

**Standardization for Team Hill**  
**OPRs/EPRs/PRFs/Decs**



As of 25 March 2005

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## **FORWARD**

All guidance provided in this document was compiled by the Military Personnel Flight and Mission Support Squadron Administrative Office as a training guide. It is referenced with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, AFI 36-2502, *Airman Promotion Program*, AFI 36-2803, *The Air Force Awards and Decorations Program*, AFH 33-337, *Tongue and Quill* (dated 1 Aug 04), and the USAF Senior Rater Guide (dated 30 Sep 02). Decorations discussed in this guide are the Meritorious Service Medal, Aerial Achievement Medal, Air Force Commendation Medal, and the Air Force Achievement Medal. This guide does not override or replace any AFIs.

## Section I OPRs

### 1. CURRENT FORMS

AF707B (2Lt-Capt)-Version 2  
AF707A (Maj-Col) - Version 3  
All other versions are obsolete

### 2. FILLING OUT THE OPR

**2.1 GENERAL:** AF Forms 707A and 707B, Section I, Blocks 1-9 need to match the evaluation shell.

2.1.1 If there was a change and it was not updated through your Commander's Support Staff (CSS) you need to include a CRO/Change of Duty Title worksheet to show a request of change; CSS will add proof of the update. If there is not a CRO worksheet, do not change the information on the report or the evaluation shell.

2.1.2 In addition, all raters must have at least 120 days of supervision to write a report. See atch 12 for a 120-day calendar to see if a report is required.

**2.2 SECTION I, BLOCK 1, RATEE IDENTIFICATION DATA:** Take this information from the shell produced by your CSS. The name needs to be in all caps and a period must be placed after the middle initial. If the middle name is spelled out on the evaluation shell, it also needs to be spelled out on the report.

2.2.1 For all IMAs, the PAS code appearing on the shell should be used on the OPR/EPR. The only time the shell should have a PAS code beginning with 96 is for those IMAs who are centrally managed by ARPC. All other IMAs should have a PAS code beginning with HP as they should be managed locally.

**2.3 SECTION I, BLOCK 8, ORGANIZATION, COMMAND, LOCATION:** Type the organization, the command and location on the first line. If a second line is required, type the organization on the first line, and the command and location on the second line.

2.3.1 If OO-ALC is used later in the report, identify it here by writing it out, followed by the abbreviation in parenthesis. Hill Air Force Base and Utah must be spelled out.

**Example (on one line):**

75th Mission Support Squadron (AFMC), Hill Air Force Base, Utah

**Example (requires two lines):**

508th Aircraft Sustainment Wing,  
Ogden Air Logistics Center (OO-ALC *when applies*) (AFMC), Hill Air Force Base, Utah

**2.4 SECTION II: UNIT MISSION DESCRIPTION:** This narrative describes how the unit fits into the Air Force mission. The text can only be changed with the senior rater's approval. This needs to be written in paragraph form and is usually the same for all members within an organization (in large units, it may be necessary to modify to the division level).

**2.5 SECTION III, BLOCK 1, DUTY TITLE:** Use the duty title that appears on the evaluation shell. Spell out the entire duty title even if it was shortened to accommodate the 40 character spacing for PCIII/MilPDS. Include the acronym(s) in parenthesis if it is used in the report.

2.5.1 Duty titles can be changed through your CSS if it is incorrect on the evaluation shell. You will need to include the change of duty title worksheet in the OPR folder, so the CSS may verify the rater's information and include proof of the change prior to forwarding up the chain.

2.5.2 Duty titles should be specific to the duty; for example, it is helpful to restate the System Program Office's name. "Configuration Manager for F-16 Radars" is more helpful to readers than "Configuration Manager" alone. Promotion boards do look at duty titles.

**2.6 SECTION III, BLOCK 2, KEY DUTIES, TASKS, AND RESPONSIBILITIES:** This is a brief narrative that describes how the ratee's job fits into the unit's mission. It can be changed by the rater without additional coordination. It should explain the ratee's scope of responsibility and authority thoroughly. Avoid blank lines or excessive white space.

2.6.1 Include the number of people supervised and dollar value of assets managed.

2.6.2 This information needs to be written in paragraph form or bullet form.

2.6.3 "Additional duty" or "Additional duties" should be in all caps, but only should be used when there are additional duties performed.

## **2.7 THROUGHOUT THE REPORT:**

2.7.1 Minimize the use of acronyms that aren't commonly understood across the Air Force (see Atch 15 in this guide and pages 312-314 in the 1 Aug 04 Tongue and Quill). Should the rater decide that it's worth the space to introduce a new acronym to the OPR reader, it must be spelled out the first time it is used on each side. Raters should critically question whether such a vocabulary lesson materially contributes to the OPR and strive to use ordinary English to the greatest degree – being mindful that promotion boards are drawn from all AF career fields.

2.7.2 Also, keep in mind while writing the bullet statements that the OPR will be used throughout member's career by future reviewers. Promotion Recommendation Forms and decorations will be written based on past reports, so ensure statements are clear and concise.

**2.8 SECTION VIII:** If the reviewer is also the rater or additional rater, the following remarks need to be included on the report: "The rater (or additional rater) is also the reviewer." This statement is located on the second line in the block.

**2.9 SECTION IX: ACQUISITION EXAMINER/AIR FORCE ADVISOR:** The Air Force requires performance reports of people serving in designated acquisition positions be reviewed by higher-ranking people who serve in the same functional specialty.

2.9.1 The designated acquisition examiner needs to review, sign and date the report before being forwarded to the senior rater for final signature.

2.9.2 See the attached list of approved acquisition examiners at atch 9.

**2.10 SIGNATURE BLOCKS:** The rank should always be spelled out except when there is not room. Be consistent with the usage of rank in the signature blocks. If the rank is spelled out in one block it needs to be spelled out in all blocks. If it is abbreviated in one block it needs to be abbreviated in all blocks.

2.10.1 Duty titles should be on one line, resting on the bottom line. If the duty title is too long and does not fit on one line, follow the example below.

**Example:**

Military Personnel Flight Commander,  
75th Mission Support Squadron

**2.11 DATES:** The date signed must be the ACTUAL date signed, but reports cannot be signed prior to closeout. If signed OPRs are returned for revisions or correction of errors, all raters must date their signature on the date they actually sign the revised OPR, not the date of the earlier copy.

**2.12 CONCUR BOX:** Make sure the “CONCUR” boxes are marked with an X when applicable.

### **3. SENIOR RATER GUIDANCE**

#### **3.1 SENIOR RATERS:**

3.1.1 For majors and below, the senior rater must be at least a colonel (or equivalent) serving as a wing commander (or equivalent).

3.1.2 For lieutenant colonels and above, the senior rater must be the first general officer (or equivalent) in the rating chain. This does include Senate-confirmed brigadier general selects already designated as senior raters for majors and below in the organization.

#### **3.2 TEAM HILL SPECIFICS:**

3.2.1 Wing commanders who are a colonel (or equivalent) will sign OPRs for majors and below.

3.2.2 OO-ALC/CC will still sign for lieutenant colonels and above.

3.2.3 Wing commanders who are a general officer (or SES equivalent) will sign OPRs for all officers in their wing.

3.2.4 For the staff agencies that remain within the OO-ALC: OO-ALC/CV will sign OPRs for majors and below; OO-ALC/CC will sign for lieutenant colonels and above.

## **4. PROHIBITED STATEMENTS**

### **4.1 TYPES OF PROHIBITED STATEMENTS**

4.1.1 References to a higher grade (example: Capt Doe displays leadership traits we look for in FGOs.)

4.1.2 Completion of or enrollment in PME or advanced academic education.

4.1.3 Duty history or performance outside the current reporting period.

4.1.4 Charges preferred, investigations, reviews by boards of evaluation, or boards of inquiry that are not complete as of the closeout date.

4.1.5 When commenting on administrative or judicial action such as Article 15, LOR, LOC, etc., restrict comments to the conduct/behavior that resulted in the punishment. Do not discuss the type of punishment received.

4.1.6 Any action taken against an officer that resulted in an acquittal, or failure to successfully implement an intended personnel action such as establishing a UIF.

4.1.7 Confidential statements, testimony or data obtained by, or presented to boards under AFI 91-204, Investigating and Reporting US Air Force Mishaps.

4.1.8 Actions taken by an officer outside the normal chain of command, such as Inspector General, Air Force Board for Correction of Military Records, Equal Opportunity and Treatment complaints and Congressional Inquiries.

4.1.9 Recommendation for decorations. You may only include those decorations actually approved or presented during the period of report.

4.1.10 Race, ethnic origin, age or religion of the ratee.

4.1.11 Temporary or permanent disqualification under AFI 36-2104, Personnel Reliability Program.

4.1.12 Drug and alcohol abuse rehabilitation programs.

4.1.13 Previous reports and ratings.

4.1.14 Future AF Form 709s, Promotion Recommendation Forms (PRFs).

4.1.15 Performance of duty of a ratee as a member of a court martial or other disciplinary

board.

4.1.16 Family activities or officer's marital status.

## **4.2 PROHIBITED VEILED PROMOTION STATEMENTS**

4.2.1 Lt Col XXX is senior officer material. (The term "senior" is a euphemism for colonel and above.)

4.2.2 Capt XXX has excelled in a major's billet. (Refers to a rank higher than the one the individual currently holds.)

4.2.3 Major XXX should be a group commander now. (Recommends the individual for a position two grades higher than the ratee—not normal progression.)

4.2.4 Capt XXX is ready for our toughest field grade jobs. (Compares a CGO with higher ranking FGOs.)

4.2.5 Already performing above her current position. (Refers to a higher grade.)

**5. PUSHES FOR COMMAND AND PME:** Raters should carefully consider advocacy for command and PME. Officers can be recommended for command for grades one up from their current grade if that career field offers command at that higher grade and the officer's career path is on track to make them eligible for competition. Do not recommend officers for command who are not suitable for such responsibility. Consider Second Lieutenants for ASBC with less than 12 months of Total Active Federal Commissioned Service (TAFCS); Captains for SOS with more than 4 years to not more than 7 years TAFCS at class start; Majors or Major selects for IDE when selected to Major; and Lieutenant Colonel selects (must be pinned-on Lt Col to attend) through Colonel for SDE with less than 23 years TAFCS at graduation (ref. AFI 36-2301 Table 1). Recall since a lower fraction of officers attend each level, absence of a school push conveys a stronger message at lower levels and may be an appropriate reflection of competitive reality for more senior FGOs. Neither schools nor command pushes are automatic, but must reflect the rater's judgement on future potential of the ratee.

**6. STRATIFICATION AND DISTINCTION:** The Air Force PR system permits the widest flexibility for documenting evidence of distinction. Rater's ordinal rankings are concise and convey clear and strong meaning to promotion boards and are encouraged at least through any rater's top quartile. "Zone" stratification (top 10% ever) can have a weaker impact, but should be used when appropriate. Always document the competitive pool size and significance of award distinctions – don't make the PR reader have to guess. The Team Hill environment presents a super opportunity; consider the difference between "CGOQ at Hill AFB" and "CGOQ at a 24,000 strong base with a 5-wing ALC and 2 ACC fighter wings, #1 of 1000 peers!" Spend the ink to document the distinction for all career fields to read. Do not assume an award name (e.g. "Leo Marquez") will be recognized outside a particular career field.

## **Section II** **EPRs**

### **1. CURRENT FORMS**

AF910 (AB-TSgt) - Version 2

AF911 (MSgt-CMSgt) - Version 3

All other versions are obsolete

### **2. FILLING OUT THE EPR**

**2.1 GENERAL:** AF Form 910, **Enlisted Performance Report (AB thru TSgt)**, and AF Form 911, **Senior Enlisted Performance Report (MSgt thru CMSgt)**, Section I, Blocks 1-9, need to match evaluation shell.

