

# U.S. Department of the Air Force

MyDecs Reimagined Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist the Department of the Air Force team members and HR Technicians at all levels understand the myDecs Reimagined system.

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# **Revision History**

Version	Date	Revision Description
1	1/25/2024	myDecs Reimagined Processes Defined

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# Introduction

#### 1. INTRODUCTION:

• This Personnel Services Delivery (PSD) Guide is a single document containing procedural instructions/information for the myDecs Reimagined application and processes. This guide is intended for individual use by the "Target Audience" identified below.

#### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

• Air Force Personnel Center (AFPC/DP3SP)

#### 3. TARGET AUDIENCE:

• Department of the Air Force (DAF) Airmen and Space Force Guardians

#### 4. DOWNLOAD DEMONSTRATION MICRO VIDEOS:

- <u>Create a Nomination Demonstration</u>
- Create a Self-Nomination Demonstration
- <u>Approving Authority Demonstration</u>

#### 5. REFERENCES/RELATED PROCESSES:

- DAFI 36-2803, Military Decorations and Awards Program
- DAFMAN 36-2806, *Military Awards: Criteria and procedures*
- DoDI 1348.33, DoD Military Decorations and Awards Program
- DoDM 1348.33 Vol I thru 4, *Manual of Military Decorations and Awards*

NOTE: Additional information is available on myFSS Knowledge Article #2138

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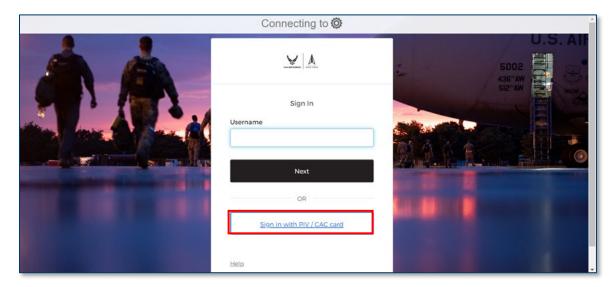
# HOW IT SHOULD BE

# Tab 1: myFSS Platform

1. Navigate to <u>https://myfss.us.af.mil</u> using *Microsoft Edge* or *Google Chrome* and select **CAC Login**.



2. From the Common Access Card (CAC) Login screen, select Sign in with PIV / CAC card.



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# HOW IT SHOULD BE

3. Choose your certificate and select OK.

	Select a certificate for authentication Site af.mtls.okta.mil:443 needs your credentials:	×
AA.		U.S 5002 436"AW 512"AW
	Certificate information OK Cancel	
	user certificate.	
	Back to sign in	

4. Enter your PIN in the pop-up window and select OK.

	Connecting to 🔯	
	Vindows Security   Xindows Security X Smart Card Please enter your PIN. Discussion of the information	X
Powered by Okta		Privacy Policy

**Note:** If the "Certificate validation failed" notice displays, exit out of any/all open browser tabs and re-attempt. If persists, clear the Browser's Cache, then re-attempt.

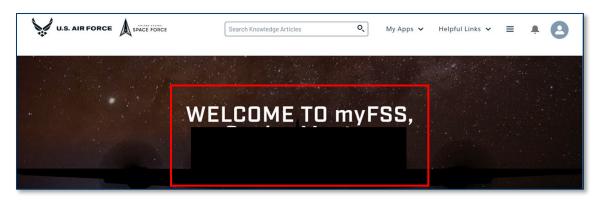
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# HOW IT SHOULD BE

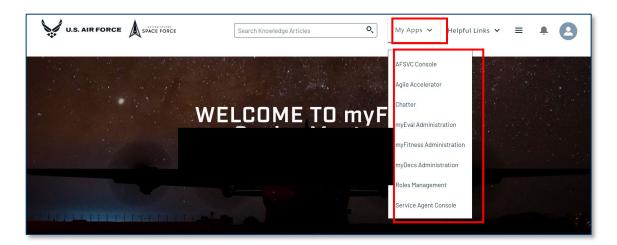
5. From the DoD Notice and Consent page, select I Agree - Continue.

U.S. AIR FORCE
myFSS
DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-Authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USD replands) interacts and monitors communications on this IS for purposes including, but not limited to penetration lessing, COMBEC mentaling, network operations and defense, personnel micronduct (PM), law enforcement (LE), and counterinitaligence (CI) meetigations.     All any time, the USD may inspect on disease data stores of the USD and inspect on the USD and inspect of USD and instruction of the USD and inspect of USD and instruction of the USD and inspect of USD and
Privacy and Security Notice
<ul> <li>Authority: Solidation of the Souid Search Number (SSII) is authorized under the povision of Executive Order (E.O.) (207) (208), as authorized and Phiney Add of SPA section 3(e)(3).</li> <li>Puppose Level Very Your (ability) for a Philos the a PATC) Searce Source and the biosciological and statistical projection. The Society Searce Solidation is acceled to the solidation of the solidation of the solidation of the solidation of the Society Searce Solidation of Society Searce Solidation of the Society Searce Solidation of Society Searce Solidation of the Society Searce Solidation of the Society Searce Solidation of the Society Searce Solidation of Society Searce Society</li></ul>

6. Following a successful login to the **Airman Community Landing Page**, a welcome greeting is displayed.



7. Select **My Apps** to view all applications you have access to or scroll down to the **AVAILABLE NOW** section.



**Note:** For issues accessing the myFSS platform, please contact your local CSS or MPF for assistance.

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# Tab 2: myDecs Reimagined Process Overview

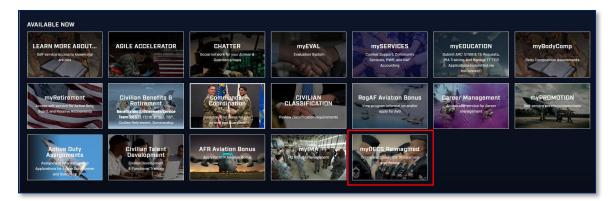
myDecs Reimagined is the Department of the Air Force application to initiate, submit, review, and approve nominations for Military Decorations and Service/Campaign/Expeditionary Medals/Ribbons. This guide provides procedures for all Department of the Air Force units and personnel at all levels.

The Department of the Air Force Awards Program is designed to recognize sustained and superior performance demonstrated by individuals. Commanders use decorations, campaign, expeditionary, and service awards to recognize meritorious and/or outstanding service; as well as excellence above and beyond assigned duties.

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# Tab 3: Nominator – Any Department of Air Force Member

1. On the **myFSS Landing Page**, scroll down to the **AVAILABLE NOW** area and select the **myDecs Reimagined Tile**.



2. Your myDecs Reimagined Dashboard is displayed.

U.S. AIR FORCE	SPACE FORCE	Search Knowledge Articles	Q,	My Apps 🐱	Helpful Links 🗸	Ask A Question	<b>1</b> ~
	Welcome, Rank Not Set !						+NOMINATE
	Ready For Action 🕐						
	Seartch Performance						Reset
	No Items Pending There are currently no pending items.						
	In-Coordination (2)						
	Search Performance Q						Reset
	No Items In Coordination There are currently no in coordination items.						
	Recently Completed 🕐						
	Search Performance						Reset
	No Items Recently Completed     There are currently no recently completed Items.						

3. Any DAF member can nominate another service member. To begin the process, select the **Nominate** button.

U.S. AIR FORCE	SPICE FORCE	Search Knowledge Articles	٥	My Apps 🗸	Helpful Links 🗸	Ask A Question	£ ~	
	Welcome, Rank NC						+NOMINATE	
	Ready For Action (2)							
	Searth Performance Q						Reset	

**Note:** IAW governing policy, only DAF personnel can create nominations.

Last Modified: 25 JAN 2024 Page: 8 of 71 4. Choose **Nominate Member** or **Self-Nomination** (Self-nominate is limited to only Service/Campaign/Expeditionary Medals/Ribbons).

Nominee Information	Nominee Information
Certificate Citation	
Approval Authority	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.
Supporting Documents	Select Next Action: Nominate Member or Self Nominate
	Nominate Member
	O Self Nominate
	Branch of Service
	····· • •
	First Name Service Component
	Last Name Date of Separation
	(DOS)
	Middle Initial
	Duty Title
	Rank V Organization
	Branch of Service
	Installation
	Date Arrived Station
	(DAS) Report No Later Than Date (RNLTD)
	Projected Departure
	Date (PDD)

#### 5. Choose Branch of Service.

**Note:** This section will cover nominating a member of the Department of the Air Force. Refer to Tab 5 when nominating a member of another Branch of Service.

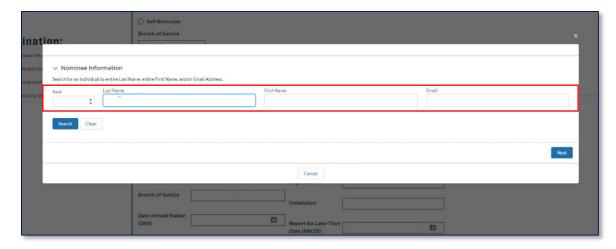
Nominee Information     Certificate Citation	Select Next Action: Nominate Member or Self Nominate O Nominate Member
	O Nominate Member
Certificate citation	
0	Self Nominate
O Approval Authority	Branch of Service
O Supporting Documents	
	U.S. Air Force
	U.S. Army Service Component
	U.S. Army Service Component
	U.S. Cost Guard Date of Separation
	U.S. Harline Corps (DOS)
	U.S. Navy Duty Title
	U.S. Space Force V
	Organization
	Branch of Service Installation
	Date Arrived Station
	(DAS) Report No Later Than m
	Date (RNLTD)

Last Modified: 25 JAN 2024 Page: 9 of 71 6. For U.S. Air Force and U.S. Space Force Nominees, choose Search for Nominee.

Search for a Member by DoD ID#, entire Last Name, entire First Name, and/or Email Address:

 Search for Nominee

7. A Nomination Information window appears; search for member using their Rank, Last Name, First Name, and/or Email.



8. Select the **Search** button.

inati	ion:	Self Nominate Branch of Service X
inee Info- ncate Cit: royal Auth porting Do	✓ Nominee Information	ame, entire First Name, and/or Email Address.
		Next
		Branch of Service Installation Date Arrived Station (DAS) Dete (RN(TD))

Last Modified: 25 JAN 2024 Page: 10 of 71 9. Locate the member to nominate, click Select.

st Name, entire First Name, and/or Email Addre	First Name		Enail		
PERSONNEL	RANK		ORGANIZATION	EMAIL	
	MSG		0000 AF PERSONNEL CTR FIELD OP	PERATIN	
		La			Ne
		Cancel			
		MSG		4	Þ

10. Confirm selected member, select Next.

✓ Nominee Info	mation			
lank	oy entire Last Name, entire First Name, and/or Last Name	r Email Address. First Name	Email	
Rank			Email	
Search Clear				
Search Clear Selected Member:				
	ber			
Selected Member:	ber			

11. Pre-populated data from Military Personnel Data System (MILPDS) is displayed. Ensure the information is correct and data included on the decoration is formatted correctly. Input information into other required fields.

