

# **air force decoration writing guide**

## **The Air Force Decoration Writing Guide: A Comprehensive Look at its Importance and Implications**

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Editor: Captain (Ret.) Johnathan Miller, USAF. Captain Miller possesses over 15 years of experience in military writing and editing, including significant time spent working on official military documentation.

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## **Introduction: Mastering the Art of the Air Force Decoration Writing Guide**

The Air Force Decoration Writing Guide is far more than a simple stylistic manual; it's a critical document that dictates the process of recognizing exceptional service and valor within the United States Air Force. Proficiency in using the air force decoration writing guide is crucial for ensuring that deserving airmen receive the recognition they have earned, accurately reflecting their contributions and impact. This guide delves into the significance of the air force decoration writing guide, exploring its impact on Air Force culture, career progression, and the overall morale of its personnel. We will dissect the key elements of effective decoration writing, offering practical advice and best practices to ensure your submissions are compelling, accurate, and ultimately successful.

## **Understanding the Air Force Decoration Writing Guide's Structure and Purpose**

The air force decoration writing guide provides a standardized framework for documenting outstanding achievements. It's not merely about following a prescribed format; it's about crafting a narrative that powerfully conveys the significance of the nominee's actions and their impact on the mission. The guide outlines the specific requirements for different levels of awards, detailing the necessary information, including:

**Narrative Structure:** The guide emphasizes a clear, concise, and chronologically structured narrative, highlighting the key actions, decisions, and outcomes of the nominee's contributions. It emphasizes the "who, what, when, where, why, and how" of the event.

**Specific Examples:** The guide stresses the importance of providing concrete examples rather than vague generalizations. Quantifiable results and measurable achievements significantly strengthen the narrative. For instance, instead of stating "He improved efficiency," the narrative should specify "He streamlined the process, resulting in a 20% increase in efficiency and a \$500,000 cost savings."

**Impact Statement:** A strong impact statement is crucial. It articulates how the nominee's actions went above and beyond standard expectations and contributed significantly to the mission's success or the Air Force's overall objectives.

**Supporting Documentation:** The air force decoration writing guide outlines the necessary supporting documentation, such as performance reports, letters of recommendation, and any other relevant evidence that corroborates the narrative.

## **The Implications for the Industry: Beyond Recognition**

The implications of the air force decoration writing guide extend far beyond simply awarding medals. A well-written decoration package:

**Enhances Career Progression:** Awards and decorations significantly impact career advancement opportunities. A strong, well-documented package showcases the nominee's capabilities and potential, making them a more competitive candidate for promotions and leadership roles.

**Boosts Morale and Retention:** Recognizing outstanding achievements fosters a culture of appreciation and motivates personnel. Knowing that their contributions are valued and acknowledged significantly improves morale and enhances retention rates.

**Shapes Air Force Culture:** The air force decoration writing guide, by its very nature, helps to codify and reinforce the Air Force's core values. It emphasizes the importance of excellence, leadership, and dedication to duty.

**Attracts and Retains Talent:** A reputation for fairly and effectively recognizing exceptional service attracts high-quality recruits and encourages current personnel to remain in the Air Force.

## **Mastering the Art of Effective Decoration Writing**

Crafting a compelling decoration package requires more than simply recounting events; it demands careful planning and skillful writing. Here are some key strategies:

**Know your audience:** Understand who will be reviewing the package and tailor your language and tone accordingly.

**Show, don't tell:** Use vivid language and specific examples to illustrate the nominee's contributions.

**Maintain objectivity:** While celebrating achievements, avoid exaggeration or hyperbole.

**Proofread meticulously:** Errors in grammar and spelling undermine the credibility of the submission.

**Seek feedback:** Before submitting the package, seek feedback from colleagues and supervisors to ensure accuracy and clarity.

# Conclusion

The air force decoration writing guide serves as more than just a procedural document; it's a cornerstone of recognizing and rewarding exceptional service within the U.S. Air Force. Mastering its principles is crucial for ensuring that deserving individuals receive the recognition they have earned, positively impacting career progression, morale, and the overall culture of the Air Force. By adhering to the guidelines and employing effective writing strategies, we can ensure that the narratives of our service members accurately reflect their contributions and the profound impact they make.

