*, is issued for approved awards. No medal or device accompanies the award.

3.45.1. The DD Form 3059 can be downloaded at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3059.pdf>. Print the form in full-color on 8.5 x 11 inch cardstock paper. Cardstock paper shall have a smooth surface and of solid color (i.e. no marbling or flecks).

3.45.2. Instructions for completing the DD Form 3059 are: 1) in the space below the “TO” line, enter the military working dog handler’s rank, first name, middle initial, last name, and military Service (e.g., SSGT JOHN M. DOE, USAF) and 2) in the space below the “AND” line, enter the name and breed or type of the military working dog (e.g., BULLET, GERMAN SHEPHERD; REX, PATROL-EXPLOSIVE DETECTOR DOG).

3.46. Certificate of Commendation. Military and civilians serving as commander, director or division chief may recognize members for an unusual achievement or contribution that does not meet the criteria for other awards or decorations. Such situations include, but are not limited to, noteworthy accomplishments while on special assignment or during short periods when an unusual duty situation or emergency exists, significant contribution to an Air Force program recognized by an outside organization, and job related exceptional participation in civic or professional activities. An AF Form 3034, *Certificate of Commendation*, is issued for approved awards. No medal or device accompanies the award. Refer to AFI 36-1004 *The Air Force Civilian Recognition Program*, for civilian eligibility.

3.47. Certificate of Achievement. Military and civilians serving as commander, director or division chief may recognize members for periods of faithful service, acts or achievements which do not meet the criteria for a decoration. An AF Form 3032, *Certificate of Achievement*, or a Certificate of Achievement of local design, accompanies this award. No medal or device accompanies the award. A copy of the certificate is forwarded to the manpower and personnel flight. Refer to AFI 36-1004 for civilian eligibility.

3.48. Commemorative Medals. Various commercial vendors offer commemorative medals that recognize historical events, campaigns, or service, such as the D-Day Invasion, the Battle of the Bulge, overseas tours, or combat service. These medals are not issued by DoD, the Air Force, or any other Military Service. As such, and in accordance with AFI 36-2903, these medals and corresponding ribbons are not authorized for wear on official military uniforms.

CHAPTER 4

MEMORIALIZATION

Section 4A—Background and Memorialization Roles and Responsibilities

4.1. Background.

4.1.1. The memorialization program is designed to provide enduring honor and tribute to living and deceased military members and civilians with records of outstanding and honorable service through the naming of Air Force installations, streets, buildings, and interior spaces of buildings. This program also fosters favorable relations between the public and the Air Force. Like our military and civilian awards programs, memorialization should be carefully evaluated to ensure only the most deserving persons are selected. The individuals considered for memorialization should bring honor and goodwill to the Air Force and local communities. Memorialization is intended to last for the life of the real property involved.

4.1.2. Memorialization is not a substitute for awards and decorations governed by **Chapters 2 and 3** of this manual. Although nominees may be living individuals, selection of persons with recent association with the installation (e.g. outgoing wing commander) is not usually appropriate. Nominees should be selected based on objective and enduring legacies of service to the Air Force.

4.1.3. Burial grounds and memorials in foreign locations are managed by the American Battle Monuments Commission, established by Congress in 1923. The commission is responsible for burial grounds and memorials honoring the U.S. Armed Forces at OCONUS sites that are not located on a military installation. For more information visit their website at <https://www.abmc.gov/>.

4.2. Roles and Responsibilities pertaining to Memorialization.

4.2.1. **Secretary of the Air Force.** Approves proposals for the naming of installations.

4.2.2. **Chief of Staff of the Air Force.** Approves proposals for the naming of medical facilities and facilities named in honor of all living individuals and certain deceased individuals.

4.2.1. Air Force Personnel Center (AFPC).

4.2.1.1. Serves as the OPR for this publication and disseminates submission procedures for nominations.

4.2.1.2. Provides direction, guidance and advice on the memorialization program.

4.2.1.3. Processes all policy proposals and collaborates with AF/A1P.

4.2.1.4. Reviews nominations for accuracy and compliance.

4.2.1.5. Responds to inquiries concerning the memorialization program.

4.2.1.6. Maintains historical files.

4.2.2. **Director of Legislative Liaison (SAF/LL).** Approves ceremony invitations for Congressional members and notifies the applicable members of Congress before public announcement of memorialization.

4.2.3. **Director of Public Affairs (SAF/PA).** Approves the guest list for installation dedication ceremonies.

4.2.4. **Commanders and Civilian Directors.** Ensure the integrity of the memorialization program.

4.2.5. **Manpower and Personnel Flight.** Ensures the commander support staff manages, monitors and resolves issues within their assigned unit within their unit.

Section 4B—General Information

4.3. Background Information.

4.3.1. Regular Air Force, Air Force Reserve and Air National Guard installations, facilities, buildings, rooms, and any other permanent facilities located on an Air Force-owned installation will be named in accordance with this manual. **(T-1).** Facilities include unaccompanied personnel housing, dining facilities, clubs, libraries, service centers, gymnasiums, and other recreational areas.

4.3.2. The renaming of an installation, street, building, or facility is prohibited as long as the installation remains active, except under unique circumstances (e.g., derogatory information about the memorialized individual becoming publically known. See [paragraph 4.5](#)).

4.3.3. This manual does not apply to industrial facilities and real property (including improvements) acquired pursuant to a gift (including an in-kind gift) to the U.S. Air Force Academy made conditional upon real property naming rights, pursuant to 10 USC § 2601(e). Refer to AFI 51-506.

4.3.4. Upon deactivation of an installation, all approved memorializations for the installation will cease to exist. **(T-1).** In unique circumstances, however, reinstating the name of certain individuals may be acceptable at other installations in order to sustain the Air Force's history and heritage. All requests to reinstate the names of individuals previously memorialized at closed installations are considered on a case-by-case basis by the applicable approval authority, as outlined in [Table 4.1](#).

4.3.5. In cases where a building is condemned, torn down, renovated, reused for another function, or the function is transferred to another building (or lesser facility) on the same installation, the following actions may be taken:

4.3.5.1. The installation commander may discontinue the naming or transfer the name when no primary next of kin can be located.

4.3.5.2. If the primary next of kin can be located, obtain their coordination before discontinuing or transferring the name. If the primary next of kin nonconcur, or there is substantial local public expression of disagreement with the discontinuation or transfer, the installation commander may retain the honoree's name for the redesignated building, retire the name, or transfer the name to another building on the same installation. The commander sends a courtesy letter to the primary next of kin notifying them of the change. No formal dedication ceremony will be held.

4.3.6. Memorialization is only authorized for completed facilities. (T-1). Groundbreaking dedications and memorialization of incomplete facilities are not authorized and will not be approved. (T-1).

4.3.7. Commanders may consolidate commander support staff-assigned duties in conjunction with memorialization as appropriate, and/or discontinue non-critical duties beyond their ability to resource.

4.3.8. The guidance in this manual also applies, by way of illustration, to memorialization areas and initiatives not specifically covered in this manual.

Table 4.1. Table of Approval Authorities.

	Property to be named:	The person being memorialized is:	Approval Authority:
1	Installation	Living or deceased military or civilian	SECAF
2	Medical facility (any size)	Living or deceased medical service member <i>(Note: medical facilities are named for medical Service members only)</i>	CSAF (with Defense Health Agency concurrence) (may delegate to VCSAF)
3	Area or Building (any size)	Living or deceased Air Force military member or civilian employee Deceased member of the other Military Services (<i>Army, Navy or Marines</i>) Living or deceased employee from another Federal entity, private sector individual, or foreign military member or official	CSAF (may delegate to VCSAF)
4	Area, building or facility – 3,000 square feet or larger	Deceased Air Force military member or civilian employee	MAJCOM commander (may delegate to deputy commander)
5	Area, building or facility – less than 3,000 square feet	Deceased Air Force military member or civilian employee	Wing commander (may delegate to vice commander)
6	Streets	Living or deceased Air Force military member or civilian employee Deceased member of the other Military Services (<i>Army, Navy or Marines</i>) Living or deceased employee from another Federal entity, private sector individual, or foreign military member or official	CSAF (may delegate to VCSAF)
		Deceased Air Force military member or civilian employee	Wing commander (may delegate to vice commander)
7	Rooms	Living Air Force military member or civilian employee Living or deceased employee from another Federal entity or private sector individual	MAJCOM commander (may delegate to deputy commander)
		Deceased Air Force military member or civilian employee	Wing commander (may delegate to vice commander)

4.4. Joint Bases. Requests for naming facilities and buildings on joint bases follows the policies of the supporting Service. In cases where Air Force real property is exclusively and permanently utilized by a supported Service, a joint agreement is established indicating the memorialization policies of the supported Service governs.

4.5. Guide to Selecting a Name. Select individuals of prominence or those whose careers or actions were important to and well known nationally or in the locality of the proposed memorialization where memorialized. Conduct quality force reviews or background checks to ensure only deserving individuals are being honored (see [paragraph 4.5.5](#) for possible sources of appropriate background information).

4.5.1. When memorializing Air Force real estate, consider only Air Force military members, Air Force civilian employees, other Federal agency employees, members of the other Military Services, and foreign military members and officials. (Note: This can be former or currently serving military members or Air Force civilian employees.) Individuals who were assigned to an air component of the U.S. Army as part of the Army Air Corps, before the U.S. Air Force became a separate Military Service, are eligible for memorialization honors if they had outstanding and honorable records.

4.5.2. Use only the surname of the individual being honored unless it is a name that might be confused or mistaken for another individual; e.g. “John Smith” or “Maria Sanchez”.

4.5.3. Do not duplicate or use names that are already assigned or used on the installation. As an example, if a street is named for a particular individual, do not name a building or facility for that same individual.

4.5.4. When naming a medical facility, use only the names of military members or civilians who were connected with the Air Force Medical Service.

4.5.5. Possible sources to review when determining individual’s suitability for memorialization are:

4.5.5.1. Military Personnel Records.

4.5.5.1.1. Retired or deceased military members. Records are located at the National Personnel Records Center, Military Personnel Records, 1 Archives Drive, St Louis, MO 63138.

4.5.5.1.2. Regular Air Force and members who separated or retired on or after 1 October 2004. Records are located at AFPC/DP1SSP, 550 C Street West, Joint Base San Antonio-Randolph, TX 78130.

4.5.5.2. Civilian Personnel Records.

4.5.5.2.1. Employees who retired or separated before 20 April 2009, records are located at the National Archives and Records Administration, National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St Louis, MO 63118-4126.

- 4.5.5.2.2. Employees who retired or separated on or after 20 April 2009, records are located at the National Archives and Records Administration Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295.
- 4.5.5.3. Online websites for archived news articles.
- 4.5.5.4. Local newspapers.
- 4.5.5.5. Local courthouse records.
- 4.5.5.6. Local AFOSI or Security Forces.
- 4.5.5.7. Interview family, friends, acquaintances, and coworkers.
- 4.5.5.8. For foreign military personnel and foreign officials. U.S. Ambassador and Defense Attaché assigned to the country concerned.

4.6. Nomination Procedures.

4.6.1. Memorialization requests are submitted through command channels to the approval authority (see **Table 4.1**). Include a biography on the individual being honored, supporting information reflecting the honoree's association with the installation or real estate, a base map, a satellite map showing the real estate being considered, and a memorandum signed by the requesting organization or unit. The memorandum should contain what will be named, for whom, what connection the person has with the installation or real estate and if applicable, the sources contacted for the quality force or background check and the results of those inquiries.

4.6.1.1. Memorialization requests for foreign military members and officials should include a concurrence memorandum from the U.S. Ambassador and/or Defense Attaché to the U.S. Embassy concerned.

4.6.1.2. Do not make disclosure of nominations prior to receiving approval.

4.6.2. Requests are staffed well in advance (usually six months) of a desired ceremony date to allow for processing, approval, and any other collateral actions.

4.6.3. Nominations requiring HAF-level approval are submitted through the chain of command to Air Force Personnel Center (AFPC/DP1SSP), 550 C. Street West, Joint Base San Antonio-Randolph, TX 78150

4.6.4. After receiving approval, but before announcement of a dedication ceremony, requesting commander:

4.6.4.1. Notifies the honoree (or primary next of kin) to ensure the memorialization action meets with their approval. Do not publicly announce until concurrence is obtained. If the primary next of kin non-concurs, the wing commander informs the appropriate offices in the chain of command and discontinues the memorialization action.

4.6.4.2. If inviting a member of Congress to the memorialization ceremony, submits the invitation to SAF/LL for approval and notification to the member of Congress. If honoring a former or current member of Congress, submit notification package to SAF/LL for approval.

4.7. Approval Authority. Refer to [Table 4.1](#).

Section 4C—Naming an Installation

4.8. General Information. When naming an Air Force installation ensure only the most deserving individuals are selected for memorialization. Selections should bring honor to the Air Force and reflect the goodwill of the local community. Only a few major installations remain unnamed. It is not possible to commemorate all Air Force heroes or persons who might be eligible. Therefore, local civic groups and citizens should not be encouraged to routinely advance names for memorialization. By no means should local installation officials make assurances of future memorializations. Consider individuals in the following order when naming an installation:

4.8.1. National military heroes, such as individuals who displayed conspicuous gallantry or heroism at the risk of life above and beyond the call of duty (e.g., Medal of Honor and Air Force Cross recipients).

4.8.2. Individuals who performed exceptionally meritorious service of the highest level of impact and significance to the Air Force.

4.8.3. Individuals who have made a major contribution to the development or mission of the Air Force. Objectively evaluating an individual's legacy to the Air Force takes time. Hence, it is usually not appropriate to honor an outgoing or recent installation leader.

4.9. Procedures. Some Air Force installations continue to retain their geographical identity. The geographical name may be used indefinitely or until a suitable name is approved for public acceptance. If a proposal is made to rename such an installation, the installation commander takes the following actions:

4.9.1. From all names that are recommended, the host wing commander advises the following, in writing, of the contemplated renaming action and the name being considered (with a request that the proposed memorialization be held in strictest confidence until approved and formally announced by the Air Force):

4.9.1.1. State and local government officials.

4.9.1.2. City or town councils or similar organizations.

4.9.1.3. Chambers of Commerce or similar organizations.

4.9.2. After obtaining input from the organizations listed above ([paragraph 4.9.1](#)), the wing commander decides whether to submit the memorialization request to the applicable MAJCOM. If the MAJCOM commander concurs (may delegate to deputy commander or civilian director), he or she endorses the nomination and forward to AFPC/DP1SSP.

4.9.3. AFPC/DP1SSP notifies the MAJCOM Director of Personnel of the final decision. Upon notification the wing commander obtains the concurrence of the primary next of kin. If the primary next of kin non-concurs, the wing commander informs the appropriate offices in the chain of command and discontinues the memorialization action.

4.9.4. If the primary next of kin concurs the wing commander provides the approved name to SAF/LL for notification to interested members of Congress and other citizens of national prominence (cabinet members, heads of federal agencies and departments, Presidential

appointees, and state governors). The wing commander also advises SAF/PA via its MAJCOM so that public announcements may be made.

Section 4D—Naming an Area, Street, Building, Room or Facility

4.10. General Information. Do not duplicate or use names that are already in use on the installation or in the local community. When naming a medical facility, use only the names of medical service personnel. The only exception is a facility, room, or street being named after the base (e.g., Randolph Bowling Center on Joint Base San Antonio-Randolph). In this regard, a formal dedication ceremony is not required.

4.11. Procedures.

4.11.1. MAJCOM and wing commanders (may delegate to the deputy or vice commander) ensures memorialization requests are staffed and approved before obtaining the concurrence of the selectee being considered for memorialization or the selectee's primary next of kin.

4.11.2. Nomination packages include a memorandum signed by the wing commander (may delegate to vice commander), stating what sources were reviewed to verify the individual's background and that no derogatory or reportable (information not derogatory but may bring discredit upon the Air Force or the Department of Defense) information was found which would preclude the individual's selection for memorialization honors. See [paragraph 4.5.5](#) for possible sources to be contacted.

4.11.3. Memorialization requiring MAJCOM or higher-level approval. Nominations are staffed through the force support squadron to the applicable MAJCOM. Those nominations requiring HAF-level consideration are endorsed by the MAJCOM commander (may delegate to deputy commander) and forwarded to AFPC/DP1SSP. Refer to [paragraph 4.10](#), for additional requirements.

4.11.4. Do not publicly announce approval until interested parties are notified.

4.11.5. Dedication ceremonies are conducted after approval of the memorialization request. **(T-1)**. Refer to [paragraph 4.13.2](#).

4.11.6. Place a metal plaque identifying the person memorialized at the entrance of the building, facility, or room named. Refer to Unified Facilities Criteria (UFC) 3-120-01 with change 3, *Design: Sign Standards*, for standardization of sign material, color, style, and placement. An electronic copy of UFC 3-120-01 can be found at the Whole Building Design Guide website (<http://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-120-01>).

4.11.7. Approval authorities forward a copy of the approval memorandum to the installation historian and AFPC/DP1SSP, at least 30 days after the approval date.

Section 4E—Dedication Ceremony

4.12. General Information. MAJCOMs should assist their installations in carrying out dedication ceremonies. Discretion and good judgment are critical when extending invitations. Refer to AFI 34-1201, *Protocol*, for additional ceremony guidance and the Joint Travel Regulations, sections 0305 and 0309, for transportation guidance and invitational travel orders.

4.13. Ceremony Procedures.

4.13.1. After SECAF approves the naming of an installation, the MAJCOM commander (may further delegate to installation commanders):

4.13.1.1. Sends a memorandum to the Air Force Civil Engineer Center, Installations Directorate (AFCEC/CI), 2261 Hughes Avenue, Suite 155, Joint Base San Antonio-Lackland, TX 78236-9853, and to Air Force Deputy Chief of Staff for Logistics, Engineering and Force Protection, Directorate of Civil Engineers (AF/A4C), 1260 Air Force Pentagon, Washington, DC 20330-1260, advising of the base's name change. **(T-1)**.

4.13.1.2. Coordinates directly with SAF/PA on a date for the ceremony. The ceremony date is usually three months after the memorialization request is approved.

4.13.1.3. Sends a completed AF Form 1192, *USAF Installations Characteristics Report*, to AFCEC/CI.

4.13.1.4. Sends a completed AF Form 532, *Programming Actions Involving Units, Installation, and Unit Equipment*, to HQ AF/A4C, 1260 Air Force Pentagon, Washington, DC 20330-1260 **(T-1)**.

4.13.1.5. Appoints a project officer for ceremony planning. In collaboration with the MAJCOM protocol office, the project officer:

4.13.1.5.1. Coordinates all arrangements for the dedication ceremony.

4.13.1.5.2. Consults with the honoree (or primary next of kin).

4.13.1.5.3. Appoints escort(s) to assist the honoree (or primary next of kin) during the ceremony.

4.13.1.5.4. Coordinates with the wing commander for transportation of the honoree (or primary next of kin).

4.13.1.5.5. Ensures the wing commander coordinates with SAF/LL for invitations to members of Congress.

4.13.2. The host (or wing) commander:

4.13.2.1. Send the proposed guest list for installation dedication ceremonies directly to SAF/PA at least 60 days before the ceremony. **(T-3)**. Upon SAF/PA approval, send invitation to guests.

4.13.2.2. If inviting members of Congress, prepare a written invitation with reply requested to the interested member of Congress. Refer to AFI 90-401, *Air Force Relations with Congress*, for additional guidance on extending invitations. Send the invitations directly to SAF/LL, 1160 Air Force Pentagon, Washington, DC 20330-1160, for approval and dispatch at least 60 days before the ceremony. Make public announcement after obtaining SAF/LL approval.

4.13.2.3. Make public announcement after invitations have been sent.

4.13.2.4. Arrange travel for the honoree or the honoree's primary next of kin in accordance with [paragraph 4.12](#). All other guests desiring to attend the ceremony travel at their own expense. **(T-0)**

4.13.2.5. Honorees who are military members or Air Force civilian employees may be authorized by their respective commander/supervisor/travel approval authority to attend a dedication ceremony at government expense; the honoree's unit provides funding for transportation and accommodations. All other honorees (or the honoree's primary next of kin) are issued invitational travel authorization to attend the dedication ceremony; the memorializing installation provides funding for transportation. Refer to the Joint Travel Regulation and AFI 24-602 Volume 1, for additional guidance.

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

- AFI 24-602, *Volume 1, Passenger Movement*, 17 May 2017
- AFI 33-321, *Authentication of Air Force Records*, 2 August 2011
- AFI 33-322, *Records Management Program*, 4 June 2012
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006
- AFI 34-1201, *Protocol*, 9 June 2017
- AFI 34-223, *Private Organizations (PO) Programs*, 13 Dec 2018
- AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 August 2016
- AFI 36-2656, *Developmental Education*, 23 July 2018
- AFI 36-2903, *Dress and Personal Appearance*, 18 July 2011
- AFI 36-3002, *Casualty Services*, 20 June 2017
- AFI 36-3203, *Service Retirements*, 18 September 2015
- AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019
- AFI 65-601, *Volume 1, Budget Guidance and Procedures*, 24 October 2018
- AFI 65-603, *Official Representation Funds*, 24 August 2011
- AFMAN 10-1004, *Conducting Air Force Open Houses*, 23 August 2018
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 34-201, *Use of Nonappropriated Funds*, 28 September 2018
- AFMAN 65-605, *Volume 1, Budget Guidance and Technical Procedures*, 24 October 2018
- AFPAM 36-2607, *Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)*, 3 November 1994
- AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007
- AFPD 36-28, *Awards and Decorations Programs*, 27 June 2018
- AFPD 36-31, *Personal Affairs*, 30 July 2018
- DoD 5500.07-R, *Joint Ethics Regulation*, August 1993
- DoDI 1348.33, *Military Decorations and Awards Program*, 21 December 2016
- DoDM 1348.33, *Volume 1, Manual of Military Decorations and Awards: Medal of Honor (MOH)*, 21 December 2016

DoDM 1348.33, Volume 2, *Manual of Military Decorations and Awards: DoD Service Awards – Campaign, Expeditionary, and Service Medals*, 21 December 2016

DoDM 1348.33, Volume 3, *Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations*, 21 December 2016

DoDM 1348.33, Volume 4, *Manual of Military Decorations and Awards: Joint Decorations and Awards*, 21 December 2016

Executive Order 10163, *The Armed Forces Reserve Medal*, 25 September 1950

Executive Order 10439, *Amendment of Executive Order 10163, Establishing the Armed Forces Reserve Medal*, 19 March 1953

Executive Order 10448, *Establishing the National Defense Service Medal*, 22 April 1953

Executive Order 10631, *Code of Conduct for members of the Armed Forces of the United States*, 17 August 1955

Executive Order 11965, *Establishing the Humanitarian Service Medal*, 19 January 1977

Executive Order 12776, *Extending the National Defense Service Medal*, 8 October 1991

Executive Order 12830, *Establishing the Military Outstanding Volunteer Service Medal*, 9 January 1993

Executive Order 12985, *Establishing the Armed Forces Service Medal*, 11 January 1996

Executive Order 13013, *Amending Executive Order 10163, the Armed Forces Reserve Medal*, 6 August 1966

Executive Order 13154, *Establishing the Kosovo Campaign Medal*, 3 May 2000

Executive Order 13289, *Establishing the Global War on Terrorism Medals*, 12 March 2003

Executive Order 13293, *Amendment to Executive Order 10448, Establishing the National Defense Service Medal*, 28 March 2003

Executive Order 13363, *Establishing the Afghanistan and Iraq Campaign Medals*, 29 November 2004

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, 20 November 2008

Executive Order 13723, *Establishing the Inherent Resolve Campaign Medal*, 30 March 2016

Executive Order 8808, *American Defense Service Medal*, 28 June 1941

Executive Order 9158, *Air Medal*, 11 May 1942

Executive Order 9242-A, *Amendment to Executive Order 9158, Air Medal*, 11 September 1942

Executive Order 9265, *American, European-African-Middle Eastern and Asiatic-Pacific Campaign Medals*, 6 November 1942

Executive Order 9365, *Women's Army Corps Service Medal*, 29 July 1943

Executive Order 9419, *Bronze Star Medal*, 4 February 1944

Executive Order 9706, *Amending Executive Order 926, Establishing the American, European-African-Middle Eastern and Asiatic-Pacific Campaign Medals*, 15 March 1946

Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, 1 December 2018

Public Law 104-106

Public Law 105-85

Public Law 107-248

Public Law 107-314

Public Law 108-234

Public Law 111-383

Public Law 80-314

Public Law 81-503

Public Law 83-354

Public Law 86-600

Public Law 88-593

Public Law 89-257

Title 10 United States Code Section 101

Title 10 United States Code Section 101(a)(13)

Title 10 United States Code Section 10143

Title 10 United States Code Section 1121

Title 10 United States Code Section 1125

Title 10 United States Code Section 1127

Title 10 United States Code Section 1128

Title 10 United States Code Section 1129

Title 10 United States Code Section 1129a

Title 10 United States Code Section 1130

Title 10 United States Code Section 1131

Title 10 United States Code Section 1133

Title 10 United States Code Section 1134a

Title 10 United States Code Section 12301

Title 10 United States Code Section 12301(a)

Title 10 United States Code Section 12302

Title 10 United States Code Section 12304

Title 10 United States Code Section 1332(a)(2)
Title 10 United States Code Section 1588
Title 10 United States Code Section 2601(e)
Title 10 United States Code Section 8013
Title 10 United States Code Section 8444
Title 10 United States Code Section 8445
Title 10 United States Code Section 8742
Title 10 United States Code Section 8991
Title 10 United States Code Section 9271
Title 10 United States Code Section 9273
Title 10 United States Code Section 9276
Title 10 United States Code Section 9279
Title 10 United States Code Section 9280
Title 10 United States Code Section 9284
Title 10 United States Code Section 9285
Title 10 United States Code Section 9286
Title 26 United States Code Section 501(c)
Title 31 United States Code Section 1353
Title 36 United States Code Section 903
Title 37 United States Code Section 310
Title 37 United States Code Section 351(a)
Title 42 United States Code Section 213
Title 5 United States Code Section 7342
Title 8 United States Code Section 1189

Prescribed Forms

AF Form 104, *Service Medal Award Verification*

AF Form 1206, *Nomination for Award*

AF Form 2085, *Air Force Organizational Excellence Award Certificate (Service) (One Signature Line)*

AF Form 2086, *Air Force Organizational Excellence Award Certificate (Achievement) (One Signature Line)*

AF Form 2087, *Air Force Outstanding Unit Award Certificate (Achievement) (One Signature Line)*

AF Form 2088, *Air Force Outstanding Unit Award Certificate* (Service) (One Signature Line)
AF Form 2217, *Distinguished Service Medal* (CSAF and SECAF Signature Line)
AF Form 2217A, *Distinguished Service Medal* (Two Signature Lines)
AF Form 2220, *Purple Heart* (One Signature Line)
AF Form 2221, *Purple Heart* (CSAF Signature Line)
AF Form 2221A, *Purple Heart* (Two Signature Lines)
AF Form 2224, *Air Force Commendation Medal* (One Signature Line)
AF Form 2224A, *Air Force Commendation Medal* (Two Signature Lines)
AF Form 2224B, *Air Force Commendation Medal* (virtual Personnel Center use only)
AF Form 2225, *Air Force Commendation Medal* (CSAF Signature Line)
AF Form 2228, *Meritorious Service Medal* (One Signature Line)
AF Form 2228A, *Meritorious Service Medal* (Two Signature Lines)
AF Form 2228B, *Meritorious Service Medal* (virtual Personnel Center use only)
AF Form 2229, *Meritorious Service Medal* (CSAF Signature Line)
AF Form 2232, *Air Medal* (Achievement) (One Signature Line)
AF Form 2233, *Air Medal* (Achievement) (CSAF Signature Line)
AF Form 2233A, *Air Medal* (Heroism) (CSAF Signature Line)
AF Form 2233B, *Air Medal* (Heroism) (One Signature Line)
AF Form 2233C, *Air Medal* (Achievement) (Two Signature Lines)
AF Form 2233D, *Air Medal* (Heroism) (Two Signature Lines)
AF Form 2233E, *Air Medal* (virtual Personnel Center use only)
AF Form 2235, *Bronze Star Medal* (CSAF and SECAF Signature Line)
AF Form 2235A, *Bronze Star Medal* (Two Signature Lines)
AF Form 2236, *Bronze Star Medal* (One Signature Line)
AF Form 2239, *Legion of Merit* (CSAF and SECAF Signature Line)
AF Form 2239A, *Legion of Merit* (Two Signature Lines)
AF Form 2240, *Legion of Merit* (One Signature Line)
AF Form 2243, *Airman's Medal* (CSAF and SECAF Signature Line)
AF Form 2243A, *Airman's Medal* (Two Signature Lines)
AF Form 2244, *Airman's Medal* (SECAF Signature Line)
AF Form 2247, *Distinguished Flying Cross* (Achievement) (CSAF and SECAF Signature Line)
AF Form 2247, *Distinguished Flying Cross* (Achievement) (Two Signature Lines)

AF Form 2248, *Distinguished Flying Cross* (Achievement) (One Signature Line)
AF Form 2251, *Distinguished Flying Cross* (Heroism) (CSAF and SECAF Signature Line)
AF Form 2251A, *Distinguished Flying Cross* (Heroism) (Two Signature Lines)
AF Form 2252, *Distinguished Flying Cross* (Heroism) (One Signature Line)
AF Form 2255, *Silver Star* (CSAF and SECAF Signature Line)
AF Form 2256, *Silver Star* (One Signature Line)
AF Form 2258, *Air Force Cross* (CSAF and SECAF Signature Line) (restricted)
AF Form 2260, *Air Force Cross* (Two Signature Lines-Blank and SECAF Signature Line) (restricted)
AF Form 2262, *Air Force Organizational Excellence Award* (Achievement) (One Signature Line)
AF Form 2262A, *Air Force Organizational Excellence Award* (Achievement) (Two Signature Lines)
AF Form 2265, *Air Force Organizational Excellence Award* (Service) (One Signature Line)
AF Form 2265A, *Air Force Organizational Excellence Award* (Service) (Two Signature Lines)
AF Form 2268, *Medal of Honor* (restricted)
AF Form 2269, *Air Force Outstanding Unit Award* (Service) (One Signature Line)
AF Form 2269A, *Air Force Outstanding Unit Award* (Service) (Two Signature Lines)
AF Form 2271, *Air Force Outstanding Unit Award* (Achievement) (One Signature Line)
AF Form 2271A, *Air Force Outstanding Unit Award* (Achievement) (Two signature lines)
AF Form 2273, *Air Force Achievement Medal* (CSAF Signature Line)
AF Form 2273A, *Air Force Achievement Medal* (Two signature lines)
AF Form 2273B, *Air Force Achievement Medal* (virtual Personnel Center use only)
AF Form 2274, *Air Force Achievement Medal* (One Signature Line)
AF Form 2275, *Air Force Aerial Achievement Medal* (One Signature Line)
AF Form 2278, *Air Force Aerial Achievement Medal* (CSAF Signature Line)
AF Form 2278A, *Air Force Aerial Achievement Medal* (Two Signature Lines)
AF Form 2278B, *Aerial Achievement Medal* (virtual Personnel Center use only)
AF Form 3501, *Medal of Honor Travel and Identification Card* (restricted)
AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operation*
AF Form 4408, *Distinguished Service Medal* (One Signature Line)
AF Form 4423, *Presidential Unit Citation* (SECAF Signature Line) (restricted)
AF Form 4424, *Gallant Unit Citation* (SECAF Signature Line)

AF Form 4424A, *Gallant Unit Citation* (Two Signature Lines)

AF Form 4425, *Meritorious Unit Award* (One Signature Line)

AF Form 4425A, *Meritorious Unit Award* (Two Signature Lines)

Adopted Forms

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 532, *Programming Actions Involving Units, Installation, and Unit Equipment*

AF Form 847, *Recommendation for Change of Publication*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

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

AF Form 1192, *USAF Installations Characteristics Report*

AF Form 3032, *Certificate of Achievement*

AF Form 3034, *Certificate of Commendation*

DD Form 2S(RET), *United States Uniformed Services Identification Card (Retired) (Blue)*

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

DD Form 1348-6, *Single Line Item Requisition System Document*

SF 50, *Notification of Personnel Action*

SF 180, *Request Pertaining to Military Records*

Abbreviations and Acronyms

AFGM—Air Force Guidance Memorandum

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFP—Air Force Pamphlet

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

CC—Commander

CFR—Code of Federal Regulations

CV—Vice Commander

DCS—Deputy Chief of Staff

DECOR6—Recommendation for Decoration Printout

DEROS—Date Estimated Return From Overseas

DRU—Direct Reporting Unit

EO—Executive Order

FOA—Field Operating Agency
HAF—Headquarters Air Force
MAJCOM—Major Command
NAF—Numbered Air Force
NAFI—Nonappropriated Fund Instrumentality
NATO—North Atlantic Treaty Organization
NGB—National Guard Bureau
OLC—Oak Leaf Cluster
OPR—Office of Primary Responsibility
SF—Standard Form
USAF—United States Air Force
USC—United States Code

Terms

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

Appurtenances (or Devices)—An accessory or other item associated with an award (i.e., lapel button, rosette or oak leaf cluster).

Area of Eligibility (or Area of Responsibility)—The designated area identified as theater of combat or expeditionary operations.

Armed Forces—Army, Navy, Air Force, Marine Corps, and Coast Guard.

Battle—A fight, especially a large-scale engagement, between armed forces on land, at sea, or in the air; armed fighting, combat or war; a fight, struggle, or conflict.

Campaign—A series of related military operations aimed at accomplishing a strategic or operational objective within a given time and space.

Campaign Medal—Used to recognize active participation in a war or significant military combat operation, of long duration and significant scope. Award is limited to those who have physically participated in the campaign from within the actual area of operations. Historically, all of the following factors are present before a campaign medal is created: (1) a declared war, state of emergency, or legislative resolution; (2) the presence of sustained hostilities by an opposing force within a defined geographic area; and (3) the assumption of significant risk (proximity to the enemy), personal hardship, or extended family separation by the Service member.

Combat Support—Fire support and operational assistance provided to combat elements.

Combat Zone—1) That area required by combat forces for the conduct of operations. 2) The territory forward of the Army rear area boundary.

Combatant Command—A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. See also unified command.

Combatant Commander—A commander of one of the unified combatant commands.

Component—One of the subordinate organizations that constitute a joint force. Normally a joint force is organized with a combination of Service and functional components.

Conspicuous—Attracting attention by being unexpected, unusual, outstanding, remarkable, striking.

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

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

Decoration—Distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement for members and units.

Direct Support—Services being supplied to participating forces in the area of eligibility by ground units and aircrafts provided it involves actually entering the designated area of eligibility. This includes units and aircrafts providing logistic, patrol, guard, reconnaissance, or other military support within the designated area of eligibility.

Direct Impact—“Hands-on” employment of a weapons system, including remote employment, or other activities in any domain, that had direct, immediate, and on-site effects on the outcome of an engagement or other operation intended to have an effect upon the target.

Domain—Described as air, land, maritime, space, and cyberspace domains. While domains are useful constructs for visualizing and characterizing the physical environment in which operations are conducted (the operational area), the use of the term “domain” is not meant to imply or mandate exclusivity, primacy, or command and control of any domain.

Employment—The strategic, operational, or tactical use of forces.

Engage—1) In air defense, a fire control order used to direct or authorize units and/or weapon systems to fire on a designated target. See also cease engagement; hold fire. 2) To bring the enemy under fire.

Engagement—1) In air defense, an attack with guns or air-to-air missiles by an interceptor aircraft, or the launch of an air defense missile by air defense artillery and the missile’s subsequent travel to intercept. 2) A tactical conflict, usually between opposing lower echelons maneuver forces.

Expedition—A military operation conducted by an armed force to accomplish a specific objective in a foreign country.

Expeditionary Medal—Used to recognize direct participation: 1) In military operations against an armed opposing force; or, 2) In limited hostilities against an opposing force; or, 3) In military operations where Service members are exposed to the imminent threat of hostilities. Award it typically limited to those who have physically participated in the military expedition from within the area of operations. Expeditionary operations are typically shorter in duration and more limited in scope than operations that qualify for creation of Campaign medals.

Foreign Government—Includes any unit of foreign governmental authority (including any foreign national, state, local, and municipal government, as well as any political party or commercial entity exercising sovereign authority) or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments.

Foreign Terrorist Organization—An entity designated as a foreign terrorist organization by the Secretary of State pursuant to 8 USC § 1189.

Friendly Fire—In casualty reporting, a casualty circumstance applicable to persons killed in action or wounded in action mistakenly or accidentally by friendly forces while actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force.

Gallantry—Nobility of behavior or spirit; heroism.

Gallantry in Action—Heroism of high degrees including risk of life.

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

Honorable—Acceptable conduct and service based on Air Force standards.

Hostile—In combat and combat support operations, an identity applied to a track declared to belong to any opposing nation, party, group, or entity, which by virtue of its behavior or information collected on it, such as characteristics, origin, or nationality, contributes to the threat to friendly forces.

Hostile Act—1) A hostile act is an attack or other use of force by any civilian, paramilitary, or military force or terrorist(s) (with or without national designation) against the U.S., U.S. forces and, in certain circumstances, U.S. nationals, their property, U.S. commercial assets, or other designated non-U.S. forces, foreign nationals, and their property. 2) Force used directly to preclude or impede the mission and/or duties of U.S. forces, including the recovery of U.S. personnel and vital U.S. Government property. When a hostile act is in progress the right exists to use proportional force, including armed force, in self-defense by all necessary means available to deter or neutralize the potential attacker or, if necessary, to destroy the threat.

Intrepid—Not afraid, bold, fearless, dauntless, very brave.

Killed in Action—A battle casualty killed in action against the enemy or as a result of enemy action.

Military Awards and Decorations—Authorized DoD and Air Force medals and ribbons.

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

Medical Officer—A physician with officer rank. An officer of the Medical Corps of the Army, an officer of the Medical Corps of the Navy, or an officer in the Air Force designated as a medical officer, as defined in 10 USC § 101.

Medical Professional—A civilian physician or a physician extender. Physician extenders include nurse practitioners, physician assistants, and other medical professionals qualified to provide independent treatment (e.g., Independent Duty Corpsman and Special Forces Medic). Basic Corpsmen and medics are not physician extenders.

Meritorious Service—Individual performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for meritorious service cover the period of the controlled duty tour, plus any extensions. Award for meritorious service are typically awarded for a period of service greater than 12 months.

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

Outstanding Achievement Award/Decoration—A single, specific act or accomplishment, separate and distinct from regularly assigned duties, with definite beginning and ending dates.

Participation in Aerial Flight—Refers to being physically present in the military aircraft or spacecraft during aerial flight.

Permanently Assigned—Assigned to an authorized billet on an organizations permanent manning document and under the UCMJ authority of the organizations commander.

Posthumous—Occurring or coming into existence after a person's death.

Primary Next of Kin—Defined in descending order as the surviving spouse; natural or adopted children in order of seniority; parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; brothers or sisters in order of seniority; grandparents in order of seniority; and persons standing in loco parentis in the place of the parent (and other persons specifically designated as next of kin by the member).

Prisoner of War—A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of the capturing state for warlike acts that do not amount to breaches of the law of armed conflict.

Service—The time period of the assignment (to include any extensions).

Service Medal—Denotes: 1) Participation in military operations that do not involve conflict with an armed enemy; or, 2) Military service meeting specific criteria (for example, honorable service

while a Prisoner of War). Prolonged military presence, peacekeeping, and humanitarian relief are examples of military actions that warrant consideration for a service medal.

Sponsor—An organization (including commercial and non-profit entities and families of deceased military members) that pays for the cost of recognition items (including printing and engraving costs), and may, pursuant to 31 USC § 1353, pay for the cost of the award recipient (or unit commander in the case of unit awards) and the spouse of the award recipient's travel to the official award presentation ceremony.

Support—1) The action of a force that aids, protects, complements, or sustains another force in accordance with a directive requiring such action. 2) A unit that helps another unit in battle. 3) An element of a command that assists, protects, or supplies other forces in combat.

Team—A team is a group of thirty or less people, organized for a common purpose (for example, Operational Planning Team) or an operation (for example, a bomber crew, security forces contingent, etc.) that is not constituted as an Air Force organization or unit. Excluded from this definition are Headquarters Air Force Test and Evaluation awards.

Theater—The geographic area for which a commander or combatant command has been assigned responsibility.

Unified Combatant Command—Military command which has broad, continuing missions and which is composed of forces from two or more of the Military Services.

United States Armed Forces—Denotes collectively all components of the United States Army, Navy, Air Force, Marine Corps, and Coast Guard.

Valor—An act of heroism above what is normally expected while personally engaged in direct combat with an enemy with exposure to enemy hostilities and personal risk.

Weapon system—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

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

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

Attachment 2

DECORATION CRITERIA

A2.1. DoD Decorations. Refer to DoDI 1348.33, *Military Awards Program*, and Volumes 1, 2, 3, and 4 of DoD Manual (DoDM) 1348.33, *Manual of Military Decorations & Awards*;

A2.2. Medal of Honor (MOH). The medal was established by Joint Resolution of Congress on 12 July 1862 (amended by Act of 9 July 1918 and 10 USC § 9271, 9284 and 9285). It is the highest and most prestigious U.S. military medal.

A2.2.1. Eligibility. The medal is awarded by the President of the United States in the name of Congress to a person who, while a member of the Air Force, distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty: while engaged in an action against an enemy of the U.S.; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A2.2.2. The deed performed must have been one of personal heroism or self-sacrifice so conspicuous as to clearly distinguish the service member above his or her comrades and must have involved risk of life. **(T-0)**.

A2.2.3. The nomination must contain proof beyond a reasonable doubt that the service member performed the valorous action for which they were recommended for the Medal of Honor. **(T-0)**.

A2.2.4. While criteria includes a requirement for the member to risk his or her life, there is no requirement for the member to be wounded or killed in order to meet the “risk of life” portion of the criteria.

A2.2.5. The Medal of Honor may not be awarded to foreign military personnel. **(T-0)**.

