

913th AIRLIFT GROUP



DECORATION WRITING GUIDE

**1 January 2019
Approved by
Colonel Christopher T. Lay**

INTRODUCTION

This quick-reference guide was developed to assist you in preparing quality decorations. A great deal of emphasis is placed on the quality and timely preparation of these documents at all levels of command. Recognizing people for what they do fosters morale, incentive, esprit de corps, and produces positive effects in mission accomplishment. Everyone has an obligation to ensure that decisions affecting individuals are made based on a complete and up-to-date picture of their true performance and potential. Use this guide to verify basic requirements, do's, don'ts, and other useful information.

NOTE: This guide is a locally produced product and should be used in conjunction with:

AF Handbook 33-337, *The Tongue and Quill*

AFI 36-2803, *The Air Force Awards and Decorations Program*

DoD 1348.33, *Manual of Military Decorations & Awards*

DoD 1348.33, *Volume 1 Manual of Military Decorations & Awards*

DoD 1348.33, *Volume 2 Manual of Military Decorations & Awards*

DoD 1348.33, *Volume 3 Manual of Military Decorations & Awards*

AFPD 36-28, *Awards and Decorations Program*

Total Force Federal Awards & Decorations Personnel Services Delivery Guide

All correspondence will be reviewed and checked by Commander Support Staff for format, typographical, and grammatical errors before being forwarded to the squadron or group approval authorities.

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DECORATIONS

CONDITION FOR SUBMISSION

Recommendations for decorations are based on a completed period of service and submitted for general conditions or reasons as follows— PCS/PCA, Retirement, Separation, Extended Tour, Meritorious Service, Outstanding Achievement, or Heroism. Posthumous awards use the same criteria as used for a living person.

Meritorious Service - Based on completed periods of service marked by an event such as retirement, separation, PCS, PCA or extended tour. When a member PCAs, the new assignment must be marked different from the previous duty in order to meet the intent of the completed period of service requirement. Award authorities may favorably consider extended tour recommendations for personnel who have demonstrated exceptional performance for an extended period of at least three years.

NOTE: When the inclusive dates of a decoration based on meritorious service overlap with a decoration awarded for a specific achievement, a copy of the citation must be included with the recommendation for the award based on meritorious service.

Outstanding Achievement - Intended to recognize a single specific act or accomplishment separate from regularly assigned duties, such as a special project. It is not intended as a means to authorize additional decorations. A recommendation based on outstanding achievement may be submitted at any time; however, it may not be included in the justification for a later award. Timely recognition dictates the award should be submitted within 60 days of the act or achievement.

Heroism - For acts that characterize courage or gallantry. In case of voluntary risk of life, the facts must demonstrate the individual would not have been censured had he/she not voluntarily and of his/her own volition accomplished a given action.

Superior performance on duty, honors based solely on academic achievement, or receipt of other forms of recognition does not, in and of itself, constitute a justification for military decorations. Favorable communications, command special trophies and awards, and appropriate remarks on performance reports provide ample means of recognition for outstanding duty performance expected of all Air Force personnel.

ROUTING

1. After composing the decoration draft in vPC, submitter/supervisor will route the decoration to the Squadron CSS or Squadron Awards/Decorations Monitor for review and editing.
2. The Squadron Exec or Squadron Awards/Decs Monitor will route to the SQ/CC for review.
3. After clearing the flight/squadron levels, the award will be submitted to the Group CCE and reviewed before Group CC approval/signature is requested.

AIR FORCE ACHIEVEMENT MEDAL

Opening Sentence (Auto-Generated by vPC)

Based on the “condition” of decoration selected, justification and location, the opening sentence will be structured as one of the following:

Staff Sergeant Joe J. Smith distinguished himself by (meritorious service) **OR** (outstanding achievement) as (duty title and unit) **OR** (while assigned to unit) **OR** Staff Sergeant Joe J. Smith distinguished himself by outstanding achievement **(at or near)** location.

When typing Jr. and Sr. in the opening sentence of a certificate/citation, type as follows: Major James J. Jones, Jr., distinguished himself...