2.1.1 If there was a change and it was not updated through your Commander's Support Staff (CSS) you need to include a CRO/Change of Duty Title worksheet to show a request of change; CSS will add proof of the update. If there is not a CRO worksheet do not change the information on the report or the evaluation shell.

2.1.2 In addition, all raters must have at least 120 days of supervision to write a report. See atch 12 for a 120-day calendar to see if a report is required.

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**Example (requires two lines):**

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Military Personnel Flight Commander,  
75th Mission Support Squadron

**2.8 DATES:** The date signed must be the ACTUAL date signed, but reports cannot be signed prior to closeout. If signed EPRs are returned for revisions or correction of errors, all raters must date their signature on the date they actually sign the revised EPR, not the date of the earlier copy.

**2.9 CONCUR BOX:** Make sure the “CONCUR” boxes are marked with an X when applicable.

### **3. TIME IN GRADE (TIG) ELIGIBILITY (NOT A REQUIREMENT FOR RESERVISTS)**

#### **3.1 FOR MSGT RATEES:**

3.1.1 If the close-out date is less than or equal to 30 September of the current year, determine the number of months TIG from date of rank (DOR) to 1 March of the next year following the report close-out date. If less than 20 months, then TIG Eligible is "NO". If greater than or equal to 20 months, then TIG Eligible is "YES". See atch 11 for a TIG eligibility chart.

3.1.2 If the close-out date is greater than 30 September of the current year, determine the number of months TIG from DOR to 1 Mar 2Y (two years) following the report close-out date. If less than 20 months, TIG Eligible is "NO". If greater than or equal to 20 months, TIG Eligible is "YES". See atch 11 for a TIG eligibility chart.

#### **3.2 FOR SMSGT RATEES:**

3.2.1 If the close-out date is less than or equal to 31 July of the current year, determine the number of months TIG from DOR to 1 December of the current year. If less than 21 months, then TIG Eligible is "NO". If greater than or equal to 21 months, then TIG Eligible is "YES". See atch 11 for a TIG eligibility chart.

3.2.2 If the close-out date is greater than 31 July of the current year, determine the number of months TIG from DOR to 1 December of the next year following the report close-out date. If less than 21 months, TIG Eligible is "NO". If greater than or equal to 21 months, TIG Eligible is "YES". See atch 11 for a TIG eligibility chart.

#### **3.3 FOR PROMOTION SELECTEES:**

3.3.1 TIG eligibility is based upon the close-out date of the EPR. If the close-out date falls on the or after the promotion public release date, individuals on the selectee list are not eligible for senior rater endorsement on that report; they were selectees on or after the close-out date.

3.3.2 Conversely, if the EPR closed out prior to the promotion public release date, but was not signed by one or more evaluators until after the release date, the member is eligible for senior rater endorsement; as of the close-out date, they were not officially promotion selectees.

### **4. SENIOR RATER GUIDANCE**

**4.1 CURRENT GUIDANCE:** When the new senior raters are appointed in each wing, all EPRs requiring senior rater endorsement will be signed by the respective wing commander.

**4.2 NOT SENIOR RATER ELIGIBLE:** For those members who are not senior rater eligible, the report must be endorsed by the first B-level deputy evaluator in the chain or lower. This is the last signature on the report before going final to the MPF.

## Section III **Helpful Hints (body of report) for OPRs/EPRs**

### **1. GENERAL GUIDANCE**

**1.1** It's good to keep a personal log of the ratee's accomplishments throughout the reporting period. Don't wait until the last minute to throw together input for your performance report.

**1.2** Take the time to write a good report for your people.

**1.3** Do not over rate. Be fair, accurate and honest in your assessment and ensure job performance is the primary basis for your ratings.

**1.4** Avoid highlighting a single non-severe incident or a minor negative trait.

**1.5** Do not mark a person lower than he/she deserves in order to reflect improved performance in subsequent performance reports. Make sure that your feedbacks support the rating you make.

**1.6** Before beginning to write, determine which promotion/performance category the person fits. After determining the appropriate category, write a performance report that will support your position.

**1.7** Develop bullet statements for the rater, additional rater, and senior rater's comments.

**1.8** Use promote/push statement to send a strong message to a promotion board for enlisted members only, limited to the next highest grade (officers will be pushed for promotion on PRFs).

**1.9** Avoid comments prohibited in AFI 36-2403, Chapter 3, Para. 3.9.

**1.10** Write in bullet format, limit comments to the space provided.

**1.11** Avoid nicknames, code names, or acronyms. If you use acronyms, spell them out at the first usage and identify the acronym in parentheses.

**1.12** Do not correct your ratings; re-accomplish the report if a rating changes before the report has closed and is filed in the member's personnel file.

**1.13** Mark all appropriate boxes with an X before signing the report and forwarding it to the next level.

**1.14** If routing before the closeout date, the date signed should be the closeout date. Do not use a date earlier than the closeout, nor sign blank forms or forms that do not contain ratings.

**1.15** Record performance in dynamic terms: instead of "proficient," use "undisputed expert" if appropriate.

**1.16** Focus on results, not just activity. The general theme for any bullet is what the person did followed by the result(s). The better the result the better the report ... saved X amount of dollars, improved %, etc.

**1.17** Use terms understood across the Air Force, not just your area of expertise.

**1.18** Focus on primary duty performance rather than additional duties.

**1.19** The first and last lines in any given block are the most important. Promotion boards read the highest level of endorsement first, be sure your strongest bullets are in that persons block. The next priority block is the additional rater and so forth.

**1.20** Save impact bullets for last.

## **2. NUMBERS**

**2.1** Express the following categories in figures:

- Time (days, hours, minutes, weeks, months, years)
- Age
- Clock Time
- Money
- Measurements
- Dates
- Dimensions, Sizes, Temperatures
- Percentages, Ratios, Proportions, Scores, Voting Results
- Latitude and Longitude
- Numbers referred to as numbers and mathematical expressions
- Abbreviations, Symbols, Serial Numbers, Document Identifiers
- Unit modifiers and Hyphenations
- Numerical designations of Air Force units are as follows:
  - If the unit name is spelled out then the “th” follows the number  
**Example:** 19th Logistics Group
  - If the unit name is abbreviated there is no “th” following the number  
**Example:** 19 LG
- When a sentence contains numbers used in a related series and any number in the series is 10 or more, express all numbers in the series in figures (except the first word of the sentence if it is a number).

**2.2** Express the following in word format:

- Numbers 1 through 9.
- Numbers that introduce sentences.
  - Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.  
**\*NOTE:** Related numbers in the same set are also treated alike

**Example:** “Fifty or sixty miles away is Auburn University.”

- Numbers used in proper names.

**Example:** “The Seventy-eighth Congress”

- Spell out fractions that stand alone except with unit modifier. A mixed number (whole number plus a fraction) is written in figures except at the beginning of a sentence.

**Example:** “One-half of the vote, ½-inch pipe”

- Spell out compound modifiers and numbers of 100 or less that precede hyphenated numbers.

**Example:** “One hundred 1-gallon cans, twenty 5-year-old children”

- Spell out rounded numbers and indefinite numbers.

**Example:** “Hundreds of customers”

- For typographic appearance and easy grasp of large numbers beginning with million, use words to indicate rather than 0s (unless used with related numbers).

**Example:** “\$2.7 trillion, \$300,000 (not \$300 thousand)”

### **3. GENERAL PROHIBITED STATEMENTS**

**3.1** You cannot skip evaluators in the rating chain for the sake of seeking stronger impact.

**3.2** Stratification statements as quotes from those other than the evaluator are prohibited. For example, a group-level commander cannot state “#2 of 72 majors in the wing” but can state “#2 of 40 majors in the group.”

### **4. PUNCTUATION**

**4.1** The general trend in the Air Force is to use open punctuation, where the writer should use only what’s necessary to prevent misreading. Award packages, performance appraisals, military evaluations, and other space-constrained formats typically use open punctuation.

4.1.1 Open Punctuation: “If used incorrectly they may alter an intended meaning, and if used excessively, they can decrease reading speed and make your meaning difficult to determine.”

4.1.2 Closed Punctuation: “If used incorrectly, they may alter an intended meaning, and, if used excessively, they can decrease reading speed and make your meaning difficult to determine.”

#### **4.2 APOSTROPHES:**

4.2.1 Add ’s to singular or plural nouns that do not end with an s, as well as to singular nouns that end with an s. (Ex: officer’s rank, MSgt Jones’s family).

4.2.2 Add only the apostrophe to plural nouns that end in s, end with an s sound, or to singular nouns ending with an s where adding an ’s would cause difficulty in pronunciation (Ex: two businesses’ contracts, Officers’ Club).

#### **4.3 COLONS:**

4.3.1 Use colons to separate an introductory statement from explanatory or summarizing material

that follows when there is no coordinating conjunction or transitional expression (Ex: The board consists of three officials: a director, an executive director and a recording secretary).

4.3.2 Use colons to express periods of clock times in figures but not when expressing time on a 24-hour clock (Ex: 8:30 p.m. but 2030).

4.3.3 There is no space before a colon but two spaces after a colon within a sentence. There is no space before or after in expressions of time.

**4.4 COMMAS:** Use commas to separate three or more parallel words, phrases, or clauses (Ex: Will you go by car, train, or plane?) Also should be used with parallel adjectives that modify the same noun (Ex: a hard, cold winter).

4.4.1 There is no space before a comma, but there should be one space after.

**4.5 SEMICOLONS:**

4.5.1 Use a semicolon to separate independent clauses not connected by a coordinating conjunction (and, but, for, or, nor, so) and in statements too closely related in meaning to be separate sentences (Ex: The students were ready; it was time to go).

4.5.2 Use before transitional words and phrases (accordingly, as a result, besides, consequently, for example, etc.) when connecting two complete but related thoughts and a coordinating conjunction is not used (Ex: Our expenses have increased; however, we haven't raised our prices).

4.5.3 Use a semicolon to separate items in a series that contains commas when it would be confusing (Ex: If you want your writing to be worthwhile, organize it; if you want it to be easy to read, use simple words and phrases; and, if you want it to be interesting, vary your sentence and paragraph lengths.)

4.5.4 There is no space before a semicolon, but there should be one space after.

## Section IV PRFs

### 1. HOW TO COMPLETE THE PRF

**1.1 SECTION I: RATEE IDENTIFICATION DATA:** Take this information from the PRF notice produced by the MPF Promotion Office. Name needs to be in all CAPS and a period after the middle initial. If the middle name is spelled out it also needs to be spelled out on the report.

**1.2 SECTION II: UNIT MISSION DESCRIPTION:** This narrative describes how the unit fits into the Air Force Mission. The text can be changed with the senior rater's approval. This needs to be written in paragraph form.

**1.3 SECTION III, BLOCK 1, DUTY TITLE:** Use the duty title that appears on the PRF notice. Spell out the entire duty title. If it was shortened to accommodate the 40 character spacing for PCIII/MilPDS, include the acronym(s) in parenthesis if used in the report. Duty titles can be changed through your CSS office if the notice is incorrect.

**1.4 SECTION III, BLOCK 2, KEY DUTIES, TASKS, AND RESPONSIBILITIES:** This is a brief narrative that describes how the ratee's job fits into the unit's mission. It can be changed by the rater without additional coordination. It should explain the ratee's scope of responsibility and authority thoroughly and should include in the number of people supervised and dollar value of assets managed.

1.4.1 This information needs to be written either in paragraph form or bullet form, not a combination of both.

1.4.2 The duty title and description can be different from the duty title and description on the officer's last OPR. However, this information should match the PRF notice. If it does not, coordinate with the Promotions Office to ensure it meets the cutoff date.

**1.5 SECTION IV, PROMOTION RECOMMENDATION:** This section must be in bullet format and is limited to nine lines. It should cover the officer's entire career and all information should come from the officer's OPRs.

