

United States Air Force Reserve

Integrity - Service - Excellence

Recognition Services



1 9 4 8 - 2 0 1 8
RESERVE

WINGS OF HERITAGE, SHAPING THE FUTURE

- ❖ **References**
- ❖ **Recognition Service Team Responsibilities**
- ❖ **Services Provided**
- ❖ **Things you should know**
- ❖ **How you can help us and the customer**
- ❖ **Operation Inherent Resolve Campaign Medal**
- ❖ **Air Force Special Duty Ribbon**

❖ References

- ❖ **PSD Handbooks (Awards and Decoration, all components)**
- ❖ ***AFI 36-2803 Awards and Decorations***
- ❖ ***AFI 36-2803_AFGM2015-03 (Attachment to AFI 36-2803)***
- ❖ ***AFH 33-337 Tongue and Quill***
- ❖ **DODM 1348.33 vols. 1, 2, and 3**
- ❖ ***AFI 36-2110 Assignments***
- ❖ ***AFI 33-328 Administrative Orders***

- ❖ **Validates transactions concerning awards and decorations**
 - ❖ **Ensures Decorations submitted through vPC are updated in MILPDS, ARMS/PRDA(AFPC Function) and OSR when applicable**

- ❖ **Provide guidance to Military Personnel Sections/Commander Support Staffs /Commanders and Service Members**

- ❖ **Answer high-level inquiries and Board for Correction of Military Records (within scope)**

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- ❖ **Process the following decoration in the vPC online IAW AFI 36-2803 and AFH 33-337 to include:**
 - ❖ **Meritorious Service Medal (MSM)**
 - ❖ **Aerial Achievement Medal (AAM)**
 - ❖ **Air Force Commendation Medal (AFCM)**
 - ❖ **Air Force Achievement Medal (AFAM)**
 - ❖ **AFRMSM Denial**
 - ❖ **MOVSM**
 - ❖ **Combat Readiness Medal**
 - ❖ **Revocations and Amendments of Decorations**

 - ❖ **Research status of awards and decorations in the vPC upon request**

 - ❖ **Process incoming decorations via mail from USCENTAF/losing active duty and ARC units when required**

 - ❖ **Provides Awards and Decorations Listing to retired/separated and prior service members**

❖ Processing Turn-around

- ❖ 7 calendar days - Decorations/Nominations**
- ❖ 7 calendar days - Updates/Corrections, Inquiries**
- ❖ 7 calendar days - Listings (Retirees/Separatees/Prior Service)**

- ❖ **Read the tutorial provided in application prior to beginning the process**

- ❖ **Review decorations prior to submission**
 - ❖ **Use Chain of command for review**
 - ❖ **Submit IAW 36-2803, AFGM2015-03, no later than 3 yrs. after the event, awarded within 5 yrs.***
 - ❖ **Ensure Condition is correct (AFI 36-2803)**
 - ❖ **OIF/OEF – submitted to AFCENT only**
 - ❖ **Spell Check**

- ❖ **All returned decoration/nominations for corrections must be re-routed thru the Wing/Group/Unit Commander as applicable**

- ❖ **Submit all Re-route request through myPERS (Systems Support)**

- ❖ **Complete award updates for assigned members per AFI 36-2803 and ARPC NOTAM 164**

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- ❖ **Operation Inherent Resolve Campaign Medal is now available for update in MilPDS**
 - ❖ **Please use code “C” “IR” in the awards screen for update**
 - ❖ **The award is retroactive to June 15, 2014, and is for service members based in Iraq or Syria, those who flew missions over those countries, and those who served in contiguous waters for 30 consecutive days or 60 nonconsecutive days.**
 - ❖ **If a member previously received the GWOT-E for service to Iraq and Syria after 15 Jun 2014, they would be eligible to convert to ORI Campaign Medal but would not be eligible for both awards.**

- ❖ **MilPDS update code “C” “SR” in awards folder**
- ❖ **The AFSDR is effective 4 September 2014 and is not retroactive prior to the establishment date**
- ❖ **Awarded to members who successfully complete a special duty assignment (includes additional or consecutive special duty assignments).**
- ❖ **Nominations will be submitted on the AF Form 104 and verified by the commander, to the servicing military personnel flight.**

**For further assistance or guidance contact
1-800- 525-0102,
Select Respective Component
Option 4 then 2**

**(Search “vPC Decoration Nomination Application
Process” in the myPERS for additional guidance)**

