



# U.S. Department of the Air Force

myDecs

## How to Create a Nomination

The purpose of this Job Aid is to guide users through creating a nomination.

## Introduction

### Revision History

Version	Date	Revision Description
1	10 MAR 2022	Create Nomination Defined

#### 1. INTRODUCTION:

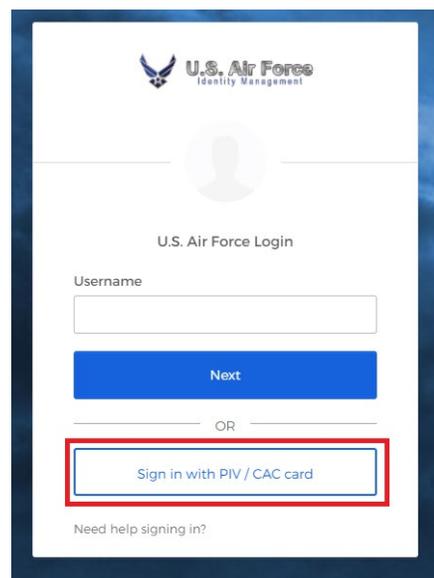
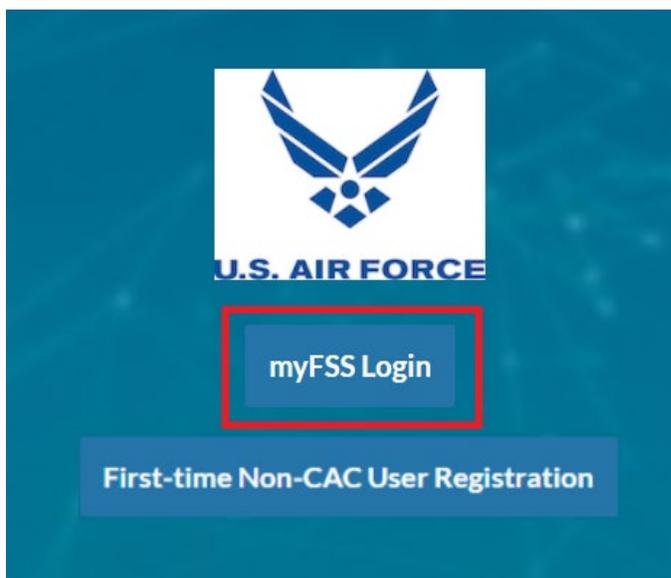
- The purpose of this Job Aid is to guide users through the navigation of the myFSS platform to create a decoration nomination.
- **Current Decoration Availability:**
  - Meritorious Service Medal
  - Air and Space Commendation Medal
  - Air and Space Achievement Medal
  - Aerial Achievement Medal
  - Combat Readiness Medal (CRM)
  - Military Outstanding Volunteer Service Medal (MOVSM)

#### 2. MICRO VIDEO DEMONSTRATIONS AVAILABLE [HERE](#)

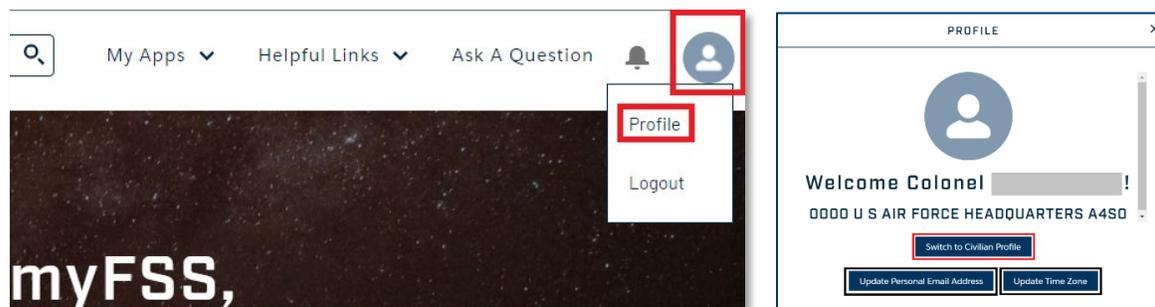
## Create a Nomination

1. Navigate <https://myfss.us.af.mil/USAFCommunity/s/> using **Microsoft Edge** or **Google Chrome** and select the **myFSS Login** tile, then **Sign in with PIV/CAC card** to begin the login process.

**Note:** Each user should be aware that users may not be able to distinguish between Certificates of Authentication within browsers other than Microsoft Edge.