	Nominee Information -	
Nomination:	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.         Select Next Action: Nominate Member or Sell Nominate         O Nominate Member         Select Next Action: Nominate Member of Sell Nominate         D Nominate Member         Select Next Action: Nominate Member of Sell Nominate         D Nominate Member         Select Next Action: Nominate         D Nominate Member         Select Next Action: Nominate         The Next Action Nominate	Need Help?
O Nominee Information >		
O Certificate Citation	First Name Service Component REGULAR	
Approval Authority     Supporting Documents	Last Name Date of Separation 5/20/2024	
	Middle Initial Duty Title MANAGER. DAF RECOONTIONS	
	Rank MSG  Organization Organization C000 AF PERSONNEL CTR FIELD OPERATING	
	Branch of Service Installation	
	Date Anired Station    Report No Later Than  Date (RNITD)	
	Projected Departure  Date (PDD)	
	Choose the appropriate decoration type:	
tosawed 12/5/2023 3:05 pm	Back to Dashboard Preview Save Cancel Expand All Collapse All E Comment Route for Review Submit fo	or Approval

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# HOW IT SHOULD BE

12. Select **Decoration Type** from the drop-down menu.

O Certificate Citation	
O Approval Authority	
O Supporting Documents	Choose the appropriate decoration type:
	Condition Start C Air and Space Commandation Medal(ASCM)
	Devices   Ar and Space Achievement Medal (ASAM)  Arrial Space Achievement Medal (ASAM)  Arrial Achievement Medal (AAM)
	Unit Gende Combat Readiness Modal(CRM)
	Unit Mailing Address Oak V Miltary Outstanding Volunteer Service Medal (MOVSM)
	Email
	View Decoration History
	Learne Datasia
ved 12/5/2023 3:05 pm	Back to Dashboard Preview Save Cancel Expand All Collapse All 🔄 Comment Route for Review Submit for App

#### 13. Select **Condition** from the drop-down menu.

Projected Departure Date (PDD)	<b></b>				
Choose the appropriat	e decoration type: ①	Meritoriou	s Service Medal (MSM)	~	
Condition	····	Start Date		iii ii	O No
Devices	Achievement	End Date			
Unit	Extended Tour Herolsm	Gender	F	*	
Unit Mailing Address	Permanent Change of Assignment (PCA)	Oak Leaf Cluster			
Email	Permanent Change of Station (PCS)				
	Posthumous/Death		View Decoration History		
	Retirement				
Certificate Citation	Separation				+
Approval Authority					+

Last Modified: 25 JAN 2024 Page: 12 of 71 14. Enter the start and end dates by clicking the calendar icon in the associated **Start Date** and **End Date** fields.

orce.mil/USAFCommu	nity/s/mydecs-reimagined	I-one-pager?id=a4I3	R0000007865UAE										Aø	Û	G	ф	£≡	5
rojected Departure Date (PDD)		Ē																
hoose the appropria	ate decoration type: 🕐		Meritorious	s Service N	ledal (	MSM	)					~						
ondition	Achievement	~	Start Date							_	₿							
levices	****	*	End Date		< 05	M	De T	c 202 W	3 T	F	<b>&gt;</b> s							
nit			Gender	F	3	4	5	6	7	1 8	2 9							
nit Mailing Address			Oak Leaf Cluster		10	11	12	13	14	15	16							
mail			-			18 25												
				View [	31	2.5	20	6.1	20	4.2								
											_							_
ertificate Citatio	n																	
pproval Authorit	у																	
upporting Docur	No. Andrea																	

#### Finished Example:

Start Date	1/10/2024	Ē
End Date	1/18/2024	
Gender	F	~
Oak Leaf Cluster	3	

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15. Select **Devices** from the drop-down menu.

Choose the appropria	te decoration type:		Meritorious	Service Medal (MSM)		*	
Condition	Achievement	~	Start Date	B/8/2023	Ħ		0
Devices	ŀ	~	End Date	12/4/2023	t		
Unit	Combat		Gender	F	~		
Unit Mailing Address	Remote Valor		Oak Leaf Cluster				
Email							
			[	View Decoration History			
Certificate Citation							+
pproval Authority	(						+
upporting Docum							+

16. View the nominee's decoration history by selecting View Decoration History.

Choose the appropria	te decoration type: 🕲		Meritorious	Service Medal (MSM)			
Condition	Achievement	~	Start Date	8/8/2023	t		
Devices		~	End Date	12/4/2023	iii ii		
Unit			Gender	F	*		٥
Unit Mailing Address			Oak Leaf Cluster				
Email			]				
				View Decoration History	]		

17. When you are finished viewing the **Decoration History**, select **Finish**.

Decoration History Showing 1 of 1 item					4	Q. Search this list.		
Decoration Type	~	Condition	~	Start Date			End Date	
Combat Readiness Medal (CRM)	Combat Readiness Medal (CRM)						Dec 1, 2023	
			Ca	ncel				Finish

18. The **Certificate Citation** section can be expanded or collapsed by selecting the **plus or minus icons** in the blue tab bars, select the **pencil icon** to edit citation.

Certificate Citation	
Decoration Narrative Enter the text you would like to appear in the (Proposed Narrative Section). The text entered cannot exceed 1,350 character will populate automatically.	rs in length to include spaces. The "Recommended Opening/Closing Sentences
MSG John Smith distinguished herself in the performance of outstanding service to the United States as AIR TRAFFIG January 2024to1 January 2024 , (PLEASE ENTER NARRATIVE HERE) The singularly distinctive accomplishments of M	C CONTROL OR (while assigned to the (office)) from 1 January 20241

19. Edit the **Decoration Narrative**.

Certificate Citation -
Decoration Narrative Enter the text you would like to appear in the (Proposed Narrative Section). The text entered cannot exceed 1,350 characters in length to include spaces. The "Recommended Opening/Closing Sentences will populate automatically.
MSG John Smith distinguished herself in the performance of outstanding service to the United States as AIR TRAFFIC CONTROL OR (while assigned to the (office)) from 1 January 20241 January 2024to1 January 2024 . (PLEASE ENTER NARRATIVE HERE) The singularly distinctive accomplishments of MSG Smith reflect great credit upon herself and the Air Force.
348/1350

Note: Text cannot exceed 1,350 characters and format cannot be modified.

#### 20. Scroll down to the Approval Authority section and select Search Approval Authority.

Approval Authority	
Search fgr.Approval Authority	

21. Enter **Rank, Last Name, First Name**, and/or **Email** of the authorized DAF Approval Authority authorized to sign the evaluation.

	thority Selection			
	al by entire Last Name, entire First Name, and/or Email Ade Last Name	fress. First Name	Email	
Rank	m I	E I SA Pikali ng	E-1301	
Search Clear				
				Next
		Cancel		

**Note:** This must be an approval authority authorized in DAFI 36-2803. Decorations differ from evaluations. If the approving official is not a Department of the Air Force member, they are NOT an approval authority.

If you need help with determining the Approval Authority, please click the **Need Help?** button on the side of the screen and refer to DAFI 36-2803.

#### 22. Select Search.

V Approval Au	thority Selection			
	al by entire Last Name, entire First Name, and/or	Email Address.		
Rank	Last Name	First Name	Email	
\$				
Search Clear				
				Next
		Cancel		

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#### 23. Select the Approval Authority in Accordance With (IAW) DAFI 36-2803.

Last Nam	e	First Name	Email		
:	•				
Church					
arch Clear					
t from following matching Per	sonnel:				
t from following matching Per	PERSONNEL	RANK	ORGANIZATION	EMAIL	
		RANK . LTC	ORGANIZATION 0461 AIR CONTROL WING 0000	EMAIL	
ELECT					
ELECT		. LTC	0461 AIR CONTROL WING 0000		

#### 24. Select Next.

Last Na	me	First Name	Email	
:				
arch Clear				
arch Clear				
t from following matching P	ersonnel:			
ELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select	PERSONNEL	RANK	ORGANIZATION 0461 AIR CONTROL WING 0000	
	PERSONNEL			EMAIL
Select	PERSONNEL			
Select	PERSONNEL	LTC	0461 AIR CONTROL WING 0000	

25. The authorized Department of the Air Force **Approval Authorities** information should be pre-populated from MILPDS. However, if any information is wrong or needs to be corrected, all fields can be edited.

		0
pproval Authority		-
Reselect Approval Authority		
Full Name	Organization	
	0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30	
Rank	Service Component	
LTC	* REGULAR	
Branch of Service	Duty Title	
F	DEPUT <sup>1</sup> / DIV CHIEF	
5 <u>-</u>		
pporting Documents		
pporting Documents		

Last Modified: 25 JAN 2024 Page: 17 of 71 26. Scroll down to the **Supporting Documents** tab.

Supporting Documents	
Local policy may dictate required supporting documents. Upload a new file	
10 rows ¥	Viewing 0-0 of 0

27. Select the **Upload Files** or drag-and-drop to upload supporting documents.

Supporting Documents	
Local policy may dictate required supporting documents.	
10 rows 🗸	Viewing 0-0 of 0

**Note:** Include supporting documents IAW local policy – contact you CSS for guidance.

28. Options: **Route for Review** or **Submit for Approval**. Select **Route for Review** (Option to send to another member for review) or **Submit for Approval** (Option for immediate routing to Approval Authority – go to Step 36).

ٹ Uptood Fil	Or drop files	I
10 rows 👻	Viewing 0.0 of 0	
Autosaved 12/5/2023 3:08 pm	Back to Dashboard Preview Save Cancel Expand All Collapse All 🔄 Comment Route for Review Sebmit for	Approval

29. Route for Review; a myDecs Reimagined Routing Flow window appears.

ease search and select a member to route the no	mination to. You may add notes to the next person.		
arch for an Individual by entire Last Name, entire	e First Name, and/or Email Address,		
nk Last Name	First Name	Email	
:			
Search Clear			
n			
must ent at least one search term.			
must ent Dat least one search term.			
must ent bat least one search term.			
must ent Dat least one search term.			N

Last Modified: 25 JAN 2024 Page: 18 of 71 30. Search for the member to route the nomination to by entering their **Rank, Last Name, First Name**, and/or **Email.** 

nyDecs Reimagined Routing Flow			
ase search and select a member to route the nomination f arch for an Individual by entire Last Name, entire First Nar			
nik Last Name	First Name	Email	
arch Clear			
nust ent jat least one search term. 5			
			N

#### 31. Select Search.

myDecs Reimagined Routing Flow			
Please search and select a member to route the nomination	ion to. You may add notes to the next person.		
earch for an Individual by entire Last Name, entire First I	t Name, and/or Email Address.		
Rank Last Name	First Name	Email	
:			
Search Clear			
ou must ent dat least one search term.			
ou must ent dat least one search term.			
ou must ent hat least one search term.			
or most end last one search term.			No

32. Select the member by selecting **Select.** 

myDecs Reimagined Routing I	Flow				
Please search and select a member to route	the nomination to. You may add notes to the next person.				
Search for an individual by entire Last Name	e, entire First Name, and/or Email Address.				
Rank	Last Name	First Name		Email	
\$	Rockinberg				
Select from following matching Personnel:					
select from following matching Personnel:	PERSONNEL	RANK	ORGANIZATION	EMAIL	
		RANK CTR	ORGANIZATION	EMAIL	
SELECT			ORGANIZATION	EMAIL	
SELECT			ORGANIZATION	EMAIL	
SELECT Select Notes			ORGANIZATION	EMAIL	
SELECT Select Notes			ORGANIZATION	EMAIL	Nat
SELECT Select				EMAIL	Her

#### 33. Enter **Notes** for the member you are routing the nomination.

myDecs Reimagined Routing Flow		
Please search and select a member to route the nomination to. You may add	d notes to the next person.	
Search for an individual by entire La tire First Name, and/or Ema	all Address.	
Rank Last Name	First Name	Email
Search Clear		
Selected Member:		
Select Different Member		
Notes		
Highly recommended for MSM consideration, please review		
		Next
	Cancel	6.