## FAQs

1. What types of awards are covered in the Air Force decoration writing guide? The guide covers all Air Force awards and decorations, from the Air Force Achievement Medal to the Air Force Cross.
1. How long should a decoration citation be? Length varies depending on the award, but conciseness and clarity are paramount. Avoid unnecessary detail.
1. What kind of supporting documentation is needed? Supporting documentation might include performance reports, letters of recommendation, mission debriefs, and any relevant evidence supporting the narrative.
1. Can I use personal anecdotes in the citation? While personal anecdotes can add context, focus on objective evidence and quantifiable results.
1. What if I make a mistake in the submission? Mistakes can be corrected, but it is crucial to ensure accuracy before submitting the final draft.
1. How long does the decoration review process typically take? The review time varies depending on the level of the award and the volume of submissions.
1. Where can I find the official Air Force decoration writing guide? The guide is typically

accessible through the Air Force's internal personnel systems and relevant online resources.

1. Is there a specific format I need to follow? Yes, the guide specifies formatting requirements, including font size, spacing, and page layout.
1. What happens if my submission is rejected? Rejected submissions often include feedback on areas for improvement, allowing for resubmission after revisions.

## **Related Articles:**

1. "Crafting Compelling Narratives for Air Force Awards": This article offers practical tips on storytelling techniques for impactful decoration submissions.
1. "The Importance of Supporting Documentation in Air Force Decoration Packages": A deep dive into the types of evidence needed to bolster a nomination.
1. "Common Mistakes to Avoid When Writing Air Force Decoration Citations": A guide to pitfalls to avoid for successful submissions.
1. "Air Force Decoration Writing: A Step-by-Step Guide": A detailed, procedural walkthrough of the entire submission process.
1. "Understanding the Different Levels of Air Force Awards and Decorations": A helpful resource clarifying the hierarchy and criteria of various awards.
1. "The Role of Leadership in Supporting Air Force Decoration Nominations": An examination of how leadership can best support their team members' nomination process.

1. "Effective Use of Quantifiable Results in Air Force Award Narratives": Guidance on showcasing achievements with hard data and measurable outcomes.
1. "The Ethical Considerations of Air Force Award Nominations": A discussion of maintaining integrity and fairness throughout the nomination process.
1. "Leveraging Technology to Improve Air Force Decoration Writing Efficiency": An exploration of tools and software that can streamline the writing and submission process.

**air force decoration writing guide: The Tongue and Quill: Air Force Afh 33-337 Air Force Handbook Certified Current 27 July 2016** Usaf, 2018-10-08 The Tongue and Quill - AFH 33-337 is one of the most used and Air Force Handbooks to date. This is the most up to date edition. (Certified current as of July 27, 2016.) Direct from the ePub repository. The men and women of the United States Air Force must communicate clearly and effectively to carry out our missions. Although we live in an era of rapid personal and mass communication that was barely imagined just a few years ago, our Air Force still requires face-to-face briefings, background papers, and staff packages to keep the mission moving forward. This handbook provides the information to ensure clear communications--written or spoken. The Tongue and Quill has been a valued Air Force resource for decades and many Airmen from our Total Force of uniformed and civilian members have contributed their talents to various editions over the years. This revision is built upon the foundation of governing directives user's inputs from the unit level all the way up to Headquarters Air Force. A small team of Total Force Airmen from the Air University, the United States Air Force Academy, Headquarters Air Education and Training Command (AETC), the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Headquarters Air Force compiled inputs from the field and rebuilt Tongue and Quill to meet the needs of today's Airmen. The team put many hours into this effort over a span of almost two years to improve the content, relevance, and organization of material throughout this handbook. As the final files go to press it is the desire of The Tongue and Quill team to say thank you to every Airman who assisted in making this edition better; you have our sincere appreciation! The Air Force Handbook (AFH) 33-337 is a guideline for speakers, writers, and presenters. The Tongue and Quill, as it's known, is widely used by Air Force military and civilian members, professional military school educators and students, and civilian corporations around the U.S.