Body

- Be specific on facts and confine to no more than two sentences, if possible.
- The use of the dollar (\$) and percent (%) signs are authorized for use in decoration citations, as they are symbols widely used and recognized in today’s environment and would not detract from the readability or the professionalism of a decoration citation.
- Do not use any abbreviations, other than Jr., Sr., II, and so on, following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, and so on, spell out the complete grade title in the opening sentence and then use the short title in the balance of the citation. Reflect the title "Chaplain" as "Chaplain, grade, full name" in the opening sentence. Thereafter, reflect "Chaplain surname."
- Numeric designators of units should read 3d Aerospace Wing, 4th Aerospace Wing, and so on.
- Do not separate the day and month at the end of a line in the body of the citation. It is permissible to separate the year from the month.

Closing Sentence (Auto-Generated by vPC)

- Is automatically populated based on the “condition” of decoration selected.

AIR FORCE COMMENDATION MEDAL

The Air Force Commendation Medal is awarded for outstanding achievement, meritorious service, or acts of courage. Awards should be restricted to the recognition of achievements and services that clearly place individuals above their peers.

Opening Sentence (Auto-Generated by vPC)

Staff Sergeant Joe J. Jones distinguished himself by (meritorious service) **OR** (outstanding achievement) as (duty title and unit) **OR** (while assigned to unit) **OR** Staff Sergeant Joe J. Jones distinguished himself by outstanding achievement (**at or near**) location).

Body

- **Act of Courage:** On (date), Sergeant Jones arrived on the scene of an automobile accident in which the driver of the vehicle was seriously injured. Without hesitation, Sergeant Jones went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.
- **Service or Achievement:** During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Jones contributed to the effectiveness and success of Air Force programs.
- Be specific on facts and confine to no more than two sentences, if possible.
- The use of the dollar (\$) and percent (%) signs are authorized for use in decoration citations, as they are symbols widely used and recognized in today's environment and would not detract from the readability or the professionalism of a decoration citation.
- Do not use any abbreviations, other than Jr., Sr., II, etc. following the individual's name.
- For compound grade titles, such as First Lieutenant, Staff Sergeant, and so on, spell out the complete grade title in the opening sentence and then use the short title in the balance of the citation. Reflect the title "Chaplain" as "Chaplain, grade, full name" in the opening sentence. Thereafter, reflect "Chaplain surname."
- Numeric designators of units should read 3d Aerospace Wing, 4th Aerospace Wing, etc.
- Do not separate the day and month at the end of a line in the body of the citation, but it is permissible to separate the year from the month.

Closing Sentence (Auto-Generated by vPC)

- **Achievement:** "The distinctive accomplishments of Sergeant Jones reflect credit upon himself and the United States Air Force."
- **Act of Courage:** By his prompt action and humanitarian regard for his fellow man, Sergeant Jones has reflected credit upon himself and the United States Air Force.
- **Retirement Award:** The distinctive accomplishments of Sergeant Jones culminate a distinguished career in the service of his country and reflect credit upon himself and the United States Air Force.
- **Separation Award:** The distinctive accomplishments of Sergeant Jones while serving his country reflect credit upon himself and the United States Air Force.
- **Posthumous Award:** The distinctive accomplishments of Sergeant Jones in the dedication of his service to his country reflect credit upon himself and the United States Air Force.

MERITORIOUS SERVICE MEDAL

The MSM is the highest decoration most personnel receive during their Air Force career. Therefore, we have the responsibility to recognize and reward outstanding performers while avoiding the perception of “gaming” an award for promotion purposes. The SecAF has approved the following guidelines to assist supervisors when reviewing recommendations and encourage consistency in awarding the MSM:

General. As a general “rule of thumb” the MSM should be awarded to majors and above or MSGts and above who have demonstrated meritorious service in a responsible position for a minimum of two years.

Performance. Only personnel who clearly exceed standards should be nominated for a decoration. Achievement or service warranting award of the MSM must be well above and beyond that required for award of the AFCM.

Level of Responsibility. Personnel serving in higher grades usually serve in positions of greater responsibility that might warrant the MSM. As AF personnel progress in grade and assume greater responsibilities, they tend to qualify for higher awards. Therefore, the MSM is normally approved for deserving field grade officers and SNCOs.

Timing. Except in cases of exceptionally outstanding service or achievement, the MSM is rarely a member’s first decoration.

Period of Service. Carefully weigh an individual’s length of time both on station and in their position when considering them for an MSM based upon meritorious service. Normally, consideration for an MSM for PCA should be held and included in a decoration based on a PCS. Extended tour submissions must cover at least a three-year period but should normally not be used for individuals projected to PCS in the near future.