1.5.1 Comments are optional on PRFs prepared for below-the-zone eligible officers who have a "Promote" recommendation.

1.5.2 AFMC prefers a structure for PRFs. Line 1 should combine an introductory assessment and link the strongest evidence of distinction across the career. Lines 2-8 are chronological with the most compelling evidence of distinction at the left (past rater's ordinal rankings work well here) and the rest of the line elaborating impact of that phase in the officer's career. The last line should recap and advocate future potential for command, career growth, developmental education, and of course – promotion.

**1.6 SECTION V, SECTION VII, AND SECTION VIII:** This information appears on the PRF notice.

**1.7 SECTION VI, GROUP SIZE:** For Active Duty members, this will always be N/A; for Reservists, leave this block blank.

**1.8 SECTION IX, OVERALL RECOMMENDATION:** Leave this block blank as it is determined by the senior rater.

**1.9 SECTION X: SENIOR RATER:** Verify this information with the PRF notice.

## Section V **DECORATIONS**

### **1. AWARDS AND DECORATIONS PROGRAM**

**1.1 GENERAL:** The Awards and Decorations Program offers a great opportunity to recognize outstanding personnel for meritorious service, outstanding achievement, or heroism. 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 citations are presented to promotion boards and thus should be worded as carefully as performance reports.

**1.2 CRITERIA:** AFI 36-2803, *The Air Force Awards and Decorations Program*, (Table 2-1), provides a list of eligibility criteria for receiving a military decoration. The listing explains which types of acts, achievements, and services are considered worthy of recognition, and lists the appropriate decoration.

**1.3 RECOMMENDATIONS:** Recommendations for decorations are submitted for meritorious service, outstanding achievement and heroism.

1.3.1 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.

1.3.1.1 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 three years.

1.3.1.2 Individuals who received decorations for extended tours of meritorious service should not be recommended for completed periods of service (except retirement/separation unless 2 years have lapsed after the extended tour award). 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.

1.3.1.3 A decoration for meritorious service is not based solely on additional duties.

1.3.2 Outstanding Achievement: An outstanding achievement decoration recognizes a single specific act or accomplishment that is separate and distinct from regularly assigned duties.

1.3.2.1 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.

1.3.2.2 An outstanding achievement recommendation covers a short period of time with definite beginning and ending dates.

1.3.2.3. 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.

1.3.3 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.

## **2. SUBMISSION OF RECOMMENDATIONS**

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

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

**2.3** Enter each recommendation into official channels within two years and award within three years of the act, achievement, or service performed.

2.3.1 A recommendation is placed in official channels when the recommending official signs the recommendation (DÉCOR-6 and justification) and a higher official in the chain of command endorses it.

**2.4** 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.

2.4.1 It is encouraged to use blue folders because this prevents any possibility of losing documentation.

2.4.2 It is also recommended to use plastic correspondence covers over the certificate when in official channels.

## **3. TOUR LENGTH**

**3.1** Award authorities may favorably consider recommendation for the MSM, AFCM, or AFAM for an extended tour medal when a PCS, PCA or retirement has not occurred. The primary considerations should be for individuals whose performance has been clearly outstanding and exceptional for an extended period of at least three years. See AFI 36-2803, para 2.3.3 for extended tour decorations.

**3.2** Individuals who receive such awards should not be considered for a completed period of service award (except retirement) until at least two years have lapsed since the extended tour award close-out date.

**3.3** A completed period of service, as currently defined in AFI 36-2803, 2.3.3.1, should remain in effect. However, for an internal move on the same base within the same command, an individual will be required to have a minimum of two years in the job.

**3.4 PCA:** Reassignment from one unit to another on the same base or from one office or duty section to another located at the same organization. The new assignment must be markedly different from the previous duty to meet the intent of the completed period of service requirement.

**3.5 Retirement:** To preserve the integrity of decorations, recommendations must be restricted to the recognition of those individuals whose service has been clearly outstanding.

**3.6** A person retiring who received a decoration within one year prior to their retirement date and has continued to perform well may be honored with an award for long and faithful service. The AFAM should not be awarded for retirement.

**3.7 Separation:** Personnel who choose to separate are eligible for a decoration based on past performance the same as other members. However, separation does not equate to retirement, and unlike retirement, the individual's entire career is not a consideration in determining the level of the decoration. Members should be recommended for a decoration upon separation, if warranted.

#### **4. OPR/EPR RATINGS**

**4.1** Commanders/supervisors should not consider an exceptional OPR/EPR adequate recognition in lieu of an award, as the latter provides visible recognition of meritorious service, outstanding achievement, or heroism. If the OPR/EPR overall ratings reflect substandard duty performance then a recommendation for decoration should not be considered.

**4.2** However, there may have been previous circumstances, such as UIF or control roster action, which would have precluded initiation of an award recommendation. It is incumbent upon the recommending official to ensure the overall honorable conduct of the individual merits the award.

#### **5. PREVIOUS AWARDS**

**5.1** Except for recognition of a single act of heroism, a single achievement, or a retirement decoration, there should be a minimum of 12 months between awards (24 months following an extended tour award).

**5.2** A 12-month period was established for two reasons: First, it is a short enough period to allow an individual serving on a short tour to receive an award, and secondly, it is considered the minimum time necessary for an individual to prove himself/herself worthy of an award.

## **6. INITIATING A RECOMMENDATION**

**6.1** 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.

**6.2** A decoration recommendation must process 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.

**6.3** Complete decoration package, which covers the entire decoration period, will include: a Recommendation for Decoration Printout (DÉCOR-6), copies of OPRs/EPRs covering the entire award period (all bullets used in narrative must be highlighted on OPRs/EPRs), citation/certificate, and copies of decorations already given during this award period for an individual recommendation.

6.3.1 For a group recommendation submit all DÉCOR-6s, copies of OPRs/EPRs, and citations/certificates for each person when more than one person is recommended for the same decoration and for the same act, achievement, or service. All packages can also include any notes, memos or attachments.

**6.4** If a decoration is downgraded or disapproved, procedures for a one-time appeal (reconsideration) do exist. Resubmission must be made within one year of the date the award was disapproved by the approval authority. Resubmission may occur only when significant additional justification can be provided.

6.4.1 The reconsideration is a one-page, typed memorandum or letter of additional justification. It must not contain information previously included in the original submission. Information used in the original narrative may not be repeated, but can be expounded upon. The additional justification may be prepared on letterhead or plain bond paper with captions.

6.4.2 The letter of additional justification is attached to copies of the original DÉCOR-6, certificate, copies of EPRs/OPRs, indorsements, and attachments. The resubmission must go through the same indorsement channels as the original and contain new indorsements.

## **7. DÉCOR-6/MEMO IN LIEU OF**

**7.1** The DÉCOR-6 will be automatically produced as a result of projected actions such as PCS, separation, or retirement. If the DÉCOR-6 is not received, or the decoration is for PCA, extended tour, achievement, heroism, or posthumous reasons, this product may be requested through the Commander's Support Staff or 75 MSS/DPMPE.

7.1.1 If the member is not assigned to Hill, the DÉCOR-6 will need to be requested from the member's unit or military awards and decorations office at their current station of assignment. See attachment 1 for an example and completion instructions.

**7.2** Memo format may be used only when a DÉCOR-6 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.

7.2.1 Per HQ AFMC you may also use a blank template DÉCOR-6. 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 DÉCOR-6. See attachment 2 for example memo format.

**7.3** Submit the original DÉCOR-6 (or memo) with the decoration package.

## **8. AWARD JUSTIFICATION**

**8.1** Award justification must be specific and factual, providing concrete examples of exactly what the member did, how well they did it, what the impact or benefits were, and how they significantly exceeded expected duty performance. The following formats may be used to justify the award (combinations of these formats are not authorized): bullet style, block or group narrative, memorandum justification, or OPRs/EPRs.

**8.2** Block narrative justification may be used for decorations being submitted for heroism or outstanding achievement, and the description of the event does not lend itself to the bullet style format.

**8.3** OPRs/EPRs may also be used for the MSM, AFAM, or the AFAM. When utilizing OPRs/EPRs for award justification, each report that falls within the decoration inclusive period must be included. Block out any data which may have been previously used to justify any other decoration, since that would constitute dual recognition (not authorized). Also, if it has been more than 60 days since the last OPR/EPR close out, additional justification may be provided on plain bond paper in bullet style format.

**8.4** Push notes are required to explain any/all discrepancies as well as any mark downs on evaluations to be included in award period. The push note must also explain any bullets in the narrative that are not covered in the evaluations. If a final EPR is not being submitted, the push note must state that the member has continued to perform exceptionally.

## **9. CITATIONS/CERTIFICATES**

**9.1** Citations must be concise and to the point. They are not intended to justify the decoration. Citations should be limited to

**9.2** Prepare citations using times new roman, 10-12-point font. Margin requirements: Top margin of 1 to 1 ½ inches, equal left/right margins of 1 to 2 inches, and bottom margin no less than 3 inches. Use proper forms accordingly: AFAM-prepare on AF Form 2274, AFAM-prepare on AF Form 2224, and MSM-prepare on AF Form 2228. Opening and closing statements should be in accordance with AFI 36-2803.

**9.3** Citations will not contain any signs, symbols, abbreviations, or acronyms with the exception of the dollar (\$) and percent (%) sign (i.e., 75 ABW, NCOIC, TDY, etc.).

**9.4** Numbers 10 and above should be expressed in figures, and with exceptions, numbers "zero" through "nine" should be expressed in words. If both categories of numbers are used in the same related series, use figures for all. "Million" and "billion" should be spelled out (\$20 million).

**9.5** For compound grade titles such as Lieutenant Colonel, Chief Master Sergeant, etc., spell out the complete grade title in the opening sentence and then use the short title (Colonel, Chief, Sergeant, etc.) in the balance of the citation. For citations pertaining to chaplains, use the following format: "Chaplain, Lieutenant Colonel...", and then use chaplain in the balance of the citation.

**9.6** The narrative should be chronologically written. Start with the oldest performance report during award period and end with the most recent report.

**9.7** In citations for retirement awards use the words "long and" in the closing sentence for member's with 30 years or more of service. Service is figured from TMSD or TAFMSD.

## **10. SPECIAL ORDERS**

**10.1** Special orders are written directives that announce an award of a decoration, once it has been approved. Special orders then become part of the member's UPRG, FPRG, and/or MPRG. Please see attachment 6.

## **11. MPF PROCESSING**

**11.1** All special order approving officials will submit one copy of the citation/certificate and special order to the MPF, awards and decorations section. Once the awards and decorations section receives the copy they will update the MILPDS then file in the members UPRG.

## Section VI **Helpful Hints for Decorations**

### **1. GENERAL GUIDANCE**

**1.1** Do not divide a word between syllables only.

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

**Example:** un-do, re-mit

**1.3** Avoid separating a single letter or the first two letters from the rest of a word.

**Example:** a-part, in-cur

**1.4** Avoid carrying a two-letter syllable over to the following line.

**Example:** tru-ly, real-ly

**1.5** Divide compound words only at the hyphen.

**Example:** self-confident; top-notch

**1.6** Keep the abbreviated rank and the surname on the same line.

**Example:** Airman Fairfield

**1.7** 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

**1.8** Use a comma before “Jr.” and “Sr.”

**Example:** Samuel Vacaville, Jr.

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

**Example:** Jerry Dixon III

**1.10** Type operations and exercises in all capital letters.

**Example:** Operation IRAQI FREEDOM, Operation ENDURING FREEDOM

**1.11** Do not use a hyphen in compounds formed from unhyphenated pronouns.

**Example:** United States, Southeast Asian country

### **2. CITATION**

**2.1** 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)

**2.2** 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.

**2.3** Code names of exercises may be used; however, if they are they should be explained. The only abbreviations allowed are those found in the proper name of the member.

**Example:** Sr., Jr., I, II, etc.

**2.4** Award only one decoration for the same act, achievement, or period of service. Recommend members for extended tour (excluding 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, or AFAM. Recommend not ordering a DÉCOR-6 for an extended tour decoration until decoration has been written and gone through at least the squadron level review process.

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

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

**2.7** 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 award citations that were awarded within the time frame of the new award.

