



CIVILIAN RECOGNITION  
PROGRAM

Personnel

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This publication implements Department of Defense Directive (DoDD) 1400.25, *DoD Civilian Personnel Management System*, and Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*; and supplements Department of Defense Instruction (DoDI) 1400.25, Volume 451, *DoD Civilian Personnel Management System: Awards*. The DoD Instruction is printed word-for-word in regular font without editorial review. The Department of the Air Force supplementary material is printed in bold font and indicated by “(Added)(DAF).” This publication describes Department of the Air Force responsibilities, to include United States Space Force responsibilities, under the DoDI and establishes the Department of the Air Force requirement, to include United States Space Force requirement, to support the program. This publication applies to United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard, except where noted otherwise. All references to United States Air Force terminology, units, and positions will also apply to the equivalent in the United States Space Force, as appropriate. For example, references to Major Commands (MAJCOMs) or Nonappropriated Funds (NAFs) will also apply to field commands. References to wings will also apply to deltas/garrisons. Air Staff roles and responsibilities (i.e., AF/A1) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) office (i.e., SF/S1, etc.), as appropriate. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoDD 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORN F036 AFPC V, Awards and Decorations is available at: <http://dpclo.defense.gov/Privacy/SORNS.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate

functional chain of command. In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Department of the Air Force to include the United States Space Force Civilian Recognition Program. This publication may be supplemented at any level; all MAJCOM/Field Command level supplements must be approved by the Human Resources Management Strategic Board prior to certification and approval. All supplements that directly implement this publication must be routed to the Office of Primary Responsibility (OPR) for coordination. The authorities to waive wing/unit level requirements in the Department of the Air Force supplemental portion of this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

#### *SUMMARY OF CHANGES*

This interim change revises DoDI1400.25V451\_DAFI36-1004 by providing clarifying guidance in order to enable commanders and other organizational leaders to approve group time-off awards for their organizations, including a table (Table 3) that is to be utilized by Department of the Air Force leaders, to include United States Space Force leaders, as a guide in making sound determinations regarding the value of a contribution and the corresponding number of hours appropriate to recognize the value (level) of contribution, and renumbers the existing Table 3 to Table 4. This interim change also updates award approval authorities as delegated by the Secretary of the Air Force and updates awards for Federal Advisory Committee outgoing Sub-Committee Chairs and Vice Chairs, along with other administrative changes. A margin bar ( | ) indicates newly revised material.



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 451  
November 4, 2013

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Awards

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with the authority in DoDD 1400.25 (Reference (b)), this volume reissues subchapter 451 of this instruction (Reference (c)) and establishes DoD policy, assigns responsibilities, delegates authority, and establishes requirements, pursuant to the authority of parts 451 and 531 of Title 5, Code of Federal Regulations (Reference (d)) and section 5336 and chapter 45 of Title 5, United States Code (U.S.C.) (Reference (e)), for DoD civilian employee awards and awards programs. It:

(1) Establishes DoD-level awards for private citizens, groups, or organizations.

(2) Provides guidance for:

(a) Awards for DoD civilian employees.

(b) Awards established by the DoD Components for private citizens and others.

(c) Awards to military personnel for disclosures, suggestions, inventions, and scientific achievements in accordance with section 1124 of Title 10, U.S.C. (Reference (f)).

(3) Issues procedures to be observed by the DoD Components in recognizing or recommending civilian employees or others to the Secretary of Defense for Presidential-level awards established by Executive Orders 10717, 9586, and 11494 (References (g) through (i)).

**(4) (Added)(DAF) Issues procedures for Air Force Commanders to recognize or**

recommend civilian employees for other Air Force level awards.

**(5) (Added)(DAF) The intent of the recognition program is to foster mission accomplishment by recognizing excellence of civilian employees and motivating them to high levels of performance and service.**

2. APPLICABILITY. This volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

b. Does not apply to positions covered by the Defense Civilian Intelligence Personnel System. Those positions are covered in Volume 2008 of this instruction (Reference (j)).

**c. (Added)(DAF) The Air Force supplementary material in this publication applies to commanders, managers, and supervisors of Air Force civilian employees except where noted otherwise.**

3. POLICY. It is DoD policy that:

a. DoD Components encourage the full participation of DoD personnel at all levels in improving government operations and, in accordance with References (b) through (i), to pay cash awards, grant time off, or incur necessary expenses for the honorary and informal recognition of DoD personnel, either individually or as a member of a group, on the basis of:

(1) A suggestion, invention, productivity gain, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations or achieves a significant reduction in paperwork.

(2) A special act or service in the public interest in connection with or related to official employment.

