

HQ USAF/SG Awards and Decorations Guide

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FOREWARD

This guide outlines the installation’s procedures for awarding decorations. It is based on Air Force Instruction (AFI) 36-2803, *The Air Force Awards and Decorations Program*, dated 15 June 2001.

The objective of the Air Force decoration program is to foster morale, incentive, and esprit de corps. It is the supervisor’s responsibility to recognize individuals for outstanding service or acts. This guide does not supersede the governing higher headquarter directives; its purpose is to provide general information to help prepare accurate decoration packages in a timely manner.

We welcome your feedback. Please provide comments to either of the following offices:

OPR: HQ USAF/SGEA

OCR: 11 MSS/DPMPE

REFERENCES

- AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 Jun 2001
- AFH 33-337, *The Tongue and Quill*, 30 June 1997

AWARDS AND DECORATIONS PROGRAM

GENERAL: The Awards and Decorations Program offers a great opportunity to recognize outstanding personnel for meritorious service, outstanding achievement, or heroism. The program objective is to foster morale, incentive, and esprit de corps. While all deserving members should be recommended for an appropriate decoration, we must remember the importance of preserving the integrity of the overall program. Decorations and awards are intended to recognize acts that are clearly and distinctly outstanding by nature and magnitude. The act or service must place the person's performance significantly above that of their contemporaries and be of such importance that they cannot be appropriately recognized in any other way. To improve the decoration program, this guide has been prepared to assist in the preparation of recommendations for decorations. Recommendations for decorations are designated "For Official Use Only" until a final decision is announced by the awarding authority.

DECORATION MONITORS: To assist with the Decorations Program, the board will consist of four members; three Colonels and the Senior Enlisted Representative. The CSS will have a primary and alternate monitor to review decoration submissions, provide guidance to initiators, suspend and control decoration actions, and work closely with the Career Enhancement Element.

CRITERIA: AFI 36-2803 (Table 2-1) provides a list of eligibility criteria for receiving a military decoration. The listings explain which type of acts, achievements, and services are considered worthy of recognition and lists the appropriate decoration. Any person, other than the person being recommended, having first-hand knowledge of the act, achievement, or service believed to warrant an award of a decoration, may initiate a recommendation with the concurrence of the individual's supervisor and director. All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval.

GENERAL GUIDANCE

Do not award a decoration to an individual whose service for the entire period covered by the decoration was not honorable.

Submit supplemental bullets when performance reports do not reflect the accomplishments during the decoration inclusive period (atch 1).

Do not include classified or sensitive information in decoration packages.

Dual recognition is not allowed; it is unacceptable to use information from previous awards to justify the current recommendation for an award.

Do not award the Air Force Achievement Medal (AFAM) for 0-6s and above or for retirement.

REASON FOR DECORATION

Decorations are awarded for three different reasons: meritorious service, outstanding achievement, or heroism.

MERITORIOUS SERVICE: A recommendation for decoration based upon meritorious service can be submitted for retirement, separation, permanent change of station (PCS), permanent change of assignment (PCA), extended tour, or posthumously. A recommendation for decoration for an extended tour of meritorious service may be submitted when a member's service was clearly outstanding and unmistakably exceptional for at least 3 years. To qualify as a completed period of service award, a PCA must place the person under a different supervisor and must be markedly different from the previous duty. A decoration for meritorious service is not based solely on additional duties.

OUTSTANDING ACHIEVEMENT: An outstanding achievement decoration recognizes a single specific act or accomplishment that is separate and distinct from regularly assigned duties. Outstanding achievement is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service or extended tour have not been fulfilled. An outstanding achievement recommendation covers a short period of time with definite beginning and ending dates. A recommendation for an outstanding achievement decoration is submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment. Therefore, such decorations are rare.

Outstanding achievement awards (team and individual) are not appropriate for such things as performing additional duties (e.g., project officer for Combined Federal Campaign), achieving favorable results in inspections, participating in mobility exercises, or individual recognition such as Airman of the Quarter.

No more than one AFAM for outstanding achievement may be awarded during a 1-year period, except under extraordinary circumstances (i.e., one awarded for a special project and one for base honor guard or an act of courage not considered to be heroism).

HEROISM: A recommendation for a decoration based on heroism must clearly state that the quality of the act(s) was characterized by courage or gallantry. For recommendations based on heroism, refer to AFI 36-2803.

INITIATING A RECOMMENDATION

Any person, other than the person being recommended, having first-hand knowledge of the act, achievement, or service believed to warrant awarding a decoration, may recommend an award.

A decoration recommendation must be processed through the member's chain of command, or may be processed by another award authority, so long as concurrence of member's commander has been obtained.

DECOR 6

The RIP (Decor 6) must be requested by the CSS as a result of projected actions such as PCS, separation, or retirement. If the RIP is not received, or the decoration is for PCA, extended tour, achievement, heroism, or posthumous reasons, this product must be requested through the 11th MSS/DPMPE-E. If the member is not assigned to the SG Staff, the RIP will need to be requested from the member's unit or the Military Awards and Decorations Office at their current station of assignment. (See attachment 5 for example and completion instructions).

Memo format may be used only when a RIP cannot be obtained. This occurs when the member is not on an active Military Personnel Data System (MILPDS) file because they are a member of another branch of service, separated, or are foreign military. Per HQ AFMC, you may also use a blank template RIP. However, you may not use this format if the member has PCS'd. Contact the member's current station of assignment Military Awards and Decorations Office or the member's unit and request a RIP. (See attachment 6 for example memo format).

DECORATION PACKAGE REQUIREMENTS

Include only the following in packages for MSMs, AFCMs, and AFAMs:

- DECOR 6, generated from Commander's Support Staff (CSS)
- Original certificate
- Performance reports for the entire inclusive period
- Supplemental bullet statements (if required--see Atch 1 for guidance)
- Copy of awards earned during the same period (to verify no dual recognition exists)
- **SG Coordination Sheet**
- Late letter, if applicable
- Copy of decoration on disk

PACKAGE ASSEMBLY ORDER:

Front of folder

- SG Coordination Sheet

Left side of folder

- Performance reports for inclusive period (include bullet statements, if applicable)
 - Highlight information used in decoration
- Copies of awards earned during same period (to verify no dual recognition exists)
- Signed DECOR 6
- Late letter (if applicable)
- Letter of Recommendation from SG if recommending a LOM or above
- Copy of decoration on disk

Right side of folder

- Certificate

ROUTING PROCEDURES

Always route decoration packages through the division chains prior to referral to the CSS.

**The SG/ AFMOA Commander has approval authority for MSM's and below. The SG has LOM approval authority for retiring O-6's.

CSS RESPONSIBILITIES:

Decoration packages being submitted must be protected to ensure they are not damaged. It will be the responsibility of the units to ensure documents are not damaged, mutilated, or lost in distribution. Do not place paper clips on any documents. We encourage the use of pocket folders because this prevents any possibility of losing documentation.

