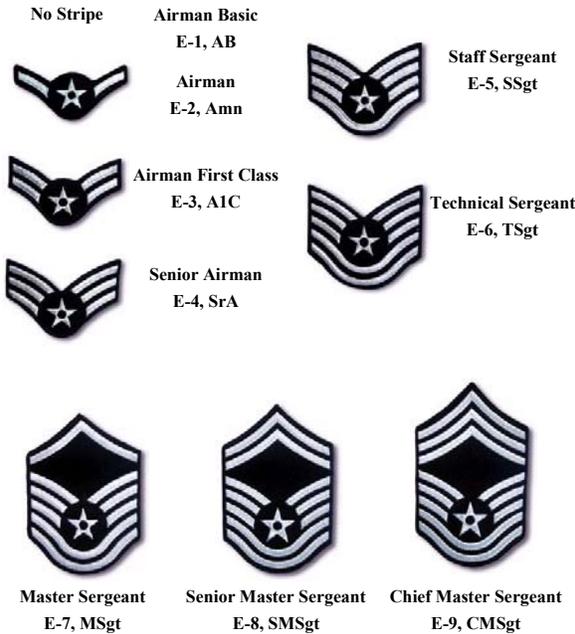


LESSON 1

MILITARY RANK AND RECOGNITION

Military members are readily recognizable by their distinctive uniforms. There are two types of rank: enlisted and officer.

Enlisted personnel wear “stripes”: 0-3 stripes are for “airmen,” 4-5 stripes are for noncommissioned officers (NCO), and 6-8 stripes are for senior non-commissioned officers (SNCO).



Additionally, one can readily identify a first sergeant or a command chief master sergeant just by looking at their rank. A diamond identifies first sergeants. Please note that only SNCOs can be first sergeants.



Command chief master sergeants can be identified by an additional star:



The Chief Master Sergeant of the Air Force can be identified by a wreath around the star:



Officers wear silver or gold insignia. Officers are broken down into three categories: company grade (second lieutenant–captain), field grade (major–colonel), and general officer (brigadier general–general).

Comment: Page: 1
There's a problem with the 1st Lt graphic text box. The "st" is superscript and is in the type of the line above it.

<p>SECOND LIEUTENANT (0-1) 2^d Lt One Gold Bar</p>	
<p>FIRST LIEUTENANT (0-2) 1st Lt One Silver Bar</p>	
<p>CAPTAIN (0-3) Capt Two Silver Bars</p>	

COMPANY GRADE OFFICERS

FIELD GRADE OFFICERS

MAJOR (0-4) Maj Gold Oak Leaf	
LIEUTENANT COLONEL (0-5) Lt Col Silver Oak Leaf	
COLONEL (0-6) Col Eagle	

Comment: Page: 1
This needs to be underneath the graphic if it's going to maintain uniformity. There's plenty of room.

Comment: Page: 1
Rather than all these carriage returns to make your page breaks, you should have "page breaks" inserted, unless it's going to be typeset, and then they'll ensure pagination is correct. Just be sure that when you accept/reject changes that you ensure your pagination is correct and things are on the pages you want them on.

GENERAL OFFICERS

BRIGADIER GENERAL (0-7) Brig Gen One Silver Star	
MAJOR GENERAL (0-8) Maj Gen Two Silver Stars	
LIEUTENANT GENERAL (0-9) Lt Gen 3 Silver Stars	
GENERAL (0-10) Gen 4 Silver Stars	

