



## Lesson Guide

## Awards and Decorations

9 May 2022



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### Purpose

This lesson guide is designed to support the local development of Flight Commander Leadership Course materials. Selected facilitators should use this guide as they prepare presentation materials. For more information on how lessons are structured, or how to use them in the course, see the **Course Director's Handbook** or online Facilitator Resources.

### Scope

Military members and their families make many personal and professional sacrifices to ensure the Air Force accomplishes its missions. Exceptional performance and acts of valor, courage, meritorious service, and outstanding achievement deserve special recognition. The Department of the Air Force Awards and Decorations Program is designed for commanders to do just that.

As a Flight Commander, you are likely the first step in the process of formally nominating your Airmen and Guardians for a decoration or award. For enlisted members, certain awards and decorations offer points toward their promotion within the Enlisted Promotion System. Knowing how and when to recognize performance can go a long way in fostering morale and providing incentive. On the other hand, missing an opportunity to recognize those on your team can have negative impacts. DAFI 36-2803 outlines the process and responsibilities of writing, approving, and presenting awards and decorations to eligible recipients.

### Recommended Objectives

By the end of this lesson, the participant should be able to:

1. Explain the purpose of the Air Force Awards and Decorations Program.
2. Describe the impact of certain awards and decorations in the career of Airmen.
3. Understand how and when to nominate Airmen for an award or decoration.

### Recommended POC / Presenter

- Someone knowledgeable on the timing and impact of awards and decorations (e.g., Top 3, or squadron leadership)

### Recommended Length:

- 30 minutes (inclusive of questions)

### Recommended Approach

- Present informational slides with Q & A

### Lesson Connections

- **Developing Full-Range Leadership**-appropriately recognizing outstanding performance (timing, level) can be an important tool within a Flight Commander's leadership approach.

- **OPRs, PRFs**-awards should be documented on OPRs and PRFs to distinguish performance amongst peers.
- **EPRs**-awards should be documented on EPRs to distinguish performance amongst peers.
- **Enlisted Force Structure**-for enlisted Airmen, certain awards and decorations offer points toward their promotion within the Enlisted Promotion System.

### **Additional Discussion**

Certain enlisted tour lengths offer eligibility for a mid-tour decoration.

A tracking mechanism (i.e., Weekly Activity Report) can greatly facilitate the awards and decorations writing process.

Check The Department of the Air Force news outlets for any updates to the awards and decorations program.