After SG/AFMOA Commander approval for MSM's and below, the CSS will:

- Transfer the write-up to the citation, and date the certificate (use the date the special orders are signed) under "GIVEN UNDER MY HAND" caption
- Make three copies of the citation and three copies of the special order for the member
- Make copies of citation and special order to forward to AFPC for update in the member's records (with the SSAN)

SUBMISSION OF RECOMMENDATIONS

The timely submission of recommendations for decorations is an essential ingredient of a successful recognition program.

The suspense date is located on the top left-hand corner of the DECOR 6. It is the required date that the decoration package must be received by DPMPE and is automatically generated from HQ AFPC which cannot be changed.

Enter each recommendation into official channels within 2 years and award within 3 years of the act, achievement, or service performed. NOTE: A recommendation is placed in official channels when the recommending official signs the recommendation (DECOR 6 and justification) and a higher official in the chain of command endorses it.

LATE LETTERS

Late letters will be required if the decoration is late. PCS, PCA suspense is 30 days prior to Projected Departure Date (PDD). **Retirement/separation** suspense is 60 days prior to retirement/separation date. Late letters will be forwarded to the award approval authority with recommendation for decoration package. Fully explain the situation in your letter (how, why, what, when, corrections, etc.).

MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

The MOVSM can be earned for performing outstanding sustained volunteer service. While there is no specific time period to qualify for the MOVSM, it is intended to honor exceptional community support over time, not a single act or achievement. Approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal.

Volunteer service must be to the civilian community, to include the military family community. The medal recognizes community support over time; job details or tasks are not considered volunteer service.

Volunteer service must be significant in nature, produce tangible results, and reflect favorably on the Air Force and the Department of Defense.

Supervisors must recommend individuals to **HQ USAF/SG** by a memorandum stating the nature of volunteer service and the inclusive period to be honored (e.g. Staff Sergeant Jane A. Doe, ###-##-####, is recommended for the award of ... I certify Sergeant Doe meets the eligibility criteria for the award as a scout leader for ... from 31 December 1992 to 8 January 1995).

ATTACHMENT 1

Sample Supplementary Bullets

Use the following format to submit bullets when additional justification is needed (i.e., performance reports do not reflect accomplishments included in the citation for various reasons,

such as the last EPR/OPR not being a matter of record). Supplementary bullets are never required for a retirement decoration.

I recommend Master Sergeant John H. Doe, 234-56-7890, for the Meritorious Service Medal (First Oak Leaf Cluster) as Superintendent, Surgical Flight, Office of the Surgeon General, Headquarters United States Air Force, Bolling Air Force Base, District of Columbia, from 1 March 1992 to 31 December 1995.

- Use no more than 15 bullets
- Use mandatory opening statement as shown above (relevant to unit)
- Unit commander must sign to avoid being returned from MPF
- ...
- ...
- ...

Surgeon General's
Signature Block

ATTACHMENT 2

DEC

CHANGE TO SG COORDINATION SHEET

RANK/NAME:		ORGANIZATION:	LOG #		
REASON FOR OPR/EPR		CLOSEOUT DATE		MPF DATE	
PRESENTATION DATE (RETIREMENT DECORATION)			TIME ON STATION		
TYPE OF DECORATION					
MSM		AFCM	AFAM	OTHER	
REASON FOR DECORATION					
RETIREMENT		SEPARATION	PCS	EXT TOUR	OTHER
DATE RECEIVED	OFFICE	REMARKS	SIGNATURE	OUT TO/DATE	
	RATER/Last, First MI	SIGN			
	FIRST SGT	REVIEW <small>(ENLISTED ONLY)</small>			
	SQ/CC	REVIEW REPORT/SIGN QUALITY FORCE SHEET			
	GP/CC	REVIEW <small>(SEE NOTE)</small>			
	ABW/CCEA	LOG IN/REVIEW			
	ABW/CCC	REVIEW <small>(ENLISTED ONLY)</small>			
	ABW/CCE	REVIEW			
	ABW/CV	REVIEW			
	ABW/CC	<u>REVIEW/SIGN</u>			
	ABW/CCEA	LOG OUT			
	UNIT/CSS	PROCESS			
NOTE- All decorations and reports requiring ABW/CC or CV signatures must have the First Sgt & Group Commander's coordination on this tracking worksheet, as applicable.					

ATTACHMENT 3

CHANGE TO SG WORKSHEET

RANK AND NAME: _____ **ORGANIZATION:** _____

➤ **QUALITY FORCE INFORMATION:**

- ✓ CONTROL ROSTER: YES _____ NO _____
- ✓ UNFAVORABLE INFO FILE: YES _____ NO _____
- ✓ WEIGHT MGMT PROGRAM: YES/Phase: _____ NO _____
 - ✓ LAST 3 EPR RATINGS (*ENLISTED ONLY*): _____ / _____ / _____ DATE: _____ / _____ / _____
 - Level of endorsement (SR, DR, IL, LL): _____ / _____ / _____

➤ **PERFORMANCE REPORT INFORMATION:**

- ✓ ARRIVAL DATE: _____ LAST REPORT CLOSE-OUT DATE: _____
- ✓ REASON FOR REPORT: CRO ANNUAL
- ✓ TIG ELIGIBLE FOR SRI: YES NO N/A
- ✓ CLOSE-OUT AT: FLT SQ GRP ABW

➤ **PROMOTION ELIGIBILITY INFORMATION**

- ✓ DATE OF RANK: _____ TIME IN GRADE: _____
- ✓ PROMOTION ELIGIBILITY (*OFFICERS ONLY*): BPZ IPZ APZ

➤ **PME INFORMATION:**

- ✓ COMPLETED/DATE: SOS/_____ ISS/_____ SSS/_____ N/A
- ✓ COMPLETED/DATE: ALS/_____ NCOA/_____ SNCOA/_____ N/A

SQUADRON CC'S COORDINATION:

SIGNATURE

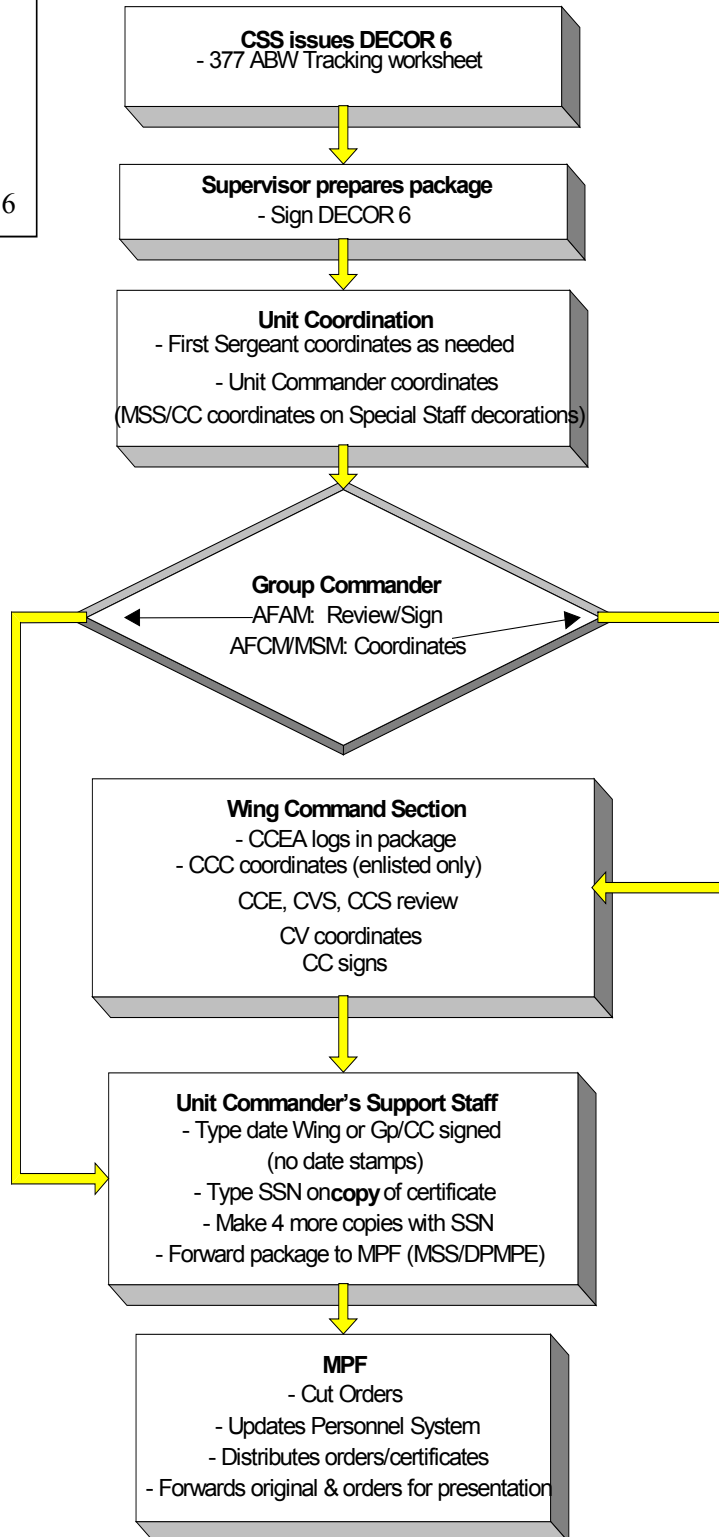
SGEA FORM

DATE

ATTACHMENT 4

**Decorations
Flow Chart
And Timeline**

All steps must be
completed by
suspense on Decor 6



ATTACHMENT 5

EXAMPLE DECOR 6 AND COMPLETION INSTRUCTIONS

(Instructions/comments in plain type)

Thu Jan 10 17:24:19 2002 (Date & time product produced)

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

SUSPENSE: 09 Feb 2002 (HQ AFPC generated-30 days)

(Member's organization and station of assignment)
HQ USAF/SG
BOLLING AFB, DC 20032

REPLY TO

ATTN OF: CAREER ENHANCEMENTS

SUBJECT: RECOMMENDATION FOR DECORATION -
Member's rank, last name, first name, MI & SSAN

TO: Unit/Office symbol of member's supervisor

ATTN: Supervisor's rank, last name, first name, MI

IF YOU SUBMIT A DECORATION RECOMMENDATION ON Member's rank, last name, etc. **RETURN THIS FORM, THE CITATION AND THE NARRATIVE BY 09Feb2002. IF YOU DO NOT PLAN TO RECOMMEND A DECORATION, PLEASE COMPLETE ITEM 8, OBTAIN YOUR COMMANDER'S INDORSEMENT AND RETURN THIS FORM TO US BY . IF YOU NEED ASSISTANCE, PLEASE REFER TO AFI 36-2803, OR CONTACT THE MPF CAREER ENHANCEMENTS AT TEL: 846- 5830.**

1ST IND, Unit/office symbol of the recommending official

DATE

TO: CAREER ENHANCEMENTS

(For the following items, annotate by underlining or circling appropriate response)

1. I RECOMMEND AWARD OF:

A. DECORATION: Name of DEC for this submission, i.e., MSM **B. CLUSTER:**

C. INCLUSIVE DATES:

D. HEROISM, OUTSTANDING ACHIEVEMENT, MERITORIOUS SERVICE

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

F. IF APPROVED, PRESENTATION DATE DESIRED: Self-explanatory

G. IF APPROVED, FORWARD AWARD ELEMENT TO:
11 MSS/DPMPE
BOLLING AFB, DC 20032

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

When item 1G does not contain gaining MPF address for PCS, annotate next duty assignment. For retirement or separation, include member's future (home) mailing address and for PCAs indicate old and new unit of assignment (i.e., 377 MSS to 66 MSS).

2. UNIT, STATION OF ASSIGNMENT AND GRADE AT TIME OF ACT, ACHIEVEMENT OR SERVICE (IF ITEM A, B, OR C IS DIFFERENT, CORRECT IN ITEM D, E AND F): (See note 3)

A: 11 MSS/DPMPE

D: 66 MSS/

LK1MFB44

B: BOLLING AFB

E: HANSCOM AFB MA

C: Col

F: N/C

RPDE6

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

Member's rank and name
Member's SSAN

3. IF POSTHUMOUS, OR RECOMMENDEE IS MISSING IN ACTION OR PRISONER OF WAR, GIVE NAME, RELATION AND ADDRESS OF NEXT OF NEXT OF KEN (NOK): Self explanatory, but critical information, verify NOK through member's MPF.

4. ARE OTHERS BEING RECOMMENDED FOR SAME ACT/SERVICE? YES/NO (circle one) IF YES, ATTACH OTHER RECOMMENDATIONS TO THIS PACKAGE. EXPLAIN ANY DELAYS, DATE RECOMMENDATION WILL BE FORWARDED AND IDENTIFY OTHERS BY GRADE, NAME, SSAN, PRESENT ORGANIZATION, STATION AND DECORATION RECOMMENDED. (Can be included on indorsement memo or submit on separate sheet)

(Verify the accuracy of the following information and correct as necessary through the appropriate channels)

5. CURRENT DUTY TITLE: AWARDS AND DECORATIONS SPECL
DATE OF CURRENT ASGMT: 01OCT94 DAFSC: 3S051
UNIT OF ASSIGNMENT: 377th MISSION SUPPORT SQ
INSTALLATION OF ASGMT: KIRTLAND AFB NM 87117-0000
EFF DATE OF PROMOTION: DDMMYY
DATE ARRIVED STATION: DDMMYY
PROJ DEPARTURE DATE: DDMMYY (PCS/RET/SEP) **RNLTD:** DDMMYY
 (Report date for PCS)