**air force decoration writing guide: Commanding an Air Force Squadron** Col Usaf Timmons, Timothy, Timothy T. Timmons, 2012-08-07 The privilege of commanding an Air Force squadron, despite its heavy responsibilities and unrelenting challenges, represents for many Air Force officers the high point of their careers. It is service as a squadron commander that accords true command authority for the first time. The authority, used consistently and wisely, provides a foundation for command. As with the officer's commission itself, command authority is granted to those who have earned it, both by performance and a revealed capacity for the demands of total responsibility. But once granted, it much be revalidated every day. So as one assumes squadron command, bringing years of experience and proven record to join with this new authority, one might

still need a little practical help to success with the tasks of command. This book offers such help. "Commanding an Air Force Squadron" brings unique and welcome material to a subject other books have addressed. It is rich in practical, useful, down-to-earth advice from officers who have recently experienced squadron command. The author does not quote regulations, parrot doctrine, or paraphrase the abstractions that lace the pages of so many books about leadership. Nor does he puff throughout the manuscript about how he did it. Rather, he presents a digest of practical wisdom based on real-world experience drawn from the reflection of many former commanders from any different types of units. He addresses all Air Force squadron commanders, rated and nonrated, in all sorts of missions worldwide. Please also see a follow up to this book entitled "Commanding an Air Force Squadron in the Twenty-First Century (2003)" by Jeffery F. Smith, Lieutenant Colonel, USAF.

**air force decoration writing guide: Manual of Military Decorations & Awards** United States. Office of the Assistant Secretary of Defense (Force Management Policy), 1996

**air force decoration writing guide:** *Department of Defense Dictionary of Military and Associated Terms* United States. Joint Chiefs of Staff, 1979

**air force decoration writing guide:** *Air Force Handbook 1* U. S. Air Force, 2018-07-17 This handbook implements AFPD 36-22, Air Force Military Training. Information in this handbook is primarily from Air Force publications and contains a compilation of policies, procedures, and standards that guide Airmen's actions within the Profession of Arms. This handbook applies to the Regular Air Force, Air Force Reserve and Air National Guard. This handbook contains the basic information Airmen need to understand the professionalism required within the Profession of Arms. Attachment 1 contains references and supporting information used in this publication. This handbook is the sole source reference for the development of study guides to support the enlisted promotion system. Enlisted Airmen will use these study guide to prepare for their Promotion Fitness Examination (PFE) or United States Air Force Supervisory Examination (USAFSE).

**air force decoration writing guide: The Diversity Style Guide** Rachele Kanigel, 2018-10-15 New diversity style guide helps journalists write with authority and accuracy about a complex, multicultural world A companion to the online resource of the same name, The Diversity Style Guide raises the consciousness of journalists who strive to be accurate. Based on studies, news reports and style guides, as well as interviews with more than 50 journalists and experts, it offers the best, most up-to-date advice on writing about underrepresented and often misrepresented groups. Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female, the book helps readers navigate the minefield of names, terms, labels and colloquialisms that come with living in a diverse society. The Diversity Style Guide comes in two parts. Part One offers enlightening chapters on Why is Diversity So Important; Implicit Bias; Black Americans; Native People; Hispanics and Latinos; Asian Americans and Pacific Islanders; Arab Americans and Muslim Americans; Immigrants and Immigration; Gender Identity and Sexual Orientation; People with Disabilities; Gender Equality in the News Media; Mental Illness, Substance Abuse and Suicide; and Diversity and Inclusion in a Changing Industry. Part Two includes Diversity and Inclusion Activities and an A-Z Guide with more than 500 terms. This guide: Helps journalists, journalism students, and other media writers better understand the context behind hot-button words so they can report with confidence and sensitivity Explores the subtle and not-so-subtle ways that certain words can alienate a source or infuriate a reader Provides writers with an understanding that diversity in journalism is about accuracy and truth, not political correctness. Brings together guidance from more than 20 organizations and style guides into a single handy reference book The Diversity Style Guide is first and foremost a guide for journalists, but it is also an important resource for journalism and writing instructors, as well as other media professionals. In addition, it will appeal to those in other fields looking to make informed choices in their word usage and their personal interactions.

**air force decoration writing guide: The Tongue and Quill** Air Force, 2019-10-11 The Tongue and Quill has been a valued Air Force resource for decades and many Airmen from our Total Force of uniformed and civilian members have contributed their talents to various editions over the

years. This revision is built upon the foundation of governing directives and user's inputs from the unit level all the way up to Headquarters Air Force. A small team of Total Force Airmen from the Air University, the United States Air Force Academy, Headquarters Air Education and Training Command (AETC), the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Headquarters Air Force compiled inputs from the field and rebuilt *The Tongue and Quill* to meet the needs of today's Airmen. The team put many hours into this effort over a span of almost two years to improve the content, relevance, and organization of material throughout this handbook. As the final files go to press it is the desire of *The Tongue and Quill* team to say thank you to every Airman who assisted in making this edition better; you have our sincere appreciation!