#### 34. Select Next.

myDecs Reimagined Routing Flow		
Please search and select a member to route the nomination to. You may add notes to the next person.		
Search for an individual by entire Last Name, entire First Name, and/or Email Address.		
Rank Last Name	First Name	Email
Search Clear Selected Member: Select Different Member Notes		
Highly recommended for MSM consideration, please review		
		Next
	Cancel	

35. A confirmation window will display if your nomination has been routed successfully. Select **Finish** to return to the Decoration application.

myDecs Reimagined Routing Flow		
Thank you! Your nomination has been routed to:		
		Previous
	Cancel	

36. To submit the nomination for approval, select **Submit for Approval**.

	1 Upload Files Or d	r drop files						
	10 rows 🗸					Viewin	g 0-0 of 0	
Autosaved 12/5/2023 3:08 pm		Back to Dashboard	Preview Save	Cancel Expand All	Collapse All 🗐 Comment	Route for Review	Submit for Appro	wal 🗸

# HOW IT SHOULD BE

37. If the **myDecs Reimagined Submit for Approval Flow** window is displayed, review the required field lists and select **Finish**. Then, go back to your nomination form and make sure all required fields identified in the **myDecs Reimagined Submit for Approval Flow** window are filled out then re-attempt.

myDecs Reimagined Submit for Approval Flow		
Please fill out required fields in the Nomination Section:		
Name		
Duty Title		
Organization		
Installation		
<ul> <li>Timeframe of Decoration (Start Date/End Date)</li> </ul>		
Decoration Type		
Condition		
Please fill out required fields in the Citation Section:		
Opening Sentence		
Proposed Narrative		
Closing Sentence		
		Finish
	Cancel	

38. A drop-down box is displayed. Select **Yes or No**. Selecting **No** returns to the application screen. Select **Yes**.

myDecs Reimagined Submit for Approval Flow		
Would you like to submit the nomination for approval? None		
None		;
None		
No		
	Cancel	
	Cancel	

#### 39. The myDecs Reimagined Submit for Approval Flow window will appear, select Next.

myDecs Reimagined Submit for Approval Flow		
Would you like to submit the nomination for approval?		
Yes		
	Cancel	Ċ

40. A window will appear that says you successfully submitted your application. Select Finish.

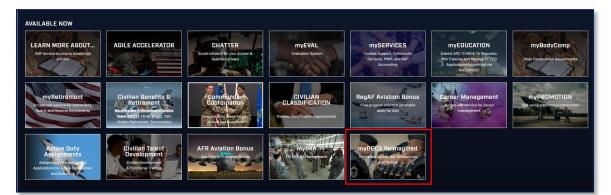
myDecs Reimagined Submit for Approval Flow	
You have successfully submitted the nomination for approval. Please close the pop-up.	N
	Previous
Cancel	

# HOW IT SHOULD BE

# **Tab 4: Self-Nomination**

**Note:** Self-Nominate functionality is intentionally limited and does not include Department of the Air Force Military Decorations (Achievement, Commendation, etc.) IAW governing policy. The Combat Readiness Medal (CRM) and Military Outstanding Volunteer Service Medal (MOVSM) are currently available with more awards to be added in future releases.

1. On the myFSS Landing Page, scroll down and select the myDecs Reimagined Tile.



2. Your myDecs Reimagined Dashboard is displayed.

U.S. AIR FORCE	A SPACE FORCE	Search Knowledge Articles	Q,	My Apps 🗸	Helpful Links 🗸	Ask A Question	Ð ~
	Welcome, Rank Not Set						+NOMINATE
	Ready For Action ③						
	Seartch Performance Q						Reset
	No Items Pending There are currently no pending Items.						
	In-Coordination ?						
	Seerch Performance Q						Reset
	No Items In Coordination There are currently no in coordination items.						
	Recently Completed ⑦						
	Search Performance OL						Reset
	No Items Recently Completed There are currently no recently completed Items.						

3. Select the Nominate button.

Welcome, I							+NDM	INATE REPORT
Ready For My Signature ⑦								Reset
Last Name C First Name	0 Middle Initia	I 🗘 Rank	0 0	organization 0	Decoration Type 0	Туре	C Record ID	\$

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#### 4. Select Self Nominate.

Nomination:	Nominee Information
Nominee Information	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.
Certificate Citation	Select Next Action: Nominate Member or Self Nominate
Approval Authority	O Nominate Member
O Supporting Documents	O Self Nominate
	First Name John Service Component REGULAR
	Last Name Date of Separation (DOS) 8//31/2024
	Middle Initial R Duty Title ACADEMY MILITARY TRAINING NCD
	Rank MSG  Organization USAF ACAD PREP SOUADRON
	Branch of Service Air Force Installation
	Date Arrived Station (DAS) Report No Later Than Date (RNLTD)
	Projected Departure   Date (PDD)
	Choose the appropriate decoration type: 🕲

5. Your information is auto populated. Make any necessary edits.

Nomination:	Iominee Information	
	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.	
O Nominee Information >		
O Certificate Citation	Select Next Action: Nominate Member or Self Nominate	
O Approval Authority	O Self Nominate	
O Supporting Documents		
	First Name John Service Component REGULAR	
	Last Name Date of Separation (bOS)	
	Middle Initial R Duty Title ACADEMY MILITARY TRAINING NCO	
	Rank MSG   Organization USAF ACAD PREP SQUADRON	
	Branch of Service Air Force Installation	
	Date Arrived Station (DAS) Report No Later Than Date (RNLTD)	
	Projected Departure	
	Choose the appropriate decoration type: 🛛	

Last Modified: 25 JAN 2024 Page: 23 of 71 6. Select **Decoration Type** from the drop-down list.

Nominee Informat	tion			© Nei -
	ominate Member or Self No		S BRANCH AND FILLING OUT THE SECTION BELOW.	
First Name	John		Senice Component REGULAR	
Last Name	Smith		Date of Separation 8/31/2024	
Middle Initial	R		Duty Title ACADEMY MILITARY TRAINING NCO	
Rank	MSG	~	Organization USAF ACAD PREP SOUADRON	
Branch of Service	Air Force		Installation	
Date Arrived Station (DAS)	12/1/2023	Ē	Report No Later Than Date (RNLTD)	
Projected Departure Date (PDD)	1/26/2024	ڨ	]	
Choose the appropria	te decoration type: 🕏		Combat Readiness Medal (CRM)	
Back to Das	shboard Preview	View Coo	rdination C Comment Route for Review	Submit for <i>i</i>

7. View the decoration history by selecting **View Decoration History**.

Nominee Information	tion				-
BEGIN NOMINATIO	IN BY SELECTING THE NOMINEE'S B	RANCH AND FILLIN	G OUT THE SECTION BELOW.		🔇 Ne
Select Next Action: No	ominate Member or Self Nominate				Ø Ne
O Nominate Membe	r				
O Self Nominate					
Choose the appropria	te decoration type: ⑦	Military Outsta	nding Volunteer Service Medal (MOVSM)	~	
First Name	John	Start Date	11/1/2023	1	
Middle Initial	R	End Date	1/1/2024	1	
Last Name	Smith	Duty Title	ACADEMY MILITARY TRAINING NCO		
Branch of Service	Air Force	Gender	м ~		
Rank	MSG 🗸	Location	Paradise, TX		
Service Component	REGULAR	Service Star			
Unit	55th Example Unit				
Unit Mailing Address	1234 Sunset Blvd				
Email	john.smith.example@us.af.mil		1		
			/iew Decoration History		

Last Modified: 25 JAN 2024 Page: 24 of 71 8. When you are finished viewing the **Decoration History**, select **Finish**.

Recommended Opening Sentence istinguished herself in the performance of outstanding service to the United States as MANAGER, DAF RECOGNITIONS OR (while assigned to the (office)) from 2023-08-08 to 2023-12-04.	e Î
Proposed Narrative Enter the text you would like to appear in the Proposed Narrative Section. The entered text cannot exceed 1000 characters:	2
Recommended Closing Sentence The singularly distinctive accomplishments of  I reflect great credit upon herself and the Air Force,	2 .

9. Scroll down to the Approval Authority section and select Search for Approval Authority.

1	Approval Authority -
	Search fgr Approval Authority

**Note:** If you need help with determining who your Approval Authority is, click the **Need Help?** button on the side of the screen for additional references.

10. Enter **Rank, Last Name, First Name**, and/or **Email** of the **Approval Authority**, the Department of the Air Force official authorized to approve the award IAW DAFI 36-2803.

Approval Authority Selection Search for an individual by entire Last Name, entire Fin	* Name and/or Email Address		
Rank Last Name	First Name	Email	
Search Clear			
			Next
	Cancel		

#### 11. Select Search.

	thority Selection al by entire Last Name, entire First Name, an <mark>d</mark> /or I	Email Address.		
sk \$ Search Clear	Last Name	First Name	Email	
				Ne
		Cancel		

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#### 12. Select the **Approval Authority**.

Approval Authority \$	Selection			
earch for an Individual by entire	Last Name, entire First Name, and/or Email Address.			
tank Last Na	ime	First Name	Email	
utc ‡				
Search Clear				
Search				
elect from following matching P	Personnel:			
SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
SELECT Select		RANK	ORGANIZATION 0461 AIR CONTROL WING 0000	EMAIL
		LTC	0461 AIR CONTROL WING 0000	
		LTC	0461 AIR CONTROL WING 0000	

#### 13. Select Next.

Last Nam	10 N	First Name	Email	
*	794 7			
rch Clear				
	in a second s			
from following matching Per				
from following matching Per	PERSONNEL	RANK	ORGANIZATION	EMAIL
		RANK	ORGANIZATION 0461 AIR CONTROL WING 0000	EMAIL
LECT				
LECT Select		LTC	0461 AJR CONTROL WING 0000	

#### 14. The Approval Authority information should be pre-populated from MILPDS.

		O N
Approval Authority		
Reselect Approval Authority		
Full Name	Organization	
	0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30	
Rank	Service Component	
	REGULAR	
Branch of Service	Duty Title	
F	DEPUTY-DIV CHIEF	
Supporting Decuments		+
Supporting Documents		+

Last Modified: 25 JAN 2024 Page: 26 of 71 15. Scroll down to the **Supporting Documents** tab.

Supporting Docu	uments	
Local policy may dict	ate required supporting documents.	
Delta Upload Files     Delta Second	Or drop files	
10 rows 🗸		Viewing 0-0 of 0

16. Select the **Upload Files** button to upload any supporting documents.

**Note:** Local policy dictates the required supporting documents that are necessary - contact your CSS for more information.

