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 DEMOMSTRATIONS 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.
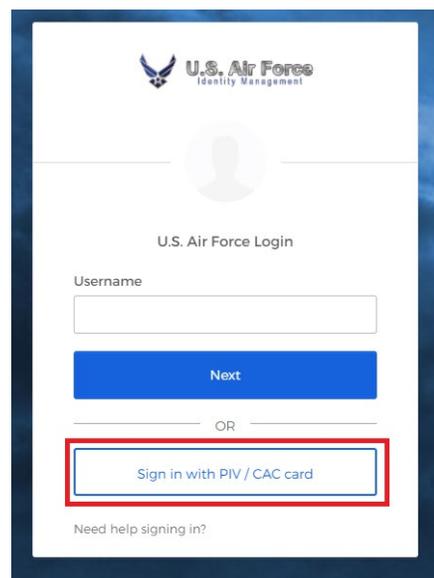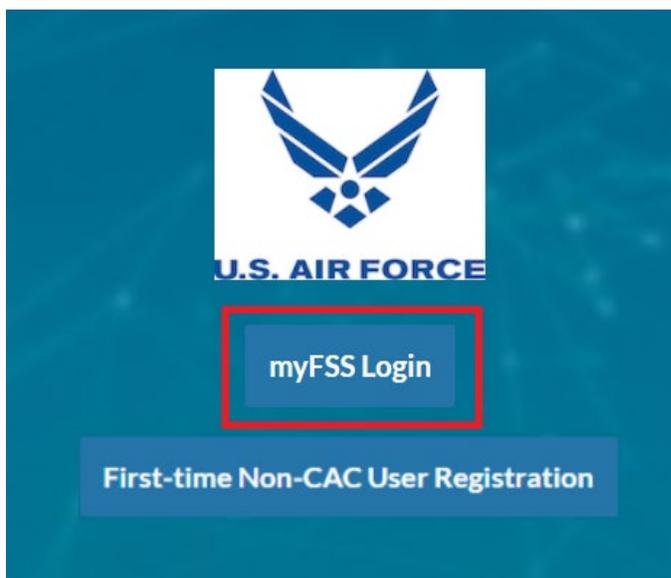
Note: For *dual persona* users (Guard/Reserve, Civilian, and Retired Airmen or Guardians) who are now Civilians, the *Airman Community Landing Page* may default to a military greeting. To switch profiles, click the **Profile** icon in the top-right corner of the page. In the *Profile* window, click **Switch 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.
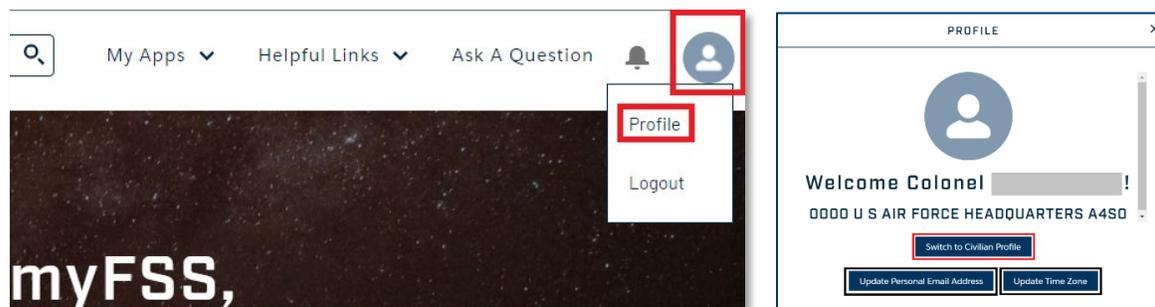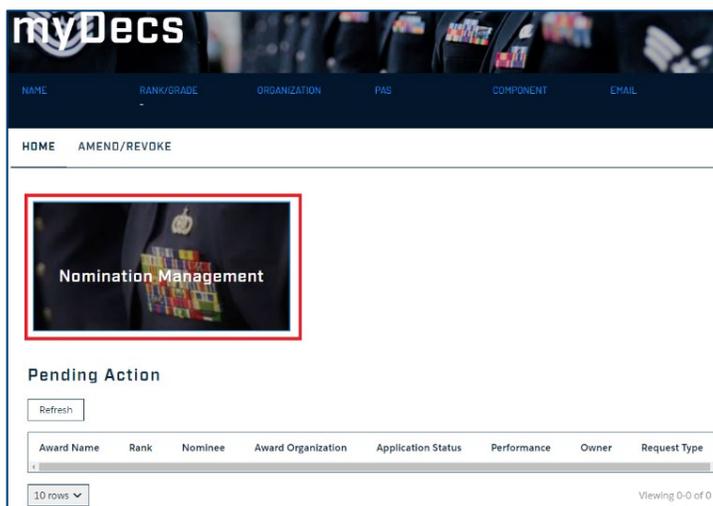
Note: Switching to a Civilian profile will remove the *myFitness* tile from the *AVAILABLE NOW* applications.
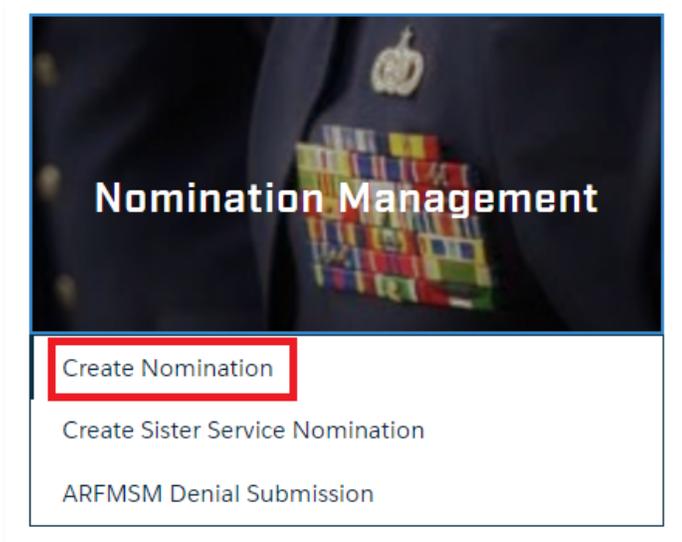
2. Under *AVAILABLE NOW* section, click **myDecs**.
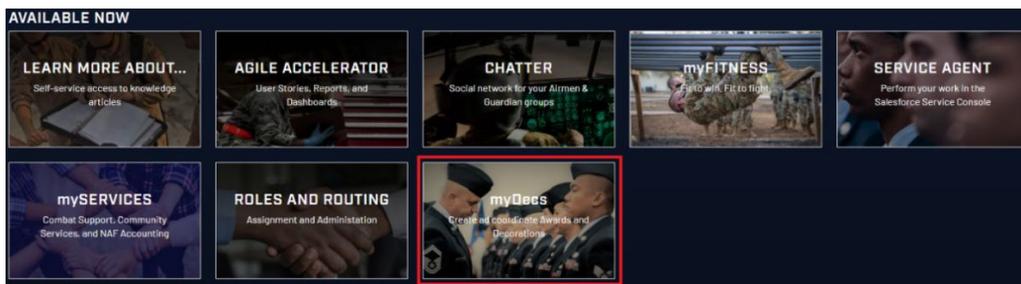
3. Click **Nomination Management.**

