

Writing an AF Decoration

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136th Airlift Wing
NAS Fort Worth JRB



The Big Three



Figure 3.10. Meritorious Service Medal (MSM).



Figure 3.13. Air Force Commendation Medal (AFCM).



Figure 3.14. Air Force Achievement Medal (AFAM).





AFI 36-2803 Guidance



- ▶ “Base decoration recommendations on specific projects, plans, programs, or actions that are or will be beneficial to the Air Force”
- ▶ “Do not base award of a specific decoration upon a member’s grade, but on the member’s level of responsibility, achievements, accomplishments, and manner of performance.”
- ▶ BUT usually due to the level of responsibility:
 - MSMs for SNCOs and FGOs
 - AFCMs for NCOs and CGOs
 - AFAM for Airmen (E-1s to E-4s)



Common Categories

- ▶ **“Meritorious Service:** Recommendations based on meritorious service are the most common and recognize accomplishments, services, and achievements upon a completed period of service.”
- ▶ **“Outstanding Achievement:** Recommendations based on outstanding achievement typically recognize a single, specific act or accomplishment.”



Narrative/Justification

- ▶ “The justification must provide concrete examples of exactly what the person did, how well he/she performed the action, what impact/benefit did it result in, and how the person significantly exceeded duty performance.”
- ▶ “The narrative is a short description of the act, achievement, or service. Be specific on facts.”
- ▶ So, focus on accomplishments and results!



Technical Details

- ▶ Use canned opening/closing sentences
 - Reference AFI 36-2803...3.5.9, 3.5.12, 3.5.13
- ▶ Can use commonly ID'd code names, "Operation ENDURING FREEDOM"
- ▶ Don't use any abbreviations other than ones following member's name (Jr., Sr., III)
- ▶ Spell out full rank first (*Master Sergeant John Doe*), then use short title after (*Sergeant Doe*)
- ▶ Designators: 136th Maintenance Squadron
- ▶ Entire service during and after the time of the award period must be "honorable"



Technical Details

- ▶ Use Times New Roman 10 or 12–point font
- ▶ MSM or AFCM citations: 14 lines max
- ▶ AFAM citations: 12 lines max
- ▶ Extended Tour medals usually for 3–year time period (ANG doesn't PCS/PCA like RegAF)
- ▶ “Approval of multiple decorations for the same act, achievement, or period of service is considered dual recognition which is prohibited”
- ▶ NOT required to have lower medal to earn higher one (can receive an AFCM without having AFAM)



AFCM Canned Statements (3.5.1)



- ▶ Opening Sentence: “Technical Sergeant Lisa Ponde distinguished herself by meritorious service as (duty assignment and office) from _____to _____.”
- ▶ Narrative: “During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ponde contributed to the effectiveness and success of Air Force programs....”
- ▶ Closing Sentence: “The distinctive accomplishments of Sergeant Ponde reflect credit upon herself and the United States Air Force.”



Writing the Middle

1. Research accomplishments...get specifics, data, and facts (use EPRs, 1206s, etc.)
2. Choose action word/adjectives, use handout
3. State the accomplishment (the “what”)
4. Finish sentence with result (the “so what”)
5. Weave sentences together, so it flows together like links in a chain
6. Ensure time frame & other info makes sense



AFCM Example



...from 16 July 2009 to 1 November 2013. During this period, Chaplain Smith's leadership, professionalism, and dedication to the mission resulted in major contributions to the men and women of the 136th Airlift Wing. As a recognized mentor, Chaplain Smith was handpicked for temporary duty serving as the Officer Training School Chaplain where he ministered to over 120 students providing both emotional and spiritual support. Furthermore, he delivered pastoral care as a grief counselor during numerous crisis situations to include multiple death notifications, suicides, and active shooter incidents. Focused on building a spiritually fit force, he also routinely spoke during chapel services for audiences of over 50 wing personnel. In addition, Chaplain Smith spearheaded the formation of the 136th Medical Group chaplain's office in order to ensure he met the entire organization's spiritual needs. Finally, Chaplain Smith's efforts culminated in his selection as the 136th Airlift Wing staff Company Grade Officer of the Year for 2012. The distinctive...