Supporting Documents	
Local policy may dictate required supporting documents. Upload a new file  Upload Files Or drop files	
10 rows 💙	Viewing 0-0 of 0

17. Options: Route for Review or Submit for Approval. Select Route for Review or Submit for Approval.

	1 Upload Files	Or drop files									
	10 rows 🗸								Viewir	ng 0-0 of 0	
Autosaved 12/5/2023 3:08 pm			Back to Dashboard	Preview	Save	Cancel Expand	Collapse All	E Comment	Route for Review	Submit for A	Approval

18. If Route for Review, a myDecs Reimagined Routing Flow window will appear.

myDecs Reimagined Routing Flow			
Please search and select a member to route the nomin	ation to. You may add notes to the next person.		
Search for an Individual by entire Last Name, entire Fir	rst Name, and/or Email Address.		
Rank Last Name	First Name	Email	
:			
Search Clear			
Search Clear			
ou must ent at least one search term.			
ou must ent bat least one search term.			
ou must ent bat least one search term.			
Search Clear You must enty at least one search term. Notes			Ne

Last Modified: 25 JAN 2024 Page: 27 of 71 19. Search for the member you would like to route the nomination to by filling out **their Rank**, **Last Name**, **First Name**, and/or **Email**.

nyDecs Reima	gined Routing Flow			
lease search and sele	ect a member to route the nomination to. You may	add notes to the next person.		
earch for an Individu	al by entire Last Name, entire First Name, and/or	Email Address,		
ank .	Last Name	First Name	Email	
:				
n				
must ent Dat lea	st one search term.			
u must ent Dat lea				
n				

#### 20. Select Search.

nyDecs Reimagined Routing Flow			
Please search and select a member to route the nomination to	You may add notes to the next person.		
earch for an individual by entire Last Name, entire First Nam	e, and/or Email Address.		
Rank Last Name	First Name	Email	
:			
ou must ent at least one search term.			
Search Clear ou must ent at least one search term. otes			Ne

21. **Select** the member you wish to route the nomination.

Nominee Info				
sarch for an individua ank	I by entire Last Name, entire First Name, and/or Email Address. Last Name	First Name	Em	ail
\$	barrera	lucinda		
elect from following o	natching Derennal			
elect from following n	natching Personnel:			
SELECT	natching Personnei: PERSONINEL	RANK	ORGANIZATION	EMAIL
		RANK MSG	ORGANIZATION 0000 AF PERSONNEL CTR FIELD	
SELECT	PERSONNEL			OPERATIN

Last Modified: 25 JAN 2024 Page: 28 of 71 22. Enter any notes for the member you are routing the nomination to, fill out the **Notes** section, then select Next.

myDecs Reimagi	ned Routing Flow			
Please search and select	a member to route the nomination to. You may	add notes to the next person.		
Check with your local H	IR Technician for verification.			
Search for an individual I	oy entire Last Name, entire First Name, and/or I	mail Address.		
Rank	Last Name	First Name	Email	
CMS 🛟				
•				
Select Different Mem	ber			
				Ne
		Cancel		

23. Confirmation screen if your nomination has been routed successfully, select Finish.

myDecs Reimagined Routing Flow		
Thank you! Your nomination has been routed to:		
		Previous Finish
	Cancel	

24. To submit the nomination for approval, select **Submit for Approval**.

	♣ Upload Files	Or drop files										
	10 rows 🗸									View	ing 0-0 of 0	
Autosaved 12/5/2023 5:08 pm			Back to Dashboard	Preview	Save	Cancel	Expand All	Collapse All	E Comment	Route for Review	Submit for	Approval

25. If the **myDecs Reimagined Submit for Approval Flow** window displays, review the required field lists and select **Finish.** Then, go back to your nomination form and make sure all required fields identified below are filled out. Once errors are fixed, re-attempt.

lease fill out required fields in the Nomination Section:	
Name	
Duty Title	
Organization	
Installation	
Timeframe of Decoration (Start Date/End Date)	
Decoration Type	
Condition	
lease fill out required fields in the Citation Section:	
Opening Sentence	
Proposed Narrative	
Closing Sentence	
	Finisl
	FIRIS

26. A drop-down box will appear asking if you would like to submit the nomination for approval. Select **Yes or No**. If you select **No**, you will be returned to the application screen. Select **Yes**.



myDecs Reimagined Submit for Approval Flow					
Would you like to submit the nomination for approval?					
None		:			
None					
No Da					
	Cancel				

#### 27. Select Next.

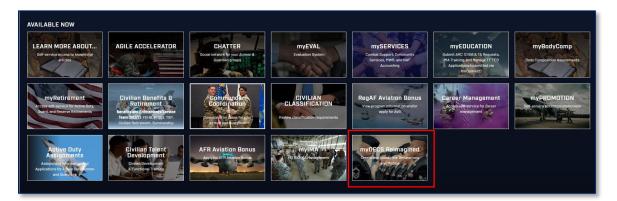
		L COMPONENT	
myDecs Reimagined Submit for Approval Flow			
Would you like to submit the nomination for approval?			
None			;
			Next
	Cancel		

28. A window will appear on the screen that says you have successfully submitted your application, select **Finish**.

myDecs Reimagined Submit for Approval Flow	
You have successfully submitted the nomination for approval. Please close the pop-up.	N
	Previous
Cancel	

# Tab 5: Submitting Requests for Members of AnotherService

1. On the myFSS Landing Page, scroll down and select the myDecs Reimagined Tile.



2. Your myDecs Reimagined Dashboard is displayed.

U.S. AIR FORCE	SPACE FORCE	Search Knowledge Articles	Q,	My Apps 🗸 Helpful Links 🗸 Ask A Que	istlon 🗄 🗸
	Welcome, Rank Wot Sat				+NOMINATE
	Ready For Action (2)				
	Searth Performance Q				Reset
	No Items Pending There are currently no pending Items.				
	In-Coordination @				
	Seerch Performance				Reset
	O No Items In Coordination There are currently no in coordination items.				
	Recently Completed ?				
	Search Performance Q				Reset
	O No Items Recently Completed There are currently no recently completed Items.				

3. Any Department of the Air Force employee can nominate another member for a Decoration. To do so, select the **Nominate** button.

U.S. AIR FORCE A SPACE FOICE	Search Knowledge Articles Q	My Apps 🐱 Helpful Links 🐱 Ask A Question 🛛 🐱
Welcoms, Rank Not Set		·NOMINATE
Ready For Action 🕐		

# HOW IT SHOULD BE

4. You can choose to either nominate another member or self-nominate. For this section, we will walk you through how to nominate a service member outside of the Department of the Air Force for a Decoration. Select **Nominate Member**.

Nomination:	Select Next Action: N	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW. Select Next Action: Nominate Member or Self Nominate							
Nominee Information	Nominate Member	er							
Certificate Citation	Self Nominate Branch of Service								
Approval Authority		~							
O Signature									
O Supporting Documents			7						
	First Name		Service Component	REGULAR					
	Last Name	1	Date of Separation (DOS)	7/31/2025	Ē				
	Middle Initial		Duty Title	SENIOR ENLISTED LEADER					
	Rank	MSG 🗸	Organization	0016 AIR FORCE AIR FORCE 00AP					
	Branch of Service	Air Force	Installation	Test					
	Date Arrived Station (DAS)	12/5/2020	Report No Later Than Date (RNLTD)	1/31/2024					
	Projected Departure Date (PDD)	12/31/2023							
		ate decoration type: ①		ace Achievement Medal (ASAM)					

5. Select which **Branch of Service** the member you are placing a nomination for belongs to from the drop-down menu.

	Zana wa wakati ka superina ya ku	
Nomination:	BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.	Need Help
O Nominee Information	Select Next Action: Nominate Member or Self Nominate	
O Certificate Citation	Self Nominate	
O Approval Authority	Branch of Service	
O Supporting Documents		
	U.S. Air Force	
	U.S. Army Service Component	
	U.S. Coast Guard Date of Separation	
	U.S. Marine Corps (DOS)	
	U.S. Nevy Duty Title	
	U.S. Space Force	
	U.S. space Force Organization	
	Branch of Service	
	Installation	
	Date Arrived Station (DAS) Report No Later Than Date (RNITD)	
ad 12/6/2023 3:05 pm		Review Submit for A;

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# HOW IT SHOULD BE

6. Because the member you are placing a nomination for is not a member of the Department of the Air Force, you will need to manually type in their information into the editable fields.

Select Next Action: No	ominate Member or Self Nominate					
O Nominate Membe	r					
Self Nominate						
Branch of Service						S Need H
	~					
First Name		Service Component	[			
rist Name		Service Component	REGULAR			
Last Name		Date of Separation	[			
		(DOS)	5/21/2024	Ó		
Middle Initial		]				
2016-0-2	in contraction of the contractio	Duty Title				
Rank	MSG 🗸	Organization	<u></u>			
Branch of Service		1				
		Installation				
Date Arrived Station	<b></b>	1				
(DAS)		Report No Later Than Date (RNLTD)		É		
Projected Departure		7				
Date (PDD)	Ē					
Choose the appropria	te decoration type: 0				~	

7. Select the **appropriate decoration type** from the drop-down options.

Certificate Citation     Approval Authority	
O Supporting Documents	Choose the appropriate decoration type:
	Condition         Start         All and Space Commandation Medial(ASCM)           Devices
	Email View Decostion History

8. Select the **condition** based on the options in the dropdown.

Choose the appropriat	e decoration type: 🕐	Meritorious	Service Medal (MSM)	~	
Condition	····	Start Date		Ħ	0
Devices	Achievement	End Date		<b>H</b>	
Unit	Extended Tour Herolsm	Gender	F	*	
Jnit Mailing Address	Permanent Change of Assignment (PCA)	Oak Leaf Cluster			
imail	Permanent Change of Station (PCS)				
	Posthumous/Death		View Decoration History		
	Retirement				 
Certificate Citation	Separation				+

9. Select the **start and end date** by selecting the calendar icon for the associated **Start Date** and **End Date** fields.

rojected Departur ate (PDD)	•	Ē													
hoose the approp	riate decoration type: 🗇		Meritorious	Service I	Vedal (	MSM]						~			
ondition	Achievement	~	Start Date								<b></b>				[
evices		~	End Date		<b>&lt;</b> s	M	De T	c 202 W	23 T	F	<b>&gt;</b> S				
nit			Gender	F	3	4	5	6	7		2 9				
it Mailing Addre	55		Oak Leaf Cluster			11									
nail						18 25									
				View [	31										
rtificate Citati	on														
proval Author	rity														
pporting Doc	Transfer and the														

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#### 10. Select the **devices** from the drop-down menu shown below.

Choose the appropria	te decoration type:		Meritorious Service	Medal (MSM)	*	
Condition	Achievement	✓ Start [	B/8	/2023	<b></b>	0
Devices		← End D	ite 12/	4/2023		
Unit	Combat	Gende	F		~	
Unit Mailing Address	Remote Valor	Oak L	af Cluster			
Email						
			View	Decoration History		
Certificate Citation						+
opproval Authority	(					+

11. The **Certificate Citation** section can be expanded by selecting the **plus or minus icons** in the tab bar, select the **pencil icon** to edit.

Certificate Citation		
Decoration Narrative Entertained automatically of appear in the (Proposed Narrative Section). The text entered cannot exceed 1,350 charact will populate automatically.		Edit
MSG John Smith distinguished herself in the performance of outstanding service to the United States as AIR TRAFF January 2024tol January 2024 , (PLEASE ENTER NARRATIVE HERE) The singularly distinctive accomplishments of	IC CONTROL UR (while assigned to the (office)) from Lanuary 20241 MSG Smith reflect great credit upon herself and the Air Force.	_m_

12. Edit the **Decoration Narrative.** 

N	<b>lote:</b> The entered text cannot exceed 1,350 characters and formatting is locked.
Cer	-tificate Citation
Ent	coration Narrative ter the text you would like to appear in the (Proposed Narrative Section). The text entered cannot exceed 1,350 characters in length to include spaces. The "Recommended Opening/Closing Sentences will pulate automatically.
Mi (P	S0 John Smith distinguished herself in the performance of outstanding service to the United States as AIR TRAFFIC CONTROL OR (while assigned to the (office)) from 1 January 20241 January 2024to1 January 2024 . LEASE ENTER NARRATIVE HERE) The singularly distinctive accomplishments of MSG Smith reflect great credit upon herself and the Air Force
	ج <u>ر</u>
348	2

Last Modified: 25 JAN 2024 Page: 35 of 71 13. Scroll down to the Approval Authority section and select Search for Approval Authority.



