

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.

<u>Current Decoration Availability:</u>

- 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

TALENT MANAGEMENT DIGITAL TRANSFORMATION

HOW IT SHOULD BE

Create a Nomination

 Navigate <u>https://myfss.us.af.mil/USAFCommunity/s/</u> using <u>Microsoft Edge</u> or <u>Google</u> <u>Chrome</u> 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.

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HOW IT SHOULD BE

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.

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Last Modified: 10 MAR 2021 Page 4 of 14 5. Look up member by entering data into one or more of the available fields, click **Search.**

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

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

Search for a member by EDIPI, er	ntire First Name, entire Last Name, and/or	r Email address.			
EDIPI	First Name	Last Name		Email	
Search Clear	ersonnel.				
SELECT	EDIPI	PERSONNEL	ORGANIZATION	EMAIL	
Select		MAJ	SQUA	ADRON 00	
					Next
		Exit			

7. Verify correct Selected Member, click Next.

	First Name	Last Name	Email	
Search Clear	2011072010200	1		
Select Different Member	SQUADRON 0000	<u> </u>		

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8. 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? Ves No No		
		Previous
	Exit	

9. 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?	
Click Next to Proceed with the Nomination	
	Previous
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.

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

You are creating an award nomination for the following Almnan		
Major		
Gender:r		
Ormerization 3aadron 0000		
Line.		
Service Component: Regular		
office symbol po		
"Namines Branch		F
US. Air Force		
Ref.		
MAJ		
"Service Component		
RECULAR		
*Altreas Gates		
-None-		
Primary Directorate NOB		
* Secondary Olirectorate NOB		
-None-		
NærinerGender		
1		
Change Organization		
Avand Crippingation Test		
Squadrun 0000		
Detrivation		
/#O		
DAVTHE O		
Director of Departient		
referenced		
DD		
1217		
Click "Next" to proceed or "Previous" to change the Selected Nominae.		
		Previous Neos
	04	

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

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HOW IT SHOULD BE

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

Charge Urganzation: Ves	
Change Nominee Unit	
6604 AIR SUPT OPNS SQUADRON 0000	×
Update the Award Organization Text to reflect the Updated Unit	
Award Organization Text 🕚	
0604 Air Supt Opns Squadron 0000	
DutyLocation	
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? Ves
Change Nominee Unit
Search Organizations Q
Recent Organizations
604 AIR SUPT OPNS SQUADRON 0000
CO003 USAF ACAD PREP SQUADRON 0000
0000 AFELM US SOCOM AFELM US SOC J004
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	•
noneselected	
Brit	

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Last Modified: 10 MAR 2021 Page 7 of 14 14. Click dropdown menu, select Condition, click Next.

Select an Award :	
* Medal Selection	
Air and Space Commendation Medal	\$
*Condition Selection	
none selected	\$
- none selected	
Achievement	
Extended Tour	
Heroism	
PCA	
PCS	1
Posthumous	
Retirement	
Separation	
Valor	

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

*Surr Oute Peb 1, 2018		ä
Peb 1. 2022 *Autification Oversea Tour PCS Decorration		
	Exit	Previous

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.**

Would you like to add a Device to this Nomination?	
Ves	
This is the Nominee's FOURTH OAK LEAF CLUSTER	
	Previous
Exit	

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.

	DAt
	Previous Next
-Kosim- Conhait Valor Remote	
Air and Space Commendation Eligible Devices None	;
Would you like to add a Device to this Nomination?	

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Last Modified: 10 MAR 2021 Page 8 of 14 18. Select desired Font Size, Opening Sentence, input Narrative, and Closing Sentence, click Next.

* Font Size Selection	
0 10	
0 11	
0 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	
	1
Select a Closing Sentence to be used for the Commendation from the Options Below:	
Closing Sentence	
O The singularly distinctive accomplishments of (ABBREVIATED_RANK) (LAST_NAME) reflect great credit upon (GENDER: himself or herself) and the United States Air Force.	
	Previous
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 Opera 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 3,322 qualifications to maintain 5.3 million dollars in assets. Additionally, XXX led 15 Airmen during Exercise GLOBAL TURINDE?		
THUNDER, aligning five Air Force Specially Codes and 46 tasks across seven squadrors, enabling 12 crews to meet intelligence, surveillance and reconnaisance targets. Furthermore, XXX leadership was meaner/lifed table scenetic relicion a 223 additional duru acrosso seven squadrors, enabling 12 crews to meet intelligence, surveillance and reconnaisance targets. Furthermore, XXX leadership was meaner/lifed table scenetic relicion a 223 additional duru acrosso seven squadrors, enabling 12 crews to meet intelligence, surveillance and reconnaisance targets. Furthermore, XXX leadership was meaner/lifed table scenetic relicion a 223 additional duru acrosso seven squadrors, enabling 12 crews to meet intelligence.		
exemplified by his reconstruction of 22 additional duty processes, saving 480 iabor hours and consolidating 38 positions. Finally, he was the XXth Wing Inspector Ceneral's number one choice for a vital Communications Group inspection, leading to his selection as the XXth Wing's Operations Support Professional Field Grade Originary and the XXth Origina Field Grade Originary and the XXth Originary and the XXth Originary Support Sup		
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 🚯		
RCXER D. GOFF		
*Dury Title, Unit		
Commander, XXth Operations Group		
*Signature Font Size 0		
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		
Exit		