**air force decoration writing guide:** Writing guide Marine Corps Historical Center (U.S.), 2004

**air force decoration writing guide:** USAF Formal Schools United States. Dept. of the Air Force, 1986

**air force decoration writing guide:** Medical Support of the Army Air Forces in World War II United States. Air Force Medical Service, Mae Mills Link, Hubert Anderson Coleman, 1955

**air force decoration writing guide:** *Commanding an Air Force Squadron in the Twenty-first Century* Jeffry F. Smith, 2003 Jeffry Smith updates the earlier release of Col Timothy T. Timmon's *Commanding an Air Force Squadron* (1993). In this book, which includes a foreword by Gen John P. Jumper and an introduction by Colonel Timmons, USAF, retired, Colonel Smith relies on the vast insights, experiences, and recommendations of former and current commanders to identify the attributes of a successful commander at multiple levels. He identifies some issues commanders face regardless of the level of command, including counseling personnel, dorm inspections, commanders' calls, money management, and the roles of spouses and families. According to Colonel Smith, the conduct of individuals in times of crises is the truest barometer of a good commander.--Publisher website.

**air force decoration writing guide:** *U. S. Army Board Study Guide* , 2006-06

**air force decoration writing guide:** *The Decoration of Houses* Edith Wharton, Ogden Codman, 1897

**air force decoration writing guide:** *Military Judges' Benchbook* United States. Department of the Army, 1982

**air force decoration writing guide:** *Ask a Manager* Alison Green, 2018-05-01 From the creator of the popular website *Ask a Manager* and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for *Ask a Manager* “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “*Ask a Manager* is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin

Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

**air force decoration writing guide: Pentagon 9/11** Alfred Goldberg, 2007-09-05 The most comprehensive account to date of the 9/11 attack on the Pentagon and aftermath, this volume includes unprecedented details on the impact on the Pentagon building and personnel and the scope of the rescue, recovery, and caregiving effort. It features 32 pages of photographs and more than a dozen diagrams and illustrations not previously available.

**air force decoration writing guide: *A Little History of the World*** E. H. Gombrich, 2014-10-01 E. H. Gombrich's *Little History of the World*, though written in 1935, has become one of the treasures of historical writing since its first publication in English in 2005. The Yale edition alone has now sold over half a million copies, and the book is available worldwide in almost thirty languages. Gombrich was of course the best-known art historian of his time, and his text suggests illustrations on every page. This illustrated edition of the *Little History* brings together the pellucid humanity of his narrative with the images that may well have been in his mind's eye as he wrote the book. The two hundred illustrations—most of them in full color—are not simple embellishments, though they are beautiful. They emerge from the text, enrich the author's intention, and deepen the pleasure of reading this remarkable work. For this edition the text is reset in a spacious format, flowing around illustrations that range from paintings to line drawings, emblems, motifs, and symbols. The book incorporates freshly drawn maps, a revised preface, and a new index. Blending high-grade design, fine paper, and classic binding, this is both a sumptuous gift book and an enhanced edition of a timeless account of human history.

**air force decoration writing guide: Career Progression Guide For Airmen: The Basics** MARK C. OVERTON, 2013-05-06 You're considering joining or joined the United States Air Force (USAF). You desire to put your best foot forward at your new job and achieve a rewarding career. To rally toward your goal, "march in step" ---work as a team---with proven strategies of success to "close ranks"---get and stay ahead in your career---for building your leadership skills and earning your next stripe. This scaled down, second book in the Career Progression Guide for Airmen series 'cuts to the chase' and walks you through career progression steps -from A to Z - allowing you to still hone in on the hard-core information for leadership and promotion increase opportunities. As you near the milestone of making the next rank, it then becomes a stepping stone for you to further mission accomplishment and see, sense, and smell a 'rewarding career' finish line. You're also supplied with coaching and mentoring you must have for growth and value as a professional Airmen. The Basics features inspirational lead-off chapter quotes, step-by-step arrangement of the performance report's accomplishment bullet statement' sequence, which is important for documenting your job performance, and a 6-point key summary to reinforce your learning and help you to keep your job and career goals in sight. From goal setting, successfully performing to meet expectations, to serving others and self, "The Basics" cuts to the quick and provides you the means to get the job done well and touch and taste the promotion you earn! Chief Master Sergeant Mark C. Overton, USAF (Retired), is a graduate of the USAF Chiefs' Leadership Course and earned a masters degree in computer resources and information management. During his twenty six years in the Air Force, Chief Overton's background includes various duties in 25 communications-computer systems assignments and deployments at the unit, wing and numbered air force levels. Offering a rare perspective of serving as a chief master sergeant, retiree, key spouse mentor, and federal civilian employee, he has penned commentaries on leadership