DATE OF SEPARATION: DDMMYY **TAFMSD:** DDMMYY
RET-SEP-EFF-DATE-PROJ: DDMMYY (If member has approved RET) **PAY DT:** DDMMYY
COMPONENT: (REGULAR/RESERVE) **UIF:** NO
EPR DATA: (Last three reports)

6. DECORATION HISTORY

DEC		CLOSING	ISSUING	ORDER	ORDER	
DECORATION	NUMBERDATE	HQS	NUMBERDATE	COND		
MERIT SVC MEDAL	02	DDMMYY	HQAFMC GB-XXX	YYMM		PCA
AF COMM MEDAL 01		DDMMYY	HQWRALC GB-XXX	YYMM		PCS
NONE						
NONE						
NONE						
NONE						
NONE (Lists 7 different DEC's)						

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

ATCH
1. NARRATIVE
2. CITATION

8. I HAVE PERSONALLY REVIEWED THE MEMBER'S PIF. I RECOMMEND/DO NOT RECOMMEND MEMBER FOR A DECORATION.

 SUPERVISOR/DATE

 COMMANDER/DATE

RPDE6

ATCH 5 (CONT.) DECOR 6 INSTRUCTIONS

All DECOR 6s need to be ordered either at the Commander's Support Staff or at the MPF, Awards and Decorations office. The RIPS are usually produced about 90 days prior to projected departure date (PDD). Suspense dates are set by AFPC; DPMPE *cannot* set or change suspense.

A DECOR 6 is required for each decoration submission with each item being completed as follows:

Item 1.

- A. Spell out the name of the decoration (Please type all entries)
- B. Include the appropriate cluster
- C. Items 5 and 6 help to determine the inclusive dates
- D. Underline or circle the type of service
- E. Underline or circle the reason for the recommendation
- F. If a presentation date is desired enter it here. The completed package must be submitted 30 days prior to allow sufficient processing time
- G. This is usually filled in already. Correct, if information is wrong
- H. This is also filled in already. For retirement and separation packages include forwarding address where approved elements can be sent. If no address is provided the approved decoration will be forwarded to squadron for disposition.

Item 2. A, B, and C reflect the member's duty info; any changes to these should be reflected in D, E, and F.

Item 3. This section is self-explanatory.

Item 4. Circle or underline to reflect if this is a group (two or more) submission.

Item 5. Member's service information is provided in this section.

Item 6. This information will help to determine the cluster on the medal being recommended and what previous decorations the member has received. Check the conditions of the decorations listed here. If one of the decoration conditions is for outstanding achievement (ACH), check the close-out date of that decoration to ensure it does not fall within the inclusive period of the decoration you are submitting. If it does, (which can be OK) you must provide a copy of the certificate (AFAM/AFCM/MSM) of that award with your decoration submission. This is to ensure the member is not being recognized twice for the same action.

Item 7. This section is self-explanatory.

Item 8. The DECOR 6 is required to be signed by the commander and supervisor.

RDP NOTES:

- 1.** Item 1B: Oak Leaf Cluster applicable for this submission. May be obtained from item 6 of the RIP. If the DEC number is listed as "02", the member has been awarded the basic award and one oak leaf cluster. Cluster for this submission would then be "2".

- 2.** Item 1C: Time frame (or day) of act, achievement, or service for this submission. Start date may be NET member's DAS, nor may it overlap any previously awarded DEC unless it was awarded for outstanding achievement. Exception: LOMs and higher DEC's may start prior to member's DAS, since these awards may combine two or more consecutive assignments. Close out date is the completion of the act, achievement, or service. For PCS, the close out date is the projected departure date/MPF final out-processing date. The close out date for a PCS decoration can never be before a member's final MPF out-processing date. Retirements are normally the last day of the month prior to the effective date of retirement (unless medical retirement or reserve member). The close out date for a PCS decoration is the projected departure date. A rule of thumb for any projected departure date change: the close out date cannot be before the members final out processing date at the MPF nor can the close out date be on or after the member's date arrived station at the new duty location.

- 3.** Items 2A through 2C: If there are any changes required to this information then indicate in items 2D through 2F as appropriate. Usually, this occurs when member has already departed PCS and RDP was requested from member's new base (thus it contains new assignment information).

ATTACHMENT 6
MEMO IN LIEU OF DECOR 6

(Use appropriate letterhead)

MEMORANDUM FOR (next higher HQ/CC)

FROM: (functional address symbol)

SUBJECT: Recommendation for Decoration

1. I recommend that the following person be awarded the decoration indicated:
 - a. Grade, first name, middle initial, last name and SSAN
 - b. Decoration name and cluster.
 - c. Inclusive dates of the act, achievement or service.
 - d. Indicate whether recommendation is based on heroism, outstanding achievement, or meritorious service.
 - e. Indicate retirement, separation, PCA, PCS, posthumous, extended tour, and so forth.
 - f. Servicing MPF, installation, and PAS.
 - g. If reassignment applies, indicate next duty assignment unit, installation, and PAS.
 - h. Desired presentation date.
 - i. If approved, forward elements to (provide complete mailing address) member's servicing or gaining MPF's Decoration Office.
2. State grade, unit PAS code, and installation of assignment of the member at the time of the act, achievement, or service.
3. If the proposed award is posthumous, or the person recommended is MIA or POW, state the name, address, and relationship of NOK (Self explanatory, but critical information - - verify NOK through member's MPF).
4. If other members are being recommended for the same act or service and recommendations for these members are being delayed, explain the delay, indicate the date recommendations will be forwarded, and identify the members concerned by grade, name, SSAN, present organization, station, and DEC recommended. (If not applicable, so state.)
5. List the following (include the title with the information requested to ensure understanding):

- a. Current Duty Title:
- b. Assignment Unit:
- c. Assignment Installation:
- d. Duty AFSC:
- e. Effective Promotion Date:
- f. Component:
- g. TAFCSO:
- h. TAFMSO:
- i. Pay Date:
- j. Total Years of Service:

6. List decorations previously awarded to the member, with complete authorities for the decorations and service dates recognized. Include cluster number when applicable. Do not include service medals, battle credits, unit citations, or foreign decorations.

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

(signature of recommending official)
(typed name, grade, and title)

2 Atchs:

- 1. Copies of EPRs/OPRs
- 2. Citation/Certificate

ATTACHMENT 7 ADMINISTRATIVE DOs and DON'Ts

GENERAL

All decoration recommendations must be accomplished using MS Word for Windows.

Enclose administrative corrections from wing/group reviewing officials with decoration package when returning re-accomplished package to the wing/group.

Prepare certificates in Times New Roman font--**BOLD** everything but the narrative and signature block:

- AFAM citation is printed directly on AF Form 2274
- AFCM citation is printed directly on AF Form 2224
- MSM citations are printed directly on AF Form 2228
- LOM citations are printed directly on AF Form 2240

Keep side margins at 1”.

Narrative should be single spaced, vertically centered between “ACCOMPLISHMENTS” and “GIVEN UNDER MY HAND”.