Opening Sentence (Auto-Generated by vPC)

Staff Sergeant Joe J. Jones distinguished himself by (meritorious service) **OR** (outstanding achievement) as (duty title and unit) **OR** (while assigned to unit) **OR** Staff Sergeant Joe J. Jones distinguished himself by outstanding achievement **(at or near)** location.

Body

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)

Closing Sentence (Auto-Generated by vPC)

- Is automatically populated based on the “condition” of decoration selected.

ATTACHMENT 1

Initiating Decoration in vPC Checklist

1. Login to vPC via AF Portal *<https://mypers.af.mil/app/processes/form/fn/vdb>
2. Select **Action Requests** tab
3. Select **Nominate a Member for MSM, AFCM, AFAM, AAM** link under **Federal Awards and Decorations**
4. **Awards and Decorations Nomination** page
 - a. Nomination Information
 - i. Choose **Select** and input the last and first name of the nominee
 - ii. Choose **Search** and select the correct member from the list The Decoration Information section will auto-fill the Member Information.
 - iii. Confirm member data in **Nominee Information** populated correctly
 - b. Decoration Information
 - i. Input **Justification**

Descriptive Justification. Is required on all grades and decoration conditions. Fully justify all award recommendations to avoid the perception that decorations are automatic. Avoid generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed. The justification must provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how that person significantly exceeded duty performance.
 - ii. Select **Decoration** from dropdown menu (AFAM, AFAM, MSM, etc)
 - iii. Select **Condition** (Retirement, Extended Tour, PCS, etc.). This will populate opening statement selection options, If you select **“Retirement”** as the condition, **“30 Years?”** will show up with a **“No”** and a **“Yes”** toggle button. Select whichever is appropriate. The closing sentence for decs of those serving 30+ years is different than those serving less than 30 years.
 - iv. Do **NOT** Select **“Include Date(s) on end of opening statement”**
 - v. Select **“Include Duty Title and Unit”** option
 - c. Narrative and Signature Block Information
 - i. Input **Duty Title**. Input member’s complete assigned duty title as this auto populates from this area into the opening sentence
 - ii. **Unit** block should state the organization, installation and state: **“the specific squadron (i.e. the 327th Airlift Squadron), 913th Airlift Group, Little Rock Air Force Base, Arkansas”**. Do not forget to type the word “the”

before the unit name and don't abbreviate!! You must make sure to clear the auto information in that block and type in the correct data (unit, group, location). This information auto populates into the opening statement.

- iii. **Location** should be left blank
- iv. **Start Date Use** Date Assigned to unit/Arrived Station or Day after closeout of last decoration, whichever date is later. The start date should not exceed member's arrival to the approval authority's unit.

NOTE: There is an option in vPC that says "Display" under the header "Previous Awards" that allows you to see the end date of previous decorations.

- v. **End Date:** Decoration end date should be a day prior to transfer date for PCS/PCA, a day prior to 3 year mark (or later) for extended tour, or day prior to separation/retirement date. In cases of achievement, the end date should be last day of TDY or date special project ended.
- vi. **Narrative.** Review of AFH 33-337, The Tongue & Quill, is highly encouraged. Do not type opening and closing statements or inclusive dates in this block as they are auto-populated within application. The narrative is a short description of the act, achievement, or service. Be specific on facts. The use of commonly identified code names is acceptable in citations, i.e., RED FLAG, etc. Do not use any abbreviations, other than Jr., Sr., II, and so on, following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, A1C/SrA and Lieutenant Colonel use the short title such as Lieutenant, Sergeant, Airman and Colonel in this block. Numeric designators of units should read 3d Aerospace Wing, 4th Aerospace Wing, and so on.

NOTE: Click on "Preview this Certificate" button to ensure the narrative fits within the preview space allowed and will not be cut off when printed. If the text is truncated, you will need to reduce the narrative content. "Certificate is Verified" should automatically update after you selected "Preview this certificate" unless verbiage is added to the certificate making it "unverified."