**air force decoration writing guide: TRADOC Pamphlet TP 600-4 The Soldier's Blue Book** United States Government Us Army, 2019-12-14 This manual, TRADOC Pamphlet TP 600-4 The Soldier's Blue Book: The Guide for Initial Entry Soldiers August 2019, is the guide for all Initial Entry Training (IET) Soldiers who join our Army Profession. It provides an introduction to being a Soldier and Trusted Army Professional, certified in character, competence, and commitment to the Army. The pamphlet introduces Soldiers to the Army Ethic, Values, Culture of Trust, History, Organizations, and Training. It provides information on pay, leave, Thrift Saving Plans (TSPs), and organizations that will be available to assist you and your Families. The Soldier's Blue Book is mandated reading



and will be maintained and available during BCT/OSUT and AIT. This pamphlet applies to all active Army, U.S. Army Reserve, and the Army National Guard enlisted IET conducted at service schools, Army Training Centers, and other training activities under the control of Headquarters, TRADOC.

**air force decoration writing guide: Human Dimension and Interior Space** Julius Panero, Martin Zelnik, 2014-01-21 The study of human body measurements on a comparative basis is known as anthropometrics. Its applicability to the design process is seen in the physical fit, or interface, between the human body and the various components of interior space. Human Dimension and Interior Space is the first major anthropometrically based reference book of design standards for use by all those involved with the physical planning and detailing of interiors, including interior designers, architects, furniture designers, builders, industrial designers, and students of design. The use of anthropometric data, although no substitute for good design or sound professional judgment should be viewed as one of the many tools required in the design process. This comprehensive overview of anthropometrics consists of three parts. The first part deals with the theory and application of anthropometrics and includes a special section dealing with physically disabled and elderly people. It provides the designer with the fundamentals of anthropometrics and a basic understanding of how interior design standards are established. The second part contains easy-to-read, illustrated anthropometric tables, which provide the most current data available on human body size, organized by age and percentile groupings. Also included is data relative to the range of joint motion and body sizes of children. The third part contains hundreds of dimensioned drawings, illustrating in plan and section the proper anthropometrically based relationship between user and space. The types of spaces range from residential and commercial to recreational and institutional, and all dimensions include metric conversions. In the Epilogue, the authors challenge the interior design profession, the building industry, and the furniture manufacturer to seriously explore the problem of adjustability in design. They expose the fallacy of designing to accommodate the so-called average man, who, in fact, does not exist. Using government data, including studies prepared by Dr. Howard Stoudt, Dr. Albert Damon, and Dr. Ross McFarland, formerly of the Harvard School of Public Health, and Jean Roberts of the U.S. Public Health Service, Panero and Zelnik have devised a system of interior design reference standards, easily understood through a series of charts and situation drawings. With Human Dimension and Interior Space, these standards are now accessible to all designers of interior environments.