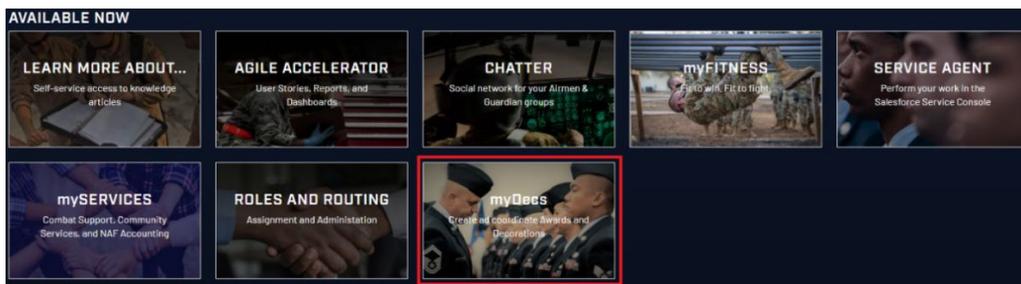


**Note:** For *dual persona* users (Guard/Reserve, Civilian, and Retired Airmen or Guardians) who are now Civilians, the *Airman Community Landing Page* may default to a military greeting. To switch profiles, click the **Profile** icon in the top-right corner of the page. In the *Profile* window, click **Switch to Civilian Profile**. **Update Personal Email Address** and **Time Zone** settings are also available. The *Airman Community Landing Page* will now default to a Civilian greeting. Repeat procedure to switch back to a military greeting.

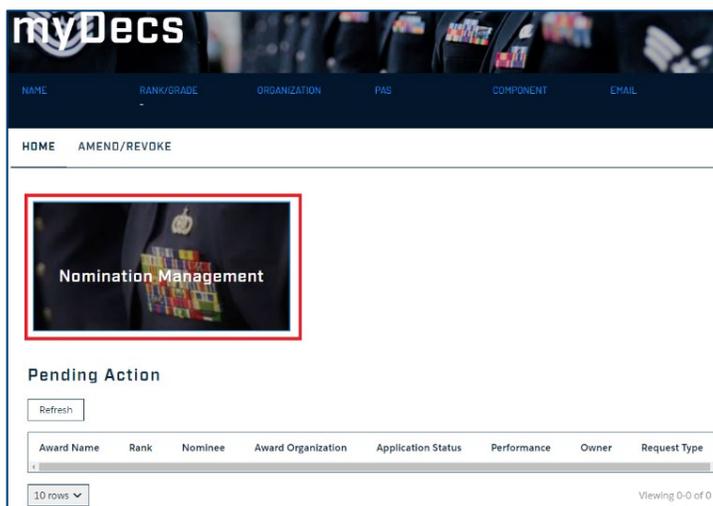


**Note:** Switching to a Civilian profile will remove the *myFitness* tile from the *AVAILABLE NOW* applications.

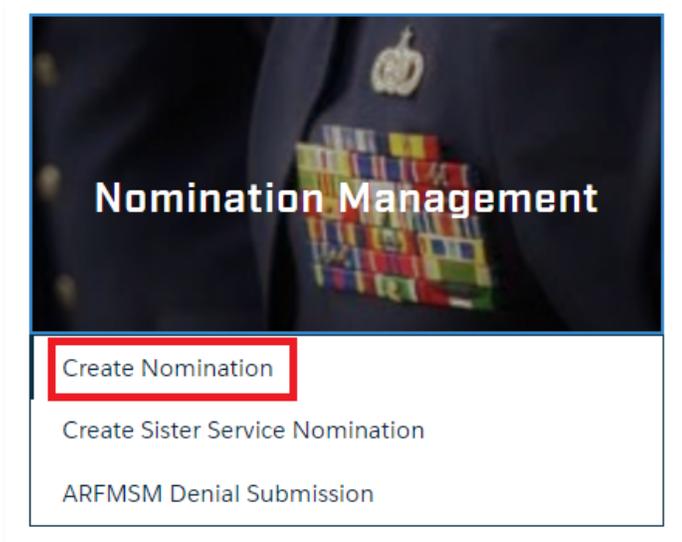
2. Under *AVAILABLE NOW* section, click **myDecs**.



3. Click **Nomination Management**.



4. Click **Create Nomination**.



**Note:** Refer to *Creating a Sister Service Nomination* or *ARFMSM Denial Submission* specific Job Aids for further guidance on these options.

- Look up member by entering data into one or more of the available fields, click **Search**.