14. Type in the name **Rank**, **Last Name**, **First Name**, and/or **Email** of the **Department of the Air Force Approval Authority** authorized to sign IAW governing policy.

**Note:** If you need help with determining who your Approval Authority is, please click the **Need Help?** button on the side of the screen for additional references.

	uthority Selection Jual by entire Last Name, entire First Name, and/or E	imail Address		
Rank	Last Name	First Name	Email	
Search Cle	ar			
				Next
		Cancel		

#### 15. Select Search.

V Approval A	Authority Selection			
Search for an indiv	idual by entire Last Name, entire First Name, an <mark>d</mark> /or Em			
Rank	Last Name	First Name	Email	
	I			
Search	ear			
				Next
		Cancel		

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## 16. Select the correct **Approval Authority**.

:	10		First Name	Email	
rch Clear					
from following matching Pe	rsonnel:				
ELECT	PERSONNEL		RANK	ORGANIZATION EMA	IL.
Select			LTC	0461 AIR CONTROL WING 0000	
		k.	LTC	0461 AIR CONTROL WING 0000	

#### 17. Select Next.

:	10	First Name	Email	
rch Clear	ronali			
ILECT	PERSONNEL	RANK	ORGANIZATION EMAIL	
		LTC	0461 AIR CONTROL WING 0000	
Select				
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN	

#### 18. The **Approval Authority's** information will be pre-populated from MILPDS.

		0
oproval Authority		-
Reselect Approval Authority		
Full Name	Organization	
	0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30	
Rank	Service Component	
ис	← REGULAR	
Branch of Service	Duty Title	
F	DEPUT <sup>1</sup> DIV CHIEF	
pporting Documents		-
sporting obcurrents		

Last Modified: 25 JAN 2024 Page: 37 of 71 19. Scroll down to the **Supporting Documents** tab.

Supporting Documents	7.
Local policy may dictate required supporting documents. Upload a new file	
Upload Files Or drop files	
10 rows V	Viewing 0-0 of 0

20. Select the **Upload Files** button or drag-and-drop to upload any supporting documents.

Supporting Documents	
Local policy may dictate required supporting documents.	
10 rows 🗸	Viewing 0-0 of 0

**Note:** Local policy dictates the required supporting documents that are necessary.

21. Once you are finished uploading all supporting documents, scroll to the bottom of the page. You will see multiple options: **Route for Review** or **Submit for Approval**. Select **Route for Review** or select **Submit for Approval**.

1 Upload	Iles Or drop files										
10 rows									Viewin	g 0-0 of 0	
Autosaved 12/6/2023 3:08 pm		Back to Dashboard	Preview	Save	Cancel	Expand All	Collapse All	E Comment	Route for Review	Submit for a	Approval

22. If you selected **Route for Review**, a **myDecs Reimagined Routing Flow** screen will appear.

myDecs Reimagined Routing Flow			
Please search and select a member to route the nomination to. You may add	i notes to the next person.		
earch for an Individual by entire Last Name, entire First Name, and/or Ema	ill Address.		
ank Last Name	First Name	Email	
:			
must ent bat least one search term.			
8			
tes			
otes			

Last Modified: 25 JAN 2024 Page: 38 of 71 23. Search for the member you would like to route the nomination to by filling out their **Rank**, **Last Name**, **First Name**, and/or **Email**.

myDecs Re	imagined Routing Flow			
Please search an	nd select a member to route the nomination to. You may	add notes to the next person.		
Search for an Ind	dividual by entire Last Name, entire First Name, and/or I	mail Address.		
Rank	Last Name	First Name	Email	
	:			
	Clear			
ou must en	at least one search term.			
	at least one search term.			
	at least one search term.			Ne

24. Once you are finished putting in their information, select **Search**.

myDecs Rei	magined Routing Flow			
Please search and	I select a member to route the nomination to. You may a	add notes to the next person.		
Search for an Indi	vidual by entire Last Name, entire First Name, and/or E	mall Address.		
Rank	Last Name	First Name	Email	
	•			
ou must ent a	Lear t least one search term.			
ou must ent a				
100 C				Ne

25. **Select** the person you wish to route the nomination to.

✓ Nominee Information	1				
Search for an individual by entire Li Rank Last Nam		First Name	Ema		
Search Cléar Select from following matching Per	rsonnel:				
SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL	
Select	PERSONNEL	RANK MSG	ORGANIZATION 0000 AF PERSONNEL CTR FIELD C		
	PERSONNEL		0000 AF PERSONNEL CTR FIELD C		Next

Last Modified: 25 JAN 2024 Page: 39 of 71 26. If you would like to enter any notes for the member you are routing the nomination to, fill out the **Notes** section, then select **Next**.

myDecs Reima	agined Routing Flow			
	lect a member to route the nomination to. You may add notes to the next person.			
Search for an individ	ual by entire Last Name, entire First Name, and/or Email Address.			
Rank	Last Name	First Name	Email	
Search Clea	ar			
Selected Member:				
Select Different N	fember			
Notes				
				Next
		Cancel		
		cancel		

27. A **myDecs Reimagined Routing Flow** window will appear on the screen that says you have successfully submitted your application, select **Finish**.

a da		
myDecs Reimagined Routing Flow		
Thank you! Your nomination has been routed to:		
		Previous Finish
	Cancal	
	Carde	

28. If you would like to submit the nomination for approval, select **Submit for Approval**.

ſ	⊥ Upload Files	op files		
	10 rows 🗸		Viet	wipe 0.0 of 0
	Autosaveid 12/5/2023 3-08 pm	Back to Dashboard Preview Save Cancel Ex	Expand All Collapse All E Comment Route for Review	Submit for Approval

29. If you see the **myDecs Reimagined Submit for Approval Flow** window, review the required fields list and select **Finish**. Then, go back to your nomination form and make sure all required fields identified in the **myDecs Reimagined Submit for Approval Flow** window below are filled out. Once errors are fixed, re-attempt.

myDecs Reimagined Submit for Approval Flow	
Please fill out required fields in the Nomination Section: Name Duty Title Organization Installation Timeframe of Decoration (Start Date/End Date) Decoration Type Condition	
Please fill out required fields in the Citation Section: Opening Sentence Proposed Narrative Closing Sentence	
	Finish
	Cancel

30. A drop-down box asking if you would like to submit the nomination for approval will appear on the screen. Select **Yes or No**. If you select **No**, you will be returned to the application screen. Select **Yes**.

myDecs I	Reimagined Submit fo	r Approval Flow			
Would you like	e to submit the nomination for ap	proval?			
None					;
None Yes					
No	6				
					-
			Cancel		

#### 31. Select Next.

myDecs Reimagined Submit for Approval Flow
hypers heming ned submit to hyperset for
Would you like to submit the nomination for approval?
-None-
Net
Cancel
M Rud

32. You will see a window that says you have successfully submitted your application, select **Finish**.

myDecs Reimagined Submit for Approval Flow			
You have successfully submitted the nomination for approval. Please close the pop-up.			
		Previous	Finish
	Cancel		

## HOW IT SHOULD BE

## Tab 6: CSS/MPF

**Note:** This section is for the CSS/MPF Role. The Commander decides internal unit routing to include if the CSS reviews nominations ahead of Commander approval. With this role, CSS/MPF's can pull HR Reports for visibility to help inform the command team on the status and health of the unit decoration program.

1. Once you are logged in to myFSS, scroll down and select the myDecs Reimagined Tile.



2. You will be taken to your myDecs Reimagined Dashboard.

welcome, 65-12 : Ready For My Signature ®		+NDMINATE HR REPORT
Search Performance Q		Reset
Last Name O First Name O Middle Initial	Rank     Organization     Decoration Type     Type     PODO PERSONNELCTR     PEDD OPERATIVE AGENCY     Viewers Service Medal     DP30	O         Record ID         O           P-0001141647         Open         V
Ready For Action		Viewing 1:1 of 1 Reset
Last Name 🗘 First Name 🗘 Middle Initial 🗘 Grade	○ Organization ○ Decoration Type ○ Start Date ○ End Date ○ Status ○	Owner 🗘 Record ID 🖒

3. Select the **HR Report** button.

Per	wilcome, 65-12	HR REPORT	т
		Reset	
>	Last Name O First Name O Middle Initial O Rank O Organization O Decoration Type O Type O Record ID OctoA PERSONNEL.CTR FIEL D OPERATING AGENCY OPIO OPERATING AGENCY OPIO	0 Open v	
	dy For Action 🕐	Viewing 1-1 of	1
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## 4. The myDecs- HR Report dashboard will show on the screen.

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	Nominee Name 0	Rank 0	Unl C MPF	○ Installation ○	Nominee Pas Code 0	Decoration Condition	Start Date 0	End Date 0	Status 0	# 0 Assigned To 0	# Of Days Assigned	Date Nominated 0	Nominator 0 MILPDS Status 0	ARMS-LC Status
		SSG			HH13FHDV				Draft		2	12/18/2023 2:12 pm		Approved
		MSG			RJO9FVPL	Permanent Change of Assignment (PCA)	6/6/2023	12/18/2023	In Coordination	1	1	12/18/2023 3:42 pm		Approved
		TSG	Test Unit	Test Install	RJ09PVPJ	Permanent Change of Station (PCS)	12/18/2020	1/31/2024	Cancelled	0	2	12/18/20237:51 pm		Approved
		TSG	Test Unit	Test Install	RJ09FVPJ	Permanent Change of Station (PCS)	12/18/2020	1/31/2024	Cancelled	0	2	12/18/2023 7:51 pm		Approved
		TSG	Test Unit	Test Install	RJ09FVPJ	Permanent Change of Station (PCS)	12/18/2020	1/31/2024	Cancelled	0	2	12/18/2023 7:51 pm		Approved
		TSG	Test Unit	Test Install	RJO9FVPJ	Permanent Change of Station (PCS)	12/18/2020	1/31/2024	Cancelled	0	2	12/18/2023 7:51 pm		Approved
		TSG	Test Unit	Test Install	RUO9FVPJ	Permanent Change of Station (PCS)	12/18/2020	1/31/2024	Cancelled	0	2	12/18/20237.51 pm		Approved
		TSG	Test Unit	Test Install	RJ09PVPJ	Permanent Change of Station (PCS)	12/19/2020	1/31/2024	Cancelled	0	1	12/19/20237.05		Approved
		TSG	Test Unit	Test Install	RJ09FVPJ	Permanent Change of Station (PCS)	12/19/2020	1/31/2024	Cancelled	0	1	12/19/20237:05		Approved
		TSG	Test Unit	Test Install	RJ09PVPJ	Permanent Change of Station (PCS)	12/19/2020	1/31/2024	Cancelled	0	1	12/19/20237:05		Approved

## 5. To export the table, select the **three linear dots** on the right side of the screen.

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### 6. Select Export Table Data.

1.	U.S. AIR FORCE	SPACE FORCE				Search Knowledge Articles		٥,				My Apps 👻 Help	ful Links 👻	Ask A Question	0 -		a 0
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Last Modified: 25 JAN 2024 Page: 43 of 71 7. Select **Open File** from your Downloads area.

