

HQ AFDW DECORATIONS PROCESSING GUIDE

Reference: AFI 36-2803, *The Air Force Awards and Decorations Program* and
AFH 33-337, *The Tongue and Quill*

HQ AFDW/A1K

December 2014

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Section 1

GENERAL INFORMATION

1.1 Guidance

1.1.1 This guide outlines specific items required in a decoration package and provides applicable templates. Please ensure that you use this guide in conjunction with AFI 36-2803 and AFH 33-337. **Note:** Packages will be considered incomplete if the items required in this reference are not attached with the decoration submission.

1.1.2 E-mail subject line for submissions must be in this format, ***FOUO: Insert Decoration Type Here, Rank First M. Last*** and should be sent electronically to

AFDW/A1KK Personnel Programs DSN: 612-6580

Org box: usaf.jbanafw.afdw-staff.mbx.afdw-a1-work@mail.mil

All decoration packages must be received by A1KK according to the timeline provided below. Decorations submitted outside of the timeline window must have a late letter signed by an O-6 (GS-15) or higher justifying the reason for the late submission. Also, please note that duty titles and inclusive dates must match the Decor-6 and the citation. Contradicting or missing information will cause a package to be returned to the unit for correction.

Incomplete submissions that have been inactive for 30 days will be returned to unit without action. The processing time for all decorations does not begin until a **complete** package is received.

Decoration Timeline:

AAM/AM NLT 90 days after close out date

MSM/AFCM/AFAM NLT 60 days prior to presentation date

Section 2

PACKAGE CONTENTS

2.1 Meritorious Service Medal (MSM), Air Force Commendation Medal (AFCM) and Air Force Achievement Medal (AFAM):

- 2.1.1 Decor-6 no older than six (6) months prior to submission to AFDW and signed by wet signature with signee's signature block.
- 2.1.2 Citation (**MSM, AM, AAM, AFCM citations: 14 lines maximum**) (**AFAM 11 or 12 lines maximum**) using a Microsoft Word document.
(Reference: AFI 36-2803 para 3.4.8.1 and 3.4.8.2)
- 2.1.3 Officer Performance Reports (OPRs) or Enlisted Performance Reports (EPRs) for the inclusive period.
- 2.1.4 Print out of fitness scores from Air Force Fitness Management System (ensure that it includes all tests during the inclusive period).
- 2.1.5 PUSH note may be required if member does not meet AFDW expectations (i.e. MSgt must have CCAF, PME, etc. to be awarded an MSM Officers must have PME commensurate with rank and passing fitness assessments).
- 2.1.6 Current SURF on recommended member.

2.2 Air Medal (AM):

- 2.2.1 Decor-6 no older than six (6) months prior to submission to AFDW and signed by wet signature with signee's signature block.
- 2.2.2 Citation **14 lines maximum** using a Microsoft Word document.
- 2.2.3 Recommendation letter signed by a member of higher rank than the member being recommended. The letter should specify how the member has performed above and beyond their regular duties to be deserving of this type of decoration.
- 2.2.4 Flying sorties for the inclusive period should be included in a Microsoft Excel spreadsheet signed by wet signature by the Commander.
- 2.2.5 Current SURF on recommended member.

2.3 Aerial Achievement Medal (AAM):

- 2.3.1 Decor-6 no older than six (6) months prior to submission to AFDW and signed by wet signature with signee's signature block.
- 2.3.2 Citation (**14 lines maximum**) using a Microsoft Word document.
- 2.3.3 Sorties for the inclusive period in a Microsoft Excel spreadsheet signed by wet signature by Commander.
- 2.3.4 Current SURF on recommended member.

2.4 Foreign Decorations for USAF Member:

- 2.4.1 Copy of citation and decoration.
- 2.4.2 Translation of citation (if available).
- 2.4.3 Official memorandum stating member's information, information of presenting individual and date of presentation signed by wet signature with signature block.