**2.8** Consider individuals for a completed period of service award (except retirement or separation) only when at least 2 years have elapsed after the extended period award.

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

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# **ATTACHMENT 1**

## **EXAMPLE DÉCOR-6 AND COMPLETION INSTRUCTIONS**

(Instructions/comments in plain type)

Wed Dec 1 15:36:19 2004 (Date & time product produced)

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

**SUSPENSE: 31 December 2004 (HQ AFPC generated-30 days)**

(Member's organization and station of assignment)

75 MISSION SUPPORT SQ

HILL AFB, UT 84056-0000

REPLY TO

ATTN OF: CAREER ENHANCEMENTS

**SUBJECT: RECOMMENDATION FOR DECORATION -**

**TO: Member's rank, last name, first name, MI & SSAN**

**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 31 December 2004. 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 7 December 2004. IF YOU NEED ASSISTANCE, PLEASE REFER TO AFI 36-2803, OR CONTACT THE MPF CAREER ENHANCEMENTS AT EXT 775-2064.

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: See Item 1

C. INCLUSIVE DATES: See Item 1

D. HEROISM, OUTSTANDING ACHIEVEMENT, MERITORIOUS SERVICE (See atch 4)

E. RET, SEP, PCS, PCA, EXT TOUR, POSTHUMOUS, ACH, HEROISM (See atch 4)

F. IF APPROVED, PRESENTATION DATE DESIRED: Self explanatory

G. IF APPROVED, FORWARD AWARD ELEMENT TO: 75 MSS/DECORATIONS, 7285 4TH STREET, SUITE 223B, HILL AFB, UT 84056

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., 75 OSS to 75 CEG).

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 Item 1)

A: 75 MISSION SUPPORT SQ

HP1MFB4G

B: HILL AFB UT

C: A1C

D: 66 MSS/

LK1MFB44

E: HANSCOM AFB MA

F: N/C

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 KIN: 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: 75 MISSION SUPPORT SQ  
INSTALLATION OF ASGMT: HILL AFB UT 84056-5206

EFF DATE OF PROMOTION: DDMMYY

DATE ARRIVED STATION: DDMMYY

PROJ DEPARTURE DATE: DDMMYY (PCS/RET/SEP)  
(Report date for PCS)

RNLTD: DDMMYY

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

DECORATION	NUMBER	CLOSING DATE	ISSUING HQS	ORDER NUMBER	ORDER DATE	DEC COND
MERIT SVC MEDAL	02	DDMMYY	HQAFMC	GB-XXX	YMMM	PCA
AF COMM MEDAL	01	DDMMYY	HQWRALC	GB-XXX	YMMM	PCS

NONE

NONE

NONE

NONE

NONE (Lists 7 different DEC)

- 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

## DÉCOR-6 INSTRUCTIONS

All DÉCOR-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 suspenses.

A DÉCOR-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. Cluster refers to the number of each medal awarded, including the first award. The number of clusters will be the same as this number (i.e., If Number=1 then Cluster=1st; If Number=3 then Cluster=3rd).

C. Items 5 and 6 help to determine the inclusive dates:

a. **Retirement/Separation:** **Opening**= DAS or 1st day following closeout date of an approved decoration (except for achievement/heroism), whichever comes later; **Closing**= *Retirement*: Last day of month prior to retirement effective date (For Reserve members, the closing date is any day of the month). *Separation*: DOS.

b. **PCS/PCA:** **Opening**= Same as above; **Closing**= Projected departure date.

c. **Extended Tour:** **Opening**= Same as above; **Closing**= Should be at least 3 years from opening date.

d. **Achievement:** **Opening**= Date achievement began; **Closing**= Date achievement ended  
**Heroism:** **Opening**= Date act began; **Closing**= Date act ended. **NOTE:** For achievement or heroism, opening and closing dates may be the same if the act was on a single day. In this case, use one date only.

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. (75 ABW suspense: The completed package must be submitted NLT 30 days prior to presentation date 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 DÉCOR-6 is required to be signed by the commander and supervisor.

**ATTACHMENT 2**  
**MEMO in Lieu of DÉCOR-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 of member's servicing or gaining MPF/Decorations 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 decoration 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 US 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 & date of supervisor/rater)  
 (typed name, grade, and title)

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

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

**ATTACHMENT 3**  
**THE MERITORIOUS SERVICE MEDAL**  
**AF FORM 2228**

**General Information:** Maximum lines in a MSM citation is 15.

**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.

**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.

**OR**

**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.

**OR**

**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.

**OR**

**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.



# THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:  
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF  
AMERICA AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969 HAS  
AWARDED

## THE MERITORIOUS SERVICE MEDAL

(OAK LEAF CLUSTER, POSTHUMOUS) (IF APPLICABLE)

TO

MASTER SERGEANT JOE B. SMITH

FOR

MERITORIOUS SERVICE

1 JANUARY 2000 TO 31 DECEMBER 2004

Body font size: 10.5-12 point,  
Times New Roman  
Line spacing: Max lines: 15  
Body margins for top of page is  
1 to 1½ inches, bottom is 3  
inches, and sides is 1 to 2  
inches. Use text boxes for  
spacing purposes  
For 75 ABW/CC sig block, font  
size must be 11 to fit.

### ACCOMPLISHMENTS

**Opening Sentence:** Master Sergeant Joe B. Smith distinguished himself in the performance of outstanding service to the United States as (duty title), (squadron), (group), (wing), Hill Air Force Base, Utah. The outstanding professional skill, leadership, and ceaseless efforts of Sergeant Smith resulted in major contributions to the effectiveness and success of Air Force (programs). List the accomplishments of Sergeant Smith in this section. **Closing Sentence:** The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND

SHARON K. G. DUNBAR, Colonel, USAF  
Commander, 75th Air Base Wing



**ATTACHMENT 4**  
**THE AIR FORCE COMMENDATION MEDAL**  
**AF FORM 2224**

**General Information:** Maximum lines in an AFCM citation is 16.

**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 Smith arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Smith went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.

**OR**

**NARRATIVE DESCRIPTION:** **Service or Achievement.** During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Smith contributed to the effectiveness and success of Air Force programs.

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

**OR**

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

**OR**

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

**OR**

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

**OR**

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



# DEPARTMENT OF THE AIR FORCE

## THIS IS TO CERTIFY THAT THE AIR FORCE COMMENDATION MEDAL

(OAK LEAF CLUSTER, POSTHUMOUS) (IF APPLICABLE)

HAS BEEN AWARDED TO

**STAFF SERGEANT JOE B. SMITH**

FOR

MERITORIOUS SERVICE

1 JANUARY 2000 TO 31 DECEMBER 2004

ACCOMPLISHMENTS

Body font size: 10.5-12 point  
Times New Roman  
Line spacing: Max lines: 16  
Body margins for top of page is  
1 to 1½ inches, bottom is 3  
inches, and sides is 1 to 2  
inches. Use text boxes for  
spacing purposes. Font size for  
sig block must be same size as  
accomplishments.

**Opening Sentence:** Staff Sergeant Joe B. Smith distinguished himself by (meritorious service) OR (outstanding achievement) OR (an act of courage) as (duty assignment and office), (squadron), (group), (wing), Hill Air Force Base, Utah. Sergeant Ducharme arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. List the accomplishments of Sergeant Smith in this section. **Closing Sentence:** The distinctive accomplishments of Sergeant Smith reflect credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND

SHARON K. G. DUNBAR, Colonel, USAF  
Commander, 75th Air Base Wing



**ATTACHMENT 5**  
**THE AIR FORCE ACHIEVEMENT MEDAL**  
**AF FORM 2274**

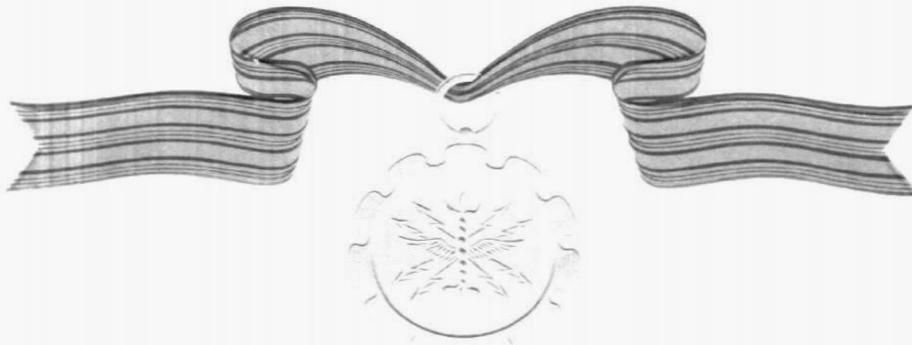
**General Information:** Maximum lines in an AFAM citation is 12.

**OPENING SENTENCE:** {Member's rank and full name, i.e., Staff Sergeant Beth S. Kurzhal} distinguished {himself or herself} 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 {himself or herself} by outstanding achievement {at or near}.

**CLOSING SENTENCE:** Confine the closing to one sentence that will personalize the summation. The distinctive accomplishments of Lieutenant Smith reflect credit upon herself and the United States Air Force.



# DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

**THE AIR FORCE ACHIEVEMENT MEDAL**  
(OAK LEAF CLUSTER, POSTHUMOUS) (IF APPLICABLE)

HAS BEEN AWARDED TO

**FIRST LIEUTENANT JANE B. SMITH**

FOR

MERITORIOUS SERVICE

1 JANUARY 2000 TO 31 DECEMBER 2004

ACCOMPLISHMENTS

Body font size: 10.5-12 point  
Times New Roman  
Line spacing: Max lines: 11 or  
12. Body margins for top of  
page is 1 to 1½ inches, bottom  
is 3 inches, and sides is 1 to 2  
inches. Use text boxes for  
spacing purposes. Font size for  
sig block must be same size as  
accomplishments.

**Opening Sentence.** First Lieutenant Jane B. Smith distinguished herself by (meritorious service) OR (outstanding achievement), as (duty assignment, and office location). OR First Lieutenant Smith distinguished herself by outstanding achievement (at or near). Lieutenant Smith's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of \_\_\_\_\_ and in developing and implementing research projects capable of solving these problems.

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

GIVEN UNDER MY HAND

SHARON K. G. DUNBAR, Colonel, USAF  
Commander, 75th Air Base Wing



# **ATTACHMENT 6** **SPECIAL ORDERS**

DEPARTMENT OF THE AIR FORCE  
75TH MISSION SUPPORT SQUADRON (AFMC)  
HILL AIR FORCE BASE UTAH 85056-5206  
(see note 3 below)

SO GB-062 (see note 6 below)

18 January 2002

By direction of the Secretary of the Air Force, and with the approval of the Commander, OO-ALC, each of the following is/are awarded the Meritorious Service Medal for outstanding non-combat meritorious service or achievement during the period indicated. (The effective date of the decoration is the closing date of the service cited.) See note 4 below

GRADE COND	NAME	SSN	PERIOD	PAS CODE	OLC	DÉCOR-6
MSgt	DOE, JOHN A.	000-00-0000	980201-020201	HP1CFXXX	2	020101 1
(see note 16)						
(see notes 8 and 9 below)						
FOR THE COMMANDER (see note 5 below)						
(7 lines - for official seal)						
PETER M. JACKSON, MSgt, USAF				DISTRIBUTION		
Supt, Awards and Decorations				3-Member		
				1-OO ALC/HO		SO GB-06

**Notes:**

**1. Administrative Orders:** Approval authorities at all levels must ensure that they authenticate, reproduce, distribute, maintain, and retire all orders they publish. Publish special orders to award, amend, or revoke individual and unit decorations.

**2. Authority to Prepare and Authenticate Orders:** Commanders, deputies, and vice commanders authenticate orders. Use the individual's duty title. Commanders may also assign authenticating responsibility to noncommissioned officers in the grade of E-6 and above, along with civilians in the grade of GS-7 and above.