- vii. Select **Certificate Body Font Size** based upon length of citation. AF Achievement Medal is 11 or 12 lines maximum. AF Commendation Medal and AF Meritorious Service Medals are 14 lines maximum using 10 or 12 point font.
Note: Previewing the certificate or verifying as mentioned in section vi. above is required but you must follow the ARPC guidance for length of lines. If you do not, the system will allow you to submit a medal with too many lines despite verification.
- viii. Input **Signature** information. Format varies by decoration type/approval authority. 22 AF/CC is the approval authority for all Meritorious Service Medals with exception of those for Separation and Retirement.

Three Line Signature (Used for Meritorious Service Medal due to space limitations on MSM certificate)

Example:

Name: CRAIG L. LAFAVE
Rank, Service: Major General, USAF
Duty Title, Unit: Commander, 22nd Air Force

The 913 AG/CC is approval authority for Meritorious Service Medals for separation and retirements. The 913 AG/CC is the approval authority for Air Force Commendation Medals.

Two Line Signature (Used for Achievement Medal, Commendation Medal, and Aerial Achievement Medal)

Example:

Name, Rank, Service: CHRISTOPHER T. LAY, Colonel, USAF
Duty Title, Unit: Commander, 913th Airlift Group

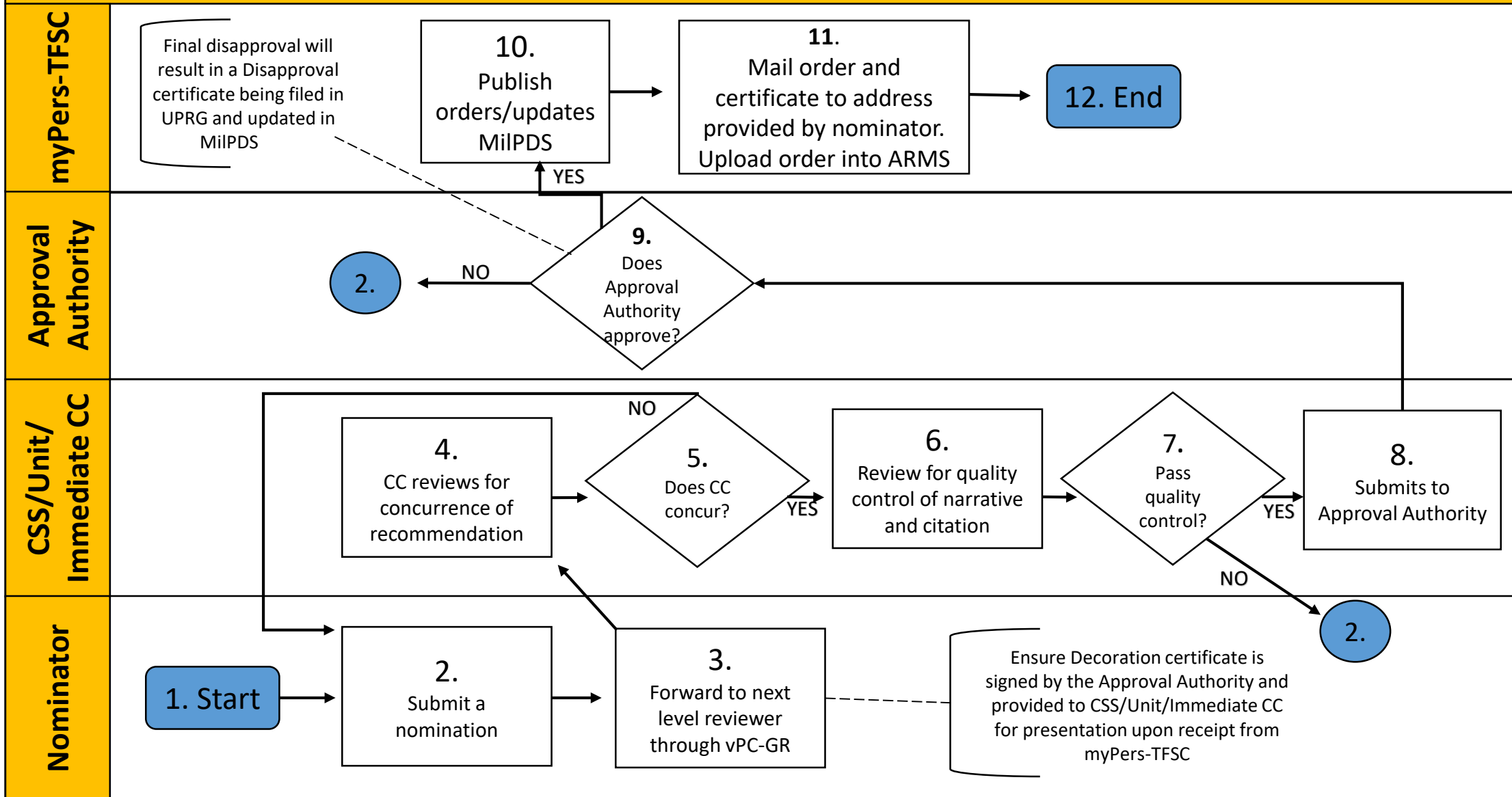
Air Force Achievement Medal for all conditions except Act of Courage approval is the **squadron commander** on G-series orders.