2.5 USAF Decoration for Foreign Service Member:

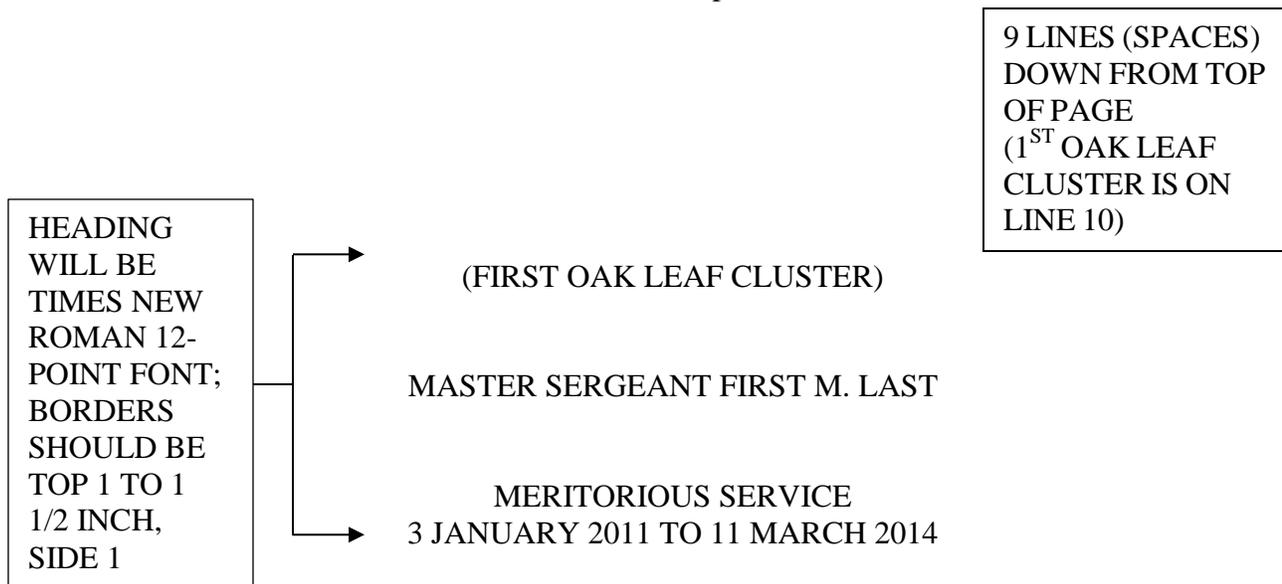
- 2.5.1 Recommendation Memorandum (AFI 36-2803 Figure 9.1)
- 2.5.2 Narrative Justification (Limit 1 page AFI 36-2803 Figure 9.2)
- 2.5.3 Proposed citation (AFI 36-2803 Figure 9.3)
- 2.5.4 Biography (AFI 36-2803 Figure 9.4)
- 2.5.5 US Embassy Concurrence Letter (AFI 36-2803 Figure 9.5)
- 2.5.6 AFOSI Concurrence Letter (AFI 36-2803 Figure 9.6)
- 2.5.7 Defense Intelligence Agency (DIA) Concurrence (AFI 36-2803 Figure 9.7)

Section 3

TEMPLATES

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Figure 3-1
MSM Template



Major First M. Last distinguished himself by outstanding achievement as the Assistant Director of Operations, Weapons and Tactics, F-16 E/F Instructor Pilot for the United Arab Emirates Air Force and Air Defense, Extended Training Services Specialist, United States Liaison Office, American Embassy, Abu Dhabi United Arab Emirates. During this period, Major Last guided the United Arab Emirates Air Force in their first-ever deployment to participate in RED FLAG and GREEN FLAG exercises with a budget of 11.8 million dollars. His efforts, which included complex coordination among nine different countries for over-flight and stopover basing, ensured the successful preparation of eight F-16 aircraft, airlift coordination and transport of 160 personnel, seven pieces of Auxiliary Ground Equipment, rolling stock, nine pallets and eight ISU-90s totaling over 100,000 pounds. Major Last's vast experience was pivotal in the development of procedures for unit deployment planning, pack-out, and airlift and tanker coordination. He flawlessly executed an exercise prep program and certified 10 United Arab Emirates pilots in night vision goggle operations. Major Last's efforts culminated in the United Arab Emirates completing the exercises with 100 percent of objectives met through 104 sorties, 152 flying hours, 20 GBU-31A deliveries and 1,040 rounds of M-56 expended. The singularly distinctive accomplishments of Major Last reflect great credit upon himself and the United States Air Force.

Closing Sentence: The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force.
Retirement Closing: 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.