The narrative text should be justified; this allows for a maximum of 14 lines (MSM and AFCM) or 11 lines (AFAM).

Do not use inclusive dates in text portion

- Normally, inclusive dates are date arrived station through projected departure date, retirement date, etc.; however, if previous decoration closed out after date arrived on station for current award, then current award starts 1 day after last award close out.

Do not use vague language or clichés; provide concrete information that states what the individual accomplished, how well he/she accomplished it, and the positive impact.

Divide a word between syllables only.

Do not divide a word of five or less letters, even if it has more than one syllable:

- Example: un-do, re-mit

Avoid separating a single letter or the first two letters from the rest of a word:

- Example: a-part, in-cur

Avoid carrying a two-letter syllable over to the following line:

- Example: tru-ly, real-ly

Divide compound words only at the hyphen:

- Example: self-confident; top-notch

Keep the rank and surname on the same line:

- Example: Airman Fairfield

When typing a date, do not separate the day and month. If necessary, you may carry the year over to the next line:

- Example: 18 March
1995

Use a comma before “Jr.” and “Sr.”:

- Example: Samuel Vacaville, Jr.

Do not use a comma before I, II, III, etc.:

- Example: Jerry Dixon III

Type operation names in all capital letters.

- Example: Operation HUMIT

CITATION

Use the full name and rank at the beginning of the text and only the shortened rank and surname throughout the rest of the citation:

- Example: First Lieutenant Jane R. Vallejo....Lieutenant Vallejo

Ensure the duty information (current duty title, inclusive dates, etc.) matches the DECOR 6 exactly.

Limit duty titles to the most current duty title (required) and no more than two others held during the award period. Identify titles chronologically; the most recent is mentioned last.

- Example: “...as Chief, Records Section, and Noncommissioned Officer in Charge, Files Maintenance,....” (The current duty title is NCOIC, Files Maintenance).

Do not hyphenate at the end of the first line of the text. If you must hyphenate, try changing the margin to adjust the width of the narrative.

The only abbreviations allowed are those found in the proper name of the member. i.e., Sr., Jr., I, II, etc.

Do not use dollar signs, percentage signs, or acronyms. Instead write them out.

- Example: 300 million dollars, 2.5 million-dollar contract claim, 15 percent, Airlift Wing, Air Mobility Command, etc.

Restrict recommendations to recognizing meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above his or her peers.

Evaluate all related facts regarding the service of any person before recommending or awarding a decoration.

Award only one decoration for the same act, achievement, or period of service.

Recommend members for extended tour not a PCS or PCA, for clearly outstanding and unmistakably exceptional service for an extended period of at least 3 years for award of the MSM, AFCM, and AFAM. Recommend not ordering a RDP for an extended tour decoration until decoration has been written and gone through at least the squadron level review process.

Process recommendations for retirement in ample time for the decoration to be approved before the presentation ceremony, taking into account possible terminal leave.

Decorations for retirement normally terminate on the last day of the month for Regular Air Force personnel and any day of the month for reservist, regardless of terminal leave being taken.

Outstanding achievement awards only cover a short period of time with definite beginning and ending dates.

Can recommend an award for meritorious service even if the member received an award for outstanding achievement during the time included in the recommendation; however, **do not** include previously recognized acts or achievements in the narrative of the citation/certificate for the award.

For any recommendations based on meritorious service **do** submit all/any outstanding achievement awards that were awarded within the time frame of the new award.

Award or present a decoration only to members whose entire service for the period covered by the decoration has been honorable.

Only use outstanding achievement to justify decorations when the conditions for a completed period of service have been met.

ATTACHMENT 8 THE LEGION OF MERIT AF FORM 2240

GENERAL POLICY AND CRITERIA: There are three requirements when awarding the Legion of Merit

- Awarded to Colonels (and above)
- Must have 24 months TIG
- Must be serving in a responsible position (i.e., support group commander/equivalent or higher)

The LOM is awarded for exceptionally meritorious conduct in the performance of outstanding service to the US in an extremely difficult duty that is performed in a clearly exceptional manner, if such service is of marked national or international significance, or of marked significance to the AF or DoD, **or** that has aided the US in furthering its national policies, **or** that has furthered the interests or the security of the US, or any nation allied or associated with the US during a period of national emergency declared by the President or the Congress.

Limit of two awards per member's career, including an award at retirement.

LOMs are always processed through the SG or signed by the SG then forwarded to 11th Wing DP for the Wing Commander's approval, and subsequently AFPC for final approval.

LOM packages include a letter of recommendation from the SG to SAF/PC, supporting bullets, three copies of citation (two with SSAN), and the DECOR 6 (LOMs for retirement do not need supporting bullets).

LOMs are written in courier 12-point font throughout, with the exception of retirement awards, which can be prepared in any generally acceptable font (i.e., no script fonts).

AWARD JUSTIFICATION: Recommendations may cover two or more consecutive assignments; the narrative must specify duty titles and inclusive dates for each position held during the period of services recognized.

Must be in block narrative or bullet style format.

Use memo justification for active duty colonels who are retiring.

CITATION: Please see AFI 36-2803, Attachment 4.

Opening Sentence: {Member's rank and full name, i.e., Colonel Anthony J. Jones} distinguished {himself or herself} by exceptionally meritorious conduct in the performance of

outstanding services to the United States as {duty assignment(s) or while assigned to (office)} from {start date i.e., 6 September 1990} to {close date, i.e., 28 June 1993}.

Mandatory Narrative description: {In this important assignment or During this period}, {member's shortened rank and last name, i.e., Colonel Jones}

Closing Sentence: The superior initiative, outstanding leadership, and personal endeavor displayed by {member's rank and name} reflect great credit upon {himself or herself} and the United States Air Force.

OR

The singularly distinctive accomplishments of {member's rank and name} reflect great credit upon {himself or herself} and the United States Air Force.

Retirement Award: The singularly distinctive accomplishments of {member's rank and name} culminate a {long and} distinguished career in the service of {his or her} country and reflect great credit upon {himself or herself} and the United States Air Force.

Posthumous Award: The singularly distinctive accomplishments of {member's rank and name} in the dedication of {his or her} service to {his or her} country reflect great credit upon {himself or herself} and the United States Air Force.

OR

By {his or her} courageous action and humanitarian regard for his fellowman in the dedication of service to {his or her} country, {member's rank and name} has reflected great credit upon himself or herself} and the United States Air Force.

EXAMPLE OF A LOM RECOMMENDATION FOR RETIREMENT

MEMORANDUM FOR SAF/PC

FROM: HQ USAF/SG

SUBJECT: Recommendation for the Award of the Legion of Merit

I recommend Colonel Anthony J. Smith for the award of the Legion of Merit. His efforts furthered national and Air Force interests as System Program Manager for the F/FB/EF-111 aircraft and Director of Specialized Management. In both positions he implemented total quality solving many mission critical problems. Colonel Smith's keen organizational skills and foresight allowed for increased F-111F depot production that effectively allowed 66 F-111s to be employed on a daily basis during DESERT SHIELD/STORM. Under his direction, the CINC Mobile alternate Headquarters, a program out of control and ready to be scrapped, was brought into the Directorate of Specialized Management and is now ready to be fielded and is millions under budget. Colonel Smith's contributions warrant award of this prestigious decoration.