A2.2.6. Premature public disclosure of information concerning the recommendation, processing, and approval or disapproval action is a potential source of embarrassment to those recommended and the government. Additionally, in the case of approved recommendations, it could diminish the impact of ceremonies at which the presentation is made. Therefore, to prevent premature disclosure, public comments should not be made on any Medal of Honor case under consideration. Accordingly, the processing of a Medal of Honor recommendation are handled on a “FOR OFFICIAL USE ONLY” basis until the medal is announced officially or is presented. Pending Medal of Honor recommendations are pre-decisional and are exempt from release under Freedom of Information Act requests.

A2.2.7. Preparing a Recommendation. Refer to [Attachment 13](#).

A2.2.7.1. Substantiating documents in the recommendation must show that the nominee met the criteria and provide proof beyond a reasonable doubt that the member performed the valorous act(s) that led to the recommendation. **(T-0)**.

A2.2.7.2. If the recommendation is an upgrade of a previously approved decoration to the Medal of Honor, include an executive summary clearly outlining the basis for the upgrade request (e.g., new, substantive, and material information not known or previously

considered; or substantiated error or injustice in processing the original award nomination). Executive summaries specifically identify the new and substantive information included in the recommendation justifying the upgrade request.

A2.2.7.3. Include a synopsis and witness statement matrix with all recommendations.

A2.2.7.4. Recommendations Lost or Not Acted on Due to Inadvertence. In the endorsement memorandum clearly state whether the recommendation was lost or not acted on due to inadvertence and the corrective action taken to preclude such an occurrence in the future. Also clearly articulate in the memorandum why the recommendation should be considered and why the Medal of Honor nomination was not submitted within the time limit. Also include an executive summary (for upgrades or reconsiderations only).

A2.2.7.5. Recommendations Submitted Beyond the Time Limitation. Substantiating documents must show proof beyond a reasonable doubt that the award criteria have been met and that the nominee performed the actions for which they were recommended for the Medal of Honor. (T-0). Refer to [Section 3D](#).

A2.2.8. Approval Authority. President of the United States.

A2.2.9. Award Description.

A2.2.9.1. Medal. Within a wreath of green laurel, a gold five-pointed star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green background. Centered on the star, an annulet of 34 stars is a representation of the head of the Statue of Liberty. The star is suspended from a bar inscribed with the word "VALOR" above an adaptation of the thunderbolt from the Air Force Coat of Arms. The bar is suspended from a light blue moiré silk neckband behind a square pad in center with corners turned in and charged with 13 white stars in the form of a triple chevron.

A2.2.9.2. Ribbon. The ribbon is light blue with five white stars.

A2.2.10. Subsequent Awards. A separate Medal of Honor is presented to an individual for each succeeding act that justifies the award.

A2.2.11. Authorized Devices. None.

A2.2.12. Duplicate Awards. Upon written request, Medal of Honor recipients are issued, without charge, a duplicate medal with ribbon and appurtenances (including the Medal of Honor flag) for display purposes. The word "DUPLICATE" is engraved on the back of the medal. Refer to [paragraph 3.9](#) for engraving instructions.

A2.2.13. Authorized Appurtenances. Medal of Honor flag (prescribed by Section 8143 of PL 107-248, and 36 USC § 903). The flag is a light blue flag with gold fringe bearing thirteen white stars in a configuration as on the Medal of Honor ribbon. The flag commemorates the sacrifices and bloodshed for our freedoms and gives emphasis to the Medal of Honor being the highest award for valor by members of the U.S. Armed Forces. Only one Medal of Honor flag is presented to the primary next of kin.

A2.2.14. Presentation. When practical, the President of the United States presents the Medal of Honor in a formal ceremony in Washington, D.C.

A2.2.14.1. The Air Force design of the Medal of Honor is presented to all recipients who are awarded this decoration on or after 1 November 1965. Original design Medals of Honor

awarded before 1 November 1965 remain in effect. They are not replaced by the Air Force-design. Replacements for Medal of Honor lost or destroyed, which were awarded before 1 November 1965, are of the original Medal of Honor design. Federal statutes direct the award of the present Medal of Honor should not be officially called or referred to as the “Air Force Medal of Honor.” It may be generally referred to as “Medal of Honor—Air Force design,” or “the (new) Air Force-designed Medal of Honor.”

A2.2.14.2. A Medal of Honor flag is presented to Medal of Honor recipients or the primary next of kin of a deceased recipient. Refer to AFI 34-1201, for folding instructions.

A2.2.15. Courtesies and Privileges. Medal of Honor recipients are afforded certain courtesies and privileges in accordance with 10 USC § 1134a.

A2.2.15.1. AFPC/DP3SP enters the name of a Medal of Honor recipient in the Air Force Medal of Honor Roll and issue to each living recipient a certificate of enrollment on the Medal of Honor Roll. AFPC/DP3SP also sends a certified copy of the certificate of enrollment to the Secretary of the Department of Veterans Affairs. This document authorizes the Secretary of the Department of Veterans Affairs to pay a monthly pension to the Medal of Honor recipient.

A2.2.15.2. Enlisted recipients who retire with 20 or more years of Military Service receive a 10-percent increase in retired pay, not to exceed the 75 percent maximum. Refer to [paragraph 3.26](#), for additional information.

A2.2.15.3. Living recipients who are not currently in active service nor retired from military service, are issued an AF Form 3501, *Medal of Honor Travel and Identification Card*, signed by SECAF and CSAF. This card entitles the recipient to use space available military air transportation.

A2.2.15.4. Recipients may wear their uniforms at any time or place they choose, except in connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment; when participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority; when attending any meeting or event that is a function of, or is sponsored by, an extremist organization; when wearing the uniform would bring discredit upon the DoD or the Air Force; or when specifically prohibited by DoD or Air Force instructions or directives.

A2.2.15.5. Recipients who are not currently serving and not military retirees are issued a DoD Identification Card, as are their family members, authorizing them military commissary, Base or Post Exchange, and theater privileges. In addition, recipients are authorized, consistent with DoD policy, to use morale, welfare, and recreation activities; and an honorary club membership without dues.

A2.2.15.6. Children of Medal of Honor recipients are not required to obtain Congressional nominations if they are qualified and desire to attend one of the U.S. military academies.

A2.2.15.7. Medal of Honor recipients receive invitations to attend Presidential inaugurations and accompanying festivities. Recipients who remain in military service and those who are civil servants should be authorized administrative absence instead of chargeable leave to attend these events.

A2.2.15.8. The Department of Veterans Affairs provides a special engraved headstone for deceased recipients of the Medal of Honor.

A2.2.15.9. Recipients should be accorded on-base billeting commensurate with the prestige associated with the Medal of Honor.

A2.3. Air Force Cross (AFC).

A2.3.1. Eligibility. The medal was established by PL 88-593, 1 November 1965 and made effective 6 July 1960 by 10 USC § 8742. The medal is awarded to any person, while serving in any capacity with the Air Force, who distinguish himself or herself by extraordinary heroism, not justifying the award of a Medal of Honor:

A2.3.1.1. While engaged in an action against an enemy of the U.S.;

A2.3.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.3.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A2.3.2. The required gallantry, while of a lesser degree than that required for award of the Medal of Honor, must nevertheless have been performed with marked distinction. **(T-1)**.

A2.3.3. The gallant actions are reviewed against the award criteria to ensure the actions do not justify award of the Medal of Honor.

A2.3.4. Deserving actions prior to 6 July 1960 were recognized with an Army Distinguished Service Cross.

A2.3.5. Preparing a Recommendation. Refer to [Attachment 13](#).

A2.3.6. Approval Authority. SECAF.

A2.3.7. Award Description.

A2.3.7.1. Medal. A bronze cross with an oxidized satin finish. Centered on the cross is a gold-plated American bald eagle, wings displayed against a cloud formation (from the Air Force Crest) encircled by a laurel wreath finished in green enamel.

A2.3.7.2. Ribbon. The ribbon is brittany blue, edged with Old Glory red, and bears a narrow white vertical stripe inside the red edges.

A2.3.8. Authorized Device. Refer to [Table A2.2](#).

A2.3.9. Presentation. When practical, SECAF presents the medal in a formal ceremony at the Pentagon.

A2.4. Distinguished Service Medal (DSM). The medal was established by an act of Congress on 9 July 1918 and is currently awarded pursuant to 10 USC § 9273. It is awarded to any person, while serving in any capacity with the Air Force, who distinguishes himself or herself by exceptionally meritorious service to the U.S. in a duty of great responsibility.

A2.4.1. Eligibility.

A2.4.1.1. Restricted to a minimum of 18 months (time in position) in a general officer position and 36 months as a general officer (including frocked time, if applicable), and the

CMSAF. For recommendations submitted prior to 12 November 2015, the time in position requirement was 24 months.

A2.4.1.2. There is no time in position requirement for rotating (e.g. permanent change of station or assignment) MAJCOM commanders.

A2.4.1.3. General officer time covered by a Legion of Merit awarded for wing commander duty does not count toward the "36 months as a general officer" requirement for a subsequent Distinguished Service Medal.

A2.4.1.4. The basic award of the Distinguished Service Medal may be made for a completed period of outstanding service. However, subsequent awards, prior to retirement, are restricted to extraordinary, specific achievements during one or more periods of service.

A2.4.1.5. A "duty of great responsibility" is one that involves the exercise of authority or judgment in matters that decide the successful operation of a MAJCOM, activity, installation, or major program. The discharge of such duty involves the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the U.S.

A2.4.1.6. Nominations for general officers are not automatic or necessary upon every permanent change of station or permanent change of assignment. Normally pinned-on general officer's serving as wing commanders are prohibited from receiving the Distinguished Service Medal, with the exception of retirement or extraordinary performance.

A2.4.1.7. On 24 January 2003, SECAF revised the Distinguished Service Medal criteria by limiting the medal to four in a career (3 for exceptional service; 1 at retirement). This restriction may not be waived.

A2.4.2. Approval Authority.

A2.4.2.1. Refer to [paragraph 3.27](#) and [Table 3.3](#).

A2.4.2.2. SAF/MR is the approval authority for the appeals. The decision of the SAF/MR is final and not subject to further review.

A2.4.3. Appealing Disapproved and Downgraded Exception to Policies. Appeals are placed in official channels within 1 year of the awarding authority's decision. **(T-1)**. The senior Air Force commander or civilian leader in the chain of command forwards a written request to AFPC/DP3SP, no later than 10 working days before the desired presentation date. The appeal package includes: original decoration submission with all attachments, revised decoration submission with all attachments, and a memorandum from nominating authority detailing specific justification as to why the appeal should be granted. The complete package may be forwarded via e-mail to AFPC/DP3SP for staffing to SAF/MR for decision. Final decision will be provided to the member's senior Air Force commander or civilian leader. If approved, the AFPC/DP1SSP issues the decoration elements.

A2.4.4. Award Description.

A2.4.4.1. Medal. At the center of the sunburst of 13 gold rays separated by 13 white enamel stars a blue stone representing the firmament.

A2.4.4.2. Ribbon. The ribbon is predominantly white, and banded in old gold, with ultramarine stripes and smaller old-gold stripes.

A2.4.5. Authorized Device. Refer to [Table A2.2](#).

A2.5. Silver Star (SS).

A2.5.1. The medal was established by an act of Congress on 9 July 1918 and 10 USC § 9276. The medal is awarded to any person, while serving in any capacity with the Air Force, who distinguish himself or herself by gallantry in action that does not warrant the Medal of Honor or Air Force Cross under any of the following circumstances:

A2.5.1.1. While engaged in an action against an enemy of the U.S.;

A2.5.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.5.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A2.5.2. Eligibility. The required gallantry, while of a lesser degree than that required for award of the Air Force Cross, must nevertheless have been performed with marked distinction. **(T-1)**.

A2.5.3. Preparing a Recommendation. Refer to [Attachment 13](#).

A2.5.4. Approval Authority. Secretary of the Air Force Decorations Board. Also refer to [Attachment 7](#).

A2.5.5. Award Description.

A2.5.5.1. Medal. A small silver star within a wreath centered on a larger star of gold-colored metal.

A2.5.5.2. Ribbon. The ribbon has a center band of red flanked by equal bands of white; the white bands are flanked by equal blue bands having borders of white lines with blue edgings.

A2.5.6. Authorized Device. Refer to [Table A2.2](#).

A2.6. Legion of Merit (LOM). The medal was established by an act of Congress on 20 July 1942 and is currently awarded pursuant to 10 USC § 1121. The medal is awarded to any member of the U.S. Armed Forces or any friendly foreign nation who, after September 8, 1939, has distinguished himself or herself by exceptionally meritorious conduct in performing outstanding services.

A2.6.1. Eligibility.

A2.6.1.1. The performance merits recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty, assignment or experience is not an adequate basis for this award.

A2.6.1.2. For service rendered in peacetime, the term “key individual” applies to a narrower range of positions than would be the case in time of war and requires evidence of significant achievement. In peacetime, service should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly exceptional manner. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

- A2.6.1.2.1. Service should have been of marked national or international significance to the Air Force or the DoD; or
 - A2.6.1.2.2. Service that has aided the U.S. in furthering its national policies; or
 - A2.6.1.2.3. Service which has furthered the interest or the security of the U.S.; or
 - A2.6.1.2.4. Service that has furthered the interests or the security of the U.S., or any nation allied or associated with the U.S. during a period of national emergency declared by the President or Congress.
- A2.6.1.3. The medal for achievement is only authorized when awarded with the “C” or “R” device. **(T-0)**.
- A2.6.1.4. A limit of four medals is authorized in a career (3 for exceptional service; 1 at retirement). **(T-1)**.
- A2.6.1.5. For U.S. Military Personnel.
- A2.6.1.5.1. Restricted to officers in the rank of Colonel (O-6) and above and Chief Master Sergeants (E-9) in a qualifying position for a minimum of 12 months. For nominations submitted prior to 12 November 2015, the time in position requirement was 18 months and 12 months for service in a remote tour location (e.g. Kunsan Air Base).
 - A2.6.1.5.2. Upon retirement, after a long and distinguished career, liberal interpretation of the Legion of Merit criteria is appropriate for officers, provided the officer's most recent performance warrants such consideration.
 - A2.6.1.5.3. Qualifying positions.
 - A2.6.1.5.3.1. All general officer positions.
 - A2.6.1.5.3.2. Colonels (O-6) serving as:
 - A2.6.1.5.3.2.1. NAF vice commander, wing commander and vice commander, group commanders of all types, MAJCOM directors and deputy directors (when the director is a general or flag officer), Air Staff division chiefs, and Air Force Material Command and Air Force Space Command designated material wing and group leader positions. On 17 February 2017, the deputy commander of maintenance within Air Force Material Command was added to the officer qualifying positions.
 - A2.6.1.5.3.2.2. Senior Military Assistant to SECAF and CSAF, and the Senior Military Executive Officer to the Under Secretary of the Air Force and VCSAF in the grade of colonel (O-6) and above. The time in position requirement is waived for these positions.
 - A2.6.1.5.3.2.3. For eligibility purposes, group commanders of all types is defined as an officer serving as a group commander or an officer with group equivalent status or authority. If required, the Legion of Merit approval authority may determine whether the officer is equivalent to a group commander.
 - A2.6.1.5.3.3. Chief Master Sergeants serving as: command chief (9E000), senior

executive or special assistant to the CMSAF, chief of the chiefs group at HAF, senior enlisted advisor at a unified command or joint agency, and Chief Master Sergeants filling senior career field manager positions assigned to HAF (includes AFOSI), Air National Guard and Air Force Reserve.

A2.6.1.6. For Foreign Military Personnel. The medal may be awarded to members of the armed forces of friendly foreign nations who, after 8 September 1939, have distinguished themselves by exceptionally meritorious conduct in the performance of outstanding services to the U.S. To maintain the prestige and dignity of the medal and to ensure uniformity, the Legion of Merit is awarded in four degrees based on the rank and position of the nominee. Refer to [Table A2.1](#) for the degrees.

A2.6.2. Preparing a Recommendation. Refer to [paragraph A3.5](#).

A2.6.2.1. Exceptions to policy recommendations that do not meet the grade, time in position, qualifying position or other criteria are forwarded through the chain of command to AFPC/DP1SSP for processing to the Secretary of the Air Force Decorations Board. These nominations are endorsed by the commander or vice commander of the MAJCOM, DRU or FOA to be considered for decision.

A2.6.2.2. Foreign Military Personnel. Refer to [Attachment 8](#).

A2.6.3. Approval Authority.

A2.6.3.1. Refer to [paragraph 3.27](#) and [Table 3.3](#).

A2.6.3.2. SAF/MR is the approval authority for the appeals. The decision of the SAF/MR is final and not subject to further review.

A2.6.4. Appealing Disapproved and Downgraded Exception to Policies. Appeals are placed in official channels within 1 year of the awarding authority's decision. **(T-1)**. The senior Air Force commander or civilian leader in the chain of command forwards a written request to AFPC/DP3SP, no later than 10 working days before the desired presentation date. The appeal package include: original decoration submission with all attachments, revised decoration submission with all attachments, and a memorandum from nominating authority detailing specific justification as to why the appeal should be granted. The complete package may be forwarded via e-mail to AFPC/DP3SP for staffing to SAF/MR for decision. Final decision will be provided to the member's senior Air Force commander or civilian leader. **(T-2)**. If approved, the AFPC/DP1SSP issues the decoration elements.

A2.6.5. Award Description.

A2.6.5.1. Medal. A five-rayed white enamel pronged star on a green wreath with crossed arrows. The cloud and stars of the coat of arms of the U.S. are layered in the center.

A2.6.5.2. Ribbon. The ribbon is red-purple with white edges. The design of the decoration varies according to the degree awarded. It is designed as a breast decoration when awarded in the degree of Chief Commander, a collar decoration when awarded in the degree of Commander, and chest decoration when awarded in the degree of officer and legionnaire.

A2.6.5.3. Legion of Merit Degrees.

A2.6.5.3.1. Degree of Chief Commander. Finish is blue, red, white, and green enamel, gold plated with polished highlights. The bar device used on the service ribbon is red brass. No miniature is provided.

A2.6.5.3.2. Degree of Commander. Finish is the same as the Degree of Chief Commander. The bar device used on the service ribbon is silver. No miniature is provided.

A2.6.5.3.3. Degree of Officer. Finish is the same as the Degree of Chief Commander. A red braid ribbon attachment is used on the pendant ribbon. A small red brass attachment is used on the service ribbon. A miniature decoration is provided.

A2.6.5.3.4. Degree of Legionnaire. Finish is same as in the Degree of Chief Commander. The service ribbon repeats the colors of the pendant ribbon. A miniature decoration is provided.

A2.6.5.3.5. Members of the U.S. Armed Forces are only authorized the Degree of Legionnaire. Do not award the Degrees of Chief Commander, Commander, or Officer to members of the U.S. Armed Forces. **(T-0)**.

A2.6.6. Authorized Devices. Refer to **Table A2.2**. For foreign military, a second or succeeding award to the same person is made in the same degree or in a higher degree than the previous award; a medal is presented for each award. **(T-0)**.

Table A2.1. Legion of Merit Degrees, Eligibility and Approval Authority.

DEGREE	ELIGIBILITY	APPROVAL AUTHORITY
Chief Commander	Foreign chiefs of state and heads of government.	President of the United States
Commander	Foreign equivalent of to a member of the Joint Chiefs of Staff, but not to chiefs of state.	Secretary of Defense
Officer	<p>1. Foreign general or flag rank officers in equivalent U.S. pay grades of O-7 or above serving in positions below the equivalent of a U.S. Military Service chief of staff.</p> <p>2. Foreign officers in ranks equivalent to U.S. pay grade of O-6 (i.e. colonel or U.S. Navy captain), for service in positions equivalent to those usually held by general or flag rank personnel in the U.S. military service.</p> <p>3. Foreign military attaches.</p>	Secretary of Defense
Legionnaire	All other foreign military members.	Secretary of Defense
	U.S. military members.	SECAF (or designee). Refer to Table 3.3.

A2.7. Distinguished Flying Cross (DFC). The medal was established by an act of Act of Congress on 2 July 1926 and is currently awarded pursuant to 10 USC § 9279. The medal is awarded to any persons who, after April 6, 1917, while serving in any capacity with the Air Force, distinguish themselves by heroism or extraordinary achievement while participating in aerial flight. Both heroism and achievement are entirely distinctive, involving operations that are not routine.

A2.7.1. Eligibility.

A2.7.1.1. The performance of the act of heroism must be evidenced by voluntary action above and beyond the call of duty. **(T-1)**.

A2.7.1.2. The extraordinary achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from comrades or from other persons in similar circumstances. **(T-1)**.

A2.7.1.3. Awards are made only to recognize single acts of heroism or extraordinary achievement; they are not made in recognition of sustained operational activities against an armed enemy.

A2.7.1.4. Civilians are not eligible for the Distinguished Flying Cross. **(T-0)**.

A2.7.1.5. The medal may be awarded to foreign military members in ranks equivalent to U.S. pay grade of O-6 and below, in actual combat in support operations.

A2.7.2. Preparing a Recommendation. A recommendation for achievement follows the same procedures as valor recommendations. Refer to [Attachment 13](#).

A2.7.3. Approval Authority. Secretary of the Air Force Decorations Board. Also refer to [Attachment 7](#).

A2.7.4. Award Description.

A2.7.4.1. Medal. A bronze cross with rays on which is displayed a propeller.

A2.7.4.2. Ribbon. The ribbon is predominately blue, with a narrow band or red bordered by white lines in the center. The edges of the ribbon are outlined with equal bands of white inside blue.

A2.7.5. Authorized Devices. Refer to [Table A2.2](#).

A2.8. AIRMAN'S MEDAL (AmnM). The medal was established in 1960 and is currently awarded pursuant to 10 USC § 9280. The medal is awarded to any person, while serving in any capacity with the Air Force, has distinguished himself or herself by heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the U.S.

A2.8.1. Eligibility.

A2.8.1.1. The saving of a life or the success of the voluntary heroic act is not essential.

A2.8.1.2. The performance must have involved personal hazard or danger and the voluntary risk of life under conditions not involving conflict with an armed enemy. **(T-1)**.

A2.8.1.3. The medal is not awarded for normal performance of duties (i.e., security forces, firefighter, medical, pararescue, etc). **(T-1)**.

A2.8.1.4. In addition to the requirements in paragraph , recommendations are substantiated with one or more of the following documents: fire reports, police reports, newspaper articles, safety reports, and/or witness statements. Additionally, newspaper articles, video footage and photographs may be included in the nomination, but cannot replace the aforementioned documents.

A2.8.2. Approval Authority. Secretary of the Air Force Decorations Board.

A2.8.3. Award Description.

A2.8.3.1. Medal. A bronze medal disk with an oxidized satin finish. The pendant bears a representation of Hermes, son of Zeus, releasing an American Bald Eagle.

A2.8.3.2. Ribbon. The ribbon is brittany blue displaying alternately, in the center, 13 vertical stripes of the Air Force colors, yellow and ultramarine.

A2.8.4. Subsequent Awards. Refer to [Table A2.2](#).

A2.9. BRONZE STAR MEDAL (BSM).

A2.9.1. The medal was established by EO 9419, 4 February 1944, which was superseded by EO 11046, 24 August 1962, amended by 10 USC § 1133, further amended by PL 111-383 section 571. The medal is awarded to any person who, while serving in or with the Air Force after 6 December 1941, has distinguished himself or herself by heroism (valor), meritorious achievement or service, not involving participation in aerial flight:

A2.9.1.1. While engaged in an action against an enemy of the U.S.;

A2.9.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.9.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A2.9.2. The medal may be awarded with the “V” device for valor in combat to a lesser degree than required for award of the Silver Star. The medal may also be awarded for meritorious achievement or service during armed conflict that is of a lesser degree than that required for award of the Legion of Merit.

A2.9.3. For meritorious service that ended on or after 7 January 2016, the medal may only be awarded if during the period of the award the nominee was exposed to hostile action or was at significant risk of exposure to hostile action. Otherwise the appropriate decoration would be the Meritorious Service Medal.

A2.9.4. After October 30, 2000, in accordance with 10 USC § 1133, the medal may only be awarded to a member of a military force who:

A2.9.4.1. At the time of the events for which the decoration is to be awarded, was serving in a geographic area in which hostile fire pay or imminent danger pay was authorized in accordance with 37 USC § 310, or hazardous duty pay in accordance with paragraph (1) or (3) of 37 USC § 351(a); or

A2.9.4.2. Receives hostile fire pay or imminent danger pay in accordance with 37 USC § 310, or, hazardous duty pay in accordance with paragraph (1) or (3) of 37 USC § 351(a), as a result of the action or events justifying award.

A2.9.4.3. The medal may be awarded to members of the armed forces of friendly foreign nations.

A2.9.5. Members who were awarded the Combat Infantryman Badge or Combat Medical Badge for exemplary conduct in ground combat against an armed enemy between 7 December 1941 to 2 September 1945 may apply by letter to the Department of the Army for award of the Bronze Star Medal. A copy of the general order announcing the award of either badge should be attached to the application letter, with a statement as to whether approval of the Bronze Star Medal would duplicate any previous award for the same period of service. If general orders are not available, the specific authority for the award of the badge is included in or attached to the application letter.

A2.9.6. Preparing a Recommendation. A recommendation for achievement or service follows the same procedures as a recommendation for valor. Refer to [Attachment 13](#).

A2.9.7. Approval Authority. Secretary of the Air Force Decorations Board. Also refer to [Attachment 7](#).

A2.9.8. Award Description.

A2.9.8.1. Medal. A bronze star bearing in the center a small star of the same color.

A2.9.8.2. Ribbon. The ribbon is predominantly red with a white-edged narrow blue band in the center and white lines at each edge.

A2.9.9. Authorized Devices. Refer to [Table A2.2](#).

A2.10. PURPLE HEART. The medal was established by General George Washington on 7 August 1782. It was reestablished by War Department General Order No. 3, 1932, and is currently awarded pursuant to EO 11016, 25 April 1962, subject to the provisions in 10 USC § 1127, 1129, 1129a, and 1131; PL 104-106; DoD Instruction 1348.33; and Volume 3 of DoD Manual 1348.33. The medal is awarded to any Service member who is killed or wounded as a result of enemy action. The wounds received must have required treatment by a medical officer. **(T-0)**. The Purple Heart differs from other decorations in that a member is entitled to the decoration upon the awarding authority determining that the specified award criteria have been met.

A2.10.1. Eligibility.

A2.10.1.1. The Purple Heart may be awarded to any Service member, while serving under competent authority after April 5, 1917, has been wounded, killed, or who has died or may hereafter die of wounds received under any of the following circumstances:

A2.10.1.1.1. In any action against an enemy of the U.S.

A2.10.1.1.2. In any action with an opposing armed force of a foreign country in which the Military Services are or have been engaged.

A2.10.1.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A2.10.1.1.4. As a result of an act of any such enemy or opposing armed forces.

A2.10.1.1.5. As the result of an act of any hostile foreign force.

A2.10.1.1.6. After March 28, 1973, as a result of an international terrorist attack against the U.S. or a foreign nation friendly to the U.S., recognized as such an attack for purposes of award of the Purple Heart by SECAF, or jointly by the Secretaries of the Military Services concerned if members from more than one Military Service are killed or wounded in the attack.

A2.10.1.1.7. After March 28, 1973, as a result of military operations while serving outside the territory of the U.S. as part of a peacekeeping force.

A2.10.1.1.8. On or after December 7, 1941, pursuant to 10 USC § 1129, as the result of action by friendly weapon fire while directly engaged in armed conflict, other than as a result of an act of an enemy of the U.S., unless the wound is the result of willful misconduct of the member.

A2.10.1.1.9. Before April 25, 1962, pursuant to Section 521 of PL 104-106, while held as a prisoner of war, or while being taken captive, in the same manner as a former prisoner of war who is wounded on or after that date while held as a prisoner. A person is considered a former prisoner of war if the person is eligible for the Prisoner of War Medal under 10 USC § 1128.

A2.10.1.1.10. On or after 7 December 1941, to a Service member who is killed or dies while in captivity as a prisoner of war under circumstances establishing eligibility for the Prisoner of War Medal pursuant to 10 USC § 1128, unless compelling evidence is presented that shows that the member's death was not the result of enemy action.

A2.10.1.1.11. On or after 11 September 2001, pursuant to 10 USC § 1129a, to a Service member on active duty who is killed or wounded in an attack by a foreign terrorist organization in circumstances where the death or wound is the result of an attack targeted on the member due to such member's status as a member of the armed forces, unless the death or wound is the result of the member's willful misconduct.

A2.10.1.1.11.1. An attack by an individual or entity is considered to be a foreign terrorist attack if the individual or entity was in communication with the foreign terrorist organization before the attack, and the attack was inspired or motivated by the foreign terrorist organization.

A2.10.1.1.11.2. To assist in making a Purple Heart determination pursuant to 10 USC § 1129a, the Secretary of the Air Force may request an intelligence assessment from the Defense Intelligence Agency's Defense Combating Terrorism Center.

A2.10.1.2. A wound for which the award is made is of such severity that it required treatment, not merely examination, by a medical officer. Treatment of the wound is documented in the Service member's medical or health record. Award may be made for wounds treated by a medical professional other than a medical officer provided a medical officer includes a statement in the Service member's medical record that the extent of the wounds were such that they would have required treatment by a medical officer if one had been available to treat them.

A2.10.1.3. A wound is an injury to any part of the body from an outside force or agent. The term encompasses all kinds of wounds and other injuries caused by an outsider force

or agent, whether there is a piercing of the body, as in a penetrating or perforating wound, or none, as in a contused wound; all fractures, burns, blast concussions, all effects of gases and like chemical and biological warfare agents; and the effects of exposure to radioactive substances.

A2.10.1.3.1. Examples of enemy-related injuries which clearly justify the award of the Purple Heart include injuries caused by: enemy bullet, shrapnel injuries that require wound closure or have retain foreign bodies, fractures, perforated eardrum, inhalation injuries or burns due to smoke, fumes or chemical agents introduced or caused by the enemy, second and third degree burns, moderate or penetrating traumatic brain injuries and concussions resulting in a loss of consciousness.

A2.10.1.3.1.1. When considering award of the Purple Heart for a mild traumatic brain injury or concussion that did not result in the loss of consciousness, ensure the diagnosed mild traumatic brain injury resulted in a disposition of “not fit for full duty” by a medical officer for a period of greater than 48 hours based on persistent signs, symptoms, or findings of functional impairment resulting from the concussive event.

A2.10.1.3.1.2. The following nonexclusive list provides examples of medical treatment for mild traumatic brain injury or concussion that meet the standard of treatment necessary for award of the Purple Heart:

A2.10.1.3.1.2.1. Referral to neurologist or neuropsychologist to treat the diagnosed mild traumatic brain injury or concussion.

A2.10.1.3.1.2.2. Rehabilitation (such as occupational therapy, physical therapy, and so forth) to treat the mild traumatic brain injury or concussion.

A2.10.1.3.1.2.3. Restriction from full duty for a period of greater than 48 hours due to persistent signs, symptoms, or physical finding of impaired brain function due to the mild traumatic brain injury or concussion.

A2.10.1.3.1.3. Combat theater and unit command policies, or medical protocols, mandating rest periods, light duty, or “down time” and/or the administration of pain medication (e.g., acetaminophen, aspirin, or ibuprofen) in the absence of persistent symptoms of impairment following concussive incidents do not constitute qualifying treatment for a concussive injury.

A2.10.1.3.1.4. Treatment of the mild traumatic brain injury or concussive injury is documented in the service member’s medical and/or health record. **(T-0)**.

A2.10.1.3.2. Examples of injuries or wounds which clearly do not justify award of the Purple Heart include: frostbite or trench foot injuries; heat stroke; food poisoning not caused by enemy agents; chemical, biological, or nuclear agents not released by the enemy; disease not directly caused by enemy agents; accidents, to include explosive, aircraft, vehicular, and other accidental wounding not related to or caused by enemy action; self-inflicted wounds, except when in the heat of battle and not involving gross negligence; post-traumatic stress disorders; jump injuries not caused by enemy action; and/or injuries that are the result of the member’s willful misconduct.

A2.10.1.4. After May 17, 1998, pursuant to 10 USC § 1131, the Purple Heart may only be awarded to a person who is a member of the armed forces at the time the person is killed or wounded under circumstances otherwise qualifying that person for award of the Purple Heart. Prior to this date, the Secretary of the Air Force was authorized to award the Purple Heart to U.S. civilians who were serving under competent authority in any capacity with an armed force of that department.

A2.10.2. Preparing a Recommendation.

A2.10.2.1. Members who are evaluated at a military hospital or by on-scene doctors or nurses for injuries received at the time of an incident, and are classified as casualties, are reported on casualty messages to the AFPC Casualty Matters Division. Members reported as casualties on casualty messages are automatically considered for Purple Heart eligibility.

A2.10.2.2. Members not reported as casualties through the AFPC Casualty Matters Division may submit a Purple Heart request to their servicing manpower and personnel flight. The manpower and personnel flight ensures the request contains the required documents and forward those documents to AFPC/DP1SSP. The request includes the following:

A2.10.2.2.1. Signed memorandum from the injured member requesting the Purple Heart and explaining how the injuries occurred.

A2.10.2.2.2. Signed official medical documentation identifying the source, type, treatment, and date of injury.

A2.10.2.2.3. A completed DECOR6 signed by the member's Squadron Commander or equivalent.

A2.10.2.3. Members and veterans of foreign wars can apply for the Purple Heart if they provide supporting documentation they meet the criteria and have witness statements to confirm their injury was the direct result of enemy action.

A2.10.2.4. Foreign military personnel are not eligible for the Purple Heart. **(T-0)**

A2.10.3. Approval Authority.

A2.10.3.1. The Purple Heart Review Board is the approval and disapproval authority, to include requests for prisoners of war and internees who are repatriated, killed in action or declared dead. Also refer to refer to [Attachment 7](#).

A2.10.3.2. The Secretary of the Air Force retains approval authority for requests involving international terrorists or foreign terrorist organizations.

A2.10.4. Award Description.

A2.10.4.1. Medal. A heart-shaped pendant of purple enamel bearing a gold replica of the head of General George Washington, in relief, and the Washington Shield. The shield is in colors.

A2.10.4.2. Ribbon. The ribbon is dark purple with white edges.

A2.10.5. Authorized Devices. Refer to [Table A2.2](#).

A2.11. MERITORIOUS SERVICE MEDAL (MSM). The medal was authorized by EO 11448, 16 January 1969. The medal is awarded to any Service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by outstanding meritorious achievement or service.

A2.11.1. Eligibility.

A2.11.1.1. Normally the acts or services rendered are comparable to that required for the Legion of Merit, but in a duty of lesser though considerable responsibility.

A2.11.1.2. The medal may be awarded for outstanding achievement or service while serving in a combat zones, combat zone tax exclusion areas, and areas authorized for hostile fire pay, imminent danger pay, or hazardous duty pay. However, the Bronze Star Medal is the appropriate equivalent level award to recognize meritorious achievement or service performed under combat conditions.

A2.11.2. Approval Authority. Refer to [paragraph 3.27](#) and [Table 3.3](#).

A2.11.3. Award Description.

A2.11.3.1. Medal. A bronze medal consisting of six rays issuant from the upper three points of a five- pointed star with beveled edges and containing two smaller stars defined by incised outlines. In front of the lower part of the medal appears an eagle with wings upraised standing on two upward curving branches of laurel tied with a ribbon between the eagle's feet.

A2.11.3.2. Ribbon. The ribbon is predominately ruby, with white vertical stripes and ruby lines at each edge.

A2.11.4. Authorized Devices. Refer to [Table A2.2](#).

A2.12. AIR MEDAL (AM). The medal was authorized by EO 9158, 11 May 1942, as amended by EO 9242-A, 11 September 1942. The medal is awarded to any person who, while serving in any capacity with the Air Force, distinguishes himself or herself by meritorious achievement while participating in an aerial flight.

A2.12.1. Eligibility.

A2.12.1.1. The medal may be awarded for combat or non-combat action in recognition of single acts of valor, heroism, or merit while participating in an aerial flight. Both heroism and achievement are entirely distinctive, involving operations that are not routine.

A2.12.1.2. The medal is not awarded for sustained operational activities and flights.

A2.12.1.3. The required achievement to warrant award of the Air Medal is less than that required for the Distinguished Flying Cross, and is accomplished with distinction above and beyond that expected of professional Airmen.

A2.12.1.4. Crewmembers of remotely piloted aircrafts are not authorized the Air Medal. However, they may be awarded the Aerial Achievement Medal.

A2.12.1.5. The medal may be awarded to foreign military personnel in actual combat in support of operations.

A2.12.1.6. MAJCOMs, FOAs, and DRUs coordinate with AFPC/DP3SP and AF/A3TF to establish and designate mission profiles. (T-1).

A2.12.2. Preparing a Recommendation. For valor recommendations refer to [Attachment 13](#).

A2.12.3. Approval Authority. Refer to [paragraph 3.27](#) and [Table 3.3](#). For valor and combat refer to [Attachment 7](#).

A2.12.4. Award Description.

A2.12.4.1. Medal. A bronze compass rose displaying an eagle in flight bearing lightning flashes.

A2.12.4.2. Ribbon. The ribbon is predominately blue with two orange-gold bands just inside the edges.

A2.12.5. Authorized Devices. Refer to [Table A2.2](#). Retroactive award of the “V” Device is not authorized for awards prior to 21 October 2004.

A2.13. AERIAL ACHIEVEMENT MEDAL (AAM). The medal was established by SECAF, 5 February 1988. The medal is awarded to any U.S. military or civilian person, who has distinguished himself or herself by sustained meritorious achievement while participating in an aerial flight.

A2.13.1. Eligibility.

A2.13.1.1. The medal may not be awarded for single event flights.

A2.13.1.2. Effective 9 January 2003, SECAF approved inclusion of unmanned aerial vehicle (later called remotely piloted aircraft) operators (to include onboard systems) and other weapons systems as determined by SECAF.

A2.13.1.3. MAJCOMs, FOAs, and DRUs coordinate with AFPC/DP3SP and AF/A3TF to establish and designate mission profiles. (T-1).

A2.13.2. Approval Authority. Refer to [paragraph 3.27](#) and [Table 3.3](#).

A2.13.3. Award Description.

A2.13.3.1. Medal. A bronze medal consisting of curved arches above the eagle’s head, three prominent stars on top (right, center, left) with smaller stars in between, and the eagle holds lightning bolts in its talons.

A2.13.3.2. Ribbon. The ribbon is predominately bird blue, with golden yellow vertical stripes and flag blue at each edge.

A2.13.4. Authorized Devices. Refer to [Table A2.2](#).

A2.14. AIR FORCE COMMENDATION MEDAL (AFCM). The medal was established by SECAF, 24 March 1958 and announced in Department of the Air Force General Orders No. 16, 28 March 1958. The medal is awarded to any Service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by meritorious achievement or service, valor or heroism.

A2.14.1. Eligibility.

A2.14.1.1. The medal is awarded to U.S. and foreign military personnel in the grade of O-6 and below. Do not award to U.S. and foreign general or flag officer grades (O-7 and above).

A2.14.1.2. Awarded for achievement, service, or heroism that does not rise to the level of the Bronze Star Medal.

A2.14.1.3. Awarded for heroism that does not rise to the level of the Airman's Medal.

A2.14.1.4. The medal may also be awarded for sustained meritorious performance by crewmembers.

A2.14.2. Preparing a Recommendation. For valor recommendations refer to [Attachment 13](#).

A2.14.3. Approval Authority. Refer to [paragraph 3.27](#) and [Table 3.3](#). For valor and combat refer to [Attachment 7](#).

A2.14.4. Award Description.

A2.14.4.1. Medal. A bronze hexagon medallion bearing eagle, shield, and arrows from the Seal of the Department of the Air Force.

A2.14.4.2. Ribbon. The ribbon is predominately yellow with blue edges and three bands of blue spaced in the center.

A2.14.5. Authorized Devices. Refer to [Table A2.2](#).

A2.15. AIR FORCE ACHIEVEMENT MEDAL (AFAM). The medal was established by SECAF on 12 October 1980. The medal is awarded to any Service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by outstanding achievement or service.

A2.15.1. Eligibility.

A2.15.1.1. The medal is awarded to U.S. and foreign military personnel in the grade of O-5 and below.

A2.15.1.2. No more than one Air Force Achievement Medal may be awarded during a 1-year period except under extraordinary circumstances. **(T-3)**.

A2.15.1.3. The medal may not be awarded for aerial achievement or retirement. **(T-2)**.

A2.15.1.4. Superior performance of duty or attainment of honors based solely on academic achievement (such as graduating with honors from a Noncommissioned Officer Academy or other course of instruction) does not, in itself, constitute justification for an award of the Air Force Achievement Medal.

A2.15.1.5. Awards should be restricted to achievements or services that are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities. Accordingly, appropriate remarks on effectiveness and performance reports, favorable communications, locally developed certificates and command special trophies and awards provide ample means of recognizing the high caliber performance expected of Air Force members.

A2.15.1.6. The successful accomplishment of a predesignated number of tasks or functions is not a valid basis for an award of the medal. However, unusual and extraordinary sustained performance may be used as a point of departure in justifying meritorious achievement or service. In instances where persons are affiliated with an exceptionally successful program, project, or mission, the medal may only be awarded to the relatively few members whose contributions clearly stand out from the others, and who have contributed most to the success of the program.

A2.15.1.7. The medal is not be awarded retroactive for any period of service with a close date prior its effective date (1 October 1981). **(T-1)**.

A2.15.2. Approval Authority. Refer to [paragraph 3.27](#) and [Table 3.3](#).

A2.15.3. Award Description.

A2.15.3.1. Medal. A silver colored nebular shaped disc with an oxidized satin finish. The pendant bears the heraldic thunderbolt similar to that of the shield on the Department of the Air Force Seal.

A2.15.3.2. Ribbon. The ribbon is predominantly silver gray with 12 vertical ultramarine-blue stripes.

A2.15.4. Authorized Devices. Refer to [Table A2.2](#).

Table A2.2. Authorized Devices (refer to Attachment 17).

