



**U.S. AIR FORCE**

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## ***Recognitions***



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- PSDs – Air Force Reserve Awards and Decorations PSD Guide
  - AFI 36-2803 Awards and Decorations
  - AFI 36-2803 AFGM2018-01 (Attachment to AFI 36-2803)
  - AFH 33-337 Tongue and Quill
  - DODM 1348.33 Vols. 1, 2, and 3
  - AFI 36-2805 Special Trophies and Awards
  - AFI 33-328 Administrative Orders
  - AF PD 36-28, Awards and Decorations Programs
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## *References Continued*

- **Select the product and use these reference ID numbers within the myPers search bar:**
  - **14216 – vPC Decoration Nomination Application Process**
    - Applicable to: Air National Guard and Air Force Reserve
  - **14229 - Total Force Service Center - Denver Recognition Services for Air National Guard & Air Force Reserve Recognition Services**
    - Applicable to: Air National Guard and Air Force Reserve
  - **14165 - Reserve: Recognition Program Home Page**
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## *ARPC Responsibilities*

- **Validates transactions concerning awards and decorations**
    - **Ensures Decorations submitted through vPC are updated in MILPDS, ARMS/PRDA(AFPC Function) and eOSR when applicable**
  - **Provide guidance to Military Personnel Sections/Commander Support Staffs/Commanders and Service Members**
  - **Answer high-level inquiries and Board for Corrections of Military Records (within scope)**
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## *ARPC Services*

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- Process the following decorations in 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)
    - MOVSM
    - Combat Readiness Medal
    - Revocations and Amendments of Decorations
  - Research status of awards and decorations in vPC upon request
  - Provide replacement medals for eligible members per AFI 36-2803
  - Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required
  - Provides Awards and Decorations Listing to retired/separated and prior service members
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# *ARPC Services Continued*

- Processing Turn-around:
    - <10 days: Decorations/Nominations
    - 60-90 days: Updates/Corrections, Inquiries
    - 90-120 days: Listings (Retirees/Sepratees/Prior Service)
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## *How You Can Help Us & the Customer*

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- Read the tutorial provided in vPC/myPers application prior to beginning the process
  - Review decorations prior to submission
    - Use Chain of command for reviewing process
    - Submit IAW AFI 36-2803 A2.1, “enter each recommendation into official channels within 3 years, awarded within 5 years of the act.”
    - Ensure Condition is correct (AFI 36-2803)
    - OIF/OEF – submitted to AFCENT only
    - Spell Check
  - All returned nominations for corrections must be re-routed through the Wing/Group/Unit Commander as applicable
  - Complete award updates for assigned members per AFI 36-2803 and ARPC NOTAM 164
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# Questions



**For further assistance or guidance contact**

**1-800- 525-0102,**

**Select Respective Component**

**Option 4 then 2**

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