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myDecs - HR Report.csv Open file				

- 8. Save the file to an area of your choosing on your desktop.
- 9. Review the file.

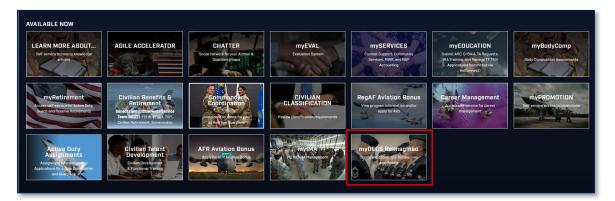
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10. You have now successfully pulled the HR Report.

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# Tab 7: Approval Authorities- Select Department of the Air Force Officials Only

1. Once you are logged in to myFSS, scroll down and select the myDecs Reimagined Tile.



2. You will be taken to your myDecs Reimagined Dashboard.

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3. Scroll to the **Ready for My Signature** section to view waiting Nomination Requests (Ensure you are the authorized Department of the Air Force approving authority for the specific decoration).

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4. Go to the case you wish to review and select **Open**.

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5. Review the nomination details.

BEGIN NOMINATION	BY SELECTING THE NOMINEE'S BRANCH AND FIL	LING OUT THE SECTION	BELOW.		
Select Next Action: Nomi	nate Member or Self Nominate				
O NomInate Member					
O Self Nominate					
Choose the appropriate d	decoration type: ①	Military Outstanding	g Volunteer Service Medal (MOVSM)	~	
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Middle Initial	К	End Date	3/13/2024	<b></b>	
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Unit Mailing Address	50 C ST W				
Emall					
			View Decoration History		

6. Scroll down and review the Approval Authority and Signature sections.

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7. Scroll down and review the **Supporting Documents** section.

Supporting Documents			
Local policy may dictate required supporting documents			
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8. Review the supporting documents, by selecting **View**.

Supporting Documents			ι <del>μ</del>
Local policy may dictate required supporting documents.			
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9. After reviewing the nomination details, you can select whether to **Approve**, **Disapprove**, or **Route** the nomination to another Approval Authority.

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Supporting Documents			
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10. If you **Approve** or **Disapprove** the nomination request, the request will go back to your **myDecs Reimagined Dashboard** in the **Recently Completed** section.

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	Last Name 🔅 First Name	C Rank	0	Organization 0	Decoration Type 🔅	Start Date 🗘	End Date 0	Status 0	Approval Status 🗘 Owner 🗘	Record ID 🗘		
		SSG		0010 FORCE SUPPORT SQUADRON 0000	Alr and Space Commendation Medal (ASCM)	12/4/2023	12/5/2023	Completed	Approved	P-0001141713	View	~
		CMS		0035 SECURITY FORCES SQUADRON 0000	Alr and Space Achlevement Medal (ASAM)	12/1/2023	12/31/2023	Completed	Approved	P-0001141700	View	~
		SRA		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Completed	Approved	P-0001141699	View	~
•		TSG		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141694	View	~
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>		TSG		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141678	View	~
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		TSG		0000 AF	Meritorious	12/19/2020	1/31/2024	Completed	Approved	P-0001141666	Man	Τ.,

11. If you selected to **Route** the nomination to another approval authority, the **myDecs Reimagined Routing Flow** screen will appear. Search for the member you would like to route the nomination to by filling out their **Rank**, **Last Name**, **First Name**, and/or **Email**.

Please search and select a member to route the nomination to. You may add notes to the next person. Search for an individual by entire Last Name, entire First Name, and/or Email Address.  Rank Last Name Last Name Clear You must ent Last one search term. Notes	
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	N
Cancel	

12. Once you are finished putting in the member's information, select **Search**.

myDecs Reim	agined Routing Flow			
Please search and s	elect a member to route the nomination to. You may a	dd notes to the next person.		
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13. If you would like to enter any notes for the member you are routing the nomination to, fill out the **Notes** section.

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Please search and	select a member to route the nomination to. You may add	notes to the next person.		
Search for an Indi	vidual by entire Last Name, entire First Name, and/or Ema	I Address.		
Rank	Last Name	First Name	Email	
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#### 14. Select the member of who you wish to route the nomination.

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Search for an Individual by entire Rank Last Na	Last Name, entire First Name, and/or Email Address. me	First Name	Email		
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#### 15. Select Next.

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MSG 0000 AF PERSONNEL CTR FIELD OPERATIN lucinda.barrera@us.af

16. You will see a window that says you have successfully routed your application, select **Finish**.

myDecs Reimagined Routing Flow		
Thank you! Your nomination has been routed to:		
		Previous Finish
	Carcol	5

17. You have now successfully completed the Approval Authority Process.

# Tab 8: Amend and Revoke an Approved/SignedDecoration

**Note:** Once the decoration is in the Recently Completed section, HR Technicians can select whether they need to Amend or Revoke the decoration request.

1. Once you are logged in to myFSS, scroll down and select the myDecs Reimagined Tile.

AVAILABLE NOW						
LEARN MORE ABOUT Self-service access to knowledge articles	AGILE ACCELERATOR	CHATTER Social network for your Jimmen & Querdien groups	myEVAL Evaluation System	mySERVICES Contest Support. Community Services. MWR. and NAF Accounting	myEDUCATION Submit ARC (FIBIR 3 TA Requests, IPA Trening and Menage ITF TEB Applications (submitted via milCorrect)	myBadyComp Body Comparition Assessments
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2. You will be taken to your myDecs Reimagined Dashboard.

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3. Scroll down to the Recently Completed Section.

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>		Т	SG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141648	View
>		S	SG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achlevement Medal (AAM)	3/15/2022	3/15/2023	Completed	Approved	P-0001141650	Vlew
>		S	RA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Completed	Approved	P-0001141660	View
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>		N	//SG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141662	View

## 4. Identify the decoration nomination that you wish to Amend or Revoke.

earch Performance										Reset	t
Last Name 🔅 First Name	C Rank C	Organization 0	Decoration Type 0	Start Date 🗘	End Date 0	Status 0	Approval Status 🗘 Owr	ner ¢	Record ID 0		-
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	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medai (MSM)	9/23/2021	3/1/2024	Completed	Approved		P-0001141627	Vlew	~
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Completed	Approved		P-0001141645	View	~
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medai (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141648	View	~
	SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achlevement Medal (AAM)	3/15/2022	3/15/2023	Completed	Approved		P-0001141650	Vlew	~
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medai (MSM)	12/20/2020	1/31/2024	Completed	Approved		P-0001141660	View	~
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achlevement Medal (AAM)	12/19/2020	1/31/2024	Completed	Disapproved		P-0001141661	View	~
	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141662	View	~

## 5. Select the **drop-down** arrow.

è an	Nerformence Q									Reset
Ι	Last Name 🔅 First Name 🔅	Rank 0	Organization 0	Decoration Type	Start Date 0	End Date 0	Status 0	Approval Status 🗘 Owner 🔿	Record ID	
							Cancelled		P-0001141608	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/18/2020	1/31/2024	Cancelled		P-0001141620	Vlew
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Cancelled		P-0001141621	View
		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Completed	Approved	P-0001141627	View
		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Completed	Approved	P-0001141645	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141648	View
		SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	3/15/2022	3/15/2023	Completed	Approved	P-0001141650	View
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Completed	Approved	P-0001141660	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Completed	Disapproved	P-0001141661	View
1		MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141662	View

6. Select either Request Amend or Request Revoke.

See	rch Performance									Reset
	Last Name 🔅 First Name 🛇	Rank 0	Organization 0	Decoration Type	Start Date 0	End Date 0	Status 0	Approval Status 🗘 Owner 🗘	Record ID 0	
>							Cancelled		P-0001141608	View 🗸
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/18/2020	1/31/2024	Cancelled		P-0001141620	Vlew 🗸
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Alr and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Cancelled		P-0001141621	Vlew 🗸
>		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Completed	Approved	P-0001141627	View 🗸
>		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Completed	Approved	P-00011416 Request A	amend
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medai (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-00011416 Request F	levoke
>		SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achlevement Medal (AAM)	3/15/2022	3/15/2023	Completed	Approved	P-00011416 Print for P	resentation
>		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Completed	Approved	P-0001141660	Vlew 🗸
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerlal Achlevement Medal (AAM)	12/19/2020	1/31/2024	Completed	Disapproved	P-0001141661	Vlew 🗸
>		MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved	P-0001141662	View 🗸

7. If you select **Request Amend**, you will be taken to the original application. If you select **Request Revoke**, skip to **Step 29.** 

Nominee Informa	tion					-
	ON BY SELECTING THE		BRANCH AND FILL	ING OUT THE SECTION B	ELOW.	
Branch of Service						
U.S. Alr Force						
First Name		s	Service Component	REGULAR		
Last Name			Date of Separation (DOS)	8/8/3888	Ē	
Middle Initial			Duty Title	CHIEF, TRANS & DEVLOP BRAN	СН	
Rank		~ (	Organization	0000 AF PERSONNEL CTR FIEL	D OPERATING	
Branch of Service	Air Force	1	installation	RANDOLPH AFB		
Date Arrived Station (DAS)	9/23/2021		Report No Later Than Date (RNLTD)	3/1/2024	Ē	
Projected Departure Date (PDD)	2/21/2024	Ē				
Choose the appropria	ite decoration type: $oldsymbol{0}$		М	eritorious Service Medai (MSN	D	
Condition	Permanent Chan	ge of Station (PC	5) 🗸	Start Date	9/23/2	21 📋

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## HOW IT SHOULD BE

8. Update what you intend to amend from the list of editable fields.

Nominee Information				-
	THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.			
				0 No
Select Next Action: Nominate Member or Sel Nominate Member	IT Normanate			
Branch of Service				
U.S. Ar Force				
First Name	Service Component MIDULAR			
Last Name	Dete of Separation 021000 021			
Middle Initial	Duty Tatle CHEP, TRANS & DEVLOF BRANCH			
Rank	Organisation DODD AF PERDONALL CTR FIELD OPERATIN			
Branch of Service all Force	Installation RANDOLPHARE			
(DAS) 8/25/2021	Bepart No Later Than Date (BN4JTD) 3/1/2024			
Projected Departure Date (PDD) 2/23/2004	<b>a</b>			
Choose the appropriate decoration type: ①	Memoranti Change al Seutos (IPCs)	rtorious Service Medal (MSM)	1920-000 <b>0</b>	
Devices		U End Date	3/9/2024	
Unit	APPCIDES	Gender		
Unit Mailing Address	NO ST W	Oak Loof Cluster	4	
Email				
			View Decoration History	
Amendment Information				+
Certificate Citation				+
Approval Authority				+
Supporting Documents				(+)

9. Scroll down to the Amendment Information section.

Amendment Information	
Justification 🕥	2

#### 10. Select the **Pencil Icon**.

Amendment Information	(T)
Justification	۷

#### 11. Type in your **Amendment Justification**.



## 12. Scroll down to the Supporting Documents section.

Certificate Citation	+
Approval Authority	(+)
Supporting Documents	-
Local policy may dictate required supporting documents. Updata new file C	
10 rows V undernes	Vlewing 0-0 of 0

Last Modified: 25 JAN 2024 Page: 53 of 71 13. If you need to add any additional information or supporting documents to show that this is not a requirement for an amendment, select **Upload Files**.