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.

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

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

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

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

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

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

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.

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

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.**

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

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 *MilPDS 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.**

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.**

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.**

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.

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

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

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

You have successfully completed coordination for this nomination.

Return to worklist

Next

Exit

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

Your Nomination has been Submitted for Review!

Previous   Finish

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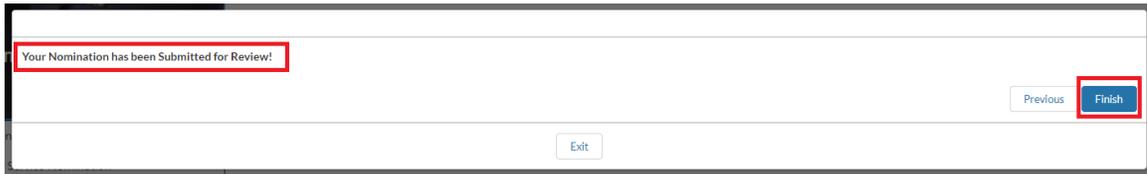
29. Once returned to myDecs front page, click **Refresh** on either **Draft** or **Created Nominations** section (Depending on which was selected in previous step) to display nomination. Change to submitted process.

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 SUPT OPNS SQUADRON 0000	Draft		2/16/2022 11:11 am	Edit ⌄

10 rows ⌄   Viewing 1-1 of 1

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

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