



# 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.

## Table of Contents

Introduction ..... 3

Tab 1: myFSS Platform ..... 4

Tab 2: myDecs Reimagined Process Overview ..... 7

Tab 3: Nominator – Any Department of Air Force Member ..... 8

Tab 4: Self-Nomination..... 22

Tab 5: Submitting Requests for Members of Another Service..... 31

Tab 6: CSS/MPF ..... 42

Tab 7: Approval Authorities- Select Department of the Air Force Officials Only ..... 45

Tab 8: Amend and Revoke an Approved/Signed Decoration ..... 50

Tab 9: MILPDS ..... 62

Tab 10: ARMS ..... 66

Tab 11: Additional Resources ..... 69

### Revision History

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

## 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:

- [Create a Nomination Demonstration](#)
- [Create a Self-Nomination Demonstration](#)
- [Approving Authority Demonstration](#)

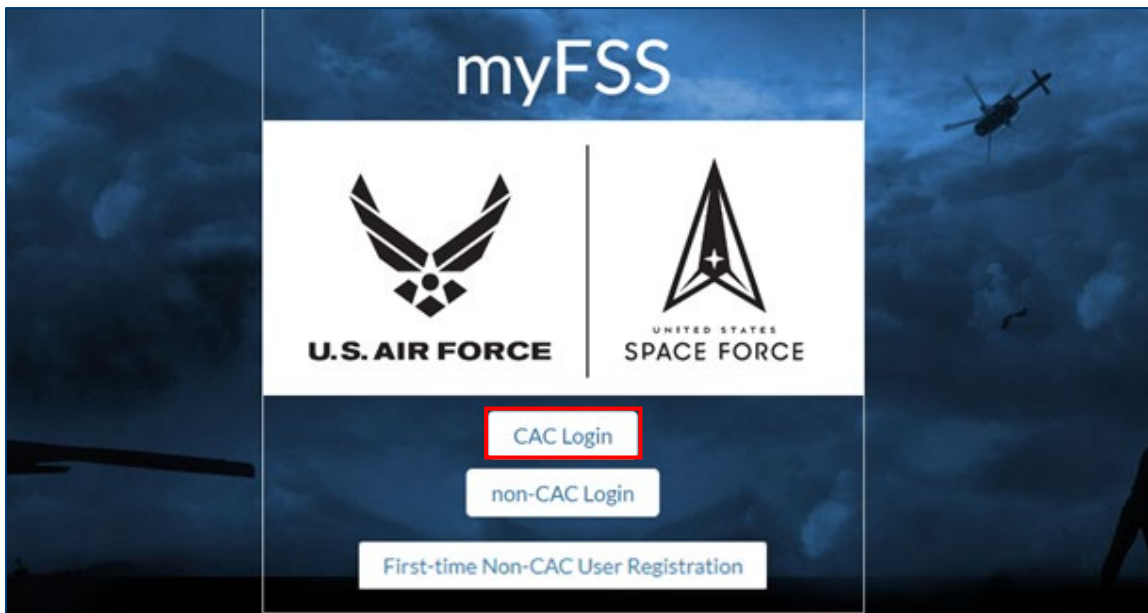
### 5. REFERENCES/RELATED PROCESSES:

- 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*

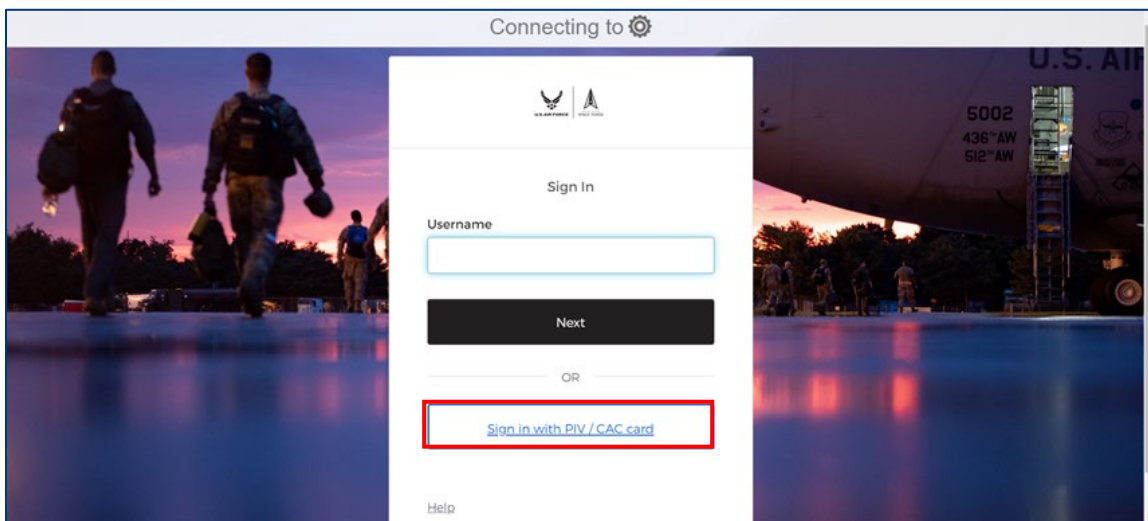
**NOTE:** Additional information is available on [myFSS Knowledge Article #2138](#)

## Tab 1: myFSS Platform

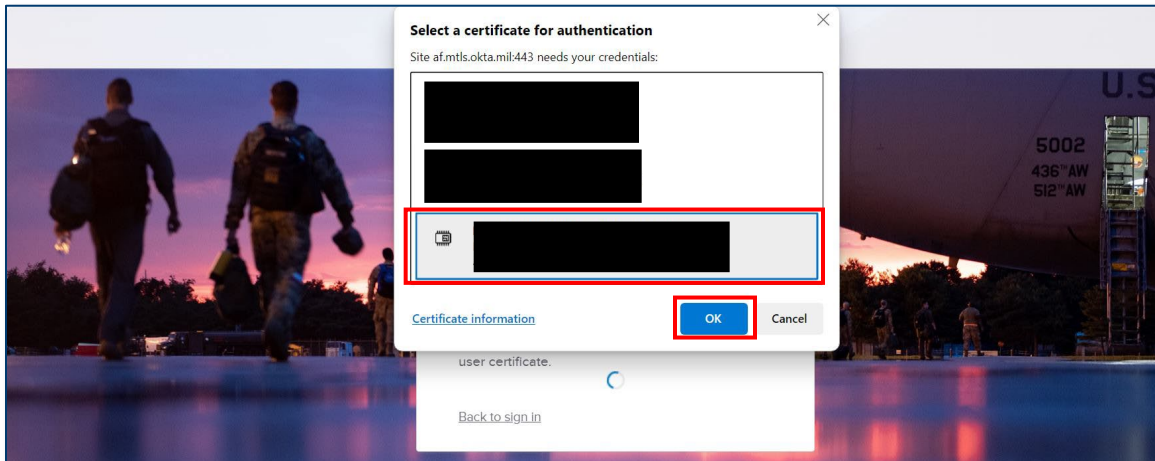
1. Navigate to <https://myfss.us.af.mil> using *Microsoft Edge* or *Google Chrome* and select **CAC Login**.



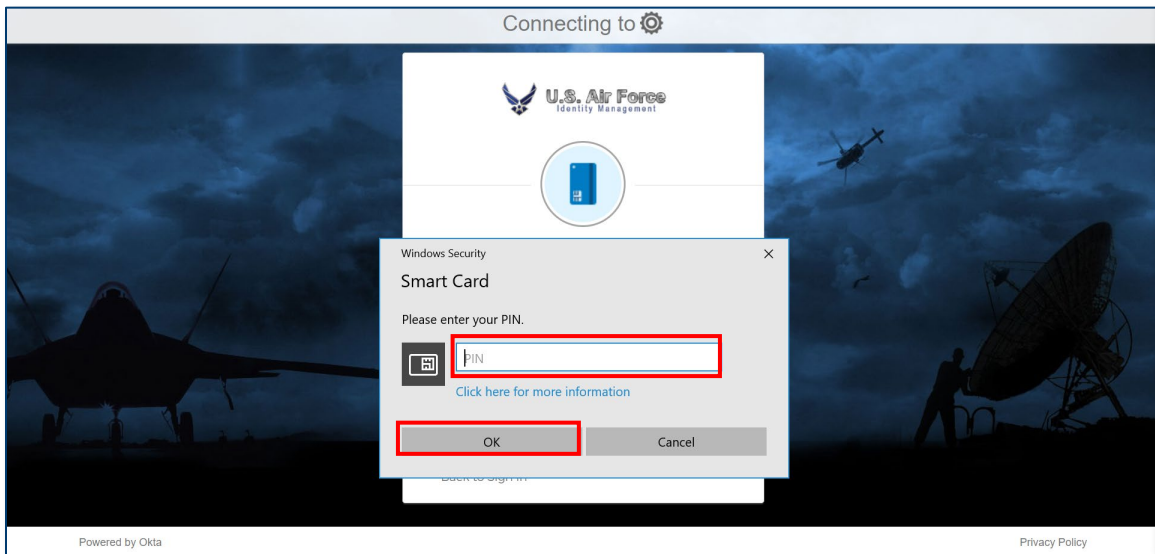
2. From the Common Access Card (CAC) Login screen, select **Sign in with PIV / CAC card**.



### 3. Choose your certificate and select **OK**.

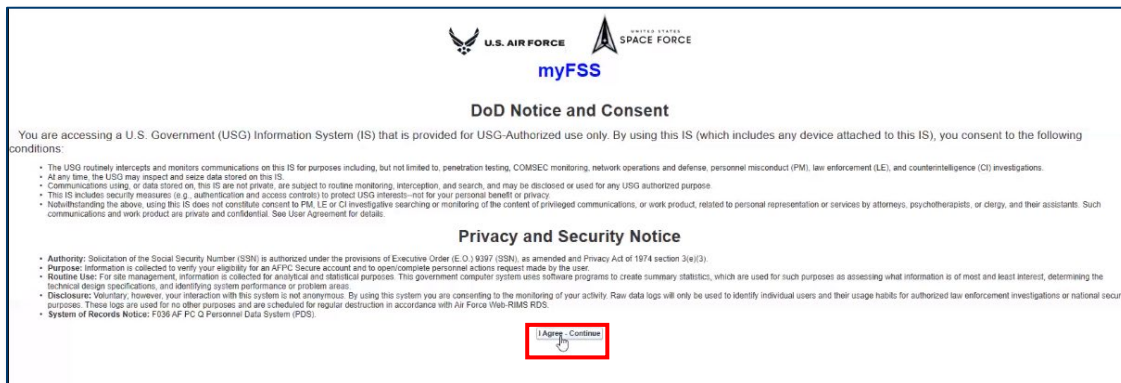


### 4. Enter your PIN in the pop-up window and select **OK**.

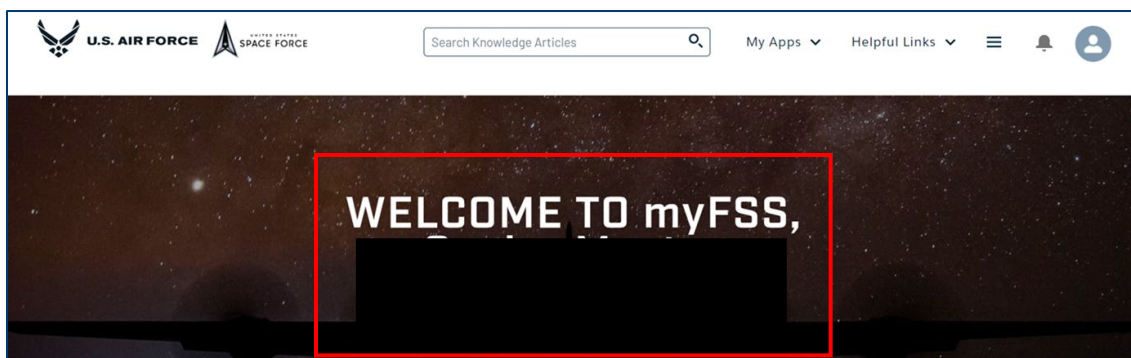


**Note:** If the "Certificate validation failed" notice displays, exit out of any/all open browser tabs and re-attempt. If persists, clear the Browser's Cache, then re-attempt.

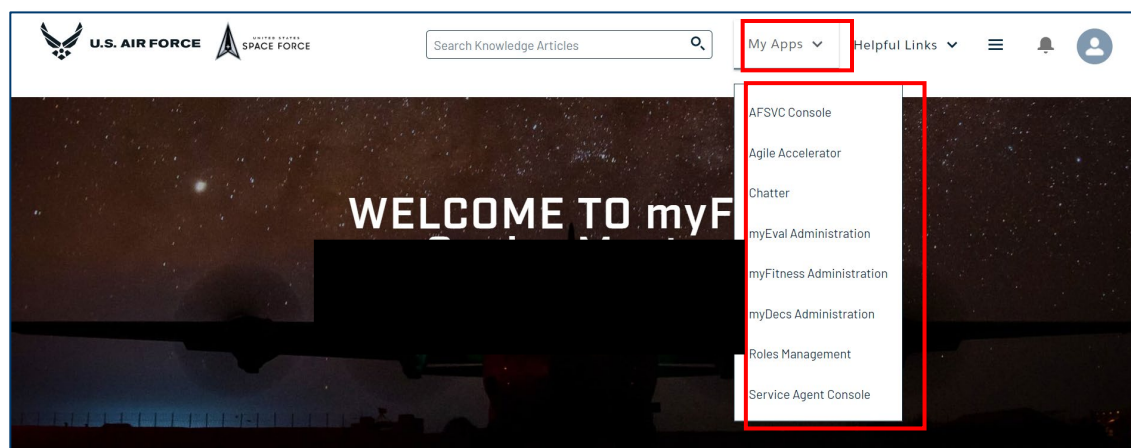
5. From the DoD Notice and Consent page, select **I Agree - Continue**.