NOTE: Select **Preview Certificate** to ensure entire citation remains above statement "GIVEN UNDER MY HAND"

- d. Attachments
 - i. Add any required attachments as justification (**include all performance reports covering award period and current fitness report**)
- e. Coordination
 - i. Select **Role:** choose **Individual vPC Account and type in the Squadron Awards & Decs Monitor or Squadron Executive Officer's name**
 - ii. Select **Submit**

Decoration Nomination – MSM, AFCM, AFAM, AAM

AFR



ATTACHMENT 2

BASIC RULES DECORATION WRITING

USE OF “th”

- The “th” is used only when the entire unit name is spelled out. Avoid flying “th” or having the “th” as a superscript or subscript. The correct way to spell the unit name out is 913th Airlift Group or 327th Airlift Squadron

CAPITALIZATION

- Do not capitalize a word in one section and use lower case elsewhere
- Capitalize military ranks when used with a proper name; do not capitalize them when they stand alone. (Colonel John Doe vs. the colonel is in)
- Exercises/operations are all caps. For instance:

Operation DESERT FOX and Exercise TITAN FURY

- Capitalize common nouns or adjectives that form an essential part of a proper name...

913th Airlift Group
327th Airlift Squadron
913th Force Support Squadron Commander
327th Airlift Squadron Commander

...but not a common noun used alone as a substitute for the name of a place or thing.

the wing
our squadron
squadron or group commander
flight commander
airlift commander
instructor pilot
flight engineer
loadmaster

NUMBERS

- IN DECORATIONS: Spell out all numbers through one hundred and all round numbers that can be expressed in two words (example: five thousand or forty-five hundred). All other numbers should be expressed in figures,
- Large numbers beginning with “Million” should be spelled out (examples: \$20 million or \$2 billion) unless used in a series of related numbers (example: \$6,000,000 and 300,000 troops later).
- Use numbers for organizations (example: 913th Airlift Group).

HYPHENS

Always hyphenated:

In-flight

In-residence

Fast-paced

Man-hour

Hyphenate when being used as modifier:

top-notch student

48-hour delay

short-notice tasking

first-rate pilot

full-time instructor

Two words no hyphen:

Flight line

en route

crew member

real world

ad hoc

One Word no hyphen:

Preflight

Postflight

worldwide

flyby

fundraising

airspace

“Takeoff” is one word when used as a noun (the takeoff was flawless); two words when used as a verb transitive (it is time to take off).

PUNCTUATION

- All ratings are in quotes and the first letter capitalized ("Outstanding," "Excellent")
- Periods (.) and commas (,) are placed within quotation marks
- NEVER use an apostrophe when pluralizing acronyms. Its EPRs not EPR's.

SAMPLE DECORATION TRANSITIONS

A crisis-tested leader,
A detail-oriented technician,
A detail-oriented and proactive technician,
A noted problem solver,
A poised professional,
A proven problem solver,
A recognized innovator,
A recognized problem solver,
A recognized systems expert and out-front leader,
A trusted confidant,
Additionally,
All agree,
Always eager to tackle the toughest challenges,
Always focused on improvement,
Always out front,
Always seeking improvement opportunities,
Always willing to go the extra mile,
An expert in his field,
An innovative manager/leader,
As a [introduce new job title here],
Based on these successes,
Building on these impressive successes,
Building on this success,
Clearly,
Due to his experience and leadership,
Equally successful in an administrative role,
Focused on making the mission happen,
Focused on safety,
Furthermore,
Having established a reputation for...
In addition,
Known for his meticulous attention to detail,
Known for his professionalism,
Poised under pressure,
Recognized as a caring and compassionate leader,
Universally recognized as a talented problem-solver,