**air force decoration writing guide: Long Way Down** Jason Reynolds, 2017-10-24 "An intense snapshot of the chain reaction caused by pulling a trigger." —Booklist (starred review) "Astonishing." —Kirkus Reviews (starred review) "A tour de force." —Publishers Weekly (starred review) A Newbery Honor Book A Coretta Scott King Honor Book A Printz Honor Book A Time Best YA Book of All Time (2021) A Los Angeles Times Book Prize Winner for Young Adult Literature Longlisted for the National Book Award for Young People's Literature Winner of the Walter Dean Myers Award An Edgar Award Winner for Best Young Adult Fiction Parents' Choice Gold Award Winner An Entertainment Weekly Best YA Book of 2017 A Vulture Best YA Book of 2017 A BuzzFeed Best YA Book of 2017 An ode to Put the Damn Guns Down, this is New York Times bestselling author Jason Reynolds's electrifying novel that takes place in sixty potent seconds—the time it takes a kid to decide whether or not he's going to murder the guy who killed his brother. A cannon. A strap. A piece. A biscuit. A burner. A heater. A chopper. A gat. A hammer A tool for RULE Or, you can call it a gun. That's what fifteen-year-old Will has shoved in the back waistband of his jeans. See, his brother Shawn was just murdered. And Will knows the rules. No crying. No snitching. Revenge. That's where Will's now heading, with that gun shoved in the back waistband of his jeans, the gun that was his brother's gun. He gets on the elevator, seventh floor, stoked. He knows who he's after. Or does he? As the elevator stops on the sixth floor, on comes Buck. Buck, Will finds out, is who gave Shawn the gun before Will took the gun. Buck tells Will to check that the gun is even loaded. And that's when Will sees that one bullet is missing. And the only one who could have fired Shawn's gun was Shawn. Huh. Will didn't know that Shawn had ever actually USED his gun. Bigger huh. BUCK IS DEAD. But Buck's in the elevator? Just as Will's trying to think this through, the door to the next floor opens. A

teenage girl gets on, waves away the smoke from Dead Buck's cigarette. Will doesn't know her, but she knew him. Knew. When they were eight. And stray bullets had cut through the playground, and Will had tried to cover her, but she was hit anyway, and so what she wants to know, on that fifth floor elevator stop, is, what if Will, Will with the gun shoved in the back waistband of his jeans, MISSES. And so it goes, the whole long way down, as the elevator stops on each floor, and at each stop someone connected to his brother gets on to give Will a piece to a bigger story than the one he thinks he knows. A story that might never know an END...if Will gets off that elevator. Told in short, fierce staccato narrative verse, *Long Way Down* is a fast and furious, dazzlingly brilliant look at teenage gun violence, as could only be told by Jason Reynolds.

**air force decoration writing guide: The United States Air Force Posture Statement**

United States. Department of the Air Force, 2003

**air force decoration writing guide: Career Progression Guide for Airmen** MARK C.

OVERTON, 2012-12-11 You're considering joining or joined the Air Force team. You desire to put your best foot forward at your new job. Maybe you already have your foot in the door and feel job contentment eludes you. "March in step"---work as a team---with proven strategies of success to "close ranks"---get ahead in your career. Where other books are theoretical and geared toward soldiers or officers, *Career Progression Guide for Airmen* extends practical and insightful advice to develop your knowledge and leadership skills to see, sense, and smell a rewarding career. You're also supplied with coaching you must have for growth as a professional Airman. *Career Progression Guide for Airmen* features step-by-step arrangement of the performance report's bullet statements' sequence and 6-point chapter key summary to keep your job and career goals in sight. From goal setting, performing to meet expectations, and serving, to transitioning, Overton covers your career progress and provides you tools to get the job done well and touch and taste promotion!

**air force decoration writing guide: The Adult Learner** Malcolm S. Knowles, Elwood F.

Holton III, Richard A. Swanson, RICHARD SWANSON, Petra A. Robinson, 2020-12-20 How do you tailor education to the learning needs of adults? Do they learn differently from children? How does their life experience inform their learning processes? These were the questions at the heart of Malcolm Knowles' pioneering theory of andragogy which transformed education theory in the 1970s. The resulting principles of a self-directed, experiential, problem-centred approach to learning have been hugely influential and are still the basis of the learning practices we use today. Understanding these principles is the cornerstone of increasing motivation and enabling adult learners to achieve. The 9th edition of *The Adult Learner* has been revised to include: Updates to the book to reflect the very latest advancements in the field. The addition of two new chapters on diversity and inclusion in adult learning, and andragogy and the online adult learner. An updated supporting website. This website for the 9th edition of *The Adult Learner* will provide basic instructor aids including a PowerPoint presentation for each chapter. Revisions throughout to make it more readable and relevant to your practices. If you are a researcher, practitioner, or student in education, an adult learning practitioner, training manager, or involved in human resource development, this is the definitive book in adult learning you should not be without.