Military personnel are addressed by their rank and last name. It is common for personnel of the same rank to address each other by their first name. Senior personnel may address junior personnel by their first name; however, it is polite not to address subordinate military personnel by their first name unless you have first obtained their permission or are requested to do so. Military personnel have worked hard to obtain their rank and are entitled to be appropriately addressed by that rank if desired. Junior personnel will not address more senior personnel by their first names, to include more senior civilians. AB, Amn, A1C, and SrA are all addressed as “airman.” For example, you may call SrA Vicky Smith, Airman Smith or Senior Airman Smith. SSgt, TSgt, MSgt, and SMSgt are addressed as “sergeant.” CMSgt is addressed as Chief Master Sergeant or Chief. Under no circumstances should a Sergeant be called “Sarge,” like in the cartoon *Beetle Bailey*. First and 2nd lieutenants may simply be addressed as “lieutenant.” Additionally, lieutenant colonels and colonels may both be addressed as “colonel.” For example, Lt Col Dave Jones may be addressed as Lieutenant Colonel Jones or Colonel Jones. All general officers are normally addressed as “general.”

Common acts of courtesy among all Air Force personnel aid in maintaining discipline and promoting the smooth conduct of affairs in the military establishment. When courtesy falters within a unit, discipline ceases to function, and the accomplishment of the Air Force mission is endangered. There are, however, many courtesies military personnel should extend to superiors, subordinates, and working associates.

- Military personnel always give the senior person, enlisted or officer, the position of honor when walking, riding, or sitting with him or her. Therefore, when a military person joins another individual who is senior to them, they must take the position to the senior’s left.
- Military personnel (unless told to do otherwise) should rise and stand at attention when a senior officer enters a room. If more than one person is present, the person who first sees the officer calls the group to attention.

Comment: Page: 1
 All these quotation marks were inserted to follow uniformity of your first sentence of instruction starting with airman.

However, if there is an officer already in the room who is equal to or has a higher rank than the officer entering the room, do not call the room to attention.

- Except in the field under campaign or simulated campaign conditions, enlisted personnel should observe certain personal courtesies in their association with officers. Unless the officer directs otherwise, enlisted personnel stand at attention when speaking to an officer. If enlisted are in a parked vehicle, they should always get out before speaking to or replying to a senior who is not in a vehicle.
- Military personnel enter automobiles and small boats in reverse order of rank. Juniors will enter a vehicle first (and take their appropriate seat on the senior's left). The senior officer will be the last to enter the vehicle and the first to leave it. Upon entering or leaving transport aircraft, the senior officer enters last and exits first. This procedure applies only to passengers and not to crewmembers of the aircraft, who must be free to carry out their normal duties.

Awards and Decorations

People like and expect to be recognized for the work they do. A decoration is a formal recognition for personal excellence that requires individual nomination and Air Force or DoD approval. Decorations are awarded in recognition of acts of ***exceptional heroism, outstanding achievement, or meritorious service***. The act or service must place an individual's performance high above that of his or her peers and be of such importance that the person cannot receive proper recognition in any other way.

All military personnel on active duty are eligible for consideration for a US military decoration. Any person, other than the individual being recommended, having firsthand knowledge of the act, achievement, or service may recommend an individual for a decoration. However, this obligation usually falls upon the immediate supervisor. All supervisors should take the following into consideration when recommending a military individual for a decoration:

- Do not submit a decoration recommendation as a token effort to "do something for your people."
- Restrict recommendations to recognizing meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above his or her peers.
- Base recommendations on specific projects, plans, programs, or actions that are or will be beneficial to the Air Force.
- Superior duty performance, attainment of honors based solely on academic achievement (e.g., graduating with honors from a noncommissioned officer academy or other courses of instruction), or receipt of other forms of recognition (e.g., selection as airman of the month or year or identification as a superior performer by the Inspector General) do not in themselves justify a recommendation for a military decoration.

- Each decoration prescribes standards that define the degree and magnitude of an act, achievement, or service considered worthy for awarding that particular decoration. So, do not base award of a specific decoration upon an individual's grade, but on the level of responsibility and manner of performance.
- No individual is automatically entitled to an award upon completion of an operational TDY or departure for an assignment. Do not establish preconditions for an award. Do not use military decorations for incentives or as prizes in contests.
- Evaluate all related facts regarding the service of any person before recommending or awarding a decoration.
- The reassignment or retirement of a commander or supervisor is not a basis for recommending decorations to subordinates.
- Award only one decoration for the same act, achievement, or period of service.
- Do not award or present a decoration to any person whose entire service for the period covered by the decoration has not been honorable.