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI First Name Last Name Email

Search Clear

Next

Exit

**Note:** Submitter can manually create a nomination for someone who does not appear in the system, such as someone from a sister service.

- Click **Select** on the desired member.

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI First Name Last Name Email

Search Clear

Select from following matching Personnel:

SELECT	EDIPI	PERSONNEL	ORGANIZATION	EMAIL
Select		MAJ	SQUADRON 00...	

Next

Exit

- Verify correct *Selected Member*, click **Next**.

Search for a member by EDIPI, entire First Name, entire Last Name, and/or Email address.

EDIPI First Name Last Name Email

Search Clear

Selected Member: MAJ SQUADRON 0000

Select Different Member

Next

Exit

- Select **Yes** or **No** whether the nominee has departed from their previous organization, click **Next**.

Create Award Recommendation

Is the Nominee Departed from their Previous Organization?

Member Departed?

Yes

No

Previous Next

Exit

- Select whether the submission is for a *Combat Readiness Medal (CRM)* or *Military Outstanding Volunteer Service Medal (MOVSM)*, click **Next**.

Will you be submitting a nomination for the Combat Readiness Medal (CRM) or the Military Outstanding Volunteer Service Medal (MOVSM)?

CRM or MOVSM Selection?  No

Click Next to Proceed with the Nomination

Previous Next

Exit

**Note:** Refer to Creating a *Combat Readiness Medal (CRM)* or *Military Outstanding Volunteer Service Medal (MOVSM)* specific Job Aids for further guidance on these types of nominations.

- Edit and verify all information is correct about the member, then click **Next**.

You are creating a nomination for the following Member

Major [Redacted]

Gender: [Redacted]

Organization: [Redacted]

Service Component: [Redacted]

Member Number (M): [Redacted]

Classification: [Redacted]

Branch: [Redacted]

Unit: [Redacted]

Service Component: [Redacted]

Member Number: [Redacted]

Member Gender: [Redacted]

Change Organization:

Award Organization: [Redacted]

Organization: [Redacted]

Service Component: [Redacted]

Member Number: [Redacted]

Member Gender: [Redacted]

Click "Next" to proceed or "Previous" to change the Selected Member.

Previous Next

Exit

**Note:** Ensure update to award organization text field to match local guidance. Information on this screen will be put onto certificate as entered.

11. When changing the member’s organization, slide button to **Yes**.

Change Organization?  Yes

Change Nominee Unit

0604 AIR SUPT OPNS SQUADRON 0000

Update the Award Organization Text to reflect the Updated Unit

Award Organization Text

0604 Air Supt Opns Squadron 0000

Duty Location

APO

Duty Title

Director of Operations

Office Symbol

DO

Update the Unit Mailing Address to reflect the Updated Unit

Unit Mailing Address

UNIT 5000Camp Red Cloud APO AP 96258-2097

Click "Next" to proceed or "Previous" to change the Selected Nominee.

Previous Next

12. You now have the option to change the organization text and other duty-specific information. Once editing is complete, click **Next**.

Change Organization?  Yes

Change Nominee Unit

Search Organizations...

Recent Organizations

- 0604 AIR SUPT OPNS SQUADRON 0000
- 0003 USAF ACAD PREP SQUADRON 0000
- 0000 AFELM US SOCOM AFELM US SOC J604

Duty Title

Assistant Director of Operations

Office Symbol

ADO

Update the Unit Mailing Address to reflect the Updated Unit

Unit Mailing Address

1234 Academy Circle

Click "Next" to proceed or "Previous" to change the Selected Nominee.

Previous Next

**Note:** Changing the nominee’s unit at this step will also change the nominations’ s default routing path to match the new organization.

13. Click **dropdown menu**, select an **Award**.

Select an Award :

\* Medal Selection

-- none selected --

- none selected --
- Meritorious Service Medal
- Air and Space Commendation Medal
- Air and Space Achievement Medal
- Aerial Achievement Medal

Exit

14. Click **dropdown menu**, select **Condition**, click **Next**.



15. Enter **Start Date**, **End Date**, and **Justification**, click **Next**.



**Note:** Use *calendar icons* to select dates. The *Justification* field may be expanded using bottom right corner. Multiple nominations cannot have overlapping dates.

16. Option to add a device to this Nomination, click **Yes** or leave unchecked for no, click **Next**.



**Note:** Clusters; displays Nominee's previous awards according to member's *MiIPDS Record*. Contact local Commander's Support Staff (CSS) if inaccurate.