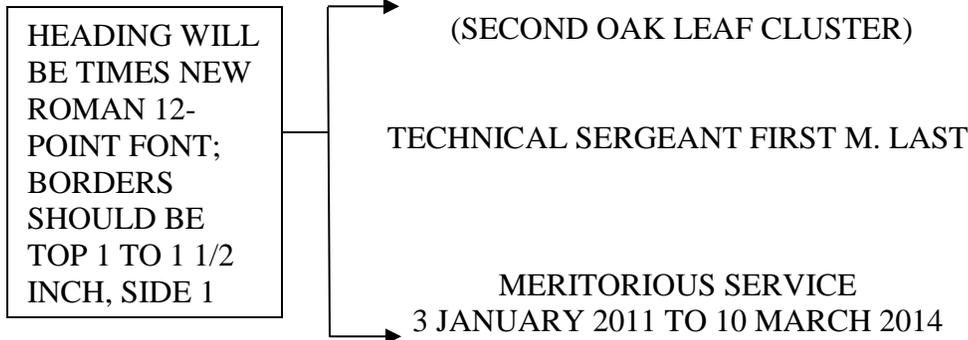
15 MARCH 2014

14 LINES MAXIMUM
10-12 POINT FONT,
TIMES NEW ROMAN

CHRIS B. PATTERSON, Colonel, USAF
Vice Commander, Air Force District of Washington

Figure 3-2
AFCM Template

9 LINES (SPACES)
DOWN FROM TOP
OF PAGE
(1ST OAK LEAF
CLUSTER IS ON
LINE 10)



Technical Sergeant First M. Last distinguished himself by meritorious service as Weapons Program Manager, Extended Training Services Specialist, United States Liaison Office, American Embassy, Abu Dhabi, United Arab Emirates. During this period, Sergeant Last's leadership and visionary efforts were vital to the success of the United Arab Emirates' F-16 flying and training program. He identified a need for a Fuels and Quality Assurance mobile training team to instruct and advise the United Arab Emirates Air Force on emergency safety and response programs. Sergeant Last's munitions assembly conveyor project saved the United Arab Emirates Air Force nine million dollars by utilizing a location in the existing munitions compound. Additionally, Sergeant Last utilized his astute diplomatic abilities during the orchestration of limited asset sharing between the 380th Air Expeditionary Wing and United Arab Emirates Air Force. Furthermore, his host nation advisement led to a 20 percent increase in mission capable spare rates and increased the United Arab Emirates F-16 aircraft defense posture. Sergeant Last's results-driven support yielded 4,225 sorties and 5,384 flying hours; an overall 33 percent increase. The distinctive accomplishments of Sergeant Last reflect credit upon himself and the United States Air Force.

Closing Sentence: The distinctive accomplishments of Sergeant Last reflect credit upon herself and the United States Air Force.

15 MARCH 2014

14 LINES MAXIMUM
10-12 POINT FONT
TIMES NEW ROMAN

CHRIS B. PATTERSON, Colonel, USAF
Vice Commander, Air Force District of Washington

Figure 3-3
AFAM Template

17 LINES (SPACES) DOWN FROM TOP OF PAGE
(* FOURTH OAK LEAF CLUSTER IS ON LINE 18)



HEADING WILL BE
TIMES NEW ROMAN
12-POINT FONT;
BORDERS SHOULD
BE TOP 1 TO 1 1/2
INCH, SIDE 1



(FOURTH OAK LEAF CLUSTER)
STAFF SERGEANT FIRST M. LAST

Staff Sergeant First M. Last distinguished himself by meritorious achievement while participating in sustained aerial flight as Battlestaff Communications Non-Commissioned Officer, Operations Team Three, National Airborne Operations Center, United States Strategic Command, Offutt Air Force Base, Nebraska, from 28 April 2010 to 18 October 2010. During this period, the airmanship exhibited by Sergeant Last in the successful accomplishment of numerous airborne command post missions demonstrated his outstanding proficiency and steadfast devotion to duty. His attention to detail and keen negotiation skills directly culminated in 500 cleared customs transactions and 750 delivered shipments, thereby preventing 1.6 million dollars in demurrage charges. His efforts directly contributed to the highly effective support provided by the National Airborne Operations Center to the President and Secretary of Defense. The distinctive accomplishments of Sergeant Last reflected great credit upon himself and the United States Air Force.

Closing Sentence: Confine the closing to one sentence which will personalize the summation.

