

## **Outstanding Civilian Career Service Award**

Recognize outstanding career service meriting recognition at the time of retirement.

Eligibility. Civilian employees who, throughout their career, provided leadership or unusual competence, and their noteworthy accomplishments had a significant impact upon the Air Force mission. Submit the nomination through proper channels within 60 days of the presentation ceremony.

Approval Authority. Reference Table 3.

Figure 3. Outstanding Civilian Career Service Award.



## **Meritorious Civilian Service Award.**

Recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner. Submit the nomination through proper channels to the MAJCOM within six months of the presentation ceremony. 45 APPENDIX 3 TO ENCLOSURE 3

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Eligibility. An individual or group of civilian employees who have performed their assigned duties for at least one year in an exemplary manner, with a reasonable degree of command-wide mission impact, setting a record of individual achievement and serving as an incentive to others to improve the quality and quantity of their work performance, exercise unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, materials, or other items of expense; improving safety or health of employees; improving morale of employees in a unit which resulted in improvement of work performance and esprit de corps. This award may also be given at the time of retirement.

Approval Authority. Reference Table 3.

Figure 5. Meritorious Civilian Service Award



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### **Exemplary Civilian Service Award.**



Recognizes an individual or group for clearly outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission.

(1) (Added)(AF) Eligibility. An individual or group of civilian employees who have successfully completed important command mission projects or reworked major command milestones. The action must clearly demonstrate how the employee exceeded service expected of individuals with similar responsibilities. This award may also be given at the time of retirement. Submit the nomination through proper channels within six months of the desired presentation.

Approval Authority. Reference Table 3.

### **Air Force Civilian Achievement Award.**



Recognizes clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The Air Force Civilian Achievement Award can be granted while on detail or temporary assignment.

(1)(Added)(AF) Eligibility. An individual or group of civilian employees who have successfully completed important projects or reached major unit milestones. The service must clearly demonstrate specific examples of how the employee(s) exceeded service expected of an individual or group with similar responsibilities. This award may also be given at the time of retirement. Submit the nomination through proper channels within six months of the desired presentation.

**Table 3. Civilian Honorary Awards Approval Authority (see all notes).**

**Decorations**

*(An "X" in a column indicates approval authority for the decoration in the heading.)*

	<b>Outstanding Civilian Career Service Award</b>	<b>Meritorious Civilian Service Award</b>	<b>Command Civilian Award for Valor</b>	<b>Exemplary Civilian Service Award</b>	<b>Air Force Civilian Achievement Award</b>
<b>HAF: Secretariat, Air Staff deputy chief of staff, assistant deputy chief of staff and 2-letter director</b>	X	X (see note 3)	X	X	X
<b>HAF: Director (colonel and above, and civilian equivalent)</b>		X		X	X
<b>MAJCOM commander, deputy commander or vice commander; and</b>	X (see note 4)	X	X	X	X
<b>Air National Guard director and deputy director</b>					
<b>MAJCOM director, head of staff office, deputy chief of staff (colonel and above)</b>		X		X	X
<b>Numbered Air Force, DRU, FOA, and Center commander and</b>	X (see note 4)	X	X	X	X
<b>Numbered Air Force, DRU, FOA, and Center vice commander (colonel</b>		X		X	X
<b>Joint and combined task force Commander, Air Force Component</b>		X		X	X
<b>Wing commander (colonel and above) and civilian director equivalent</b>	X (see note 5)	X	X (see note 5)	X	X

Wing vice commander (colonel and above) and civilian director		X		X	X
Group commander and vice commander (colonel and above, and civilian)				X	X
State Adjutants		X		X	X

Group commander and civilian director equivalent (military must be on G-series orders)				X	X
Squadron commander and civilian director equivalent (military must be on G-series orders)					X