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

HOW IT SHOULD BE

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

≡ SDTemplatePOF	1/1 - 94% + 🗄 🔕	± ē :
		•
	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 HAS AWARDED THE MERITORIOUS SERVICE MIEDAL OUTSTANDING SERVICE 1 February 2018 to 1 February 2022	
	LCCOMPLICIENT Bigir Thai: Ridary Girlageidad bondi is the performance of material generation to the light States on Denstre of Opensiane, 6001 Air Step Open Searche 2000, Dang the period, XXX Mal 13-benefic years reasoning a plan south of a light States on Denstre of Opensiane, 6001 Air Step Open Searche 2000, Dang the period, XXX Mal 13-benefic years reasoning a plan south of coll training regiones on 61 LBM Airens regionering the tria France Magnet Opensiane Groups, At the XXX Ave constrained of periodic constraint Argent Airens Fight Experiment training programs, attributed (2000, a gladication to maintain 53 million dollars in a new, Maldwordy, XXX Wal 10 Airens Aireng Daniso (2000A). TELENDER, digging fee Air Freis Specific Colon and 84 tubia arrays astringendaries, even (40, 12) ervice to exact indigence, ancellates card mountainsex lugal. Theferense, XXX indensity was complified by Mcrossmantain of 22 additional day provises, using 481 bits hears and consolitating II positions. The Maly II was do XXA Wang Imported Genelly transfers exact docks of fer vell Glomensatizations. Give propriate, Linding Viel Positions in Re XXA Way's operations. Segnet: Perfusive Genelly transfers and dois of fer vell Glomensatizeties (Song inspections, Linding Viel National III) Positions. The State ingularly distoribute accomplishence of Mayer Pill Cognet office particles and the United States Air France.	
	GIVEN UNDER MY HAND	
Would you like to make changes to the nomination? Operators select whether you would like	e 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.

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Last Modified: 10 MAR 2021 Page 10 of 14 21. Upload **supporting documents**, add optional **notes** that will be routed with nomination, then click **Next**.

If you have any supporting documents to upload, you can do so below:	
Upload Supporting Documents Upload Files Or drop files	
FilesUploaded Name Type	
Disabled Draft Meritorious Service Medal_SD-88478.pdfpdf	
Would you like to associate notes with this nomination?	
Click "Next" to create the nomination.	
	Previous Next
Exit	

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**.

Create Award Recommendation	
1700	
Flight Chief	
• Body	
Member's record reviewed and meets all requirements for nomination.	
	- A
Note: All notes created will be accessible to users with record access to this nomination.	
Would you like to add additional indees:	
	Previous Next
Exit	

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

Create Award Recommendation
Would you like to Submit the nomination or Save as Draft?
* Submit or Save as Draft
None
None
Save as Oraft Submit
Exit

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

TALENT MANAGEMENT DIGITAL TRANSFORMATION

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?		
		Previous
	Exit	

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

Select Ad-Hoc or Next Coordination			
First Name Search Clear	Last Name	Email Previous Next	
	Exit		

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

Select Ad-Hoc or Next Coordination					
Help Object					
 Ad-Hoc 					
Next Coordination					
Search for a member by entire First I	Name, entire Last Name, and/or Err	tail address.			
First Name		Last Name	Email		
			michael	.com	
Search Clear					
Search Clear					
Search Clear	onnel:				
Search Clear Select from following matching Person SELECT	onnel: EDIPI	PERSONNEL	ORGANIZATION	EMAIL	
Search Clear Select from following matching Person SELECT Select	EDIPI 124	PERSONNEL MSG MICHAEL	ORGANIZATION	EMAIL JADRON michael	com
Search Clear Select from following matching Perso SELECT Select Selected Member: MSG MICHAEL	onnel: EDIPI 124 - 0003	PERSONNEL MSG MICHAEL SQUADRON0000	ORGANIZATION 0003 USAF SQL	EMAIL JADRON michael	com
Select from following matching Person SELECT Select Selected Member: MSG MICHAEL Select Different Member	onnel: EDIPI 124 - 0003	PERSONNEL MSC MICHAEL SQUADRON0000	ORGANIZATION 0003 USAF SQU	EMAIL JADRONL. michael	com
Earch Clear Select from following matching Person SELECT Solect Selected Member: MSG MICI MICI Select Differenti Member	EDIPI 124	PERSONNE MSC MICHAEL SQLADRON0000	ORGANIZATION 0003 USAF SQL	EMAIL JADRON michael	com Previous Nest

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Last Modified: 10 MAR 2021 Page 12 of 14 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.

I		
n	Your Nomination has been Submitted for Review!	
		Previous
0 0	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 M Pending Action	ahagement							
Refresh								
Award Name	Rank	Nominee	Award 0	Organization	Application Status	Performance	Owner	Request Type
10 rows 🗸								Viewing 0-0 of 0
Created Nominat	tions							
Refresh								
Performance Name	Award Name	Rank	First Name	Last Name	Award Organization	Application Status	Approval Status	Created Date
x								Б
10 rows 🗸								Viewing 0-0 of 0
Draft Nomination	ns							
Refresh								
Performance Name	mination water and the service Market of Mark O Mark O Mark Of Market Of Of Market Of Market Of Of Of Market Of Of Market Of							
P-000000394	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.

Nomination	Mangement							
Pending Action	0							
Refresh Award Name	Rank	Nominee	Award Organ	zation	Application Status	Performance	Owner	Request Type
10 rows ¥								Viewing 0-0 of 0
Refresh Performance Name	Award Name	Rank	First Name	Last Name	Award Organization	Application Status	Approval Status	Created Date
10 rows v)raft Nominati	ons							Viewing 0-0 of I
Performance Name 0	Award Name 0	Rank O	First Name 🗘 Last Thabi Dillin	Name () Award	Organization ©	Application Status \bigcirc A	Ipproval Status 0 Creat	ed Date 0
0 rows 🗸								V Edit Delete

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