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.

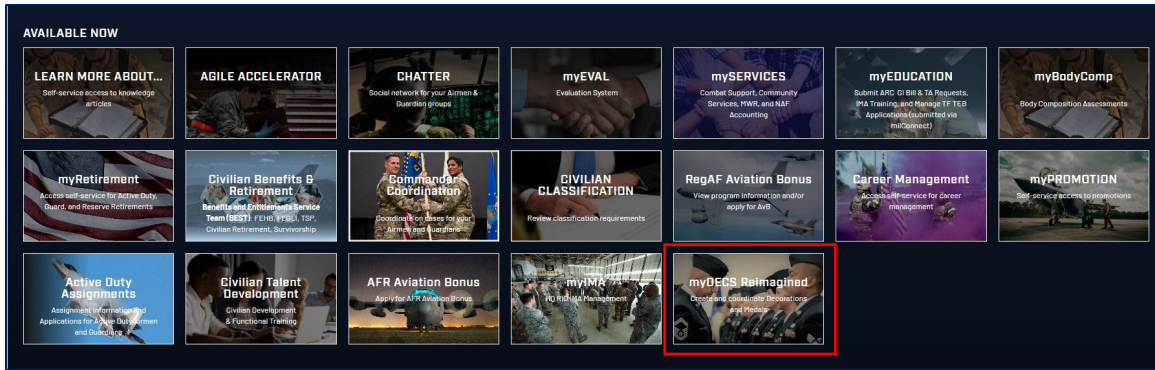
## Tab 2: myDecs Reimagined Process Overview

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.

## 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.



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



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



4. Choose **Nominate Member** or **Self-Nomination** (Self-nominate is limited to only Service/Campaign/Expeditionary Medals/Ribbons).

**Nomination:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

**Nominate Member**

Self Nominate

Branch of Service: [Dropdown]

First Name: [Text] Service Component: [Text]

Last Name: [Text] Date of Separation (DOS): [Date]

Middle Initial: [Text] Duty Title: [Text]

Rank: [Dropdown] Organization: [Text]

Branch of Service: [Text] Installation: [Text]

Date Arrived Station (DAS): [Date] Report No Later Than Date (RNLT): [Date]

Projected Departure Date (PDD): [Date]

Choose the appropriate decoration type: [Dropdown]

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.

**Nomination:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

**Nominate Member**

Self Nominate

Branch of Service: [Dropdown]

- U.S. Air Force
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps
- U.S. Navy
- U.S. Space Force

Branch of Service: [Text]

First Name: [Text] Service Component: [Text]

Last Name: [Text] Date of Separation (DOS): [Date]

Middle Initial: [Text] Duty Title: [Text]

Rank: [Dropdown] Organization: [Text]

Branch of Service: [Text] Installation: [Text]

Date Arrived Station (DAS): [Date] Report No Later Than Date (RNLT): [Date]

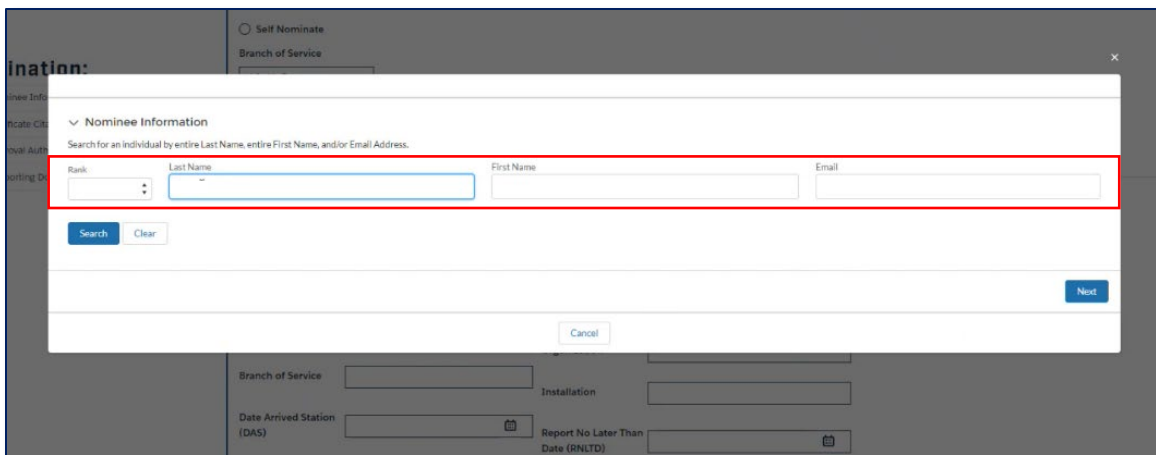
Projected Departure Date (PDD): [Date]

Buttons: Back to Dashboard, Preview, Save, Cancel, Expand All, Collapse All, Comment, Route for Review, Submit for Approval

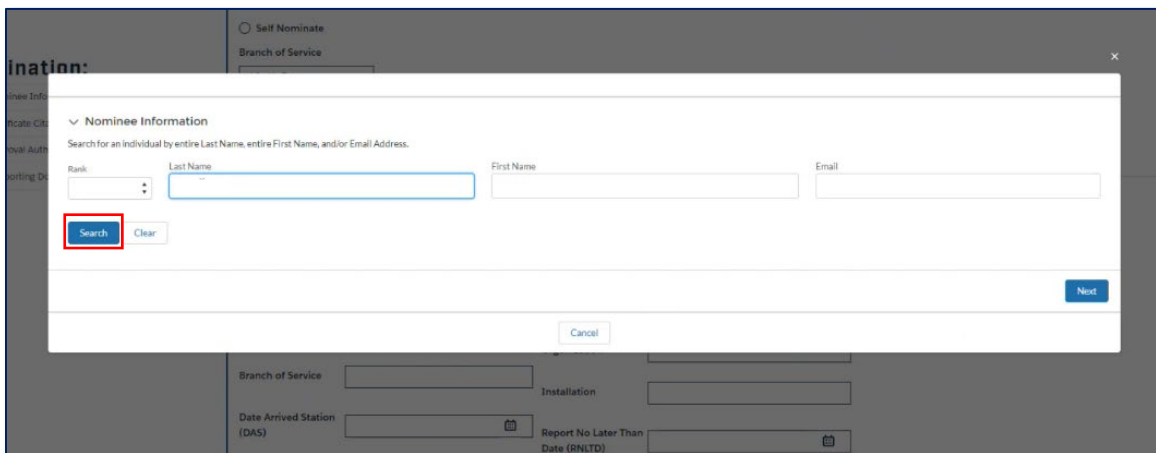
- For U.S. Air Force and U.S. Space Force Nominees, choose **Search for Nominee**.



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



- Select the **Search** button.



9. Locate the member to nominate, click **Select**.

10. Confirm selected member, select **Next**.

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.

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

Choose the appropriate decoration type:

Condition:  Start:

Devices:  End:

Unit:

Unit Mailing Address:  Oak:

Email:

View Decoration History

Autosaved 12/5/2023 3:05 pm

Back to Dashboard Preview Save Cancel Expand All Collapse All Comment Route for Review Submit for Approval

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

Projected Departure Date (PDD)

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition:  Start Date:

Devices:  End Date:

Unit:  Gender:

Unit Mailing Address:  Oak Leaf Cluster:

Email:

View Decoration History

Certificate Citation  +

Approval Authority  +

- Enter the start and end dates by clicking the calendar icon in the associated **Start Date** and **End Date** fields.

The screenshot shows a web browser window with a URL: `crmforce.mil/USAFCommunity/s/mydecs-reimagined-one-pager?id=a413R0000007B65UAE`. The form includes the following fields:

- Projected Departure Date (PDD):
- Choose the appropriate decoration type: Meritorious Service Medal (MSM)
- Condition: Achievement
- Devices: ----
- Unit:
- Unit Mailing Address:
- Email:
- Start Date:  (with calendar icon)
- End Date:  (with calendar icon)
- Gender: F
- Oak Leaf Cluster:

A calendar popup is displayed over the Start Date field, showing the month of December 2023. The date 5 is highlighted. Below the form are three expandable sections: Certificate Citation, Approval Authority, and Supporting Documents.

**Finished Example:**

The finished form shows the following values:

- Start Date: 1/10/2024
- End Date: 1/18/2024
- Gender: F
- Oak Leaf Cluster: 3

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

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition: Achievement Start Date: 8/8/2023

Devices: ----- End Date: 12/4/2023

Unit: Combat Gender: F

Unit Mailing Address: Remote Oak Leaf Cluster: Valor

Email: View Decoration History

Certificate Citation +

Approval Authority +

Supporting Documents +

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

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition: Achievement Start Date: 8/8/2023

Devices: ----- End Date: 12/4/2023

Unit:   Gender: F

Unit Mailing Address:   Oak Leaf Cluster:  

Email:  

View Decoration History

Certificate Citation +

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

Decoration History

Showing 1 of 1 item

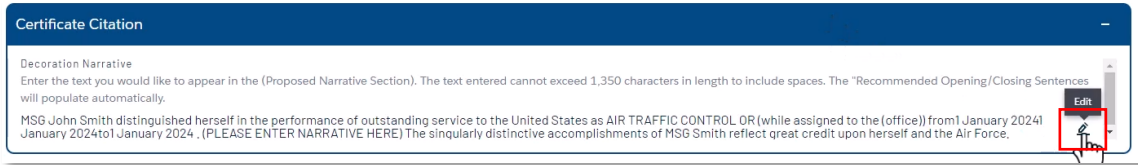
Search this list:

Decoration Type	Condition	Start Date	End Date
Combat Readiness Medal (CRM)		Nov 1, 2023	Dec 1, 2023

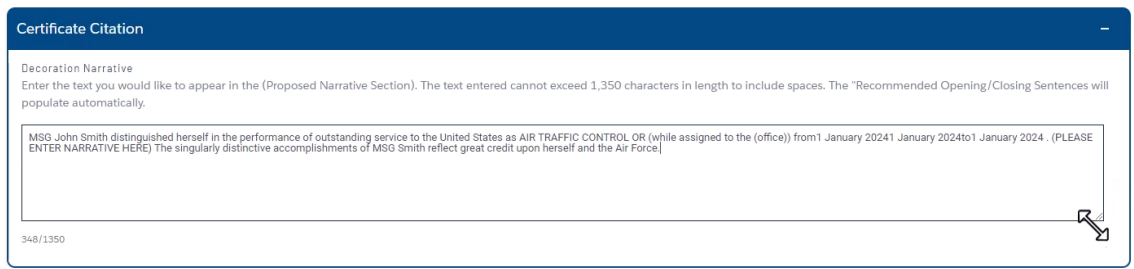
Finish

Cancel

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.



19. Edit the **Decoration Narrative**.



**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**.



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

**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**.



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

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

24. Select **Next.**

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

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.

Approval Authority

Reselect Approval Authority

Full Name: Organization: 0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30

Rank: LTC Service Component: REGULAR

Branch of Service: F Duty Title: DEPUTY DIV CHIEF

Supporting Documents +

26. Scroll down to the **Supporting Documents** tab.



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

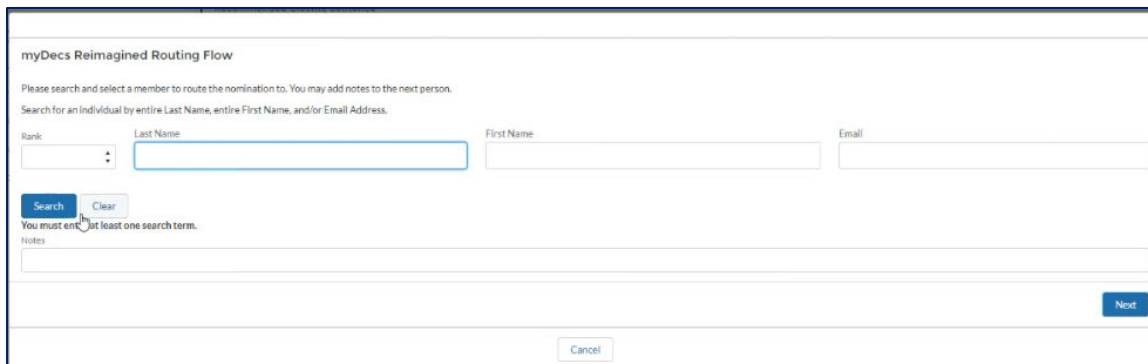


**Note:** Include supporting documents IAW local policy – contact you CSS for guidance.

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).



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



30. Search for the member to route the nomination to by entering their **Rank, Last Name, First Name, and/or Email**.

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: [Dropdown] Last Name: [Text] First Name: [Text] Email: [Text]

**Search** Clear

You must enter at least one search term.

Notes: [Text Area]

Next

Cancel

31. Select **Search**.

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: [Dropdown] Last Name: [Text] First Name: [Text] Email: [Text]

**Search** Clear

You must enter at least one search term.