COMMONLY MISSPELLED WORDS

A

accommodate
accompany
Achievement Medal
ad hoc
affect (to influence)
aircrew
Air Force officer
airlift
airspace
among vs. amongst
Andersen AFB
apprise (to inform)
auxiliary

B

Bachelor's
back ordered (verb)
backshop
beddown
bimonthly
blowout
bona fide
boom operators

C

C-5s (plural)
C-5's (possessive)
cancelled or canceled
camaraderie
capstone
cease-fire
check ride
collocated
Combat Flight Instructor Course (CFIC)
combat-ready aircrews
combat-support sorties
consummate
consistent
coolheaded
Core Automated Maintenance System (CAMS)
Commander

CORONET (e.g. fighter "drags")
crew member

D

database
Depot Level Repairable (DLR)
dilemma
dispensable

E

easygoing
effect (to bring about)
Emergency War Order (EWO)
en route
ensure (to make certain)
environment
esprit de corps
excel/excelled
"Excellent" rating
extraordinaire

F

flight line
flyby
fulfill
fundraiser
fundraising

H

hangar (store aircraft)
hard work
hardworking
higher headquarters
high threat/high-threat area

I

impeccable
inbrief
indispensable
insure (to cover with insurance)
intermediate developmental education (IDE)

J

judgment
JCS-directed (modifier)
Joint Staff

K

knowledge
knowledgeable

L

levelheaded
liaison
lifesaving

M

MacKay Trophy
magnificent
MAJCOMs
maneuver
man-hour
Master's Degree in
Master's degree
mettle (courage and fortitude; spirit)
Mideast/Middle East
multitalented (all multi words are one word)
multimillion
multipurpose

N

no-fly zone
noncommissioned
nonpowered

O

occurred
occurrence
Officer's Club
off-load, on-load
onboard
on line
ordinance (a rule or regulation)
ordnance (a bomb)
outbrief
"Outstanding" rating

overcome

P

pacesetter
parallel/paralleled
peacetime
principal (first, highest, foremost in importance)
principle (a basic truth or law)

Q

Quintessential

R

reconnaissance
recurrence
results: lower case
Riyadh AB

S

schoolhouse
semiannual
senior developmental education (SDE)
separate
single-handedly
Single Integrated Operation Plan (SIOP)
sparkplug (one word - one that initiates)
standdown
standup
standout
success(es)

T

takeoff
test bed
three-skill-level timeline
Tinker AFB OK
Tinker AFB, Oklahoma
top-notch
toward vs. towards
troubleshoot
truly
turnaround

U

unparalleled

W

warfighting
wartime (one word)
workbench
workcenter
workday
work force
work load
workshop
worldwide

MISC:

18 AF
4-hour (modifier)
4 hours
1,600

SAMPLE ACTION VERBS

Acquired	Established	Procured
Activated	Estimated	Produced
Administered	Executed	Programmed
Advised	Expanded	Proved
Analyzed	Expedited	Promoted
Anticipated	Extracted	Provided
Appointed	Forecasted	Published
Appraised	Formed	Purchased
Approved	Framed	Recommended
Arranged	Hired	Recruited
Assessed	Improved	Redesigned
Audited	Increased	Reduced
Augmented	Initiated	Rejected
Averted	Instigated	Regulated
Avoided	Inspected	Related
Bought	Instructed	Renegotiated
Built	Interpreted	Reorganized
Captured	Interviewed	Reported
Centralized	Introduced	Researched
Conceived	Invented	Resolved
Commanded	Investigated	Reviewed
Converted	Launched	Revised
Corrected	Led	Revitalized
Controlled	Liquidated	Saved
Created	Localized	Scheduled
Cultivated	Located	Selected
Counseled	Maintained	Settled
Decreased	Managed	Simplified
Decentralized	Marketed	Sold
Defined	Minimized	Solved
Demonstrated	Modernized	Standardized
Designed	Monitored	Stimulated
Determined	Negotiated	Studied
Developed	Obtained	Supervised
Devised	Operated	Supported
Documented	Original	Taught
Doubled	Performed	Terminated
Edited	Pioneered	Tested
Employed	Planned	Tightened
Enforced	Prevented	Traded
Ensured	Processed	Trained