<i>Decoration</i>	<i>Devices</i>			
	<i>“V”</i>	<i>“C”</i>	<i>“R”</i>	<i>Oak Leaf Clusters</i>
Medal of Honor				
Air Force Cross				X
Distinguished Service Medal		X		X
Silver Star				X
Legion of Merit <i>(except foreign military)</i>		X	X	X
Distinguished Flying Cross	X	X		X
Airman’s Medal				X
Bronze Star Medal	X			X
Purple Heart				X
Meritorious Service Medal			X	X
Air Medal	X	X		X
Aerial Achievement Medal				X
Air Force Commendation	X	X	X	X
Air Force Achievement Medal		X	X	X

Attachment 3

PREPARING, SUBMITTING AND WITHDRAWING RECOMMENDATIONS

A3.1. Initiating a Recommendation. Recommendations should be submitted as soon as possible following the act, achievement or service. It is the responsibility of the recommending official to ensure a recommendation is placed into official channels in a timely manner (refer to [paragraph 3.16](#)). A recommendation is considered in official channels when the recommending official signs the recommendation and a higher official in the member's chain of command endorses it. Should the recommending official **not** endorse the submission, the submission is considered disapproved. Refer to [Section 3D](#) for initiating recommendations past the time limitation.

A3.2. Recommendations Lost or Not Acted on Due to Inadvertence. Recommendations that were placed into official channels within the prescribed time limitation (refer to [paragraph 3.16](#)), but no award was made because the original recommendation was lost or through inadvertence the recommendation was not acted upon; may be resubmitted for processing through the chain of command of the original recommendation. Consideration is contingent upon credible evidence the original recommendation was submitted within the time limit, but not acted on due to loss or inadvertence.

A3.3. Reconsideration and Upgrade Requests. A one-time reconsideration of a disapproved or downgraded decoration or a request for upgrade of an approved decoration, may be submitted through the same official channels as the original recommendation. Requests include new, substantive, and relevant material evidence that was not available or known at the time the original recommendation was considered or evidence of material error or impropriety in the processing or adjudication of the original recommendation. Information that merely adds details to what was previously provided in the original recommendation does not meet the "new and relevant" requirement. Also see checklist at [Table 3.1](#).

A3.4. Preparing a Recommendation. All recommendations should be considered "FOR OFFICIAL USE ONLY" until the awarding authority announces its final decision. **(T-1)**. Do not include classified, highly sensitive, or special category information requiring special handling procedures in regular recommendations. **(T-1)**.

A3.4.1. Recommendations are prepared in chronological sequence to recognize the order in which the act, service, or achievement was performed. Note: Only during war, conflict, or intense operational conditions, which can often delay the processing of decorations, would the chronological sequence be out of order when finalizing decorations.

A3.4.2. Refer to [Attachment 13](#) for preparing and processing valor decorations.

A3.4.3. Recommendations for the Meritorious Service Medal, Air Force Commendation Medal, Aerial Achievement Medal, and Air Force Achievement Medal are prepared in the virtual Personnel Center (refer to [Attachment 6](#)). All other decorations are prepared with the following documents.

A3.4.3.1. *DECOR6*. The primary document required with each recommendation. It provides general, but critical, personnel information, among other things, necessary when deciding whether to recommend a decoration and serves as an official document for personnel decisions, evaluations and actions.

A3.4.3.1.1. The DECOR6 is automatically generated by the Military Personnel Data System upon a projected action such as permanent change of station, retirement or separation. If not automatically generated, the DECOR6 can be requested from the awards manager at the unit or organization, the manpower and personnel flight, or other locally established methods.

A3.4.3.1.2. To avoid late processing, a suspense is applied to each DECOR6 and must be adhered to. **(T-2)**.

A3.4.3.1.3. The First Sergeant reviews enlisted member nominations and prints or types “first sergeant reviewed”, the date reviewed, and signs the DECOR6 at item 8 under the supervisor’s signature.

A3.4.3.1.4. Inclusive Period (dates). Unless under extenuating circumstances, requests to change either start or stop dates (i.e.: to facilitate promotion eligibility) once a decoration has been finalized and presented should not be approved.

A3.4.3.1.5. The DECOR6 is signed (written or electronic).

A3.4.3.1.6. Units or organizations not having Military Personnel Data System access must contact their MAJCOM or the applicable Headquarters Air Force office for permission to use a recommendation memorandum (see [Figure A8.1](#)). **(T-1)**.

A3.4.3.2. *Narrative Justification*. The narrative justification is a detailed description of the act, achievement or service. Recommendations should be fully justified to avoid the perception that decorations are automatic. All actions in the narrative should be verifiable through the substantiating documents contained in the recommendation. The justification should be factual and avoid generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed. It must provide concrete examples of exactly what the member did, how well he or she performed the action, what impact or benefit did it result in, and how the person significantly exceeded duty performance. The following formats is used.

A3.4.3.2.1. The narrative justification is optional for Legion of Merit, Meritorious Service Medal, Air Force Commendation Medal and Air Force Achievement Medal recommendations, except those submitted as an exception to policy and for actions involving combat operations or achievements not covered in the member’s performance report or letter of evaluation. In absence of a narrative justification provide a copy of the member’s performance report or letter of evaluation during the inclusive dates of the award recommendation.

A3.4.3.2.2. When using the narrative justification, prepare the justification on one page of bond paper. **(T-2)**. The justification is written as a narrative using blocked, paragraphed, or talking paper format (bullet). **(T-2)**.

A3.4.3.2.3. Limit the Distinguished Service Medal justification to three pages. A narrative justification is optional for retiring general officers.

A3.4.3.2.4. A 1-page narrative justification is required for exception to policy nominations.

A3.4.3.2.5. Do not include classified information.

A3.4.3.3. *Proposed Citations.* A proposed citation is included in a recommendation (except for the Purple Heart). Citations must be in good taste and quality that capture the substance of the decoration with dignity and clarity. (T-2). All actions included in the proposed citation should be verifiable through substantiating documents contained in the recommendation. Stratification statements are not authorized. (T-1). An example stratification statement is: While deployed to Camp Victory, Iraq, for a 365-day deployment, the Director of Personnel stated, “Major Garcia is the number one personnel officer at Camp Victory, Iraq.”

A3.4.3.3.1. Do not use abbreviations and acronyms in the citation.

A3.4.3.3.2. The citation should be grammatically correct and free of errors.

A3.4.3.3.3. Spell out all numbers through one hundred and all round numbers that can be expressed in two words (one hundred, five thousand).

A3.4.3.3.4. Do not include the rank or title in the name line, i.e. JOHN A. DOE, not SENIOR AIRMAN JOHN A. DOE.

A3.4.3.3.5. Do not contain superfluous embellishments or quotations.

A3.4.3.4. *Supporting Documents.* A recommendation may include supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed, or access to official supporting records. Examples of supporting documents are eyewitness statements, diagrams, photographs, and citations for other decorations received during the period of the recommended decoration.

A3.5. Submit a Recommendation. Recommendations are forwarded through the nominee’s chain of command.

A3.5.1. Recommendations for the Meritorious Service Medal, Air Force Commendation Medal, Aerial Achievement Medal, and Air Force Achievement Medal are submitted in the virtual Personnel Center (see [Attachment 6](#)). All other decorations are submitted as follows.

A3.5.1.1. The recommending official decides whether or not to recommend a decoration.

A3.5.1.1.1. If the decision is to not recommend a decoration, the recommending official circles “Do not” at item 8 of the DECOR6, sign and date it, and return it to the appropriate office prior to the suspense in the heading paragraph of the DECOR6. No further action is needed.

A3.5.1.1.2. If the decision is to recommend, the recommending official completes items 1. A, B, C, D, E, F (G and H and item 2 if applicable), circle “I recommend” at item 8, and sign and date the DECOR6. Electronic and digital signatures are not authorized.

A3.5.1.1.3. Once signed by the recommending official, the recommendation continues through the chain of command (unless local, higher command or other commands direct otherwise) to the approval or disapproval authority. The commander, vice commander (or deputy commander), or other intermediate endorsing official at each organizational level in the chain of command reviews the recommendation and provides a signed endorsement to the approval or disapproval authority recommending approval, disapproval, upgrade, or downgrade of the decoration.

A3.5.1.1.4. The MAJCOM, FOA, DRU commander will be the recommending official for decorations requiring decision by HAF or higher levels. **(T-1)**. These nominations should be submitted no later than 60-days prior to the desired presentation date.

A3.5.2. Process recommendations submitted on a member or a group of members from various organizations, to recognize a single act or outstanding achievement, through the project or operation commander's chain of command. Obtain concurrence from each member's home station commander prior to submitting the recommendation. For members of the other Military Services, refer to [paragraph 3.20.5](#).

A3.5.3. Forward recommendations requiring HAF or higher level decision through the chain of command to AFPC/DPISSP. If the recommendation is classified, send the unclassified portion to AFPC/DPISSP and have the classified portion forwarded under separate cover directly to the Secretary of the Air Force Decorations Board.

A3.5.4. Recommendations for Air Force decorations originating from the Department of Defense and its agencies, the Joint Staff, joint and unified commands or units, and federal agencies outside of Department of Defense are forwarded to the Air Force District of Washington, unless administrative control responsibilities have been assigned. **(T-1)**. In this case, the command or unit with administrative control processes the recommendation.

A3.5.5. Recommendations for MAJCOM commanders are forwarded directly to the Office of CSAF for endorsement and signature of the DECOR6. This can be coordinated and routed between the MAJCOM/A1 and CSAF's office. Upon receipt of the endorsement memorandum and signed DECOR6, the MAJCOM forwards the recommendation to AFPC/DPISSP for processing.

A3.5.6. Process recommendations for acts, achievements or service that occurred in a deployed environment are processed by the deployed chain of command. In the absence of established routing channels, a deployed immediate supervisor may recommend a member(s) through the member's home station commander.

A3.5.7. Process decorations for centrally-managed Reservists (those assigned to the Chaplain, Medical, Legal, Air Force Office of Special Investigations (AFOSI), or Intelligence career fields) to approval or disapproval authority at the local level (the same as regular Air Force members) using the award approving authority of the unit of attachment. Recommendations for individual Reservists are processed to the award authority for consideration as outlined in [Table 3.4](#).

A3.5.8. Reviewing officials at any level may return recommendations for administrative correction or for 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.

A3.6. Withdraw a Recommendation. Recommendations may be withdrawn at any time in the process. Recommending officials who wish to withdraw nomination already in official channels sends a memorandum (or letter) that includes an explanation of the withdrawal, through the chain of command to the approval authority requesting disapproval. Intermediate endorsing officials or commanders forwards the memorandum (or letter) and provides a recommendation to approve or disapprove the request. **(T-3)**.

Attachment 4

PREPARING CERTIFICATES AND SPECIAL ORDERS

A4.1. General Information. Upon approving a decoration, the approval authority prepares (or delegates preparation of) the certificate, citation and special orders, signs the certificate, distributes the original and copies of the certificate, citation and special orders, and retains and disposes of the recommendation file.

A4.1.1. For enlisted members granted a ten percent in retirement pay in accordance with [paragraph 3.26](#), special orders contain the following statement: “An additional 10% increase in retirement pay, not to exceed 75%, has been considered and (*approved or disapproved*) by (*title of decoration approval authority, i.e. President, Secretary of the Air Force, Secretary of the Air Force Decorations Board*).

A4.1.2. Refer to [Attachment 5](#) for additional instructions on preparing citations and citation content.

A4.2. Distribution of Certificate, Citation and Order. Distribute copies of the certificate, citation and special order of approved decorations not processed in the virtual Personnel Center (see [Attachment 3](#)) immediately, or within 5 working days of approval. Include the recipient’s social security number and appropriate suffix or prefix, i.e., FR (Regular Air Force), FV (Air Force Reserve), FG (Air National Guard) immediately after the name on the copy that will be placed in the personnel records. Forward one copy of the certificate, citation and/or special order to the following:

A4.2.1. *Members Currently Serving.* Forward copies of the decoration elements marked, “for MilPDS update and filing in member’s personnel record” to the member’s servicing manpower and personnel flight.

A4.2.2. *Members Who Have Been Reassigned.* Forward decoration elements to the current or gaining manpower and personnel flight for members who departed (permanent change of station or permanent change of assignment) before receiving their decoration.

A4.2.3. *Members Who Retired or Separated.* Forward the decoration elements to the servicing manpower and personnel flight for members who retired or separated before receiving their decoration. The manpower and personnel flight locates the member to obtain their presentation desires. If no presentation is desired, the manpower and personnel flight forwards to the member the medal (or cluster) and original elements in a presentation binder or folder. If presentation is desired, the manpower and personnel flight forwards the original elements to the manpower and personnel flight closest to the member’s location for presentation.

A4.2.4. *Posthumous Decoration.* Decorations approved after the recipient’s death is considered posthumous; however, a decoration approved (certificate signed and dated) prior to death that recognizes an act, achievement, or service prior to a recipient’s death is not considered posthumous. Forward a copy of the special order, citation, and certificate, or combined citation and certificate, marked “For MilPDS update and filing in personnel record or Automated Records Management System” to the servicing manpower and personnel flight. Should the manpower and personnel flight no longer have Military Personnel Data System access to the Airman’s record, contact AFPC/DP1SSP for assistance.

A4.3. Presentation of Decorations. Refer to AFI 34-1201.

A4.3.1. Approved decorations should be presented in a binder or folder, at an appropriate and dignified ceremony at the earliest possible date. Decorations for posthumous presentation should be presented in an Air Force binder to the primary next of kin.

A4.3.2. It is highly recommended units support the Air Force “Pin ‘Em Where You Win ‘Em” practice which promotes timely approval and presentation of decorations to members prior to departing the organization, unless the member specifically requests otherwise.

A4.3.3. *Presentation to Primary Next of Kin.* If the recipient of a decoration is deceased, the recipient’s squadron commander or other designated Air Force representative, determines the wishes and decoration presentation desires of the primary next of kin. Decorations approved posthumously, including decorations approved but not presented prior to the recipient’s death, usually are not presented until an appropriate period of time lapses after the recipient’s interment, depending on circumstances and the primary next of kin’s bereavement. The primary next of kin is entitled to receive all decorations earned by the Air Force member but not presented prior to the member’s death.

A4.3.3.1. The primary next of kin in order of precedence of married personnel are: spouse, eldest child, parents, eldest brother, or eldest sister. For single personnel, the primary next of kin in order of precedence are parents, eldest brother, or eldest sister.

A4.3.3.2. Whether or not a decoration is presented to the primary next of kin of married deceased Air Force personnel, a duplicate set (an original set) of decoration elements is provided cost free to the parents. These elements may be presented to the parents during the presentation ceremony held for the primary next of kin, if mutually convenient and agreeable to all concerned, or may be delivered or mailed to the parents at a later date. A separate presentation ceremony is not held for presenting duplicate elements to the parents of married deceased Air Force personnel.

A4.3.3.3. Presentation ceremony officials read the citation and present the medal and original decoration elements in an Air Force presentation binder to the primary next of kin at the gravesite, funeral service, at a formal parade and ceremony, at an office ceremony in the commander’s office or other appropriate room or office in the headquarters or installation, or at an informal ceremony at the primary next of kin’s residence.

A4.3.3.4. The decoration may be pinned to the primary next of kin’s clothing or may be presented in the open decoration case.

A4.4. Management and Disposition of Records. Refer to AFMAN 33-363.

A4.5. Correcting a Decoration. Approval authorities may correct a certificate, citation, special order, or combined certificate and special order when discrepancies are identified and/or when special order amendments change information on the elements.

A4.6. Revocation of a Decoration. Approval authorities may revoke a decoration if facts, later determined, would have prevented original approval of the decoration, or if the basis for the decoration no longer exists (i.e., cancellation of retirement or permanent change of station).

Attachment 5

PREPARING DECORATION CITATIONS

A5.1. General Information.

A5.1.1. Citations are prepared on 8 1/2 x 11-inch, plain bond paper, in letter-quality format without corrections, white-outs, strikeouts, or abbreviations. The orientation for citations is landscape, except for the Medal of Honor and the Meritorious Service Medal and lesser decorations. If available use parchment paper.

A5.1.2. The top margin is 1 inch to 1 1/2 inches, the side margins are 1 to 2 inches, and the bottom margin should be minimum of 3 inches.

A5.1.3. Use the mandatory opening and closing sentences listed in [paragraph A5.2](#).

A5.1.4. Ensure the inclusive period is on the same line.

A5.1.5. In citations for retirement decorations use the words “long and” (closing sentence) only for 30 years or more of service. Closing sentence for Air National Guard members not on extended active duty reads: “The singularly distinctive accomplishments of _____ reflect credit (or great credit) on (himself or herself), the Air National Guard, and the U.S. Air Force.” Calculate service of 30 years using total military service date or total active federal military service date.

A5.1.6. The use of commonly identified code names is acceptable in citations (i.e., RED FLAG, Operation ENDURING FREEDOM, etc). Do not use any abbreviations other than Jr., Sr., II, III, and so on, following the member’s name. For compound grade titles, such as First Lieutenant, Master Sergeant, Lieutenant Colonel, 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, full grade, full name” (Ex: Chaplain, Lieutenant Colonel Frederick Thompson) in the opening sentence. Thereafter, reflect “Chaplain surname” (Ex: Chaplain Thompson). Ensure the common identified code name and/or the award recipient’s name is not split on two separate lines in the citation.

A5.1.7. Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc.

A5.1.8. *Font*. Times New Roman or a comparable font at 10- to 12-font size. For the Distinguished Service Medal and Legion of Merit use no less than 11-font size.

A5.1.9. *Length of Citations*. Citations are left and right justified, not to exceed:

A5.1.9.1. For the Meritorious Service Medal, Air Medal, Aerial Achievement Medal, Air Force Commendation Medal and Air Force Achievement Medal: 14 lines maximum.

A5.1.9.2. For the Bronze Star Medal and higher decorations: 16 lines maximum.

A5.2. Citation Example Content. Refer to [Attachment 13](#) for valor decorations.

A5.2.1. *Distinguished Service Medal*.

A5.2.1.1. 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 Aurora Rose for exceptionally meritorious service in a duty (in duties) of great

responsibility. General Rose distinguished herself as (one or more duty assignments) (from to).

A5.2.1.2. Narrative Description.

A5.2.1.2.1. In this important assignment, the forceful leadership and outstanding and dedicated efforts of General Rose were significantly displayed in the strategic direction of all United States forces in Japan, Korea, and the Ryukyu Islands. OR

A5.2.1.2.2. During this period, General Rose'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.

A5.2.1.3. Closing Sentence. The singularly distinctive accomplishments of General Rose reflect the highest credit upon herself and the United States Air Force:

A5.2.1.3.1. Retirement Award. The singularly distinctive accomplishments of General Rose 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.

A5.2.1.3.2. Posthumous Award. The singularly distinctive accomplishments of General Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Air Force.

A5.2.2. *Legion of Merit.*

A5.2.2.1. Opening Sentence. Colonel Lucy E. Brown distinguished herself by exceptionally meritorious conduct in the performance of outstanding service to the United States as (duty assignment) OR (while assigned to) (from to).

A5.2.2.2. Narrative Description.

A5.2.2.2.1. In this important assignment, the leadership, exemplary foresight, and ceaseless efforts consistently demonstrated by Colonel Brown resulted in significant contributions to the effectiveness and success of the program. OR

A5.2.2.2.2. During this period, the exemplary ability, diligence, and devotion to duty of Colonel Brown were instrumental factors in the resolution of many complex problems of major importance to the Air Force.

A5.2.2.3. Closing Sentence.

A5.2.2.3.1. The superior initiative, outstanding leadership, and personal endeavor displayed by Colonel Brown reflect great credit upon herself and the United States Air Force. OR

A5.2.2.3.2. The singularly distinctive accomplishments of Colonel Brown reflect great credit upon herself and the United States Air Force.

A5.2.2.3.3. Retirement Award. The singularly distinctive accomplishments of Colonel Brown culminate a (long and) distinguished career in the service of her country and reflect great credit upon herself and the United States Air Force.

A5.2.2.3.4. Posthumous Award. The singularly distinctive accomplishments of Colonel Brown in the dedication of her service to her country reflect great credit upon herself and the United States Air Force.

A5.2.3. *Distinguished Flying Cross.*

A5.2.3.1. Opening Sentence. Colonel Jerry T. Smythe distinguished himself by (extraordinary achievement) while participating in aerial flight as (duty assignment) (at or near) (on) OR (from to).

A5.2.3.2. Narrative Description. During this period, Colonel Smythe's exemplary knowledge and outstanding airmanship, displayed under extremely hazardous conditions, _____.

A5.2.3.3. Closing Sentence.

A5.2.3.3.1. The professional competence, aerial skill, and devotion to duty displayed by Colonel Smythe reflect great credit upon himself and the United States Air Force.

A5.2.3.3.2. Posthumous Award. The selfless devotion to duty displayed by Colonel Smythe in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A5.2.4. *Airman's Medal.*

A5.2.4.1. Opening Sentence. Technical Sergeant LaShasta R. Kola distinguished herself by heroism involving voluntary risk of life (at or near) (location) on (date).

A5.2.4.2. Narrative Description. On that date, Sergeant Kola rushed to the area where an aircraft crashed on takeoff. With complete disregard for her own safety, Sergeant Kola, 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.

A5.2.4.3. Closing Sentence.

A5.2.4.3.1. The exemplary heroism displayed by Sergeant Kola reflect great credit upon herself and the United States Air Force. OR

A5.2.4.3.2. By her heroic action and humanitarian regard for her fellowman, Sergeant Kola has reflected great credit upon herself and the United States Air Force.

A5.2.4.3.3. Posthumous Award. The exemplary heroism displayed by Sergeant Kola in the dedication of service to her country reflect great credit upon herself and the United States Air Force.

A5.2.5. *Bronze Star Medal.*

A5.2.5.1. Opening Sentence. Master Sergeant Rose A. Tyler distinguished herself by (meritorious achievement) OR (meritorious service) as (duty assignment) (while engaged in action against an enemy of the United States) OR (while engaged in military operations involving conflict with an opposing foreign force) OR (while engaged in operations against an opposing armed force) (at or near) (on) OR (from to).

A5.2.5.2. Narrative Description. During this period while exposed to extreme danger from hostile bombing and mortar attacks, Sergeant Tyler established and maintained vital long-range communications in support of the United States airlift of United Nations forces to Katanga.

A5.2.5.3. Closing Sentence:

A5.2.5.3.1. The exemplary leadership, personal endeavor, and devotion to duty displayed by Sergeant Tyler in this responsible position reflect great credit upon herself and the United States Air Force.

A5.2.5.3.2. Posthumous Award. By her unselfish dedication to duty in the service of her country, Sergeant Tyler has reflected great credit upon herself and the United States Air Force.

A5.2.6. Purple Heart. Do not prepare a citation for the Purple Heart. (T-1). When preparing the special orders use the following example content.

A5.2.6.1. "By direction of the President of the United States of America, Master Sergeant Arlene Ton, (social security number), 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

A5.2.6.2. "By direction of the President of the United States of America, Master Sergeant Arlene Ton, (social security number), is awarded the Purple Heart (__ Oak Leaf Cluster) for wounds incurred on (date)(in action against an enemy of the United States) OR (as the result of action by a hostile foreign force)."

A5.2.7. *Meritorious Service Medal.*

A5.2.7.1. Opening Sentence.

A5.2.7.1.1. Senior Master Sergeant Mickey 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

A5.2.7.1.2. Master Sergeant Mickey Smith distinguished himself by outstanding achievement (as) OR (while assigned to), (on) OR (from to).

A5.2.7.2. Narrative Description.

A5.2.7.2.1. 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

A5.2.7.2.2. 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.

A5.2.7.3. Closing Sentence.

A5.2.7.3.1. The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force.

A5.2.7.3.2. 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.

A5.2.7.3.3. Separation Award. The singularly distinctive accomplishments of Sergeant Smith while serving his country reflect great credit upon himself and the United States Air Force.

A5.2.7.3.4. 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.

A5.2.8. *Air Medal.*

A5.2.8.1. Opening Sentence. Major Hannah Baxter distinguished herself by meritorious achievement while participating in (aerial flight) OR (sustained aerial flight) as (duty assignment) (at or near) (on) OR (from to).

A5.2.8.2. Narrative Description. On that date when the F-16 aircraft Major Baxter was piloting experienced severe mechanical malfunctions, Major Baxter, at great personal risk, maneuvered the aircraft to a safe landing without further damage to the aircraft.

A5.2.8.3. Closing Sentence.

A5.2.8.3.1. Aerial Flight. The professional skill and airmanship displayed by Major Baxter reflect great credit upon herself and the United States Air Force.

A5.2.8.3.2. Posthumous Award. The professional skill and airmanship displayed by Major Baxter in the dedication of her service to her country reflect great credit upon herself and the United States Air Force.

A5.2.9. *Aerial Achievement Medal.*

A5.2.9.1. Opening Sentence. Master Sergeant Rory Williams distinguished himself by meritorious achievement while participating in sustained aerial flight as (duty assignment) (at or near from to).

A5.2.9.2. Narrative Description. During this period, the airmanship exhibited by Sergeant Williams in the successful accomplishment of these important reconnaissance missions, under extremely hazardous conditions, demonstrated his outstanding proficiency and steadfast devotion to duty.

A5.2.9.3. Closing Sentence.

A5.2.9.3.1. The professional ability and outstanding aerial accomplishments of Sergeant Williams reflect great credit upon himself and the United States Air Force.

A5.2.9.3.2. Posthumous Award. The professional ability and outstanding aerial accomplishments displayed by Sergeant Williams in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

A5.2.10. *Air Force Commendation Medal.*

A5.2.10.1. Opening Sentence.

A5.2.10.1.1. Technical Sergeant Ami Ponde distinguished herself by (meritorious service) OR (outstanding achievement) OR (an act of heroism) as (duty assignment and office) OR (while assigned to (office) from to). OR

A5.2.10.1.2. Technical Sergeant Ami Ponde distinguished herself by an act of heroism (at or near) on (date).

A5.2.10.2. Narrative Description.

A5.2.10.2.1. During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ponde contributed to the effectiveness and success of Air Force programs.

A5.2.10.2.2. Heroism. On that date, Sergeant Ponde (example: arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Ponde went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance).

A5.2.10.3. Closing Sentence.

A5.2.10.3.1. The distinctive accomplishments of Sergeant Ponde reflect credit upon herself and the United States Air Force.

A5.2.10.3.2. Heroism. By her prompt action and humanitarian regard for her fellowman, Sergeant Ponde has reflected credit upon herself and the United States Air Force.

A5.2.10.3.3. Retirement Award. The distinctive accomplishments of Sergeant Ponde culminate a (long and) distinguished career in the service of her country and reflect credit upon herself and the United States Air Force.

A5.2.10.3.4. Separation Award. The distinctive accomplishments of Sergeant Ponde while serving her country reflect credit upon herself and the United States Air Force.

A5.2.10.3.5. Posthumous Award. The distinctive accomplishments of Sergeant Ponde in the dedication of her service to her country reflect credit upon herself and the United States Air Force.

A5.2.11. *Air Force Achievement Medal.*

A5.2.11.1. Opening Sentence.

A5.2.11.1.1. Captain Michelle Canmore distinguished herself by (meritorious service) OR (outstanding achievement), as (duty assignment, and office location) OR while assigned to (office location). OR

A5.2.11.1.2. Captain Michelle Canmore distinguished herself by outstanding achievement (at or near).

A5.2.11.2. Narrative Description. Captain Canmore'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.

A5.2.11.3. Closing Sentence: The distinctive accomplishments of Captain Canmore reflect credit upon herself and the United States Air Force.

Attachment 6

THE VIRTUAL PERSONNEL CENTER

A6.1. General Information. The virtual Personnel Center is an electronic dashboard within the myPers website (<https://access.afpc.af.mil/>) that allows processing of certain awards and decorations for regular Air Force, Air National Guard and Air Force Reserve members. Log in to the myPers website and navigate to the “I Would Like To” section for guidance on using the virtual Personnel Center.

A6.1.1. The awards and decorations currently processed in the virtual Personnel Center are: Meritorious Service Medal, Air Force Commendation Medal, Aerial Achievement Medal, Air Force Achievement Medal, Combat Readiness Medal, and the Military Outstanding Volunteer Service Medal.

A6.1.2. A myPers account is required for all personnel in the coordination chain of a recommendation.

A6.1.3. Ordering the DECOR6 through Military Personnel Data System is not required for decorations processed in the virtual Personnel Center.

A6.1.4. Mailing the certificate for approved decorations is not required. The virtual Personnel Center updates the Automated Records Management System and the Military Personnel Data System.

A6.1.5. The certificates to accompany decorations processed in the virtual Personnel Center are available for order through the Air Force e-Publishing website, under the Warehouse Management System. Refer to **Attachment 1** for the certificate form numbers.

Attachment 7

RECOMMENDATIONS FOR COMBAT CONDITIONS AND INTERNATIONAL INCIDENTS

A7.1. Individual Decorations and Unit Awards Arising from Combat Operations.

A7.1.1. Upon written request, SECAF may delegate approval authority to the Air Component Commander or Commander of Air Force Forces to the U.S. Combatant Command concerned. At such time, the commander with delegated authority acts as the sole approval authority for Air Force members serving in and acts impacting the area of eligibility.

A7.1.2. In cases when approval authority has not been delegated, the NAF commander forwards, in a timely manner, all recommendations arising out of combat operations to the Air Component Commander to the supported Combatant Command (or in the absence of such an officer, to a lieutenant general or general designated by CSAF for this purpose). 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 the members' accomplishments. If there is a singular, distinctive event, or other unusual factors that support expediting a decoration, that decoration 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's designee, forwards those recommendations that meet the award criteria to AFPC/DPISSP for processing to the Secretary of the Air Force Decorations Board.

A7.1.3. Refer to [Attachment 13](#) for preparing and processing valor decorations and unit awards.

A7.1.4. To ensure timely recognition and accurate substantiation, nominating officials submit recommendations within 45 days of the act, event or service being recognized. In the case of hostilities of limited duration, all recommendations should be submitted within 90 days after the cessation of hostilities.

A7.2. Decorations Arising from International Terrorists and Foreign Terrorist Organizations, and International Incidents.

A7.2.1. SECAF retains approval authority for recommendations involving international terrorists and foreign terrorist organizations, and international incidents. For the purpose of this manual, an international incident is "any peacetime event involving U.S. military forces that generates or could generate formal protests by the U.S. government and/or the foreign government involved."

A7.2.2. SAF/MRM notifies the Under Secretary of Defense for Personnel and Readiness of Purple Heart requests involving international terrorists or foreign terrorist organizations, prior to SECAF approval.

Attachment 8

DECORATIONS TO U.S. CIVILIANS, FOREIGN NATIONALS AND FOREIGN MILITARY PERSONNEL

A8.1. General Information. This section provides processing guidance for decorations awarded to U.S. civilians, foreign nationals and foreign military personnel.

A8.2. Air Force Decorations to U.S. Civilians and Foreign Nationals. U.S. civilians and foreign nationals may be awarded certain Air Force decorations. Refer to [Table 3.2](#) and the respective award criteria. Also, refer to AFI 36-1004, for other award options.

A8.3. Air Force Decorations to Foreign Military Members. Members of the armed forces of friendly foreign nations may be recognized with an Air Force decoration provided the valorous act, extraordinary achievement or meritorious service were of significant benefit to the U.S. or materially contributed to the successful prosecution of a DoD military operation or campaign.

A8.3.1. The most appropriate achievement or service award for a foreign general or flag officer serving in equivalent U.S. pay grades of O-7 or above, is the Legion of Merit of appropriate degree.

A8.3.2. Preparing a Recommendation. Refer to [Attachment 2](#) and [Table 3.2](#). Incomplete recommendations are returned without action. At a minimum, nomination packages includes:

A8.3.2.1. The full name of the foreign military member on all correspondence. **(T-0)**.

A8.3.2.2. Statement of concurrence from the U.S. Defense Attaché in the foreign military member's home country (do not obtain for Legion of Merit and recommendations for foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above). **(T-0)**. See [Figure A8.6](#).

A8.3.2.3. Statement of concurrence from the AFOSI. Note: Counterintelligence concurrence is accomplished no more than 6 months before the award approval date. **(T-0)**. See [Figure A8.7](#).

A8.3.2.4. Statement of concurrence from the Defense Intelligence Agency. **(T-0)**. Note: Only obtain for Legion of Merit recommendations and any decoration for foreign general or flag officer in equivalent U.S. pay grade of O-7 or above. Normal processing is 30 calendar days. See [Figure A8.8](#).

A8.3.2.5. Endorsement memorandum. **(T-0)**. Justifies why award approval is in the best interest of the U.S. Government and DoD. See [Figure A8.1](#).

A8.3.2.6. Narrative justification. **(T-0)**. Should include the foreign military member's full name, period of award, duty position or job title during the period of the award, and the accomplishments. See [Figure A8.2](#).

A8.3.2.7. Proposed citation. **(T-0)**. See [Figures A8.3](#) and [A8.4](#).

A8.3.2.8. Biography. **(T-0)**. A brief biography of the award nominee. See [Figure A8.5](#).

A8.3.2.9. Late letter (if applicable). Explains why the award is late. Note: Late letter is required if submitted over 6 months from the date of the distinguishing act or period of meritorious service.

A8.3.3. Submitting a Recommendation. Submit recommendations to arrive at SAF/IA or AFPC/DP1SSP not later than 120 days prior to the desired presentation date or departure of the individual recommended from the organization.

A8.3.3.1. Combat Related Decorations. Submit nominations through the senior official in the wartime chain of command to AFPC/DP1SSP (unless approval authority has been delegated by SECAF). **(T-1)**. AFPC/DP1SSP forwards the nomination to the Secretary of the Air Force Decorations Board for boarding and the following actions:

A8.3.3.1.1. Submit to SECAF recommendations for the Air Force Cross to foreign military personnel serving in equivalent U.S. pay grades of O-6 or below.

A8.3.3.1.2. Approve or disapprove Silver Star and lesser decorations to foreign military personnel serving in equivalent U.S. pay grades of O-6 or below.

A8.3.3.1.3. Prepare a certificate and action memorandum for the Legion of Merit awarded to a foreign military member or an exception to policy for other decorations to a foreign general or flag officer serving in equivalent U.S. pay grades of O-7 or above. Complete nomination packages (action memorandum, certificate, citation, narrative justification, biography, DIA concurrence and any other relevant supporting documents) are staffed to SECAF for signature and submitted to the Under Secretary of Defense for Policy (not including the certificate) via the Correspondence and Task Management System or by email to osd.pentagon.osd-policy.mbx.execsec@mail.mil. The Under Secretary of Defense for Policy obtains Department of State and Defense Attaché Officer concurrences. Once concurrences are received, the Secretary of the Air Force Decorations Board delivers the hardcopy package, along with the certificate and Department of State and Defense Attaché concurrences, to the Executive Services Directorate, Correspondence Management Division, Washington Headquarters Service within 6 months of the date of the action or period of service justifying award. The board also emails a Microsoft Word version of the citation to the Executive Services Directorate via whs.pentagon.esd.mbx.cmd-correspondence@mail.mil.

A8.3.3.2. Non-Combat Related Decorations.

A8.3.3.2.1. Legion of Merit. The MAJCOM commander or deputy commander endorses recommendations for foreign military members (and all other decorations for foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above) and forwards to SAF/IA Foreign Liaison Office (usaf.pentagon.saf-ia.mbx.top-5-engagements@mail.mil) **(T-1)**. SAF/IA prepares the certificate and an action memorandum, staffs the nomination (action memorandum, certificate, citation, narrative justification, biography, DIA concurrence and any other relevant supporting documents) to SECAF for signature, and submits the complete package (not including the certificate) to the Under Secretary of Defense for Policy via the Correspondence and Task Management System or by email to osd.pentagon.osd-policy.mbx.execsec@mail.mil. The Under Secretary of Defense for Policy obtains Department of State and Defense Attaché Officer concurrences. Once concurrences are received, SAF/IA delivers the hardcopy package, along with the certificate and Department of State and Defense Attaché concurrences, to the Executive Services Directorate, Correspondence Management Division, Washington Headquarters Service

within 6 months of the date of the action or period of service justifying award. SAF/IA also emails a Microsoft Word version of the citation to the Executive Services Directorate via wbs.pentagon.esd.mbx.cmd-correspondence@mail.mil.

A8.3.3.2.2. Meritorious Service Medal, Air Force Commendation Medal, and Air Force Achievement Medal nominations for foreign military personnel in equivalent U.S. pay grades of O-6 and below.

A8.3.3.2.2.1. Submit recommendations through the chain of command to the MAJCOM commander for approval. **(T-1)**.

A8.3.3.2.2.2. The senior official in the chain of command endorses recommendations from HAF, FOAs, and DRUs and forwards to AFPC/DP1SSP for submission to the Secretary of the Air Force Decorations Board for approval. **(T-1)**.

A8.3.3.2.2.3. The AFDW commander or vice commander endorses recommendations from joint or unified commands and forwards to AFPC/DP1SSP for submission to the Secretary of the Air Force Decorations Board for approval. **(T-1)**.

Figure A8.1. Example Recommendation Memorandum.

ORGANIZATIONAL LETTERHEAD

DATE

MEMORANDUM FOR AF/CVAI

FROM HQ (MAJCOM/CC OR CV)
STREET ADDRESS, SUITE #
BASE AFB, STATE ZIP CODE

SUBJECT: Recommendation for Decoration

1. I recommend the following individual:

- a. Rank / Name / SSN: (or register number in lieu of SSN)
- b. Decoration / Cluster:
- c. Inclusive Dates:
- d. Recommendation Basis: (meritorious service, outstanding achievement, etc)
- e. Recommendation Reason: (permanent change of station, extended tour, etc)
- f. Reassignment To: (organization and location to which being reassigned)
- g. Desired Presentation Date: (type in date or use N/A)
- h. If approved, forward elements to: (full mailing address of either recommending command or gaining unit's command)
- i. Duty Title:
- j. Unit of Assignment: (base that member was assigned to at time of above inclusive dates)
- k. Installation of Assignment: (base that member was assigned to at time of above inclusive dates)
- l. Effective date of promotion to current grade: (dd mmm yyyy)

2. Previous U.S. Decorations: (list all previous U.S. decorations with oak leaf clusters or use N/A)

3. I certify that:

- a. This individual's service has been honorable throughout the period being recognized.
- b. The attached certificate and citation is unclassified.
- c. No other decorations have been awarded to this person for the act or service described.
- d. Proper agency concurrence is provided (if applicable).

4. Questions pertaining to this memorandum should be address to (point of contact name, telephone number and email address).

JOHN J. DOE, Lieutenant General, USAF
Vice Commander

Attachments:

Note: Nominations that originate in a joint unit will be signed by the highest ranking Air Force officer in the unit.

Figure A8.2. Example Narrative Justification.

EXAMPLE NARRATIVE JUSTIFICATION

FOR AIR FORCE DECORATIONS TO FOREIGN NATIONALS

Colonel Teresa Stacy, Royal Canadian Air Force, distinguished herself while assigned as Commander, Canadian Forces, Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Stacy was responsible for coordinating the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 Department of Defense personnel to Operation ENDURING FREEDOM.....

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

Notes:

1. Minimize the use of acronyms. Spell out the acronym for the first use and then use abbreviated thereafter.
2. Limit justification to a one-page, typed narrative. Use paragraph format with breaks between major contributions. Include in the first sentence rank and full name, title, and dates of service. For subsequent sentences use rank and last name only.
3. Narrative must be signed by the initial recommending official.
4. Use Times New Roman (TMS RMN) 10- to 12-point size or comparable font.
5. Include three to four major contributions with impact or results to the Air Force. Each contribution can be its own paragraph or they can be combined as one paragraph. Write to the accomplishments and not to the personal attributes of an individual. Refrain from using absolutes or unquaiifiable statements in the sentence structure.

Figure A8.3. Example Legion of Merit Citations for Foreign Military Personnel.

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the Legion of Merit (Degree of [LOM Level]) to

**(RANK) (FIRST AND LAST NAME)
(COUNTRY) (SERVICE)**

for exceptionally meritorious service as the [position/title] to the United States, from Date [Month YYYY] to Date [Month YYYY]. [Rank/Last Name] was an open and effective liaison, who contributed to bilateral interoperability and fostered effective military-to-military relations between the United States and [country]. He played a decisive role in attaining a bilateral agreement to appoint a [country] Liaison Officer to the United State Military Academy and facilitated mutually rewarding bilateral Army Staff Talks in 2005 and 2006, which resulted in numerous agreed-to-actions related to transformation, training, staff planning, intelligence and command and control fusion. [Rank/Name], a Signal Corps officer, contributed his expertise to the United States-[country name] working group to achieve bilateral communication interoperability and actively collaborated in the integration of Hawk and Patriot missile systems in [country name]. He was also instrumental to the bilateral standardization process for [country name] Army Rotary-Wing Aviation attainment of navigability certification. At a time of intense strain in the United States-[country name] bilateral relationship due to the sudden withdrawal of [country name] troops from Operation IRAQI FREEDOM, [Rank/Name] was especially proactive in reaching out to his Army and Joint Staff counterparts in an effort to sustain the bilateral military-to-military relationship. [Rank/Name's] superior effort, outstanding leadership, and personal initiative reflect great credit upon [himself/herself], the [country and Service], and [his/her] country.

Highlighted Text - Indicates standard wording for opening paragraph, titles, and opening and closing sentences of citation body text.