**3. Heading-What to Include:** For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation; the name of the major command of assignment, abbreviated in parentheses; the mailing address; the type and number of order; and order date. Do not postdate or antedate. On form orders, type the designation of the publishing headquarters in block style. When space does not permit the complete unit designation on form orders, use the abbreviated address. On composed orders, you may use letterhead stationery without caption.

**4. Body:** Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. When using more than one paragraph, number, and divide into subparagraphs when needed.

**5. Close:** The elements in the close depend on who authenticates the order and style used. There are two elements:

**5.1 Authority Line and Authenticating Official's Signature:**

FOR THE COMMANDER  
(THREE LINES – FOR SIGNATURE)  
PETER M. JACKSON, MSGT, USAF

DISTRIBUTION

Approval Authority's Duty Title

3-Individual

**5.2 Authority Line and Official Seal Included:**

FOR THE COMMANDER  
(7 LINES – FOR OFFICIAL SEAL)  
PETER M. JACKSON, MSgt, USAF

DISTRIBUTION

Approval Authority's Duty Title

D

**6. Numbering and Dating Orders:** Date each order. Number in order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

**7. Forms and Orders:** Forms standardize and make publishing administrative orders easier. Compose an order when you cannot use a form, making sure to include all required information. Computer-generated orders may vary from format established for composed orders. Ensure to include all required data.

**8. Information Required Identifying Personnel:** Grade, Name, and SSN. Always write grade and name in capital letters. Omit the SSN for individuals who do not have one, such as foreign nationals, exchange officers, etc.

**8.1** Do not include the prefix or suffix in the SSN.

**8.2** In computer-generated orders and additions or amendments to them, use three letters for the grade; for example, TSG, SMS, CPT, etc.

**9. Departmental Status and Component:** In orders for military personnel not in the Air Force, include the departmental status and component, in addition to grade, name, and SSN. Example: CAPTAIN MARK D HESS 000-00-0000, DA (INF), OR SQ LEADER JAMES W FEARS, 5167, ROYAL AIR FORCE.

**10. Changes to Orders:** Amendments, Recessions, and Revocations. To amend, rescind, or revoke an order, use AF Form 973, **Request and Authorization for Change of Administrative Orders**, or a composed order, if the form is not practical. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders."

**11. Who May Publish:** The organization that published the original order may amend, rescind, or revoke.

**12. When to Publish an Amendment:** Publish an amendment to correct inaccurate first or middle names, or initials and other personal data on orders presenting awards and decorations. To add, delete, or change pertinent data to read as originally intended.

**13. When not to Publish an Amendment:** Do not publish an amendment to delete an individual. Revoke in part so much of the original order that pertains to the person, so that the member's name is revoked instead of the entire order.

**14. Changing Orders Published by other Organizations:** An organization may publish a change to an order amending, rescinding, or revoking an order published by another organization:

a. In the event the organization that published the order deactivates, the request goes to the next higher level of command.

b. A redesignated unit may publish an order when the original order was published under its old designation.

**15. Corrected Copies:** Publish a corrected copy of an order only to correct an error in the heading or close of the original composed order. Enter "CORRECTED COPY-DESTROY ALL OTHERS\_\_\_\_\_" (incorrect number and date) at the top of the corrected copy.

**16. Condition codes:** Ret=1, Sep=2, Posthumous=3, Ach=4, Heroism=5, PCS=6, PCA=7, Ext Tour=8.

## **ATTACHMENT 7**

### **HILL AFB DECORATION APPROVAL AUTHORITIES**

1. Currently, the Ogden Air Logistics Center Commander, 388th Fighter Wing Commander, 75th Air Base Wing Commander, and Group Commanders are approval authorities.

a. The OO-ALC/CC is the approval authority for all MSMs, AFCMs, and AFAMs for all decorations for individuals assigned to the center (i.e., OO-ALC/LM). The OO-ALC/CC also reviews all decorations needing higher approval. Retirement Legion of Merit awards may be approved by the OO-ALC/CC.

b. The 388 FW/CC is the approval authority for all MSMs, AFCMs, and AFAMs for all individuals assigned to the 388 FW. The 388 FW/CC reviews all decorations needing higher approval.

c. The 75 ABW/CC is the approval authority for all MSMs, AFCMs, and AFAMs for all individuals assigned to the 75 ABW. This commander is the approval authority for all decorations for individuals assigned directly to the wing staff (i.e., Chaplain Office, Command Post, Plans Office, Museum, Military Equal Opportunity (MEO) Office, Health and Wellness Center and the Logistics Directorate). The 75 ABW/CC also reviews all decorations needing higher approval.

d. Group commanders are the approval authority for all AFAMs for those individuals assigned to their respective groups. Group commanders review all decorations needing higher approval.

2. **Once senior raters are appointed under the new wing structure, ...**

**Note 1:** Squadron commanders should review all decorations prior to forwarding for higher approval.

**Note 2:** When senior raters are appointed in the new wing structure, the wing commanders will become approval authority within their wing.

<u><b>TYPE OF AWARD</b></u>	<u><b>REASON FOR AWARD</b></u>	<u><b>APPROVAL AUTHORITY</b></u>
LOM	PCS PCA EXT TOUR OUT ACH SEPARATION POSTHUMOUS RETIREMENT(0-6 and above)	SAF      OO-ALC/CC
MSM		OO-ALC/CC; 75 ABW/CC;

PCS 388 FW/CC  
PCA  
EXT TOUR  
OUT ACH  
RETIREMENT  
SEPARATION  
POSTHUMOUS

\*AFCM OO-ALC/CC; 75 ABW/CC;  
388 FW/CC  
PCS  
PCA  
EXT TOUR  
OUT ACH  
RETIREMENT  
SEPARATION  
POSTHUMOUS

\*\*AFAM OO-ALC/CC; 75 ABW/CC  
75 MSG/CC; 75 CEG/CC; 75 MED GP/CC  
75 MXG/CC; 388 FW/CC; 388 OG; 388 MXG  
PCS  
PCA  
EXT TOUR  
OUT ACH  
RETIREMENT  
SEPARATION  
POSTHUMOUS

\*Group Commanders of geographically-separated units are delegated AFCM approval authority. This authority may not be further delegated. (AFI 36-2803, *The Air Force Awards and Decorations Program*, para 1.7.3, note 9)

\*\*Group Commanders may approve the AFAM.

**ATTACHMENT 8**  
**CHECKLIST FOR DECORATION PACKAGES**  
**(ARE THEY READY FOR SUBMISSION?)**

DÉCOR-6

YES	NO	
		Is the DÉCOR-6 dated?
		Is paragraph 1 annotated, as appropriate?
		Is the correct cluster annotated in Item B?
		Have the inclusive dates been verified? Watch for overlapping periods.
		Do the inclusive dates overlap an achievement decoration, and if so, is a copy of that award included in the decoration package?
		Is the decoration package required for a presentation ceremony, and is that date annotated in Item F?
		Is the member's future mailing address (for retirement or separation) or new unit of assignment (for PCA) annotated in Item H?
		Is the information in paragraph 2, Items A, B and C correct, if not, is the correct information annotated in Items D, E and F (don't forget the PAS code)?
		Are paragraphs 3 and 4 annotated, as appropriate?
		Has paragraph 8 been stricken through (if recommending for a decoration)?
		Are all items legible on the original DÉCOR-6 (and the copies)?
		Have 3 copies of the original DÉCOR-6 been made for decorations requiring approval by HQ AFMC?

CERTIFICATE OF AWARD

YES	NO	
		Has the appropriate certificate been prepared for decoration? Has the appropriate form been used? AF Form 2228-MSM, AF Form 2224-AFCM, AF Form 2274-AFAM.
		Is the certificate letter perfect and of quality print?
		Has the appropriate cluster been typed in parenthesis, in the proper place and in all capital letters?
		Has the member's full rank and name been typed in the proper place and in all capital letters?
		Has the basis of the award (meritorious service, outstanding achievement, etc.) been typed in the proper place and in all capital letters?
		Has the correct signature block been typed in the proper place?

**ATTACHMENT 9**  
**ACQUISITION EXAMINER BASED ON CURRENT HQ AFMC  
DATA AS OF DEC 04**

**PROGRAM MANAGEMENT**

Maj Gen Kevin Sullivan  
Col Charles Bailey  
Col Mark Donahue  
Col Larry Schaefer  
Col Ran Shelley  
Brent Berrett  
Doug Hamel  
Jodi Turner

**ACQUISITION LOGISTICS**

Col Walter Saeger  
Col Michael Vidal  
Joan Farnum  
Ann Mitchell  
Janet Tremelling

**ENGINEERING**

David Robertson – 62E3A, 62E3H not in ICBMW  
Dan Christenson – 62E3C, 62E3E not in ICBMW  
Allan Dalpiaz – 62E3G not in ICBMW  
Dan Wynn – All 61/62XXX assigned to ICBMW

**FINANCIAL MANAGEMENT**

Gus Burbank

**CONTRACTING**

Pam Day  
Ron Jones  
Carlos Ledezma  
Ron Pauling

**ATTACHMENT 10**  
**SAMPLE CRO/DUTY TITLE WORKSHEET**

NAME \_\_\_\_\_ SSAN: \_\_\_\_\_ RANK: \_\_\_\_\_

\*\*\*\*\*  
(NOTE: PLEASE MAKE SURE THE EFFECTIVE DATE IS FILLED IN WHERE APPLICABLE)

**New Rating Official:**

New Rater's Name: \_\_\_\_\_

Rater's Rank: \_\_\_\_\_ (also required if civilian)

Rater's SSAN: \_\_\_\_\_ (if military)

Effective Date of Change: \_\_\_\_\_ (dd/mmm/yyyy)  
(Is CRO report required? Yes\_\_ No\_\_)  
If yes, has report been accomplished? \_\_

**New Rater's Initials:** \_\_\_\_\_

\*\*\*\*\*  
**Duty Title Information:**

\_\_\_ **Correction** to Current Duty Title with the same effective date,  
(i.e., the duty title has been wrong since the beginning)

-----  
(Duty titles cannot exceed 40 characters including spaces)

**OR**

\_\_\_ **Change** to Current Duty Title (i.e., a new job) with a new effective date

-----  
(Duty titles cannot exceed 40 characters including spaces)

\_\_\_/\_\_\_/\_\_\_ Effective Date (dd/mmm/yyyy)  
**Postiton #** \_\_\_\_\_ **Duty AFSC** \_\_\_\_\_

Rater's Initials: \_\_\_\_\_ Ratee's Initials: \_\_\_\_\_

\*\*\*\*\*  
New Office Symbol: \_\_\_\_\_ New Duty Phone: \_\_\_\_\_  
If there are any other changes to personal information, notify the CSS at 777-2404/775-4365.