Notes: [Text Area]

Next

Cancel

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

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: [Dropdown] Last Name: Rockinberg First Name: [Text] Email: [Text]

**Search** Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
<b>Select</b>		CTR		

Notes: [Text Area]

Test

Next

Cancel

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 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:

Selected Member:

Notes  
Highly recommended for MSM consideration, please review

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:

Selected Member:

Notes  
Highly recommended for MSM consideration, please review

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:

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

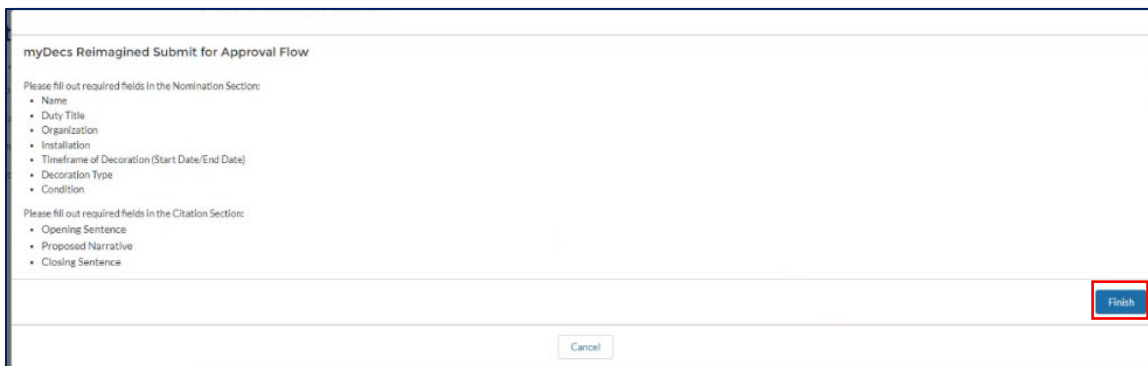
Upload Files | Or drop files

10 rows

Autosaved 12/5/2023 3:58 pm

Viewing 0-0 of 0

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
- Timeframe of Decoration (Start Date/End Date)
- Decoration Type
- Condition

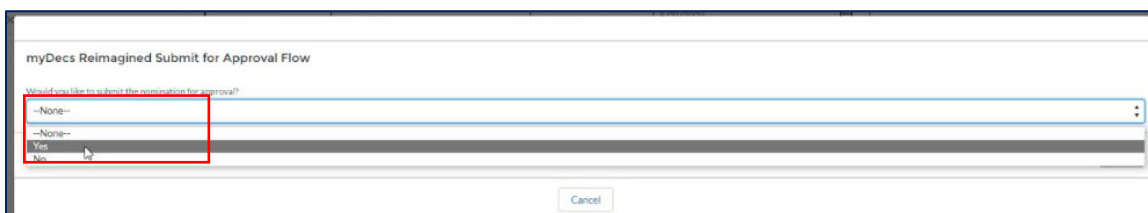
Please fill out required fields in the Citation Section:

- Opening Sentence
- Proposed Narrative
- Closing Sentence

Cancel

Finish

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--

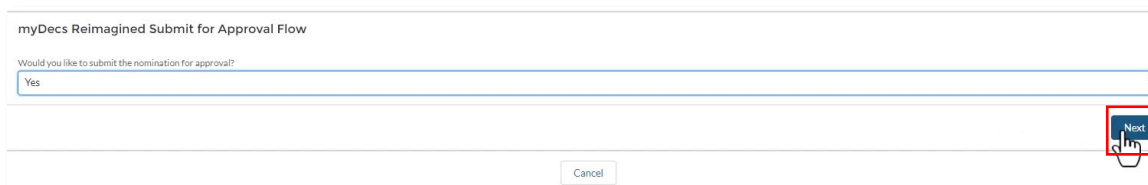
--None--

Yes

No

Cancel

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



myDecs Reimagined Submit for Approval Flow

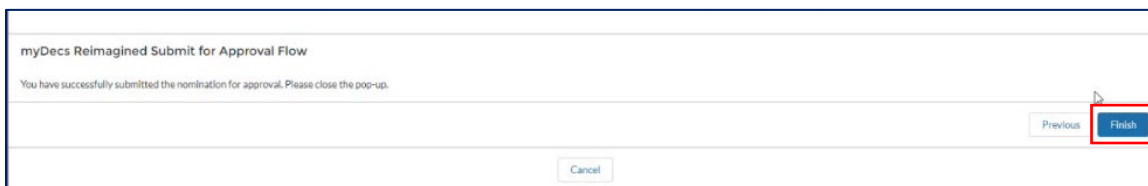
Would you like to submit the nomination for approval?

Yes

Cancel

Next

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.

Previous

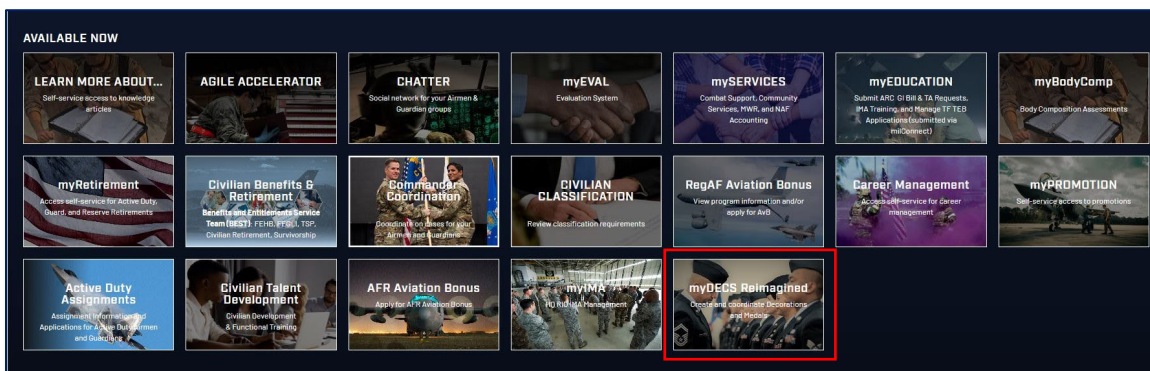
Finish

Cancel

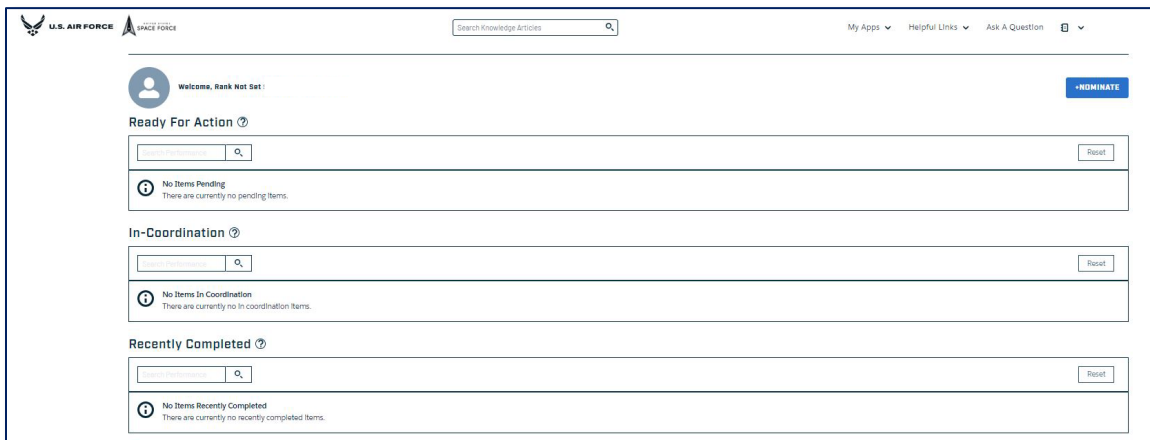
# Tab 4: Self-Nomination

**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.



3. Select the **Nominate** button.



4. Select **Self Nominate**.

**Nomination:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member

Self Nominate

First Name: John Service Component: REGULAR

Last Name: Smith Date of Separation (DOS): 8/31/2024

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 (RNLT):

Projected Departure Date (PDD):

Choose the appropriate decoration type: [ ]

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

**Nomination:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member

Self Nominate

First Name: John Service Component: REGULAR

Last Name: Smith Date of Separation (DOS): 8/31/2024

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 (RNLT):

Projected Departure Date (PDD):

Choose the appropriate decoration type: [ ]

6. Select **Decoration Type** from the drop-down list.

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member

Self Nominate

First Name: John Service Component: REGULAR

Last Name: Smith Date of Separation (DOB): 8/31/2024

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): 12/1/2023 Report No Later Than Date (RNLT): 2/1/2024

Projected Departure Date (PDD): 1/26/2024

Choose the appropriate decoration type:

Buttons: Back to Dashboard, Preview, View Coordination, Comment, Route for Review, Submit for Review

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

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member

Self Nominate

Choose the appropriate decoration type:

First Name: John Start Date: 1/1/2023

Middle Initial: R End Date: 1/1/2024

Last Name: Smith Duty Title: ACADEMY MILITARY TRAINING NCO

Branch of Service: Air Force Gender: M

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

View Decoration History



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

**Certificate Citation**

Recommended Opening Sentence  
 Distinguished 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.

**Proposed Narrative**  
 Enter the text you would like to appear in the Proposed Narrative Section. The entered text cannot exceed 1000 characters:

Recommended Closing Sentence  
 The singularly distinctive accomplishments of reflect great credit upon herself and the Air Force.

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

**Approval Authority**

Search for 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.

- 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 First Name, and/or Email Address.

Rank: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

Search Clear

Next

Cancel

- Select **Search**.

**Approval Authority Selection**

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

Search Clear

Next

Cancel

12. Select the **Approval Authority**.

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

13. Select **Next**.

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

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

Approval Authority

Reselect Approval Authority

Full Name: Organization: 0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30

Rank: LTC Service Component: REGULAR

Branch of Service: F Duty Title: DEPUTY DIV CHIEF

Supporting Documents +

15. Scroll down to the **Supporting Documents** tab.

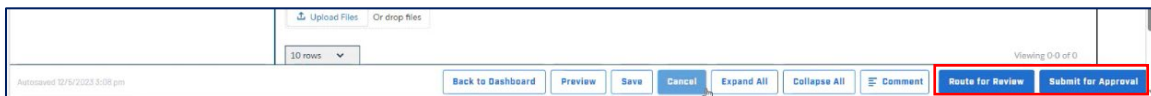


16. Select the **Upload Files** button to upload any supporting documents.

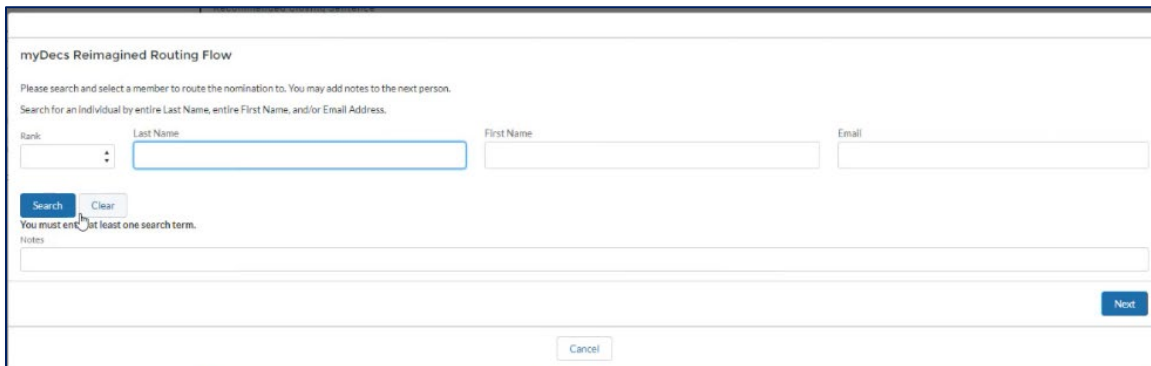
**Note:** Local policy dictates the required supporting documents that are necessary - contact your CSS for more information.



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



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



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.**

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: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

20. Select **Search.**

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: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

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

▼ Nominee Information

Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank: [Dropdown] Last Name: [Text Field: barrera] First Name: [Text Field: lucinda] Email: [Text Field]

[Search] [Clear]

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
[Select]	[Personnel Name]	MSG	0000 AF PERSONNEL CTR FIELD OPERATIN...	[Email]

[Next] [Cancel]

22. Enter any notes for the member you are routing the nomination to, fill out the **Notes** section, then select **Next**.

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

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

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--  
 Yes  
 No

Cancel

27. Select **Next**.

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

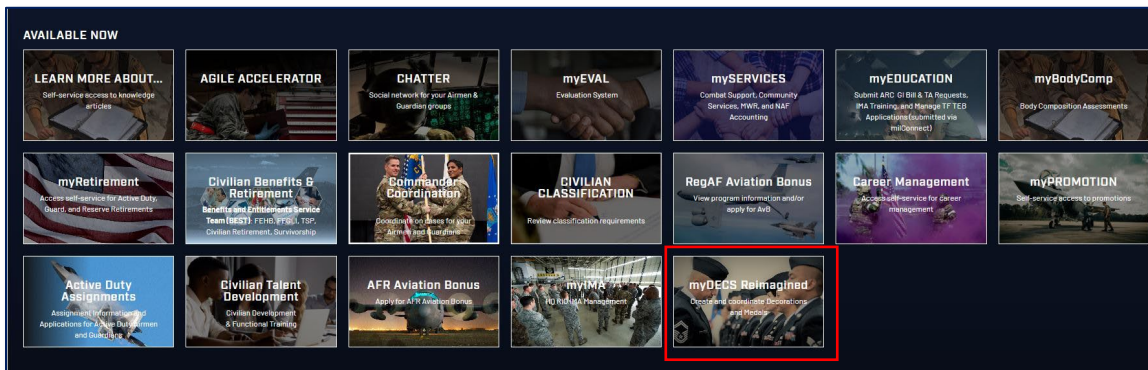
You have successfully submitted the nomination for approval. Please close the pop-up.

