

Tab 2: Justification for Meritorious Civilian Service Award

Justification of Air Force Meritorious Civilian Award

- Managed AF 1st Food Transition Initiative; oversaw >2M NAF food/beverage svc contract negotiations
- Steered Footprint University/premier customer service training; solidified 14 facility bust tour --benchmarked Program
- Organized Lodging Project Validation Assessment; liaised w/CES/AFSVA approved \$55M Visiting Quarters Facility--realized\$1.1M savings/year
- Resurrected NAF food/beverage ops; incorporated new menus/vendors/prices/management --sales>146% w/highest growth in six years
- Directed MSG's #1 Small Team OTY; garnered 6-yr record sponsorship/supported 37 Wing events--QOL >18.7K personnel/122% over CY16
- Superb Wing support! Leadership vital to AF A1 awards x4 f/CY15/AMC awards x8 f/CY16/AF Hennessey Trophy f/CY17--earned AMC Blanchard award
- Led support for the Wing's largest airshow "Thunder Over The Rock" which was attended by approximately 200,000 patrons
- Directed club programming overhaul; standardized due f/1.4K members--NiAD> 17% membership>10% profit>63%--crushed AF 6% goal
- #1 in 18 AF! Oversaw premier Honor Guard team/172 Airmen amassed 165K miles/34K man hours--dignified honors for 882 warriors
- #1 AMC Civilian Personnel! Aggressive DPMAP training; hosted CC calls x10/mass briefs x6--completed 1st in AMC/educated 1K on new process
- "Outstanding" Wg IG rating--for 1st LRAFB! Nailed no-notice DEERS inspection/Superior Performer x2--identified "Best Practice"
- #1 Ed Center/#1 Fitness Center/#1 Library/#1 SNCO OTY--cultivated excellence with stellar programs; AF awd wins x4 for CY16
- #1 AF DFAC! Superb support for AF's largest C-130 Fleet; 960K meals/672K members/\$3.2M sales--Hennessey Trophy wing for CY17
- Drove change; fast tracked ALS move 3 years early; 1st-class training facility for 288 Airmen--saved\$7M in MILCON funds
- Flawlessly handled 12 active duty/dependent deaths; providing outstanding care while ensuring members were respectfully interred
- Led the feeding, lodging and increased morale of over 10,000 US and coalition force members directly involved in America's victory over ISIS.in support of Operations INHERENT RESOLVE and FREEDOM'S SENTINEL

Tab 3: AFI 36-1004, para 2.6 - Nomination Process

2.4.5.2. Individuals or entities in a profit making or commercial relationship with the AF may be awarded an AF Form 3033, *Certificate of Appreciation* and/or a Letter of Appreciation only.

2.4.6. **Private Citizens and Organizations.** May be recognized for significant contributions to the AF with public service awards only. Refer to Chapter 7 of this publication.

2.5. Restrictions.

2.5.1. Monetary and time-off awards during a Presidential election year will not be granted under the restrictions in section 5 CFR 451.105.

2.5.1.1. Non-monetary awards such as certificates, plaques, and items of a similar nature are permitted provided the form of the non-monetary award avoids the appearance of replacing a bonus.

2.5.1.2. As non-monetary awards may take a wide variety of forms both in terms of direct costs and the appearance of value, recognition by non-monetary awards should be of symbolic value (i.e., an honor being bestowed) rather than monetary worth.

2.5.2. Cash awards to certain employees will not be granted under the restrictions in 5 CFR 451.105.

2.5.3. Time-off awards. Refer to paragraph 4.3 of this publication).

2.6. Nomination Process.

2.6.1. Nominations for awards will be submitted using AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement. AF Form 1768 or eSSS should include all additional pertinent information (see Figure A2.1).

2.6.2. The justification for the award will be typed on bond paper, in bullet format, and should not exceed one page unless otherwise required by this AFI.

2.6.3. Citations should address the local, command or AF-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 will be prepared IAW instructions in Attachment 3.

2.7. **Documenting Incentive Awards.** Copies of all approved incentive awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records.

TAB 4: AFI 36-1004, para 5.5.5 - Meritorious Civilian Service Award

Figure 5.3. AFCAV.



5.4.3.5. Award Description. A gold-colored medal bearing the AF thunderbolt on an equilateral triangle surmounted by the AF eagle perched on a scroll inscribed “Valor” within an olive wreath. The ribbon is light blue with four yellow stripes, two dark blue stripes, and one red stripe in the center. An illustration of the medal is provided at Figure 5.3.

5.4.3.5.1. A gold-colored lapel emblem and AF Form 1306, *Department of the Air Force Civilian Award for Valor*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany the award.

5.4.3.5.2. An optional honorarium up to \$1,000 may accompany this award.

5.4.3.5.3. The servicing CPS provides the medal set (Stock #8455-00-965-4718); available through the Defense Supply System.

5.4.4. Meritorious Civilian Service Award (MCSA).

5.4.4.1. Purpose. To recognize an individual or group for outstanding service to the AF 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.