MSM Example



Captain Adam A. Smith Jr. distinguished himself in the performance of outstanding service to the United States while assigned as Public Affairs Officer, 136th Airlift Wing, Carswell Field, Fort Worth, Texas from 14 August 2008 to 14 December 2014 . Captain Smith exhibited superior leadership while managing seven Public Affairs personnel and providing world-class customer service and support to approximately 1,100 wing Airmen. During this period, Captain Smith expertly directed the production of over 38 bi-monthly newsletters and 50,000 photographs which captured, documented and communicated the story of the 136th Airlift Wing and the Texas Air National Guard to a national audience. Despite substantial organizational constraints, Captain Smith successfully guided his office through multiple higher headquarters inspections, most recently excelling in the Air Mobility Command Unit Effectiveness Inspection as part of the Commander's Inspection Program with strengths identified in Public Affairs. Captain Smith also served as a Task Force Public Affairs Officer for Hurricanes Ike and Gustav relief efforts where he was responsible for coordinating all Public Affairs activities resulting in several national print and broadcast stories. Finally, he was instrumental in spearheading a shop multimedia equipment refresh program that enabled the Public Affairs team to increase efficiency and expand support beyond the wing level. The singularly distinctive accomplishments of Captain Smith reflect great credit upon himself, the Air National Guard, and the United States Air Force.



MSM Example



Technical Sergeant Joan J. Jett distinguished herself in the performance of outstanding service to the United States as Law Office Superintendent, 136th Airlift Wing, Carswell Field, Fort Worth. During this period, she assisted counsel with the drafting and execution of over 200 wills, powers of attorney, and other legal documents, recruited and trained three paralegals, and facilitated legal services for hundreds of legal assistance and defense clients. In addition, she oversaw numerous wing deployment mobility training sessions, helping to ensure that members understood the rules of engagement and had their legal affairs in order. Sergeant Jett was also instrumental in ensuring that the Staff Judge Advocate was prepared for the Wing's 2014 Unit Effectiveness Inspection by working tirelessly to bring the legal office into full compliance. Her efforts were critical to the wing's strong "Effective" rating by the Air Mobility Command Inspector General. Furthermore, Sergeant Jett excelled in hosting the Secretary of the Air Force Inspector General team for the Article Six Part One Inspection. A testament to her diligence, the wing received an "Excellent" rating with the headquarters report lauding the wing's "Outstanding Legal Office." Finally, she performed flawlessly on the Wing Commander's Support Staff spearheading Sexual Assault Awareness events and publishing multiple preventive law articles in the base paper. The distinctive accomplishments of Technical Sergeant Jett reflect great credit upon herself and the United States Air Force.



Exercise



- ▶ Write an accomplishment sentence from the data you just gathered below on Airman Jones:
- ▶ AFSC is Food Preparation Specialist
- ▶ Made 1,200 hot meals in 2 days for 136 AW during Special Focus Event (SFE)
- ▶ SFE was a state interagency domestic operations training exercise
- ▶ Supervisor overheard Col Holt telling her, “top notch performance” as he went through the serving line in Bryan, TX



Final Thoughts



- ▶ Recognizing our people for their great work matters...A LOT!
- ▶ First line supervisors own this and are responsible for starting the process
- ▶ How many of your people have not received a decoration in over 3 years? Is that what you intended and/or their performance deserved?