Previous Finish

Cancel

# Tab 5: Submitting Requests for Members of Another Service

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



2. Your **myDecs Reimagined Dashboard** is displayed.



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



- 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:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Signature
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

**Nominate Member**

Self Nominate

Branch of Service: [-----]

First Name: [ ] Service Component: [REGULAR]

Last Name: [ ] Date of Separation (DOS): [7/31/2025]

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 (RNLT): [1/31/2024]

Projected Departure Date (PDD): [12/31/2023]

Choose the appropriate decoration type: [Air and Space Achievement Medal (ASAM)]

Buttons: Back to Dashboard, Preview, Save, Cancel, Expand All, Collapse All

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

**Nomination:**

- Nominee Information
- Certificate Citation
- Approval Authority
- Supporting Documents

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

**Nominate Member**

Self Nominate

Branch of Service: [-----]

U.S. Air Force

**U.S. Army**

U.S. Coast Guard

U.S. Marine Corps

U.S. Navy

U.S. Space Force

Service Component: [ ]

Date of Separation (DOS): [ ]

Duty Title: [ ]

Organization: [ ]

Installation: [ ]

Date Arrived Station (DAS): [ ] Report No Later Than Date (RNLT): [ ]

Projected Departure Date (PDD): [ ]

Buttons: Back to Dashboard, Preview, Save, Cancel, Expand All, Collapse All, Comment, Route for Review, Submit for Approval



- 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.

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member  
 Self Nominate

Branch of Service  
 -----

Need Help?

First Name: [Text Field] Service Component: REGULAR

Last Name: [Text Field] Date of Separation (DOS): 5/21/2024

Middle Initial: [Text Field] Duty Title: [Text Field]

Rank: MSG Organization: [Text Field]

Branch of Service: [Text Field] Installation: [Text Field]

Date Arrived Station (DAS): [Text Field] Report No Later Than Date (RNLTDD): [Text Field]

Projected Departure Date (PDD): [Text Field]

Choose the appropriate decoration type: -----

Buttons: Back to Dashboard, Preview, Save, Cancel, Expand All, Collapse All, Comment, Route for Review, Submit for Approval

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

Choose the appropriate decoration type: [Dropdown]

- Meritorious Service Medal (MSM)
- Air and Space Commendation Medal (ASCM)
- Air and Space Achievement Medal (ASAM)
- Aerial Achievement Medal (AAM)
- Combat Readiness Medal (CRM)
- Military Outstanding Volunteer Service Medal (MOVSM)

View Decoration History

Buttons: Back to Dashboard, Preview, Save, Cancel, Expand All, Collapse All, Comment, Route for Review, Submit for Approval

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

The screenshot shows a web form for a Meritorious Service Medal (MSM). The 'Condition' dropdown menu is open, showing the following options: Achievement, Extended Tour, Heroism, Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), Posthumous/Death, Retirement, and Separation. The 'Achievement' option is highlighted. Other fields include Projected Departure Date (PDD), Start Date, End Date, Gender (set to F), and Oak Leaf Cluster. There are also sections for Certificate Citation and Approval Authority.

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

This screenshot shows the same web form as above, but with a calendar popup open for the 'Start Date' field. The calendar is for December 2023, and the 5th is selected. The 'Condition' dropdown is now set to 'Achievement'. The 'End Date' field also has a calendar icon next to it. The bottom of the form shows sections for Certificate Citation, Approval Authority, and Supporting Documents.

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

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition: Achievement Start Date: 8/8/2023 Need Help

Devices: ----- End Date: 12/4/2023

Unit: Combat Gender: F

Unit Mailing Address: Remote Oak Leaf Cluster:

Email: Valor

View Decoration History

Certificate Citation +

Approval Authority +

Supporting Documents +

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

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)) from1 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.

Edit

12. Edit the **Decoration Narrative**.

**Note:** The entered text cannot exceed 1,350 characters and formatting is locked.

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)) from1 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.

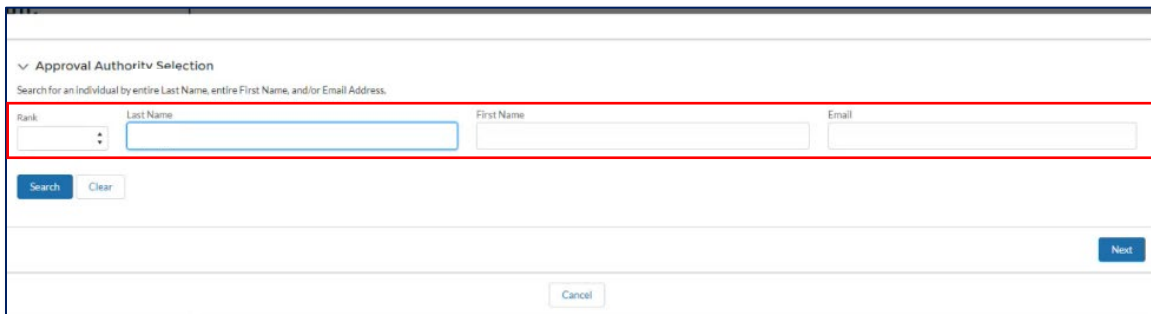
348/1350

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

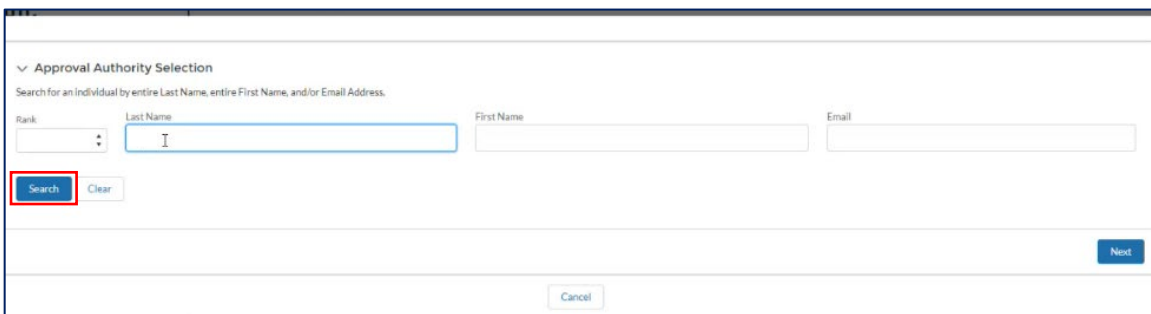


14. Type in the name **Rank, Last Name, First Name,** and/or **Email** of the **Department of the Air Force Approval Authority** authorized to sign IAW governing policy.

**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.



15. Select **Search**.



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

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

17. Select **Next**.

Approval Authority Selection

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: LTC Last Name: First Name: Email:

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
Select		LTC	0461 AIR CONTROL WING 0000	
Select		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

Next

Cancel

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

Approval Authority

Reselect Approval Authority

Full Name: Organization: 0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30

Rank: LTC Service Component: REGULAR

Branch of Service: F Duty Title: DEPUTY DIV CHIEF

Supporting Documents +

19. Scroll down to the **Supporting Documents** tab.



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

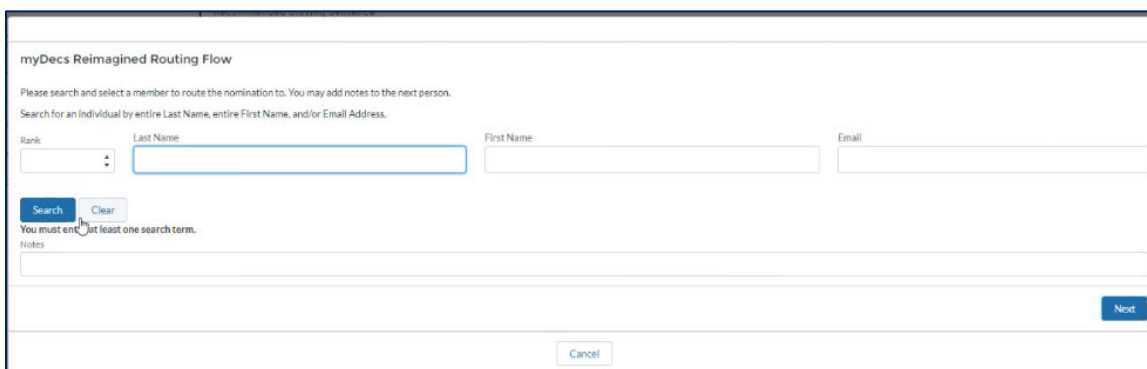


**Note:** Local policy dictates the required supporting documents that are necessary.

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**.



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



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 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: [Dropdown] Last Name: [Text Box] First Name: [Text Box] Email: [Text Box]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

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

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: [Dropdown] Last Name: [Text Box] First Name: [Text Box] Email: [Text Box]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

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

▼ Nominee Information

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Rank: [Dropdown] Last Name: [Text Box] First Name: [Text Box] Email: [Text Box]

[Search] [Clear]

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
[Select]		MSG	0000 AF PERSONNEL CTR FIELD OPERATIN...	

[Next] [Cancel]

Date Arrived Station: [Text Box]

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**.

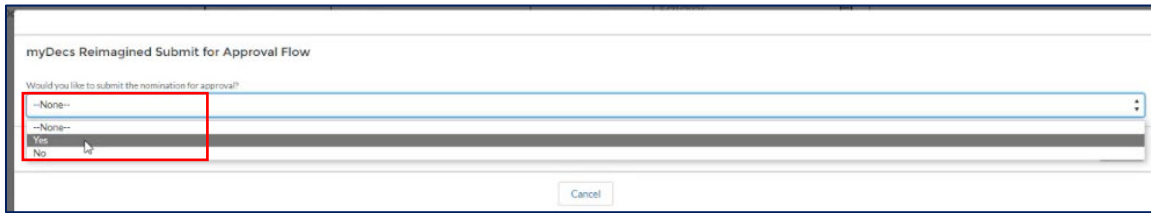
27. A **myDecs Reimagined Routing Flow** window will appear on the screen that says you have successfully submitted your application, select **Finish**.

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

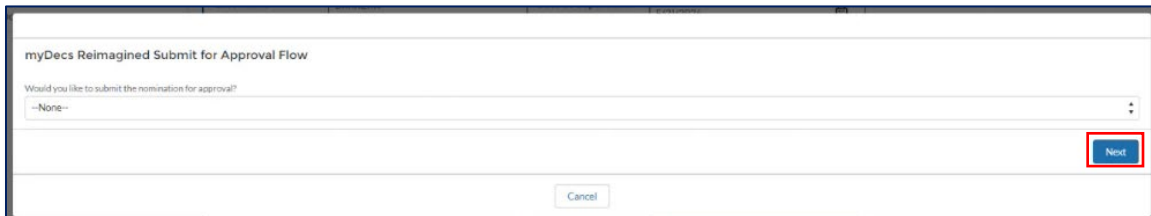
29. If you see the **myDecs Reimagined Submit for Approval Flow** window, review the required fields list and select **Finish**. Then, go back to your nomination form and make sure all required fields identified in the **myDecs Reimagined Submit for Approval Flow** window below are filled out. Once errors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



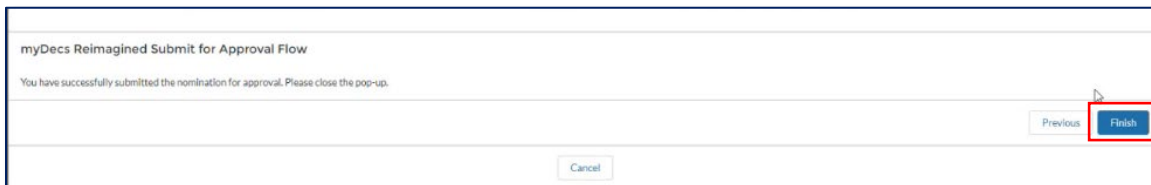
30. A drop-down box asking if you would like to submit the nomination for approval will appear on the screen. Select **Yes** or **No**. If you select **No**, you will be returned to the application screen. Select **Yes**.



31. Select **Next**.



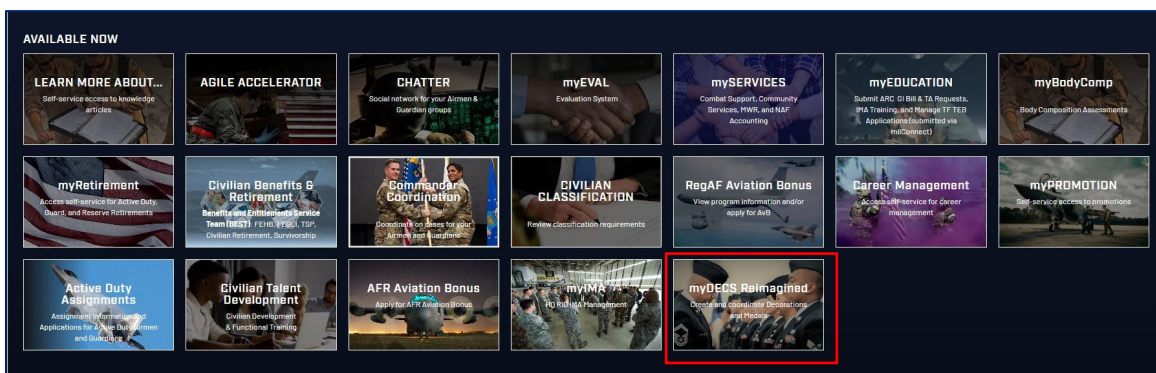
32. You will see a window that says you have successfully submitted your application, select **Finish**.



