

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

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*Integrity - Service - Excellence*

## **Recognition Services**



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- ❖ **References**
  - ❖ **Recognition Service Team Responsibilities**
  - ❖ **Services Provided**
  - ❖ **How You Can Help Us and the Customer**
  - ❖ **Questions**
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## ❖ References

- ❖ **PSD Guides- Awards and Decoration, all components**
  - ❖ **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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- 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**



- ❖ **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 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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## ❖ **Processing Turn-around**

- ❖ **6-8 weeks: Decorations/Nominations**
  - ❖ **60-90 days: Updates/Corrections, Inquiries**
  - ❖ **60-90 days: Listings (Retirees/Separatees/Prior Service)**
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# *How You Can Help Us and the Customer...*

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- ❖ **Read the tutorial provided in application prior to beginning the process**
  - ❖ **Review decorations prior to submission**
    - ❖ Use Chain of command for review
    - ❖ 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 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)**
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- ❖ **Complete award updates for assigned members per AFI 36-**





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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 the myPERS for additional guidance)**