Comment: Page: 1
This entire paragraph was 10 pt. Instead of 12 pt.

When supervisors recommend an individual for a decoration based upon "*meritorious service*," the decoration is based upon a completed period of service. Recommendations based on "meritorious services" can be used in the following circumstances:

- Permanent Change of Station (PCS). A move from one geographical area to another. If the recommendation is based on a single assignment, the closeout date will not be before the member's final out processing date.
- Permanent Change of Assignment (PCA). Reassignment from one unit to another on the same base or from one office or duty section to another located at the same organization. The new assignment must be markedly different from the previous duty to meet the intent of the completed period-of-service requirement.
- Extended Tour. This is not a PCS or a PCA, but clearly outstanding and unmistakably exceptional service for an extended period of at least three years for award of the Bronze Star Medal (BSM) and lesser decorations or at least four years for award of the Legion of Merit.
- Retirement. Review records and consider the individual's entire career to determine the appropriate level of decoration for retirement. Prepare the recommendation using the most recent period of service.

Comment: Page: 1
Place a comma or a final period inside the quotation marks. Colons, semi-colons go outside; question marks go inside if it is indeed quote.

When supervisors recommend an individual for a decoration based upon "*outstanding achievement*," the member is being recognized for a single, specific act or accomplishment separate and distinct from regularly assigned duties, such as successfully completing important projects or reaching major milestones of a long-term project, negotiations, or accomplishments in a TDY status. A significant project accomplished within regularly assigned duties may meet the following criteria:

- An outstanding achievement award covers a short period of time with definite beginning and ending dates.
- Submit a recommendation for outstanding achievement when you have no

other way to recognize the achievement and waiting would diminish the significance of the accomplishment.

- You may recommend an award for meritorious service at the end of assignment even if the individual received an award for outstanding achievement during the time included in the recommendation; however, do not include previously recognized acts or achievements in the justification for the later award.

When recommending an individual for a decoration based on *“heroism,”* clearly state the act characterized courage, intrepidity, and/or gallantry. When the act involved voluntary risk of life, you must clearly show that the individual would not have been censured had he or she not voluntarily accomplished the act.

There are many decorations that can be awarded to military service members. For the purposes of this course, we will only concentrate on those that supervisors must be most familiar with—the Air Force Achievement Medal, the Air Force Commendation Medal, the Air Force Meritorious Service Medal, and the Airman’s Medal. These medals are listed in order of precedence, with the lowest-ranked medal first.

Air Force Achievement Medal (AFAM)



The Secretary of the Air Force authorized this medal on 20 October 1980. It is awarded to Air Force personnel for outstanding achievement or meritorious service rendered specifically on behalf of the Air Force. It may also be awarded for acts of courage lesser than for award of the Air Force Commendation Medal.

The distinctive outer border of this medal (pictured above) is composed of 11 "cloudlike" shapes centered on a medallion portraying thunderbolts and wings, signifying striking power through aerospace adapted from the Seal of the Air Force. Captain Robert C. Bonn Jr., USAF, designed this striking medal. On the reverse of the medal in raised letters is the circular inscription "Air Force Meritorious Achievement." The ribbon has three sets of four vertical stripes of ultramarine blue on a silver gray background. A bronze oak leaf cluster is awarded for each additional award of the AFAM. Enlisted members receive one promotion point for each AFAM earned.

Air Force Commendation Medal (AFCM)



This medal was authorized by the Secretary of the Air Force on 28 March 1958, for award to members of the Armed Forces of the United States who, while serving in any capacity with the Air Force after 24 March 1958, shall have distinguished themselves by meritorious achievement and service. The degree of merit must be distinctive, though it need not be unique. Acts of courage that do not involve the voluntary risk of life required for the Airman's Medal may be considered for the AFCM.