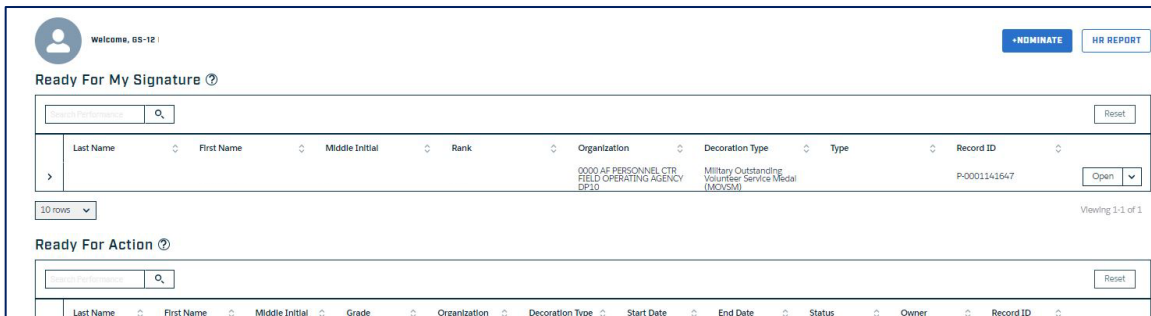
## Tab 6: CSS/MPF

**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.

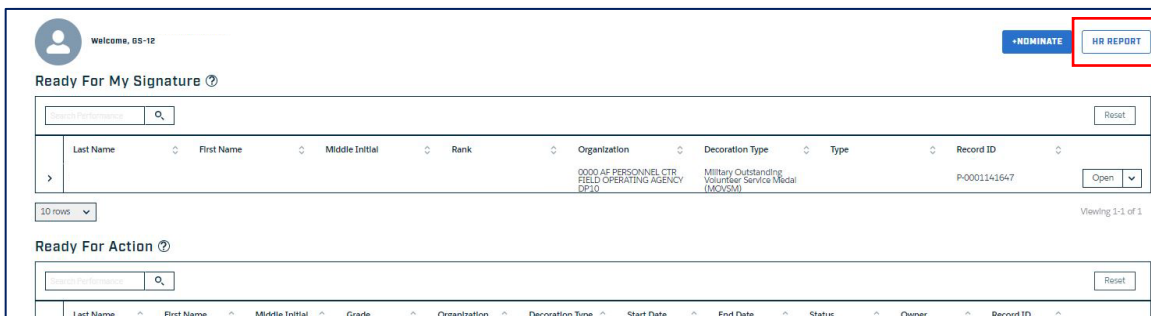
1. Once you are logged in to myFSS, scroll down and select the **myDecs Reimagined Tile**.



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



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



4. The **myDecs- HR Report** dashboard will show on the screen.

The screenshot shows the 'myDecs - HR Report' dashboard. At the top, there is a search bar for 'Knowledge Articles' and navigation links for 'My Apps', 'Helpful Links', and 'Ask A Question'. Below the search bar is a 'Reset' button. The main content is a table with the following columns: Nominee Name, Rank, UHL, MPF, Installation, Nominee Pas Code, Decoration Condition, Start Date, End Date, Status, #, Assigned To, # Of Days Assigned, Date Nominated, Nominator, MILPOS Status, and ADM-1C Status. The table contains 10 rows of data, with the first row highlighted. At the bottom left, there is a '10 rows' dropdown menu. At the bottom right, there is a 'Viewing 1-10 of 20' indicator, a 'Load more' button, and pagination controls showing '1' and '2'.

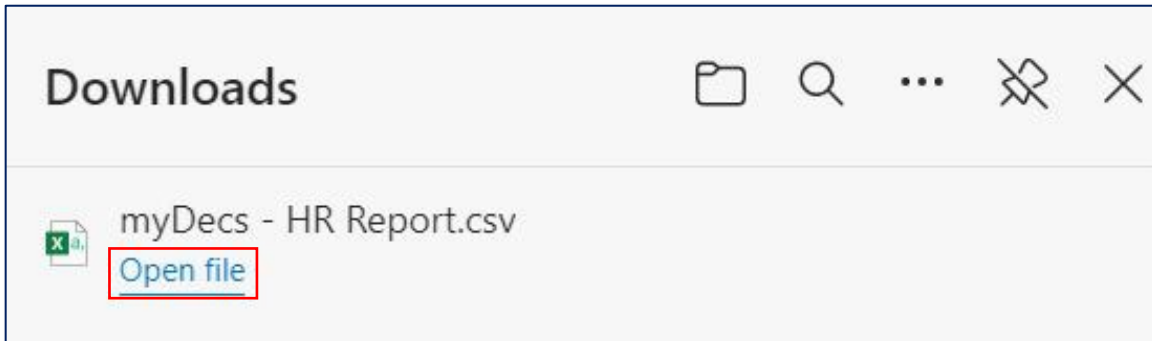
5. To export the table, select the **three linear dots** on the right side of the screen.

This screenshot is identical to the previous one, but a red rectangular box highlights the three-dot menu icon located at the end of the 'ADM-1C Status' column for the first row of the table.

6. Select **Export Table Data**.

This screenshot shows the dropdown menu that appears after clicking the three-dot icon. The menu items are: 'Export table data', 'Refresh', and 'Delete'. A red rectangular box highlights the 'Export table data' option.

7. Select **Open File** from your Downloads area.



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

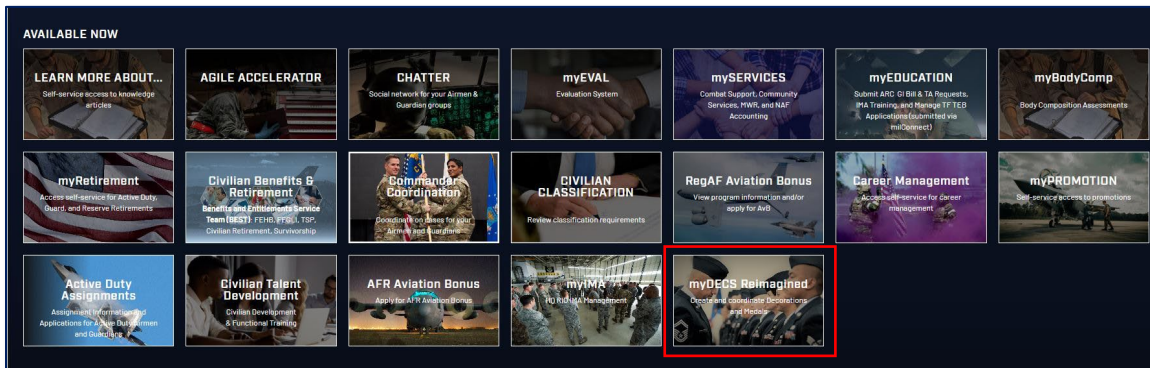
9. Review the file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Nominee	Rank	Unit/Orgal MPF ID	Installation	Nominee Pas Code	Decoratoin	Start Date	End Date	Status	Draft	# Of Days	Assigned To	# Of Days Assigned	Date Nom	Nominato	MILPDS	StLARMS-LC	S id	
	SSG			HH13FHDOV									2	2023-12-18	20:12:22.000+0000	Approved	a4P82000000Hp182AS	
	MSG			R09FVPL	Permanent	6/6/2023	12/18/2023	In Coordin		1			1	2023-12-18	21:42:08.000+0000	Approved	a4P82000000Hp3W2AS	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/18/2020	1/31/2024	Cancelled		0			2	2023-12-19	10:51:31.000+0000	Approved	a4P82000000Hp5m2AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/18/2020	1/31/2024	Cancelled		0			2	2023-12-19	10:51:31.000+0000	Approved	a4P82000000Hp5r2AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/18/2020	1/31/2024	Cancelled		0			2	2023-12-19	10:51:31.000+0000	Approved	a4P82000000Hp5w2AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/18/2020	1/31/2024	Cancelled		0			2	2023-12-19	10:51:31.000+0000	Approved	a4P82000000Hp612AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/18/2020	1/31/2024	Cancelled		0			2	2023-12-19	10:51:31.000+0000	Approved	a4P82000000Hp662AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/19/2020	1/31/2024	Cancelled		0			1	2023-12-19	13:05:02.000+0000	Approved	a4P82000000Hp62AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/19/2020	1/31/2024	Cancelled		0			1	2023-12-19	13:05:02.000+0000	Approved	a4P82000000Hp742AC	
	TSG	Test Unit		Test Instal R09FVFPJ	Permanent	12/19/2020	1/31/2024	Cancelled		0			1	2023-12-19	13:05:02.000+0000	Approved	a4P82000000Hp792AC	
	MSG	Test Unit		Test Instal R09FVFPJ	Heroism	12/1/2020	1/31/2024	Awaiting Signature					1	2023-12-19	13:49:38.000+0000	Approved	a4P82000000Hp7E2AS	
	MSG	Test Unit		Test Instal R09FVFPJ	Heroism	12/1/2020	1/31/2024	Awaiting Signature					1	2023-12-19	13:49:38.000+0000	Approved	a4P82000000Hp7J2AS	
	SMS			Randolph R02HF4GY	Permanent	12/14/2020	12/13/2023	Awaiting S		0			1	2023-12-19	14:33:40.000+0000	Approved	a4P82000000Hp7T2AS	
	TSG	AFPC/DPSTTC		RANDOLPH R09FVPM	Permanent	3/21/2022	1/8/2024	Awaiting S		0			1	2023-12-19	14:43:23.000+0000	Approved	a4P82000000Hp7d2AC	
	TSG	AFPC/DPSTTC		RANDOLPH R09FVPM	Permanent	3/21/2022	1/8/2024	Awaiting S		0			1	2023-12-19	14:43:23.000+0000	Approved	a4P82000000Hp7i2AC	
	MAJ	AFPC/DPS		RANDOLPH R09FVPM	Permanent	9/23/2021	3/1/2024	Completed					1	2023-12-19	14:49:50.000+0000	Approved	a4P82000000Hp7n2AC	
	MAJ	AFPC/DPS		RANDOLPH R09FVPM	Permanent	9/23/2021	3/1/2024	Completed					1	2023-12-19	14:49:50.000+0000	Approved	a4P82000000Hp822AC	
	SMS			Randolph R02HF4GY	Permanent	12/14/2020	12/13/2023	Awaiting S		0			1	2023-12-19	14:33:40.000+0000	Approved	a4P82000000Hp8M2AS	
	SMS			Randolph R02HF4GY	Permanent	12/14/2020	12/13/2023	Awaiting S		0			1	2023-12-19	14:33:40.000+0000	Approved	a4P82000000Hp8R2AS	
	SMS			Randolph R02HF4GY	Permanent	12/14/2020	12/13/2023	Awaiting S		0			1	2023-12-19	14:33:40.000+0000	Approved	a4P82000000Hp8W2AS	

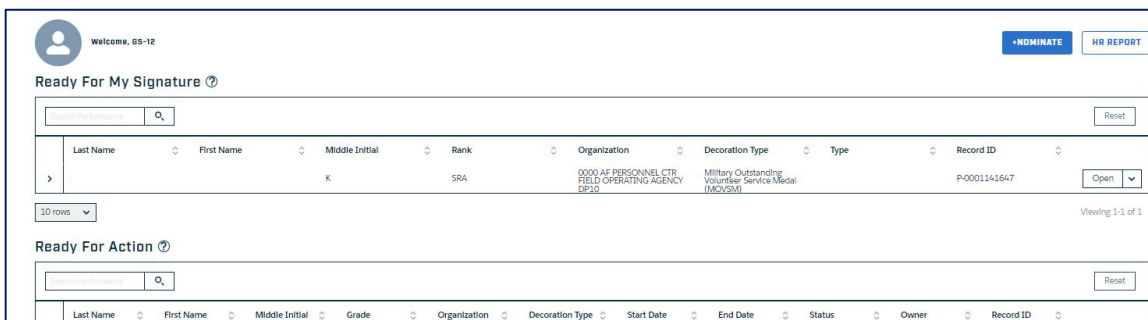
10. You have now successfully pulled the HR Report.

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

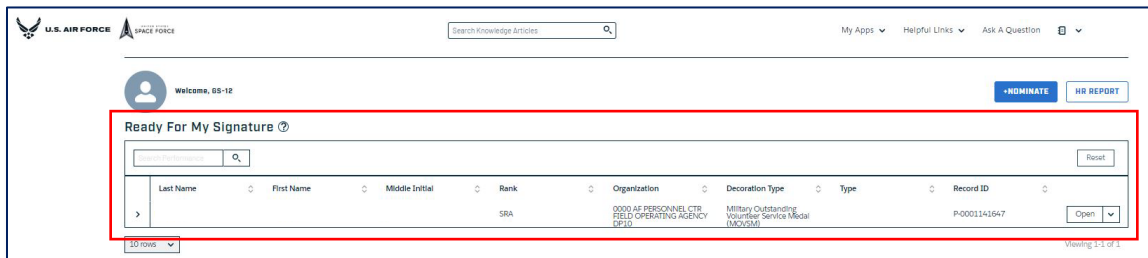
1. Once you are logged in to myFSS, scroll down and select the **myDecs Reimagined Tile**.



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



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).



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

The screenshot shows the U.S. Air Force portal interface. At the top, there is a search bar for 'Knowledge Articles' and navigation links for 'My Apps', 'Helpful Links', and 'Ask A Question'. Below this, a user profile for 'Welcome, 65-12 MAF' is displayed with '+NOMINATE' and 'HR REPORT' buttons. A 'Ready For My Signature' section contains a search bar and a 'Reset' button. The main area features a table with columns: Last Name, First Name, Middle Initial, Rank, Organization, Decoration Type, Type, and Record ID. The first row contains the following data: Last Name: EDW, Rank: SRA, Organization: 0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30, Decoration Type: Military Outstanding Volunteer Service Medal (MOVSM), Record ID: P-0001141647. The 'Open' button in the Record ID column is highlighted with a red box. A '10 rows' dropdown is visible at the bottom left, and 'Viewing 1-1 of 1' is at the bottom right.