- [CMS \(Case Management System\)](#)
- [CPDSS \(Civilian Personnel Decision Support System\) Web Certificate](#)
- [EBIS \(Employee Benefits Information System\)](#)
- [MyBiz \[.mil\]](#)
- [My Workplace \(for Managers and Supervisors\) \[.mil\]](#)
- [myPers](#)
- [PRDA \(Personnel Records Display Application\)](#)
- [EOPF \(Electronic Official Personnel Folder\)](#)
- [vMPF \(Virtual Military Personnel Flight\)](#)
- [PARIS \(Personnel Automated Records Information System\)](#)
- [PASCODES](#)
- [RAW \(Retrieval Application Websites\)](#)
- [R-EDP \(Reserve Enlisted Development Plan\)](#)
- [R-ODP \(Reserve Officer Development Plan\)](#)
- [UTAPS \(Unit Training Assembly Processing System\)](#)
- [vPC-GR \(virtual Personnel Center-Guard Reserve\)](#)
- [+ ADD TO MY FAVORITES](#)
- [vPSC RBA \(virtual Personnel Services Center Role Based Access\)](#)
- [VRS \(Volunteer Reserve System\) \[.mil only\]](#)

PUBLICATIONS & NEWS

- [AFMC Second Quarter 2015 Force Development Newsletter](#)
- [AFRIMS \(AF Records Information Management System\)](#)
- [Air Force e-Publishing Website](#)
- [Air Force Link](#)
- [Army Publishing](#)
- [DoD Forms](#)
- [DoD Instructions & Directives](#)
- [National Guard Bureau Forms & Publications](#)
- [Naval Forms Online](#)
- [Stratfor Global Intelligence](#)

Role Filter ▼

[Role Filter Help](#)

[myPers Home Page](#)

[Overview](#) [Worklist](#) [Action Requests](#) [Reports](#) [My Roles / Delegations](#)

ACTIVE DUTY AF

AIR RESERVE

AIR NATIONAL GUARD

Online Services Component Default ▼

[Action Requests Help](#)

[Documents I've Requested](#)

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page?

[Create a New Support Request](#)

My Records (updates and corrections)

- [Request Personal Data Updates](#)
- [Update Civilian Employment Information \(CEI\)](#)
- [Update DEERS Information](#)
- [Request Duty History Changes or Corrections](#)
- [Update Missing Awards and Decorations Order History](#)
- [Request Military Service Date Changes and/or Corrections](#)
- [Request Retirement Points Corrections](#)
- [Review your Electronic Officer Selection Record \(eOSR\)](#)
- [Request Correction to my DD Form 214](#)

My Official Military Personnel Record (view/request copy)

- [View and Print Documents Online \(.mil domain required\)](#)
- [View Current Retirement Points](#)
- [Request a copy of your Performance Report](#)
- [Request a 20 Year Letter \(reissue\)](#)
- [Request a Mortgage Letter](#)
- [Request a Reduced Retired Pay Eligibility Date](#)
- [Request a VA Home Loan Letter](#)
- [Request a copy of your Federal Award or Decoration](#)
- [Request a list of your current Federal Awards and Decorations](#)
- [Request your DD Form 214, Certificate of Release or Discharge](#)
- [Request Other Documents](#) (Select to view types and descriptions)
- [Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)
- [MPS/JFHQ POC Listing for ARPC](#)
- [Request a copy of your NGB Form 22a \(NGB Form 22 Correction\)](#)
- [Request a copy of your State/Territory Awards and Decorations](#)
- [Request your NGB Form 22, Record of Separation and Service](#)

Evaluations ([Overview](#))

- [MPS or CSS Initiate Officer or Enlisted Performance Report](#)
- [Appeal an Evaluation](#)
- [Request a Shell on a Member](#)
- [Submit a Letter of Evaluation \(AF Form 77\)](#)
- [Submit an Education/Training Report \(AF Form 475\)](#)

Officer Promotions ([Overview](#))

- [Submit a Letter to the Promotion Board \(Officer\)](#)
- [Request a post-Board Counseling \(Officer\)](#)
- [Promotion Calculator](#)

Federal Awards and Decorations ([Overview](#))

- [Nominate a Member for MSM, AFCM, AFAM, AAM](#)
- [Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)
- [Combat Readiness Medal Certification](#)
- [Amend or Revoke a Federal Award or Decoration](#)
- [Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

Retirements ([Overview](#))