Use past tense for citation text accomplishments

- o Exception: closing line "accomplishments are in keeping" "reflect(s) great credit"
- Avoid "during this period" - it's redundant. Inclusive dates for service accomplishments for which the individual are being recognized are given in opening line.
- Avoid use of first person ("our two countries"; "our security"; use "the two countries" etc.)
- Avoid personal possessives whenever possible when referring to an individual's country, units, forces and equipment, etc. - these things do not belong to the person, the person is entrusted with them. It's not "his army"; "his equipment". The use of personal possessives is appropriate in certain contexts, but will be rare:
- "United States of America" (formal, long name) only used in the opening, top line (otherwise use "United States")
- When referring to the United States and another country in the same sentence, the United States is always spelled out and goes first ("the United States and Canada" not "the U.S. and Canada" or "Canada and the U.S." or "Canada and the United States")
Ensure name, rank consistent throughout
- Use name of service consistently throughout write-up (don't say "Canadian Armed Forces" immediately below individual's name in opening line, then use "Armed Forces of Canada" in closing line).
Ensure name and rank are consistent with supporting documentation
Ensure level of award is consistent with supporting documentation
Ensure citation includes at least 2-3 substantive accomplishments (ideally, 3-4):
- Avoid use of absolutes/unquantifiable statements whenever possible (avoid "unparalleled"; "unprecedented"; "invaluable")
- Look to alternate use of person's name throughout citation with pronouns. Following the opening line (that states "the President of the United States . . ." then gives full rank and name, position and inclusive dates for award) look to typically begin the next sentence with the person's rank/name "General Smith led the Canadian Armed Forces' initiative to . . ." then alternate use of individual's proper name and pronouns throughout, using the person's name and rank in the closing line.
- Ensure the name of the person's country is use consistently throughout. Many countries have several formal variations of their names. For example, formal long for the U.S. is the "United States of America"; formal short is "the United States". Formal long name of the U.S. is typically only used in the opening line "The President of the United States of America... ", then the formal short "the United States" is typically used throughout the remainder of the write-up. Ensure the country name is consistent with the supporting documentation and then used consistently within the citation. Typically, use "his country" or "her country" in the closing line.

Figure A8.4. Additional Example Citations for Foreign Military Personnel.

FOR MERITORIOUS SERVICE MEDAL

**COLONEL TERESA STACY
GERMAN AIR FORCE**

**MERITORIOUS SERVICE
1 JUNE 2004 TO 31 MAY 2008**

Colonel Teresa Stacy distinguished herself in the performance of outstanding service as Commander, Canadian Forces, Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Stacy coordinated the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 Department of Defense personnel to Operation ENDURING FREEDOM at various locations within the Persian Gulf. Colonel Stacy..... The singularly distinctive accomplishments of Colonel Stacy reflect great credit upon herself, the Royal Canadian Air Force, and her country.

FOR AIR FORCE COMMENDATION MEDAL

MAJOR FRANCOIS THERIOT
GERMAN AIR FORCEMERITORIOUS SERVICE
1 JUNE 2004 TO 31 MAY 2008

Major Francois Theriot distinguished himself by meritorious service as Chief Intelligence Officer, French Air Forces, Directorate of Intelligence, Headquarters United States Air Forces in Europe, Ramstein Air Base, Germany. During this period, Major Theriot coordinated the use of French intelligence across the earth obtaining vital and significant pieces of intelligence as the world unites in the Global War on Terrorism on the home fronts of Europe. Major Theriot..... The singularly distinctive accomplishments of Major Theriot reflect credit upon himself, the French Air Force, and his country.

Notes:

1. Save citation in MS Word format on a disk or electronic format. Approval authorities will put the citation on appropriate paper or certificate.
2. Refer to this instruction for appropriate opening/closing sentences for other decorations; however, use the above examples for the decorations shown.
3. Refer to this instruction for appropriate margins, font size, paper orientation, etc.
4. Limit sentences between the opening and closing sentences to no more than five sentences.
5. Legion of Merit nominations.
 - 5.1. Use 8 ½ X 11" bond paper, portrait style.
 - 5.2. Top and side margins – 1 to 1 ½ inches.
 - 5.3. Ensure the name of the person's country is used consistently throughout. Many countries have several formal variations of their names. For example, formal long for the U.S. is the "United States of America"; formal short is "the United States". Formal long name of the U.S. is typically only used in the opening line "The President of the United States of America ... ", then the formal short "the United States" is typically used throughout the remainder of the write-up. Ensure the country name is consistent with the supporting documentation and then used consistently within the citation. Typically, use "his country" or "her country" in the closing line.
 - 5.4. Avoid use of absolutes/unquantifiable statements whenever possible (avoid "unparalleled"; "unprecedented"; "invaluable").
 - 5.5. Alternate the use of the person's name throughout citation with pronouns. Following the opening line (that states "the President of the United States ... " then gives full rank and name, position and inclusive dates for award) look to typically begin the next sentence with the person's rank/name "General Smith led the Canadian Armed Forces' initiative to ... " then alternate use of individual's proper name and pronouns throughout, using the person's name and rank in the closing line.

Figure A8.5. Example Biography for Foreign Military Personnel.

EXAMPLE BIOGRAPHY

FOR USAF DECORATIONS AND AWARDS TO FOREIGN NATIONALS

NAME: (full name – first, middle initial, last)

ALIAS(S): (go-by name)

RANK/TITLE: (foreign rank or title)

AIR FORCE RANK EQUIVALENT: (translate foreign rank title to Air Force equivalent; civilian grade for civilians)

POSITION: (duty title for the period being recognized)

SSN/MEMBER ID OR EQUIVALENT:

BRANCH OF SERVICE:

CITIZENSHIP:

DATE ARRIVE STATION:

TRANSFER DATE:

DATE OF BIRTH:

PLACE OF BIRTH:

TYPE OF AWARD RECOMMENDED:

INCLUSIVE DATES:

PRESENTATION DATE:

POINT OF CONTACT:

PREVIOUS U.S. AWARDS AND DATES:

MILITARY EDUCATION: (list any US military courses, PME, or colleges and year graduated)

ASSIGNMENTS: (list unit and location of all prior US-attached military assignments)

Notes: Only provide information for categories listed above.

Figure A8.6. Example Memorandum for U.S. Embassy Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR (US Embassy / US DAO address abroad. Refer to AFI 16-606,
Foreign Clearance Program, at the local
MPS for address information).

FROM: (Requesting agency)

SUBJECT: Recommendation for Decoration to Colonel Teresa Stacy, Royal Canadian Air Force

I recommend Colonel Teresa Stacy, Royal Canadian Air Force, for the Meritorious Service Medal. Request the US Ambassador / Defense Attaché Officer concur with the recommendation by endorsing this memorandum.

Date of Birth: (provide info; spell out month)

Place of Birth: (provide info; city, providence/region, and country)

Serial Number: (provide info)

Inclusive Period of Decoration: (provide dates; spell out months)

Current Duty Title: (provide info; spell out acronyms if needed)

Desired Presentation Date: (provide info; spell out month)

Point of Contact: (provide name and DSN/commercial phone #s)

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

Note: Must have concurrence from US Embassy and concurrence from US DAO of the country to which the foreign national is a citizen

Figure A8.7. Example Memorandum for AFOSI Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

MEMORANDUM FOR AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

FROM: *(Recommending Agency)*SUBJECT: Award Recommendation for Decoration to *[Rank, Name, Country, Service]*

1. I recommend *[Rank, Name, Country, Service]*, for the *[name of decoration]*. Request the appropriate records checks or investigations be conducted and concurrence with the recommendation by endorsing this memorandum. The required information is provided:

FULL NAME: *(please ensure name is spelled correctly)*DATE OF BIRTH: *(spell out)*PLACE OF BIRTH: *(provide city, providence/region and country)*SERIAL NUMBER: *(enter number, "N/A" if none, or "unknown")*INCLUSIVE PERIOD OF DECORATION: *(spell out)*CURRENT DUTY TITLE: *(spell out)*DESIRED PRESENTATION DATE: *(spell out)*

2. If you have questions, please contact *[provide name, email, DSN and commercial number]*.

SIGNATURE BLOCK

Notes:

1. Email signed memorandum to AFOSI at hqafosi.watch@us.af.mil
2. Nominations cannot be processed with the AFOSI concurrence.

Figure A8.8. Example Memorandum for Defense Intelligence Agency Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

MEMORANDUM FOR DEFENSE INTELLIGENCE AGENCY

ATTN: Military Awards (OHR3-F)
200 MacDill Boulevard
Bolling AFB, DC 20340-5100

FROM: (Recommending Agency)

SUBJECT: Request for Counterintelligence Records Check – RANK, Name, Country, Service

1. In accordance with DoDI 1348.33, request a counterintelligence records check on the below individual. The following information is provided:

LAST NAME (Please ensure name is spelled correctly)

FIRST AND MIDDLE NAME:

RANK/TITLE:

DATE OF BIRTH:

COUNTRY OF BIRTH:

TYPE OF AWARD RECOMMENDED (If LOM, the degree of LOM is required):

2. If you have questions, please contact **this is the POC for your organization**

SIGNATURE BLOCK

Notes:

1. Please email this request to DIA_awards@dia.mil
2. DIA concurrence only required for nominations requiring SecDef approval.

Attachment 9

RECEIPT OF NON-AIR FORCE AWARDS AND DECORATIONS

A9.1. General Information. This section does not apply to DoD decorations. Typically the most appropriate means to recognize Air Force members is through the Air Force awards and recognition program.

A9.2. Other Military Services' Awards and Decorations.

A9.2.1. *Decorations.* Pre-coordination is required before accepting decorations from another Military Service. The Meritorious Service Medal and the other Military Services' Commendation and Achievement Medals may be awarded to an Air Force member permanently assigned to a unit or organization of the other Military Services without written concurrence from the Air Force, provided the act, achievement or service was performed under non-combat conditions. A copy of the final decoration elements are sent to Headquarters Air Force Personnel Center, ATTN: AFPC/DP1SSP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150 or email to AFPC.DP1SSP.RecognitionProcess@us.af.mil, for update to the member's personnel record. For all other decorations and for members not assigned to another Military Service, written concurrence from AFPC/DP1SSP is required prior to approval. (T-0).

A9.2.2. *Unit Awards.* Unit awards from the other Military Services' may not be presented to an Air Force unit or organization without written concurrence from AFPC/DP3SP. (T-1).

A9.3. U.S. Non-Military Awards. Air Force members may accept awards proffered by federal agencies, except:

A9.3.1. *U.S. Non-Military Valor Awards.* Air Force members are not authorized to wear any U.S. non-military award specifically intended to recognize valor. The appropriate means to recognize an Air Force member's valorous act(s) is with a military decoration. The individual having knowledge of the member's valorous act(s) should contact AFPC/DP2SP to initiate a recommendation for a military valor decoration.

A9.3.2. *U.S. Non-Military Service Awards.* Air Force members are not authorized to wear any U.S. non-military service awards specifically intended to recognize participation in campaigns, expeditions, or fulfillment of specific service requirements.

A9.4. Foreign and International Awards. Acceptance of awards from foreign governments and international organizations is prescribed by 5 USC §7342 and AFI 51-506. Refer to AFI 36-2903 for wear policy.

A9.4.1. *Definition.* A "foreign award" is typically a medal, ribbon, device, badge, emblem or insignia from a foreign governmental authority (including any foreign national, state, local, or municipal government), or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments, awarded to an Air Force member, unit, organization or command.

A9.4.2. Foreign awards proffered to Air Force members or units by foreign governments may be accepted only in recognition of combat service, or outstanding or unusually meritorious performance. Activities normally undertaken by the Air Force in support of a friendly foreign nation during peacetime are not considered sufficient to merit foreign awards.

A9.4.3. Air Force members may not request, or otherwise encourage, the offer of an award from a foreign government. Acceptance is only authorized upon receiving official approval to accept the award.

A9.4.4. The foreign country concerned normally issues the applicable medal or ribbon. The Air Force does not stock and issue foreign medals and ribbons. These awards may be purchased from commercial sources.

A9.4.5. Refer to [Attachment 12](#) for a list of authorized foreign service awards.

A9.4.6. *Administrative Procedures.*

A9.4.6.1. Foreign government representatives typically notify senior U.S. Government representatives in advance of the intent to proffer an award to an Air Force member or unit. Upon such notification, AFPC/DP3SP determines whether acceptance is authorized. If the member or unit receives the initial notification, the member or unit immediately submits a request for authority to accept and retain the award through the servicing manpower and personnel flight to AFPC/DP1SSP.

A9.4.6.2. In circumstances when advance authorization to accept a foreign award cannot be made, the member or unit may make token acceptance of the award. Token acceptance does not constitute an official acceptance. The member or unit immediately submits a request authority to accept and retain the award through the servicing manpower and personnel flight to AFPC/DP1SSP. Failure to request permission to accept and retain the award will result in the award becoming U.S. property, requiring the member or unit to surrender the award to AFPC/DP1SSP for disposal. (T-1).

A9.4.7. *Approval Authority.* The approval authority evaluates the award to determine its appropriateness and approves or disapproves acceptance and retention.

A9.4.7.1. The Secretary of Defense approves acceptance of foreign awards intended to recognize participation in campaigns, expeditions, or fulfillment of specific service requirements. In cases where advanced authorization has not been made through joint channels, requests may be staffed through Air Force command channels to AFPC/DP3SP.

A9.4.7.2. SECAF approves acceptance of foreign unit awards after coordination with the Under Secretary of Defense for Personnel and Readiness. Requests are staffed through command channels to AFPC/DP3SP.

A9.4.7.3. AFPC/DP3SP approves or disapproves acceptance of foreign awards to Air Force members (including general officers).

A9.4.7.4. The Director of Personnel at MAJCOMs, FOAs and DRUs approves and disapproves acceptance for Air Force members in the grade of colonel/O-6 and below, assigned or attached to their command.

Attachment 10

UNIT AWARD CRITERIA

A10.1. Presidential Unit Citation. The award (formerly named the Distinguished Unit Citation prior to 1965), established by E.O. 10694, is the Nation's highest unit award. It is awarded in the name of the U.S. President to units of the U.S. Armed Forces and cobelligerent nations, for extraordinary heroism in action against an armed enemy on or after 7 December 1941.

A10.1.1. *Eligibility.* The unit must have displayed such gallantry, determination, and esprit de corps in accomplishing its mission under extremely difficult and hazardous conditions to have set it apart and above other units participating in the same campaign. **(T-1)**.

A10.1.1.1. The degree of heroism required is the same as that which would be required of an Air Force Cross to an individual.

A10.1.1.2. Being on combat duty for an extended period or participating in a large number of operation missions, either ground or air, is not sufficient to justify the Presidential Unit Citation. The award is normally be earned by units that have participated in a single action or successive actions covering relatively brief time spans.

A10.1.1.3. Only on rare occasions does a unit higher than a wing qualify for this award.

A10.1.1.4. Members entitled to wear both the Distinguished Unit Citation and Presidential Unit Citation may wear an oak leaf cluster on the Distinguished Unit Citation ribbon to denote entitlement to both awards.

A10.1.2. *Authorized Device.* Oak Leaf Cluster.

A10.2. Gallant Unit Citation. The award was established by SECAF in March 2004. The award recognizes units that distinguished themselves by extraordinary heroism in action against an armed enemy of the U.S., while engaged in military operations involving conflict with an opposing foreign force on or after 11 September 2001.

A10.2.1. *Eligibility.*

A10.2.1.1. Although requiring a lesser degree of gallantry, determination, and esprit de corps than required for the Presidential Unit Citation, the Gallant Unit Citation requires the unit to have performed with marked distinction under difficult and hazardous conditions in accomplishing its mission so as to set it apart from and above other units participating in the same conflict. The degree of heroism required is the same as that which would warrant award of the Silver Star to an individual.

A10.2.1.2. The Gallant Unit Citation is awarded to units that have participated in single or successive actions covering relatively brief time spans. Extended periods of combat duty or participation in a larger number of operational missions, either air or ground, is not sufficient.

A10.2.1.3. Only on rare occasions would a unit larger than a group qualify for the Gallant Unit Citation.

A10.2.2. *Authorized Device.* Oak Leaf Cluster.

A10.3. Meritorious Unit Award. The award was established by SECAF in March 2004. The award recognizes units that distinguished themselves by exceptionally meritorious conduct in the performance of outstanding achievement or service in direct support of combat operations. The performance must have occurred for at least 90 continuous days during the period of military operations against an armed enemy of the U.S. on or after 11 September 2001. (T-1).

A10.3.1. Eligibility.

A10.3.1.1. The Meritorious Unit Award is awarded to squadrons, groups, and wings.

A10.3.1.2. The unit displayed such outstanding devotion and superior performance of exceptionally difficult tasks as to set it apart and above other units with similar missions. The degree of performance required is the same as that which would warrant award of the Legion of Merit to an individual. Superior performance of a normal mission does not solely justify the award of the Meritorious Unit Award.

A10.3.2. Authorized Device. Oak Leaf Cluster.

A10.4. Air Force Outstanding Unit Award. The award was established by SECAF on 6 January 1954, to recognize numbered units that have distinguished themselves by exceptionally meritorious service or outstanding achievement that clearly sets the unit above and apart from similar units. The Air Force Outstanding Unit Award may also be awarded for achievements of national or international significance, combat operations against an armed enemy of the United States, or military operations involving conflict with or exposure to hostile actions by an opposing foreign force.

A10.4.1. Eligibility.

A10.4.1.1. The Air Force Outstanding Unit Award is awarded to numbered units such as air forces, air divisions, wings, groups, squadrons, provisional units, and medical facilities (i.e. hospitals, clinics, medical centers (numbered or unnumbered)).

A10.4.1.2. Detachments, operating locations, training sites, and Air Force elements are often included in the parent unit's award; however, they may be considered on their own merit or identified by the parent unit to share in the award, but not both.

A10.4.1.3. Unnumbered units may not be nominated for the Air Force Outstanding Unit Award, however, they may be submitted for the Air Force Organizational Excellence Award.

A10.4.1.4. Units below squadron level are not eligible for the Air Force Outstanding Unit Award.

A10.4.2. Authorized Device. Oak Leaf Cluster. Refer to [paragraph A17.16](#) for information about the "V" device.

A10.5. Air Force Organizational Excellence Award. The award was established by SECAF in August 1969, to recognize the achievements and accomplishments of Air Force organizations or activities.

A10.5.1. Eligibility.

A10.5.1.1. The Air Force Organizational Excellence Award is awarded to Air Force internal organizations that are entities within larger organizations. The organizations are unique, unnumbered organizations or activities that perform functions normally performed by numbered wings, groups, squadrons, etc. The following types of organizations are eligible for consideration: unnumbered organizations, such as MAJCOM headquarters, FOAs, DRUs, centers, and any other unnumbered organization; office of SECAF and CSAF, HAF Secretariat and Assistant Chief of Staff offices (i.e., all two-digit office symbol organizations on HAF); each Air Force level school, academy college, and Air Force Reserve Officers Training Corps detachments; and similar U.S. Armed Forces services organizations or activities (except DoD joint activities).

A10.5.1.2. Detachments, operating locations, training sites, or Air Force elements are often included in the parent unit's award; however, they may be considered on their own merit or identified by the parent unit to share in the award, but not both.

A10.5.1.3. Unnumbered units at the squadron-level and above, may be submitted for the Air Force Organizational Excellence Award to the appropriate approval authority.

A10.5.1.4. Unnumbered organizations below squadron level are not eligible for the Air Force Organizational Excellence Award.

A10.5.1.5. Numbered units may not be nominated for the Air Force Organizational Excellence Award, however, they may be submitted for the Air Force Outstanding Unit Award.

A10.5.2. Authorized Device. Oak Leaf Cluster. Refer to [paragraph A17.16](#) for information about the "V" device.

Table A10.1. Unit Organizational Award (see notes).

R U L E	A	B	C	D	E
	If the unit or organization is	and the service or achievement were performed all	Then the recommendation must be initiated by	And recommendation must be endorsed by	Approval and disapproval authority
1	an active duty unit or organization	under operational control of the joint or unified	the unit commander or higher level	appropriate joint or unified commander	Refer to paragraph 3.30
2		under operational control of the MAJCOM, Air Component Command or Air Force Force		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	Refer to paragraph 3.30
4	Air Force Reserve unit	on or not on extended active duty	the unit commander or higher level commander	organization that exercises control over the unit	Air Force Reserve Command commander or vice commander
5	Air National Guard unit	on extended active duty			Director of the Air National Guard
6	Air National Guard unit	not on extended active duty	the Air Force advisor or senior commander in the Air National Guard chain of command, or the State	N/A	Director of the Air National Guard
7	an active duty FOA or DRU unit, Air Staff DCS or ADCS, or other organization (see note 5)	N/A	unit commander or higher level commander	FOA or DRU commander, vice commander, or chief of staff (see note 4)	Secretary of the Air Force Decorations Board
8	MAJCOM, FOA, or DRU Headquarter	N/A	Commander, vice commander or combat support	N/A	

Notes:

1. When host organization commander provides evidence to the parent organization evidence.
2. Final action will be taken by the award authority exercising control over the parent unit. **(T-0)**.
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 NGB/AIP.
4. For HAF agencies, the Secretariat, Deputy Chief of Staff or Assistant Deputy Chief of Staff concerned, initiates the recommendation and no further endorsement required.
5. The Field Investigative Regions (and their subordinate squadrons, detachments, and operating locations) of the AFOSI are eligible for only the Air Force Outstanding Unit Award and will not share in an Air Force Organizational Excellence Award approved for HAF Office of Special Investigation. **(T-1)**. The Inspector General of the Air Force is the approval and disapproval authority for the Air Force Outstanding Unit Award nominations.

Attachment 11

CAMPAIGN PARTICIPATION CREDIT, CAMPAIGN STREAMERS AND ASSAULT LANDING CREDIT

A11.1. Streamers – General Information. Streamers are carried on flags approved for use and display on Air Force installations. Streamers denote the unit's service, battle honors and/or awards. All streamers are swallow-tailed ribbons of the same design as the service ribbon for the theater, area of operations, or unit decorations. Refer to AFI 34-1201 for a list of streamers and display instructions.

A11.1.1. *Procuring Streamers.* Commanders may request a streamer by submitting a DD Form 1348-6, *Single Line Item Requisition System Document*, to the Air Force Clothing and Textile Office at the Defense Logistics Agency, electronically to AFPHLHERALDRY@dla.mil or by mail. The mailing address is AFC&TO, AFLCMC/WNU Human Systems Division, 700 Robbins Ave, Bldg 3/C South, Philadelphia, PA 19111-5096. Provide a contact name, phone number, and e-mail address in the remarks section. Normal processing time is 30-45 days.

A11.1.1.1. The Air Force Organizational Excellence Award streamer may be procured with or without embroidery.

A11.1.1.2. The Air Force Outstanding Unit Award streamer are not procured without embroidery. Organizations requiring a blank streamer for use in a ceremony, prior to receiving the embroidered streamer, may request a blank streamer from the Air Force Clothing and Textiles as a loan.

A11.1.2. Streamer sizes vary depending on the size of the flag on the flag staff.

A11.1.3. *Distribution of Special Orders.* Approval authorities forward by 31 December of each year copies of special orders or memorandums entitling units to streamers, to AFPC/DP1SSP (afpc.unitawards@us.af.mil) and the Air Force Historical Research Agency (AFHRA/RSO), 600 Chennault Circle, Maxwell, AFB AL 36112-6424 or email to afhra.rs@us.af.mil, Attention: RSO.

A11.2. Unit Award Streamers. Swallow-tailed streamer of the same design as the unit award issued to units authorized a flag or guidon.

A11.2.1. *Unit Eligibility.* To be eligible for a unit award streamer, a unit has been awarded an Air Force unit award, or authorized to share in a higher headquarters unit award. Refer to [paragraph A11.4.1](#) for procuring streamers. Streamers are not issued to units not authorized an organizational flag or guidon.

A11.2.2. *Display of a Unit Award Streamer.* Eligible units carry a unit award streamer on the organizational flag staff and guidon. Unit award streamers are embroidered in white with the name of the act or the inclusive period of the service (1 JANUARY 2003 – 31 DECEMBER 2004). Authorized abbreviations may be used for lengthy action or achievement names. Each award is represented by a separate streamer.

A11.3. Campaign Streamers. Campaign streamers are awarded for active federal military service to flag or guidon bearing unit or organizations credited with campaign participation. The streamers are swallow-tails of the same design as the DoD campaign or service medal issued to members of the U.S. Armed Forces. Campaign streamers are usually embroidered with the name of the campaign, operation, or expedition designated by the Chairman, Joint Chiefs of Staff, authorized by the DoD, and announced in DoDM 1348.33, Volume 2.

A11.3.1. *Unit Eligibility.* To be eligible for a campaign streamer, a unit must have been awarded campaign participation credit by HAF. Authority to approve campaign participation credit may be delegated by SECAF to the Air Component Commander or Commander of Air Force Forces to the Combatant Command that has operational control over the designated campaign, operation, or expedition. Air Force units are deemed to have participated if they were stationed in a designated combat zone and actually engaged the enemy in combat or performed duties either in the air or on the ground in any part of the combat zone at any time during the designated period of the respective battle, campaign or expedition. Campaign credit represents a unit's participation in a campaign. Air Force units are considered for eligibility if the home unit deploys more than 50 percent of their unit simultaneously to the deployed location.

A11.3.2. *Approval Process.* Upon establishment or approval of a DoD campaign or service medal, AF/A1P collaborates with AF/A3 and AFPC to determine if a campaign streamer is necessary and, if warranted, AF/A1P submits a proposal to SECAF for approval. If approved, AF/A1P initiates actions for availability of the streamer in the DoD supply system and AFPC announce approval of the campaign streamer Air Force-wide.

A11.3.3. *Display of Campaign Streamer.* Eligible units or organizations carry a campaign streamer on their organizational flag staff or guidon. Each designated campaign name for which the unit receives participation credit is embroidered on an individual campaign streamer.

A11.4. War Service Streamer. A war service streamer is awarded to a flag-bearing unit or organization for service in a theater or area of operations during a war or conflict when the unit or organization is not entitled to campaign credit. The war service streamer is identical to the applicable campaign streamer, but without inscription.

A11.4.1. *Unit Eligibility.* To be eligible for a war service streamer, a unit or organization mobilized in support of a campaign for which a campaign or service medal was authorized; entered the geographical area designated for the campaign, its area(s) of operations, or campaign theater; and meets the "in geographical area" or service criteria prescribed for individual award of the campaign or service medal.

A11.4.2. *Approval Process.* Upon establishment or approval of a DoD campaign or service medal, AF/A1P collaborates with AF/A3 and AFPC to determine if a war service streamer is necessary and if warranted AF/A1P submits a proposal to SECAF for approval. If approved, AF/A1P initiates actions for availability of the streamer in the DoD supply system and AFPC announces approval of the campaign streamer.

A11.4.3. *Display of War Service Streamer.* Eligible units or organizations carry a war service streamer on the organizational flag staff and guidon.

A11.5. Assault Landing Credit. Assault landing credit is awarded to units that participate in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing as part of an organized force carrying out an assigned tactical mission.

A11.5.1. Eligibility.

A11.5.1.1. Assault landing credit may be granted to Air Force units that, in the combat zone of a battle, campaign, or expedition as established by the Joint Staff, accomplishes one of the following types of assault operation:

A11.5.1.1.1. Makes a parachute jump into enemy-held territory as a part of an organized force carrying out an assigned tactical mission.

A11.5.1.1.2. Participates in the assault waves of an amphibious landing on enemy-held territory.

A11.5.1.1.3. Makes a helicopter assault landing into enemy-held territory as a part of an organizational force carrying out an assigned tactical mission.

A11.5.1.2. The assault landing was of such scope that it would warrant Joint Staff designation as a battle or campaign and be of such magnitude as to include tactical elements of at least one other Service. The forces committed should be spearheading a major assault into enemy controlled territory. The operation is such that the committed forces ultimately control the area in which they have landed and not rely on immediate link-up with other forces or extrication after a hit-and-run type mission. Day-to-day combat assault type missions in an already established combat zone do not qualify for award of the arrowhead device.

A11.5.2. *Submitting a Request.* Refer to **Attachment 7** for procedures. Requests include: the size and composition of the force involved, list of units that participated in the assault landing with personnel accounting symbol codes, mission description, the length of the operation and the relationship to the tactical operations of the unified command controlling the operation, the date and time of start and close of the assault operation, enemy situation and reaction, and specific location where the assault landing occurred.

A11.5.2.1. AF/A1P obtains AF/HO and AF/A3 coordination prior to staffing to SECAF.

A11.5.2.2. AFPC/DP1SSP issues special orders announcing approved assault landing credit and forward a copy of the orders to the requesting command and the Air Force Historical Research Agency at afhra.rs@us.af.mil, Attention: RSO, for update of units' lineage and honors.

A11.5.3. Members Entitled to Assault Landing Credit.

A11.5.3.1. An arrowhead device is worn on the applicable campaign or service medal for eligible service members. A member is eligible if he or she was assigned or attached to a unit awarded assault landing credit, participated in the combat parachute jump or assault landing for which the unit received assault landing credit, and physically exited the aircraft or watercraft during the assault landing. Emergency combat parachute jumps into enemy-held territory do not constitute eligibility. Special orders are not published to announce individual entitlement to the device.

A11.5.3.2. If a unit is denied assault landing credit, the members of the denied unit are ineligible for assault landing credit.

A11.5.3.3. Refer to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, for information on combat parachutist jump credit.

Attachment 12

AUTHORIZED FOREIGN SERVICE AND UNIT AWARDS

A12.1. General Information. The foreign service medals in this attachment have been authorized for acceptance by the Department of Defense. Air Force members meeting the eligibility requirements wear the awards without approval. Contact the servicing manpower and personnel flight for update of personnel records.

A12.2. United Nations Medal and Service Ribbon. The award is authorized by the United Nations Secretary General for specific United Nations missions and actions.

A12.2.1. The award is normally awarded by the Chief of the United Nations Mission to qualifying members before their departure from service with the United Nations. Air Force commanders are not authorized to award a United Nations Medal to their members without a specific by-name authorization from the Chief of the United Nations Mission.

A12.2.2. Air Force members are only authorized to wear a United Nations Medal and service ribbon approved for acceptance and wear by the Department of Defense. When authorized, members only wear the initial United Nations Medal and associated service ribbon awarded. Subsequent United Nations Medals awarded for separate United Nations missions or actions are denoted by wearing a bronze service star on the suspension and service ribbon of the initial United Nations Medal awarded.

A12.2.3. A list of missions and actions authorized for acceptance can be found at <http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

A12.3. North Atlantic Treaty Organization (NATO) Campaign and Service Medals. The awards are authorized by the NATO Secretary General to recognize qualifying participation in specific NATO operations and actions.

A12.3.1. The award is normally awarded to qualifying members before their departure from service with NATO by a theater commander who has been delegated NATO medal award authority. U.S. Air Force commanders are not authorized to award a NATO medal to members unless specifically delegated award authority by the NATO Secretary General or NATO Supreme Allied Commander Europe. Requests for award of a NATO medal already approved by DoD are routed through Director of Personnel, U.S. Air Forces in Europe to the Supreme Headquarters Allied Powers Europe J-1 for approval.

A12.3.2. Air Force members are only authorized to wear a NATO medal awarded for actions or operations approved by the Department of Defense. When authorized, members only wear the initial NATO medal awarded. The ribbon clasp is not authorized for wear on the NATO medal suspension ribbon. Subsequent NATO medals awarded for separate NATO operations or actions are denoted by wearing a bronze service star on the suspension and service ribbon of the initial NATO medal awarded.

A12.3.3. The NATO Meritorious Service Medal is not covered in this attachment. Requests for acceptance and retention of NATO Meritorious Service Medal are processed in accordance with [paragraph A14.4](#).

A12.3.4. A list of operations and actions authorized for acceptance can be found at <http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/>.

A12.4. Inter-American Defense Board Medal and Ribbon. The medal and ribbon is authorized for acceptance by Air Force members who have served on the Inter-American Defense Board for at least 1 year, as the chair of the board, delegates, advisors, officers of the staff, officers of the secretariat, or officers of the Inter-American Defense College. For each 5 years of service to the Inter-American Defense Board, a gold star is worn. **(T-0)**.

A12.5. Multinational Force and Observers Medal. The medal is authorized for acceptance by Air Force members who served with the Multinational Force and Observers for at least 90 cumulative days after 3 August 1981. The award is not authorized for service in Lebanon.

A12.6. Kuwait Liberation Medal (Saudi Arabia). Authorized by the government of Saudi Arabia to members of the Coalition Forces who participated in Operation DESERT STORM. The medal is authorized for acceptance by Air Force members who:

A12.6.1. Served in support of operation DESERT STORM between January 17 and February 28, 1991, in one or more of the following areas: the Persian Gulf, the Red Sea, the Gulf of Oman, that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude, the Gulf of Aden, or the total land areas of Iraq, Kuwait, Saudi Arabia, Omar, Bahrain, Qatar, and the United Arab Emirates.

A12.6.2. To be eligible, members must have been **(T-0)**:

A12.6.2.1. Attached to or regularly serving for 1 or more days with an organization participating in ground or shore operations;

A12.6.2.2. Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations;

A12.6.2.3. Actually participating as a crew member in 1 or more aerial flights supporting military operations in the areas designated above; or

A12.6.2.4. Serving on temporary duty for 30 consecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

A12.7. Kuwait Liberation Medal (Kuwait). Authorized by the government of Kuwait to members of the U.S. Military who participated in Operations DESERT SHIELD, DESERT STORM, and the Cease Fire Campaign. Air Force members are authorized to accept and wear the Kuwait Liberation Medal (Kuwait). The medal is authorized for acceptance by Air Force members who:

A12.7.1. Served in support of Operations DESERT SHIELD, DESERT STORM or the Cease Fire Campaign between August 2, 1990, and August 31, 1993, in one or more of the following areas: the Arabian Gulf, the Red Sea, the Gulf of Oman, that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude, the Gulf of Aden, or the total land areas of Iraq, Kuwait, Saudi Arabia, Omar, Bahrain, Qatar, and the United Arab Emirates.

A12.7.2. To be eligible, members must have been **(T-0)**:

A12.7.2.1. Attached to or regularly serving for 1 or more days with an organization participating in ground or shore operations;

A12.7.2.2. Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations;

A12.7.2.3. Actually participating as a crew member in 1 or more aerial flights directly supporting military operations in the areas designated above; or

A12.7.2.4. Serving on temporary duty for 30 consecutive days or 60 non-consecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

A12.7.3. AF/A1 approves exception to policy requests for the Kuwait Liberation Medal (Kuwait), except for the eligibility period and geographic boundaries for the award.

A12.8. Prior Statutory Authority. The statutes below authorize members to accept awards proffered by friendly foreign governments in recognition of service performed during certain periods; however, the awards must have been presented and accepted by the intended recipient before the expiration date of the applicable law.

A12.8.1. World War II – 7 December 1941 through 24 July 1948, authorized by PL 80-314.

A12.8.2. Berlin Airlift – 26 June 1948 through 20 September 20, 1951, authorized by PL 81-503.

A12.8.3. Korean War – 27 June 1950 through 27 July 1955, authorized by PL 83-354.

A12.8.4. Vietnam Era – 1 March 1961 through 18 March 1974, authorized by PL 89-257.

A12.9. Foreign Service Awards Authorized Prior to 1970. The awards listed below were authorized for acceptance by the Department of Defense.

A12.9.1. **Philippine Defense Medal.** The medal was awarded for combat service in the defense of the Philippines from 8 December 1941 to 15 June 1942, if the service member was: a member of the Bataan or Manila Bay Forces or of a unit, ship, or airplane under enemy attack; or assigned or stationed in the Philippine territories or waters for at least 30 calendar days during the eligibility period. A bronze service star is worn if a person meets both above listed conditions.

A12.9.2. **Philippine Liberation Medal.**

A12.9.2.1. The medal is awarded to members who participated in the Philippines' liberation from 17 October 1944 to 3 September 1945, if personnel:

A12.9.2.1.1. Participated in the initial landing operations on Leyte or adjoining islands from 17 October 1944 to 20 October 1944. Personnel are considered as having participated in such operations if they landed on Leyte or adjoining islands, were on ships in Philippine waters, or were crewmembers of airplanes that flew over Philippine territory during the period.

A12.9.2.1.2. Participated in any engagement against the enemy during the campaign on Leyte and adjoining islands. Personnel are considered as having participated in such operations if they were members of or present with units actually under enemy fire or air attack, or were crewmembers in an airplane under enemy aerial or ground fire.

A12.9.2.1.3. Served in the Philippine Islands or on ships in Philippine waters for at least 30 calendar days during the period of 17 October 1944 to 3 September 1945.

A12.9.2.2. *Authorized Devices.* A bronze service star is worn on the ribbon for each additional condition as listed above.

A12.9.3. **Philippine Independence Medal.** The medal was awarded to personnel who are recipients of both the Philippine Defense Medal and the Philippine Liberation Medal.

A12.9.4. **United Nations Service Medal (Korea).** The medal was established by United Nations General Assembly Resolution 483(V), 12 December 1950. Presidential acceptance for the U.S. Armed Forces was announced by the Department of Defense on 27 November 1951. The medal was awarded to members of the U.S. Armed Forces who participated in the United Nations action in Korea (between 27 June 1950 and 27 July 1954) and who are also eligible for the Korean Service Medal. This medal is awarded for any period of time spent in combat during the eligibility period.

A12.9.5. **Republic of Vietnam Campaign Medal.** The Secretary of Defense approved acceptance and wear of the medal on 7 February 1966. The Republic of Vietnam Campaign Medal was awarded to members of the U.S. Armed Forces who between 1 March 1961 and 28 March 1973 who:

A12.9.5.1. Served for 6 month in South Vietnam during the above dates, or

A12.9.5.2. Served outside the geographical limits of South Vietnam and contributed combat support to the Republic of Vietnam Armed Forces for an aggregate of six months. Only members of the U.S. Armed Forces who meet the criteria established for the Air Force Expeditionary Medal (Vietnam) or the Vietnam Service Medal during the period of service required are considered to have contributed direct combat support to the Republic of Vietnam Armed Forces, or

A12.9.5.3. Did not complete the length of service required as listed above, but who, during wartime were either:

A12.9.5.3.1. Wounded by the enemy in a military action, or

A12.9.5.3.2. Captured by the enemy during action or in the line of duty, but later rescued or released, or

A12.9.5.3.3. Killed in action or in the line of duty.

A12.9.5.4. Were assigned in Vietnam on 20 January 1973 and who served a minimum of 60 calendar days in Vietnam during the period of 29 January 1973 to 28 March 1973.

A12.9.6. **Korean War Service Medal.** The Secretary of Defense approved the acceptance and wear of the Korean War Service Medal on 20 August 1999, to recognize the sacrifices of U.S. veterans of the Korean War. To receive this medal, members must have served in the country of Korea, its territorial waters, or airspace within the inclusive period of 25 June 1950 to 27 July 1953. Service must have been performed while on permanent assignment in Korea, or while on temporary duty in Korea for 30 consecutive days or 60 nonconsecutive days, or while as a crewmember of aircraft in aerial flight over Korea participating in actual combat operations, or in support of combat operation. Members who served in Japan, Guam, Okinawa, Philippines, or other countries in the region are not eligible for the medal.

A12.10. Foreign Unit Awards. The following foreign unit awards were authorized for acceptance by the Department of Defense, as indicated.

A12.10.1. **Philippine Republic Presidential Unit Citation.** The Philippine Republic Presidential Unit Citation was awarded to certain units of the U.S. Armed Forces in recognition

of participation in the war against the Japanese Empire during the periods of 7 December 1941 and 10 May 1942, inclusive, and 17 October 1944 to 4 July 1945, inclusive. The citation was also awarded to several U.S. military units for outstanding service to the Republic of the Philippines in 1970 and 1972 during disaster relief operations. Only one Philippine Republic Presidential Unit Citation is worn regardless of the number of awards received. **(T-0)**.

A12.10.2. **Vietnam Presidential Unit Citation.** The Vietnam Presidential Unit Citation was awarded to all personnel assigned to the Military Assistance Advisory Group, Indo-China, during August and September 1954.

A12.10.3. **Republic of Korea Presidential Unit Citation.** The Republic of Korea Presidential Unit Citation was awarded to certain units of the United Nations Command for service in Korea, as well as certain units of U.S. Armed Forces participating in disaster relief operations in 1972. Only one Republic of Korea Presidential Unit Citation is worn regardless of the number of awards received. **(T-0)**.

A12.10.4. **Republic of Vietnam Gallantry Cross Unit Citation with Palm.** The Republic of Vietnam Gallantry Cross Unit Citation with Palm was awarded by the Republic of Vietnam to certain units of the U.S. Armed Forces for valorous combat achievement during the Vietnam Conflict, inclusive from 1 March 1961 to 28 March 1973. Only one Republic of Vietnam Gallantry Cross Unit Citation with Palm is worn regardless of the number of awards received. **(T-0)**.

A12.10.5. **Republic of Vietnam Civil Actions Unit Citation.** The unit citation was awarded by the Vietnamese government to units in recognition of meritorious civil action service. **(T-0)**.

Attachment 13

PREPARING AND PROCESSING VALOR DECORATIONS AND UNIT AWARDS

A13.1. General Information. Members who perform an act(s) of valor will be accorded appropriate recognition based solely on the merits of his or her actions. **(T-0)**. Grade will not be a factor in determining the type or level of valor recognition, nor are quotas established limiting the number of valor decorations that may be recommended or approved. **(T-0)**. Nominations for valor decorations are endorsed by the deployed wing commander and processed within 10 days of receipt at each echelon in the review process. **(T-1)**. As long as the submission meets the timeliness requirements, proper and substantiated award recommendations may not be disapproved (or foregone) on the basis that they did not comply with the time goals.

A13.2. Preparing a Recommendation. Recommendations for valor decorations contain the following documents. Do not include classified, highly sensitive, or special category information requiring special handling procedures in nomination packet.

A13.2.1. *Narrative Justification.* The narrative justification is a detailed description of the act(s) performed; it accompanies the AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operation*. Declassify classified information prior to preparing the justification. The following helpful tips are provided to assist with writing the justification.

A13.2.1.1. Avoid generalities and excessive use of superlatives. Present an objective justification that gives specific examples of the valorous act and the manner in which it was accomplished, together with the results and benefits derived.

A13.2.1.2. Be clear, be concise, and be specific.

A13.2.1.3. Avoid jargon and overuse of acronyms.

A13.2.1.4. The narrative justification should be tailored to the criteria of the specific award and contain a description of the following elements:

A13.2.1.4.1. The terrain and weather of the area in which the action took place.

A13.2.1.4.2. The enemy conditions, to include morale, proximity, firepower, casualties and situation prior to, during and after the act.

A13.2.1.4.3. The effect of the act on the enemy.

A13.2.1.4.4. The action of comrades in the immediate vicinity of the act and the degree of their participation in the act.