The medal is a bronze hexagon, with one point up, centered upon which is the seal of the Air Force, an eagle with wings spread, facing left, perched upon a baton. There are clouds in the background. Below the seal is a shield bearing a pair of flyer's wings and a vertical baton with an eagle's claw at either end; behind the shield are eight lightning bolts. A bronze oak leaf cluster is awarded for each additional award of the AFCM. Enlisted personnel receive three promotion points for each award of the AFCM.

Meritorious Service Medal (MSM)



This decoration was established by Executive Order 11448 on 16 January 1969. The Meritorious Service Medal may be awarded to any member of the Armed Forces of the United States who distinguishes himself or herself by either outstanding achievement or meritorious service to the United States. This award was established as the counterpart of the Bronze Star Medal for the recognition of meritorious noncombat service.

The medal was designed by Jay Morris and sculptured by Lewis J. King Jr., both of the Army's Institute of Heraldry. It is a one and one-half-inch medallion in bronze. On the obverse are eagle wings upraised, standing upon two upward curving branches of laurel tied with a ribbon between the talons of the eagle, and above and behind the eagle, the upper part of a five-pointed star (with two smaller stars outlined within) on a incised plaque with six points starting at the top of each wing of the eagle. The reverse is plain with a circular inscription in raised letters "United States of America" and "Meritorious Service" separated by dots. The ribbon is purplish red with a quarter-inch white stripe one-eighth inch from each edge. Enlisted personnel receive five promotion points for each award of the MSM.

Airman's Medal



This decoration, one of several Air Force awards established by Congress on 6 July 1960, takes the place of the Soldier's Medal for Air Force personnel. It is awarded to any member of the Armed Forces of the United States or of a friendly nation who, while serving in any capacity with the United States Air Force after the date of the award's authorization, shall have distinguished himself or herself by a heroic act, usually at the voluntary risk of his or her life but not involving actual combat.

This medal was designed and sculpted by Thomas Hudson Jones of the Institute of Heraldry. On the obverse of the circular medal is the figure of the Greek god Hermes, son of Zeus, resting on one knee. He has just released from his open hands a falcon, shown rising into flight. Within the raised rim of the medal is the inscription "Airman's Medal" in raised letters. The reverse of the medal has a raised outer edge and bears the inscription "For Valor" above a space for the recipient's name that is within a stylized laurel wreath open at the top and tied at the bottom. The Airman's Medal is unique in that its shape does not follow the octagonal shape of its counterparts, the Soldier's Medal, Navy and Marine Corps Medal, and the Coast Guard Medal. It had been established practice heretofore to design military decorations with a distinctive shape so that they would not be confused at a distance with service or campaign medals, which are always circular in shape. The reason for this is because the design was originally approved for use as the Air Force Distinguished Service Medal. The ribbon is based on that of the soldier's Medal but using different colors. In the center are alternating thin stripes of gold and dark blue, (seven gold and six dark blue) bordered at the edges with wide stripes of pale (sky) blue. Enlisted personnel receive five promotion points for each award of the Airman's Medal.

Air Force Achievement Awards and the Air Force Good Conduct Medal (AFGCM)

The Air Force Good Conduct Medal is awarded to enlisted personnel for “exemplary conduct” (exemplary behavior, efficiency, and fidelity) while in active military service of the United States. Individuals must demonstrate a positive attitude toward the Air Force and their jobs. The AFGCM is automatically awarded based upon three years of continuous service and subsequently awarded every three years after that. Commanders, with a supervisor’s recommendation, may deny the award in those cases where an individual’s conduct has been less than exemplary.

Additionally, the Air Force has several achievement awards that can be earned by service members. A few of these awards include:

Air Force Training Ribbon. Awarded to Air Force members after completing an Air Force accession-training program such as Basic Military Training (BMT), Officer Training School (OTS), Reserve Officer Training Corp (ROTC), the United States Air Force Academy, Medical Services, Judge Advocate, Chaplain Orientation Program and so forth.