\*\*\*\*\*  
CSS Coordination:  
Date received: \_\_\_\_\_  
Date PC-III/Mil-PDS update was completed on: \_\_\_\_\_ Initials: \_\_\_\_\_

REMARKS: \_\_\_\_\_

## **ATTACHMENT 11**

### **TIME IN GRADE ELIGIBILITY**

If ratee is:	and EPR c/o date is:	and DOR is:	TIG Eligibility
			<b>WG CC</b>

MSgt	1 Jan 05 - 30 Sep 05	prior to or equal to 1 Jul 04	YES
MSgt	1 Jan 05 - 30 Sep 05	after 1 Jul 04	NO
MSgt	1 Oct 05 - 31 Dec 05	prior to or equal to 1 Jul 05	YES
MSgt	1 Oct 05 - 31 Dec 05	after 1 Jul 05	NO
MSgt	1 Jan 06 - 30 Sep 06	prior to or equal to 1 Jul 05	YES
MSgt	1 Jan 06 - 30 Sep 06	after 1 Jul 05	NO
MSgt	1 Oct 06 - 31 Dec 06	prior to or equal to 1 Jul 06	YES
MSgt	1 Oct 06 - 31 Dec 06	after 1 Jul 06	NO
MSgt	1 Jan 07 - 30 Sep 07	prior to or equal to 1 Jul 06	YES
MSgt	1 Jan 07 - 30 Sep 07	after 1 Jul 06	NO
MSgt	1 Oct 07 - 31 Dec 07	prior to or equal to 1 Jul 07	YES
MSgt	1 Oct 07 - 31 Dec 07	after 1 Jul 07	NO
MSgt	1 Jan 08 - 30 Sep 08	prior to or equal to 1 Jul 07	YES
MSgt	1 Jan 08 - 30 Sep 08	after 1 Jul 07	NO
MSgt	1 Oct 08 - 31 Dec 08	prior to or equal to 1 Jul 08	YES
MSgt	1 Oct 08 - 31 Dec 08	after 1 Jul 08	NO
If ratee is:	and EPR c/o date is:	and DOR is:	TIG Eligibility
SMSgt	1 Jan 05 - 31 Jul 05	prior to or equal to 1 Mar 04	YES
SMSgt	1 Jan 05 - 31 Jul 05	after 1 Mar 04	NO
SMSgt	1 Aug 05 - 31 Dec 05	prior to or equal to 1 Mar 05	YES
SMSgt	1 Aug 05 - 31 Dec 05	after 1 Mar 05	NO
SMSgt	1 Jan 06 - 31 Jul 06	prior to or equal to 1 Mar 05	YES
SMSgt	1 Jan 06 - 31 Jul 06	after 1 Mar 05	NO
SMSgt	1 Aug 06 - 31 Dec 06	prior to or equal to 1 Mar 06	YES
SMSgt	1 Aug 06 - 31 Dec 06	after 1 Mar 06	NO
SMSgt	1 Jan 07 - 31 Jul 07	prior to or equal to 1 Mar 06	YES
SMSgt	1 Jan 07 - 31 Jul 07	after 1 Mar 06	NO
SMSgt	1 Aug 07 - 31 Dec 07	prior to or equal to 1 Mar 07	YES
SMSgt	1 Aug 07 - 31 Dec 07	after 1 Mar 07	NO
SMSgt	1 Jan 08 - 31 Jul 08	prior to or equal to 1 Mar 07	YES
SMSgt	1 Jan 08 - 31 Jul 08	after 1 Mar 07	NO
SMSgt	1 Aug 08 - 31 Dec 08	prior to or equal to 1 Mar 08	YES
SMSgt	1 Aug 08 - 31 Dec 08	after 1 Mar 08	NO

**ATTACHMENT 12**  
**120 DAY CALENDAR TO SEE IF PERFORMANCE REPORT IS  
REQUIRED**

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
1-Jan	30-Apr	1-Feb	31-May	1-Mar	28-Jun	1-Apr	29-Jul	1-May	28-Aug	1-Jun	28-Sep
2-Jan	1-May	2-Feb	1-Jun	2-Mar	29-Jun	2-Apr	30-Jul	2-May	29-Aug	2-Jun	29-Sep
3-Jan	2-May	3-Feb	2-Jun	3-Mar	30-Jun	3-Apr	31-Jul	3-May	30-Aug	3-Jun	30-Sep
4-Jan	3-May	4-Feb	3-Jun	4-Mar	1-Jul	4-Apr	1-Aug	4-May	31-Aug	4-Jun	1-Oct
5-Jan	4-May	5-Feb	4-Jun	5-Mar	2-Jul	5-Apr	2-Aug	5-May	1-Sep	5-Jun	2-Oct
6-Jan	5-May	6-Feb	5-Jun	6-Mar	3-Jul	6-Apr	3-Aug	6-May	2-Sep	6-Jun	3-Oct
7-Jan	6-May	7-Feb	6-Jun	7-Mar	4-Jul	7-Apr	4-Aug	7-May	3-Sep	7-Jun	4-Oct
8-Jan	7-May	8-Feb	7-Jun	8-Mar	5-Jul	8-Apr	5-Aug	8-May	4-Sep	8-Jun	5-Oct
9-Jan	8-May	9-Feb	8-Jun	9-Mar	6-Jul	9-Apr	6-Aug	9-May	5-Sep	9-Jun	6-Oct
10-Jan	9-May	10-Feb	9-Jun	10-Mar	7-Jul	10-Apr	7-Aug	10-May	6-Sep	10-Jun	7-Oct
11-Jan	10-May	11-Feb	10-Jun	11-Mar	8-Jul	11-Apr	8-Aug	11-May	7-Sep	11-Jun	8-Oct
12-Jan	11-May	12-Feb	11-Jun	12-Mar	9-Jul	12-Apr	9-Aug	12-May	8-Sep	12-Jun	9-Oct
13-Jan	12-May	13-Feb	12-Jun	13-Mar	10-Jul	13-Apr	10-Aug	13-May	9-Sep	13-Jun	10-Oct
14-Jan	13-May	14-Feb	13-Jun	14-Mar	11-Jul	14-Apr	11-Aug	14-May	10-Sep	14-Jun	11-Oct
15-Jan	14-May	15-Feb	14-Jun	15-Mar	12-Jul	15-Apr	12-Aug	15-May	11-Sep	15-Jun	12-Oct
16-Jan	15-May	16-Feb	15-Jun	16-Mar	13-Jul	16-Apr	13-Aug	16-May	12-Sep	16-Jun	13-Oct
17-Jan	16-May	17-Feb	16-Jun	17-Mar	14-Jul	17-Apr	14-Aug	17-May	13-Sep	17-Jun	14-Oct
18-Jan	17-May	18-Feb	17-Jun	18-Mar	15-Jul	18-Apr	15-Aug	18-May	14-Sep	18-Jun	15-Oct
19-Jan	18-May	19-Feb	18-Jun	19-Mar	16-Jul	19-Apr	16-Aug	19-May	15-Sep	19-Jun	16-Oct
20-Jan	19-May	20-Feb	19-Jun	20-Mar	17-Jul	20-Apr	17-Aug	20-May	16-Sep	20-Jun	17-Oct
21-Jan	20-May	21-Feb	20-Jun	21-Mar	18-Jul	21-Apr	18-Aug	21-May	17-Sep	21-Jun	18-Oct
22-Jan	21-May	22-Feb	21-Jun	22-Mar	19-Jul	22-Apr	19-Aug	22-May	18-Sep	22-Jun	19-Oct
23-Jan	22-May	23-Feb	22-Jun	23-Mar	20-Jul	23-Apr	20-Aug	23-May	19-Sep	23-Jun	20-Oct
24-Jan	23-May	24-Feb	23-Jun	24-Mar	21-Jul	24-Apr	21-Aug	24-May	20-Sep	24-Jun	21-Oct
25-Jan	24-May	25-Feb	24-Jun	25-Mar	22-Jul	25-Apr	22-Aug	25-May	21-Sep	25-Jun	22-Oct
26-Jan	25-May	26-Feb	25-Jun	26-Mar	23-Jul	26-Apr	23-Aug	26-May	22-Sep	26-Jun	23-Oct
27-Jan	26-May	27-Feb	26-Jun	27-Mar	24-Jul	27-Apr	24-Aug	27-May	23-Sep	27-Jun	24-Oct
28-Jan	27-May	28-Feb	27-Jun	28-Mar	25-Jul	28-Apr	25-Aug	28-May	24-Sep	28-Jun	25-Oct
29-Jan	28-May			29-Mar	26-Jul	29-Apr	26-Aug	29-May	25-Sep	29-Jun	26-Oct
30-Jan	29-May			30-Mar	27-Jul	30-Apr	27-Aug	30-May	26-Sep	30-Jun	27-Oct
31-Jan	30-May			31-Mar	28-Jul			31-May	27-Sep		

## 120 DAY CALENDAR TO SEE IF PERFORMANCE REPORT IS REQUIRED (CONT)

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
1-Jul	28-Oct	1-Aug	28-Nov	1-Sep	29-Dec	1-Oct	28-Jan	1-Nov	28-Feb	1-Dec	30-Mar
2-Jul	29-Oct	2-Aug	29-Nov	2-Sep	30-Dec	2-Oct	29-Jan	2-Nov	29-Feb	2-Dec	31-Mar
3-Jul	30-Oct	3-Aug	30-Nov	3-Sep	31-Dec	3-Oct	30-Jan	3-Nov	1-Mar	3-Dec	1-Apr
4-Jul	31-Oct	4-Aug	1-Dec	4-Sep	1-Jan	4-Oct	31-Jan	4-Nov	2-Mar	4-Dec	2-Apr
5-Jul	1-Nov	5-Aug	2-Dec	5-Sep	2-Jan	5-Oct	1-Feb	5-Nov	3-Mar	5-Dec	3-Apr
6-Jul	2-Nov	6-Aug	3-Dec	6-Sep	3-Jan	6-Oct	2-Feb	6-Nov	4-Mar	6-Dec	4-Apr
7-Jul	3-Nov	7-Aug	4-Dec	7-Sep	4-Jan	7-Oct	3-Feb	7-Nov	5-Mar	7-Dec	5-Apr
8-Jul	4-Nov	8-Aug	5-Dec	8-Sep	5-Jan	8-Oct	4-Feb	8-Nov	6-Mar	8-Dec	6-Apr
9-Jul	5-Nov	9-Aug	6-Dec	9-Sep	6-Jan	9-Oct	5-Feb	9-Nov	7-Mar	9-Dec	7-Apr
10-Jul	6-Nov	10-Aug	7-Dec	10-Sep	7-Jan	10-Oct	6-Feb	10-Nov	8-Mar	10-Dec	8-Apr
11-Jul	7-Nov	11-Aug	8-Dec	11-Sep	8-Jan	11-Oct	7-Feb	11-Nov	9-Mar	11-Dec	9-Apr
12-Jul	8-Nov	12-Aug	9-Dec	12-Sep	9-Jan	12-Oct	8-Feb	12-Nov	10-Mar	12-Dec	10-Apr
13-Jul	9-Nov	13-Aug	10-Dec	13-Sep	10-Jan	13-Oct	9-Feb	13-Nov	11-Mar	13-Dec	11-Apr
14-Jul	10-Nov	14-Aug	11-Dec	14-Sep	11-Jan	14-Oct	10-Feb	14-Nov	12-Mar	14-Dec	12-Apr
15-Jul	11-Nov	15-Aug	12-Dec	15-Sep	12-Jan	15-Oct	11-Feb	15-Nov	13-Mar	15-Dec	13-Apr
16-Jul	12-Nov	16-Aug	13-Dec	16-Sep	13-Jan	16-Oct	12-Feb	16-Nov	14-Mar	16-Dec	14-Apr
17-Jul	13-Nov	17-Aug	14-Dec	17-Sep	14-Jan	17-Oct	13-Feb	17-Nov	15-Mar	17-Dec	15-Apr
18-Jul	14-Nov	18-Aug	15-Dec	18-Sep	15-Jan	18-Oct	14-Feb	18-Nov	16-Mar	18-Dec	16-Apr
19-Jul	15-Nov	19-Aug	16-Dec	19-Sep	16-Jan	19-Oct	15-Feb	19-Nov	17-Mar	19-Dec	17-Apr
20-Jul	16-Nov	20-Aug	17-Dec	20-Sep	17-Jan	20-Oct	16-Feb	20-Nov	18-Mar	20-Dec	18-Apr
21-Jul	17-Nov	21-Aug	18-Dec	21-Sep	18-Jan	21-Oct	17-Feb	21-Nov	19-Mar	21-Dec	19-Apr
22-Jul	18-Nov	22-Aug	19-Dec	22-Sep	19-Jan	22-Oct	18-Feb	22-Nov	20-Mar	22-Dec	20-Apr
23-Jul	19-Nov	23-Aug	20-Dec	23-Sep	20-Jan	23-Oct	19-Feb	23-Nov	21-Mar	23-Dec	21-Apr
24-Jul	20-Nov	24-Aug	21-Dec	24-Sep	21-Jan	24-Oct	20-Feb	24-Nov	22-Mar	24-Dec	22-Apr
25-Jul	21-Nov	25-Aug	22-Dec	25-Sep	22-Jan	25-Oct	21-Feb	25-Nov	23-Mar	25-Dec	23-Apr
26-Jul	22-Nov	26-Aug	23-Dec	26-Sep	23-Jan	26-Oct	22-Feb	26-Nov	24-Mar	26-Dec	24-Apr
27-Jul	23-Nov	27-Aug	24-Dec	27-Sep	24-Jan	27-Oct	23-Feb	27-Nov	25-Mar	27-Dec	25-Apr
28-Jul	24-Nov	28-Aug	25-Dec	28-Sep	25-Jan	28-Oct	24-Feb	28-Nov	26-Mar	28-Dec	26-Apr
29-Jul	25-Nov	29-Aug	26-Dec	29-Sep	26-Jan	29-Oct	25-Feb	29-Nov	27-Mar	29-Dec	27-Apr
30-Jul	26-Nov	30-Aug	27-Dec	30-Sep	27-Jan	30-Oct	26-Feb	30-Nov	28-Mar	30-Dec	28-Apr

