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 attach 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
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 rate.

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 attach 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, 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.

2.4.1 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 EPR folder, so the CSS may verify the rater’s information and include proof of the change prior to forwarding up the chain.

2.4.2 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.

2.5 SECTION II, 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.

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

2.5.2 This information needs to be written in paragraph form.

2.5.3 “Additional duty” or “Additional duties” should be in all caps, but only should be used when there are additional duties performed.

2.6 THROUGHOUT THE REPORT: 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 EPR 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 EPR and strive to use ordinary English to the greatest degree.

2.7 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.

2.7.1 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

2.8 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 then 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 then 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 then 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, AFCM, 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, AFCM-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 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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Attachments

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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 INDORESEMENT 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/HP1MFB4G
   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)
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

<table>
<thead>
<tr>
<th>DECORATION</th>
<th>NUMBER</th>
<th>CLOSING</th>
<th>ISSUING</th>
<th>ORDER</th>
<th>ORDER</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERIT SVC MEDAL</td>
<td>02</td>
<td>DDMMYY</td>
<td>HQAFMC GB-XXX</td>
<td>YYMMM</td>
<td>PCA</td>
<td></td>
</tr>
<tr>
<td>AF COMM MEDAL</td>
<td>01</td>
<td>DDMMYY</td>
<td>HQWRALC GB-XXX</td>
<td>YYMMM</td>
<td>PCS</td>
<td></td>
</tr>
</tbody>
</table>

   NONE
   NONE
   NONE
   NONE
   NONE (Lists 7 different DECs)

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.
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. TAFCS:

h. TAFMS:

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

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.
OAK LEAF CLUSTER, POSTHUMOUS) (IF APPLICABLE)

THE AIR FORCE COMMEMNATION 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

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.
FIRST LIEUTENANT JANE B. SMITH

FOR

MERITORIOUS SERVICE
1 JANUARY 2000 TO 31 DECEMBER 2004

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
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.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NAME</th>
<th>SSN</th>
<th>PERIOD</th>
<th>PAS CODE</th>
<th>OLC</th>
<th>DÉCOR-6</th>
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<td>DOE, JOHN A.</td>
<td>000-00-0000</td>
<td>980201-020201</td>
<td>HP1CFXXX</td>
<td>2</td>
<td>020101</td>
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</table>

FOR THE COMMANDER (see note 5 below)

(7 lines - for official seal)

PETER M. JACKSON, MSgt, USAF
Supt, Awards and Decorations

DISTRIBUTION

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 AUTHORITY

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.

<table>
<thead>
<tr>
<th>TYPE OF AWARD</th>
<th>REASON FOR AWARD</th>
<th>APPROVAL AUTHORITY</th>
</tr>
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<tr>
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<td></td>
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<tr>
<td></td>
<td>EXT TOUR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUT ACH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEPARATION</td>
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</tr>
<tr>
<td></td>
<td>POSTHUMOUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RETIREMENT(0-6 and above)</td>
<td>OO-ALC/CC</td>
</tr>
<tr>
<td>MSM</td>
<td></td>
<td>OO-ALC/CC; 75 ABW/CC;</td>
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</tbody>
</table>
*AFCM

PCS
PCA
EXT TOUR
OUT ACH
RETIREMENT
SEPARATION
POSTHUMOUS

**AFAM

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?)