- Small Arms Expert Marksmanship Ribbon. Awarded to Air Force personnel who qualify as an “expert” with either the M-16 rifle or issue handgun.
- USAF Basic Military Training (BMT) Honor Graduate Ribbon. Awarded to BMT honor graduates who have demonstrated excellence in all academic and military training phases.
- NCO Professional Military Education (PME) Graduate Ribbon. Awarded to graduates of the following certified NCO PME schools: NCO Preparatory Course, Airman Leadership School, NCO Leadership School, NCO Academy, and the SNCO Academy.
- Air Force Longevity Service Award Ribbon. Awarded to active duty military based on an aggregate of four years of honorable active military service with any branch of the United States armed forces or Reserve components.
- Air Force Overseas Ribbon (Long and Short). Award to active duty military credited with completion of a long or short Air Force overseas assignment.

Unit Recognition

Unit recognition programs are just important as Air Force level decorations and awards to unit morale and productivity.

Common Military Ceremonies

1. **Decoration Ceremony.** This ceremony allows us to formally recognize fellow service members for meritorious service, outstanding achievement, or heroism. Dignified and formal ceremonies are necessary to preserve the integrity and value of decorations, and all military participants and attendees should wear the

appropriate uniform. When possible, the unit commander should personally present the decoration at a formal ceremony. Regardless of where the presentation is conducted, the ceremony should be conducted at the earliest possible date after approval of the decoration. The supervisor should attend all decoration ceremonies and highly encourage work-center participation.

2. **Promotion Ceremony.** This ceremony is a good example of a true military custom. There are no directives that require a promotion ceremony; however, as a custom of our service, Air Force members expect some type of ceremony. It may be a small, informal office ceremony where the supervisor publicly congratulates the member and presents him or her with stripes or officer shoulder boards, or it may be as elaborate as a formal “pinning” ceremony followed by a reception. What is important for supervisors to remember is that something as important as a promotion of an Air Force member should not go unnoticed. Supervisors should take the initiative to arrange for some type of promotion ceremony for their subordinates. These ceremonies increase unit morale and effectiveness and encourage career advancement and retention.
3. **Reenlistment Ceremony** (enlisted personnel only). Individuals who choose to continue in honorable and faithful service to the Air Force have made an admirable decision. Enlisted members must renew their commitment with the Air Force every four to six years by reenlisting. To convey appreciation and trust, the unit commander and supervisor must ensure the reenlisting member receives a ceremony consistent with his or her desires. The unit commander usually performs the ceremony; however, the member may request another commissioned officer to perform the ceremony. It must be conducted in a dignified manner without special gimmicks that detract from the solemnity of the occasion. The ceremony may take place in the commander’s office or another place that lends itself to dignity. The United States flag is displayed during the ceremony and forms a backdrop for participants.
4. **Retirement Ceremony.** Recognizing members who retire from a career of long and honorable service is one of the oldest traditions of military service. Each retiree should leave with a tangible expression of appreciation for contributions made to the Air Force and its mission and with the assurance that he or she will continue to be a valuable member of the Air Force in retirement. Commanders and supervisors are responsible for carefully evaluating and recognizing the contributions of retiring members. They must also offer the retiring member the courtesy of a formal ceremony consistent with the member’s desires. Ceremonies held as part of formal military formations, such as retreats and parades, are further encouraged if conditions permit and if the retiring member desires such a ceremony. During the retirement ceremony, the member will receive a certificate of retirement, the Air Force retirement lapel button, and appropriate awards, decorations, honors, or letters of appreciation. Family members and friends should be invited and encouraged to attend the ceremony. It is customary to present the member’s spouse with a certificate of appreciation for the support and sacrifices made during the member’s career. Supervisors are usually responsible for the arrangements of a retirement ceremony.