**air force decoration writing guide: Victory On The Potomac** James R. Locher, 2002 War is

waged not only on battlefields. In the mid-1980s a high-stakes political struggle to redesign the relationships among the president, secretary of defense, Joint Chiefs of Staff, chairman of the Joint Chiefs, and warfighting commanders in the field resulted in the Goldwater-Nichols Act of 1986. Author James R. Locher III played a key role in the congressional effort to repair a dysfunctional military whose interservice squabbling had cost American taxpayers billions of dollars and put the lives of thousands of servicemen and women at risk. Victory on this front helped make possible the military successes the United States has enjoyed since the passage of the bill and to prepare it for the challenges it must still face. Victory on the Potomac provides the first detailed history of how Congress unified the Pentagon and does so with the benefit of an insider's view. In a fast-paced account that reads like a novel, Locher follows the bill through congressional committee to final passage, making clear that the process is neither abstract nor automatic. His vivid descriptions

bring to life the amazing cast of this real-life drama, from the straight-shooting chairman of the Senate Armed Services Committee, Barry Goldwater, to the peevishly stubborn secretary of defense, Casper Weinberger. Locher's analysis of political maneuvering and bureaucratic infighting will fascinate anyone who has an interest in how government works, and his understanding of the stakes in military reorganization will make clear why this legislative victory meant so much to American military capability. James R. Locher III, a graduate of West Point and Harvard Business School began his career in Washington as an executive trainee in the Office of the Secretary of Defense. He has worked in the White House, the Pentagon, and the Senate. During the period covered by this book, he was a staff member for the Senate Committee on Armed Services. Since then, he has served as an assistant secretary of defense in the first Bush and the early Clinton administrations. Currently, he works as a consultant and lecturer on defense matters.

**air force decoration writing guide:** *Air Force Writing Guide* Msgt R. Parker, 2010-03-01 Drawing from over 24 years of experience in units around the world, the author provides information on and examples of Air Force writing requirements that can't be found anywhere else. This book is packed with clear guidance on the best strategy for advancement through the ranks including how to write exceptional Enlisted Performance Reports and Awards that will increase your chances for recognition and promotion. Included are sections on common NCO writing tasks such as Letters of Counseling, Letters of Appreciation, Trip Reports, and much, much more!

**air force decoration writing guide:** *Mathematical Writing* Donald E. Knuth, Tracy Larrabee, Paul M. Roberts, 1989 This book will help those wishing to teach a course in technical writing, or who wish to write themselves.

**air force decoration writing guide:** *Navy and Marine Corps Awards Manual* United States. Bureau of Naval Personnel,

**air force decoration writing guide:** *Combat Squadrons of the Air Force; World War II.* United States. USAF Historical Division, 1969 This collection of squadron histories has been prepared by the USAF Historical Division to complement the Division's book, *Air Force Combat Units of World War II*. The 1,226 units covered by this volume are the combat (tactical) squadrons that were active between 7 December 1941 and 2 September 1945. Each squadron is traced from its beginning through 5 March 1963, the fiftieth anniversary of the organization of the 1st Aero (later Bombardment) Squadron, the first Army unit to be equipped with aircraft for tactical operations. For each squadron there is a statement of the official lineage and data on the unit's assignments, stations, aircraft and missiles, operations, service streamers, campaign participation, decorations, and emblem.

**air force decoration writing guide:** *Inside the Cold War* Chris Adams, 2004-12-01 General Adams reflects on his experiences in the cold war, during which he served in both manned bombers and missile silos. He tells stories of famous and not-so-famous cold warriors, including some from the US Navy. Some stories are humorous; some stories are tragic. Having traveled extensively in Russia and some former Soviet Union states after retirement, General Adams tells us about his former adversaries, the Soviet cold warriors. In the process, he leaves no doubt about his respect for all who served so valiantly in the strategic triad-- the strategic command, the ICBM force, and the submarine Navy.

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organization, administration, command and control, and doctrine. War has been fundamentally transformed by the advent of the airplane.

**air force decoration writing guide:** The Blue Book of Grammar and Punctuation Lester Kaufman, Jane Straus, 2021-04-16 The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering just the facts on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.

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**air force decoration writing guide:** Personnel - Awards and Memorialization Program (Air Force Manual 36-2806) U.S. Air Force, 2019-11-22 This manual implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs; and AFPD 36-31, Personal Affairs. This manual governs the Air Force special trophies, awards, decorations and memorialization programs. It applies to Regular Air Force, Air Force Reserve and Air National Guard personnel; and where specified applies to Air Force civilian employees paid through appropriated funds. In collaboration with the Chief of Air Force Reserve (AF/RE) and Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force Awards and Memorialization Program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

**air force decoration writing guide:** Netscape Mozilla Source Code Guide William R. Stanek, 1999-12-23 In this friendly, authoritative guide, bestselling author Stanek guides programmers through the complex maze of Netscape Communicator's code, which contains approximately 30 million lines of code that are extremely difficult to navigate. He introduces Mozilla and the Netscape Open Source program, discusses how to become involved, and shows how to use the library hooks and extensions.