**Notes:**

- 1. The Secretary of the Air Force's approved delegations are outlined in the table above and applies to Air Force officers and civilian leaders.**
- 2. The Secretary of the Air Force retains approval authority for the Decoration for Exceptional Civilian Service and the Air Force Civilian Award for Valor, unless delegated. The Secretary of the Air Force Decorations Board considers nominations, except for career civilian senior executive employees. SAF/AA will process all career civilian senior executive employee nominations through the Executive Resources Board to the Secretary of the Air Force.**
- 3. Approval authority for the Meritorious Civilian Award may be delegated to directors in the grade of colonel and above, and civilian equivalents.**
- 4. On 8 Sep 14, Secretary of the Air Force authorized MAJCOM commanders to delegate Outstanding Civilian Career Service Award approval authority to MAJCOM vice commander or deputy command in the grade of major general and higher (or civilian leader equivalent). Also, Secretary of the Air Force delegated Outstanding Civilian Career Service Award approval authority to commanders of Number Air Forces, Field Operating Agencies, Centers and Direct Reporting Units, in the rank of major general and higher (or civilian leader equivalents)**
- 5. This approval authority must be delegated by the MAJCOM commander**

**Preparing a Recommendation. Recommendations should contain the following documents.**

**AF Form 1768**, *Staff Summary Sheet*, or an electronic Staff Summary Sheet. Describe the act, event, or achievement. Refer to Figure 1 for additional pertinent information

**Justification.** Complete on bond paper in bullet format with no more than one single-spaced typewritten page, unless otherwise required by this instruction.

**Citation.** Should address the local, command or Air Force-wide impact of the accomplishments. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable, conversational language. Citations should be prepared in Times New Roman (or comparable font), no lower than 10 pitch, in landscape format with 1 inch right and left margins. The award citation must meet printing requirements, should not exceed 9 lines and cannot contain more than 120 total characters per line. Do not use abbreviations, acronyms or quotations in a citation. To maintain consistency in preparing civilian award citations across the Air Force, the following opening and closing sentences will be used.

Distribution of Approved Awards. Forward approved awards to the employee's servicing personnel office for entry into the personnel data system. File a copy in the Supervisor-Employee Work Folder if desired.

**Opening Sentence.**

The standard opening statement for honorary and monetary awards is:

“In recognition of his/her distinguished performance as Chief of Contracting, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, from 8 April 2002 to 27 April 2006.”

Exception: Valor awards will have only one inclusive date on the citation to reference the date of the specific act.

**Body of Citation:**

The body of the citation is a short description that must capture the local, command or Air Force-wide accomplishments justifying the award. Be specific on facts and confine to no more than two or three sentences.

The statement, “During this period / In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Donovan resulted in ...”

or

“Mr. /Ms. Employee's outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of ...”

**Closing Sentence for Honorary Awards.**

The statement, “The distinctive accomplishments of Mr. /Ms. Smith reflects credit upon himself/herself and the United States Air Force.”

**Figure 1. EXAMPLE AF FORM 1768 STAFF SUMMARY SHEET**

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE	TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE	
1			6			
2			7			
3			8			
4			9			
5			10			
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
SUBJECT					DATE	
NAME OF THE AWARD, NOMINEE(S) NAME OR GROUP NAME						
SUMMARY						
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Attachments</div>						
<p>1. PURPOSE: To obtain MAJCOM approval of the (name of the award).</p> <p>2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the (name of the award) be awarded to (full name of nominee(s)). The nomination is submitted for review/recommendation/approval.</p> <p>3. This award recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner who has/have performed their assigned duties for at least 1 year in an exemplary manner, with a reasonable degree of command-wide mission impact.</p> <p>4. I verify that the official records of (full name of nominee(s)), 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.</p> <p>5. Other Data:</p> <p style="margin-left: 40px;">Present Position Title, Series and Grade:</p> <p style="margin-left: 40px;">Inclusive Dates of the Award:</p> <p style="margin-left: 40px;">Previous Award Recognition and Dates: (Show all recognition received during award period and any former recognition pertinent to this award, (e.g., some awards require the member to have already received similar recognition at lower level, etc.))</p> <p style="margin-left: 40px;">Is the recognition timely (submitted within award criteria time-frame)? If not, a memo of Justification for Late Submission must accompany the award nomination.</p> <p>6. Justification: (to be prepared in accordance with the act, event, or achievement)</p> <p>7. Citation: (to be prepared in accordance with the act, event, or achievement)</p> <p>8. RECOMMENDATION: MAJCOM/CC review/approve (name of the award)... etc.</p>						