<table>
<thead>
<tr>
<th>DÉCOR-6</th>
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<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Is the DÉCOR-6 dated?</td>
</tr>
<tr>
<td>Is paragraph 1 annotated, as appropriate?</td>
</tr>
<tr>
<td>Is the correct cluster annotated in Item B?</td>
</tr>
<tr>
<td>Have the inclusive dates been verified? Watch for overlapping periods.</td>
</tr>
<tr>
<td>Do the inclusive dates overlap an achievement decoration, and if so, is a copy of that award included in the decoration package?</td>
</tr>
<tr>
<td>Is the decoration package required for a presentation ceremony, and is that date annotated in Item F?</td>
</tr>
<tr>
<td>Is the member’s future mailing address (for retirement or separation) or new unit of assignment (for PCA) annotated in Item H?</td>
</tr>
<tr>
<td>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)?</td>
</tr>
<tr>
<td>Are paragraphs 3 and 4 annotated, as appropriate?</td>
</tr>
<tr>
<td>Has paragraph 8 been stricken through (if recommending for a decoration)?</td>
</tr>
<tr>
<td>Are all items legible on the original DÉCOR-6 (and the copies)?</td>
</tr>
<tr>
<td>Have 3 copies of the original DÉCOR-6 been made for decorations requiring approval by HQ AFMC?</td>
</tr>
</tbody>
</table>

### CERTIFICATE OF AWARD

<table>
<thead>
<tr>
<th><strong>YES</strong></th>
<th><strong>NO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Is the certificate letter perfect and of quality print?</td>
<td></td>
</tr>
<tr>
<td>Has the appropriate cluster been typed in parenthesis, in the proper place and in all capital letters?</td>
<td></td>
</tr>
<tr>
<td>Has the member’s full rank and name been typed in the proper place and in all capital letters?</td>
<td></td>
</tr>
<tr>
<td>Has the basis of the award (meritorious service, outstanding achievement, etc.) been typed in the proper place and in all capital letters?</td>
<td></td>
</tr>
<tr>
<td>Has the correct signature block been typed in the proper place?</td>
<td></td>
</tr>
</tbody>
</table>
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 Dalpias – 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)
Postition # _________ 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: __________________________

- 47 -
<table>
<thead>
<tr>
<th>If ratee is</th>
<th>and EPR c/o date is:</th>
<th>and DOR is:</th>
<th>TIG Eligibility</th>
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<td>NO</td>
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# ATTACHMENT 12

## 120 DAY CALENDAR TO SEE IF PERFORMANCE REPORT IS REQUIRED

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<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
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<td>27-Dec</td>
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<td>26-Feb</td>
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The following list of action words may be helpful to you when writing reports:

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

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

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

- 53 -
consul (government representative)
counterair
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

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

D
data (plural of datum)
data base/database
daytime
day-to-day
day shift
deactivate/deactivation
decrypt
defuel
depot-level repairs
Deport Level Reparables (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

easygoing/easy-going
echelon

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
insufficient
Initial Operation Capability
(IoC) no-acronym - initial
operational capability
inbound
in-brief
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
misestimate
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
nonconcour
nonconformity
nonexistent (Words beginning
with prefix, non, are one work--not hyphenated
nonmedical
nonnuclear
nonrecommend
northern Iraq
noticeable
notwithstanding
nowadays

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

**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 (75th Dental Squadron)**

<table>
<thead>
<tr>
<th>PRF Line</th>
<th>Subject</th>
<th>OPR Date</th>
<th>OPR Block</th>
<th>OPR Line</th>
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<td>9</td>
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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.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>AFI 36-2406</td>
<td>Officer and Enlisted Evaluation Systems (1 Jul 00)</td>
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<td>AFI 36-2401</td>
<td>Correcting Officer and Enlisted Evaluation Reports (20 Feb 04)</td>
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<tr>
<td>AFH 33-337</td>
<td>The Tongue and Quill (1 Aug 04)</td>
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<tr>
<td>AFMAN 33-326</td>
<td>Preparing Official Communications (1 Nov 99)</td>
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<tr>
<td>AFPD 36-28</td>
<td>Awards and Decorations Program (1 Aug 97)</td>
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<tr>
<td>AFI 36-2803</td>
<td>The Air Force Awards and Decorations Program (15 Jun 01)</td>
</tr>
<tr>
<td>AFI 36-2805</td>
<td>Special Trophies and Awards (29 Jun 01)</td>
</tr>
</tbody>
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