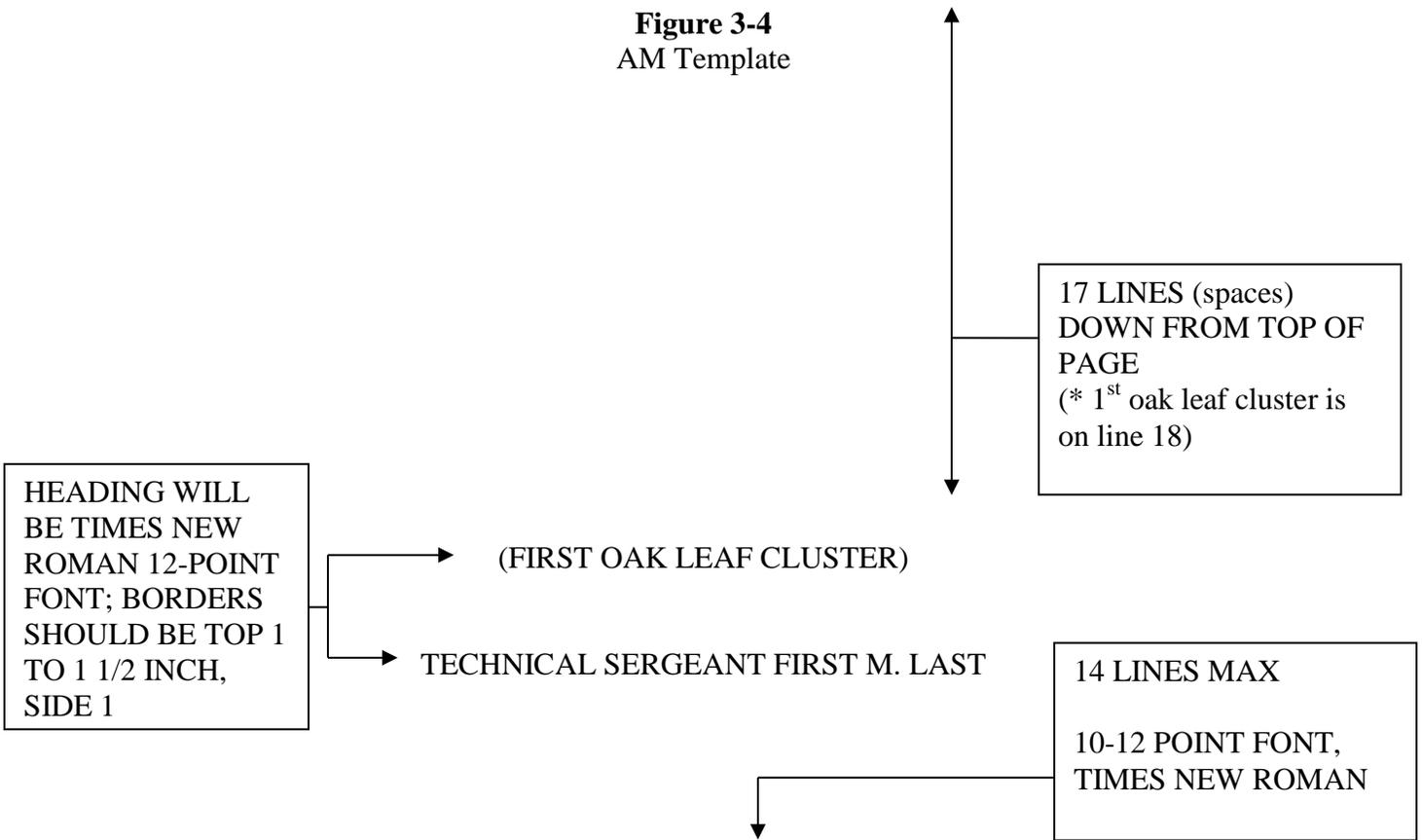
1 MAY 2014

11 or 12 LINES
MAXIMUM
10-12 POINT FONT
TIMES NEW
ROMAN



CHRIS B. PATTERSON, Colonel, USAF
Vice Commander, Air Force District of Washington

Figure 3-4
AM Template



Technical Sergeant First M. Last distinguished himself by meritorious achievement while participating in sustained aerial flight as a C-12C, Airborne Mission Technician, United States Defense Attaché Office, Islamabad, Pakistan, from 14 September 2011 to 28 January 2014. During this period, Sergeant Last's outstanding courage, airmanship and leadership under extremely hazardous conditions ensured the successful accomplishment of 10 combat sorties directly supporting the United States Defense Attaché Office, Security Assistance Office, Office of Defense Representative Pakistan and Special Operations Command Pakistan Forward. He helped set the conditions to meet national security objectives by delivering immediate offensive capability to the International Security Assistance Force and Afghan security forces while deterring enemy insurgent engagements. His ceaseless efforts and tireless dedication directly contributed to the continued success of the critical anti-terrorism efforts on behalf of the people of Pakistan and Afghanistan. The professional ability and outstanding aerial accomplishments of Sergeant Last reflect great credit upon himself and the United States Air Force.