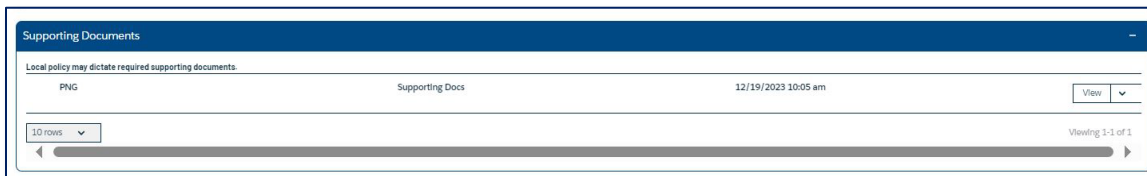
5. Review the nomination details.

The screenshot displays the 'Nominee Information' form. It begins with the instruction: 'BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.' Below this, there are radio buttons for 'Nominate Member' and 'Self Nominate', with 'Self Nominate' selected. A dropdown menu for 'Choose the appropriate decoration type:' is set to 'Military Outstanding Volunteer Service Medal (MOVSM)'. The form contains several input fields: 'First Name' (empty), 'Middle Initial' (K), 'Last Name' (empty), 'Rank' (SRA), 'Service Component' (REGULAR), 'Unit' (AFPC/DPSTTC), 'Unit Mailing Address' (50 C ST W), 'Email' (empty), 'Start Date' (1/10/2022), 'End Date' (3/13/2024), 'Duty Title' (AF RECOGNITIONS TECHNICIAN), 'Branch of Service' (Air Force), 'Gender' (F), and 'Location' (JBSA RANDOLPH AFB). A 'Service Star' field contains the value '1'. A 'View Decoration History' button is located at the bottom right of the form.

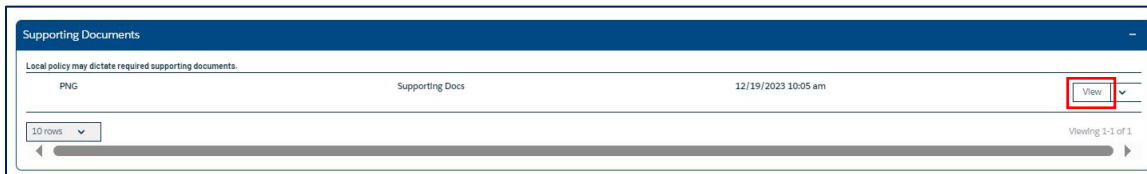
6. Scroll down and review the **Approval Authority** and **Signature** sections.

The screenshot shows two sections of the nomination form. The 'Approval Authority' section has a blue header and contains fields for 'Full Name' (empty), 'Rank' (MSG), 'Branch of Service' (F), 'Organization' (0000 AF PERSONNEL CTR FIELD OPERATING AGENCY DP30), 'Service Component' (CIVILIAN), and 'Duty Title' (MGR, AF MILRS/RECOGNITION PROM). The 'Signature' section also has a blue header and contains a 'Signature' field (empty), a 'Commander' field (empty), and a 'Signature' field (empty). Both sections are highlighted with red boxes.

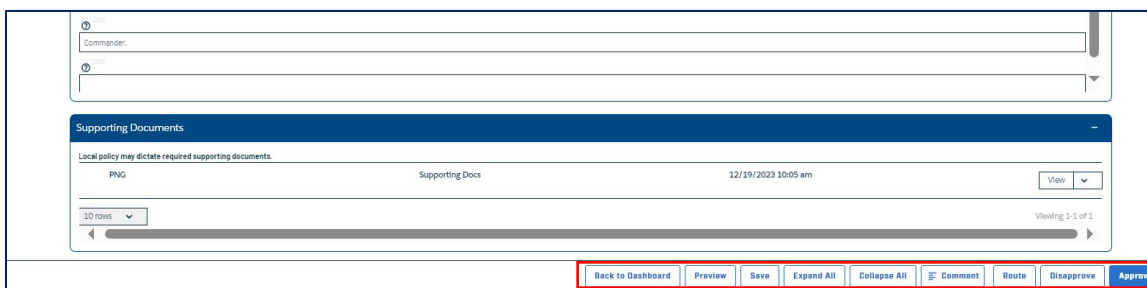
7. Scroll down and review the **Supporting Documents** section.



8. Review the supporting documents, by selecting **View**.



9. After reviewing the nomination details, you can select whether to **Approve**, **Disapprove**, or **Route** the nomination to another Approval Authority.



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

**Recently Completed**

Last Name	First Name	Rank	Organization	Decoration Type	Start Date	End Date	Status	Approval Status	Owner	Record ID	
		SSG	0010 FORCE SUPPORT SQUADRON 0000	Air and Space Commendation Medal (ASCM)	12/4/2023	12/5/2023	Completed	Approved		P-0001141713	View
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement 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
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/2/2023	12/30/2023	Completed	Approved		P-0001141691	View
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/1/2023	12/31/2023	Completed	Approved		P-0001141690	View
		SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/20/2020	1/31/2024	Completed	Approved		P-0001141685	View
		SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/1/2023	12/20/2023	Cancelled			P-0001141680	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141678	View
		SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/20/2020	1/30/2024	Completed	Approved		P-0001141677	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141676	View
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Completed	Approved		P-0001141675	View
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/25/2023	12/31/2023	Completed	Approved		P-0001141672	View
		CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Completed	Approved		P-0001141669	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141666	View

- 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**.

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: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

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

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: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]

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

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: [Dropdown] Last Name: [Text Field] First Name: [Text Field] Email: [Text Field]

[Search] [Clear]

You must enter at least one search term.

Notes: [Text Area]

[Next] [Cancel]



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

▼ Nominee Information  
Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank: [dropdown] Last Name: [text] First Name: [text] Email: [text]

[Search] [Clear]

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
[Select]		MSG	0000 AF PERSONNEL CTR FIELD OPERATINL	

[Next] [Cancel]

15. Select **Next**.

▼ Nominee Information  
Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank: [dropdown] Last Name: [text] First Name: [text] Email: [text]

[Search] [Clear]

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
[Select]		MSG	0000 AF PERSONNEL CTR FIELD OPERATINL	lucinda.barrera@us.af.mil lucinda.barrera@us.af.mil lucindabarrera06@hotmail.com

[Next] [Cancel]

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:

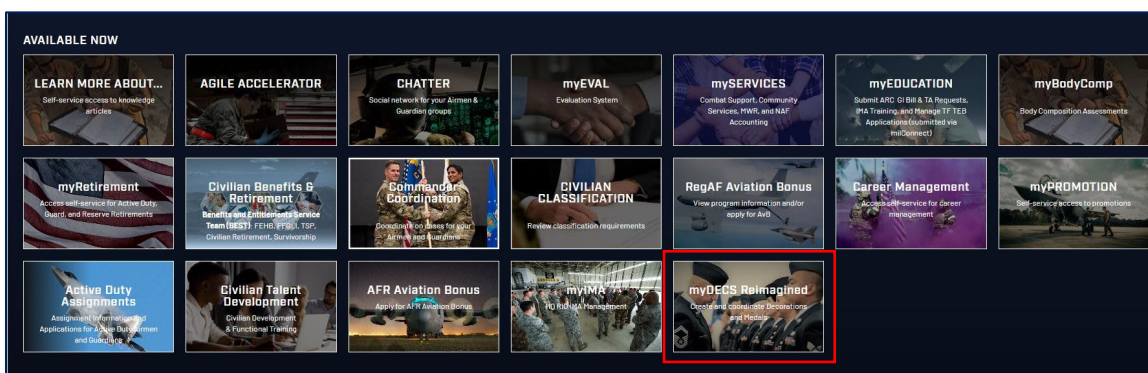
[Previous] [Finish] [Cancel]

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

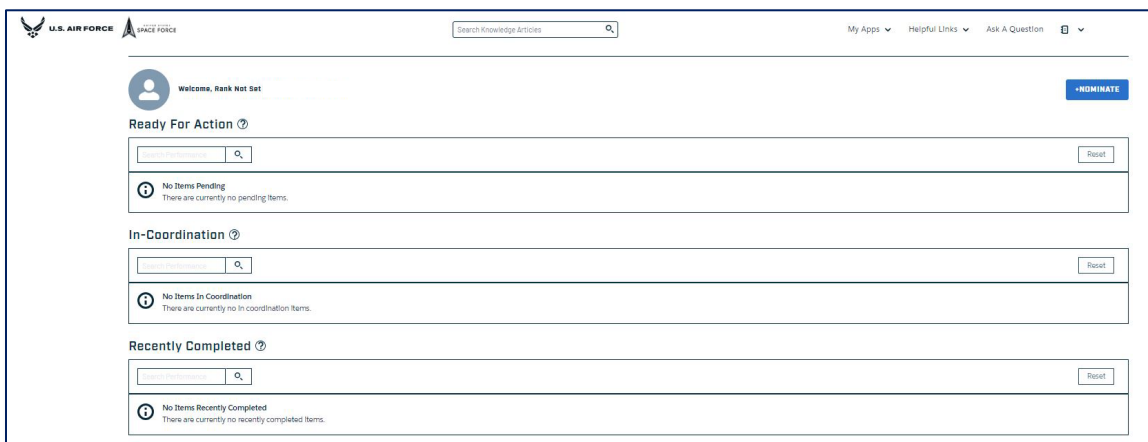
## Tab 8: Amend and Revoke an Approved/Signed Decoration

**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**.



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



3. Scroll down to the **Recently Completed** Section.

Recently Completed

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

10 rows | Viewing 1-10 of 27 | 1 2 3

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

Recently Completed

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

10 rows | Viewing 1-10 of 27 | 1 2 3

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

Recently Completed

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

10 rows | Viewing 1-10 of 27 | 1 2 3

6. Select either **Request Amend** or **Request Revoke**.

Recently Completed

Last Name	First Name	Rank	Organization	Decoration Type	Start Date	End Date	Status	Approval Status	Owner	Record ID	
				Meritorious Service Medal (MSM)	12/18/2020	1/31/2024	Cancelled			P-0001141608	View
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Cancelled			P-0001141620	View
		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-0001141618	Request Amend
		TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141616	Request Revoke
		SSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	3/15/2022	3/15/2023	Completed	Approved		P-0001141617	Print for Presentation
		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
		MSG	0016 AIR FORCE AIR FORCE ODAF	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Completed	Approved		P-0001141662	View

10 rows | Viewing 1-10 of 27 | 1 2 3

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

Nominee Information

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominate Member

Branch of Service  
U.S. Air Force

---

First Name:  Service Component: REGULAR

Last Name:  Date of Separation (DOS): 8/9/2888

Middle Initial:  Duty Title: CHIEF, TRANS & DEVLOP BRANCH

Rank: MAJ Organization: 0000 AF PERSONNEL CTR FIELD OPERATING

Branch of Service: Air Force Installation: RANDOLPH AFB

Date Arrived Station (DAS): 9/23/2021 Report No Later Than Date (RNLT): 3/1/2024

Projected Departure Date (PDD): 2/21/2024

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition: Permanent Change of Station (PCS) Start Date: 9/23/2021

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

**Nominee Information**

BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.

Select Next Action: Nominate Member or Self Nominate

Nominatee Member:

Branch of Service: US Air Force

First Name: [Text Field] Service Component: [Text Field]

Last Name: [Text Field] Date of Separation (DD): [Text Field]

Middle Initial: [Text Field] Job Title: [Text Field]

Rank: [Text Field] Organization: [Text Field]

Branch of Service: [Text Field] Installation: [Text Field]

Date Arrived Station (DD): [Text Field] Report No Later Than Date (RNLTDD): [Text Field]

Projected Departure Date (PDD): [Text Field]

Choose the appropriate description type:

Condition: [Dropdown: Permanent Change of Station (PCS)] Start Date: [Text Field]

End Date: [Text Field]

Unit: [Text Field] Center: [Text Field]

User Mailing Address: [Text Field] Old Leaf Cluster: [Text Field]

Email: [Text Field]

[View Document History]

Amendment Information +

Certificate Citation +

Approval Authority +

Supporting Documents +

9. Scroll down to the **Amendment Information** section.

**Amendment Information**

Justification [Pencil Icon]

10. Select the **Pencil Icon**.

**Amendment Information**

Justification [Pencil Icon]

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

**Amendment Information**

Justification [Pencil Icon]

Test

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

**Supporting Documents**

Local policy may dictate required supporting documents.

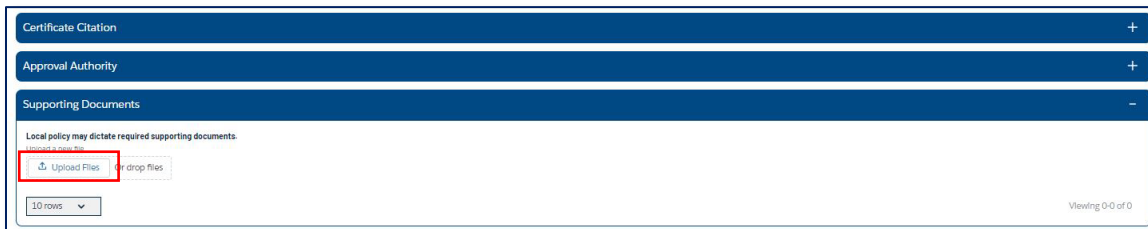
Upload a new file

Upload Files Or drop files

10 rows

Viewing 0-0 of 0

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**.




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**.