5.4.4.2. Eligibility. An individual or group of civilian employees (as defined in paragraph 2.4) 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.

5.4.4.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.4.4. Approval Authority. Reference Table 5.1.

5.4.4.5. Award Description. A sterling silver medal bearing the AF coat of arms within a wreath of laurel leaves. The ribbon is light blue with 4 gold and 3 dark blue stripes in the center. An illustration of the medal is provided at Figure 5.4.

5.4.4.5.1. A silver lapel emblem, miniature medal and AF Form 1166, *Award for Meritorious Civilian Service*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.4.5.2. The emblem with a ruby indicates receipt of more than one meritorious award.

5.4.4.5.3. The servicing CPS provides the medal set (Stock #8455-00-571-8782), the miniature medal (Stock #8455-00-914-1851), and silver lapel emblem with Ruby (Stock #845501-122-2125); available through the Defense Supply System.

Figure 5.4. MCSA.



5.4.5. Command Civilian Award for Valor (CCAV).

5.4.5.1. Purpose. To recognize demonstrated unusual courage or competence in an emergency, either on or off duty, but beyond the call of duty that warrants special recognition, but does not rise to the level of an AFCAV. Submit through proper channels to the MAJCOM within six months of presentation ceremony.

5.4.5.2. Eligibility. A civilian employee who demonstrates courage or competence in assisting others in an emergency, such as supervising an orderly exit from a building during a fire, keeping others calm, or executing a proper course of action in an emergency.

5.4.5.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.5.4. Approval Authority. Reference Table 5.1.

5.4.5.5. Award Description. A sterling silver medal bearing the AF thunderbolt on equilateral triangle surmounted by the AF eagle perched on a scroll inscribed "Valor" within an olive wreath. The ribbon is light blue silk with four yellow stripes and one red stripe in the center. An illustration of the medal is provided at Figure 5.5.

Tab 5: AFI 36-1004, Table 5.1 - Civilian Awards Approval Authority

Table 5.1. Civilian Honorary Awards Approval Authority (see all notes).

Decorations						
<i>(An "X" in a column indicates approval authority for the decoration in the heading.)</i>	OCCSA	AFCAV	MCSA	CCAV	ECSA	CAA
HAF: Secretariat, Air Staff DCS/ADCS and 2-Letter Directors	X		X (see note 4)	X	X	X
HAF: Air Staff ADCS and Directors (colonel or higher and CL equivalents)			X		X	X
MAJCOM/CC/CV and Director/Deputy Director of ANG	X (see note 5)		X	X	X	X
MAJCOM Director/Head of Staff Office, or DCS/Staff Office (colonel or higher and CL equivalents), and Chief Air Directorate Staff/ANG			X		X	X
NAF, DRU, FOA, and Center CC (see note 6)	X (see note 5)		X	X (see note 7)	X	X
NAF, DRU, FOA, and Center CV (colonel or higher and CL equivalents)			X		X	X
JTF/CTF Commander/AF Component Commander (Maj Gen or higher and CL equivalents)		X (see note 3)	X	X (see note 3)	X	X
Wing CC/CV (colonel or higher and CL equivalents)	X (see note 7)		X	X (see note 7)	X	X
Wing CV (colonel or higher and CL equivalents)			X		X	X

Group/CC/CV (colonel or higher and CL equivalent)			X		X	X
State Adjutants General			X		X	X
Group/CC (Lieutenant colonel and CL equivalent) (military must be on G-series orders)					X	X
Squadron/CC (military must be on G-series orders)						X
Notes:						
<p>1. SECAF approved delegation is outlined in the table above. SAFPC will board and process all nominations (except for career CSE) to the SecAF (refer to paragraph 2.1.2 of this publication). SAF/AA will process all career CSE nominations through the ERB to the SecAF (refer to paragraph 2.1.5 of this publication).</p> <p>2. SECAF retains award/approval authority for the DECS and AFCAV, unless delegated. Refer to paragraphs 2.1.2 and 2.1.3 of this publication for additional procedures.</p> <p>3. This authority is delegated by SECAF (or designee) during combat operations, upon written request. The Commander Air Force Forces (COMAFFOR) will act as the sole approval authority for personnel entering the area of operations and support the operations within their purview. The COMAFFOR will process all decorations based solely on accomplishments in their area of responsibility.</p> <p>4. MCSA approval authority may be delegated to Directors in the grade of colonel and above (to include equivalent CLs).</p> <p>5. On 8 Sep 14, SecAF authorized MAJCOM/CCs to delegate OCCSA approval authority to MAJCOM/CVs in the grade of Major General (MajGen) and higher (or civilian leader equivalent). Also, SecAF delegated OCCSA approval authority to commanders of Number Air Forces, Field Operating Agencies, Centers and Direct Reporting Units, in the rank of MajGen and higher (or CL equivalents).</p> <p>6. May delegate ECSA and CAA approval authority to their Directors (colonel or higher and CL equivalent).</p> <p>7. This approval authority must be delegated by the MAJCOM/CC.</p>						