Closing Sentence for Sustained Aerial Flight: The professional ability and outstanding aerial accomplishments of Sergeant Last reflect great credit upon himself and the United States Air Force.

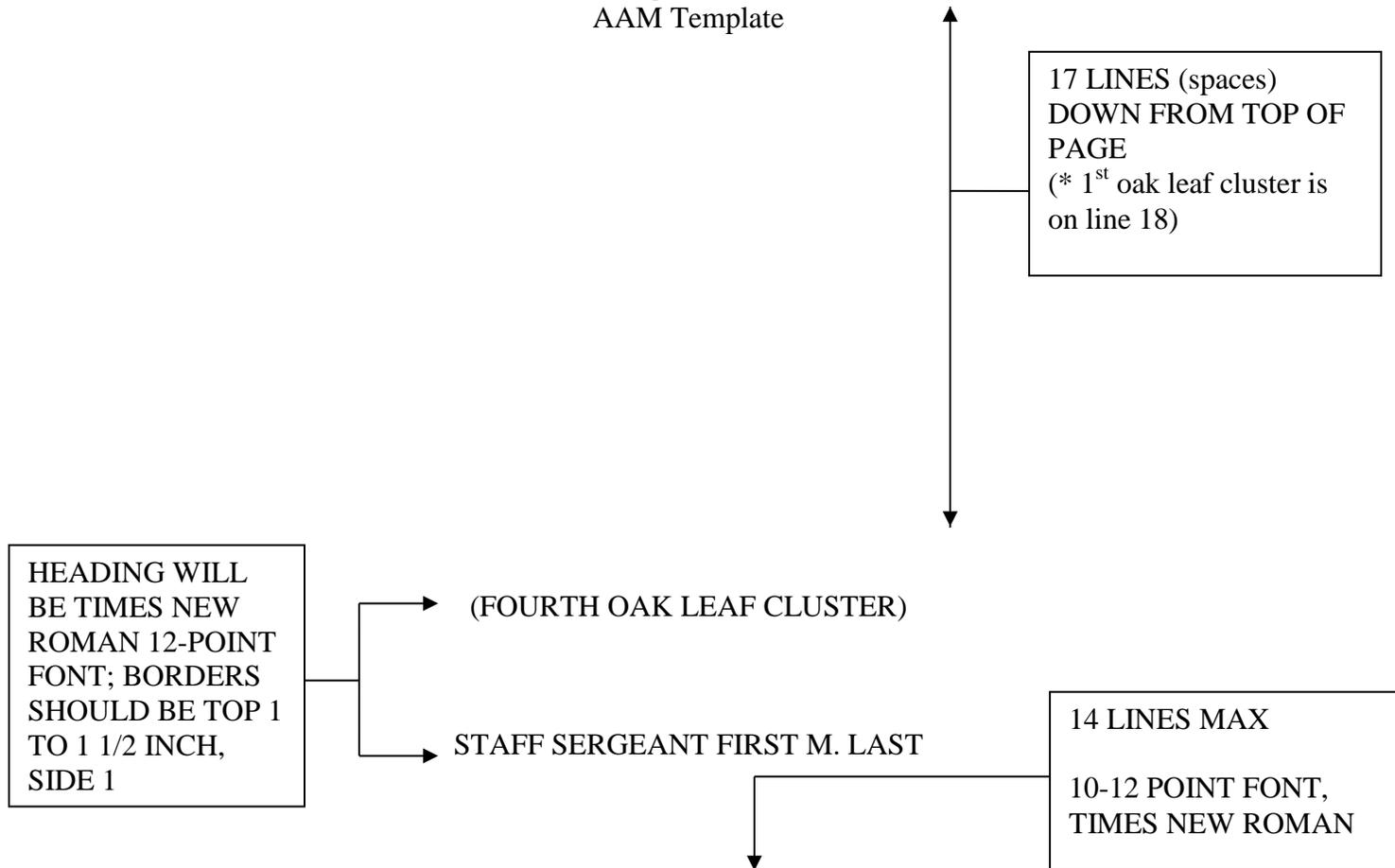
Closing Sentence for Aerial Flight: The professional skill and airmanship displayed by Major Baxter reflect great credit upon herself and the United States Air Force.