SIGNATURE BLOCK

EXAMPLE OF A RECOMMENDATION LOM FOR PCS

I recommend Colonel Anthony J. Jones, 000-00-0000, for the award of the Legion of Merit. Colonel Jones distinguished himself by exceptionally meritorious conduct in the performance of outstanding service to the United States as Director of the Space and C3 Management Directorate, Kirtland Air Force Base, New Mexico, from 6 September 1990 to 28 June 1993. During this period, the superior leadership, exemplary foresight, and personal dedication of Colonel Jones resulted in significant improvements in the diverse, operational capability of space and communications-electronics systems worldwide and enhanced US national security interests. He achieved these results by leading the second largest directorate at the center, consisting of 8 divisions of 2,064 civilians and 36 military personnel with oversight of an annual operating budget of \$496M and management of support equipment/items totaling \$100B. His leadership has resulted in the center's highest level of customer support while simultaneously achieving improved productivity, lower operating costs, and an improved working environment for his people. His accomplishments have been many. First, ensuring a single face for space logistics support, he developed and implemented a reorganization, merging the directorate's Space System Division into Detachment 25 at Colorado Springs, eliminating duplicative functions and consolidating depot maintenance of AFSPACECOM's satellite control network. Second, while operating in the true "Warrior spirit" during Operations DESERT SHIELD/STORM, his directorate deployed a record 178 different major communications-electronics systems, surged 5,500 items, and kept 7,000 equipment items in inventory, despite the loss of 10 percent of his work to "downsizing". He ensured all weapon systems managed and committed by his directorate to support Operations DESERT SHIELD/STORM were fully operational and supportable throughout the campaign, including support to all Allied Forces through the Foreign Military Sales Program. Third, he displayed extraordinary military leadership in the evolutionary acquisition of Air Combat Command's (ACC) top priority command and control capability, the Modular Air Operations Center (MAOC). The MAOC is a multimillion dollar effort to upgrade ACC's Tactical Air Control System. Utilizing existing technology and rapid prototyping, he delivered nine fully operational MAOCs to 12th Air Force and seven to 9th Air Force in only 3 years, when 7 years are normally required to field new C3 systems. This allowed joint C3 training and early operational software check-out, optimizing the air warfighters in executing global reach and global power during theater operations. Fourth, as AFMC's top funds/budget manager, he achieved an incredible 1,500 percent increase in profit in 1 year, from \$598,000 to \$9,743,000. He was instrumental in increasing earned hours by 38 percent, increased total revenues by 48 percent, while keeping actual hours within 3.6 percent of earned hours. Also, as a result of his aggressive leadership style and creative project management approach, his directorate consistently produced nearly 50 percent of the center's output, while earning five new workloads valued at \$55M per year. Due to his directorate's clear record of superior performance, the Air Force entrusted the Caribbean Basin Radar Network Depot maintenance workload to SM-ALC, saving the Air Force \$400,000 per site. Finally, he consistently improved the working environment for his people by being personally committed to the Commander's Safety Awards Program; his safety program was a show case for the center. Two years in a row, his directorate won the Commander's Safety Award for having the least injuries over a 200,000 man-hour period, a standard set by the Occupational Safety and Health Agency. Colonel Jones is unmatched in the Space and C3 logistics management business. His superior initiative, outstanding leadership, and personal endeavor reflect great credit upon himself and the United States Air Force.

SIGNATURE BLOCK

CITATION TO ACCOMPANY THE AWARD OF
(double space)
THE LEGION OF MERIT
(double space)
TO
(double space)
COLONEL ANTHONY J. JONES
(triple space)

Colonel Anthony J. Jones distinguished himself by exceptionally meritorious conduct in the performance of outstanding services to the United States as Director of the Space and Command, Control, Communications, Management Directorate, Kirtland Air Force Base, New Mexico, from 6 September 1990 to 28 June 1993. During this period, the superior leadership, exemplary foresight, and personal dedication of Colonel Jones resulted in significant improvements in worldwide operational readiness of space and communications-electronics systems and enhanced United States national security interests. Directing the center's second largest and most diverse organization, his leadership resulted in the Air Force's highest level of customer support to Operations DESERT SHIELD and DESERT STORM, where he deployed a record 178 major communications-electronics systems and surged 5,500 items, despite major work force losses to downsizing. He displayed superior military leadership in the evolutionary acquisition of Air Combat Command's top priority command and control capability by delivering to 12th Air Force and 9th Air Force fully operational Air Operations Centers in three years, when seven years are normally required for Space, and Command, Control, Communications systems. The singularly distinctive accomplishments of Colonel Jones reflect great credit upon himself and the United States Air Force.

Added Notes:

1. The top margin can only be 1 inch to 1 1/2 inches, the side margins 1 to 2 inches each side the same, and the bottom margin can only be a minimum of 3 inches.
2. Type the recipient's SSAN to include FR (Regular Air Force) FV (Air Force Reserve) FG (Air National Guard) in front of his or her social security number for all enlisted personnel. For officers the FR, FV, and FG is included immediately after their social security number (except for the original citation).

**ATTACHMENT 9
THE AIRMAN'S MEDAL
AF FORM 2244**

GENERAL POLICY AND CRITERIA: Awarded for heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the US, while serving in any capacity with the AF.

In the case of voluntary risk of life, the facts must demonstrate that the individual would not have been censured had he or she not voluntarily and of the member's own volition accomplished a given action. The saving of a life or the success of the voluntary heroic act is not essential.

Recommendations based on heroism must clearly state that the quality of one or more acts was characterized by courage, intrepidity, or gallantry.

AWARD JUSTIFICATION: Must conform to the guidelines outlined in paragraph 10 except that it may be in block narrative or bullet style format, and must also include supporting documentary evidence, such as a police report, EMT or victim statement, if the person initiating the recommendation does not have firsthand knowledge of the heroic act.

CITATION: Please see AFI 36-2803, Attachment 4.

Opening Sentence: {Member's rank and full name, i.e., Sergeant Anthony J. Jones} distinguished {herself or himself} by heroism involving voluntary risk of life {at (or near) location} on {date i.e., 18 MAY 1995}.

Narrative Description: On that date, {member's shortened rank and last name, i.e., Sergeant Brower}...

Closing Sentence: The exemplary courage and heroism displayed by {member's rank and name} reflect great credit upon {herself or himself} and the United States Air Force.

Or

By {her or his} courageous action and humanitarian regard for {her or his} fellowman, {member's rank and name} has reflected great credit upon {herself or himself} and the United States Air Force.

