

## RECOMMENDATION FOR AWARD

1. TO	2. FROM	3. DATE (YYYYMMDD)
<b>PART I – AWARDEE DATA</b>		
4. NAME (Last, First MI)	5. SSN/DODID	6. RANK
7. BRANCH/PMOS/AFSC	8. ORGANIZATION	
9. PREVIOUS STATE AWARDS		
10. BRANCH OF SERVICE	11. RECOMMENDED AWARD (Include subsequent award #):	12. PERIOD OF AWARD (YYYYMMDD)
		a. FROM
		b. TO
13. DESIRED DATE OF PRESENTATION:		16. POSTHUMOUS?
14. REASON FOR AWARD (Check one) Heroism    Achievement    Service Retirement    Other _____	15.a. INTERIM AWARD? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.b. IF YES, STATE AWARD GIVEN:		
<b>PART II – RECOMMENDER DATA</b>		
17. NAME	18. UNIT ADDRESS	
19. TITLE/ POSITION	20. RANK	
21. RELATIONSHIP TO AWARDEE	22. SIGNATURE	
<b>PART III – JUSTIFICATION AND PROPOSED CITATION (use specific examples of acts or service)</b>		
23. ACHIEVEMENT(S)	24. ATTACHMENT(S):	
ACHIEVEMENT #1		
ACHIEVEMENT #2		
ACHIEVEMENT #3		
ACHIEVEMENT #4		
25. PROPOSED CITATION		

AWARDEE NAME (Last, First Middle Initial)		SSN/DODID	
<b>PART IV - CERTIFICATION</b>			
26.a. I certify that this individual is eligible for an award in accordance with JFTX Reg 1-07, and that the information above is correct.			
b. POSITION / RANK		c. SIGNATURE	d. DATE (YYYYMMDD)
<b>PART V – CHAIN OF COMMAND RECOMMENDATIONS</b>			
27. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First MI)		f. RANK	
g. TITLE/ POSITION		h. SIGNATURE	
28. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First MI)		f. RANK	
g. TITLE/ POSITION		h. SIGNATURE	
29. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First MI)		f. RANK	
g. TITLE/ POSITION		h. SIGNATURE	
30. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First MI)		f. RANK	
g. TITLE/ POSITION		h. SIGNATURE	
31. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First MI)		f. RANK	
g. TITLE/ POSITION		h. SIGNATURE	
<b>PART VI – ORDERS DATA</b>			
32a. ORDERS ISSUING HQ		b. PERMANENT ORDER NO.	33. DISTRIBUTION 1 – Individual 1 – Individual’s HR Record 1 – Unit  34. UPON COMPLETION MAIL TO:
c. NAME OF ORDERS APPROVAL AUTHORITY		d. RANK	
e. TITLE / POSITION		f. APPROVED AWARD	
g. SIGNATURE		h. DATE (YYYYMMDD)	

NARRATIVE TO ACCOMPANY THE AWARD OF THE

TO

## Steps for preparing and processing awards using the TMD Form 67

Step	Who	Required action
1	Service Member	Perform a valorous or heroic act, meritorious achievement or service.
2	Recommender	Enter the unit, city, state, and zip code of the final approval authority in block 1.
3	Recommender	Enter the unit, city, state, and zip code of the Service Member's immediate commander in block 2.
4	Recommender	Enter date the recommender completed the awards in block 3
5	Recommender	Enter Service Member's complete name in block 4 (Last, First MI.).
6	Recommender	Enter Service Member's social security or DODID number in block 5.
7	Recommender	Click the drop-down menu and select a rank or type rank in blocks 6.
8	Recommender	Enter Service Member's MOS/AFSC in block 7.
9	Recommender	Enter Service Member's assigned unit in block 8. **This is the unit the award will be actioned through
10	Recommender	List all previous individual decorations in block 9 (for example, AGIA-2, TMM-1, TOSM-1). If no award, state "NO AWDS."
11	Recommender	Enter Service Member's Branch (Army, Air Force, etc.) in block 10.
12	Recommender	Click the drop-down menu and select the recommended award, Include subsequent award number in block 11.
13	Recommender	Enter the period covered for proposed award in block 12. The date format is YYYYMMDD.
14	Recommender	Enter the proposed presentation date in block 13. The date format is YYYYMMDD.
15	Recommender	Select reason for the recommended award in block 14. Specifies if the award is for heroism, achievement, service, retirement, or other.
16	Recommender	If interim award was made (check YES or NO) in block 15.a., if YES then state award given in 15.b. Interim award not authorized for USAF.
17	Recommender	Check YES or NO in block 16 for posthumous award.
18	Recommender	Complete blocks 17 through 22.
19	Recommender	Award of the TOSM, TMM, and AGIA use bullet statements to list the individual's meritorious achievements or service in block 23 Achievements 1 through 4. This block allows up to four separate achievements to be listed. A maximum of four lines may be completed per achievement. A minimum of one achievement is required.
20	Recommender	For awards of the TXLMH, LSMV, TPH, TSSM, and LSDSM, a separate narrative is required and will be added using the attachment of the TMD Form 67, Narrative Page. List attachments in block 24.
21	Recommender	Complete the proposed citation in block 25, then forward the TMD Form 67 to personnel office for verification of eligibility.
22	Personnel Office	If SM is eligible complete and sign block 26., then forward to immediate authority, if ineligible return to recommender.
23	Immediate Authority	Complete block 27 recommend approval, disapproval, upgrade, or downgrade the award recommendation (one block must be checked). If recommending downgrade or upgrade, ensure to indicate which award next to the appropriate block. Forward to next intermediate authority or Approval Authority. Complete blocks 28 and 30, as applicable.
24	Approval Authority	Final award approval authority will complete block 31. If award is approved, downgraded to a lesser award, or upgraded, then forward the TMD Form 67 to orders issuing authority (personnel office) for completion of PART VI-Orders Data and to prepare the certificate for signature.
25	Personnel Office	Once signed personnel office will make copies of signed document, then submit to awardees iPERMS/military records and update record brief, then place original certificate and TMD Form 67 in red binder or white folder for presentation.