A13.2.1.4.5. If the act occurred in aerial flight, the type and position of the aircraft and the position of the nominee's crewmembers.

A13.2.1.4.6. The degree to which the act was voluntary.

A13.2.1.4.7. The degree to which the act was outstanding and exceeded what was normally expected of the individual.

A13.2.1.4.8. All unusual circumstances.

A13.2.1.4.9. Overall effects or results of the act.

A13.2.2. *Supporting Documents.* Refer to [Table A13.1](#). All documents must be clearly legible and visible. Supporting documents that were originally in color should be provided in color, not as black and white photocopies. Declassified documents will be appropriately labeled. **(T-1)**. Transcribe documents that are difficult to read and include the transcription in the recommendation along with the original document.

A13.2.2.1. Supporting documents show the nominee met the criteria and provide proof beyond a reasonable doubt that the member performed the valorous act(s) that led to the recommendation.

A13.2.2.2. Determinations regarding valor decorations are based on verifiable facts. Therefore, other forms of information such as letters, books, newspaper and magazine articles, and personal diaries are not considered, as they are not official documents. However, they may be included to provide additional context.

A13.2.3. *Proposed Citation.* The citation is a condensed version of the narrative justification.

A13.2.3.1. Use Times New Roman, 10- to 12-pitch size or comparable font.

A13.2.3.2. Citations are left and right (full) justified.

A13.2.3.3. Adhere to the standard opening, body and closing sentences at [Table A13.2](#).

A13.2.3.4. Ensure citations are factual. Do not include superfluous embellishments or quotations.

A13.2.3.5. Do not include classified information in the citation.

A13.2.3.6. Do not use abbreviations and acronyms in the citation.

A13.2.3.7. The citation should be grammatically correct and free of errors.

A13.2.3.8. Spell out all numbers through one hundred and all round numbers that can be expressed in two words (one hundred, five thousand).

A13.2.3.9. Do not include the rank or title in the name line, i.e. JOHN A. DOE, not SENIOR AIRMAN JOHN A. DOE.

A13.2.3.10. Refer to [Attachments 8](#) and [9](#) for additional administrative instructions.

Table A13.1. List of Supporting Documents.

<u>Required Documents:</u>	
	AF Form 3994 (Figure A13.1 and Table A13.4)
	Chain of command endorsements
	Detailed narrative justification
	Proposed citation (Table A13.2)
	Mission logs (<i>for Distinguished Flying Cross and Air Medal recommendations</i>)
	Timeline (Figure A13.2)
	AF Form 1168, <i>Statement of Suspect/Witness/Complainant</i> , from eyewitnesses attesting to the action(s) (Figures A13.3 and A13.4)
	The citation for valor decorations presented to other members in the same combat action for which the nominee is being recognized.
<u>Optional Documents:</u> To strengthen the nomination, the following documents may be included in an award nomination package. These documents are required for Medal of Honor and Air Force Cross recommendations.	
	Short biography on the nominee (include home of record)
	Summary and Witness Matrix (Figure A13.5)
	Copies of award nominations for other service members involved in the incident or action
	Story board (Figure A13.6)
	Other evidence that provides necessary context or supports the veracity of the recommendation (<i>e.g., sketches, maps, diagrams, photographs, video, etc.</i>)
	Copies of any investigations related to the combat engagement during which the valorous actions were performed, for instance an after action report or Commander-Directed Investigation
	Mission logs (<i>if applicable</i>)
	List of all acronyms used in the recommendation (Figure A13.7)
	Be saved electronically onto appropriate medium (e.g., CD) for routing to HAF along with the three copies of the recommendation. Classified portions are only provided in paper copy with the appropriate classification marking.

Figure A13.1. Sample AF Form 3994.

RECOMMENDATION FOR DECORATION DEPLOYMENT/CONTINGENCY OPERATIONS			
PRIVACY ACT STATEMENT			
<small>AUTHORITY: 10 U.S.C., Section 8013, SECAF: AFI 36-2406, Officer and Enlisted Evaluation Systems; Executive Order 9397 (SSN), as amended. PURPOSE: To provide performance-based decorations while in deployed operations ROUTINE USES: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. Section 552a(b) and may be specifically disclosed to other federal agencies. Blanket Routine Uses apply. DISCLOSURE: Voluntary; however, nondisclosure may result in missing and/or inaccurate documents in the individual's master personnel records.</small>			
FROM: (Deployed Unit)		TO: (Awarding authority)	
21th AEW		AFCENT	
NAME (Last, First, Middle Initial)	RANK/GRADE	SSAN	DEPLOYED UNIT AT TIME OF ACTION
DOE, JOHN N.	SSgt	6789	110th STS
RECOMMENDATION FOR:	"V" DEVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO	PERIOD OF ACHIEVEMENT/SERVICE:	
<input type="checkbox"/> AIR FORCE ACHIEVEMENT MEDAL	OLC: Are other persons being recommended for this same action? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FROM:	
<input type="checkbox"/> AIR FORCE COMMENDATION MEDAL		TO:	
<input checked="" type="checkbox"/> OTHER Silver Star			
OCCASION FOR AWARD: <input type="checkbox"/> ACHIEVEMENT <input type="checkbox"/> SERVICE <input type="checkbox"/> COURAGE <input type="checkbox"/> HEROISM <input type="checkbox"/> POSTHUMOUS			
HOME UNIT FORWARDING ADDRESS		PARENT MAJCOM	
121st STS Maxwell AFB, AL 36113		ACC	
SUMMARY OF ACTION/MERITORIOUS SERVICE (Use specific bullet examples of act or service):			
Narrative Justification. The narratives should contain a description of the following elements: - The terrain and weather of the area in which the action took place. - The enemy conditions, to include morale, proximity, firepower, casualties and situation prior to, during and after the act. - The effect of the act on the enemy. - The action of comrades in the immediate vicinity of the act and the degree of their participation in the act. - If the act occurred in aerial flight, the type and position of the aircraft and the position of the nominee's crewmembers. - The degree to which the act was voluntary. - The degree to which the act was outstanding and exceeded what was normally expected of the individual. - All unusual circumstances. - Overall effects or results of the act. Do not include any classified information.			
NAME, RANK, TITLE OF ORIGINATOR		SIGNATURE	DATE
ENDORSEMENTS:			
TO	ACTION	SIGNATURE, RANK AND DATE	
1			
2			
3			
MPF ACTION		APPROVAL AUTHORITY: PINNED IN THEATER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
UPDATED		<input type="checkbox"/> APPROVE	
FILED		<input type="checkbox"/> DISAPPROVE	
		<input type="checkbox"/> NO ACTION (Include in end of four)	
		SIGNATURE BLOCK, SIGNATURE & DATE	

Figure A13.2. Sample Timeline.

[award] Timeline
[rank, full name of nominee]

<u>DATE</u>	<u>ACTION</u>
[date]	[date of valorous action]
[date]	[date nomination submitted into official channels]
[date]	[date endorsement by senior theater commander]

Figure A13.3. Sample AF Form 1168 (front).

STATEMENT OF SUSPECT/WITNESS/COMPLAINANT				SUSPECT <input type="checkbox"/>		WITNESS/COMPLAINANT <input checked="" type="checkbox"/>	
PRIVACY ACT STATEMENT							
<p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397 PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken. ROUTINE USES: Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings. DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual making the statement.</p>							
I. STATEMENT INFORMATION							
DATE (YYYYMMDD)	TIME	LOCATION AND INSTALLATION (Bldg/Floor No)	UNIT TAKING STATEMENT	REPEAT (If known)			
20120722	14:00	Kandahar Province, Afghanistan	215th STS	<input type="checkbox"/>			
II. PERSONAL IDENTIFICATION (Print or Type)							
NAME (Last, First, Middle Initial)		SSN	STATUS/GRADE				
Veney, Joshua A.		123-45-6789	AD/E-6				
LOCAL ADDRESS (Include Zip Code)		DATE AND PLACE OF BIRTH (If required)	TELEPHONE				
110th STS Maxwell AFB, AL 36112			HOME	DUTY			
PERMANENT ADDRESS OR HOME OF RECORD (Include Zip Code)		MILITARY ORGANIZATION/EMPLOYER			DEROS		
		USAF/CC					
SPONSOR INFORMATION							
NAME (Last, First, Middle Initial)		GRADE	SSN	ORGANIZATION	DUTY PHONE		
III. ACKNOWLEDGEMENT OF OFFENSES AND 5TH AMENDMENT/ARTICLE 31 RIGHTS ADVISEMENT (Suspect Only)							
I have been advised that I am suspected of the following offenses:							
ADVISED BY (Full Name and Rank)				INDIVIDUAL IDENTIFIED HIMSELF/HERSELF AS A (SF, special agent, etc.)			
SUSPECT INITIALS	and advised me that I have the following rights according to the 5th Amendment of the U.S. Constitution/Article 31 of the Uniform Code of Military Justice.						
	I have the right to remain silent - that is to say nothing at all.						
	Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial, non-judicial, or administrative proceedings.						
	I have the right to consult with a lawyer.						
	I have the right to have a lawyer present during this interview.						
	I may obtain a civilian lawyer of my own choice at no expense to the government.						
	I may request a lawyer any time during this interview.						
	If I decide to answer questions with or without a lawyer present, I may stop the questioning at any time.						
	MILITARY ONLY: If I want a military lawyer, one will be appointed for me free of charge.						
	CIVILIANS ONLY: If I cannot afford a lawyer and want one, a lawyer will be appointed for me by civilian authorities.						
SUSPECT INITIALS	I have read my rights as listed above and I fully understand my rights. No promises, threats, or inducements of any kind have been made to me. No pressure or coercion has been used against me. I make the following choice. (Initial One)						
	I do not want a lawyer. I am willing to answer questions or make a statement or both, about the offense(s) under investigation.						
	I do not want a lawyer and I do not wish to make a statement or answer any questions.						
	I want a lawyer. I will not make any statement or answer any questions until I talk to a lawyer.						
I fully understand my rights and that my signature does not constitute an admission of guilt.							
SIGNATURE OF SUSPECT				SIGNATURE OF WITNESS/INTERVIEWER			

Figure A13.4. Sample AF Form 1168 (back).


IV. STATEMENT	
_____ On [date], at [time], I witnessed [rank and full name of nominee], assigned to...[continue written statement with the additional required information (below)]	
ADDITIONAL REQUIRED INFORMATION	
Full name of nominee (subject):	
Rank of nominee at the time of action:	
Person(s) who assisted:	
Location of action:	
Date of action:	
Terrain:	
Weather:	
Enemy condition:	
Friendly condition:	
V. OATH/SIGNATURE	
<i>"I hereby voluntarily and of my own free will make this statement without having been subjected to any coercion, unlawful influence, or unlawful inducement. I swear (or affirm) I have read this statement, initialed all pages and corrections, and it is true and correct to the best of my knowledge."</i>	
SIGNATURE OF PERSON MAKING STATEMENT	SIGNATURE OF WITNESS/INTERVIEWER
Subscribed and sworn to before me, a person authorized by law to administer oaths, this _____ day of _____, _____ (year).	
SIGNATURE OF PERSON ADMINISTERING OATH	
VI. INSTRUCTIONS FOR CONTINUATION PAGE(S)	
Use plain bond paper (both sides optional). At the top right of each page, print or type "(Last name of individual making the Statement) on (Date)." At the bottom of each page, print or type: "Page _____ of _____ Pages." The individual must initial the top and bottom entries and sign his/her name at the bottom of each page.	

Figure A13.5. Summary and Witness Matrix.

[rank] [full name of nominee] Date of Valorous Actions: DD MMM YYYY, during Operation [name of operation]				
<p>Synopsis of Event: <i>(Provides an unvarnished explanation of the event)</i> example: On the morning of DD MMM YYYY, combat outpost _____ was attacked ... [rank] [last name] immediately responded by After being wounded, [rank] [last name] ... [rank] [last name] then exposed himself to enemy fire to rescue ... [rank] [last name] than exposed himself to enemy fire to direct CCA assets. [rank] [last name]'s actions resulted in ...</p> <p>NOTE: XX Service members were killed in action during this engagement.</p> <p>Issues: <i>(Identify and discrepancies with the award nomination)</i></p> <ol style="list-style-type: none"> e.g., Witness statement provided by _____ indicates that he did not actually witness the event The source of the after action report provided to help justify the nomination could not be verified The witness statement provided by _____ was no signed 				
Event Witnessed <i>(list witnesses below and identify which valorous actions they witnessed)</i>	Witnessed [rank and last name of nominee] moved among his team under enemy fire without regard for his own safety	Witnessed [rank and last name of nominee] render assistance to or retrieve wounded troops while under enemy fire	Witnessed [rank and last name of nominee] silence an enemy position engaging his men	Witnessed [rank and last name of nominee] expose himself to enemy fire on multiple occasions to lead a counter attack against the enemy
Last, First MI Rank, Service Date of statement	YES	YES	Partially states, "... I didn't see [rank, last name], but I heard him talking on the radio."	---
Last, First MI Rank, Service Date of statement	---	Partially states, "... later [rank, last name] ..."	YES	---
Last, First MI Rank, Service Date of statement	YES	---	YES	YES

Figure A13.6. Sample Story Board.

UNCLASSIFIED//FOUO


U.S. AIR FORCE

Hot infiltration into hostile valley



Distance from H.Z. 1.2 km

1 Throughout infil, despite the steep and rugged terrain, TSgt Doe maintained comms with ISR and CAS assets to increase SA and freedom of movement for his team

2 Following hostile ICOM chatter and visual identification, TSgt Doe engaged enemy forces with an M4 and Mk-13 while controlling an AC-130, AWT and ISR assets

UNCLASSIFIED//FOUO

UNCLASSIFIED//FOUO


U.S. AIR FORCE

Team receives overwhelming enemy fire



1 As the team conducted their clearance mission in the valley, TSgt Doe provided critical over watch, coordinating key CAS assets

2 The enemy had friendly forces nearly surrounded

3 When the team conducting the clearing operation began to run dangerously low on ammunition, TSgt Doe made effective comms despite taking heavy enemy fire; he coordinated two emergency resupply drops

UNCLASSIFIED//FOUO

Figure A13.7. Sample List of Acronyms.

Acronym List

Acronym	Meaning
3994	Air Force Form 3994
3-D	Three-dimensional effect
AAR	After Action Report
AC-130 or AC130	Lockheed AC-130 gunship
ACC/CC	Commander, Air Combat Command
AF/CC	Chief of Staff of the Air Force
AF/CV	Vice Chief of Staff of the Air Force
AF/CVA	Assistant Vice Chief of Staff of the Air Force
AF/DP or AF/A1	Deputy Chief of Staff for Personnel, Manpower and Services
AFB	Air Force Base
AFDB	Air Force Decorations Board
AFI	Air Force Instruction
AFPC	Air Force Personnel Center
AFSOC	Air Force Special Operations Command
ANG/AFRC	Air National Guard/Air Force Reserve Command
AO	Area of Operations
ASAP	As Soon As Possible
B1	Bunker 1
B2	Bunker 2
BMNT	Before Morning Nautical Twilight
C2	Command and Control
CAS	Close Air Support
CC	Commander
CCT	Combat Control Team
CH-47	Boeing CH-47 Chinook is a twin-engine, tandem rotor heavy-lift helicopter
COA	Course of Action
COL	Colonel
COMACC	Commander, Air Combat Command
COMUSCENTAF	Commander, U.S. Central Air Force
DIRMOBFOR	Director of Mobility Forces
DPU	USCENTAF Decoration Processing Unit
ETAC	Enlisted Tactical Air Controller
FOV	Field of View
FMV	Full Motion Video
FP	Fighting Position
HLZ	Helicopter Landing Zone
IAW	In Accordance With
Infil	Infiltration
INTEL	Intelligence
IOT	In Order To
IR	Infrared
ISR	Intelligence, Surveillance, and Reconnaissance
IVO	In Vicinity Of
JOC	Joint Operations Center

Table A13.2. Citation – Opening, Body and Closing Sentences.

DECORATION	CITATION
Medal of Honor	<p>The President of the United States of America, authorized by Act of Congress, March 3, 1863, has awarded, in the name of Congress, the Medal of Honor (<i>add word “posthumously” for posthumous awards</i>) to</p> <p>STAFF SERGEANT JOHN A. DOE UNITED STATES AIR FORCE</p> <p>For conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty:</p> <p>Staff Sergeant John A. Doe distinguished himself by extraordinary heroism on (<i>date</i>), at (or near) (<i>location</i>), (<i>country</i>), while assigned (or attached) as a (<i>duty assignment</i>) to (<i>unit of assignment/attachment</i>). On that date, (<i>narrative description</i>). By his selflessness, heroic action, and profound concern for his fellow men at risk of his life, (<i>rank</i>) (<i>last name</i>) reflected great credit upon himself and upheld the highest traditions of the United States Air Force.</p>
Air Force Cross	<p>CITATION TO ACCOMPANY THE AWARD OF</p> <p>THE AIR FORCE CROSS</p> <p>TO</p> <p>JOHN A. DOE</p> <p>The President of the United States of America, authorized by Title 10 United States Code Section 8742, awards the Air Force Cross to Staff Sergeant John A. Doe for extraordinary heroism in military operations against an (or armed enemy of the United States or an opposing armed force) as (<i>duty assignment</i>) at (or near) (<i>location</i>), (<i>country</i>), on (<i>date</i>). On that date, (<i>narrative description</i>). Through his extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, (<i>rank</i>) (<i>last name</i>) reflected the highest credit upon himself and the United States Air Force.</p>
Silver Star	<p>CITATION TO ACCOMPANY THE AWARD OF</p> <p>THE SILVER STAR MEDAL</p> <p>TO</p> <p>JOHN A. DOE</p>

	<p>Staff Sergeant John A. Doe distinguished himself by gallantry in action while engaged in an action against an enemy of the United States (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 armed force in which the United States is not a belligerent party), at (or near) <i>(location)</i>, on <i>(date)</i>. On that date, <i>(narrative description)</i>. By his gallantry and devotion to duty, <i>(rank)</i> <i>(last name)</i> reflected great credit upon himself and the United States Air Force.</p>
<p>Distinguished Flying Cross with Valor</p>	<p>CITATION TO ACCOMPANY THE AWARD OF</p> <p>DISTINGUISHED FLYING CROSS (WITH VALOR)</p> <p>TO</p> <p>JOHN A. DOE</p> <p>Staff Sergeant John A. Doe distinguished himself by heroism in aerial flight while engaged in military operations against an enemy of the United States (or while engaged in military operations involving conflict against an opposing foreign force or while serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party) as <i>(duty assignment)</i> at (or near) <i>(location)</i>, on <i>(date)</i>. On that date, <i>(narrative description)</i>. The outstanding heroism and selfless devotion to duty displayed by <i>(rank)</i> <i>(last name)</i> reflected great credit upon himself and the United States Air Force.</p>
<p>Bronze Star Medal with Valor</p>	<p>CITATION TO ACCOMPANY THE AWARD OF</p> <p>BRONZE STAR MEDAL (WITH VALOR)</p> <p>TO</p> <p>JOHN A. DOE</p> <p>Staff Sergeant John A. Doe distinguished himself by heroism while engaged in action against an enemy of the United States (or while engaged in military operations involving conflict with an opposing foreign force or while engaged in operations against an opposing armed force), at (or near) <i>(location)</i>, on <i>(date)</i>. On that date, <i>(narrative description)</i>. By his heroic actions and unselfish dedication to duty <i>(rank)</i> <i>(last name)</i> reflected great credit upon himself and the United States Air Force.</p>

<p>Air Medal with Valor</p>	<p>CITATION TO ACCOMPANY THE AWARD OF (WITH VALOR) TO JOHN A. DOE</p> <p>Staff Sergeant John A. Doe distinguished himself by heroism in aerial flight while engaged in action against an enemy of the United States (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 armed force in which the United States is not a belligerent party) as (<i>duty assignment</i>) at (or near) (<i>location</i>), on (<i>date</i>). On that date, (<i>narrative description</i>). The professional ability and outstanding aerial accomplishments of (<i>rank</i>) (<i>last name</i>) reflected great credit upon himself and the United States Air Force.</p>
<p>Air Force Commendation Medal with Valor</p>	<p>CITATION TO ACCOMPANY THE AWARD OF (WITH VALOR) TO JOHN A. DOE</p> <p>Staff Sergeant John A. Doe distinguished himself by an act of heroism while engaged in action against an enemy of the United States (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 armed force in which the United States is not a belligerent party) at (or near) (<i>location</i>), on (<i>date</i>). On that date, (<i>narrative description</i>). By his prompt action and deep regard for his fellowman, (<i>rank</i>) (<i>last name</i>) reflected great credit upon himself and the United States Air Force.</p>

A13.2.4. *Submitting a Recommendation.* The Air Force goal is to initiate recommendations for valor decorations within 45 days of the act and process the recommendation within ten days of receipt at each command in the review process. Timely initiation helps ensure witness statements and other evidence justifying the decoration is collected as close to the date of the combat action as possible. Recommendations for the Medal of Honor and Air Force Cross are forwarded to SECAF within 12 months of initiation.

A13.2.4.1. Recommendations will be expeditiously processed. **(T-1)**. Each command in the review process ensures the nomination is acted upon with **ten days** of receipt. **(T-1)**.

A13.2.4.2. Advance notification is mandatory for all recommendations for a valor decoration.

- A13.2.4.2.1. The first colonel/O-6 commander in the chain of command sends advanced notice to the Director of Personnel for the Air Component Commander or Commander of Air Force Forces to the U.S. Combatant Command concerned, of the intent to nominate or endorse a valor decoration. At such point, the Director of Personnel provides guidance as needed.
- A13.2.4.2.2. For Medal of Honor recommendations, the first colonel/O-6 commander in the chain of command sends advanced notice to the Director of Personnel for the Air Component Commander or Commander of Air Force Forces and the Military Promotions, Evaluations and Recognition Branch (AFPC/DP3SP) at AFPC. Ensure notification is properly marked "FOR OFFICIAL USE ONLY". AFPC/DP3SP provides guidance on completing the nomination package. In cases of valorous actions by members of the other Military Services, AFPC/DP3SP notifies the headquarters of the Military Service concerned of the Medal of Honor nomination and compiles a list of all awards given (by Military Service) for the combat action. The list is included in the Medal of Honor nomination package.
- A13.2.4.3. Premature disclosure of information to the public or to the individual being recommended for a valor decoration is prohibited. Accordingly, processing is handled as "FOR OFFICIAL USE ONLY" until the award is officially announced or presented.
- A13.2.4.4. Medal of Honor recommendations are endorsed by the U.S. Combatant Commander or unified or joint commander concerned.
- A13.2.4.5. Medal of Honor recommendations are pre-decisional and are exempt from release under the Freedom of Information Act.
- A13.2.4.6. The recommending official submits the nomination packet through the member's deployed chain of command to the Director of Personnel for the Air Component Commander or Commander of Air Force Forces to the U.S. Combatant Command concerned. Recommendations are considered in official channels when the recommending official signs the AF Form 3994 and a higher official in the nominee's chain of command endorses the nomination. Recommendations should be processed in accordance with [Table A13.3](#).

Table A13.3. Steps for Submitting a Valor Decorations.

STEP	ACTION OWNER	ACTION DESCRIPTION
1.	Nominator	Prepare an award nomination. The AF Form 3994 is used to initiate, process, and approve a valor decoration. When a recommendation contains classified information, the classified information is not entered on the AF Form 3994.
2.	Nominator	Submit the AF Form 3994 to the member's deployed unit (awards manager, immediate supervisor or commander).
3.	Awards Manager	Obtain required documents. Recommendations must be appropriately justified and sufficiently detailed. Refer to paragraph A13.2.1.
4.	Awards Manager	Obtain supporting documents (if applicable). Refer to paragraph A13.2.1.
5.	Awards Manager	In cases where decorations are recommended or presented to other members in the same combat action for which the nominee is to be recognized, obtain and include copies of the citation in the recommendation package.
6.	Awards Manager	Submit recommendation to the commander.
7.	Immediate Commander	Review the recommendation and endorse the AF Form 3994.
8.	Commanders in the Chain of Command	<ol style="list-style-type: none"> 1. Each commander in the chain of command reviews the recommendation to ensure the act(s) merit special recognition and endorse the AF Form 3994. 2. The first colonel/O-6 commander in the nominee's deployed chain of command notifies the Director of Personnel for the Air Component Commander or Commander of Air Force Forces to the U.S. Combatant Command concerned, of their intent to nominate a valor decoration. 3. The Director of Personnel provides the nominating commander guidance or assistance as needed.
9.	Awards Manager	Submit recommendation in hardcopy or electronic to the Director of Personnel for the Air Component Commander or Commander of Air Force Forces.
10.	Director of Personnel	<ol style="list-style-type: none"> 1. Review the recommendation for compliance with existing policies and submit to the Air Component Commander or Commander of Air Force Forces. 2. Expedite processing, ensuring the recommendation is processed within 10 days of receipt at the command. (T-1). 3. For Medal of Honor, Air Force Cross and Silver Star nominations, the Director of Personnel notifies the Secretary of the Air Force Decorations Board and AFPC/DP3SP of the commander's intent to recommend the decoration.

11.	Air Component Commander or Commander of Air Force Forces	Review the recommendation to determine whether the criteria has been met and take appropriate action based on award authority.
12.	Approval Authority <i>(except Medal of Honor and valor decorations requiring HAF approval)</i>	<ol style="list-style-type: none"> 1. If authority delegated by SECAF, approval authority annotates final decision on the AF Form 3994. Then go to step 13. 2. For Medal of Honor and valor decorations requiring HAF approval, skip to step 16.
13.	Awards Manager	<ol style="list-style-type: none"> 1. Prepare certificate and citation, and issue special orders. 2. Obtain the approval authority's signature on the certificate. 3. <i>Accomplish ONLY if the Air Component Commander or Commander of Air Force Forces is delegated Silver Star approval authority.</i> Send a copy of the recommendation package with the final decision to Air Force Personnel Center via afpc.unitawards@us.af.mil.
14.	Director of Personnel	<p><i>Accomplish ONLY if the Air Component Commander or Commander of Air Force Forces is delegated Silver Star approval authority.</i> Upon approval and prior to public release (shipment of certificates to unit, public affairs announcement or presentation), the Director of Personnel sends approval notification, copy of award certificate and citation, and unit address to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SAF/OS – SECAF.Office@mail.mil <input type="checkbox"/> AF/CC – Executive Officer to the Air Force Chief of Staff <input type="checkbox"/> AF/CCC – CMSAF.Office@mail.mil (<i>enlisted cases only</i>)
15.	Awards Manager	<ol style="list-style-type: none"> 1. Notify deploy chain of command of decision and forward copy of certificate, citation and special order to home station unit to update the member's personnel record. 2. File copy of approval documents, certificate, citation and special orders.
16.	Awards Manager	Prepare an endorsement memorandum for signature by the Component Commander or Commander of Air Force Forces and forward the signed memorandum with the recommendation package to the Air Force Personnel Center via afpc.unitawards@us.af.mil .
17.	Air Force Personnel Center action	<ol style="list-style-type: none"> 1. Review recommendation for accuracy and compliance with existing policies and forward to the Secretary of the Air Force Decorations Board. Recommendations are processed within 10 days of receipt. (T-0). 2. Expedites processing, ensuring the recommendation is processed within 10 days of receipt at the command. (T-0).

18.	Secretary of the Air Force Decorations Board action	Board the recommendation within 10 days of receipt and take the following action: a. If board is final authority, forward approval to Air Force Personnel Center. b. If nomination requires SECAF or higher decision, staff the recommendation for decision.
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A13.2.4.7. Preparing an AF Form 3994. Refer to [Table A13.4](#).

Table A13.4. Instructions for Completing the AF Form 3994 (see note).

ITEM	TITLE	REQUIRED ACTION
1	FROM:	Enter the nominee's unit name (squadron or above), deployed base and country mailing address. If classified enter "DATA MASKED" but include servicing personnel support mailing address.
2	TO: <i>(awarding authority)</i>	Enter the name of the Component Commander or Commander of Air Force Forces
3	NAME <i>(Last, First, Middle Initial)</i>	Enter last name, first name, middle initial, and Jr., Sr., etc. (as listed in the Military Personnel Data System). The name may be all upper case or a combination of upper and lower case.
4	RANK/GRADE	Enter appropriate rank or grade at the time of the valorous action. If the nominee is from another Military Service or is a foreign national, identify their service/nation along with the Rank (Example: Capt-USMC; Capt-Spain).
5	SOCIAL SECURITY NUMBER	Enter the nominee's social security number (if applicable). For military, include appropriate social security number suffix (officers) or prefix (enlisted), i.e., FR (Regular Air Force), FV (Air Force Reserve) or FG (Air National Guard).
6	DEPLOYED UNIT AT TIME OF ACTION	Enter the name and location of the deployed unit at the time of action. For classified locations, enter *DATA MASKED or OTHER*.
7	RECOMMENDATION FOR:	Check the "other" block and enter the name of the valor decoration (i.e., Medal of Honor, Bronze Star Medal, etc).
8	OCCASION FOR AWARD:	Check the "HEROISM" block. If the nominee is deceased, also check the "POSTHUMOUS" block.
9	"V" DEVICE	Check "NO" block for Medal of Honor, Air Force Cross and Silver Star. Check "YES" block for Distinguished Flying Cross, Bronze Star Medal, Air Medal and Air Force Commendation Medal.
10	Oak Leaf Cluster:	Enter appropriate number (i.e., 0 for basic, 1 for 2nd Award, etc).
11	Are other persons being recommended for this same action?	Check appropriate block, "YES" or "NO". If YES, include copies of the other nominations.
12	PERIOD OF ACHIEVEMENT/SERVICE:	Enter the FROM and TO dates of the valorous act.
13	HOME UNIT FORWARDING ADDRESS	Enter complete mailing address of member's home station Military Personnel Flight. For members of the other Military Services enter appropriate office of personnel headquarters. For foreign nationals, enter U.S. embassy address (Military Personnel Flights, customer service, passport section, have embassy addresses).
14	PARENT MAJCOM	Enter nominee's parent MAJCOM (e.g., if member is assigned to Air Mobility Command, enter "AMC"). For members of the other Military Services enter appropriate higher headquarters. For foreign nationals, leave blank.

15	SUMMARY OF ACTION/MERITORIOUS SERVICE <i>(Use specific bullet examples of act or service):</i>	a. First, annotate nominee's Service designation (e.g., Air Force, Army, Navy, Marine Corps or Coast Guard). Enter the specific bullets of the act to be recognized.
		b. Second, enter the operation participated in (e.g., Operation IRAQI FREEDOM, Operation INHERENT RESOLVE, or combination thereof.)
		c. Third, enter "GROUP SUBMISSION" or "FOREIGN MILITARY", if applicable. Also enter any additional information that you deem necessary in this section.
		d. Fourth, use this space to further justify the award (and continue on bond paper, as appropriate). For Medal of Honor and Air Force Cross nominations, and nominations for foreign military, enter "NARRATIVE JUSTIFICATION ATTACHED".
16	NAME, GRADE, TITLE OF ORIGINATOR	Type or print the information legibly. The person who writes the nomination (usually the member's immediate supervisor) types his/her signature block and sign and dates the form. Include the originator's contact information (DSN number and e-mail address; including home station information) on the AF Form 3994. Members cannot, under any circumstances, initiate an award on themselves (i.e., sign as the originator).
17	SIGNATURE	Originator's signature. This can be wet-signed or digitally signed with the common access card.
18	DATE (YY/MM/DD format)	Enter the date signed. (This is the date the recommendation began processing (in lieu of the RDP date on a DÉCOR 6)).
19	ENDORSEMENTS: (Signature Block required, to include organizational information)	Type/stamp signature block. This can be wet-signed or digitally signed with the common access card. Endorsing officials annotate their recommendation-- approve, downgrade (indicate what award is recommended) or disapprove, in the "ACTION" block. This may not be delegated lower than group level. (T-1) .
20	MPF ACTION	<i>Leave blank</i>
21	APPROVAL AUTHORITY	<i>Leave blank</i>
Note: If the nominee is a foreign national, complete this form to the best of your ability.		

A13.2.5. *Notification.* AFPC/DP3SP notifies AFPC/IG and AF/A1PPP of approved Medal of Honor, Air Force Cross and Silver Star recommendations.

A13.2.6. *Presentation.* An invitation to the presentation ceremony for approved Silver Star and Distinguished Flying Cross with Valor is sent to:

A13.2.6.1. Office of the SECAF – SECAF.Office@mail.mil.

A13.2.6.2. Office of the CSAF – csaf.invites@mail.mil.

A13.2.6.3. Office of the CMSAF – CMSAF.Office@mail.mil.

A13.2.7. *Congressional Notification.* Upon notification from AFPC/IG of an approved Medal of Honor, Air Force Cross (or the other Military Services' Cross), or Silver Star, SAF/LL releases and distributes to the recipient's Congressional delegation (Senate and House) the recipient's rank and name, name of award, and legal residence or domicile. The following factors are considerations before release.

A13.2.7.1. When it does not present a compromise to National Security, ongoing military operations, or the overall security of DoD. If awardees are serving in intelligence, counterintelligence, special mission or security positions, and/or involved in sensitive programs or operations or are in a unit or a position that frequently or regularly deploys overseas, the above mentioned information will not be released without concurrence from AF/A13. (T-0).

A13.2.7.2. When it does not create an undue risk to the privacy and security of the recipients and their families. Where such a risk is possible, the information may be denied.

A13.2.7.3. Only after official announcement or presentation of the award. This is to prevent premature disclosure which could minimize the impact of ceremonies.

A13.2.7.4. Include in all information provided to Congress: "The information contained herein is provided to Congress in the event members wish to convey congratulations to valorous Service members. Geographic locations or units of assignment of awardees, while not classified, may potentially expose the member to risk if the information is publicized openly, or released without attention to purpose."

A13.2.7.5. The certificate and citation will not be forwarded to Congress, unless specifically requested by a Member of Congress. (T-0). Upon receipt of requests for additional information, coordinate the information with the SAF/CIO A6 and the AF/A13, prior to release. In situations of potential risk or compromise to national security, sanitize the information by removing and/or rewording the identifying particulars or the release may be denied.

A13.2.8. *DoD Valor Website.* AFPC/DP2SP provides a list of approved Medal of Honor, Air Force Cross and Silver Star to AF/A1PPP for update of the DoD Valor Awards website (valor.defense.gov). The list should contain the name of the approved award, the recipient's name and grade, and the conflict or campaign. Provide the Medal of Honor and Air Force Cross list within 5 workdays of presentation and the Silver Star list on the first duty day of the month following award presentation. (T-0).

A13.2.9. *Quarterly Report.* To monitor the timeliness of valor decorations and ensure recommendations are being acted upon in accordance with [paragraph A13.1](#), each approval authority provides a quarterly report to the Director of Personnel for the Air Component Commander or Commander of Air Force Forces, for consolidation and forwarding to the Secretary of the Air Force Personnel Council. Provide the report by the 5th duty day of the

month following the end of the reporting quarter (e.g., Jul-Sep 2017 report is due by 6 October 2017). The report should include the number of awards recommended, average time between valorous act and initiation of award recommendation, average time between initiation of award and final action (i.e. approve, disapprove), and average number of days at each echelon. Refer to [Figure A13.8](#).

Figure A13.8. Quarterly Data Report.

VALOR DECORATION TIMELINESS DATA

Valor Decoration	Number of Award Recommendations	Average Time between valorous act and initiation of award recommendaiton	Average time between initiation of award recommendation and final action on recommendation	Average number of days at each echelon in review process w/out action
Medal of Honor				
Air Force Cross				
Silver Star				
Distinguished Flying Cross with "V" device				
Bronze Star with "V" device				
Air Medal with "V" device				
Air Force Commendation Medal with "V" device				

A13.3. Unit Awards.

A13.3.1. Combat-related unit award recommendations should include the following documents.

A13.3.1.1. Summary of Recommendation.

A13.3.1.1.1. Presidential Unit Citation. The summary of recommendation is completed on bond paper in 12-pitch font and is limited to five single spaced typewritten pages. The following paragraphs should be included in the summary:

A13.3.1.1.1.1. Mission. The mission should be a complete and concise statement, one sentence long and unclassified. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

A13.3.1.1.1.2. Concept of Operations. The concept is a brief narrative that is usually only one paragraph long and is stated in the past tense (wherever possible). Use the heading, "Concept of Operations:" and in narrative format include the following: one or more types of vehicles used or aircraft flown; number of flight locations (if applicable); list the exact operations performed, indicate for whom the operations are performed; and the general geographical area of responsibility.

A13.3.1.1.1.3. Execution Narrative. Narratives are factual and demonstrate the scope of the unit's achievements. The narrative can include, but is not limited to: number of hours flown; number of combat missions completed; number of personnel rescued; amount of supplies delivered; amount of enemy materiel, weapons, or personnel destroyed; number of flares dropped; number and type of decorations awarded during the period; the enemy defenses encountered, etc. Specific examples of typical successful missions may also be included; and when applicable, new innovations conceived and tested should be mentioned. The narrative should not include specific types of weapons, caliber, or abbreviations, unless spelled out first. Round off numbers, where possible. Avoid flowery, descriptive language and military terminology not readily understood by laymen or that may lose its meaning with the passage of time. Classified information up to SECRET may be submitted, but is rarely necessary and should be avoided if possible.

A13.3.1.1.2. Gallant Unit Citation. Complete the summary on bond paper in 12-pitch font with no more than two single spaced typewritten pages. Include the following paragraphs in the summary:

A13.3.1.1.2.1. Mission. The mission should be a complete and concise statement, one sentence long and unclassified. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

A13.3.1.1.2.2. Execution Narrative. Narratives are factual and demonstrate the scope of the unit's achievements. The narrative can include, but is not limited to the following: number of hours flown; number of combat missions completed; number of lives saved; number of ground contacts hours and the enemy defenses offenses encountered, and so forth. Specific examples of typical successful missions may also be included. The narrative should not include specific types of weapons, caliber or abbreviations, unless spelled out first. Round off numbers where possible. Avoid flowery, descriptive language and military terminology not readily understood by laymen or that may lose its meaning with the passage of time. Classified information up to SECRET may be submitted, but is rarely necessary and should be avoided if possible.

A13.3.1.2. Proposed Citation. Refer to **Figures A13.9** and **A13.10**. Provide unclassified citations only. **(T-1)**.

A13.3.1.3. Proposed White House or SECAF Press Release. A proposed press release is required for Presidential Unit Citation nominations only (see **Figure A13.11**). The press release is a double-spaced, portrait-style, 10 to 12-pitch font, unclassified "Proposed Press Release" for use by the White House Communications Agency and/or the Air Force Public Affairs. This should be a condensed version of the unclassified summary using words understandable to the general public. Do not include acronyms or abbreviations.

A13.3.1.4. List of Acronyms. List and define all acronyms used in the nomination package. Note: The use of acronyms should be minimized.

A13.3.1.5. Additional Supporting Documents. Significant unit or team recognition earned during the inclusive period of the recommended award may be included in the nomination package. Do not include awards or accomplishments earned by individual members.

Figure A13.9. Sample Presidential Unit Citation.

“By virtue of the authority vested in me as President of the United States and as Commander-in-Chief of the Armed Forces of the United States, I have today awarded:

THE PRESIDENTIAL UNIT CITATION (AIR FORCE)

(Double Space)

FOR EXTRAORDINARY HEROISM

(Double Space)

TO

(Double Space)

(FULL ORGANIZATION NAME)

(Double Space)

UNITED STATES AIR FORCE

(Triple Space)

The (Full Organization Name), distinguished itself by extraordinary heroism in connection with military operations against opposing armed forces in (Location/Area) from (Inclusive Period). During this period... The professionalism, dedication to duty, and extraordinary heroism demonstrated by the members of the (Full Organization Name), are in keeping with the finest traditions of the military service and reflect the highest credit upon themselves and the Armed Forces of the United States.

Notes:

1. Use 8 ½ X 11” bond paper, portrait style
2. Oak leaf clusters will not be identified.
3. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
4. The opening and closing sentences will not be changed.

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

Figure A13.10. Sample Gallant Unit Citation.

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE GALLANT UNIT CITATION

(Double Space)

TO

(Double Space)

(FULL ORGANIZATION NAME)

(Triple Space)

The (Full Organization Name), distinguished itself by extraordinary gallantry in connection with military operations against an armed enemy of the United States at/in (Location/Area) from (Inclusive Period). During this period the (Full Organization Name)... The professionalism, dedication to duty, and gallantry demonstrated by the members of the (Full Organization Name) reflect great credit upon themselves and the United States Air Force.

Notes:

1. Use 8 ½ X 11” bond paper, portrait style
2. Oak leaf clusters will not be identified.
3. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
4. The opening and closing sentences will not be changed.

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

Figure A13.11. Sample White House and SECAF Press Release.

PROPOSED PRESS RELEASE

THE WHITE HOUSE/THE SECRETARY OF THE AIR FORCE

The White House/Office of the Secretary of the Air Force today announced the award of the Presidential Unit Citation to (Full Organization Name), United States Air Force, for extraordinary heroism in connection with military operations against an opposing armed force in (Location) from (Inclusive Period).

The members of the (Organization Name) were credited with...

The citation follows:

“By virtue of the authority vested in me as President of the United States and as Commander-in-Chief of the Armed Forces of the United States, I have today awarded:

THE PRESIDENTIAL UNIT CITATION (AIR FORCE)

FOR EXTRAORDINARY HEROISM

TO

(FULL ORGANIZATION NAME)

UNITED STATES AIR FORCE

The (Full Organization Name & MAJCOM, if applicable), distinguished itself by extraordinary heroism in connection with military operations against opposing armed forces in (Location/Area) from (Inclusive Period). During this period, members of the (Full Organization Name)... The professionalism, dedication to duty, and extraordinary heroism demonstrated by the members of the (Full Organization Name), are in keeping with the finest traditions of the military service and reflect the highest credit upon themselves and the Armed Forces of the United States.

A13.3.2. Individual Entitlement. Individual entitlement to the Presidential Unit Citation and Gallant Unit Citation is restricted to those members during the inclusive period of the award were assigned or attached to the unit and in receipt of hostile fire pay or imminent danger pay.