## ATTACHMENT 13

### ACTION WORDS/VIVID DESCRIPTIONS

The following list of action words may be helpful to you when writing reports:

Acquired	Designed	Inspected	Processed	Selected
Activated	Determined	Instructed	Procured	Settled
Advised	Developed	Interpreted	Produced	Seized
Anchored	Devised	Intervened	Programmed	Simplified
Anticipated	Directed	Interviewed	Proved	Skyrocketed
Appointed	Doubled	Introduced	Promoted	Sold
Assessed	Edited	Invented	Provided	Solved
Authored	Employed	Investigated	Published	Spearheaded
Averted	Energized	Launched	Purchased	Standardized
Battled	Enforced	Liquidated	Recommended	Stimulated
Bombarded	Engineered	Localized	Recruited	Studied
Capitalized	Ensured	Located	Redesigned	Supervised
Captivated	Envisioned	Maintained	Reduced	Supported
Captured	Estimated	Managed	Rejected	Surged
Conceived	Executed	Marketed	Regulated	Surpassed
Commanded	Expanded	Minimized	Related	Surveyed
Conquered	Extracted	Modernized	Reenergized	Tamed
Converted	Forecasted	Monitored	Renegotiated	Taught
Convinced	Formed	Negotiated	Reorganized	Terminated
Convoked	Framed	Obtained	Reported	Tested
Created	Grappled	Operated	Researched	Tightened
Cultivated	Greased	Organized	Resolved	Traded
Dazzled	Hired	Originated	Reviewed	Trained
Decreased	Improved	Performed	Revised	Verified
Decentralized	Increased	Pioneered	Revitalized	Visualized
Defined	Initiated	Planned	Saved	
Demonstrated	Instigated	Prevented	Scheduled	

The following descriptive phrases can also be used in your reports:

Expertly crafted	Masterfully orchestrated	Totally dominated
Superb assessment	Skillfully engineered	Epitomy of effort
Sole architect	Critical influence	Unsurpassed excellence
Catalyst for the process	Results are the hallmark	Significantly outperformed
Keenly adept	100% accurate	Unbounded potential
Artfully blended	My number one	There is no better
My very best	Well-rounded	Without peer
Cradle to grave	Flawlessly performed	Constantly amazes
Truly superb	Innovativeness	Brought to life
Does it all	The obvious choice	Hard-charging
Absolutely first-rate	Extremely able or capable	Premier leadership
Continually surpasses	Best I've ever seen	There is no other
Clearly superior	The key that unlocked	Remarkable transformation
Diligent efforts	Rapidly mastered	Exemplary performance
Invaluable contributions	Makes a difference	Extraordinarily capable
Multi-talented	Unique expertise	Top-notch
Outstanding initiative	Performed brilliantly	Without peer
Miraculously recovered	Pivotal contributor	Jump started
Outshines peers	Firestarter	
Shrewd leadership	Inspirational leadership	

## ATTACHMENT 14

### COMMON WORDS FOR OPRS/EPRS AND DECORATIONS

The following words may or may not be found in the dictionary. Some are Air Force unique. Some can be written in different ways.

<b>A</b>	austere	check-over (noun)
absence	AWACS	checkup (noun)
access		check ride
accommodate	<b>B</b>	clockwork
achievable	Bachelor of Arts Degree in.....	close-out (noun)
ADVON (Advanced Echelon)	Bachelor's Degree in .....	co-author
affect (verb to influence)	bachelor's degree	cochair
aggressive	background	coincidence
aide-de-camp	back shop	collateral
AIM (air intercept missile)	back-up	colleague
Air Combat Command (a major command)	Bahrain	colaborate
aircrews	Base wide (use hyphen as modifier)	collocated/collocation
air defense airdrops	basis (bases-plural)	commandership
airfare	battledress	command wide (use hyphen as modifier)
airfield	battle staff	commence
airflow	beddown	commensurate
Air Force Materiel Command	benefited/benefitted	commission
Air Force wide/-directed (use hyphen as modifier)	best seen to date	commit/commitment/committed /committing
airframe	bin rows	commonplace
airlift	bioenvironmental	compatible
Airman Leadership School	blueprint	compliance
air show	Bosnia-Herzegovina	complement (to make whole or complete)
airspace	breakdown	compliment (respect; affection)
air spare	breakout	composite-force
air strikes	breakup	conductive
all-round	build-up/buildup	consistent
allotted	build up (verb)	consummate
all-star	built-up (adj)	contemporaries
antenna	bull's-eye/bull's eye	control/controlled
antiaircraft	by-name	cornerstone
antradition	<b>C</b>	cookout
anti-skid analysis (singular)	camaraderie	cooperation
analyses (plural)	canceled/cancelled	coordination
around-the-clock	can-do	cornerstone also corner stone
Associate of Arts Degree	Central Region	council (committee)
Associate's Degree in Business Administration	cease-fire	council (advisor - noun) (advise - verb)
assess	changeover	counseled also counselled
assessment	check flight	
audiovisual	checklist	
	check-out (noun)	

consul (government representative)  
counter air  
countermeasure  
court-martial (singular)  
courts-martial (plural)  
coworker  
credible/credibility  
crew chief  
crew member  
cross-feed (verb/noun)  
cross flow  
cross load  
crossroad  
crosswalk  
crosstalk

## D

data (plural of datum)  
data base/database  
daytime  
day-to-day  
day shift  
deactivate/deactivation  
decrypt  
defuel  
depot-level repairs  
Depot Level Repairables (DLR)  
(not .....Repairables)  
definite  
desperate  
discipline  
disseminate  
dissimulate  
downfall  
downgrade  
download  
down range  
downright  
downsize  
downtime  
down-to-earth  
drawback  
drawdown  
drop-off  
dropout  
due-in/-out  
DynCorp

## E

easygoing/easy-going  
echelon

effect (noun - a result)  
embody, embodies, embodied,  
embodying  
emphasis (plural emphases)  
eminent (not imment)  
emulate  
endorse  
enrollment or enrolment  
en route  
ensure (guarantee; to make sure,  
certain or safe)  
enthusiasm  
environment/environmental  
ergometry  
error-free  
esprit de corps  
ethics  
even flowing  
evenhanded  
ever-changing  
everyone  
excel  
excelled  
“EXCELLENT”/“Excellent” for  
ORI/UCI results  
expedite  
expediter  
extension

## F

familiar  
far-reaching  
fast-track  
feedback  
fill-in  
first-class  
farther (indicates distance)  
first-ever (use hyphen as  
modifier)  
firsthand  
first-rate (adj)  
firsthand  
First Sergeants' Association  
Fiscal Year 2004 (FY04)  
flier  
flight line/flightline  
flow chart  
follow-up (noun)  
forefront  
foreseeable  
foresight  
fork lift

framework  
front line (noun)  
frontline (adjective)  
free fall  
free issue  
fuel tank  
full-length  
full-scale  
full-size  
full-time (adjective)  
full time (noun)  
fund raiser  
fund-raising  
further (indicates time or  
quantity)

## G

game plan  
gas-and-go  
gauge or gage  
go-ahead  
go-getter  
grade sheet  
Green Flag  
groundbreaking  
groundwork  
guesswork  
guidebook  
guideline  
gulf war  
gunfire  
Gunsmoke exercise

## H

hangar  
hand carry  
handpicked/hand-picked  
hands-off  
hand-on  
hand-selected  
hard charging  
hardset  
hardworking  
hard-working (adj)  
hangar  
head-on (adjective)  
head on (adverb)  
heads up  
headway  
heavyweight  
high-handed  
high-level

high-resolution  
high-risk  
high-speed (adjective)  
high-speed antiradiation missile  
(HARM)  
high tech  
home base  
hookup  
host nation support agreement  
hot spot (noun)

## I

impeccable  
inasmuch  
Initial Operation Capability  
(IOC) no-acronym - initial  
operational capability  
inbound  
inbrief  
incoming  
indispensable  
in-check  
in-commission  
in-depth  
inflight/in-flight  
in-house  
in-line  
in-processing  
in-residence  
insight  
insistence  
insure (declare with confidence;  
enter into contract to assure  
against loss)  
integral  
in transit  
in transient  
Internet  
in turn  
intertheater  
in-theater (adjective)  
in-transit

## J

Joint Chiefs of Staff (JCS)  
Joint Task Force (JTF)  
judgment/judgement

## K

kickoff  
know-how  
knowledgeable

Kuwait

## L

labor-hours  
landline  
laptop  
large-force exercise  
large-scale  
lauded/laudable  
layout  
layover  
lead time  
liaison  
license  
lieutenant  
lifesaver  
life-style  
linchpin  
line-up or lineup  
live fire  
live fire (adjective)  
long-range missile  
long-standing  
long-term  
long-time  
lookout  
lower-case  
low-pressure

## M

made-up  
mainframe  
mainsheet  
mainstay  
management  
mandays  
man-hour  
markup  
Master's Degree in.....  
Master of Arts Degree in.....  
master's degree  
material (elements of substance;  
composition)  
materiel (equipment; supplies)  
midair  
middleman  
midpoint  
midsection  
mid September  
midterm  
midweek  
midyear

mind reading  
mindset  
misallocation  
misdirect  
miscalculate  
mishap  
misidentified  
misleading  
misrouted  
moment's notice  
MiG  
mission capable rate  
mission-critical  
mission-essential  
moral (principle of right and  
wrong)  
morale (sense of common  
purpose; esprit de corp)  
multiaddress  
multidirectional  
multifaceted  
multifold  
multilateral  
multilevel  
multimedia  
multination/multinational  
multiplier  
multipurpose  
multi-service  
Multi-Staged Improvement  
Program (MSIP)  
multi-talented

## N

nationwide  
NATO Tactical Evaluation (Tac  
Eval)  
newcomer's orientation  
night shift  
nighttime  
no-fly zone  
nohow  
no-nonsense  
no-notice  
no-show  
nonappropriated  
noncombatant  
noncommissioned officer in  
charge  
nonconcur  
nonconformity  
nonexistent (Words beginning

with prefix, non, are one  
work--not hyphenated)

nonmedical  
nonnuclear  
nonrecommend  
northern Iraq  
noticeable  
notwithstanding  
nowadays

## O

objective wing  
obstinately  
occasion  
occur  
occurred  
occurrence (not recurrence)  
off duty (use hyphen as  
modifier)  
offhand  
off-limits  
off-line  
off-load  
onboard  
on-duty  
on hand/on-hand  
ongoing  
on-scene  
on-site  
on-the-job  
one-sided  
onetime (adj/adv) single word  
means 'former'  
one-time (adj) only once  
open-minded  
open shop  
Operation and Maintenance  
(O&M) funds (no "s" on  
operation)  
Operation IRAQI FREEDOM  
ordinance (an authoritative  
order/command)  
ordnance (weapons/  
ammunition)  
outbrief  
outgoing  
out-of-date  
outperform  
out-processing  
over and above  
overdue  
overemphasize

overhaul  
overtime  
overwhelming  
overwrite

## P

painstaking  
pamphlet  
paper work  
paralleled  
payoff  
peace-keeper  
peacekeeping/peace-keeping  
peacetime  
people-oriented  
phenomenal  
permission  
perseverance  
post-flight  
pre-delinquent  
preeminent (Words beginning  
with pre- usually one word)  
preflight  
pre-inventory  
preplanned  
prepositioned  
principal (primary; person with  
leading position)  
principle (general or  
fundamental truth)  
proactive or pro-active  
problem solver  
procure/procured