Certificate Citation	+
Approval Authority	+
Supporting Documents	
Local policy may dictate required supporting documents.	
10 rows 🗸	Viewing 0-0 of 0

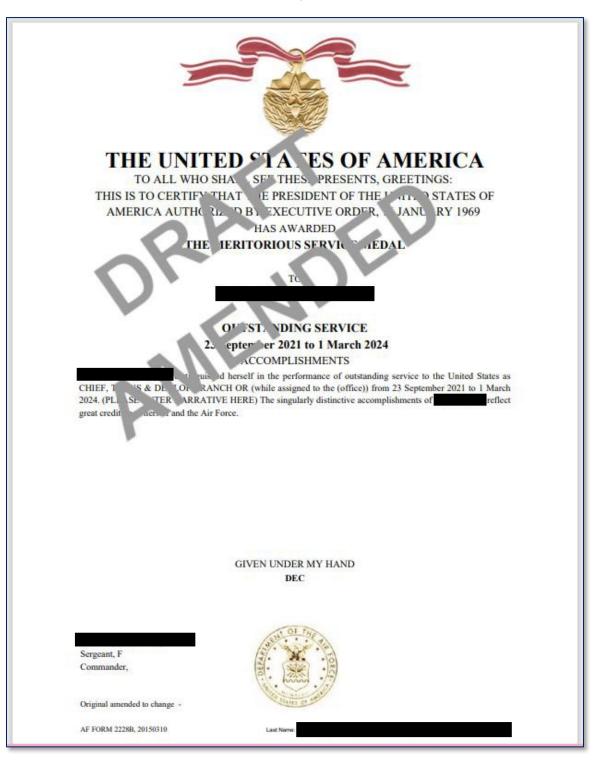
14. Once you are finished uploading all supporting documents, scroll to the bottom of the page. You will see multiple options: **Save**, **Preview**, **Route for Review** or **Submit for Approval**. If you select **Route for Review**, continue, if you select **Submit for Approval** skip to **Step 24**.

⊥ Upload Files	Or drop files					
10 rows 🗸					Viewi	ing 0-0 of 0
Autosaved 1275/2023 3:08 pm	Back to Dashboard	Preview Save	Cancel Expand All	Collapse All 🔄 Comment	Route for Review	Submit for Approval

15. If you selected **Save**, a confirmation screen will pop up that your amendment has been saved and it will include a date stamp.

## HOW IT SHOULD BE

16. If you selected **Preview**, an official draft of the nomination will appear. This is the view that will be sent to the Approval Authorities when you select to amend the nomination.



Last Modified: 25 JAN 2024 Page: 55 of 71 17. If you selected **Route for Review**, a **myDecs Reimagined Routing Flow** window will appear.

ease search and select a member to route the nomination	us. You may add notes to the next person.		
arch for an individual by entire Last Name, entire First N	ne, and/or Email Address.		
nk Last Name	First Name	Email	
:			
Search Clear			
must ent at least one search term.			
85			
			_
			N

18. Search for the member you would like to route the nomination to by filling out their **Rank**, **Last Name**, **First Name**, and/or **Email**.

ing bees Renning	ned Routing Flow			
	a member to route the nomination to. You may a			
	by entire Last Name, entire First Name, and/or Er		P. 10	
ank 🏅	Last Name	First Name	Email	
u must ent Dat least	one search term.			
ites				
tes				
lotes				Ne

19. Once you are finished putting in their information, select **Search**.

	<ul> <li>Recommended controls</li> </ul>			
myDecs Reim	nagined Routing Flow			
Please search and s	select a member to route the nomination to. You may a	dd notes to the next person.		
Search for an Indivi	idual by entire Last Name, entire First Name, and/or Er	nall Address.		
Rank	Last Name	First Name	Email	
	:			
Search Cl	lear			
	least one search term.			
Notes				
				Next
		Cancel		

20. If you would like to enter any notes for the member you are routing the nomination to, fill out the **Notes** section.

vDecs Reimagined Routing	Flow			
ase search and select a member to rou	e the nomination to. You may add notes t	o the next person.		
rch for an Individual by entire Last Na	e, entire First Name, and/or Email Addre	-55.		
k Last Name		First Name	Email	
\$				
Search Clear I must ent hat least one search term.				
				Ne

21. Select the member of who you wish to route the nomination.

<ul> <li>Nominee Informatio</li> </ul>					
	e Last Name, entire First Name, and/or Email Address.				
Rank Last Na	ame	First Name	Ema	1	
•					
Search Clear					
Select from following matching P	Personnet				
SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL	
SELECT	PERSONNEL	RANK	ORGANIZATION		i
	PERSONNEL				5
	PERSONNEL	MSG			1
	PERSONNEL				I
	PERSONNEL	MSG			Ned
	PERSONNEL	MSG			Ned

## 22. Select Next.

V Nominee Information					
Search for an individual by entire La	st Name, entire First Name, and/or Email Address.				
Rank Last Name		First Name	Em	li	
\$					
Search Clear					
Select from following matching Pers	nanah				
SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL	
Select		MSG	0000 AF PERSONNEL CTR FIELD	OPERATIN	
		L			Next
		Cancel			

Last Modified: 25 JAN 2024 Page: 57 of 71 23. You will see a window that says you have successfully routed the nomination, select **Finish**.

nyDecs Reimagined Routing Flow		
Nank you! Your nomination has been routed to:		
		Previous Finish
	Carcel	

24. If you would like to submit the nomination for approval, select **Submit for Approval**.

	1 Upload Files Or drop	op files					
10	10 rows 🗸					Viewin	g 0-0 of 0
Autosaved 12/5/2023 3:08 pm		Back to Dashboard	Preview Save	Cancel Expand All	Collapse All	Route for Review	Submit for Approval

25. If you see the **myDecs Reimagined Submit for Approval Flow** window, review the required fields list and select **Finish**. Then, go back to your nomination form and make sure all required fields identified on the window are filled out. Once errors are fixed, see **Step 24**.

myDecs Reimagined Submit for Approval Flow		
Please fill out required fields in the Nomination Section:		
Name		
Duty Title		
Organization		
Installation		
<ul> <li>Timeframe of Decoration (Start Date/End Date)</li> </ul>		
Decoration Type		
Condition		
Please fill out required fields in the Citation Section:		
Opening Sentence		
<ul> <li>Proposed Narrative</li> </ul>		
Closing Sentence		
		Finish
		Finish
	Cancel	

26. A drop-down box will appear on the screen asking if you would like to submit the nomination for approval. Select **Yes or No**. If you select **No**, you will be returned to the application screen. If you select **Yes**, continue with **Step 27**.

1				
L	myDecs Reimagined Submit	for Approval Flow		
L	Would you like to submit the nomination for a	pproval®		
	None			;
H	None			
L	No lo			
		-		
L			Cancel	

#### 27. Select Next.

	E commente	
myDecs Reimagined Submit for Approval Flow		
Would you like to submit the nomination for approval?		
None		;
		Next
	Cancel	

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# 28. A **myDecs Reimagined Submit for Approval Flow** window will appear on the screen that says you have successfully submitted the nomination, select **Finish**.

myDecs Reimagined Submit for Approval Flow	
You have successfully submitted the nomination for approval. Please close the pop-up.	Þ
	Previous Finish
[	Cancel

#### 29. If you selected **Request Revoke**, you will be taken to a justification window.

Revocation Comments				
omments				
Approval Authority				
Approval Authority ch for an individual by entire Last Name, entire First Name,	and inc Email Address			
and annundual by endie case rearie, endie i racinarie,				
EDIDI			Email	
EDIPI	Last Name	First Name	Email	
	Last Name	First Name	Email	
:	Last Name	First Name	Enal	
:	Last Name	First Name	Enal	
:	Last Name	Pint Name	Enal	
	Last Name	First Name	Enail	Fire

#### 30. Type in any **Comments** you have for the revocation.

✓ Revocation Comments				
* Comments				,
Approval Authority Search for an individual synchic Last Name, entire First Name, and or I lank     EDIFI     Search Clear	Enal Address Last Name	First Name	Enal	
		Circel		Fini

31. Type in the **Rank**, **EDIPI (aka DOD ID)**, **Last Name**, **First Name**, and/or **Email Address** to search for the Approval Authority.

V Revocation Comments     *Comments	
	-1
	1.
V Approval Authority	٦
Search for an Individual by entire Last Name, entire First Name, and/or Email Address. Rank EDIPI Last Name Pirst Name Email	
Search Cear	
	_
Fin	•
Circs	

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#### 32. Select Search.

✓ Revocation Comments Comments				
Approval Authority actifier an individual by persitie Last Name, entire First Name, and nk EDIP Search Clear	Last Name	FirstName	Emil	
		Cancel		Finis

## 33. Select the correct **Department of The Air Force Approval Authority.**

Approval Authority S				
	ast Name, entire First Name, and/or Email Address.			
k Last Nan	10	First Name	Email	
c :		ant		
et form following matching Da	research .			
ect from following matching Pe SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
		RANK LTC	ORGANIZATION 0461 AIR CONTROL WING 0000	EMAIL
SELECT				
Select		LTC	0461 AIR CONTROL WING 0000	

#### 34. Select Next.

Approval Authority Se				
rch for an Individual by entire L	ast Name, entire First Name, and/or Email Address.			
k Last Nam	e	First Name	Email	
rc 🛟 m		an		
Search Clear				
ect from following matching Per	rsonnek			
	PERSONNEL	RANK	ORGANIZATION	EMAIL
		RANK	ORGANIZATION 0461 AIR CONTROL WING 0000	
SELECT				EMAIL
				1
SELECT		LTC	0461 AIR CONTROL WING 0000	1
Select		LTC	0461 AIR CONTROL WING 0000	1
Select		LTC	0461 AIR CONTROL WING 0000	1

Last Modified: 25 JAN 2024 Page: 60 of 71 35. The revocation screen will appear on the screen, select **Finish.** 

Revocation Comments				
Approval Authority whiter an individual by entitie Last Name, entitie First Name, and to k EDIP Sector Clear	Email Address.	First Name	Enal	
				F

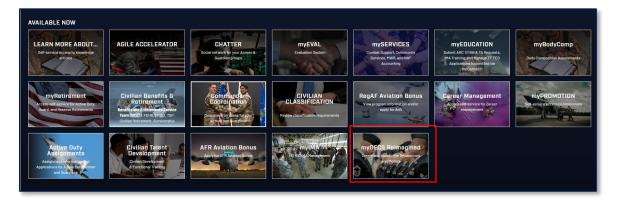
36. You have now successfully completed the amendment or revocation process.

