

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	19FSS/ FSMC	Coord		6			
2	Follow your Grp	SSS routing		7			
3	Group CC	Sign		8			
4	19FSS/ FSMC	Action		9			
5				10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
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SUBJECT Name of Award and employee name	DATE
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SUMMARY

- PURPOSE:** To obtain 19 or 314 AW/CC approval of "type of award".
- BACKGROUND:** Lt Col, Commander, Airlift Squadron, Operations Group, 314th Airlift Wing, Little Rock Air Force Base, Arkansas has recommended the Air Force Civilian Achievement be awarded to (Name of Employee). The nomination is submitted for approval.
- This award recognizes clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. "typw of award" can be granted while on detail or temporary assignment.
- I verify that the official records of (Name of Employee) during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.
- Other Data:
  - Last 4 of Social Security Number:
  - Present Position Title, Series and Grade:
  - Inclusive Dates of the Award:
  - Previous Award Recognition and Dates:
- Justification: See Tab 1
- Citation: See Tab 2
- RECOMMENDATION:** 19 "group"/CC or 19 AW/CC review/approve type of award.

8 Tabs

- Award Citation
- Award Justification
- AFI 36-1004, Para 2.18, Incentive Awards Program, Goals and Para 2.18, Incentive Awards Program, Nomination Process
- AFI 36-1004, Table 5.1, Civilian Awards Hierarchy, Approval Authority, and Military Award Equivalency Chart
- AFI 36-1004, Para 5.4.7.2, Air Force Civilian Achievement Award (CAA) or whatever Awards AFI...