Posthumous Award: The exemplary courage and heroism displayed by {member's rank and name} in the dedication of {her or his} service to {her or his} country reflect great credit upon {herself or himself} and the United States Air Force.

EXAMPLE OF THE RECOMMENDATION FOR AN AIRMAN'S MEDAL

I recommend Sergeant Anthony J. Jones, FR123-45-6789, for the award of the Airman's Medal. Sgt Jones distinguished himself by heroism involving voluntary risk of life as a fire fighter/rescueman at Kirtland Air Force Base, New Mexico, on 18 May 95. On this date, Sgt Jones outstanding skill, professional ability, and tireless efforts, combined with ceaseless efforts of six other Civil Service fire fighters, successfully extricated the pilot, co-pilot, and seven passengers from the badly mangled wreckage of a Navy contracted aircraft (MU-2) that crashed at Kirtland Air Force Base, New Mexico. This was accomplished as a result of his courageous action and humanitarian regard for his fellow man. As the available emergency information was being passed on, his crew was already proceeding toward the aircraft. The information on the crashed aircraft was minimal at best, with a an unknown number of personnel or fuel on board, along with an unconfirmed report of an Advanced Medium Range Air to Air Missile (AMRAAM) on board. His response was immediate and direct, arriving at the crash scene within three minutes. The aircraft was a mass of metal after impacting the ground and sliding several thousand feet. The aircraft's engines were smoldering, fuel was pouring from the wing fuel cells all around the aircraft, and all normal and emergency escape routes were jammed due to impact. As he approached the aircraft, he could hear the occupants screaming for their lives and asking for help. He immediately sized-up the situation under life threatening conditions, and through his direction and the combined efforts of the other rescuemen, selected a plan of action to gain access inside the badly mangled wreckage. The airframe was so badly damaged that it required a combination of tools to gain entry. Because of a continuous fuel leak and fuel that surrounded the aircraft, and the high probability that a spark from a power tool would cause an explosion, he directed a combination of manual forcible entry tools be used first. However, this procedure became too painful, listening to personnel inside screaming for help. Sgt Jones directed the area be foamed down to reduce the possibility of explosion and fire, and used a power rescue saw to cut an opening just large enough to gain entry and remove the trapped occupants. As he gained entry, he observed the first passenger laying in front of the place of entry. He was still strapped to his seat, however, the seat had torn from the floor mounts. Sgt Jones immediately unstrapped him, stabilized his injuries and removed him from the wreckage. His injuries were life threatening. Trying to climb through the small opening with his protective clothing and equipment was impossible; he had to remove his self-contained breathing apparatus to gain access into the wreckage, which further endangered his life. He unhesitatingly entered the wreckage without head, facial or respiratory protection in a fuel enriched, intoxicating atmosphere. After crawling through the small opening, what he saw could only be compared to a nightmare. Seven severely injured people were thrown throughout the fuselage, with two more trapped in what was left of the cockpit. Overhead fuel lines had ruptured, raining fuel throughout the wreckage. The area inside had compressed on impact to less than three vertical feet, with only four feet of horizontal working area. The atmosphere inside was absolute mayhem. All the injuries were life threatening, ranging in severity from head and body lacerations to multiple fractured bones, in addition to back and neck injuries. With total disregard for his own safety, Sgt Jones and two other fire fighters on his crew began the massive task of stabilizing and removing the crew. As he crawled his way through the aircraft, each crew member had to be unstrapped from their seats. Every seat had broken away from the mounts and was strewn throughout the interior. He laid horizontally, stabilized, and literally pulled the passengers out through the debris and fuel, which was still pouring on them from overhead. None of the passengers could walk or crawl and two weighed over 250 pounds. Because of the small space and multitude of injuries, a different rescue technique had to be used on each person. The nose section of the wreckage had to be raised to free the pilot's legs before he could be removed. The co-pilot and his seat were embedded into the instrument panel and he was pronounced deceased by a doctor on scene. Sgt Jones could barely see what he was doing, as the fuel had saturated his entire body and was dripping from his head into his eyes. A spark from any source would have turned the entire crash site into a raging inferno. Under these conditions, Sgt Jones and his crew rescued passengers in less than fifteen minutes, a miraculous accomplishment that saved their lives. His continued exposure in this extremely explosive and toxic environment placed his life in jeopardy throughout the operation. The exemplary courage and heroism displayed by Sergeant Jones reflect great credit upon himself and the United States Air Force.

recommender's signature block

NOTE: HQ AFMC POLICY IS FULL PAGE JUSTIFICATION ALONG WITH OTHER SUPPORTING EVIDENCE (i.e., police report, EMT statement, victim statement).

CITATION TO ACCOMPANY THE AWARD OF
THE AIRMAN'S MEDAL
TO
SERGEANT ANTHONY J. JONES

Sergeant Anthony J. Jones distinguished himself by heroism involving voluntary risk of life at the Air Force Flight Test Center, Kirtland Air Force Base, New Mexico, on 18 May 1995. On that date, Sergeant Jones and his rescue crew responded to the crash of a United States Navy contracted aircraft with nine personnel aboard. With complete disregard for his own safety, he cut an entrance hole with a power saw, while broken lines rained fuel both outside and inside the aircraft. Because the fuselage was so mangled, he unhesitatingly removed his self-contained breathing apparatus and entered the fuel enriched, intoxicating atmosphere. Working with knowledge that any sparks could turn the entire aircraft into a raging inferno, he crawled through the interior, which was compressed on impact to less than three by four feet of working area, to remove the passengers from the aircraft in less than fifteen minutes. The only means of extraction was by pulling the passengers through the debris and fuel, which was pouring from a broken overhead fuel line, saturating both the rescuers and passengers. By placing himself in this life threatening situation, he was able to save seven of the nine personnel aboard the aircraft. The exemplary courage and heroism displayed by Sergeant Jones reflect great credit upon himself and the United States Air Force.

Added Notes:

1. The top margin can only be 1 inch to 1 1/2 inches, the side margins 1 to 2 inches each side the same, and the bottom margin can only be a minimum of 3 inches.
2. Type the recipient's SSAN to include FR (Regular Air Force) FV (Air Force Reserve) FG (Air National Guard) in front of his or her social security number for all enlisted personnel. For officers the FR, FV and FG is included immediately after their social security number (Except for the original citation).

ATTACHMENT 10
THE MERITORIOUS SERVICE MEDAL
AF FORM 2228

GENERAL POLICY AND CRITERIA: Awarded for outstanding noncombat meritorious achievement or service to the United States. The Meritorious Service Medal is generally reserved for Senior NCOs and Field Grade officers.

Although required achievement or service to warrant awarding the MSM is less than that required for awarding the LOM, it must nevertheless be accomplished with distinction above and beyond that required for awarding the AFCM.

Not awarded for heroism, and it is inappropriate to award the MSM when a recommendation for the Airman's Medal is downgraded.