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## HOW IT SHOULD BE

# Tab 9: MILPDS

1. Once you are logged in to myFSS, scroll down and select the myDecs Reimagined Tile.



2. You will be taken to your myDecs Reimagined Dashboard.

A SPACE FORCE	Search Knowledge Articles	My Apps マ Helpful Links マ Ask A Question 된 マ
Welcome, Rank Not Set		-10
Ready For Action ③		
Search Performance Q		
No Items Pending     There are currently no pending Items.		
In-Coordination Ø		
Search Performance Q		
No Items In Coordination There are currently no In coordination items.		
Recently Completed (2)		
		Γ

## 3. Scroll down to the MILPDS/ARMS-LC Rejected Table.

en h Perferinsee										Reset
Last Name 0 First Name	0 Middle Initial 0	Rank 0	Organization 0	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID 0	
		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View 🗸
		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	View 🖌
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View 🗸
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aertal Achlevement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View 🗸
		MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View 🗸
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View 🗸
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View 🖌
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View 🗸
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View 🖌
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View 🗸

Last Modified: 25 JAN 2024 Page: 62 of 71 4. Review the **MILPDS Status** column.

eta Certenneca O,									Reset
Last Name O First Name O Middle Initial	0 Rank	Organization	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID 0	
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Merttorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View 👻
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	View 🖌
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aertal Achlevement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View 🗸
	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View 🖌
	CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View 🖌

5. Identify the case you would like to review and take note of the name of the case.

	with Performance Q										Reset
	Last Name O First Name O	Middle Initial C Rank	Ċ.	Organization	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID 0	
,		MAJ		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
>		MAJ		PERSONNEL CTR FIELD OPERATING	Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Resolv
>		SRA		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
>		TSG		0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
>		MSG		0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
>		SRA		0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View
>		SRA		0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
>		SRA		0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
>		TSG		0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
>		CMS		0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

6. Navigate to the myDecs Reimagined Dashboard.

U.S. AIR FORCE	SPACE FORCE	Search Knowledge Articles O	My Apps 🐱	Helpful Links 🐱	Ask A Question	1 ×
	Welcome, Rank Not Set					+NOMINATE
	Ready For Action ③					
	Search Performance Q					Reset
	No Items Pending     There are currently no pending Items.					
	In-Coordination ③					
	Search Performance Q					Reset
	No Items In Coordination     There are currently no in coordination items.					
	Recently Completed ⑦					
	Search Performance Q					Reset
	No Items Recently Completed     There are currently no recently completed Items.					

7. Navigate to the **Recently Completed** section and open the case you would like to Manually Resolve.

## HOW IT SHOULD BE

8. Manually resolve the issues by editing the appropriate fields.

	ation						-
				LING OUT THE SECTION BELOW.			
			a BRANCH AND FIL	LING DUT THE JECTION BELOW.			O Need
Select Next Action: N Nominate Member	Normalize Member or 3	Self Normanate					
Branch of Service							
U.S. Air Rorce							
First Name	[ _		Service Component	REDULAR			
Last Name	_		Date of Separation (DOS)	8/8/2008 <b>(B</b>			
Middle Initial	5		Duty Title	CHEF, TRANS & GEVLOF BRANCH			
Rank			Organization	DDDD AF FERDONNEL CTR FIELD OFERATIN			
Branch of Service	All Force		Installation	RANDOLPHAFE			
Date Arrived Station (DAS)	8/23/2021	8	Report No Later Than Date (RNUTD)	3/1/2024			
Projected Departure Date (PDD)	2/29/2004	8					
							_
Choose the appropria	late deceration type C		ent Change of Station (PC		leritorious Servica Media (MSM) v Start Date	1000 0	
	iate decoration type C					13320 <b>0</b> . 2525 <b>0</b> .	
Condition	lata decoration type C	Permane			✓ Start Dote		
Condition Devices		Permane	1		Start Date	3025k 🗳	
Condition Devices Unit		Dermane SPPC/OP	1		Start Date     Start Date     End Date     Gander	20005 C	
Condition Devices Unit Mailing Address		Dermane SPPC/OP	1		Start Date     Start Date     End Date     Gander	3025k 🗳	
Condition Devices Unit Mailing Address		Dermane SPPC/OP	1		Start Date     Start Date     End Date     Gander	20005 C	+
Condition Devices Unit Unit Mailing Address Email	s	Dermane SPPC/OP	1		Start Date     Start Date     End Date     Gander	20005 C	+
Condition Devices Unit Unit Mailing Accives Email Arrestidiment Infor	s ermation	Dermane SPPC/OP	1		Start Date     Start Date     End Date     Gander	20005 C	+

9. Navigate back to the **MILPDS/ARMS-LC Rejected Table**.

	and Performance Q									Reset
	Last Name 🔅 First Name 🗘 Middle Initial 🗘	Rank 0	Organization 0	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID	0
>	SVI	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
>	SMI	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Resolve
>	KIN	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
>	PAR	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
>	VAR	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
>	KIN	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View
>	EDV	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
>	BUT	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
>	PAR	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
>	BAS	CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

#### 10. Scroll to the case that has just been updated.

Specific Performance	0,									R
Last Name	C Det Name C Middle Jolital C	Bank 0	Organization ()	Decoration	Start Date	End Data	MILIPPO Chatrar ()	ADMC 1/C Chatran	Decent ID	-
>		MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
>		MAJ	PERSONNEL CTR FIELD OPERATING	Mentorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Re
>		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	Viev
>		MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
>		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	Viev
>		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
>		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
>		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
>		CMS	0035 SECURITY FORCES SOUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

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## 11. Go to the **View** button and select the **dropdown arrow**.

	erit Peterseen Q									Reset
	Last Name O First Name O Middle In	Itial 🗘 Rank	Organization	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID	0
>	SMIT	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medai (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
>	SMIT	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Resolve
>	KINC	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
>	PAR	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
>	VAR	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
>	KINC	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View
>	EDW	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
>	BUT	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
>	PARI	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
>	BAR	CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

#### 12. Select Manual Resolve.

	OL									Reset
	Last	Rank 0	Organization 0	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status 0	Record ID 0	2
>	SVI	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
>	SMI	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Resolve
>	KI10	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
>	PAR	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
>	VAR	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
>	KITO	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View
>	EDV	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Alr and Space Achlevement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
>	BUT	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
>	PAR	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
>	BARRACLOUGH ADAM S	CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

13. A **Manually Resolve Successful** window will display that the request has been successfully completed.

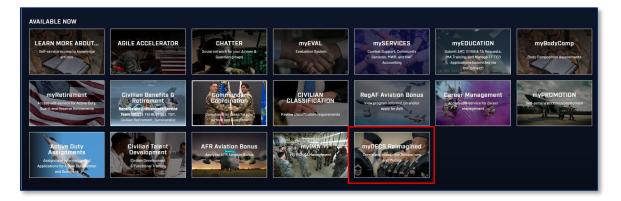
				MAM	NUALLY RESOLVI	SUCCESSFUL	×			
				Title The nomination	nas been successfully res	olved.				
Last N	Name	First Marrie	Middle Initial		nas been successfully res	olved.	Close			
2 Last N	Name	Fint Marre	Middle Initial	The nomination	and sold and	olved: . 12/20/3620	Close			
Last N > >	Name	First Marna	Microle Initial	The nomination I	Sanarca Madau DMSAN		Close 1131/2025			
Last b	Name	First Marne	Middle Initial	Personance of Personal Company of Personal Com	Industrial Bankos Madau (MBM) Autrial Active anti- Media (AAM)	12/20/2020	1(61/2024		econtrates	
2 Laith 2 2 2 3 3 4	Name	Frint Harris	Alklatin Initia	The nonthration I	Her Hondall, San Shi Mardini Aartal Aasta (AANA) Methodolas San Ke Maraja (AASA)	12/20/3020 12/20/2020	1(81/2024 1/21/2026			
Last A 2 3 5 5 5 5 5 5 5 5 5 5 5 5 5	Name	FirstNerve	Additie Initial	The non-shartion I Description of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state	The Fore Addition of the Control of Medical (MASA) Addition of Medical (MASA) Addition of Medical (MASA) New York Macaditi (MASA) Addition of Medical (MASA) Addition of Medical (MASA) Addition of Medical (MASA) Addition of Medical (MASA) (M	12, 20, 2020 329, 3972020 2272972020	1/31/2024 1/31/2024 1/31/2024			
Lait 8	Name	FirstMarre	Middle Initial	The nonthration I	Minima data Senergia Media Mantal Apartal Apartal Apartal Minima	12720/3020 12720/3020 1271972020 1271972020	1/31/2024 1/31/2024 1/31/2024 1/31/2024		P6001143640 P6001141663 P6001141663 P6001141663	

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## HOW IT SHOULD BE

# Tab 10: ARMS

1. Once you are logged in to myFSS, scroll down and select the myDecs Reimagined Tile.



2. You will be taken to the myDecs Reimagined Dashboard.

spice force	Search Knowledge Articles Q	My Apps 🗸 Helpful Links 🗸 Ask A Question 🚦 🗸
Welcome, Rank Not Set		
Ready For Action ③		
Search Performance Q		[
No Items Pending There are currently no pending items.		
In-Coordination @		
Search Performance <b>Q</b>		[
No Items In Coordination There are currently no In coordination items.		
Recently Completed ③		
		Γ

## 3. Scroll to the MILPDS/ARMS-LC Rejected Table.

Ren D Performance Q									Reset
Last Name O First Name O Middle Initial O	Rank 0	Organization 0	Decoration 0	Start Date 0	End Date 0	MILPDS Status 0	ARMS-LC Status	Record ID 0	
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Merttorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View 🖌
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	View 🖌
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View 🗸
	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View 🖌
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View 🖌
	CMS	0035 SECURITY FORCES SOUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View 🖌

Last Modified: 25 JAN 2024 Page: 66 of 71 4. Review the **ARMS-LC Status** column.

en felimena 📫 O,									Reset
Last Name 0 First Name 0 Middle Initia	al 🗘 Rank	Organization	Decoration 0	Start Date 0	End Date 0	MILPDS Status	ARMS-LC Status	Record ID 0	
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Merttortous Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View 👻
	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	View 🖌
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aertal Achlevement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View 🖌
	MSG	0016 AIR FORCE AIR FORCE 00AP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View 🗸
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View 🖌
	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View 🗸
	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View 🖌
	CMS	0035 SECURITY FORCES SOLIADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View 🗸

## 5. Identify the case you would like to review.

Ser	arch Parformance Q							Reset
	Last Name 🗘 First Name 🗘 Middle Initial 🗘	Rank 🗘	Organization 0	Decoration \$	Start Date 🗘	End Date 🗘 MILPDS Status	ARMS-LC Stat	us
>		SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024	Rejected	View
>		SSG	PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023	Rejected	Resend to ARMS
>		TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	View 🗸

6. Go to the View button and select the **dropdown arrow**.

Sen	ren Partormance	0									Reset
	Last Name 💲 Fir	rst Name 🗘	Middle Initial 🗘	Rank 🗘	Organization 🗘	Decoration 0	Start Date 🗘	End Date 🗘	MILPDS Status 0	ARMS-LC Status	1
>				SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024		Rejected	View
>				SSG	0000 AF PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023		Rejected	Resend to ARMS
>				TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024		Rejected	View

#### 7. Select Resend to ARMs.

Sei	arch Partormance Q									Reset
	Last Name 🗘 🛛 First Name 🗘	Middle Initial 💲	Rank 🗘	Organization 0	Decoration 0	Start Date 0	End Date 🗘	MILPDS Status	ARMS-LC Status	
>			SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024		Rejected	View
>			SSG	0000 AF PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023		Rejected	Resend to ARMS
>			TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024		Rejected	View 🗸

Last Modified: 25 JAN 2024 Page: 67 of 71 8. A **Resend to ARMS-LC Successful** screen will display that the request has been **successfully completed.** 

		and the second	Address in the second		10.101			
		_	RESEND TO	ARMS-LC S	UCCESSFUL	×		
		(C) 1440			2			
						Cline		
			Sugar .					

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# Tab 11: Additional Resources

**Note:** Refer to the following knowledge articles for additional information as required:

Resource	Link
myFSS Knowledge	https://myfss.us.af.mil/USAFCommunity/s/knowledge-
Article	detail?pid=kA0t000000LHTOCA4

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