ATTACHMENT 3

913th Airlift Group

Decorations Guide

Checklist

The following decorations can be processed via the vPC Decoration Nomination application

- Meritorious Service Medal (MSM)
- Air Force Commendation Medal (AFCM)
- Air Force Achievement Medal (AFAM)
- Aerial Achievement Medal (AAM)
- Combat Readiness Medal (CRM)
- Military Outstanding Volunteer Service Medal (MOVSM)

To open the decoration application form, follow these steps

- Log onto vPC Dashboard, located on the main page
- Select Action Requests tab
- Select Federal Awards and Decorations
- Select the appropriate decoration action desired

Nominee Information

- Selecting an Airman will auto-populate their information into the nomination application
- Fields with an asterisk [*] and bold titles must be entered even if they are not auto-populated

Decoration Information

- Decoration and Condition will determine the wording of the opening and closing statements
- Justification and Memorandum Information
- Opening and closing narrative statements automatically populate on the certificate from data entered in the following blocks: Rank, First Name, Middle Initial, Last Name, and Unit
- Enter the nominee's full official duty title in the Duty Title field
- Duty title must be accurate according to Airman's record in the personnel data system
- Do not abbreviate any part of the duty title
- Enter the complete assigned organization, installation and state in the Unit field
- Add 'th' or 'd' at the end of the organizational numbers. (Example: 913th Airlift Group)
- Justification is required for Meritorious Service Medal decorations (AFI 36-2803)

When typing the narrative, here are a few things to remember

- The inclusive dates are automatically printed on the certificate
- Abbreviations are not permitted except for Jr., Sr., II and III
- Airman's rank and full name is auto populated in the opening statement
- Short titles must be used when entering the rank in the narrative. (For example, use Airman, sergeant and chief. For officers, do not abbreviate major or captain. Use short titles for 2d and 1st lieutenants, lieutenant colonel and general ranks)
- vPC is built to automatically word wrap the text of the narrative
- Do NOT cut and paste into this block or use the enter key at the end of a line

Number of lines allowed

- AF Achievement Medal: 11 or 12 lines maximum using 10 or 12 point font
- AF Commendation Medal: 14 lines maximum using 10 or 12 point font
- Meritorious Service Medal: 14 lines maximum using 10 or 12 point font

Signature Blocks

Signature Block formats will vary by decoration type/approval authority.

The NAME must be in UPPER case; the rank in Title Case (first letter of each word capitalized).

Examples of correct signature blocks are shown below:

❑ AF Achievement Medal

- Two Line Signature
- Approval: Squadron Commander for all conditions *except* Act of Courage.

EXAMPLE:

JOHN X. TEST, Lt Col, USAF
Commander, XXXth Airlift Squadron

❑ AF Commendation Medal:

- Two Line Signature
- Approval: Group Commander for all conditions *except* Act of Courage.

EXAMPLE:

CHRISTOPHER T. LAY, Colonel, USAF
Commander, 913th Airlift Group

❑ Meritorious Service Medal

- Three Line Signature
- Approval: 22nd AF Commander for all conditions *except* separation and retirement.

EXAMPLE:

CRAIG L. LAFAVE
Major General, USAF
Commander, 22nd Air Force

Coordination

- ❑ Consult the Commander Support Staff (CSS) or Military Personnel Section (MPS) for coordination policy to determine the workflow for review and approval procedures of the nomination application, as well as printing of the approved decoration.
- ❑ The process of awarding a decoration involves the chain of command: The **(1) submitter/supervisor** prepares the recommendation for a decoration, **(2) the CSS/Squadron Awards & Decorations Monitor** reviews, **(3) Squadron Commander** endorses it, **(4) Group CCE** reviews & coordinates in vPC to the approval authority in vPC **(5) Approval Authority** approves/signs, **(6) the TFSC** processes the Decoration **(7) the CSS/Squadron Awards & Decorations Monitor** will print the decoration and it is presented to the recipient.
- ❑ Applications must be submitted by appropriate commander role to approve; all other coordination or concurrence may be submitted by either vPC role or individual.
- ❑ **Related Resources:** AFI 36-2803, The Air Force Awards and Decorations Program