17. If **Yes**, select **Combat**, **Valor**, or **Remote** from dropdown menu, click **Next**.



18. Select desired **Font Size**, **Opening Sentence**, input **Narrative**, and **Closing Sentence**, click **Next**.

\* Font Size Selection

10  
 11  
 12

Select an Opening Sentence to be used for the Commendation from the Options Below:

\* Opening Sentence

(RANK) (FIRST\_NAME) (LAST\_NAME) distinguished (GENDER:himself,herself) in the performance of outstanding service to the United States as (DUTY\_TITLE), (UNIT).  
 (RANK) (FIRST\_NAME) (LAST\_NAME) distinguished (GENDER:himself,herself) in the performance of outstanding service to the United States while assigned to (UNIT).

Enter the text you would like to appear in the Narrative Section. The entered Text cannot exceed 10 total Lines.

\* Narrative

Select a Closing Sentence to be used for the Commendation from the Options Below:

\* Closing Sentence

The singularly distinctive accomplishments of (ABBREVIATED\_RANK) (LAST\_NAME) reflect great credit upon (GENDER: himself or herself) and the United States Air Force.

Previous Next Exit

**Note:** Use the *Narrative* bottom right corner to expand text block for ease of use.

19. Review previously inputted data, enter **Approval Authority** signature block information, **confirm** justification, click **Next**.

Opening Sentence:

Major Thabi Dillinger distinguished herself in the performance of outstanding service to the United States as Director of Operations, 0604 Air Supt Opns Squadron 0000.

Narrative:

During this period, XXX led a 13-member team in managing administrative and training requirements for 1,689 Airmen supporting the Air Force's largest Operations Group. As the XXX, he overhauled Air Combat Command's largest Aircrew Flight Equipment training program, establishing 3,392 qualifications to maintain 5.3 million dollars in assets. Additionally, XXX led 15 Airmen during Exercise GLOBAL THUNDER, aligning five Air Force Specialty Codes and 48 tasks across seven squadrons, enabling 12 crews to meet intelligence, surveillance and reconnaissance targets. Furthermore, XXX leadership was exemplified by his reconstruction of 22 additional duty processes, saving 488 labor hours and consolidating 18 positions. Finally, he was the XXth Wing Inspector General's number one choice for a vital Communications Group inspection, leading to his selection as the XXth Wing's Operations Support Professional Field Grade Officer of the Quarter and the XXth Operations Support Squadron Field Grade Officer of the Year.

Closing Sentence:

The singularly distinctive accomplishments of Major Dillinger reflect great credit upon herself and the United States Air Force.

Approval Authority Signature:

\* Name, Rank, Service  
 ROGER D. GCIFF

\* Duty Title, Unit  
 Commander, XXth Operations Group

\* Signature Font Size  
 10

I confirm that this justification is valid and acknowledge that this information meets the AFI/AFMAN requirements for the selected Award.

\* Confirm  
 Yes

Previous Next Exit

**Note:** Ensure Approval Authority text fields match local guidance and nomination rules. Information on this screen will be put onto certificate as entered.

20. Review draft decoration, select whether **changes** are needed, then click **Next**.

SDTemplatePDF 1 / 1 94%

**THE UNITED STATES OF AMERICA**  
TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:  
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA  
AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969  
**HAS AWARDED**  
**THE MERITORIOUS SERVICE MEDAL**  
(FIRST AWARD)  
**TO**  
Major Thabi R Dillinger  
**FOR**  
**OUTSTANDING SERVICE**  
1 February 2018 to 1 February 2022

**ACCOMPLISHMENTS**  
Major Thabi Dillinger distinguished himself in the performance of outstanding services to the United States as Director of Operations, 0604 Air Support Squadron (AS Sq) during this period, XXX led a 15-month team to manage administrative and training requirements for 1488 Airmen supporting the Air Force's Ingot Operations Group. As the XXX, he oversaw the Air Combat Command's largest Airmen Flight Equipment training program, establishing 1,392 qualifications to maintain 5.3 million dollars in assets. Additionally, XXX led 13 Airmen during Exercise GLOBAL THUNDER, aligning the Air Force Specialty Codes and 40 tasks across 8000 operations, enabling 12 strikes to meet intelligence, surveillance and reconnaissance targets. Furthermore, XXX leadership was exemplified by his reconstruction of 22 additional duty processes, saving 400 labor hours and consolidating 18 positions. Finally, he was the XXX's Wing Inspector General's number one choice for a vital Communications Group inspection, leading to his selection as the XXX's Wing's Operations Support Professional Field Grade Officer of the Quarter and the XXX's Operations Support Squadron Field Grade Officer of the Year. The singularly distinctive accomplishments of Major Dillinger reflect great credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND

Would you like to make changes to the nomination?  Please select whether you would like to update the nomination further.