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**air force decoration writing guide:** Demystifying the French Janet Hulstrand, 2019-01-26 Demystifying the French: How to Love Them, and Make Them Love You is aimed at first-time visitors to France as well as long-term expatriates. Designed to help readers 'crack the code,' avoid common mistakes, and get off on the right foot with the French, the book begins with five easy-to-follow essential tips 'for even brief encounters' by introducing a few French phrases and how to say them that will pave the way for a positive experience in France. The tips are followed by 10 chapters that go into a deeper explanation of French habits, manners, and ways of viewing the world. Hulstrand shares the perspective she has gained in nearly 40 years of time spent living, working, teaching, and traveling in France, and illustrates the principles she is discussing with sometimes touching, and often amusing, personal anecdotes... Reflections contributed by David Downie, Adrian Leeds, Harriet Welty Rochefort, and other well-known commentators on Franco-American cultural differences provide additional perspective and depth. A glossary of French terms that is both substantive and

whimsical provides surprising insights into historical as well as cultural reasons for the French being 'the way they are.' Aimed mainly at an American audience, this book will be helpful for anyone who wants to better understand the French, and have fun while doing so.--Amazon.com.

**air force decoration writing guide: Sharing Success - Owning Failure: Preparing to Command in the Twenty-First Century Air Force** Colonel Usaf David L Goldfein, USAF, David L., David Goldfein, , USAF, 2012-08-17 Command is the ultimate service. It is a time when we have the singular responsibility to create and lead strong Air Force units. A time when our passion for our Air Force and our vision for its future must be overwhelmingly clear. Early in the Developing Aerospace Leaders initiative, we began to focus on the way in which the institution teaches leadership and prepares airmen for command. What we found was a wide range of practices and a wide range of expectations - a complicating factor in today's Expeditionary Aerospace Force. We realize that preparing our officers to command effective, mission-oriented units must be a deliberate process. It must develop our unique airman perspective, creating commanders who are able to communicate the vision, have credibility in the mission area, and can lead our people with inspiration and heart. The foundation of our institution's effectiveness has always been its leaders. Colonel Goldfein's work provides valuable lessons learned and serves as a worthwhile tool to optimize your effectiveness as a squadron commander. This book is a must-read, not only for those selected to command a squadron but for all our young officers, helping them understand what the requirements of squadron command will be. Remember, command is a unique privilege - a demanding and crucial position in our Air Force. Sharing Success - Owning Failure takes you a step closer to successfully meeting that challenge.

**air force decoration writing guide: My New Roots** Sarah Britton, 2015-03-31 Holistic nutritionist and highly-regarded blogger Sarah Britton presents a refreshing, straight-forward approach to balancing mind, body, and spirit through a diet made up of whole foods. Sarah Britton's approach to plant-based cuisine is about satisfaction--foods that satiate on a physical, emotional, and spiritual level. Based on her knowledge of nutrition and her love of cooking, Sarah Britton crafts recipes made from organic vegetables, fruits, whole grains, beans, lentils, nuts, and seeds. She explains how a diet based on whole foods allows the body to regulate itself, eliminating the need to count calories. My New Roots draws on the enormous appeal of Sarah Britton's blog, which strikes the perfect balance between healthy and delicious food. She is a whole food lover, a cook who makes simple accessible plant-based meals that are a pleasure to eat and a joy to make. This book takes its cues from the rhythms of the earth, showcasing 100 seasonal recipes. Sarah simmers thinly sliced celery root until it mimics pasta for Butternut Squash Lasagna, and whips up easy raw chocolate to make homemade chocolate-nut butter candy cups. Her recipes are not about sacrifice, deprivation, or labels--they are about enjoying delicious food that's also good for you.

**air force decoration writing guide: ASVAB Core Review** , 2005 The ASVAB is the test that all new recruits to the U.S. Military must take. In order to pass the test, recruits need to pass four of eight subtests - commonly known as the ASVAB Core. ASVAB Core Review supplies all the tools needed to beat this most crucial part of the ASVAB.

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