15 FEBRUARY 2014

12-POINT FONT,
TIMES NEW
ROMAN

CHRIS B. PATTERSON, Colonel, USAF
Vice Commander, Air Force District of Washington

Figure 3-5
AAM Template



Staff Sergeant First M. Last distinguished himself by meritorious achievement while participating in sustained aerial flight as Battlestaff Communications Non-Commissioned Officer, Operations Team Three, National Airborne Operations Center, United States Strategic Command, Offutt Air Force Base, Nebraska, from 28 November 2013 to 18 May 2014. During this period, the airmanship exhibited by Sergeant Last in the successful accomplishment of numerous airborne command post missions demonstrated his outstanding proficiency and steadfast devotion to duty. His efforts directly contributed to the highly effective support provided by the National Airborne Operations Center to the President and Secretary of Defense. The professional ability and outstanding aerial accomplishments of Sergeant Last reflected great credit upon himself and the United States Air Force.

Closing Sentence: The professional ability and outstanding aerial accomplishments of Sergeant Last reflect great credit upon himself and the United States Air Force.

1 JUNE 2014

CHRIS B. PATTERSON, Colonel, USAF
Vice Commander, Air Force District of Washington

12-POINT FONT,
TIMES NEW
ROMAN

THE HEADING
IS OPTIONAL TO
ALLOW FOR
MORE SPACE
FOR THE
NARRATIVE

Figure 3-6

NARRATIVE TO ACCOMPANY THE

RECOMMENDATION FOR MERITORIOUS SERVICE MEDAL

ON

COLONEL FIRST M. LAST

Colonel First M. Last distinguished himself while assigned as Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Last was responsible for coordinating the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 DoD personnel to Operation ENDURING FREEDOM...

LIMIT NARRATIVE TO **ONE**
PAGE FOR FOREIGN
MEMBER'S DECORATION

NARRATIVE SHOULD
CONTAIN MORE SUBSTANCE
THAN THE CITATION

MUST BE SIGNED BY RECOMMENDING
OFFICIAL



WET SIGNATURE
SIGNATURE BLOCK GOESHERE



Figure 3-7
Recommendation Letter Template
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

YOUR UNIT
LETTERHEAD
GOES HERE

1.75" OR 10 LINES FROM THE
TOP OF THE PAGE

1 June 2014

MEMORANDUM FOR AFDW CC or SAF/PC

FROM: YOUR UNIT GOES HERE

SUBJECT: Recommendation Letter for the Award of the Air Medal

1. The following service member is recommended for the award of the Air Medal:

- a. Colonel First M. Last, USAF, XXX-XX-XXXX
- b. Unit
- c. Duty Title:
- d. Inclusive Dates:
- e. Award is For:
- f. Desired Presentation Date:
- g. Previous Personal Defense Awards:
- h. STATE WHETHER OR NOT ANOTHER AWARD IS PENDING OR WHETHER A PREVIOUS AWARD HAS BEEN MADE FOR THE ACTS OR SERVICES DESCRIBED HEREIN.
- i. FOR AIR MEDAL PLEASE SPECIFY WHY THE MEMBER WARRANTS THIS TYPE OF MEDAL BASED ON THE INDIVIDUAL GOING ABOVE AND BEYOND THEIR REGULAR JOB DUTIES.

2. No other recommendations for award for this individual are pending and no previous award has been made for the service dates described herein.

3. Enclosed is the award justification and proposed citation to accompany the award.

SIGNATURE BLOCK



Figure 3-8
Late Letter Template
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

1 June 2014

MEMORANDUM FOR AFDW or AFPC/DPSIDR

FROM: UNIT

For Foreign Decorations MEMORANDUM FOR AFPC/DPSIDR

SUBJECT: Air Force Commendation Medal (AFCM) Late Letter for Rank First M. Last

1. Colonel Last's award package is late due to [INSERT REASON]
2. For further questions regarding this matter, please contact the following POC:

WET SIGNATURE
SIGNATURE BLOCK



Figure 3-9
Example Sortie Spreadsheet
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

1 June 2014

MEMORANDUM FOR RECORD

SUBJECT: Flight Record

<u>NUM</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TYPE</u>	<u>FLT TIME</u>	<u>MSN#</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
			TOTAL HOURS	<u>XX HOURS</u>	

I certify that the above sortie count is accurate and correct.