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

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.



**THE UNITED STATES OF AMERICA**  
 TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:  
 THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF  
 AMERICA AUTHORIZED BY EXECUTIVE ORDER, 12 JANUARY 1969  
 HAS AWARDED  
**THE MERITORIOUS SERVICE MEDAL**  
 TO  
 [REDACTED]


**OUTSTANDING SERVICE**  
 23 September 2021 to 1 March 2024

**ACCOMPLISHMENTS**

[REDACTED] distinguished herself in the performance of outstanding service to the United States as  
 CHIEF, TRAINING & DEVELOPMENT BRANCH OR (while assigned to the (office)) from 23 September 2021 to 1 March  
 2024. (PLEASE ENTER NARRATIVE HERE) The singularly distinctive accomplishments of [REDACTED] reflect  
 great credit on [REDACTED] and the Air Force.

GIVEN UNDER MY HAND  
 DEC

[REDACTED]  
 Sergeant, F  
 Commander,



Original amended to change -

AF FORM 2228B, 20150310 Last Name: [REDACTED]

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

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**.

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



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

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:

You must enter at least one search term.

Notes:

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

▼ Nominee Information

Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank:  Last Name:  First Name:  Email:

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
<input style="border: 2px solid red;" type="button" value="Select"/>		MSG	0000 AF PERSONNEL CTR FIELD OPERATINL	

22. Select **Next**.

▼ Nominee Information

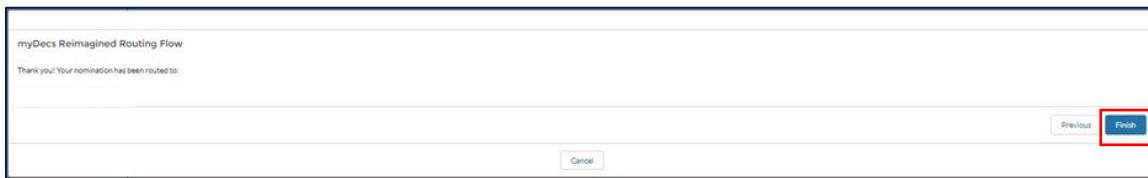
Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank:  Last Name:  First Name:  Email:

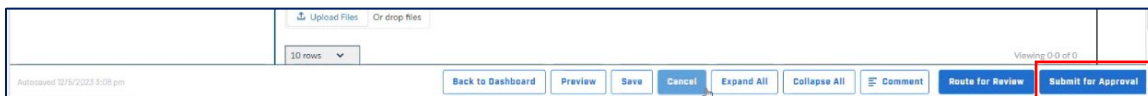
Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
<input type="button" value="Select"/>		MSG	0000 AF PERSONNEL CTR FIELD OPERATINL	

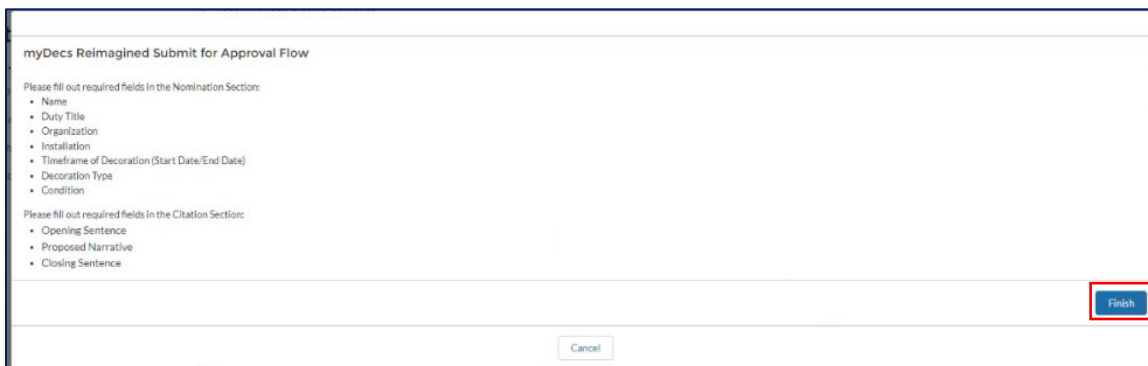
23. You will see a window that says you have successfully routed the nomination, select **Finish**.



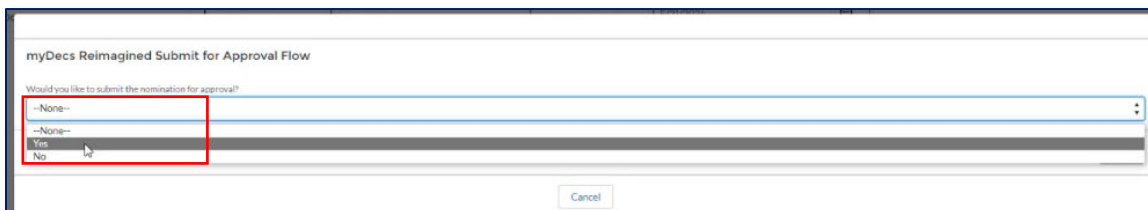
24. If you would like to submit the nomination for approval, select **Submit for Approval**.



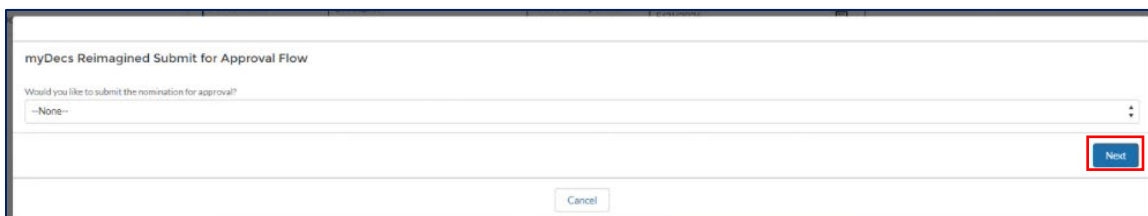
25. If you see the **myDecs Reimagined Submit for Approval Flow** window, review the required fields list and select **Finish**. Then, go back to your nomination form and make sure all required fields identified on the window are filled out. Once errors are fixed, see **Step 24**.



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**.



27. Select **Next**.



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

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

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

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

32. Select Search.

✓ Revocation Comments  
 \*Comments

✓ Approval Authority  
 Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank:  EDIP:  Last Name:  First Name:  Email:

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

✓ Approval Authority Selection  
 Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank:  Last Name:  First Name:  Email:

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
<input type="button" value="Select"/>		LTC	0461 AIR CONTROL WING 0000	
<input type="button" value="Select"/>		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	

34. Select Next.

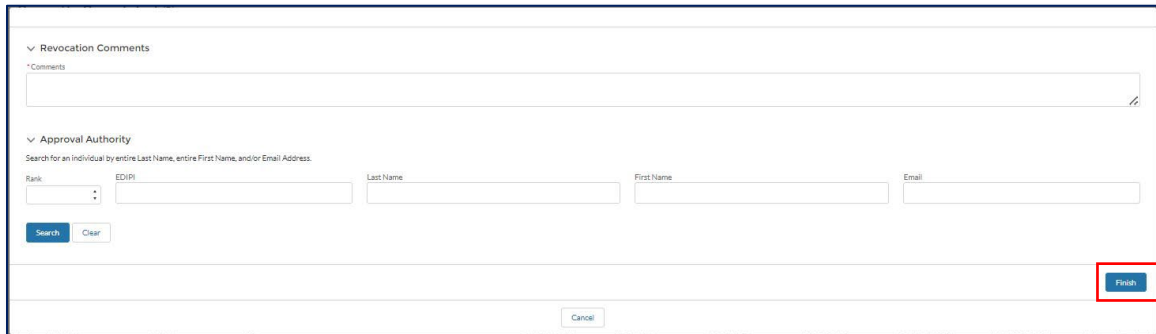
✓ Approval Authority Selection  
 Search for an Individual by entire Last Name, entire First Name, and/or Email Address.

Rank:  Last Name:  First Name:  Email:

Select from following matching Personnel:

SELECT	PERSONNEL	RANK	ORGANIZATION	EMAIL
<input type="button" value="Select"/>		LTC	0461 AIR CONTROL WING 0000	a
<input type="button" value="Select"/>		LTC	0000 AF PERSONNEL CTR FIELD OPERATIN...	ti

35. The revocation screen will appear on the screen, select **Finish**.

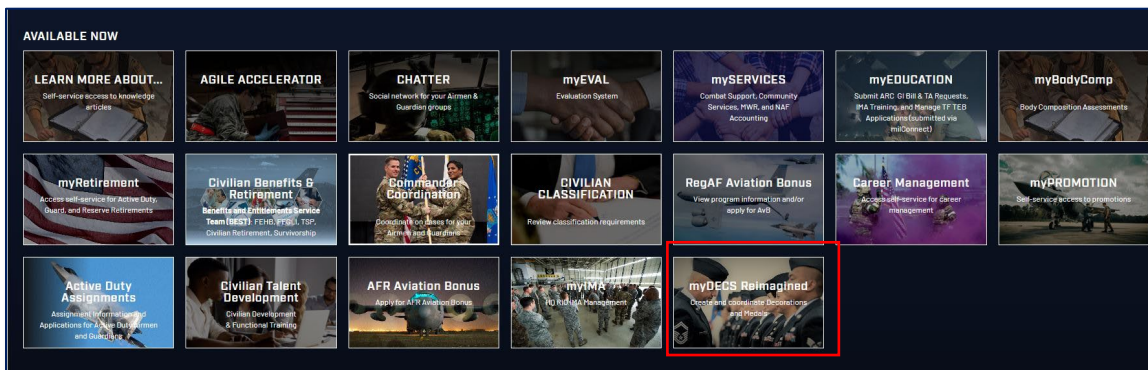


The screenshot displays a web form for revocation. It features two main sections: 'Revocation Comments' and 'Approval Authority'. The 'Revocation Comments' section includes a text area for entering comments. The 'Approval Authority' section is used to search for an individual and includes a dropdown for 'Rank', a text field for 'EDIP', and text fields for 'Last Name', 'First Name', and 'Email'. Below these fields are 'Search' and 'Clear' buttons. At the bottom right of the form, a 'Finish' button is highlighted with a red box, and a 'Cancel' button is located at the bottom center.

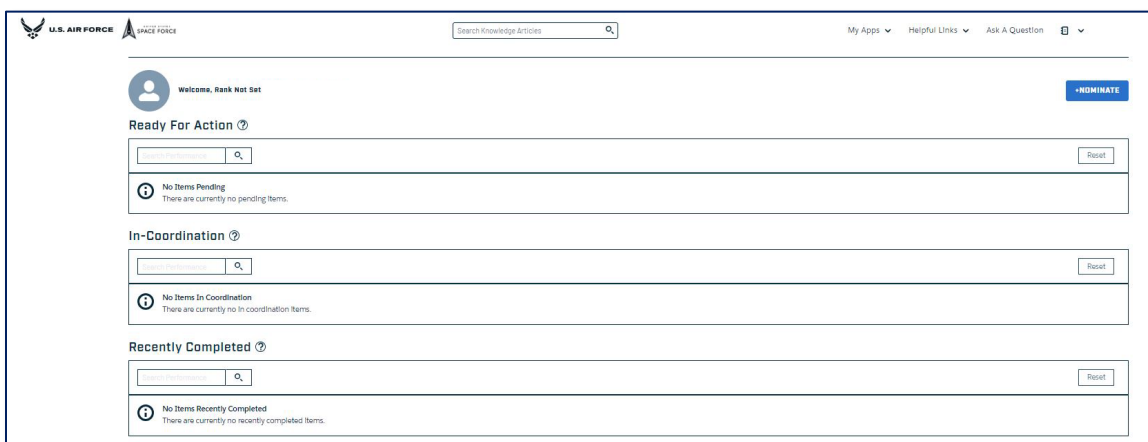
36. You have now successfully completed the amendment or revocation process.

# Tab 9: MILPDS

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



- You will be taken to your **myDecs Reimagined** Dashboard.



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

The screenshot shows a table titled 'MILPDS/ARMS-LC Rejected'. The table has columns for Last Name, First Name, Middle Initial, Rank, Organization, Decoration, Start Date, End Date, MILPDS Status, ARMS-LC Status, and Record ID. There are 10 rows of data. The first column (Last Name) is redacted with a black box. The table includes a search bar, a 'Reset' button, and a pagination bar at the bottom showing 'Viewing 1-10 of 63'.

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID
[Redacted]	[Redacted]	[Redacted]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627
[Redacted]	[Redacted]	[Redacted]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645
[Redacted]	[Redacted]	[Redacted]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660
[Redacted]	[Redacted]	[Redacted]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661
[Redacted]	[Redacted]	[Redacted]	MSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662
[Redacted]	[Redacted]	[Redacted]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663
[Redacted]	[Redacted]	[Redacted]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664
[Redacted]	[Redacted]	[Redacted]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665
[Redacted]	[Redacted]	[Redacted]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666
[Redacted]	[Redacted]	[Redacted]	CMS	0000 SECURITY FORCE, SOLARSON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669

4. Review the MILPDS Status column.

MILPDS/ARMS-LC Rejected

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID	
			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	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
			MSG	0016 AIR FORCE AIR FORCE OGP	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.

