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Personnel

**PREPARATION AND USE OF AIR FORCE
NONCOMMISSIONED AND SENIOR
NONCOMMISSIONED OFFICER INDUCTION
CERTIFICATES**

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OPR: HQ USAF/CCC (SMSgt Chickie P. Kelley) Certified by: HQ USAF/CCC (CMSAF Eric W. Benken)
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This pamphlet sets the guidelines for preparation and use of the Noncommissioned Officer Induction Certificate and Senior Noncommissioned Officer Induction Certificate.

This pamphlet is the primary source for Noncommissioned Officer (NCO) and Senior Noncommissioned Officer (SNCO) induction certificates. Units may produce and award locally produced certificates, however, they must be presented in addition to the certificates prescribed by this pamphlet. Recommendations to change, add, or delete these certificates should be sent to HQ USAF/CCC, 1670 Air Force Pentagon, Washington DC 20330-1670. Process supplements to this pamphlet as shown in AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, table 3.2.

1. Introduction. The NCO and SNCO are members of the armed services that have been recognized as troop leaders and an important link in the chain of command from the earliest records of warfare. History has recorded NCOs as leaders who have kept their units moving. Great military leaders, such as Caesar and Napoleon have lauded the vital contributions of the NCO. AFPAM 36-2241, Vol 1, *Promotion Fitness Examination Study Guide*, and Vol 2, *United States Air Force Supervisory Examination Study Guide*, provide extensive text on the history, accomplishments, and professionalism of the NCO and SNCO corps. These pamphlets provide many passages that examine the history and contributions of the NCO and the creation of the SNCO grades.

2. Ceremony. A ceremony of induction into the NCO and SNCO corps is also steeped in history. From the earliest days individuals obtaining the ranks equivalent to those of an NCO and SNCO have been recognized and ceremonially inducted into these elite groups. This pamphlet implements NCO and SNCO certificates to be used for these ceremonies. Ceremonies of induction should be conducted unless circumstances are completely prohibitive. The ceremony should be at the discretion of the group responsible for executing the event and should be held in conjunction with the promotion release or in monthly increments. Regardless of the timing or the host, the event should be as formal as practical, stressing the impor-

tance of the role of NCO/SNCO, their role in the successful operation of the United States Air Force, and the core values that are required of the inductees, and all that they represent. While presentation of these Air Force certificates is required, they do not preclude the presentation of locally produced and sponsored certificates.

3. Certificates. Use the Microsoft Word versions of the certificates (**Figure 1.** and **Figure 2.**) and add the authenticators signature blocks below the provided signature lines at the bottom of the pages.