- [Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 60\)](#)
- [Notification of Eligibility for Retired Pay/RCSBP Package](#)
- [Partial Year Calculator](#)
- [Request information on my current RCSBP Election](#)
- [Request Assistance on Retired Pay Issues](#)
- [Guard Retired Pay Calculator](#)
- [RCSBP Calculator](#)
- [Reduced Retired Pay Age](#)

Retirement Points ([Overview](#))

- [Request to Perform Duty for Points Only - Non-Pay](#)

Separations ([Overview](#))

- [Request a Voluntary Separation, Discharge, or Resignation](#)
- [MPS/JFHQ submit ANG Unique/Involuntary to TFSC](#)

Force Development

- [Guard Officer Development Plan \(ANG-ODP\)](#)

Awards and Decorations Nomination

Note: OEF/OIF decorations are processed by [USAFCENT/UDPU](#) rather than using vPC-GR.

1. Use the 'Select Nominee' button to select the person you wish to nominate for an award.
2. Enter the decoration and certificate information and preview the certificate for accuracy.
3. Attach any supporting documents and the next level of coordination.
4. Press the 'Submit' button.

Instructions



Nominee Information



	<input type="button" value="Select"/>	<input type="button" value="Clear"/>		
Component*	<input type="text"/>	▼	Rank*	<input type="text"/>
Unit*	<input type="text"/>	☰	Gender*	<input type="text"/>
Office Symbol*	<input type="text"/>		Effective Date of Change Strength Accountability	<input type="text"/>
Effective Retirement / Separation Date	<input type="text"/>		Date Arrived / Assigned Station	<input type="text"/>


Member Departed* No Yes

Decoration Information

Rank*	<input type="text"/>	▼	Middle Initial	<input type="text"/>	☰
First Name*	<input type="text"/>	☰	Last Name*	<input type="text"/>	☰
Justification*	<input type="text"/>				
Decoration*	<input type="text"/>	▼	Awarded*	<input type="text" value="0"/>	(Initial decoration plus devices)
Condition*	<input type="text"/>	▼	<input type="button" value="Display Previous Awards"/>		

Start Date*  Duty Title 

End Date*  Unit 

Location 

Opening Statement 

Narrative* 

Note: Select the button to the right of the narrative field to open a larger editing window.

Closing Statement

Certificate Body Font Size* 10 12

Signature* [Example](#)



Name, Rank, Service

Duty Title, Unit

Oak Leaf Clusters

Certificate Signature Font Size* 10 12

Attachments



File Name	File Size	Attach...
		File 1 
		File 2 
<input type="button" value="Add"/>		

Note: Select a file name row inside the attachment table for options.

Coordination

Select the initial coordination role. If the initial coordinator is an individual, select "Individual vPC-GR Account" from the role dropdown to select the individual account. When assigning by role, it is not necessary to select the individual account. When assigning by role, it is not necessary to select the individual account. When assigning by role, it is not necessary to select the individual account.

ONLY select the role of the individual assigned as "Staff" personnel.

Role*  Coordinator 

- Individual vPC-GR Account
- First Sergeant
- Unit Commander
- Commander Support Staff
- Group Commander or equivalent
- Wing Commander or equivalent
- NAF Commander
- Commander, State (JFHQ)
- Staff Judge Advocate (clear)



State Awards Process



▶ Award Submitter

- Generates award, using templates/guidance found here:
 - <https://eis.ang.af.mil/org/136AW/MSG/FSS/Useful%20Information/Forms/AllItems.aspx?RootFolder=%2F0rg%2F136AW%2FMSG%2FFSS%2FUseful%20Information%2FAwards%20and%20Decorations&FolderCTID=0x012000B5D7903BAAEB6B40A2C104FABA2DDD80&View={30B24179-9316-4F7A-9109-E81D54B328AA}>
 - Submits to CSS for review and routing
- ## ▶ CSS submits to FSS Awards specialist
- ## ▶ FSS then submits to state
- When returned, FSS updates records



Questions?