A13.3.2.1. Commanders of units awarded the Presidential Unit Citation or Gallant Unit Citation may approve entitlement for personnel not authorized the medal, provided the personnel were assigned, attached or temporary duty to the unit anytime during the inclusive period of the award and they directly contributed to the unit mission and accomplishments.

A13.3.2.2. The unit commander confirms entitlement to the ribbon (whether attached by verbal or written orders) by issuing a memorandum or an AF Form 104. The memorandum or AF Form 104 should contain: member(s) rank, name, and social security number; certification of member(s) entitlement; name of the unit to which the member was assigned, attached or temporary duty to; the date of attachment or temporary duty; the award authority (i.e., order number, date, and issuing headquarters); name of the approved award;

and inclusive period of the approved award. Once signed by the unit commander, a copy is provided to each member and the servicing manpower and personnel flight of each member for inclusion in the member's personnel record.

Attachment 14**CAMPAIGN, EXPEDITIONARY AND SERVICE MEDALS—CRITERIA AND ELIGIBILITY**

A14.1. General Information. Refer to [Section 3G](#).

A14.2. Prisoner of War Medal. The medal was established by 10 USC § 1128, to recognize qualifying individuals who, while serving in a capacity with the Military Services, were taken prisoner and held as prisoners of war.

Figure A14.1. Prisoner of War Medal.



A14.2.1. Eligibility.

A14.2.1.1. The medal is awarded to any person who, while serving in any capacity with the U.S. Armed Forces, was taken prisoner and held captive after 5 April 1917. The medal is issued to members and other personnel serving in any capacity with the Military Services, who were taken prisoner and held captive while:

A14.2.1.1.1. Engaged in an action against an enemy of the U.S.;

A14.2.1.1.2. Engaged in military operations involving conflict with an opposing foreign force; or

A14.2.1.1.3. Served with friendly forces engaged in an armed conflict against an opposing armed force in which the U.S. was not a belligerent party.

A14.2.1.2. The medal may be awarded to any person who, while serving in any capacity with the Air Force, was held captive under circumstances not covered above, but which SECAF finds were comparable to those circumstances under which persons have generally been held captive by enemy armed forces during periods of armed conflict (i.e. World War II, Korean War or Vietnam Conflict).

A14.2.1.2.1. Award of the medal under the comparable conditions provision is the exception and not the rule. SECAF is the approval authority for medal requests submitted under this provision.

A14.2.1.2.2. In cases where personnel from the other Military Services were held captive in the same location, the Secretaries concerned make a joint determination as

to whether the conditions were comparable to those of prisoners of war during periods of armed conflicts.

A14.2.1.3. The period of service qualifying an individual for the medal must have been honorable. **(T-0)**. Any person convicted by a U.S. military tribunal of misconduct or a criminal charge or whose discharge is less than honorable based on actions while a prisoner of war is ineligible for the medal. Prisoners of war whose conduct as documented by U.S. military records is not in accord with the Code of Conduct contained in EO 10631 are ineligible for the medal. Refer questionable cases through the member's chain of command to AFPC/DP3SP, for staffing to SECAF for decision.

A14.2.2. *Missing in Action.*

A14.2.2.1. Personnel officially classified as "Missing in Action" are not eligible for the Prisoner of War medal. The medal is only issued to the legal primary next of kin of military personnel or civilians who have received credit for U.S. Military Service and whose prisoner of war status officially has been confirmed and recognized as such by the Air Force. The primary next of kin of persons listed as "missing, but for whom there is no evidence of having been a prisoner of war" are not be issued the medal. **(T-0)**.

A14.2.2.2. The return of remains, in and of itself, does not constitute evidence of confirmed prisoner of war status. The primary next of kin of a prisoner of war who dies in captivity may be issued the medal irrespective of the length of the captivity period.

A14.2.3. *Period of Captivity.* There is no minimum time period of captivity for award of the medal. Each case is evaluated on its own merit. A period of captivity terminates on return to U.S. military control. Escapees who do not return to U.S. military control and are recaptured by an enemy do not begin a new period of captivity for subsequent award of the medal.

A14.2.4. *Character of Service.* Any person convicted by a U.S. military tribunal for misconduct or a criminal charge of whose discharge is less than honorable based on actions while a prisoner of war is ineligible for the medal. A prisoner of war whose conduct is not in accord with the Code of Conduct and whose actions are documented by U.S. military records are ineligible for the medal. Refer questionable cases through the member's chain of command to AFPC/DP3SP, for staffing to SECAF for decision.

A14.2.5. *U.S. Civilian Personnel.* The medal is issued only to U.S. civilians who have received credit for U.S. military service, as determined by the Air Force Review Board Agency. The period of creditable military service includes the period of captivity from date of capture through the date of release.

A14.2.6. *Foreign Personnel.* The medal is authorized for award to foreign military and foreign nationals who, while serving in any capacity with the Air Force, were taken prisoner and held captive.

A14.2.7. *Submitting a Request.* Requests for the medal are processed through the Air Component Commander or Commander of Air Force Forces to the U.S. Combatant Command concerned, to AFPC/DP2SP.

A14.2.8. *Approval Authority.* AFPC/DP2SP approves Prisoner of War medal requests and staffs those cases that are questionable to SECAF for decision.

A14.2.9. *Award Category.* Service Medal (individual service award).

A14.2.10. *Subsequent Awards.* A service star is worn to denote subsequent award of the medal.

A14.2.11. *Authorized Device.* Service star.

A14.3. National Defense Service Medal. The medal was established by EO 10448 on 22 April 1953 (as amended by EO 13293 of 28 March 2003) to recognize honorable active military service during periods of conflict or national crisis, as designated by the Secretary of Defense (see [Table A14.1](#)).

Figure A14.2. National Defense Service Medal.



A14.3.1. *Eligibility.*

A14.3.1.1. The medal may be awarded to members of the U.S. Armed Forces, to include the U.S. Coast Guard, who are on active duty; members of the Selected Reserve in good standing; members of other than the Selected Reserve called to active duty; cadets in the Air Force Academy; and Air Force members who have completed Air Force Basic Training. The term "Selected Reserve" is defined by 10 USC § 10143.

A14.3.1.2. The medal is not authorized for award to:

A14.3.1.2.1. Discharged or retired members who did not serve during one of the time periods for which the medal is authorized.

A14.3.1.2.2. Members of the Individual Ready Reserve, Inactive National Guard, or Standby Reserve unless activated under 10 USC § 12301, 12302 or 12304.

A14.3.1.2.3. Reserve Officer Training Corps cadets and 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.

A14.3.1.3. For service during the Korean and Vietnam Wars, the medal is not authorized for award to:

A14.3.1.3.1. Members of the Guard and Reserve Forces on short tours of active duty to fulfill training obligations under the inactive duty training program.

A14.3.1.3.2. Any Service member on temporary duty or temporary additional duty for the sole purpose of serving on boards, courts, commissions, or similar organizations.

A14.3.1.3.3. Any Service member on active duty for the sole purpose of undergoing a physical examination.

A14.3.1.4. For service during the Gulf War, EO 12776 expanded eligibility for the medal to include any Service member in good standing with a Reserve Component and members other than the Selected Reserve who were called to active duty. The medal is not authorized during the Gulf War to:

A14.3.1.4.1. Any Service member on active duty for the sole purpose of undergoing a physical examination.

A14.3.1.4.2. Any member of the Individual Ready Reserve, the Inactive National Guard or the Standby, or Retired Reserve whose active duty service was for training only, or to serve on boards, courts, commissions, and similar organizations.

A14.3.2. *Award Category.* Service Medal (individual service award).

A14.3.3. *Subsequent Awards.* A service star is authorized for each qualifying conflict in which the member participated (see [Table A14.1](#)).

A14.3.4. *Authorized Device.* Service Star.

Table A14.1. National Defense Service Medal Qualifying Conflicts.

CONFLICT	DATES
Korean War	27 June 1950 - 27 July 1954
Vietnam Conflict	1 January 1961 - 14 August 1974
Gulf War	2 August 1990 - 30 November 1995
War on Terrorism	11 September 2001 - Date to be Determined

A14.4. Antarctica Service Medal. The medal was established by PL 86-600 and is authorized to any person, who, from 1 January 1946 to a date to be announced, was a member of an Antarctic expedition, a member of a permanent Antarctica station or for service in contiguous waters.

Figure A14.3. Antarctica Service Medal.



A14.4.1. *Eligibility.*

A14.4.1.1. The medal is awarded to any person who, during the period of the award meets the area of eligibility time limits identified in [paragraphs A14.4.1.2](#) through [A14.4.1.5](#), and meets any of the following qualifications.

A14.4.1.1.1. Any member, U.S. citizen, or resident alien of the U.S., who as a member of a U.S. expedition, participates in or has participated in scientific, direct support, or exploratory operations in Antarctica.

- A14.4.1.1.2. Any member, U.S. citizen, or resident alien of the U.S. who participates in or has participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.
- A14.4.1.1.3. Any member, U.S. citizen, or resident alien of the U.S. who participates in, or has participated in, flights as a member of the crew of an aircraft flying to or from the Antarctic continent in support of operations in Antarctica.
- A14.4.1.1.4. Any member, U.S. citizen, or resident alien of the U.S. who serves or has served in a U.S. ship operating south of latitude 60 degrees South in support of U.S. programs in Antarctica.
- A14.4.1.2. From 1 July 1973 to 31 August 2008, the minimum time limit for award is 30 days under competent orders to duty at sea or ashore, south of latitude 60 degrees South. Individuals assigned to duty at an outlying station on the Antarctic continent may qualify for the award after 15 days (consecutive or nonconsecutive).
- A14.4.1.3. From 1 July 1987 to 30 September 1999, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 15 missions to a location south of latitude 60 degrees South. One flight in and out during a 24-hour period equals one mission.
- A14.4.1.4. Effective 1 October 1999, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 10 missions to a location south of latitude 60 degrees South. One flight in and out during a 24-hour period equals one mission.
- A14.4.1.5. Effective 1 September 2008, the member must be on competent orders for a minimum of 10 days (consecutive or nonconsecutive) duty at sea or ashore, south of latitude 60 degrees South.
- A14.4.1.6. The period of service qualifying the member for the medal must have been honorable. **(T-0)**.
- A14.4.1.7. Any person, including citizens of foreign nations, not fulfilling the qualifications under **paragraphs A14.4.1.1.1 through A14.4.1.1.4**, but who participates in or has participated in a U.S. Antarctic expedition in Antarctica at the invitation of a participating U.S. agency, may be awarded the medal. Requests are processed in accordance with **paragraph A14.2.2.2**.

A14.4.2. *Submitting a Request.*

- A14.4.2.1. Nominations for personnel meeting the eligibility criteria are submitted to the commander of the military support force in Antarctica for validation. The commander forwards a memorandum verifying eligibility to the servicing military and/or civilian personnel sections for update of personnel records.
- A14.4.2.2. Nominations for personnel not meeting the eligibility criteria are submitted to the commander of the military support force in Antarctica for action.
- A14.4.2.2.1. The commander of the military support force in Antarctica has disapproval authority. If the commander determines the individual has performed

outstanding and exceptional service and shared the hardships and hazards of the expedition, the commander endorses the request and forward it through the chain of command to AFPC/DP3SP, for processing to SECAF.

A14.4.2.2.2. Include in nominations for foreign personnel an embassy concurrence and an AFOSI background check prior to submitting a request to AFPC. Refer to [paragraph A8.3](#) for additional guidance on awards to foreign personnel.

A14.4.3. *Award Category.* Service Medal (deployed service award).

A14.4.4. *Subsequent Awards.* Individuals are only presented a medal upon initial award. Initial award for wintering over may be awarded with the bronze “Wintered Over” clasp. Refer to [Attachment 17](#).

A14.5. Armed Forces Expeditionary Medal. The medal is awarded to members of the U.S. Armed Forces who, after 1 July 1958, participated in U.S. military operations, U.S. operations in direct support of the United Nations, or U.S. operations of assistance for friendly foreign nations (see [Table A14.2](#)). The Joint Chiefs of Staff designates operations that qualify for the Armed Forces Expeditionary Medal, specifies the degree of participation required, and defines the area of operations.

Figure A14.4. Armed Forces Expeditionary Medal.



A14.5.1. *Eligibility.*

A14.5.1.1. Service members must be bona fide members of a unit participating in or be engaged in the direct support of the operation for 30 consecutive days in the area of operations (or for the full period when an operation is less than 30 days duration), or for 60 nonconsecutive days provided the support involved entering the area of operations or met one or more of the following criteria:

A14.5.1.1.1. Be engaged in actual combat, or duty which is equally as hazardous as combat duty, during the operation with armed opposition, regardless of time in the area;

A14.5.1.1.2. Is wounded or injured and requires medical evacuation from the area of eligibility while participating in the operation, regardless of time;

A14.5.1.1.3. Accumulate 15 days service (consecutive/nonconsecutive) while participating as a regularly assigned crewmember of an aircraft flying sorties into, out of, within, or over the area in direct support of the military operation. One day's service

is credited for the first sortie flown on any day. Additional sorties flown on the same day receive no further credit.

A14.5.1.1.4. Prior to 1 December 1995, members on aircrew status were only required to fly over or into the area of eligibility for one day during the conflict to qualify for the medal.

A14.5.1.1.5. Under no condition will members receive the Armed Forces Expeditionary Medal and another campaign medal for the same period of service, unless authorized by DoD. (T-0).

A14.5.1.2. Service members who earned the Armed Forces Expeditionary Medal for service in Vietnam between 1 July 1958 and 3 July 1965 may elect to receive the Vietnam Service Medal instead of the Armed Forces Expeditionary Medal. However, no service member may be issued both medals for service in Vietnam.

A14.5.1.3. Service members who earned the Southwest Asia Service Medal and subsequently became eligible, at any time, for the Armed Forces Expeditionary Medal for Operation SOUTHERN WATCH may wear both awards, with the exception of those who became eligible for both awards during one tour in Southwest Asia. Service members who become eligible for both awards during their initial tour in Southwest Asia may elect to receive either the Southwest Asia Service Medal or the Armed Forces Expeditionary Medal, but may not be issued both medals for a single tour in Southwest Asia. Service members who become eligible for both awards during their initial tour in Southwest Asia and elect to receive the Southwest Asia Service Medal may be awarded the Armed Forces Expeditionary Medal for participation in Operation SOUTHERN WATCH during a subsequent tour in Southwest Asia under the Under Secretary of Defense for Personnel Readiness Memorandum dated 7 February 1996.

A14.5.1.4. Service members who earned the Armed Forces Expeditionary Medal for Operation FREQUENT WIND between 29 and 30 April 1975 may elect to receive the Vietnam Service Medal instead of the Armed Forces Expeditionary Medal. No service member may be issued both medals for service in Vietnam.

A14.5.1.5. After 1 July 1958, the Joint Chiefs of Staff designates U.S. military operations that qualify for the Armed Forces Expeditionary Medal, and specifies the degree of participation in designated operations warranting award of the medal.

A14.5.1.6. Service members who earned the Armed Forces Expeditionary Medal for operations in Southwest Asia (SOUTHERN WATCH, Maritime Intercept, NORTHERN WATCH, and DESERT SPRING) and then became eligible for the Global War on Terrorism Expeditionary Medal between 11 September 2001 to 18 March 2003 can elect to receive either the Armed Forces Expeditionary Medal or Global War on Terrorism Expeditionary Medal, but they may not be awarded both for the same period.

A14.5.2. *Award Category.* Expeditionary medal.

A14.5.3. *Subsequent Awards.* A service star is authorized for each qualifying operation in which the member participated (see [Table A14.2](#)).

A14.5.4. *Authorized Device.* Service Star and Arrowhead Device.

Table A14.2. Armed Forces Expeditionary Medal Qualifying Operations.

OPERATION	DATES	NOTES
Lebanon	1 July 1958 - 1 November 1958	
Vietnam (General Service)	1 July 1958 – 3 July 1965	
Taiwan Straits	23 August 1958 - 1 January 1959	
Quemoy and Matsu Islands	23 August 1958 - 1 June 1963	
Congo	14 July 1960 – 1 September 1962	
Laos	19 April 1961 – 7 October 1962	
Berlin	14 August 1961 - 1 June 1963	
Cuba	24 October 1962 - 1 June 1963	
Congo	23 November 1964 - 27 November 1964	
Dominican Republic	28 April 1965 - 21 September 1966	
Korea	1 October 1966 - 30 June 1974	Also eligible for the Korea Defense Service Medal as an exception to DoD policy.
Thailand	29 March 1973 – 15 August 1973	In support of Cambodia Support Operations.
Cambodia	29 March 1973 – 15 August 1973	In support of Vietnam Support Operations.
Cambodia	11 April 1975 - 13 April 1975	In support of Operation EAGLE PULL – Evacuation.
Vietnam	29 April 1975 - 30 April 1975	In support of Operation FREQUENT WIND – Evacuation. Members may exchange the Armed Forces Expeditionary Medal for the Vietnam Service Medal pursuant to Section 542, PL 107-314.
Mayaguez	15 May 1975	
El Salvador	1 January 1981 – 1 February 1992	
Lebanon	1 June 1983 – 1 December 1987	

Grenada	23 October 1983 - 21 November 1983	In support of Operation URGENT FURY. The qualifying criteria for non-unit direct support personnel in Grenada is 6 consecutive days or 12 non-consecutive days.
Libya	12 April 1986 - 17 April 1986	In support of Operation ELDORADO CANYON.
Persian Gulf	24 July 1987 - 1 August 1990	In support of Operation EARNEST WILL.
Panama	20 December 1989 - 31 January 1990	In support of Operation JUST CAUSE.
Somalia	5 December 1992 - 31 March 1995	In support of Operation RESTORE HOPE and UNITED SHIELD.
Haiti	16 September 1994 - 31 March 1995	In support of Operation UPHOLD DEMOCRACY.
Bosnia-Herzegovina and Croatia	1 June 1992 – 19 December 1996	In support of Operation JOINT ENDEAVOR. Members awarded the Armed Forces Service Medal for service in Bosnia-Herzegovina and Croatia are authorized both the Air Force Service Medal and Air Force Expeditionary Medal pursuant to Section 572, PL 105-85.
Southwest Asia	1 December 1995 - 15 February 1997	In support of Operation VIGILENT SENTINEL.
Southwest Asia	1 December 1995 - 18 March 2003	In support of Maritime Intercept Operation.
Southwest Asia	1 December 1995 - 18 March 2003	In support of Operation SOUTHERN WATCH. Members awarded the Armed Forces Service Medal for service in Bosnia-Herzegovina and Croatia are authorized both the Air Force Service Medal and Air Force Expeditionary Medal pursuant to Section 572, PL 105-85.
Bosnia-Herzegovina and Croatia	20 December 1996 - 20 June 1998	In support of Operation JOINT GUARD.
Southwest Asia	1 January 1997 - 18 March 2003	In support of Operation NORTHERN WATCH.
Bosnia-Herzegovina and Croatia	21 June 1998 – 2 December 2004	In support of Operation JOINT FORGE.
Southwest Asia	11 November 1998 - 22 December 1998	In support of Operation DESERT FOX.
Southwest Asia	16 December 1998 - 22 December 1998	In support of Operation DESERT THUNDER.

Southwest Asia	31 December 1998 - 18 March 2003	In support of Operation DESERT SPRING.
Haiti	29 February 2004 – 15 June 2004	In support of Operation SECURE TOMORROW.
Former Republic of Yugoslavia	1 January 2014 - to be determined	In support of Operation JOINT GUARDIAN and NATO Headquarters in Sarajevo. The Kosovo Campaign Medal transitioned to the Armed Forces Expeditionary Medal effective 1 January 2014; hence, start date for award of the Armed Forces Expeditionary Medal does not coincide with the start date of Operation JOINT GUARDIAN.

A14.6. Kosovo Campaign Medal. The medal was established by EO 13154 on 3 May 2000, to recognize qualifying Service members for service in Kosovo during the period of 24 March 1999 to 31 December 2013.

Figure A14.5. Kosovo Campaign Medal.



A14.6.1. *Eligibility.* Members authorized the medal must have participated in or served in direct support of Kosovo operations within the Kosovo Air Campaign or the Kosovo Defense Campaign areas of eligibility. Refer to [Tables A14.3](#) and [A14.4](#).

A14.6.1.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed to a unit that participated in or was engaged in direct support of designated operations for 30 consecutive days or 60 non-consecutive days in the area of eligibility, or who meets one of the following criteria, regardless of time spent in the area of eligibility:

A14.6.1.1.1. Was engaged in actual combat, or duty that is equally hazardous as combat duty, with armed opposition.

A14.6.1.1.2. While participating in a designated operation was killed, or was wounded or injured and medically evacuated from the area of eligibility.

A14.6.1.2. Members participating as regularly assigned aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility in direct support of the military operations.

Table A14.3. Kosovo Campaign Medal Designated Operations.

OPERATION	DATES
ALLIED FORCE	24 March 1999 - 10 June 1999
NOBLE ANVIL	24 March 1999 - 20 July 1999
Task Force Saber	31 March 1999 - 8 July 1999
Task Force Hunter	1 April 1999 - 1 November 1999
SUSTAINED HOPE and SHINING HOPE	4 April 1999 - 10 July 1999
ALLIED HARBOUR	4 April 1999 - 1 September 1999
Task Force HAWK	5 April 1999 - 24 June 1999
JOINT GUARDIAN (see note)	11 June 1999 – 31 December 2013
Task Force FALCON (coincides with Operation JOINT GUARD)	11 June 1999 – 31 December 2013
<i>Note:</i> Effective 1 January 2014, award of the Kosovo Campaign Medal for Operation JOINT GUARD transitioned to the Armed Forces Expeditionary Medal.	

A14.6.2. *Award Category.* Campaign medal.

A14.6.3. *Subsequent Awards.* A campaign star is authorized for each designated campaign in which the member participated (see [Table A14.4](#)).

Table A14.4. Kosovo Campaign Medal Designated Campaigns.

CAMPAIGN	DATES	AREA OF ELIGIBILITY
Kosovo Air Campaign	24 March 1999 - 10 June 1999	The total land area and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, Bosnia, Croatia, Hungary, Romania, Greece, Bulgaria, Italy, and Slovenia; and the waters and air space of the Adriatic and Ionian Sea north of 39 degrees North
Kosovo Defense Campaign	11 June 1999 – 31 December 2013	The total land area and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, and the waters and air space of the Adriatic seas within 12 nautical miles of the Montenegro, Albania, and Croatia coastlines south of 42 degrees and 52 minutes

A14.7. Afghanistan Campaign Medal. The medal was established by PL 108-234, dated 28 May 2004, and EO 13363, dated 29 November 2004, to recognize service members who serve or have served in the country of Afghanistan in support of the War on Terrorism operations (see [Table A14.5](#)).

Figure A14.6. Afghanistan Campaign Medal.

A14.7.1. The period of eligibility for the medal is 11 September 2001 to a future date to be determined, and the area of eligibility encompasses all land and air space of the country of Afghanistan.

A14.7.2. *Eligibility.*

A14.7.2.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive days or 60 non-consecutive days to a unit operating in the area of eligibility or who meets one of the following criteria, regardless of time spent in the area of eligibility:

A14.7.2.1.1. Were engaged in combat during an armed engagement.

A14.7.2.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A14.7.2.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

Table A14.5. Afghanistan Campaign Medal Designated Operations.

OPERATION	DATES
ENDURING FREEDOM	11 September 2001 – 31 December 2014
FREEDOM SENTINEL	1 January 2015 – to be determined

A14.7.2.3. Members who received the Global War on Terrorism Expeditionary Medal by reasons of service between 11 September 2001 and 30 April 2005, in an area for which the Afghanistan Campaign Medal was subsequently authorized, remain eligible for the Global War on Terrorism Expeditionary Medal or may exchange the Global War on Terrorism Expeditionary Medal for the Afghanistan Campaign Medal.

A14.7.2.4. Under no condition will personnel or units receive the Afghanistan Campaign Medal, Iraq Campaign Medal, Armed Forces Expeditionary Medal, or the Global War on Terrorism Expeditionary Medal for the same action, time, or period of service. **(T-0)**.

A14.7.2.5. Airmen who forward deploy to units within the area of eligibility may be considered for additional campaign awards on a case-by-case basis providing the member meets the minimum award criteria.

A14.7.3. *Award Category.* Campaign medal.

A14.7.4. *Subsequent Awards.* A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see [Table A14.6](#)).

A14.7.5. *Authorized Device.* Campaign Star and Arrowhead Device.

Table A14.6. Afghanistan Campaign Medal Designated Campaign Phases.

CAMPAIGN	DATES
Liberation of Afghanistan	11 September 2001 - 30 November 2001
Consolidation I	1 December 2001 - 30 September 2006
Consolidation II	1 October 2006 - 30 November 2009
Consolidation III	1 December 2009 – 30 June 2011
Transition I	1 July 2011 – 31 December 2014
Transition II	1 January 2015 - to be determined

A14.8. Iraq Campaign Medal. The medal was established by PL 108-234, dated 28 May 2004, and EO 13363, dated 29 November 2004, to recognize members who serve or have served in the country of Iraq in support of Operations IRAQI FREEDOM or NEW DAWN.

Figure A14.7. Iraq Campaign Medal.



A14.8.1. The period of eligibility for the medal is 9 March 2003 to 31 December 2011, and the area of eligibility encompasses all land and air space of the country of Iraq, to include the contiguous water and air space out to 12 nautical miles. To coincide with the change of mission for U.S. forces in Iraq, effective 1 September 2010, Operation IRAQI FREEDOM was changed to Operation NEW DAWN.

A14.8.2. *Eligibility.*

A14.8.2.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive days or 60 non-consecutive days to a unit operating in the area of eligibility or who meets one of the following criteria, regardless of time spent in the area of eligibility:

A14.8.2.1.1. Were engaged in combat during an armed engagement.

A14.8.2.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A14.8.2.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A14.8.2.3. Members who received the Global War on Terrorism Expeditionary Medal by reasons of service between 19 March 2003 and 30 April 2005, in an area for which the Iraq Campaign Medal was subsequently authorized, remain eligible for the Global War on Terrorism Expeditionary Medal or may exchange the Global War on Terrorism Expeditionary Medal for the Iraq Campaign Medal.

A14.8.2.4. Under no condition will personnel or units receive the Iraq Campaign Medal, the Global War on Terrorism Expeditionary Medal, the Global War on Terrorism Service Medal, the Afghanistan Campaign Medal, or the Armed Forces Expeditionary Medal for the same action, time, or period of service. **(T-0)**.

A14.8.2.5. Airmen who forward deploy to units within the area of eligibility may be considered for additional campaign awards on a case by case basis providing the member meets the minimum award criteria.

A14.8.3. *Award Category.* Campaign medal.

A14.8.4. *Subsequent Awards.* A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see [Table A14.7](#)).

A14.8.5. *Authorized Device.* Campaign Star and Arrowhead Device.

Table A14.7. Iraq Campaign Medal Designated Campaign Phases.

CAMPAIGN	DATES
Liberation of Iraq	19 March 2003 - 1 May 2003
Transition of Iraq	2 May 2003 - 28 June 2004
Iraqi Governance	29 June 2004 - 15 December 2005
National Resolution	16 December 2005 - 9 January 2007
Iraqi Surge	10 January 2007 - 31 December 2008
Iraqi Sovereignty	1 January 2009 - 31 December 2011
New Dawn	1 September 2010 – 31 December 2011

A14.9. Inherent Resolve Campaign Medal. The medal was established by EO 13723, to recognize service members who serve or have served honorably in Iraq, Syria or contiguous waters or airspace on or after 15 June 2014.

Figure A14.8. Inherent Resolve Campaign Medal.



A14.9.1. *Eligibility.*

A14.9.1.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 days (consecutive or non-consecutive) to a unit operating in the area of eligibility or who meets one of the following criteria, regardless of time spent in the area of eligibility:

A14.9.1.1.1. Were engaged in combat during an armed engagement.

A14.9.1.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A14.9.1.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A14.9.1.3. Members awarded the Global War on Terrorism Expeditionary Medal for Operation INHERENT RESOLVE service in an area for which the Inherent Resolve Campaign Medal was authorized subsequently remain qualified for that medal. Such members, upon application, may be awarded the Inherent Resolve Campaign Medal in lieu of that Global War on Terrorism Expeditionary Medal. This election is irrevocable.

A14.9.1.4. Under no condition will personnel or units receive the Inherent Resolve Campaign Medal, Global War on Terrorism Expeditionary Medal, or Afghanistan Campaign Medal for the same action, time, or period of service. **(T-0)**.

A14.9.2. *Award Category.* Campaign medal.

A14.9.3. *Subsequent Awards.* A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see [Table A14.8](#)).

A14.9.4. *Authorized Device.* Campaign Star and Arrowhead Device.

Table A14.8. Inherent Resolve Campaign Medal Designated Campaign Phases.

CAMPAIGN	DATES
Abeyance	15 June 2014 – 24 November 2015
Intensification	25 November 2015 to 14 April 2017
Defeat	15 April 2017 to a date to be determined

A14.10. Global War on Terrorism Expeditionary Medal. The medal was established by EO 13289, 12 March 2003, to recognize members of the U.S. Armed Forces who deployed abroad for service in the War on Terrorism operations on or after 11 September, 2001 to a date to be determined.

Figure A14.9. Global War on Terrorism Expeditionary Medal.



A14.10.1. Refer to [Table A14.9](#) for the areas of eligibility.

A14.10.2. *Eligibility.*

A14.10.2.1. Members must have been permanently assigned, attached, or detailed to a unit that participated, on or after 11 September 2001 in a designated Global War on Terrorism Expeditionary Medal operation in the specified area of eligibility for that operation for 30 consecutive or 60 non-consecutive days, or meet one of the following criteria, regardless of time spent in the area of eligibility:

A14.10.2.1.1. Were engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy action.

A14.10.2.1.2. While participating in the designated operation were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A14.10.2.2. Members participating as a regularly assigned aircrew member flying sorties into, out of, within, or over the area of eligibility in direct support of the Global War on Terrorism Expeditionary Medal designated operation are eligible for the medal. Each day that one or more sorties are flown in accordance with these criteria counts as 1 day toward the 30 consecutive or 60 non-consecutive day requirement.

A14.10.2.3. Members must have deployed abroad for a designated Global War on Terrorism Expeditionary Medal approved operation to a designated area of eligibility for that operation (see [Table A14.9](#)).

A14.10.2.4. Members deployed to the Operation PACIFIC EAGLE – PHILIPPINES area of eligibility for unnamed counterterrorism operations during the period 23 May to 4 October 2017, prior to the start of Operation PACIFIC EAGLE – PHILIPPINES, are authorized the Global War on Terrorism Expeditionary Medal.

A14.10.3. *Restrictions.*

A14.10.3.1. Under no conditions will units or personnel within the United States be eligible for the Global War on Terrorism Expeditionary Medal. **(T-0)**.

A14.10.3.2. Award of the Global War on Terrorism Expeditionary Medal is authorized for qualifying service in Afghanistan during the period of 11 September 2001 to 30 April 2005. Service in Afghanistan after 30 April 2005 is recognized with the Afghanistan Campaign Medal.

A14.10.3.3. Award of the Global War on Terrorism Expeditionary Medal is authorized for qualifying service in Iraq during the period of 19 March 2003 to 30 April 2005. Service in Iraq during the period of 1 May 2005 to 31 December 2011, is recognized with the Iraq Campaign Medal.

A14.10.3.4. Award of the Global War on Terrorism Expeditionary Medal for service in Kosovo is limited to specified War on Terrorism operations that are NOT associated with operations in the Former Republic of Yugoslavia that qualify for award of the Armed Forces Expeditionary Medal or the Kosovo Campaign Medal.

A14.10.3.5. Award of the Global War on Terrorism Expeditionary Medal is authorized for qualifying service in Iraq and Syria during the period of 15 June 2014 to 30 March 2016. Service in Iraq and Syria after 30 March 2016 is recognized with the Inherent Resolve Campaign Medal.

A14.10.4. *Award Category.* Expeditionary medal.

A14.10.5. *Subsequent Awards.* Subsequent awards are denoted with a service star.

A14.10.6. *Authorized Device.* Service Star and Arrowhead Device.

Table A14.9. Global War on Terrorism Expeditionary Medal Approved Operations.

OPERATION	DATES	AREAS OF ELIGIBILITY
ENDURING FREEDOM	11 September 2001 - to be determined	Afghanistan (refer to paragraph A14.10.2.2), Algeria, Arabian Sea (north of 10 degrees North latitude and west of 68 degrees East longitude), Azerbaijan, Bab el Mandeb, Bahrain, Bosnia-Herzegovina, Bulgaria (Bourgas), Burkina Faso, Chad, Columbia, Crete, Cyprus, Diego Garcia, Djibouti, Egypt, Eritrea, Ethiopia, Georgia, Guantanamo Bay Cuba, Gulf of Aden, Gulf of Aqaba, Gulf of Oman, Gulf of Suez, Hungary, Iran, Iraq (refer to paragraph A14.10.2.3), Israel, Jordan, Kazakhstan, Kenya, Kosovo (refer to paragraph A14.10.3.4), Kuwait, Kyrgyzstan, Lebanon, Mali, Mauritania, Mediterranean Sea (boarding and searching vessel operations), Mediterranean Sea (east of 28 degrees East longitude), Morocco, Niger, Nigeria, Oman, Pakistan, Persian Gulf, Philippines, Qatar, Red Sea, Romania (Constanta), Saudi Arabia, Senegal, Sierra Leone, Somalia, Strait of Hormuz, Suez Canal, Syria, Tajikistan, Tanzania, Tunisia, Turkey, Turkey (east of 35 degrees east longitude), Turkmenistan, Uganda, United Arab Emirates, Uzbekistan, and Yemen.
IRAQI FREEDOM	19 March 2003 – 31 August 2010	
NEW DAWN	1 September 2010 – 31 December 2011	
FREEDOM'S SENTINEL	1 January 2015 – to be determined	
NOMAD SHADOW	5 November 2007 - to be	Turkey and Northern Iraq (north of 36 degrees North latitude)
INHERENT RESOLVE	15 June 2014 – to be determined	Bahrain, Cyprus, Egypt, Iran, Iraq (refer to paragraph A14.10.3.5), Israel, Jordan, Kuwait, Lebanon, Qatar, Saudi Arabia, Syria (refer to paragraph A14.10.3.5), Turkey, United Arab Emirates, the Mediterranean Sea east of 25 degrees longitude, the Persian Gulf, and the Red Sea.
ODYSSEY LIGHTING	1 August 2016 – 17 January 2017	Algeria, Chad, Egypt, France, Greece, Italy, Libya, Niger, Spain, Tunisia, and the Mediterranean Sea (east of 25 degrees Longitude).
PACIFIC EAGLE-PHILIPPINES	5 October 2017 - to be determined	Philippines

A14.11. Global War on Terrorism Service Medal. The medal was established by EO 13289, 12 March 2003, to recognize the significant contributions of the members of the Armed Forces in support of designated War on Terrorism operations.

Figure A14.10. Global War on Terrorism Service Medal.



A14.11.1. Refer to [Table A14.10](#) for eligible operations.

A14.11.2. *Eligibility.*

A14.11.2.1. The medal is awarded to members who participated in the War on Terrorism operations outside of the designated areas of eligibility for the Global War on Terrorism Expeditionary Medal, Afghanistan Campaign Medal, Iraq Campaign Medal, and Inherent Resolve Campaign Medal on or after 11 September 2001 to a future date to be determined.

A14.11.2.2. The member must have served on active duty, on or after 11 September 2001, for a minimum of 30 consecutive or 60 non-consecutive days, not including initial accession training, or regardless of time served while on active duty, on or after 11 September 2001, and:

A14.11.2.2.1. Was engaged in actual combat; or

A14.11.2.2.2. Was killed, wounded, or died not due to negligence or wrongful misconduct.

A14.11.2.3. CSAF authorized award of the medal to members who directly or indirectly supported the designated operations, and meet all other eligibility criteria.

A14.11.2.4. Members supporting War on Terrorism operations in a non-deployed status, whether stationed at home or overseas are eligible for the medal.

A14.11.2.5. Effective 19 July 2005, CSAF authorized award of the medal to Air Force accessions 30 days following entry on extended active duty.

A14.11.3. *Award Category.* Service Medal (individual service award).

A14.11.4. *Subsequent Awards.* There are no subsequent awards. **(T-0)**.

Table A14.10. Global War on Terrorism Service Medal Approved Operations.

OPERATION	DATES
Airport Security Operations	27 September 2001 - 31 May 2002
NOBLE EAGLE	11 September 2001 – to be determined
ENDURING FREEDOM	11 September 2001 – to be determined
IRAQI FREEDOM	29 March 2003 – 31 August 2010
NEW DAWN	1 September 2010 – 31 December 2011
INHERENT RESOLVE	15 June 2014 – to be determined
FREEDOM'S SENTINEL	1 January 2015 – to be determined
ODYSSEY LIGHTING	1 August 2016 – 17 January 2017
PACIFIC EAGLE-PHILIPPINES	5 October 2017 - to be determined

A14.12. Korea Defense Service Medal. The medal was authorized by 10 USC § 9286, to recognize qualifying members of the U.S. Armed Forces who have served in the Republic of Korea subsequent to 28 July 1954.

Figure A14.11. Korea Defense Service Medal.

A14.12.1. *Eligibility.*

A14.12.1.1. Service must have been in support of the defense of the Republic of Korea.

A14.12.1.2. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive or 60 non-consecutive days to a unit operating in the area of eligibility or who met one of the following criteria, regardless of time spent in the area of eligibility:

A14.12.1.2.1. Was engaged in actual combat during an armed engagement.

A14.12.1.2.2. While in the line of duty was killed, or was wounded or injured and medically evacuated from the area of eligibility.

A14.12.1.3. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A14.12.1.4. Members who serve in operations and exercises conducted in the area of eligibility are eligible for the medal provided the basic time criteria is met. Due to the extensive period of the award, the non-consecutive service period for eligibility remains cumulative throughout the entire period.

A14.12.1.5. Members who qualified for the Armed Forces Expeditionary Medal by reason of service between 1 October 1966 to 30 June 1974, in an area for which the Korea Defense Service Medal was subsequently authorized, remain eligible for both the Korea Defense Service Medal and Armed Forces Expeditionary Medal. Award of the Korea Defense Service Medal for this time period is a one-time exception to policy. **(T-0)**.

A14.12.2. *Award Category.* Service Medal (deployed service award).

A14.12.3. *Authorized Device.* None. Only one award of the medal is authorized.

A14.13. Armed Forces Service Medal. The medal was established by EO 12985, to recognize Service members who, on or after 1 June 1992, participate, or have participated, in designated U.S. military operations and encounter no foreign armed opposition or imminent hostile action.

Figure A14.12. Armed Forces Service Medal.



A14.13.1. *Eligibility.*

A14.13.1.1. The medal may be awarded to members who, after 1 June 1992:

A14.13.1.1.1. 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 by the Joint Chiefs of Staff; and

A14.13.1.1.2. Encounter no foreign armed opposition or imminent threat of hostile action.

A14.13.1.2. Members must have been permanently assigned, attached, or detailed to a unit that deployed to participate in a designated U.S. military operation within the area of eligibility for 30 consecutive days (or for the full period when an operation is less than 30 days) or for 60 non-consecutive days.

A14.13.1.3. Aircrew members must have participated as a regularly assigned crew member on an aircraft flying into, out of, within, or over the area of eligibility in direct support of the designated military operation for 30 consecutive days or 60 non-consecutive days. One day of service is credited for the first sortie flown on any day. Additional sorties flown on the same day receive no further credit.

A14.13.1.4. The medal recognizes participants who deploy to the designated area of eligibility for the qualifying operation. Outstanding or meritorious performance of non-deployed or remotely located support units and individuals does not justify awarding the Armed Forces Service Medal. Such performance may be recognized with a decoration.

A14.13.2. *Award Category.* Service Medal (deployed service award).

A14.13.3. *Subsequent Awards.* A service star is authorized for each designated military operation in which the member participated (see [Table A14.11](#)).

A14.13.4. *Authorized Device.* Service Star.

Table A14.11. Armed Forces Service Medal Designated Military Operations.

OPERATIONS	DATES	NOTES
MARITIME MONITOR	1 June 1992 - 1 December 1992	NATO maritime surveillance of cargo transported through the Adriatic Sea to the former Yugoslavia.
PROVIDE PROMISE	2 June 1992 - 15 February 1996	Multinational operation to support humanitarian relief activities in Bosnia-Herzegovina.
DENY FLIGHT	12 April 1993 - 2 December 1995	NATO enforcement of the no-fly zone over Bosnia-Herzegovina.
SHARP GUARD	15 June 1993 - 20 September 1996	NATO maritime enforcement of UN embargo against the former Yugoslavia. U.S. participation was amended by the November 94 Nunn-Mitchell Act to exclude U.S. enforcement of the arms embargo against Bosnia. NATO enforcement actions ended in June 1996 and the operation was terminated in September 1996, following the lifting of the United Nations embargo and associated economic sanctions.
Task Force ABLE SENTRY	12 July 1993 – 31 March 1999	Support to the UN Preventive Deployment force in the former Yugoslav Republic of Macedonia. Upon expiration of the UN mandate in February 1999, U.S. forces remained in place and were renamed Task Force Sabre, tasked to protect U.S. facilities and equipment. They were relieved in June 1999 by the U.S. national support element to KFOR-Task Force Falcon (Rear).
UPHOLD DEMOCRACY	1 April 1995 – 31 January 2000	1) United Nations Mission Haiti; 2) U.S. Forces Haiti; and 3) U.S. Support Group Haiti
JOINT ENDEAVOR	20 November 1995 - 19 December 1996	NATO Implementation Force operation to implement the military aspects of the Dayton Peace Agreement in Bosnia-Herzegovina.
PROVIDE COMFORT	1 December 1995 - 31 December 1996	Combined Task Force to enforce the no-fly zone in northern Iraq above the 36th parallel and to support coalition humanitarian relief operations in northern Iraq.
JOINT GUARD	20 December 1996 - 20 June 1998	NATO Stabilization Force to deter resumption of hostilities and to stabilize the peace in Bosnia-Herzegovina in accordance with the Dayton Peace Accords (preceded by NATO Operation JOINT ENDEAVOR and followed by JOINT FORGE). Operations DELIBERATE GUARD and DETERMINED GUARD were the respective air and naval components.