## R

re-accomplish  
re-designated  
redeployment  
real time  
real world  
reattempt  
reengineer  
reenlist  
reestablish  
refuel  
refurbished  
received  
recommendation  
reconnaissance  
recurrence redeploy  
redeployment  
Red Flag

redevelop  
reenlist  
reengineer  
reestablish  
reevaluate (Words beginning  
with prefix, re, are one word-  
not hyphenated)

refuel  
reinstated  
reissue  
Regular Air Force  
Regular augmentation  
Regular commission  
rename  
renowned  
reprocess  
residence  
resource  
respondent  
response  
retest  
rewarehouse  
rewrite  
right hand (noun)  
right-hand (adjective)  
road map  
rock solid  
run-down  
runner-up  
runway

## S

safe-conduct  
safekeeping  
safety valve  
savvy  
scorekeeper  
scoutmaster  
seat belt  
seatrain  
second to none  
second-rate  
self-defense  
self-development  
self-discipline  
self-esteem  
self-help  
self-improvement  
self-inspection  
self-respect  
self-satisfaction  
self-sufficient

self-taught  
sellout  
semiannual (no hyphen)  
semiformal  
semiweekly  
semiyearly  
senior NCO  
separate  
setup  
severely  
shelf life  
shortfall  
short-notice  
short-term  
showcase  
showplace/show place  
show room  
showstopper  
shutdown  
shutoff  
single-handedly  
similar  
skillful  
slowdown  
small-scale  
spot check  
southwest Asia  
Squadron Officer School (SOS)  
split site deployment  
spreadsheet  
stand-alone  
standby  
standdown  
standout  
state-of-the-art (adjective)  
state of the art (noun)  
stand up/standup  
step-down (noun; adjective)  
step-up (noun; adjective)  
steppingstone  
stock room  
straightforward  
substandard  
sugester  
supercharged

supersede  
superstar  
surface-to-air missile (SAM)  
suspense  
swap out  
swing shift  
**T**  
tangible  
tactical  
takeoff (noun)  
teamwork  
technical order (T.O.)  
textbook  
tenfold  
tiedown/tie down/tie-down  
time compliance technical order  
(TCTO)  
time frame  
time line  
time-saver (noun)  
timesaving (adjective)  
“Top Gun”  
top-notch or topnotch  
Top Three Council  
Tornado  
Touchup  
transatlantic  
transfer/transferred  
transmitting  
troubleshoot  
truckload  
turnaround (noun)  
turnover (noun)  
twelfth  
twofold  
**U**  
undergraduate  
unequaled/unequalled  
unobligated  
upgrade  
United Arab Emirates  
unparalleled  
usable/useable  
user-friendly

user ID  
**W**  
walk-around  
walk-through  
war day  
war game  
warfare  
war-fighting  
warlike  
war plan  
wartime  
website  
well-being (noun)  
well-known  
well-rounded  
wingman  
wing-wide  
work around  
work center  
workday  
work flow  
work force  
work place  
work sheet  
work station  
workhorse  
workload  
work orders  
work place  
work sheet  
workshop  
work-up (noun)  
work up (verb)  
worldwide  
writeups  
**Y**  
year-end funding  
year-end closeout  
year-to-date  
**Z**  
zero percent  
Zulu Air Defense Alert

# ATTACHMENT 15

## COMMON ACRONYMS – DO NOT NEED TO SPELL OUT

ACC	Air Combat Command
ACSC	Air Command and Staff College
AEF	Air Expeditionary Forces
AETC	Air Education and Training Command
AF	Air Force
AFAM	Air Force Achievement Medal
AFB	Air Force Base
AFCM	Air Force Commendation Medal
AFIC	Air Force Intelligence Command
AFMC	Air Force Materiel Command
AFPC	Air Force Personnel Center
AFRES	Air Force Reserve
AFS	Air Force Station
AFSC	Air Force specialty code
AFSOC	Air Force Special Operations Command
AFSPACECOM	Air Force Space Command
ALS	Airman Leadership School
AMC	Air Mobility Command
ANG	Air National Guard
AOR	Area of Responsibility
AWACS	Airborne Warning and Control System
AWC	Air War College
BAS	basic allowance for subsistence
BTZ	below the zone
CCAF	Community College of the Air Force
CDC	career development course
CFC	Combined Federal Campaign
CGO	company grade officer
CPR	Cardio-Pulmonary Resuscitation
CINC	commander in chief
COMACC	Commander, ACC OR Commander, Air Combat Command
COMSEC	communications security
CONUS	continental United States
CSAF	Chief of Staff, US Air Force
DoD	Department of Defense
DSN	defense switched network
EET	exercise evaluation team
EPA	Environmental Protection Agency
EPR	Enlisted Performance Report
EWO	emergency war order
FY	fiscal year
GPA	grade point average
GSA	General Services Administration
HQ	headquarters
IAW	in accordance with
IG	Inspector General
IMPAC	International Merchant Purchase Authorization Card
JCS	Joint Chiefs of Staff
JTF	joint task force
K	Thousand (as in dollars)
LAN	local area network
LIMFAC	limiting factor
M	Million (as in dollars)
MAJCOM	major command
MPF	military personnel flight
MSK	mission support kit
MSM	Meritorious Service Medal

NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NCO	noncommissioned officer
NCOA	Noncommissioned Officer Academy
NCOIC	noncommissioned officer in charge
O&M	operating and maintenance
OI	operational instruction
OIC	officer in charge
OPlan	operations plan
OPR	office of primary responsibility
OPR	Officer Performance Report
OPSEC	operations security
ORE	operational readiness exercise
ORI	operational readiness inspection
OSHA	Occupational Safety and Health Administration
PACAF	Pacific Air Forces
PCA	permanent change of assignment
PCS	permanent change of station
POC	point of contact
PME	professional military education
RED HORSE	rapid engineering deployable heavy operation repair squadron
ROTC	Reserve Officer Training Corps
SAV	staff assistance visit
SNCO or Senior NCO	Senior Noncommissioned Officer
SITREP	situation reports
SNCOA	Senior Noncommissioned Officer Academy
SORTS	Status of Resource Training System
SOS	Squadron Officer School
SSS	senior service school
STEP	stripes for exceptional performers
SWA	Southwest Asia
TDY	temporary duty
TMO	Traffic Management Office
UCMJ	Uniform Code of Military Justice
UMD	unit manning document
UN	United Nations
US	United States
USACOM	United States Atlantic Command
USAF	United States Air Force
USAFE	United States Air Forces in Europe
USCENTAF	United States Central Command Air Force
USCENTCOM	United States Central Command
USEUCOM	United States European Command
USSOUTHAF/ SOUTHAF	United States Southern Command Air Forces
USSOUTHCOM	United States Southern Command
USSPACECOM	United States Space Command
USSTRATCOM	United States Strategic Command
USTRANSCOM	United States Transportation Command
VIP	very important person
WAPS	Weighted Airman Promotion System

**NOTE:** If there is room to write out an acronym on a document, you *can* do so even if it is one that does not need to be written out the first time. If you are going to use the acronym again in the document, ensure you place the acronym in parenthesis after you write it out and only use the acronym later in the document. If an acronym is not on one of these lists and it is not well known by everyone, it is suggested that you write it out the first time it is used within a document. **YOU CANNOT USE ACRONYMS OR ANY KIND OF ABBREVIATIONS ON A CITATION FOR A DECORATION--EVERYTHING HAS TO BE WRITTEN OUT.**

## **ATTACHMENT 16**

### **SAMPLE STRATIFICATION LEVELS**

#### **Top Level**

My #1 of 12

Top 1%

#1 of XX captains in my division

Top 1% of all LG majors

My #2/34 majors

1 of my top 2 support O4s

Top 1% - has succeeded at all levels

Top 1% of all majors I know

Finest officer I've ever seen

AF leader—I've never supervised a more aggressive and competent officer

Leadership A+ XXX is at the pinnacle of my FGOs

#### **2nd Level**

Top 5%-10% of his peers

Top 10% of my officers

Top 10% of O-4s I've seen in XX years

Top 5% of my star-studded cast of majors (15)

Top 10% talent

#### **3rd Level**

A leader of incredible breadth

Impact leader—gets results

My fire and forget weapon

Tested hard—passed brilliantly

Give me ten more like him ... I'd serve with him anytime, anywhere!

Leadership his hallmark, excellence the norm!

My most talented SNCO

Put a tough job on his radar scope, and you can take it off yours

One of my best

#### **4th Level**

Outstanding

Superior

In a roomful of standout AOs, XXX shines brightest

If I go to war, I want XXX in the lead and so do you

Exemplary! Sharp, honest professional

A thoroughbred running full stride

Pure gold! Gutsy, incisive leadership

Nerves of steel—rare talent

MVP from day 1

## **ATTACHMENT 17**

### **OPR/EPR Quality Control**

- Name typed using only uppercase (all capital letters)
- Period after middle initial(s)
- Grade abbreviated in uppercase
- DAFSC matches the AFSC on the OPR/EPR shell (or include documentation showing an update to the AFSC)
- “Period of Report” begins the day after the close-out of the previous report
- Report closed out on the ratee’s or rater’s actual PCS/PCA/departure date
- Period of supervision is at least 120 days (exceptions listed in AFI 36-2403)
- Unit mission description statement approved by senior rater (OPRs only)
- Duty title is spelled out and matches shell (or documentation is included)
- Duty title capitalized (first letter uppercase)
- Duty title matches the “Key Duties, Tasks, and Responsibilities”
- Avoid jargon, highly technical terms, uncommon acronyms and abbreviations
- Additional duties (if included) are mission related
- Bullet format used in all sections (optional for “Key Duties, Tasks and Responsibilities”)
- Bullets and sub-bullets are correctly aligned
- All necessary factors marked with an X
- Comments based on performance—NOT on other considerations (PME, education, history...)
- Document void of overt or implied promotion statements or other prohibited comments
- Report signed and dated on actual date signed (on or after close-out date)
- Reviewer only made comments if he/she nonconcurred with report
- Report spell checked
- Report checked for additional/unnecessary spaces

**ATTACHMENT 18**  
**SAMPLE PRF BULLET STATEMENT REFERENCE SHEET**

LtCol XXXXXX, XXXXX (75<sup>th</sup> Dental Squadron)

PRF Line	Subject	OPR Date	OPR Block	OPR Line
1				
2				
3				
4				
5				
6				
7				
8				
9				

Note: The PRF Bullet Statement Reference Sheet is used to ensure the PRF only uses bullets from previous OPRs.

## **ATTACHMENT 19**

### **ADDITIONAL REFERENCES**

The following are additional references to assist you in preparing performance reports, awards and decorations.

AFDD1-2	Air Force Glossary/Air Force Doctrine Document 1-2 (24 Aug 04)
AFI 36-2406	Officer and Enlisted Evaluation Systems (1 Jul 00)
AFI 36-2401	Correcting Officer and Enlisted Evaluation Reports (20 Feb 04)
AFH 33-337	The Tongue and Quill (1 Aug 04)
AFMAN 33-326	Preparing Official Communications (1 Nov 99)
AFPD 36-28	Awards and Decorations Program (1 Aug 97)
AFI 36-2803	The Air Force Awards and Decorations Program (15 Jun 01)
AFI 36-2805	Special Trophies and Awards (29 Jun 01)