Click "Next" to continue the nomination process.

Next

Exit

**Note:** Abilities to zoom in or out, download file, or print are available within the decoration draft window. This Draft will always be attached to nomination by default.

21. Upload **supporting documents**, add optional **notes** that will be routed with nomination, then click **Next**.

22. Inputting optional notes; **Title** and **Body**, choose whether notes will be **viewable** by all users viewing the nomination, choose **option** to add additional notes, then click **Next**.

23. Choose whether to **Submit** the nomination for coordination, or **Save as Draft** for later editing, click **Next**.

**Note:** If saved as draft, nomination will be available under the *Drafts* section on the *myDecs* front page.

24. **Ad-hoc.** Choosing Submit enables the *ad-hoc* feature allowing the selection of an individual for review and/or add comments before the pre-established routing chain – one *ad-hoc* member to review at a time. Click button to **Active**, click **Next**.

**Note:** This is optional; not using the *ad-hoc* feature will submit nomination through the normal routing chain – beginning with the CSS or Awards & Decs Monitor. The *ad-hoc* member cannot progress any nomination forward; only return to reviewer.

Create Award Recommendation

Would you like to Submit the nomination or Save as Draft?

\* Submit or Save as Draft

Submit

Would you like to ad-hoc the initial reviewer of this nomination?  Active

Previous Next

Exit

25. Click **Ad-hoc**, enter **individual information** for desired recipient, click **Search**.

Select Ad-Hoc or Next Coordination

Help  show help text

Ad-Hoc

Next Coordination

Search for a member by entire First Name, entire Last Name, and/or Email address.

First Name Last Name Email

Search Clear

Previous Next

Exit

26. Locate desired individual from listing, click **Select**, then click **Next**.

Select Ad-Hoc or Next Coordination

Help  show help text

Ad-Hoc

Next Coordination

Search for a member by entire First Name, entire Last Name, and/or Email address.

First Name Last Name Email

Search Clear

Select from following matching Personnel:

SELECT	EDIPI	PERSONNEL	ORGANIZATION	EMAIL
Select	124	MSG MICHAEL	0003 USAF SQUADRON	michael@com

Selected Member: MSG MICHAEL -0003 SQUADRON 0000

Select Different Member

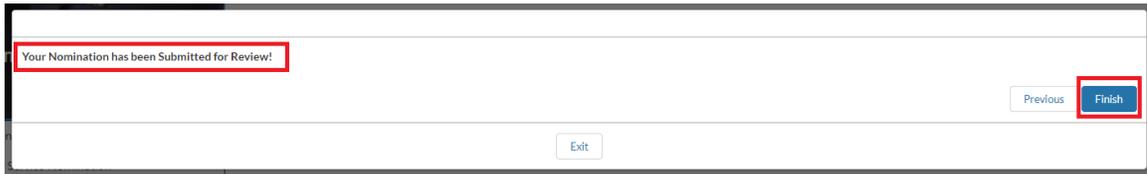
Previous Next

Exit

27. Confirmation of *ad-hoc*. Click **worklist** or **Next**.



28. Confirmation. Nomination submitted for review, click **Finish**.



29. Once returned to myDecs front page, click **Refresh** on either **Draft** or **Created Nominations** section (Depending on which was selected in previous step) to display nomination. Change to submitted process.



30. Nomination dropdown; select **Edit** to open for further editing or **Delete** to cancel.

**Nomination Management**

**Pending Action**

Refresh

Award Name	Rank	Nominee	Award Organization	Application Status	Performance	Owner	Request Type
10 rows							

Viewing 0-0 of 0

**Created Nominations**

Refresh

Performance Name	Award Name	Rank	First Name	Last Name	Award Organization	Application Status	Approval Status	Created Date
10 rows								

Viewing 0-0 of 0

**Draft Nominations**

Refresh

Performance Name	Award Name	Rank	First Name	Last Name	Award Organization	Application Status	Approval Status	Created Date	
P 0000000394	Meritorious Service Medal	MAJ	Thabi	Dillinger	0604 AIR SUPPT OPNS SQUADRON 0000	Draft		2/16/2022 11:11 am	Edit Edit Delete
10 rows									

**Note:** Refer to *How to Edit* and *How to Delete a Nomination Job Aids* for further guidance.