JOINT FORGE	21 June 1998 – 2 December 2004	NATO Stabilization Force follow-on force providing a continued military presence to deter resumption of hostilities in Bosnia-Herzegovina and to contribute to a secure environment that promotes the re-establishment of civil authority in accordance with the Dayton Peace Accords. Operations DELIBERATE FORGE and DETERMINED FORGE are the respective air and naval components. The U.S. contribution to Stabilization Force was Task Force Eagle.
Humanitarian Relief - Hurricanes Katrina and Rita	27 August 2005 - 27 February 2006	Only for participants in an area encompassing the U.S. Excluded from the Armed Forces Service Medal are those Airmen who meet the criteria for the Humanitarian Service Medal that was awarded for Hurricanes Katrina and Rita.
JUMP START	15 May 2006 – 15 July 2008	National Guard forces deployed to Texas, New Mexico, Arizona, and California to assist the Department of Homeland Security with securing the southwest U.S. border
UNIFIED RESPONSE	14 January 2010 – 1 June 2010	Service members deployed to provide relief assistance to the people of Haiti following a 7.0 magnitude earthquake on 12 January 2010.
UNITED ASSISTANCE (Ebola relief)	16 September 2014 – 30 June 2015	Service members deployed to the land area, territorial waters out to 12 nautical miles, and air space of: Benin, Cameroon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Nigeria, Senegal, and Sierra Leone.
OAKEN STEEL	12 July 2016 – 26 January 2017	Service members deployed to the land area, territorial waters out to 12 nautical miles, and the air space of: South Sudan, Republic of Djibouti, and Uganda.

A14.14. Humanitarian Service Medal. The medal was established by EO 11965, to recognize members who, after 1 April 1975, distinguished themselves by meritorious direct participation in a DoD-approved significant military act or operation of a humanitarian nature.

Figure A14.13. Humanitarian Service Medal.



A14.14.1. *Eligibility.*

A14.14.1.1. The medal is awarded to individual members or to entire military units who distinguished themselves by meritorious, direct participation in a military act or operation of a humanitarian nature. Direct participation is defined as “hands on” support at the site or sites of the military act or operation.

A14.14.1.2. For humanitarian operations outside of the United States:

A14.14.1.2.1. After 1 April 1975, but on or before 6 January 2016, the recipient must have been physically present at the designated location, having directly contributed to and influenced the action. **(T-0)**. The designated location is the immediate site(s) of the humanitarian operations as defined by the Department of State’s request for assistance.

A14.14.1.2.2. On or after 7 January 2016, the recipient must have contributed to and influenced the humanitarian operation while deployed to the designated area of eligibility for the humanitarian operation, as defined by the Department of State’s request for assistance for overseas areas. **(T-0)**. When appropriate, the local commander may propose to the awarding authority specific clarification of designated boundaries based on the intent of the Department of State request for assistance.

A14.14.1.3. For humanitarian operations within the U.S., the recipient must have been physically present at the designated location of the humanitarian assistance, having directly contributed to and influenced the action. **(T-0)**. The designated location is the immediate site(s) of the humanitarian operations, as defined by the Presidential authorization of federal assistance.

A14.14.1.4. Specifically excluded from eligibility are members or elements that remain entirely outside of the area of eligibility, or who were assigned to the area of eligibility but were not directly supporting the humanitarian operation.

A14.14.1.5. Award of the medal does not prevent or conflict with other medals or ribbons awarded on the basis of unit achievement, or of individual valor, achievement, or meritorious service. The Humanitarian Service Medal should not be awarded for humanitarian operations that occur as part of the operational plan of a military operation for which a campaign or expeditionary medal is authorized.

A14.14.1.6. Under no condition will personnel receive more than one award of the medal for participation in the same military act or operation of a humanitarian nature. **(T-0)**.

A14.14.1.7. The following types of military acts or operations may qualify for award of the medal:

A14.14.1.7.1. Significant assistance in the event of national or international disasters, natural or manmade, such as earthquakes, floods, hurricanes, typhoons, or conflagrations.

A14.14.1.7.2. Relief to a famine-stricken area.

A14.14.1.7.3. Evacuation of personnel from an area threatened by a hostile force.

A14.14.1.7.4. Support or resettlement of refugees or evacuees.

A14.14.1.7.5. Other significant military activities, directly related to humanitarian service, that are above and beyond routine actions. For example, normal search and rescue operations conducted by search and rescue units specifically trained for these types of missions would not be eligible for consideration.

A14.14.1.7.6. Services rendered in one of the above types of act or operation must meet the following criteria (**T-0**):

A14.14.1.7.6.1. Be of major significance.

A14.14.1.7.6.2. Provide immediate relief, relieve human suffering, and should save lives (property may be a factor).

A14.14.1.7.6.3. Affect the outcome of the situation.

A14.14.1.7.6.4. Specific dates are restricted to the period of immediate relief. Periods beyond immediate relief are considered established ongoing operations beyond the initial emergency conditions, and these periods are no longer eligible for the medal.

A14.14.1.7.6.5. Provide evidence that the emergency assistance was authorized by the President of the United States for assistance in the U.S. (for example, a Presidential Emergency Declaration or established contingency plans issued under Presidential authority) or requested by the Department of State for overseas areas.

A14.14.1.7.7. The medal is not authorized for:

A14.14.1.7.7.1. Services, such as law enforcement or protection of property, performed incident to domestic demonstrations or unrest.

A14.14.1.7.7.2. Humanitarian relief missions when part of an operational plan for which a campaign or expeditionary medal is authorized.

A14.14.1.7.7.3. Humanitarian operations performed solely by Service members under the authority of a State governor. In these instances, the appropriate level of recognition is provided by the applicable State governor. However, Reserve Component members who supported a humanitarian operation that was simultaneously supported by Service members operating under 10 USC, are eligible for any Humanitarian Service Medal approved as a result of that operation.

A14.14.2. A list of the DoD operations that have been approved for award of the medal can be found at: <http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/> and a list of Air Force approved operations can be found on <https://access.afpc.af.mil/>.

A14.14.3. *Requesting Authorization for an Operation.* The following information applies to operations not already authorized the Humanitarian Service Medal.

A14.14.3.1. When multi-Service participation is involved a recommendation is submitted by the applicable Combatant Command to the Joint Staff.

A14.14.3.2. When humanitarian assistance is performed by a single Military Service (only one Service involvement), nominations are routed to the Secretary concerned. Nominations originating within the Air Force are endorsed by the applicable MAJCOM commander or deputy commander.

A14.14.3.2.1. Recommendations are entered into command channels within 5 years of the military act or operation to be recognized. **(T-0)**.

A14.14.3.2.2. Recommendations should include the following:

A14.14.3.2.2.1. A written justification fully explaining and attesting to the humanitarian aspects of the services rendered by members in the act or operation being recommended.

A14.14.3.2.2.2. Forwarding endorsements that make specific recommendations for approval or disapproval.

A14.14.3.2.2.3. Documentation of the Presidential or the Department of State request for assistance.

A14.14.3.2.2.4. Documentation from the federal agency (for example, Federal Emergency Management Agency) requesting Air Force or installation assistance.

A14.14.4. *Approval Authority.*

A14.14.4.1. Secretary of the Air Force Decorations Board approves the medal for operations.

A14.14.4.2. Individual requests for operations already authorized the medal are submitted through the chain of command to the colonel/O-6 commander (or civilian leader equivalent) or higher for approval. The approval authority validates eligibility and ensure actions are taken to update personnel records of qualified personnel. Note: This authority may not be further delegated. **(T-0)**.

A14.14.4.2.1. When members of the other Military Services are involved, the Air Force commander ensures the military personnel servicing centers of all members who participated are informed of action required.

A14.14.4.2.2. The manpower and personnel flights may determine the required documentation for recordkeeping, such as by-name lists.

A14.14.5. *Award Category.* Service Medal (individual service award).

A14.14.6. *Subsequent Awards.* A service star is worn to denote subsequent award of the medal.

A14.14.7. *Authorized Device.* Service Star.

A14.15. Military Outstanding Volunteer Service Medal. The medal was established by EO 12830, to recognize Service members who, after 31 December 1992, perform outstanding volunteer community service of a sustained, direct, and consequential nature.

Figure A14.14. Military Outstanding Volunteer Service Medal.



A14.15.1. Eligibility.

A14.15.1.1. The medal is awarded for volunteer service that meet the following requirements:

A14.15.1.1.1. Be to the civilian community, to include the military family community.

A14.15.1.1.2. Be significant in nature and produce tangible results.

A14.15.1.1.3. Reflect favorably on the Air Force and DoD.

A14.15.1.1.4. Be of a sustained and direct nature.

A14.15.1.2. While there is no specific time period to qualify for the medal (for example, 500 hours of community service within 24 calendar months), approval authorities ensure the volunteer service merits special recognition. The medal is intended to recognize exceptional community support over time, not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line for a sustained period of time is considered qualifying service. The overall level of volunteer participation and impact of a member's community service is key to determining whether the medal is justified.

A14.15.1.3. Multiple awards of the medal during a single tour of duty are not authorized. However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for the medal.

A14.15.1.4. The service recognized will be of voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example, a unit project). **(T-1)**.

A14.15.2. *Submitting a Request.* Requests are submitted, processed and approved in the virtual Personnel Center. Refer to [Attachment 3](#).

A14.15.3. *Approval Authority.* Group commanders to include commanders of composite and provisional groups and (colonel) group commander, or equivalent, of geographically separated units. This approval authority may not be further delegated. **(T-1)**.

A14.15.4. *Award Category.* Service Medal (individual service award).

A14.15.5. *Subsequent Awards.* A service star is worn to denote subsequent award of the medal.

A14.15.6. *Authorized Device.* Service Star.

A14.16. Armed Forces Reserve Medal. The medal was established by EO 10163, as amended by EO 10439 and EO 13013, to recognize Service members or former Service members of the Reserve Components of the Military Services who have: completed a total of 10 years of honorable military service in the Reserve Components; been called to active duty and served under specific statutory conditions; or volunteered and served on active duty in support of designated U.S. military operations or contingencies.

Figure A14.15. Armed Forces Reserve Medal.



A14.16.1. *Eligibility.*

A14.16.1.1. The medal is awarded to members or former members of the Air Force Reserve Components who meet one of the following criteria:

A14.16.1.1.1. The member has completed a total of 10 years' honorable military service in one or more of the Reserve Components, including annual active duty and inactive duty training provided:

A14.16.1.1.1.1. Such 10 years of service was performed within a period of 12 consecutive years.

A14.16.1.1.1.2. Such service will not include service in a regular Air Force, **(T-0)** but:

A14.16.1.1.1.2.1. Service in a Reserve Component that is concurrent, in whole or part, with service in the regular Air Force will be included in computing the required 10 years of Reserve service. **(T-0)**.

A14.16.1.1.1.2.2. Any period of time during which Reserve service is

interrupted by service in the regular Air Force will be excluded in computing and will not be considered a break in the said period of 12 consecutive years. **(T-0).**

A14.16.1.1.2. On or after 1 August 1990, the member was called to active duty and served in accordance with 10 USC § 12301(a), 12302, 12304, and 12406.

A14.16.1.1.3. On or after 1 August 1990, the member volunteered and served on active duty under the provisions of 10 USC § 12301, in support of specific U.S. military operations or contingencies designated by DoD, as defined in 10 USC § 101(a)(13). Refer to **Table A14.12**.

A14.16.1.2. Multiple periods of service during one designated contingency pursuant to **paragraph A14.16.1.1.3** will count as one award of the medal qualifying for a single “M” device. **(T-0).**

A14.16.1.3. Active Guard and Reserve members who receive orders changing their duty status (legal authority under which they perform duty), their duty location, or assignment to support a contingency operation are eligible for the medal provided one of the award criteria in **paragraph A14.16.1.1.2** or **A14.16.1.1.3** are met.

A14.16.1.4. Refer to **Attachment 6** for additional guidance.

A14.16.2. *Award Category.* Service Medal (individual service award).

A14.16.3. *Subsequent Awards.* Refer to **Attachment 17**.

A14.16.3.1. Only one Armed Forces Reserve Medal will be awarded to a member. **(T-0).** Initial award of the medal is presented with the applicable device (hourglass or mobilization “M” device).

A14.16.3.2. Subsequent awards are denoted by wearing the applicable authorized devices.

A14.16.4. *Authorized Devices.* Hourglass device, Mobilization “M” Device, Numerical Device.

Table A14.12. Armed Forces Reserve Medal with “M” Device Operations (see notes).

OPERATION
DESERT SHIELD and DESERT STORM (Persian Gulf)
RESTORE HOPE (Somalia)
UPHOLD DEMOCRACY (Haiti)
JOINT ENDEAVOR, JOINT GUARD, and JOINT FORGE (Bosnia)
DESERT FOX, NORTHERN WATCH, and SOUTHERN WATCH (Persian Gulf)
ALLIED FORCE (Kosovo)
NOBLE EAGLE, ENDURING FREEDOM, IRAQI FREEDOM, NEW DAWN, FREEDOM’S SENTINEL, and INHERENT RESOLVE (War on Terrorism)
<i>Notes.</i>
1. Multiple periods of service during one designated contingency counts as one “M” device award.
2. Even if an operation is not officially named but it results in an involuntary call to active duty, the Armed Forces Reserve Medal with “M” device is authorized.

A14.17. Air Force Combat Action Medal. On 15 March 2007, SECAF approved the establishment of the medal to recognize members of the Air Force (Airman Basic through Colonel) who actively participated in ground or air combat.

Figure A14.16. Air Force Combat Action Medal.



A14.17.1. Eligibility.

A14.17.1.1. Nomination for the medal is restricted to members of the U.S. Armed Forces who on or after 11 September 2001:

A14.17.1.1.1. Deliberately go into the enemy's domain (outside the wire) to conduct official duties, either on the ground or in the air, and have come under enemy fire by lethal weapons while performing those duties, and are at risk of grave danger; or

A14.17.1.1.2. While defending the base (inside/on the wire), member came under fire and engage the enemy with direct and lethal fire, and are at the risk of grave danger; or

A14.17.1.1.3. Are personnel in ground operations who actively engage the enemy with direct and lethal fire also may qualify even if no direct fire is taken, as long as there was risk of grave danger and meets other criteria.

A14.17.1.2. Members who receive the Army Combat Infantryman Badge, the Army Combat Action Badge, the Army Combat Medical Badge, or Navy Combat Action Ribbon may submit a copy of that award, along with other documentation, to the appropriate chain of command for conversion to the Air Force Combat Action Medal. Approval authorities will coordinate with the applicable Military Service headquarters to arrange revocation.

A14.17.1.3. The medal may be awarded to members from the other Military Services and foreign military members assigned or attached to an Air Force unit, provided they meet the award criteria. Refer to [paragraph A8.3](#) for processing awards for foreign military.

A14.17.2. Qualifying Periods of Service. Only one medal is authorized for a qualifying war or conflict (see [Table A14.13](#)). For the purpose of the Air Force Combat Action Medal, the qualifying war or conflict is defined as the contingency or conflict that CSAF authorizes the medal to be awarded.

Table A14.13. Air Force Combat Action Medal Qualifying Periods of Service (see note).

QUALIFYING WAR/CONFLICT	DATE
War on Terrorism (see note)	11 September 2001 to a date to be determined
<i>Note:</i> Only one medal is authorize, regardless of the number of deployments or operations participated in.	

A14.17.3. *Submitting a Request.* Refer to [Attachment 7](#).

A14.17.4. *Award Category.* Service Medal (individual service award).

A14.17.5. *Subsequent Awards.* A gold star is worn to denote a subsequent war, conflict, or operation authorized by CSAF.

A14.17.6. *Authorized Device.* Gold Star.

A14.18. Combat Readiness Medal. The medal was authorized by SECAF on 9 March 1964.

Figure A14.17. Combat Readiness Medal.

A14.18.1. *Eligibility.*

A14.18.1.1. The medal is awarded to regular Air Force, Air National Guard, Air Force Reserve, and members of the other Military Services, after 1 August 1960, for sustained individual combat mission readiness or preparedness for direct weapon-system employment.

A14.18.1.2. Effective 18 April 2018, service members must meet all of the following criteria (**T-1**):

A14.18.1.2.1. A member requests award of the CRM by submitting a certification letter signed by the first Colonel (or O-6 equivalent) in the operations chain of command to the member's MPS. It will contain, at a minimum (see sample CRM certification letter): (T-3).

A14.18.1.2.1.1. Statement that entitlement to the CRM was earned according to the criteria listed above.

A14.18.1.2.1.2. Dates the member was combat mission ready/mission ready, unit of assignment (i.e., unit name and PASCODE), and crew position.

A14.18.1.2.1.2.1. Be a crew member operating in an Air Force designated weapons system in accordance with AFPD 10.9, *Lead Command Designation and Responsibilities for Weapon Systems* (*EXCEPTION*: MAJCOM approval required for non-Air Force designated weapons systems),

A14.18.1.2.1.3. Be individually certified as combat mission ready or mission ready,

A14.18.1.2.1.4. Be subject to a continuous and/or recurring individual positional certification (i.e., “check-ride”) according to a MAJCOM or higher headquarters standardized evaluation program, and

A14.18.1.2.1.5. Completed 24 months of sustained combat mission readiness/mission readiness with no more than a 120 calendar-day break (i.e., “current and qualified”).

A14.18.1.3. On or before 17 April 2018, members must meet all of the following criteria (**T-1**):

A14.18.1.3.1. Be a member of a unit subject to combat readiness reporting,

A14.18.1.3.2. Be individually certified as combat and/or mission ready and has been subject to a continuous individual positional evaluation program, according to a MAJCOM or higher headquarters standards, and

A14.18.1.3.3. Complete 24 months of sustained combat and or mission readiness with no more than a 120 calendar-day break. If the break in combat or mission ready status exceeds 120 calendar days due to reassignment to another combat or mission duty that requires upgrading in or retraining to a new system, only the enroute and retraining time is deducted from qualifying service.

A14.18.1.4. MAJCOMs determine what is an acceptable recurring positional certification (i.e., “check-ride”) program to meet the intent of medal criteria.

A14.18.1.5. AF/A3TF is the office of coordinating responsibility for questions pertaining to the standards, duty positions, or mission profiles that qualify for the Combat Readiness Medal; and any MAJCOM or local supplements to this manual regarding the medal.

A14.18.2. *Approval Authority*. Requests are submitted, processed and approved in the virtual Personnel Center. Refer to [Attachment 3](#).

A14.18.2.1. The wing deputy commander for operations, group deputy commander for operations (not reporting to a wing), and squadron commander approves and disapproves requests.

A14.18.2.2. Exception to policy requests regarding standards, duty positions, or mission profiles that qualify for the medal are submitted through command channels to the MAJCOM/A3 for endorsement to AFPC/DP3SP. AFPC/DP3SP staffs requests through AF/A1 to AF/A3.

A14.18.3. *Award Category*. Service Medal (individual service award).

A14.18.4. *Subsequent Awards*. An oak leaf cluster is awarded for each additional 24 month of qualifying service.

A14.18.5. *Authorized Device.* Oak Leaf Cluster.

A14.19. Air Force Good Conduct Medal. The medal is awarded to enlisted members for “exemplary conduct” (exemplary behavior, efficiency, and fidelity), for active military service with the U.S. on or after 1 June 1963. On 6 February 2006, the 97th Air Force Uniform Board terminated the medal. The medal was reinstated by SECAF on 22 November 2008, based on a recommendation from the CMSAF and an Awards and Decorations Summit. The reinstatement is retroactive to 6 February 2006.

Figure A14.18. Air Force Good Conduct Medal.



A14.19.1. *Eligibility.*

A14.19.1.1. Members demonstrated a positive attitude toward the Air Force and their jobs.

A14.19.1.2. Service performed in a sister-Service (to include U.S. Coast Guard) is not creditable for award of the Air Force Good Conduct Medal.

A14.19.1.3. Officer candidate (officer training school students) status is creditable toward award of the Air Force Good Conduct Medal. Service as a cadet in the Air Force Academy or Reserve Officers Training Corps cadet status is not creditable.

A14.19.2. *Qualifying Periods of Service.*

A14.19.2.1. Each 3 years completed on or after 1 June 1963.

A14.19.2.2. For first award only, upon termination of service on or after 1 June 1963, of less than 3 years but more than 1 year.

A14.19.2.3. For first award only, upon termination of service, on or after 1 June 1963, of less than 1 year when final separation was by reason of physical disability incurred in line of duty.

A14.19.2.4. For first award only, for those members who died before completing 1 year of active Federal military service if the death occurred in the line of duty.

A14.19.2.5. The above timeframes are decreased to 1 year any time that the U.S. is at war, as declared by the U.S. Congress. The entire year must have been served in the area of eligibility during the period indicated. **(T-1)**. Notification of this change will be announced by either Air Staff or Air Force Personnel Center. **(T-1)**.

A14.19.3. Award of the medal is automatic unless denied by the unit commander. Denials are the result of less than exemplary conduct. Commanders are required to prepare a memorandum or letter stating the period involved for denying and adjust the award to the new start date. Adjustment of the Air Force Good Conduct Medal qualifying period is in conjunction with adverse actions (such as unfavorable information file, control roster actions, Article 15s, letters of reprimand, etc.). Commanders cannot readjust a member's Air Force Good Conduct Medal period from a previous assignment if the previous commander failed to file a signed memorandum or letter readjusting the member's Air Force Good Conduct Medal period in the member's record for permanent file. **(T-3)**.

A14.19.4. *Award Category*. Service Medal (individual service award).

A14.19.5. *Subsequent Awards*. An oak leaf cluster is worn to denote subsequent award of the medal.

A14.19.6. *Authorized Device*. Oak Leaf Cluster.

A14.20. Air Reserve Forces Meritorious Service Medal. The medal was established on 7 April 1964.

Figure A14.19. Air Reserve Forces Meritorious Service Medal.



A14.20.1. *Eligibility*. The medal is awarded on or after 1 April 1965, for 4 continuous years of service, or on or after 1 July 1975, for 3 continuous years of service, to recognize exemplary behavior, efficiency, and fidelity in an enlisted status in the Air National Guard and Air Force Reserve. Creditable service ends when called to active duty.

A14.20.2. Do not credit service performed in the Reserve components of the U.S. Army, Navy, Marine Corps or Coast Guard.

A14.20.3. *Award Category*. Service Medal (individual service award).

A14.20.4. *Authorized Device*. Oak Leaf Cluster.

A14.21. Outstanding Airman of the Year Ribbon. The ribbon was established 21 February 1968 to recognize certain competitors and awardees of the Twelve Outstanding Airmen of the Year Program.

Figure A14.20. Outstanding Airman of the Year Ribbon.



A14.21.1. *Eligibility.* The ribbon is awarded to Airmen nominated by MAJCOMs, FOAs, and DRUs to compete at the Air Force-level in the Twelve Outstanding Airmen of the Year Program, and to Airmen selected as one of the Twelve Outstanding Airmen of the Year. Refer to the special trophies and awards online database at <https://access.afpc.af.mil/>, for additional guidance.

A14.21.2. *Subsequent Awards.*

A14.21.2.1. Airmen nominated by the MAJCOMs, FOAs, and DRUs to compete at the Air Force-level wear the ribbon for the first nomination. Each subsequent nomination is denoted with an oak leaf cluster.

A14.21.2.2. Airmen selected as one of the Twelve Outstanding Airmen of the Year wear a ribbon with a bronze service star device.

A14.21.2.3. If both an oak leaf cluster and bronze service star are worn, wear the bronze service star to the member's right of the oak leaf cluster.

A14.21.3. *Award Category.* Service Medal (individual service award).

A14.21.4. *Authorized Device.* Oak Leaf Cluster and Bronze Service Star.

A14.22. Air Force Recognition Ribbon. The ribbon was established on 10 October 1980.

Figure A14.21. Air Force Recognition Ribbon.



A14.22.1. *Eligibility.* The ribbon is awarded to individuals and members of small teams selected as overall winners of an Air Force-level award or a HAF functional community award, unless prohibited in the award criteria.

A14.22.2. *Restrictions.* The following are not eligible to receive the ribbon.

A14.22.2.1. Organizations, units and activities selected as overall winners.

A14.22.2.2. Individuals assigned to organizations, units and activities selected as overall winners.

A14.22.2.3. Nominees and selectees of special trophies and awards program at MAJCOM, FOA, DRU, base and unit levels.

A14.22.2.4. Nominees or selectees for the Twelve Outstanding Airmen of the Year program. Refer to [paragraph A14.22.](#)

A14.22.3. *Award Category.* Service Medal (individual service award).

A14.22.4. *Subsequent Awards.* An oak leaf cluster is worn on the ribbon to denote each subsequent award.

A14.22.5. *Authorized Device.* Oak Leaf Cluster.

A14.23. Air and Space Campaign Medal. The medal was established by SECAF on 24 April 2002, to recognize Air Force members who, after 24 March 1999, participated in or directly supported a significant U.S. military operation designated by CSAF as qualifying for the medal.

Figure A14.22. Air and Space Campaign Medal.

A14.23.1. *Eligibility.*

A14.23.1.1. The medal will only be awarded to members who provided direct support for 30 consecutive or 60 non-consecutive days, to an Air and Space Campaign Medal operation, from home station or other areas outside a geographic area determined by the Joint Chiefs of Staff for eligibility for a DoD campaign medal. **(T-1)**.

A14.23.1.2. For the purpose of the Air and Space Campaign Medal, direct support is defined as:

A14.23.1.2.1. Deploying in support of an operation, or

A14.23.1.2.2. If at home station, performing functions or missions that historically were deployed forward, or entirely new and future missions, which due to technological advances, are no longer constrained by geographic location. This includes, but is not limited to, sortie generation, intelligence, surveillance, targeting, computer network attack operations, etc.

A14.23.1.3. The designated operations for the medal are listed in [Table A14.14](#). Operations related to the War on Terrorism are not eligible for the medal.

A14.23.1.4. Under no condition will a member be awarded an Air and Space Campaign Medal and a DoD campaign or service medal for the same period of service. **(T-0)**.

A14.23.2. *Award Category.* Service Medal (individual service award).

A14.23.3. *Subsequent Awards.* A service star is authorized for each designated operation in which the member participated.

A14.23.4. *Authorized Device.* Service Star.

Table A14.14. Air and Space Campaign Medal Designated Operations.

OPERATION	DATES
ALLIED FORCE	24 March 1999 - 10 June 1999
NOBLE ANVIL	24 March 1999 - 20 July 1999
Task Force Saber	31 March 1999 - 8 July 1999
Task Force Hunter	1 April 1999 - 1 November 1999
SUSTAINED HOPE and SHINING HOPE	4 April 1999 - 10 July 1999
ALLIED HARBOUR	4 April 1999 - 1 September 1999
Task Force HAWK	5 April 1999 - 24 June 1999
JOINT GUARDIAN	11 June 1999 – 31 December 2013
Task Force FALCON (coincides with Operation JOINT GUARD)	11 June 1999 – 31 December 2013
ODYSSEY DAWN	26 February 2011 – 31 October 2011
UNIFIED PROTECTOR	26 February 2011 – 31 October 2011

A14.24. Nuclear Deterrence Operations Service Medal. The medal was established by SECAF on 27 May 2014 to recognize Airmen who directly supported nuclear deterrence operations on or after 27 December 1991.

Figure A14.23. Nuclear Deterrence Operations Service Medal.

A14.24.1. Eligibility.

A14.24.1.1. The Nuclear Deterrence Operations Service Medal (basic) may be awarded to Airmen who, while assigned, attached, deployed or mobilized to a unit (wing, center or below, and nuclear-certified controllers above wing level), provided support to the Nuclear Enterprise for 120 consecutive or 179 nonconsecutive days, and:

A14.24.1.1.1. The unit was subject to a Nuclear Inspection, or

A14.24.1.1.2. Performed duties in nuclear operations to include nuclear weapon storage facilities, nuclear command, control, and communication, cyber surety, security, safety, transportation, maintenance, facility management and maintenance, explosive ordnance disposal, aircrew certified for support to nuclear operations, weapons loaders, warning and attack assessment, personnel reliability program management, or research, development and acquisition of nuclear systems.

A14.24.1.1.3. An “N” device is worn on the Nuclear Deterrence Operations Service Medal for Airmen who:

A14.24.1.1.3.1. Dispatched for 179 non-consecutive days in direct support of Intercontinental Ballistic Missile operations, and

A14.24.1.1.3.2. Performed duties in Missile Maintenance (21MX, 2M0XX), Munitions and Maintenance (2W0XX, 2W1XX, 2W2XX), Security Forces (31PX, 3P0XX), Services (3M0XX), Fuels (2F0XX), Transportation (2T1XX, 2T3XX), Civil Engineering (32EX, 3EXXX), Cyberspace Support (3D1X1, 3D1X2, 3D1X3, 3D100), Operations (11HXC, 13NX, 1A9X1, and 13SX officers on or before 9 Feb 2013), Missile Facility Manager (8S000), or

A14.24.1.1.3.3. For nuclear laden aircraft: nuclear certified aircrew, aircraft maintenance technicians, munitions maintenance technicians, combat crew communications, nuclear certified controllers, and security forces performing guard duties.

A14.24.1.2. The medal may be awarded posthumously and may be presented to appropriate representatives of the deceased.

A14.24.1.3. The Nuclear Deterrence Operations Service Medal is worn immediately after the Air and Space Campaign Medal and before the Overseas Ribbon Short Tour.

A14.24.2. *Approval Authority.* The member's current Group commander (colonel or civilian leader equivalent) and above.

A14.24.3. *Award Category.* Service Medal (individual service award).

A14.24.4. *Subsequent Awards.*

A14.24.4.1. An oak leaf cluster is worn to denote subsequent awards. Subsequent awards are only authorized when a permanent change of station to a qualifying unit has occurred.

A14.24.4.2. Only one "N" device is worn, regardless of the number of qualifying assignments. When worn alone, the device is centered on the ribbon. When worn with oak leaf clusters, the "N" device is worn to the right of the oak leaf clusters on the ribbon.

A14.24.5. *Authorized Device.* Oak Leaf Cluster and "N" device.

A14.25. Air Force Overseas Ribbon (Short and Long Tour). The ribbons were established on 12 October 1980 to recognize completion of an overseas tour.

Figure A14.24. Air Force Overseas Ribbon (Short Tour).



Figure A14.25. Air Force Overseas Ribbon (Long Tour).



A14.25.1. *Eligibility.*

A14.25.1.1. Prior to 6 January 1986, the ribbon was awarded to regular Air Force, Air National Guard and Air Force Reserve members credited with completion of an overseas tour on or after 1 September 1980. Regular Air Force, Air National Guard and Air Force

Reserve members serving on or after 6 January 1986, may reflect all Air Force overseas tours credited during their career.

A14.25.1.2. For personnel who extended their original overseas tour and have entered into the extension or into an in-place consecutive overseas tour, award the respective ribbon when the members enters the extension or in-place consecutive overseas tour. Only one award for the entire period overseas is authorized unless the extension or in-place consecutive overseas tour results in the member being credited with another overseas tour.

A14.25.1.3. The short tour ribbon takes priority over the long tour ribbon when both are worn.

A14.25.2. *Award Category.* Service Medal (individual service award).

A14.25.3. *Subsequent Awards.*

A14.25.3.1. An oak leaf cluster is worn on either ribbon for subsequent awards, respectively.

A14.25.3.2. An “A” device is worn on the short tour ribbon upon completion of a short tour above the Arctic Circle and for service at Thule Air Base, Greenland. Only one “A” device is worn, regardless of the number of Arctic tours completed.

A14.25.4. *Authorized Devices.* Oak Leaf Cluster and “A” Device.

A14.26. Air Force Expeditionary Service Ribbon. The ribbon was established by SECAF on 18 June 2003, to recognize air expeditionary force deployed status. In April 2004, SECAF authorized the gold border to be affixed to the Air Force Expeditionary Service Ribbon to represent participation in combat operations.

Figure A14.26. Air Force Expeditionary Service Ribbon (Basic).



Figure A14.27. Air Force Expeditionary Service Ribbon (with Gold Border).



A14.26.1. *Eligibility.*

A14.26.1.1. Air Force Expeditionary Service Ribbon (Basic). The ribbon is awarded to regular Air Force, Air National Guard and Air Force Reserve members credited with completion of a contingency deployment after 1 October 1999. Deployment credit is defined as either 45 consecutive days or 90 nonconsecutive days in deployed status.

A14.26.1.2. Air Force Expeditionary Service Ribbon (with Gold Border). The ribbon with a gold border is awarded to members who met the criteria for the Air Force Expeditionary Service Ribbon (Basic) and were engaged in conducting or supporting combat operations in a combat zone. A combat zone is defined as a geographic area designated by the President via an executive order, or a qualified hazardous duty area in which a member is receiving imminent danger or hostile fire pay.

A14.26.1.2.1. For award of the gold border members were assigned to an air expeditionary force plan identification or on contingency, exercise, deployment orders and in receipt of imminent danger pay or hostile fire pay, during the qualifying period of service.

A14.26.1.2.2. Aircrew members who engage in combat action were assigned on aeronautical orders in direct support of a combat zone. Combat action is defined as when a member is subject to hostile fire, explosion or is engaged in employing lethal weapons (kinetic or non-kinetic).

A14.26.1.2.3. The deployment credit requirement may be waived for award of the ribbon with gold border, provided the member meets one of the following criteria:

A14.26.1.2.3.1. Be engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy actions.

A14.26.1.2.3.2. While participating in a designated operation is killed, wounded, or injured requiring medical evacuation from the combat zone.

A14.26.1.2.3.3. Be a regularly assigned crew member flying combat or combat support sorties into, out of, within or over a combat zone.

A14.26.1.2.3.4. Employ a kinetic or non-kinetic weapon from outside the designated combat zone, in a combat operation.

A14.26.1.3. Permanent Party Members.

A14.26.1.3.1. Members assigned to air expeditionary units are eligible for the ribbon.

A14.26.1.3.2. Members assigned to air expeditionary task force units may be awarded the Air Force Expeditionary Service Ribbon and the Air Force Overseas Ribbon by meeting the 45 consecutive day requirement without adjustment to tour status. These same members may be awarded the ribbon with gold border provided they meet the eligibility criteria.

A14.26.2. *Award Category.* Expeditionary Medal.

A14.26.3. *Subsequent Awards.* An oak leaf cluster is worn to denote successful completion of additional qualifying deployments.

A14.26.4. *Authorized Device.* Oak Leaf Cluster and Gold Border.

A14.27. Air Force Longevity Service Award. The award was established on 25 November 1957.

Figure A14.28. Air Force Longevity Service Award.



A14.27.1. *Eligibility.*

A14.27.1.1. The award is authorized for active duty personnel based on an aggregate of 4 years of honorable active federal military service with any branch of the U.S. Armed Forces or Reserve components. Reserve Component members are credited with the award for

each 4 years of satisfactory military service creditable to a reservist for retirement. Eligible categories include:

A14.27.1.1.1. All members of the Air Force on active duty.

A14.27.1.1.2. Members of the Reserve Components not on active duty assigned to training category A, B, D, or H.

A14.27.1.1.3. A member who is a cadet or midshipman in one of the service academies provided the member graduates.

A14.27.1.1.4. Members of the Uniformed Services University of Health Sciences.

A14.27.1.2. Eligibility for the award was expanded on 1 July 1976 to include members of the Reserve components. Members in training assigned on or after that date in training categories A, B, D, and H are eligible for retroactive awards based on satisfactory years of service completed by their retirement or retention year closeout. Retroactive award is not authorized for other categories.

A14.27.2. *Award Category.* Service Medal (individual service award).

A14.27.3. *Subsequent Awards.* An oak leaf cluster is worn for each additional 4 years of creditable service.

A14.27.4. *Authorized Device.* Oak Leaf Cluster.

A14.28. Air Force Special Duty Ribbon. The ribbon was established by SECAF on 4 September 2014 to acknowledge the extraordinary commitment and dedication of present and future Airmen who serve in developmental special duties. These Airmen experienced personal sacrifices well above their peers in other special duties and their direction was critical to molding and sustaining our future force.

Figure A14.29. Air Force Special Duty Ribbon.



A14.28.1. *Eligibility.*

A14.28.1.1. The ribbon is authorized for members who are awarded a developmental special duty Air Force specialty code or a special duty identifier, and successfully completed a special duty assignment (includes consecutive assignments).

A14.28.1.2. Qualifying special duty assignments are: T –prefix (Training Instructor in core AFSC (officer and enlisted)), 80C0 (Commander, Cadet Squadron, U.S. Air Force Academy), 81C0 (Training Commander, Officer Training School), 81T0 (Instructor), 82A0 (Academic Program Manager), 8A100 (Career Assistance Advisor), 8B000 (Military Training Instructor), 8B100 (Military Training Leader), 8B200 (U.S. Air Force Academy Military Training), 8C000 (Airman and Family Readiness Center NCO), 8F000 (First Sergeant), 85G and 8G000 (Honor Guard), 83R and 8R000 (Recruiter), and 8T000 (Professional Military Education Instructor).

A14.28.1.3. Under no condition will a member be awarded an Air Force Special Duty Ribbon and an Air Force Recruiting Ribbon or Air Force Basic Military Training Instructor Ribbon for the same special duty assignment. **(T-1).**

A14.28.1.4. Members of the Other Military Services. The ribbon may be awarded to members of the other Military Services after successful completion of a qualifying developmental special duty assignment while assigned or attached to an Air Force unit.

A14.28.2. *Submitting a Recommendation.* Nominations are submitted on the AF Form 104 and verified by the commander, to the servicing manpower and personnel flight.

A14.28.3. *Waivers.* Commanders may grant waivers to the tour length requirement if an individual cannot complete the tour for a valid reason.

A14.28.4. *Revocation.* Commanders may withdraw authorization for those members who are eliminated from the special duty assignment for disciplinary reasons. **(T-3)**.

A14.28.5. *Order of Precedence.* The Air Force Special Duty Ribbon is worn immediately following the Air Force Longevity Service Award.

A14.28.6. *Award Category.* Service Medal (individual service award).

A14.28.7. *Subsequent Awards.* An oak leaf cluster is awarded for successful completion of additional or consecutive special duty assignments.

A14.28.8. *Authorized Device.* Oak Leaf Cluster.

A14.29. Air Force Basic Military Training Instructor Ribbon. The ribbon was established to recognize certain military training instructors from 7 December 1998 to 3 September 2014.

Figure A14.30. Air Force Basic Military Training Instructor Ribbon.



A14.29.1. *Eligibility.*

A14.29.1.1. The ribbon is authorized for Basic Military Training Instructors (includes SDI 8B000 – Basic Military Training and Air Force Officer Training School) for a tour of duty as a military training instructor. The period of eligibility for the ribbon is 7 December 1998 to 3 September 2014.

A14.29.1.2. Graduates of the Military Training Instructor School on or after 4 September 2014 are recognized with an Air Force Special Duty Ribbon upon successful completion of a tour of duty as a military training instructor.

A14.29.1.3. Exception. The 12-month tour length requirement for the Air Force Basic Military Training Instructor Ribbon is waived for members authorized temporary wear of the ribbon on or before 3 September 2014; these members may be awarded permanent wear of the Air Force Basic Military Training Instructor Ribbon.

A14.29.2. *Eligibility On or Before 3 September 2014.*

A14.29.2.1. The ribbon is presented upon graduation from Military Training Instructor School, and wear of the ribbon becomes permanent after successful completion of at least 12 months of duty as a military training instructor.

A14.29.2.2. The Commander of the 737th Training Group may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason. The

commander may also withdraw authorization to wear the ribbon for those who are eliminated from the military training instructor program for disciplinary reasons.

A14.29.2.3. The authorization to wear the ribbon is retroactive for any member who successfully completed 12 months duty as a military training instructor and is currently on active duty or a member of the Air Force Reserve or Air National Guard as of 7 December 1998.

A14.29.2.4. Technical school training instructors are not eligible for this ribbon.

A14.29.3. *Award Category.* Service Medal (individual service award).

A14.29.4. *Subsequent Awards.* An oak leaf cluster is awarded for an additional three years of military training instructor duty following the basic tour of 3 (prior to 21 November 1994) or 4 years (on or after 21 November 1994).

A14.29.5. *Authorized Device.* Oak Leaf Cluster.

A14.30. Air Force Recruiter Ribbon. The Air Force Recruiter Ribbon was established to recognize Air Force recruiters from 21 June 2000 to 3 September 2014.

Figure A14.31. Air Force Recruiter Ribbon.



A14.30.1. *Eligibility.*

A14.30.1.1. The ribbon is awarded to Air Force members (officer (83R0) and enlisted (8R000)) upon successful completion of recruiting duty. The period of eligibility for the ribbon is 21 June 2000 to 3 September 2014.

A14.30.1.2. Completion of recruiting duties on or after 4 September 2014 is recognized with an Air Force Special Duty Ribbon.

A14.30.1.3. Exception. The 36-month tour length requirement for the Air Force Recruiter Ribbon is waived for members who served at least 24 months in a recruiting duty as of 3 September 2014. These members may be awarded the Air Force Recruiter Ribbon.

A14.30.2. *Eligibility On or Before 3 September 2014.*

A14.30.2.1. Wear of the ribbon becomes permanent after successful completion of 36 months of duty as an Air Force Recruiter.

A14.30.2.2. On or After 21 September 2006. Members are authorized to wear the Air Force Recruiting Ribbon upon 3-years of successful recruiting duty.

A14.30.2.3. From 21 June 2000 to 20 September 2006. Members are authorized to wear the Air Force Recruiting Ribbon on a temporary basis while performing recruiting duty immediately upon graduation from Air Force Recruiting School.

A14.30.3. *Approval Authority.*

A14.30.3.1. Members with prior duty in SDI 8R000 may request authorization to permanently wear the Air Force Recruiter Ribbon through their unit commander to the Air Force Recruiting Service. The Air Force Recruiting Service approves the ribbon provided

the member meets the eligibility criteria; however, no WAPS points will be retroactively awarded. (T-1).