CERTIFICATE/CITATION: Please see AFI 36-2803, Attachment 4.

Opening Sentence: Rank, full name, distinguished himself or herself in the performance of outstanding service to the United States as (duty title), squadron, group, wing, base, country or state.

Narrative Description: 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

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.

Closing Sentence: The singularly distinctive accomplishments of {member's rank and name} reflect great credit upon {himself or herself} and the United States Air Force.

Retirement Award: The singularly distinctive accomplishments of {member's rank and name} culminate a {long and} distinguished career in the service of {his or her} country and reflect great credit upon {himself or herself} and the United States Air Force.

Separation Award: The singularly distinctive accomplishments of {member's rank and name} while serving {his or her} country reflect great credit upon {himself or herself} and the United States Air Force.

Posthumous Award: The singularly distinctive accomplishments of {member's rank and name} in the dedication of {his or her} service to {his or her} country reflect great credit upon {himself or herself} and the United States Air Force.

AF Form 2228, Aug 98 sample follows:

(FIRST OAK LEAF CLUSTER)

MAJOR JEFFREY A. TOMS

**MERITORIOUS SERVICE
29 JUNE 1998 TO 1 JANUARY 2001**

Major Jeffrey A. Toms distinguished himself in the performance of outstanding service to the United States as Military Personnel Flight Commander, 377th Mission Support Squadron, 377th Support Group, 377th Air Base Wing, Kirtland Air Force Base, New Mexico.

2-3 Sentences

The singularly distinctive accomplishments of Major Toms reflect great credit upon himself and the United States Air Force.

23 FEBRUARY 2001

KATHLEEN D. CLOSE, Colonel, USAF
Commander, 377th Air Base Wing

(Sample AF Form 2228, Aug 98)

ATTACHMENT 11
THE AIR FORCE COMMENDATION MEDAL
AF FORM 2224

GENERAL POLICY AND CRITERIA: Awarded for outstanding achievement or meritorious service rendered specifically on behalf of the AF and for acts of courage that do not meet the requirements for award of the Airman's Medal or MSM.

Superior performance of duty or attainment of honors based solely on academic achievement does not, in itself, constitute justification for an award.

Awards should be restricted to the recognition of achievements and services that are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities.

The successful accomplishments of a predesignated number of tasks or functions is not a valid basis for award.

In instances where many persons are affiliated with an exceptionally successful program, project, or mission, it may be awarded to only the relatively few individuals whose contributions clearly stand out from the others, and who have contributed the most to the success of the program.

CITATION/CERTIFICATE: Please see AFI 36-2803, attachment 4.

Opening Sentence: Rank, full name, distinguished {himself or herself} by {meritorious service, outstanding achievement, or an act of courage} as (duty title), squadron, group, wing, base, country or state.

Narrative Description: Act of Courage On that date, Sergeant Ducharme arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Ducharme went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.

Narrative Description: Service or Achievement During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ducharme contributed to the effectiveness and success of Air Force programs.

Closing Sentence: The distinctive accomplishments of {member's rank and name} reflect credit upon {herself or himself} and the United States Air Force.

Act of Courage: By {her or his} prompt action and humanitarian regard for {her or his} fellowman, {member's rank and name} has reflected credit upon {herself or himself} and the United States Air Force.

Retirement Award: The distinctive accomplishments of {member's rank and name} culminate a {long and} distinguished career in the service of {her or his} country and reflect credit upon {herself or himself} and the United States Air Force.

Separation Award: The distinctive accomplishments of {member's rank and name} while serving {her or his} country reflect credit upon {herself or himself} and the United States Air Force.

Posthumous Award: The distinctive accomplishments of {member's rank and name} in the dedication of {her or his} service to {her or his} country reflect credit upon {herself or himself} and the United States Air Force.

AF Form 2224, Jul 99 sample follows:

(FIRST OAK LEAF CLUSTER)

CAPTAIN ANTHONY J. JIMS

**MERITORIOUS SERVICE
29 JUNE 1998 TO 1 JANUARY 2001**

Captain Anthony J. Jims distinguished himself in the performance of outstanding service to the United States as Military Personnel Flight Commander, 377th Mission Support Squadron, 377th Support Group, 377th Air Base Wing, Kirtland Air Force Base, New Mexico.

2-3 Sentences

The distinctive accomplishments of Captain Jims reflect credit upon himself and the United States Air Force.

23 FEBRUARY 2001

KATHLEEN D. CLOSE, Colonel, USAF
Commander, 377th Air Base Wing

(Sample AF Form 2224, Jul 99)

ATTACHMENT 12
THE AIR FORCE ACHIEVEMENT MEDAL
AF FORM 2274

GENERAL POLICY AND CRITERIA: Awarded for outstanding achievement or meritorious service rendered specifically on behalf of the Air Force, and acts of courage that do not meet the requirements for award of the AFCM.

Superior performance of duty or attainment of honors based solely on academic achievement does not, in itself, constitute justification for an award.

Awards should be restricted to the recognition of achievements and services that are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities.

The successful accomplishments of a predesignated number of tasks or functions is not a valid basis for award.

In instances where many persons are affiliated with an exceptionally successful program, project, or mission, it will be awarded only to the relatively few members whose contributions clearly stand out from the others, and who have contributed most to the success of the program.

No more than one may be awarded during a one-year period except under extraordinary circumstances.

Not awarded for aerial achievement or retirement.

AWARD JUSTIFICATION: Justification for Air Force Achievement Medals are prepared on the AF Form 2274, 1 Jan 2000.

CITATION/CERTIFICATE: Please see AFI 36-2803, attachment 4.

Opening Sentence: {Member's rank and full name, i.e., Staff Sergeant Beth S. Kurzhal} distinguished {herself or himself} by {meritorious service or outstanding achievement}, as {duty assignment, and office location or while assigned to (office location)}

OR

{Member's rank and full name} distinguished {herself or himself} by outstanding achievement {at or near}.

Narrative Description: Achievement or Service: Airman Collins' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of _____ and in the developing and implementing research projects capable of solving these problems.

Closing Sentence: Confine the closing to one sentence which will personalize the summation. The distinctive accomplishments of Airman Collins reflect credit upon herself and the United States Air Force.

AF Form 2274, Jan 00 sample follows:

(FIRST OAK LEAF CLUSTER)

SENIOR AIRMAN TODD A. BLACKLEDGE

**MERITORIOUS SERVICE
29 JUNE 1998 TO 1 JANUARY 2001**

Senior Airman Todd A. Blackledge distinguished himself by meritorious service as Assistant Lodging Manager, 377th Services Squadron, 377th Support Group, 377th Air Base Wing, Kirtland Air Force Base, New Mexico.

2-3 Sentences

The distinctive accomplishments of Senior Airman Blackledge reflect credit upon himself and the United States Air Force.

23 FEBRUARY 2001

D. M. ALDRICH, Colonel, USAF
Commander, 377th Mission Support Group

(Sample AF Form 2274, Jan