MILPDS/ARMS-LC Rejected

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID	
			MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View Manual Resolve
			MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	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 OGP	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 myDecs

Welcome, Rank Not Set

Ready For Action

No Items Pending

In-Coordination

No Items In Coordination

Recently Completed

No Items Recently Completed

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

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

**Nominations Information**

**BEGIN NOMINATION BY SELECTING THE NOMINEE'S BRANCH AND FILLING OUT THE SECTION BELOW.**  
 Select Next Action, Nominatee Member or Self Nominate

Nominating Member  
 Branch of Service  
 U.S. Air Force

First Name: [ ] Service Component: REGULAR  
 Last Name: [ ] Date of Separation (DDMM): 8/8/2024  
 Middle Initial: [ ] Duty Title: CHIEF TRAINING DEVELOPMENT BRANCH  
 Rank: [ ] Organization: 0000 AF PERSONNEL CTR FIELD OPERATING  
 Branch of Service: 00 AFPC  
 Data Entered Status (DDMM): 8/20/2024 Report No Later Than Date (MM/YY): 8/20/24  
 Projected Departure Date (MM/YY): 8/20/2024

Choose the appropriate decoration type: Meritorious Service Medal (MSM)

Condition: Permanent Change of Station (PCS) Start Date: 8/20/2021  
 Division: [ ] End Date: 8/20/24  
 Unit: AFPC/OPS Gender: [ ]  
 Unit Mailing Address: 0000 AF Field Operating Mail (AGAM) CNA Leaf Cluster: [ ]  
 Email: [ ]

View Decoration History

Amendment Information +  
 Certificate Citation +  
 Approve Authority +  
 Supporting Documents +

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

**MILPDS/ARMS-LC Rejected**

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID	
SMU	[REDACTED]	[REDACTED]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627	View
SRH	[REDACTED]	[REDACTED]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645	Manual Resolve
KIN	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660	View
FRJ	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661	View
WAS	[REDACTED]	[REDACTED]	MSG	0016 AIR FORCE AIR FORCE OGP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662	View
KIN	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663	View
EDY	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664	View
BLT	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665	View
FRJ	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666	View
BAH	[REDACTED]	[REDACTED]	CMS	0035 SECURITY FORCES SQUADRON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669	View

10 rows Viewing 1-10 of 42

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

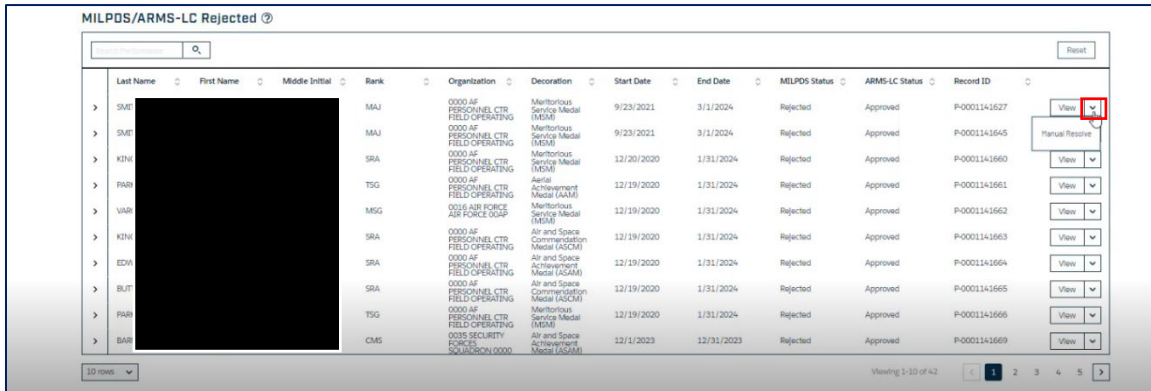
**MILPDS/ARMS-LC Rejected**

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

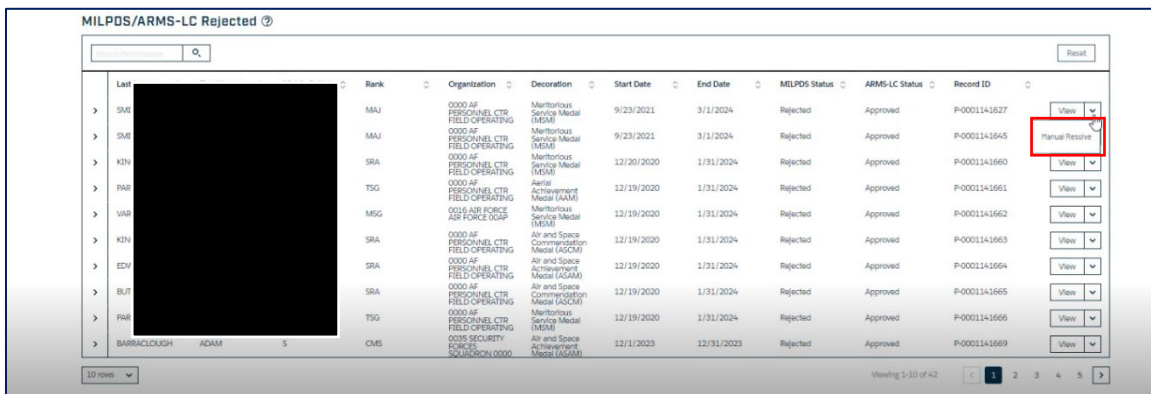
10 rows Viewing 1-10 of 42



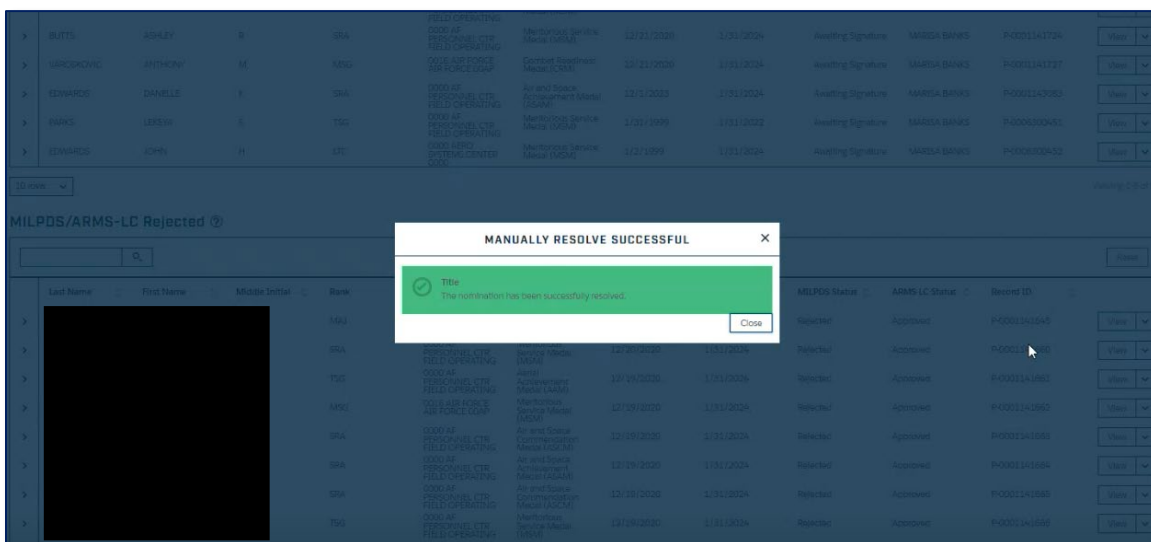
11. Go to the **View** button and select the **dropdown arrow**.



12. Select **Manual Resolve**.

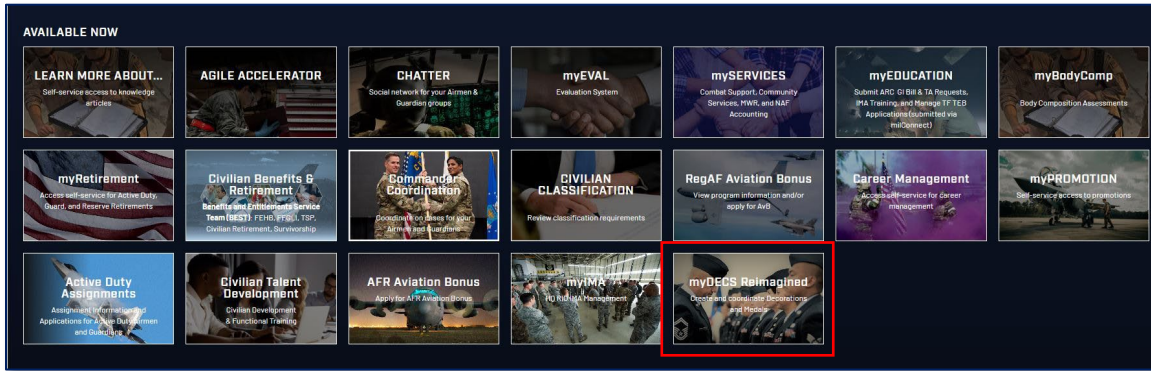


13. A **Manually Resolve Successful** window will display that the request has been successfully completed.



# 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.



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

The screenshot shows a table titled 'MILPDS/ARMS-LC Rejected'. The table has the following columns: Last Name, First Name, Middle Initial, Rank, Organization, Decoration, Start Date, End Date, MILPDS Status, ARMS-LC Status, and Record ID. The first few rows of data are as follows:

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID
MAJ				0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627
MAJ				0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645
SRA				0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660
TSG				0000 AF PERSONNEL CTR FIELD OPERATING	Aerial Achievement Medal (AAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661
MSG				0015 AIR FORCE AIR FORCE ODP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662
SRA				0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commemoration Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663
SRA				0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Achievement Medal (ASAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664
SRA				0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commemoration Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665
TSG				0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666
CMS				0015 SECURITY FORCE, SOLARSON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669

4. Review the **ARMS-LC Status** column.

MILPDS/ARMS-LC Rejected

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status	Record ID
[REDACTED]	[REDACTED]	[REDACTED]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141627
[REDACTED]	[REDACTED]	[REDACTED]	MAJ	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	9/23/2021	3/1/2024	Rejected	Approved	P-0001141645
[REDACTED]	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/20/2020	1/31/2024	Rejected	Approved	P-0001141660
[REDACTED]	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Air Force Achievement Medal (AFAM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141661
[REDACTED]	[REDACTED]	[REDACTED]	MSG	0016 AIR FORCE AIR FORCE OOSP	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141662
[REDACTED]	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141663
[REDACTED]	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141664
[REDACTED]	[REDACTED]	[REDACTED]	SRA	0000 AF PERSONNEL CTR FIELD OPERATING	Air and Space Commendation Medal (ASCM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141665
[REDACTED]	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD OPERATING	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Approved	P-0001141666
[REDACTED]	[REDACTED]	[REDACTED]	CMS	0035 SECURITY FORCE PERSON 0000	Air and Space Achievement Medal (ASAM)	12/1/2023	12/31/2023	Rejected	Approved	P-0001141669

5. Identify the case you would like to review.

MILPDS/ARMS-LC Rejected

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Rejected

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

MILPDS/ARMS-LC Rejected

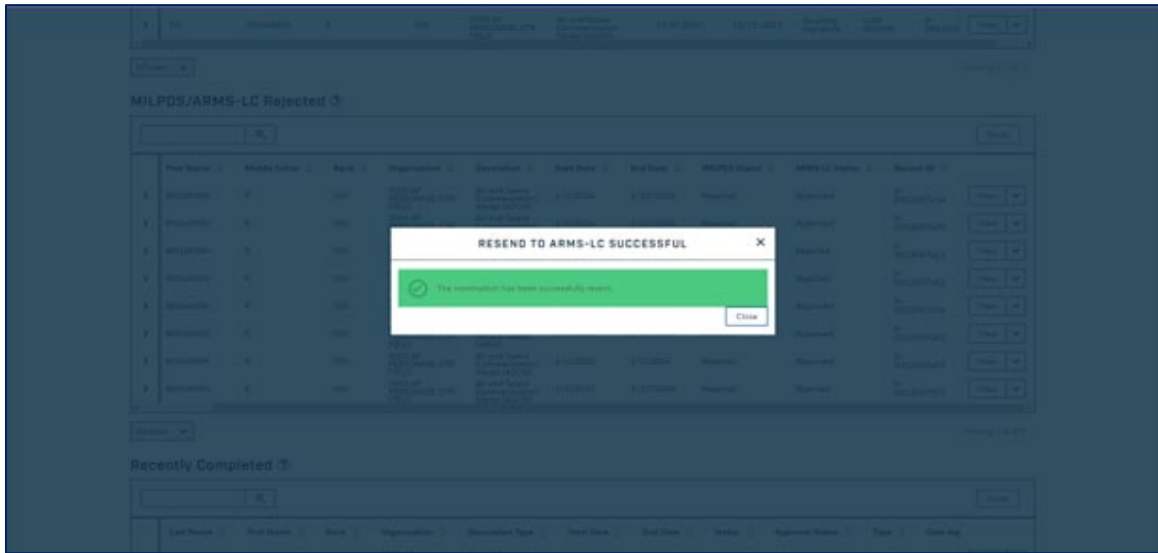
Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Rejected

7. Select **Resend to ARMs**.

MILPDS/ARMS-LC Rejected

Last Name	First Name	Middle Initial	Rank	Organization	Decoration	Start Date	End Date	MILPDS Status	ARMS-LC Status
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	9/1/2023	1/2/2024	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	SSG	0000 AF PERSONNEL CTR FIELD	Air and Space Commendation Medal (ASCM)	12/1/2023	12/22/2023	Rejected	Rejected
[REDACTED]	[REDACTED]	[REDACTED]	TSG	0000 AF PERSONNEL CTR FIELD	Meritorious Service Medal (MSM)	12/19/2020	1/31/2024	Rejected	Rejected

8. A Resend to ARMS-LC Successful screen will display that the request has been successfully completed.



## Tab 11: Additional Resources

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

Resource	Link
myFSS Knowledge Article	<a href="https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHTOCA4">https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHTOCA4</a>