MUST BE SIGNED BY
COMMANDING OFFICER OR
DESIGNATED OFFICIAL → *WET SIGNATURE*
SIGNATURE BLOCK

Figure 3-10

	DECOR 6
	Is Recommendation for Decoration Printout (RDP) date at top of page legible?
	Is the type of decoration being recommended correct? (RDP block 1A compared to certificate.)
	Is the correct oak leaf cluster annotated in 1B? ("Number" in block 6 of RDP is the number of decorations/not clusters.)
	Is a presentation date requested in block 1F? (Mandatory for RET/SEP)
	Verify decoration history in block 6? (Determine if another decoration was awarded during inclusive dates)
	-If there was another decoration, has a copy of that certificate been provided with this package?
	Is the date on the citation on or after the Date Arrived Station? (block 5)
	If promoted during inclusive periods, has block 5 of RDP been changed to reflect correct date of promotion?
	Has supervisor and CC signed block 8? Are signature blocks included?
	Does duty title match citation?
	Ensure forwarding address is correct
	JUSTIFICATION
	Ensure copies of all EPRs/OPRs are present for period of decoration
	If applicable, include draft copy of projected EPR/OPR and specify on top of evaluation that it is a draft
	Is late letter included on late decoration
	Enclose copies of ANY approved decorations during current assignment period.
	Are sorties included for AM & AAM awarded for sustained operations? (Ensure dates match award period)
	Air Force Fitness Management System AFFMS printout
	LOMs ONLY
	Does narrative have wet signature with signature block provided?
	Does package include a recommendation letter signed by GO/Civ equivalent or higher?
	If needed, is an Exception to Policy letter included? (can be covered in recommendation letter, but must cover all ETP's required)
	CITATION
	Is the oak leaf cluster included under the award name, in parentheses, in upper case letters?
	Are the correct mandatory opening/closing sentences used? (AFI 36 – 2803 Attachment 4)
	Ensure the following are not on separate lines: rank & name, unit & organization, date & month. -e.g. Air / Force, United / States, Saudi / Arabia, John / Smith, 24 / July
	Highlight only those members who have served 30 years or more with the words "long and..." in closing sentence (LOM)
	Does not include inclusive dates in the text portion of the citation?
	Are all acronyms spelled out?
	Are the full grades spelled out in the opening sentence and only the short titles used in the balance of the citation
	Is the GIVEN UNDER MY HAND date a future date of the 1st or 15 th of the month (whichever date is closest following the thru date of the decoration)?
	FONT 10-12 PITCH, TIMES NEW ROMAN or SIMILAR
	MSM and AFCM – 14 lines maximum
	AFAM – 12 lines maximum
	LOM and DSM – 16 line maximum/11 pitch font minimum
	AAM and AM – 14 lines maximum
	MECHANICAL REVIEW - HELPFUL HINTS/COMMON ERRORS (ALWAYS REFER TO THE TONGUE & QUILL)
	Ensure the entire citation is centered and justified (left and right margin). (look for excessive spacing)
	Vary use of member's name and pronouns referring to member approximately every other reference
	Numbers 9=> spell out, 10+< use figures. (Unless both are used in the same related series, use figures for all)
	Preferred dollar format: 80 thousand dollars (80, 000 dollars or \$80,000--ok). Do not use cents (.00).
	Periods associated with names; after initials and after cadences: e.g. William J. G. Hinckley Jr.,
	Common terms: National Capital Region, the White House, "The Chief's Own" (no bold/underline)
	Capitalize names and exercises and military operations, military concepts (i.e. Operation SOUTHERN WATCH)
	Only capitalize office/squadron names when designator is used (i.e. 11th Security Forces/security forces)
	Don't capitalize "office, section, team, program, etc..." unless actual part of proper entity titles.
	SIGNATURE BLOCK: DARRYL W. BURKE, Major General, USAF Commander, Air Force District of Washington
	FOR MSM AND BELOW: CHRIS B. PATTERSON, Col, USAF Vice Commander, Air Force District of Washington

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