



Personnel

**Secretary of the Air Force and
Chief of Staff Recognition Program**

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This Headquarters Operating Instruction (HOI) implements Air Force Policy Directive (AFPD) 36-28 and describes the presentation of coins by the Secretary, Chief of Staff, Under Secretary, Vice Chief of Staff, Assistant Vice Chief of Staff and the Chief Master Sergeant of the Air Force for recognition of outstanding service and contributions to the Department of the Air Force.

SUMMARY OF REVISIONS:

This publication has been revised to allow the Chief Master Sergeant of the Air Force to present performance recognition coins.

1. In accordance with AFI 36-2805, the Secretary, Chief of Staff, Under Secretary, Vice Chief of Staff, Assistant Vice Chief of Staff and the Chief Master Sergeant of the Air Force may present performance recognition coins for outstanding contributions or services rendered in furtherance of the Air Force mission. Presentation of a coin award recognizes either continuing contributions or a single achievement.
2. The Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AA) will provide approval for funding all coins covered by this program for the individuals listed in the above paragraph.

WILLIAM A. DAVIDSON
Administrative Assistant