

**DEPARTMENT OF THE AIR FORCE**

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**AFI 36-2803**

**THE AIR AND SPACE FORCE AWARDS AND DECORATIONS PROGRAM**

**Effective Date:** 18 December 2024

**Certified by:** Lt Gen Caroline M. Miller, AF/A1

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**1. PURPOSE**

This instruction implements AFPD 36-28, Awards and Decorations Programs, and prescribes policy and procedures for nominating, approving, and presenting military decorations, unit awards, and service medals within the Department of the Air Force.

**2. DECORATION CATEGORIES**

- 2.1. Individual Decorations are awarded to recognize specific acts of valor, exceptional service, or meritorious achievement. The level of decoration shall be commensurate with the member's grade and scope of responsibility.
- 2.2. Unit Awards recognize collective meritorious service or outstanding achievement by a DAF unit. Nominations must include specific accomplishments with measurable impact.

**3. NOMINATION PROCEDURES**

- 3.1. Decoration nominations shall be submitted on AF Form 1768, Staff Summary Sheet, with an attached narrative justification. Narratives for the Air Force Commendation Medal and below shall not exceed 15 lines. Narratives for the Meritorious Service Medal and above shall not exceed 21 lines.
- 3.2. Timeliness. PCS/retirement decorations must be submitted no later than 90 days prior to the member's departure date. Late submissions require justification from the nominating commander.
- 3.3. Approval Authority. Commanders may approve decorations up to the level commensurate with their command position as outlined in Table 3.1 of this instruction.

**4. PRESENTATION**

Decorations should be presented in an appropriate ceremony that recognizes the significance of the achievement. The presentation should occur within 60 days of approval. If the member has departed, the decoration may be forwarded to the gaining unit commander for presentation.

**5. RECORDS**

All decoration orders and citations shall be filed in the member's personnel record. The Military Personnel Section is responsible for updating the member's awards and decorations record in MilPDS within 10 duty days of approval.

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**CAROLINE M. MILLER, Lt Gen, USAF**

Lieutenant General, USAF

Deputy Chief of Staff, Manpower, Personnel and Services

Date: 18 December 2024