A14.30.3.2. Effective 29 July 2004, recruiting group commanders have approval authority for the following members assigned to their respective Recruiting Groups and Squadrons: deputy group commanders, squadron commanders, medical officers, First Sergeants, public affairs noncommissioned officers, and information management noncommissioned officers.

A14.30.4. *Waivers*. The Commander of Air Force Recruiting Service may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason.

A14.30.5. *Revocation*. The Commander of Air Force Recruiting Service may withdraw authorization for members who are eliminated from the recruiter program for disciplinary reasons.

A14.30.6. *Award Category*. Service Medal (individual service award).

A14.30.7. *Subsequent Awards*. An oak leaf cluster is awarded for every 3 additional years of recruiting duty.

A14.30.8. *Authorized Device*. Oak Leaf Cluster.

A14.31. Air Force Enlisted Professional Military Education Graduate Ribbon. The ribbon was established on 28 August 1962, to recognize in-residence graduates of a certified noncommissioned officer professional military education schools.

Figure A14.32. Air Force Enlisted Professional Military Education Graduate Ribbon.



A14.31.1. *Eligibility*. There are four levels of professional military education authorized the Air Force Enlisted Professional Military Education Graduate Ribbon. The levels are listed in [paragraph A14.31.1.1](#). Refer to AFI 36-2656, *Developmental Education*, for additional guidance on schools or courses.

A14.31.1.1. Effective 30 June 2017, the ribbon is authorized for:

A14.31.1.1.1. Graduates from each resident enlisted professional military education, to include:

A14.31.1.1.1.1. Airman Leadership School

A14.31.1.1.1.2. Noncommissioned Officer Academy

A14.31.1.1.1.3. Air Force Senior Noncommissioned Officer Academy

A14.31.1.1.1.4. Chief Master Sergeant Leadership Course (or an approved professional military education course of the other Military Services)

A14.31.1.1.2. Air National Guard and Air Force Reserve members who complete equivalent distance learning (i.e., non-resident) or resident enlisted professional military education courses. *Note*: Only one ribbon is authorized for the same course. Example: MSgt Smith completes Senior Noncommissioned Officer Academy by correspondence and then is selected and completes the in-residence Senior

Noncommissioned Officer Academy course. MSgt Smith is only awarded one (1) ribbon for this course.

A14.31.1.2. From 31 July 2014 to 29 June 2017, the ribbon was authorized for completion of in-residence and distance learning professional military education. *Note:* Only one ribbon was authorized for the same course.

A14.31.1.3. Prior to 31 July 2014, the ribbon was only authorized for completion of a certified noncommissioned officer professional military education school:

A14.31.1.3.1. Noncommissioned Officer Preparatory Course.

A14.31.1.3.2. Airman Leadership School.

A14.31.1.3.3. Noncommissioned Officer Leadership School.

A14.31.1.3.4. Noncommissioned Officer Academy.

A14.31.1.3.5. Senior Noncommissioned Officer Academy (or in-residence graduates of the Army Sergeant Major Academy, Navy Senior Enlisted Academy, Marine Corps Advanced Staff Noncommissioned Officer Academy, and Coast Guard Chief Petty Officer Academy).

A14.31.1.3.6. Chief Master Sergeant Leadership Course (effective 16 July 2010; retroactive award authorized for in-residence graduates).

A14.31.2. *Restrictions.* The ribbon is not authorized for completion of:

A14.31.2.1. Local (base or unit offered) professional development seminars, courses or classes.

A14.31.2.2. Professional military education distance learning courses, except as authorized in [paragraph A14.31.1.1.1](#).

A14.31.3. *Award Category.* Service Medal (individual service award).

A14.31.4. *Subsequent Awards.* An oak leaf cluster is awarded for completion of each additional enlisted professional military education.

A14.31.5. *Authorized Device.* Oak Leaf Cluster.

A14.32. Air Force Basic Military Training Honor Graduate Ribbon. The ribbon was established on 3 April 1976 and made effective on 30 July 1976.

Figure A14.33. Air Force Basic Military Training Honor Graduate Ribbon.



A14.32.1. *Eligibility.*

A14.32.1.1. The ribbon is awarded to basic military training honor graduates who have demonstrated excellence in all academic and military training phases.

A14.32.1.2. Specific requirements for honor graduates are established and published by basic military training and approved by Headquarters Air Education and Training Command.

A14.32.2. *Submitting a Recommendation.*

A14.32.2.1. Nominations are submitted by the military training instructor and endorsed by the school commander. No more than the top 10 percent of the daily graduates from each squadron are designated as honor graduates.

A14.32.2.2. Members who are awarded the ribbon receives a letter from the basic military training squadron commander. The member hand-carries the letter to the servicing manpower and personnel flight for update in the member's military personnel records.

A14.32.3. *Award Category.* Service Medal (individual service award).

A14.32.4. *Subsequent Awards.* Members are only presented a ribbon upon initial award. There are no subsequent awards.

A14.33. Small Arms Expert Marksmanship Ribbon. The ribbon was established by SECAF on 28 August 1962 and made effective on 1 January 1963.

Figure A14.34. Small Arms Expert Marksmanship Ribbon.



A14.33.1. *Eligibility.* The ribbon is awarded to regular Air Force, Air National Guard and Air Force Reserve members, who, after 1 January 1963, qualify as "Expert" with either the M-16 rifle (to include the M-4 and GAU-5) or an issued handgun on the Air Force qualification course, an appropriate orientation course prescribed in other Air Force Instructions, other Military Services' qualification course, or who satisfactorily complete the Combat Rifle Program.

A14.33.2. Members who, after 22 June 1972, qualify as "Expert" with both the M-16 rifle (or M-4 or GAU-5) and an issued handgun, wear a bronze service star on the ribbon.

A14.33.3. AF Form 522, *Ground Weapons Training Data and USAF Firearms Qualification*, or a letter from the small arms marksmanship monitor is used as the source documentation for this award. Members who qualify as "Expert" provides a copy of the AF Form 522 or letter to the manpower and personnel flight for update in the member's personnel records. (T-3).

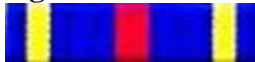
A14.33.4. *Award Category.* Service Medal (individual service award).

A14.33.5. *Subsequent Awards.* Members are only presented a ribbon upon initial award. There are no subsequent awards.

A14.33.6. *Authorized Device.* Bronze Service Star.

A14.34. Air Force Training Ribbon. The ribbon was authorized by CSAF on 12 October 1980.

Figure A14.35. Air Force Training Ribbon.



A14.34.1. *Eligibility.* The ribbon is awarded to Air Force members on completion of initial accession training after 14 August 1974. In December 1986, the criteria expanded and authorized the ribbon to anyone who was on active duty in December 1986, regardless of when they completed initial accession training.

A14.34.2. *Restriction.* Completion of technical training, career developmental courses, and the other Military Services' basic training accession programs do not qualify for the ribbon.

A14.34.3. *Award Category.* Service Medal (individual service award).

A14.34.4. *Subsequent Awards.* An oak leaf cluster is worn to denote completion of later accession training.

A14.34.5. *Authorized Device.* Oak Leaf Cluster.

Attachment 15

PREVIOUS ERA CAMPAIGN, EXPEDITIONARY AND SERVICE MEDALS

A15.1. General Information. Campaign and service awards listed in this attachment were previously authorized by the Department of Defense to recognize a member for participation in a campaign, period of war, national emergency, expedition, or a specified significant peacetime military operation.

A15.2. Vietnam Service Medal. The Vietnam Service Medal is awarded to any member of the U.S. Armed Forces serving in Vietnam, contiguous waters, or air space, including service in Thailand, Laos, Cambodia, or their air space, on or after 4 July 1965 through 28 March 1973.

Figure A15.1. Vietnam Service Medal.



A15.2.1. To qualify for award of the Vietnam Service Medal a member must meet one of the following qualifications (**T-0**):

A15.2.1.1. Be attached to or regularly serve for 1 or more days with an organization participating in or directly supporting military operations.

A15.2.1.2. Be attached to or regularly serve for 1 or more days aboard a naval vessel directly supporting military operations.

A15.2.1.3. Actually participate as a crewmember in one or more aerial flights into airspace above Vietnam and contiguous waters directly supporting military operations.

A15.2.1.4. Serve on temporary duty for 30 consecutive days or 60 nonconsecutive days in Vietnam or contiguous areas, except that time limit may be waived for personnel participating in actual combat operations.

A15.2.2. No person is entitled to more than one award of the Vietnam Service Medal.

A15.2.3. Members who qualified for the Armed Forces Expeditionary Medal for reason of service in Vietnam between 1 July 1958 and 3 July 1965 (inclusive) remains qualified for that medal. Upon request, any such member may be awarded the Vietnam Service Medal instead of the Armed Forces Expeditionary Medal. In such instances, the Armed Forces Expeditionary Medal is deleted from the list of authorized medals in personnel records. No person is entitled to both awards for service in Vietnam.

A15.2.4. Service members who earned the Armed Forces Expeditionary Medal for Operation FREQUENT WIND between 29 and 30 April 1975 may elect to receive the Vietnam Service Medal instead of the Armed Forces Expeditionary Medal. No service member may be issued both medals for service in Vietnam.

A15.2.5. Vietnam and contiguous waters, as used herein, is defined as an area which includes Vietnam and the water adjacent thereto within the following specified limits: From a point on the East Coast of Vietnam at the juncture of Vietnam with China southeastward to 21 degrees North latitude, 108 degrees; 15' East Longitude; thence, southward to 18 degrees; North latitude, 108 degrees; 15' East Longitude; thence southeastward to 17 degrees 30' North latitude, 111 degrees East longitude; thence southward to 11 degrees North latitude; 111 degrees East longitude; thence southwestward to 7 degrees North latitude, 105 degrees East longitude; thence westward to 7 degrees North latitude, 103 degrees; East longitude; thence northward to 9 degrees 30' North latitude, 103 degrees East longitude, thence northeastward to 10 degrees 15' North latitude, 104 degrees 27' East longitude; thence northward to a point on the West Coast of Vietnam at the juncture of Vietnam with Cambodia.

A15.2.6. *Authorized Device.* A service star is authorized for each campaign (see [Table A15.1](#)) under the following conditions:

A15.2.6.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

A15.2.6.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.2.6.2.1. Awarded a combat decoration.

A15.2.6.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the service member actually participated in combat.

A15.2.6.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

A15.2.6.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that he served in the combat zone.

A15.2.6.3. Was an evader or escapee in the combat zone or recovered from a prisoner-of-war status in the combat zone during the time limitations of the campaign.

Table A15.1. Vietnam Service Medal Designated Campaigns.

CAMPAIGN	DATES
Vietnam Advisory Campaign	15 March 1962 - 7 March 1965
Vietnam Defense Campaign	8 March 1965 - 24 December 1965
Vietnam Counteroffensive Campaign	24 December 1965 - 30 June 1966
Vietnam Counteroffensive Campaign, Phase	1 July 1966 - 31 May 1967
Vietnam Counteroffensive Campaign, Phase	1 June 1967 - 29 January 1968
Tet Counteroffensive	30 January 1968 - 1 April 1968
Vietnam Counteroffensive, Phase IV	2 April 1968 - 30 June 1968
Vietnam Counteroffensive, Phase V	1 July 1968 - 1 November 1968
Vietnam Counteroffensive, Phase VI	2 November 1968 - 22 February
Tet 69 Counteroffensive, 1969	23 February 1969 - 8 June 1969
Vietnam Summer-Fall 1969	9 June 1969 - 31 October 1969
Vietnam Winter-Spring 1970	1 November 1969 - 30 April 1970
Sanctuary Counteroffensive	1 May 1970 - 30 June 1970
Vietnam Counteroffensive, Phase VII	1 July 1970 - 30 June 1971
Consolidation I	1 July 1971 - 30 November 1971
Consolidation II	1 December 1971 - 29 March 1972
Vietnam Cease-Fire Campaign	30 March 1972 - 28 January 1973

A15.3. Southwest Asia Service Medal. The Southwest Asia Service Medal is awarded to all members of the U.S. Armed Forces who served in support of Operation DESERT SHIELD or DESERT STORM in one or more of the following areas from 2 August 1990 through 30 November 1995: The Persian Gulf, the Red Sea, the Gulf of Oman, the Gulf of Aden, that portion of the Arabian Sea that lies north of 100 N. latitude and west 680 E. longitude, as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates.

Figure A15.2. Southwest Asia Service Medal.

A15.3.1. Members serving in Israel, Turkey, Syria, and Jordan (including the airspace and territorial waters) directly supporting combat operations from 17 January 1991 through 30 November 1995 are also eligible for the Southwest Asia Service Medal.

A15.3.2. To be eligible, a Service member must have been attached to or regularly serving for one or more days with an organization participating in ground and/or shore (military) operations; attached to or regularly served for one or more days aboard a naval vessel directly supporting military operations; actually participating as a crew member in one or more aerial

flights directly supporting military operations in the areas designated above; or serving on temporary duty or 30 consecutive days or 60 nonconsecutive days. **(T-0)**. These time limitations may be waived for people participating in actual combat operations.

A15.3.3. *Authorized Device*. A service star is authorized for each campaign. Refer to [Table A15.2](#).

Table A15.2. Southwest Asia Service Medal Designated Campaigns.

CAMPAIGN	DATES
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	12 April 1991 - 30 November
Operation PROVIDE COMFORT	1 June 1991 – 30 November 1995

A15.4. Army Good Conduct Medal. The medal is awarded only to enlisted Air Force members from 28 July 1954 to 31 May 1963, for “exemplary conduct” (exemplary behavior, efficiency, and fidelity), while in active service of the U.S.

Figure A15.3. Army Good Conduct Medal.



A15.4.1. *Eligibility*. The medal recognized enlisted members who honorably completed three continuous years of active military service. Members must have demonstrated a positive attitude toward the Air Force and their jobs. **(T-1)**.

A15.4.2. *Authorized Device*. Clasp with Loops.

A15.5. Awards Issued Prior to 1960.

A15.5.1. *American Defense Service Medal.*

Figure A15.4. American Defense Service Medal.



A15.5.1.1. The American Defense Service Medal was established by EO 8808, and announced in War Department Bulletin 17, 1941. It is awarded for service between 8 September 1939 and 7 December 1941 under orders to active duty for a period of 12 months or longer.

A15.5.1.2. Authorized Devices.

A15.5.1.2.1. “Foreign Service” Clasp. Worn on the American Defense Service Medal to denote service outside of the continental limits of the U.S., to include service in Alaska, as a member of a crew of a vessel sailing ocean waters, flights over ocean waters, or as an assigned member of an organization stationed outside the continental limits of the U.S.

A15.5.1.2.2. A service star is worn on the service ribbon to denote possession of the “Foreign Service” clasp.

A15.5.2. *Women’s Army Corps Service Medal.* The medal was established by EO 9365 and promulgated in War Department Bulletin 17, 1943.

Figure A15.5. Women’s Army Corps Service Medal.



A15.5.2.1. The medal was awarded to female members of the Army for military service under either of the following:

A15.5.2.1.1. In the Women's Army Auxiliary Corps between 10 July 1942 and 31 August 1943.

A15.5.2.1.2. In the Women's Army Corps between 1 September 1943 and 2 September 1945.

A15.5.2.2. The medal was worn after the American Defense Service Medal and before the American Campaign Medal.

A15.5.2.3. The ribbon of the Women's Army Corps Service Medal consists of a field of moss green edged in gold. The colors of the ribbon were those of the Women's Army Corps. No devices were authorized for the Women's Army Corps Service Medal.

A15.5.3. *American Campaign Medal.*

Figure A15.6. American Campaign Medal.



A15.5.3.1. The medal was established by EO 9265, and announced in War Department Bulletin 56, 1942, and amended by EO 9706, 15 March 1946. It is awarded for service within the American Theater between 7 December 1941 and 2 March 1946 under any of the following conditions:

A15.5.3.1.1. On permanent assignment outside the continental limits of the U.S.

A15.5.3.1.2. Permanently assigned as a member of a crew of a vessel sailing ocean waters for a period of 30 consecutive days or 60 nonconsecutive days.

A15.5.3.1.3. Outside the continental limits of the U.S. in a passenger status or on temporary duty for 30 consecutive days or 60 nonconsecutive days.

A15.5.3.1.4. In active combat against the enemy and was awarded a combat decoration or furnished a certificate by the commanding general of a corps, higher, unit, or independent force that the member actually participated in combat.

A15.5.3.1.5. Within the continental limits of the U.S. for an aggregate period of 1 year.

A15.5.3.2. The boundaries of the American Theater are as follows:

A15.5.3.2.1. Eastern Boundary: From the North Pole, south along the 75th meridian west longitude to the 77th parallel north latitude, then southeast through Davis Strait to the intersection of the 40th parallel north latitude and the 35th meridian west longitude, then south along the meridian to the 10th parallel north latitude, then southeast to the

intersection of the Equator and the 20th meridian west longitude, then south along the 20th meridian west longitude to the South Pole.

A15.5.3.2.2. *Western Boundary*: From the North Pole, south along the 141st meridian west longitude to the east boundary of Alaska, then south and southeast along the Alaska boundary to the Pacific Ocean, then south along the 130th meridian to its intersection with the 30th parallel north latitude, then southeast to the intersection of the Equator and the 100th meridian west longitude, then south to the South Pole.

A15.5.3.3. *Authorized Device*. A service star is authorized for wear to denote participation in the antisubmarine campaign. The member must have been assigned or attached to, and present for duty with, a unit credited with the campaign. **(T-0)**.

A15.5.4. *Asiatic-Pacific Campaign Medal*. The medal was established by EO 9265, and announced in War Department Bulletin 56, 1942, and amended by EO 9706, 15 March 1946.

Figure A15.7. Asiatic-Pacific Campaign Medal.



A15.5.4.1. The medal is awarded for service within the Asiatic-Pacific Theater between 7 December 1941 and 2 March 1946 under any of the following conditions:

A15.5.4.1.1. On permanent assignment in the Asiatic-Pacific Theater.

A15.5.4.1.2. In a passenger status or on temporary duty for 30 consecutive or 60 nonconsecutive days.

A15.5.4.1.3. In active combat against the enemy and awarded a combat decoration or furnished a certificate by the commanding general of a corps, higher unit, or independent force that the member actually participated in combat.

A15.5.4.2. The boundaries of the Asiatic-Pacific Theater are as follows:

A15.5.4.2.1. *Eastern Boundary*: Coincides with the western boundary of the American Theater.

A15.5.4.2.2. *Western Boundary*: From the North Pole, south along the 60th meridian east longitude to its intersection with the east boundary of Iran, then south along the Iran boundary to the Gulf of Oman and the intersection of the 60th meridian east longitude, then south along the 60th meridian east longitude to the South Pole.

A15.5.4.3. Authorized Devices.

A15.5.4.3.1. A service star is authorized to indicate participation in certain engagements with the enemy.

A15.5.4.3.2. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission.

A15.5.5. *European-African-Middle Eastern Campaign Medal.* The European-African-Middle Eastern Campaign Medal was established by EO 9265, announced in War Department Bulletin 56, 1942, and amended by EO 9706, 15 March 1946.

Figure A15.8. European-African-Middle Eastern Campaign Medal.



A15.5.5.1. The medal is awarded for service within the European-African-Middle Eastern Theater between 7 December 1941 and 8 November 1945.

A15.5.5.2. The boundaries of the European-African-Middle Eastern Theater are as follows:

A15.5.5.2.1. The eastern boundary coincides with the western boundary of the Asiatic-Pacific Theater.

A15.5.5.2.2. The western boundary coincides with the eastern boundary of the American Theater.

A15.5.5.3. One bronze service star is authorized for each campaign under the following conditions:

A15.5.5.3.1. Assigned or attached to, and present for duty with, a unit during the period in which it participated in combat.

A15.5.5.3.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.5.5.3.2.1. Awarded a combat decoration.

A15.5.5.3.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the member actually participated in combat.

A15.5.5.3.2.3. Served at a normal post of duty, as opposed to occupying the status of an inspector, observer, or visitor.

A15.5.5.3.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that the member served in the combat zone.

A15.5.5.3.3. Was an evader or escapee in the combat zone or recovered from a prisoner of war status in the combat zone during the time limitations of the campaign.

A15.5.5.3.4. Prisoners of war are not accorded credit for the time spent in confinement or while otherwise in restraint under enemy control. **(T-0)**.

A15.5.5.4. Authorized Devices. Service Star (refer to paragraph [A15.5.4.3](#)) and Arrowhead Device.

A15.5.6. *World War II Victory Medal*. The medal was established by the Act of Congress on 6 July 1945.

Figure A15.9. World War II Victory Medal.



A15.5.6.1. The medal was awarded to all members of the U.S. Armed Forces or the Government of the Philippine Islands who served on active duty at any time between 7 December 1941 and 31 December 1946, both dates inclusive.

A15.5.6.2. Authorized Device. None.

A15.5.7. *Army of Occupation Medal*. The medal was established by the Secretary of War in 1946.

Figure A15.10. Army of Occupation Medal.



A15.5.7.1. The medal is awarded for 30 consecutive days service at a normal place of duty while assigned to or serving with the U.S. Occupation Forces during the timeframe after World War II.

A15.5.7.2. Military service in the European-African-Middle Eastern Theater between 9 May 1945 and 8 November 1945, and in the Asiatic-Pacific Theater between 3 September 1945 and 2 March 1946, may only be considered if the Service member received the applicable theater campaign medal for military service in the theater before the inclusive periods mentioned above.

A15.5.7.3. Eligible locations and timeframes other than mentioned above include:

A15.5.7.3.1. Army of Occupation of Germany (Exclusive of Berlin): Military service between 9 May 1945 and 5 May 1955. Military service with a unit designated by the Department of the Army as "having met the requirements for, or the individual award of, the Berlin Airlift device" may also qualify the Service member for the Army of Occupation Medal.

A15.5.7.3.2. Army of Occupation of Austria: Military service between 9 May 1945 and 27 July 1955.

A15.5.7.3.3. Army of Occupation of Berlin: Military service between 9 May 1945 and 2 October 1990.

A15.5.7.3.4. Army of Occupation of Italy: Military service between 9 May 1945 and 15 September 1947 in the compartment of Venezia Giulia e Zara, the Province of Udine, or with a unit in Italy designated by the Secretary of the Army.

A15.5.7.3.5. Army of Occupation of Japan: Military service between 3 September 1945 and 27 April 1952, in the main and offshore islands of Japan, the Ryukyu Islands, and Bonin- Volcano Islands. Military service that meets the requirements for the Korean Service Medal may not be counted in determining eligibility.

A15.5.7.3.6. Army of Occupation of Korea: Military service between 3 September 1945 and 29 June 1949.

A15.5.7.4. The term "normal place of duty" excludes from eligibility those personnel who were performing TDY, inspector, visitor, courier, escort, passenger, attached service, or merely in a transient status.

A15.5.7.5. Authorized Devices. Berlin Airlift Device and Army of Occupation Clasp. Refer to [Attachment 17](#) for eligibility.

A15.5.8. *Medal for Humane Action*. The medal was authorized by an Act of Congress on 20 July 1949 (63 Stat 477).

Figure A15.11. Medal for Humane Action.

A15.5.8.1. The medal is awarded to members of the U.S. Armed Forces and to others when recommended for meritorious participation, for service in the Berlin Airlift. Service must have been for at least 120 days during the period of 26 June 1948 and 30 September 1949, and in the following boundaries of the Berlin Airlift Operations Area. **(T-0)**.

A15.5.8.2. The boundaries of the Berlin Airlift Operations area are as follows:

A15.5.8.2.1. Northern Boundary: 54th parallel north latitude.

A15.5.8.2.2. Eastern Boundary: 14th meridian east longitude.

A15.5.8.2.3. Southern Boundary: 48th parallel north latitude.

A15.5.8.2.4. Western Boundary: 5th meridian west longitude.

A15.5.8.3. Posthumous award of the medal may be made for any person who lost their life while, or as a direct result of, participating in the Berlin Airlift, without regard to length of service, if otherwise eligible.

A15.5.8.4. Authorized Device. None.

A15.5.9. *Korean Service Medal.*

Figure A15.12. Korean Service Medal.

A15.5.9.1. The Korean Service Medal is awarded to personnel who were assigned or attached to combat or service units designated by the Commander, Far East Air Forces, in general orders for service within the Korean Theater or adjacent areas between 27 June

1950 and 27 July 1954. The term “Korean Theater” as used in this manual includes the areas that encompass North and South Korea, Korean waters, the air over North and South Korea, and the air over Korean waters.

A15.5.9.2. Personnel also are considered having participated in an engagement if they were members of a designated combat or service unit in the Korean Theater; a combat or service unit, other than one within the Korean Theater, which was designated by the Commander, Far East Air Force, as having directly supported the military operations in the Korean Theater; or a designated headquarters of the Far East Air Forces that exerted a distinct and contributory effort to the military operations in the Korean Theater (refer to [Table A15.3](#)).

A15.5.9.3. The personnel must have performed the prescribed service while they were on permanent assignment, on TDY with a designated unit or headquarters for 30 consecutive days or 60 nonconsecutive days, or in actual combat against the enemy, as reflected by an awarded combat decoration or furnished a certificate by a division, comparable, or higher unit commander, a ship, comparable, or higher unit commander, or an Air Force group, comparable, or higher unit commander stating that they actually participated in combat. **(T-0)**.

A15.5.9.4. Authorized Devices. A service star is authorized for each campaign under the following conditions:

A15.5.9.4.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

A15.5.9.4.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.5.9.4.2.1. Awarded a combat decoration.

A15.5.9.4.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that he actually participated in combat.

A15.5.9.4.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

A15.5.9.4.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that he served in the combat zone.

A15.5.9.4.3. Was an evader or escapee in the combat zone or recovered from a prisoner of war status in the combat zone during the time limitations of the campaign. Prisoners of war will not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control. **(T-0)**.

A15.5.9.4.4. An arrowhead device is awarded to members of designated combat or service units in combat, units assigned to the Far East Air Forces command, or units that were on TDY with the Army Ground Forces and participated in an airborne or amphibious assault within the territorial limits of Korea. Contact the Air Force Contact Center for a listing of entitled Air Force units.

Table A15.3. Korean Service Medal Designated U.S. Military Operations.

CAMPAIGN	DATES
United Nations Defensive	27 June 1950 - 15 September 1950
United Nations Offensive	16 September 1950 - 2 November
Chinese Communist Forces	3 November 1950 - 24 January 1951
First United Nations	25 January 1951 - 21 April 1951
Chinese Communist Forces	22 April 1951 - 8 July 1951
United Nations Summer-	9 July 1951 - 27 November 1951
Second Korean Winter	28 November 1951 - 30 April 1952
Korea Summer-Fall 1952	1 May 1952 - 30 November 1952
Third Korean Winter	1 December 1952 - 30 April 1953
Korea Summer-Fall 1953	1 May 1953 - 27 July 1953
Korea Ceasefire	28 July 1953 - 27 July 1954

Attachment 16

PREVIOUS ARMED FORCES RESERVE MEDAL ELIGIBILITY

A16.1. General Information. The section provides eligibility for the Armed Forces Reserve Medal prior to 1 August 1990.

A16.1.1. For the purpose of the Armed Forces Reserve Medal, service as a member of Reserve Component includes:

A16.1.1.1. The U.S. National Guard.

A16.1.1.2. The National Guard while in the U.S. Service.

A16.1.1.3. The federally recognized National Guard before 1933.

A16.1.1.4. A federally recognized status in the National Guard.

A16.1.1.5. The Officers' Reserve Corps and Enlisted Reserve Corps before 25 March 1948.

A16.1.1.6. The Organized Reserve Corps.

A16.1.1.7. The U.S. Army without component (Usually, all enlisted service before July 1940 was with the regular component and not creditable. Conversely, service after 1 July 1940 was with the U.S. Army and is creditable for the award.)

A16.1.1.8. The Naval Reserve and the Naval Reserve Force, excluding members of the Fleet Reserve and the Fleet Naval Reserve transferred thereto after completing 16 or more years' active naval service.

A16.1.1.9. The Marine Corps Reserve and the Marine Corps Reserve Forces excluding members of the Fleet Marine Corps Reserve transferred thereto after completing 16 or more years' service.

A16.1.1.10. The Limited Service Marine Corps Reserve.

A16.1.1.11. The Naval Militia who have conformed to the standards prescribed by the Secretary of the Navy.

A16.1.1.12. The National Naval Volunteers.

A16.1.1.13. The Air National Guard.

A16.1.1.14. The Air Force Reserve.

A16.1.1.15. The U.S. Air Force without component (includes Reserve Officers serving on active duty).

A16.1.1.16. The Coast Guard Reserve.

A16.1.2. *Creditable Service.* Each year of active or inactive honorable service as a member of any of the above listed Reserve components may be credited towards the Armed Forces Reserve Medal until 1 July 1949. For service performed on or after 1 July 1949, members must accumulate during each anniversary year a minimum of 50 retirement points according to 10 USC § 1332(a)(2), except that persons in the U.S. Army or U.S. Air Force must compute time as follows (**T-0**):

A16.1.2.1. Active or inactive service before 1 July 1948, only creditable for U.S. Army or U.S. Air Force officers appointed under the Act of 22 September 1941 (55 States at Large 728). After 1 July 1948, only active participation under such U.S. Army or U.S. Air Force appointments is creditable.

A16.1.2.2. Active or inactive service before 1 July 1949 is creditable U.S. Army or U.S. Air Force officers appointed under 10 USC § 8444 and 8445.

A16.1.2.3. For the purpose of computing eligibility for the Armed Forces Reserve Medal, all U.S. Army or U.S. Air Force appointments are considered as having been made under the Act of 22 September 1941, unless otherwise indicated in the official records.

A16.1.2.4. Service Not Creditable. Service in the following may not be credited:

A16.1.2.4.1. Inactive National Guard.

A16.1.2.4.2. Inactive Air National Guard.

A16.1.2.4.3. Non-Federally recognized status in the National Guard or Air National Guard.

A16.1.2.4.4. Inactive Reserve Section or Honorary Reserve Section of the Officers' Reserve Corps.

A16.1.2.4.5. Inactive Section or Honorary Section of the Air Force Reserve.

A16.1.2.4.6. Honorary Retired List of the Naval and Marine Corps Reserve.

A16.1.2.4.7. Inactive Status List of the Standby Reserve.

A16.1.2.4.8. Retired Reserve.

A16.1.2.4.9. Women's Army Auxiliary Corps.

A16.1.2.4.10. Regular Service. Service as a regular officer, warrant officer, or regular enlisted person in the Armed Forces, including the Coast Guard, and service for which the Naval Reserve Medal, Organized Marine Corps Reserve Medal, or the Marine Corps Reserve Ribbon has been or may be awarded, are not credited toward the Armed Forces Reserve Medal. **(T-0)**. Service may be credited if performed as a member of a Reserve component that is concurrent, in whole or in part, with service in a Regular Armed Forces component. Any period during which Reserve service is interrupted (terminated) by service in a regular Armed Forces component is excluded in computing the 10 years' Reserve service, but is not considered a break in the specified period of 12 years' consecutive service.

A16.1.2.4.11. Attendance at Aviation Cadet Training Schools. For the purpose of this regulation, periods of attendance at aviation cadet training schools (for persons appointed "Aviation Cadets") are considered Regular Service.

Attachment 17

ACCOUTREMENTS (DEVICES)

A17.1. General Information. The awards and decorations accoutrements consist of ribbon bars, discs, rosettes, oak leaf cluster, stars, clasps, and devices.

A17.2. Antarctica Service Medal Clasp and Disc.

A17.2.1. The clasp is a bronze, gold, or silver bar, 1/4 inch wide and 1 1/2 inches long bearing the words "WINTERED OVER". Personnel who stay on the Antarctic continent during the winter months (March through October) are eligible to wear a bronze clasp with the words "Wintered Over" on the suspension ribbon of the medal. A gold clasp is authorized for the second wintering-over period, and a silver clasp is worn to denote the third or subsequent wintering-over period. Only one clasp is worn on the suspension ribbon of the medal.

A17.2.2. The disc for the Antarctic Service Medal ribbon bar is a bronze, gold, or silver disc, 5/16 inch in diameter containing the Antarctica continent's outline. The first wintered-over period is denoted by wearing a bronze disk on the Antarctic Service Medal ribbon bar. A gold disk is worn in lieu of the bronze disk to designate the second wintered-over period. A silver disk is worn in lieu of the gold disk to designate a third or subsequent wintered-over period. Only one disk may be worn on the Antarctic Service Medal ribbon bar.

A17.3. Arctic "A" Device. A metallic, bronze letter "A" that is worn on the Air Force Overseas Short Tour Ribbon for completion of a short tour above the Arctic Circle and for service at Thule Air Base, Greenland. The "A" device is awarded to regular Air Force, Air National Guard and Air Force Reserve members, serving on duty as of 10 February 2002, regardless of the date of tour completion. When worn alone, the device is centered on the short tour ribbon. When worn with oak leaf clusters, the "A" device is worn to the right of the oak leaf clusters on the ribbon. Only one "A" device is worn, regardless of the number of Arctic tours completed.

A17.4. Army of Occupation Clasp. The Army of Occupation clasp is awarded to differentiate service in various occupation areas during World War II and is worn only on the suspension medal. No device is worn on the ribbon to denote possession of the clasp. The "Germany" clasp is worn to represent service with U.S. Occupation Forces in Germany, Italy, or Austria. The "Japan" clasp is worn to represent service with U.S. Occupation Forces in Japan or Korea.

A17.5. Arrowhead Device. The arrowhead is a bronze replica of a Native American arrowhead, 1/4 inch high and 1/8 inch wide, and is tied directly to assault landing credit awarded to a unit. The arrowhead device denotes participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. Refer to [paragraph A11.5](#).

A17.5.1. *Unit Entitlement.* An arrowhead device is stitched on the applicable campaign streamer for those units awarded assault landing credit.

A17.5.2. *Individual Member Entitlement.* An arrowhead device is worn on the applicable campaign or service medal for eligible service members. Wear the device on both the service and suspension ribbons of applicable campaign or service medal. 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.

A17.6. Berlin Airlift Device. The Berlin Airlift device is awarded for members with 90 or more consecutive days of service between 26 June 1948 and 30 September 1949, while assigned or attached to a unit designated in Department of the Air Force orders for participation in the Berlin Airlift. The device is centered on the medal or ribbon, with the aircraft's nose pointed upward at a 30-degree angle and toward the wearer's right shoulder.

A17.7. Campaign Star. Refer to [paragraph A17.16](#).

A17.8. Combat "C" Device. The "C" device is affixed to certain decorations to denote exceptionally meritorious service or achievement performed under combat conditions on or after 7 January 2016 (this is not retroactive prior to this date). Refer to [Table A2.2](#) for authorized decorations.

A17.8.1. The device is only authorized if the service or achievement was performed while the Service member was personally exposed to hostile action, or was at significant risk of exposure to hostile action:

A17.8.1.1. While engaged in action against an enemy of the U.S.;

A17.8.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A17.8.1.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

A17.8.2. The "C" device is not authorized for wear on the Bronze Star Medal, as each award is understood to have occurred while exposed to hostile action or under significant risk of hostile action.

A17.8.3. Award of the "C" device is determined solely on the specific circumstances under which the service or achievement was performed. The award is not determined by geographic location.

A17.8.3.1. The fact that the service was performed in a combat zone, a combat zone tax exclusion area, or an area designated for imminent danger pay, hostile fire pay, or hostile duty pay, is not sufficient to qualify for the "C" device.

A17.8.3.2. The Service member must have been personally exposed to hostile action or under significant risk of hostile action. **(T-0)**.

A17.8.3.3. Rank will not be a factor in determining whether the "C" device is warranted, nor will any quotas, official or unofficial, be established limiting the number of "C" devices authorized for a given combat engagement, a given operation, or cumulatively within a given expanse of area or time. **(T-0)**.

A17.9. 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.

A17.10. Mobilization “M” Device. A metallic, bronze letter "M" that represents mobilization of Reserve members on or after 1 August 1990, and is worn on the Armed Forces Reserve Medal. Refer to [paragraph A17.12](#) for subsequent awards of the “M” device.

A17.11. Nuclear “N” Device. A metallic, bronze letter "N" that represents duties performed within a missile complex in direct support of Intercontinental Ballistic Missile operations. Only one “N” device is worn, regardless of the number of qualifying assignments. When worn alone, the device is centered on the ribbon. When worn with oak leaf clusters, the “N” device is worn to the wearer's right of the clusters.

A17.12. Numerical Device. A numerical device represents the number of times the Mobilization “M” device has been awarded. For first award of the “M” device, no number is worn.

A17.13. 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 bar, 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 5th, 7th through the 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 U.S. military decorations and appropriate service ribbon bars as denoted in earlier chapters. *Note:* Oak leaf clusters are not authorized on Legion of Merit medals awarded to foreign military personnel.

A17.14. Remote “R” Device. The “R” device is affixed to certain decorations to denote direct hands-on employment of a weapon system that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), including 10 USC, support of non-Title 10 operations, and operations authorized by an approved execute order. Refer to [Table A2.2](#) for authorized decorations.

A17.14.1. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action, on or after 7 January 2016, under one of the following conditions (**T-0**):

A17.14.1.1. While engaged in military operations against an enemy of the U.S.;

A17.14.1.2. While engaged in military operations involving conflict against an opposing foreign force; or,

A17.14.1.3. While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the U.S. is not a belligerent party.

A17.14.2. The “R” device is only authorized on individual decorations for specific meritorious achievement. The “R” device is not authorized on medals awarded for sustained meritorious service (e.g., end-of-tour or retirement decorations).

A17.15. Service Star. This device is also called a campaign star. It is a bronze or silver five-pointed star, 3/16 inches in diameter, worn on the suspension and ribbon. Wear a silver star in lieu of five bronze stars.

A17.15.1. Worn on the campaign or service medals to show participation. Refer to [Section 3G](#).

A17.15.2. Worn on the Armed Forces Expeditionary Medal and Humanitarian Service Medal to show participation in additional operations.

A17.15.3. Worn on the Prisoner of War Medal and National Defense Service Medal to show an additional award.

A17.15.4. Worn on the Small Arms Expert Marksmanship Ribbon to indicate qualification on both the rifle and handgun.

A17.15.5. Worn on the Outstanding Airman of the Year Ribbon to show selection as one of the Twelve Outstanding Airmen of the Year.

A17.15.6. One bronze campaign star is worn on the suspension and campaign ribbon of the Afghanistan Campaign Medal and Iraq Campaign Medal for one or more days of participation in each designated campaign phase. **(T-0)**. Refer to **Section 3G** for designated campaign phases and inclusive periods.

A17.16. Valor "V" Device. The "V" device is worn to denote individual valor in combat against an enemy of the U.S. Refer to **Table A2.2** for authorized decorations.

A17.16.1. Eligibility for the "V" device for a contingency deployment operation is dependent upon the area being declared a hostile environment by the Chairman, Joint Chiefs of Staff, or hostile acts identified by the unified commander or higher authority.

A17.16.2. The "V" device may be awarded for a single event, such as a terrorist act, isolated combat-type incident, etc. The device is not awarded for normal peacetime achievements or service. **(T-0)**.

A17.16.3. On 3 June 2004, the "V" device was authorized for wear on the Distinguished Flying Cross awarded for heroism on or after 18 September 1947. Members awarded the Distinguished Flying Cross for heroism prior to 21 October 2004 are authorized to affix the "V" device on the service ribbon; however, the decoration elements and separation documents will not be reaccomplished to reflect the entitlement. **(T-1)**.

A17.16.4. The "V" device may be awarded with the Air Force Commendation Medal for acts that occurred on or after 11 January 1996.

A17.16.5. The "V" device was authorized with the Air Force Achievement Medal for acts that occurred between 11 January 1996 and 6 January 2016. **(T-0)**.

A17.16.6. Effective 1 January 2014, the "V" device is no longer authorized for award with an Air Force unit award. **(T-0)**.

Attachment 18

PREPARING NOMINATIONS FOR SPECIAL TROPHIES AND AWARDS

A18.1. Preparing Nominations. In addition to the following procedures, review solicitation messages and the special trophies and awards database at <https://access.afpc.af.mil/>. Nominations should arrive at the AFPC Military Promotions, Evaluations and Recognition Section (AFPC/DP1SSP) by the suspense date listed in the applicable solicitation message. MAJCOMs electing not to submit a nomination should report negative submissions via email to AFPC/DP1SSP.

A18.1.1. Nomination packages should include: AF Form 1206 or narrative justification, whichever is required; biography (see [Figure A18.1](#)); citation (see [Figure A18.2](#)); list and define acronyms used in the nomination package (see [Figure A13.7](#)); and a memorandum signed and dated by the nominee addressed to AFPC/DP1SSP. The memorandum will contain a public release statement that reads, "I (*do or do not*) agree to give permission to use my name, rank, and base of assignment in the announcement message or for any publicity regarding the award winner." (T-1).

A18.1.2. Classified material will not be included in the nomination. (T-1).

A18.2. Coordination of Nominations. When nominating persons or units assigned to other commands, commanders and civilian directors acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to AFPC/DPSIDR, with the parent MAJCOM, FOA, or DRU commander's coordination.

Figure A18.1. Sample Special Trophies and Awards Biography.

BIOGRAPHY

SENIOR AIRMAN JOHN Q. DOE

Air Force Specialty Code: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland Air Force Base, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones Air Force Base, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

Notes:

1. Double-space between the nominee's name and Air Force Specialty Code.
2. Single-space the narrative portion of the biography.
3. Do not use acronyms.

Figure A18.2. Sample Special Trophies and Awards Citation.

CITATION TO ACCOMPANY THE AWARD OF

THE *(name of award)* FOR *(year)* TO**JOHN J. JONES**

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operations Support Squadron, Randolph Air Force Base, Texas, from 1 July 2003 to 30 June 2004. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect credit upon himself and the United States Air Force.

Notes:

1. Print the citation in landscape format.
2. Left and right margins must be 1½ inches.
3. Limit the citation to 50 to 70 key words that properly describe the nominee's accomplishments or achievements. "Key words" are defined as those words between the opening and closing statements.
4. Do not use acronyms.