(3) Performance as reflected in the employee’s most recent rating of record as defined by section 430.203 of Reference (d).

b. Awards must be granted consistent with Equal Employment Opportunity and Affirmative Employment Program policies, laws, regulations and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation or any other unlawful factor.

c. Awards programs for civilian employees involve employees or their representatives in program development and implementation, as appropriate. The method of involvement must be

in accordance with applicable law.

d. Policies and standards governing awards for which both DoD civilian and military personnel are eligible must apply to both, consistent with applicable law and regulation.

e. Awards are subject to applicable tax rules.

f. Awards granted pursuant to this volume are given due weight in qualifying and selecting an employee for promotion as required by section 3362 of Reference (e).

g. Awards may be established to recognize private citizens, groups, and organizations that significantly assist or support DoD functions, services, or operations performed as a public service. Such awards are separate from awards and awards programs created to recognize civilian employees, and must be established and administered consistent with the procedures in this volume.

h. Awards, awards programs, ceremonies, or receptions to acknowledge contributions by organizations or companies having a commercial or profit-making relationship with DoD must not be established. The specific condition by which the contribution of an entity that is also a DoD contractor may be acknowledged is outlined in the procedures in this volume.

i. Nominations for awards may be sponsored or endorsed only by a current DoD civilian employee or Service member.

j. Requests by non-DoD personnel to either nominate themselves or others or to endorse nominations for themselves or others for awards or decorations sponsored by the DoD, other federal agencies, or private organizations, may not be honored.

**k. (Added)(DAF) Refer to AFPD 36-1 for Air Force policy.**

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

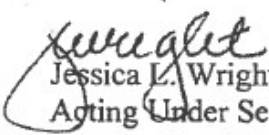
6. RELEASABILITY. **Unlimited**. This volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume:

a. Is effective November 4, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (k)).

c. Will expire effective November 4, 2023 and be removed from the DoDI Website if it hasn't been reissued or cancelled in accordance with Reference (k).



Jessica L. Wright  
Acting Under Secretary of Defense for  
Personnel and Readiness

**JOHN A. FEDRIGO**  
**Acting Assistant Secretary**  
**(Manpower and Reserve Affairs)**

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## ENCLOSURE 1

### REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) DoD Instruction 1400.25, Subchapter 451, "Awards," December 1996 (hereby cancelled)
- (d) Title 5, Code of Federal Regulations
- (e) Title 5, United States Code
- (f) Section 1124 of Title 10, United States Code
- (g) Executive Order 10717, "The President's Award for Distinguished Federal Civilian Service," June 27, 1957, as amended
- (h) Executive Order 9586, "Medal of Freedom," July 6, 1945, as amended
- (i) Executive Order 11494, "Establishing the Presidential Citizens Medal," November 13, 1969
- (j) DoD Instruction 1400.25, Volume 2008, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition," September 12, 2012
- (k) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (l) DoD Directive 1005.13, "Gifts and Decorations from Foreign Governments," February 19, 2002, as amended
- (m) DoD 7000.14-R, Volume 8, "Department of Defense Financial Management Regulations (FMRs): Civilian Pay Policy," May 2013
- (n) Administrative Instruction 29, "Incentive and Honorary Awards Programs," July 1, 1999, as amended
- (o) **(Added)(DAF) DoDI1400.25V431\_AFI36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, 15 November 2019**
- (p) **(Added)(DAF) DoDI1400.25V630\_AFI36-815, *Leave*, 14 November 2019**
- (q) **(Added)(DAF) AFI 36-901, *Civilian Senior Executive Management*, 23 January 2012**
- (r) **(Added)(DAF) AFI 38-402, *Airmen Powered By Innovation And Suggestion Program*, 9 February 2018**
- (s) **(Added)(DAF) AFI 51-506, *Gifts to the Department of the Air Force From Domestic and Foreign Sources*, 16 April 2019**
- (t) **(Added)(DAF) AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019**
- (u) **(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
- (v) **(Added)(DAF) DoDD 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019**
- (w) **(Added)(DAF) DAFI 33-360, *Publications and Forms Management*, 1 December 2015**

### **(Added)(DAF) PRESCRIBED FORMS**

**DAF Form 342, *Retirement Certificate of Civilian Service***

**DAF Form 342A, *Certificate of Appreciation (Spouses)***

DAF Form 1166, *Meritorious Civilian Service Award*  
DAF Form 1306, *Department of the Air Force Civilian Award for Valor*  
DAF Form 1306A, *Department of the Air Force Civilian Award for Valor (Two Signature Lines)*  
DAF Form 1307, *Department of the Air Force Command Civilian Award for Valor*  
DAF Form 1310, *Department of the Air Force Decoration for Exceptional Civilian Service*  
DAF Form 1310A, *Department of the Air Force Decoration for Exceptional Civilian Service (Two Signature Lines)*  
DAF Form 2266, *Exceptional Service Award (ESA) Certificate (Secretary of the Air Force Signature Line)*  
DAF Form 2266A, *Exceptional Service Award (ESA) Certificate (Two Signature Lines)*  
DAF Form 2267, *Air Force Scroll of Appreciation (Chief of Staff of the Air Force and Secretary of the Air Force Signature Line)*  
DAF Form 2267A, *Air Force Scroll of Appreciation (Two Signature Lines)*  
DAF Form 2856, *Outstanding Civilian Career Service Award*  
DAF Form 2860, *Special Act or Service Award*  
DAF Form 3032, *Certificate of Achievement*  
AF Form 3033, *Certificate of Appreciation*  
AF Form 3034, *Certificate of Commendation*  
DAF Form 3517, *Department of the Air Force Exemplary Civilian Service Award*  
AF Form 3589, *10 Year Length of Service Certificate*  
AF Form 3589-1, *10 Year Length of Service Certificate (foreign national employees only)*  
AF Form 3590, *20 Year Length of Service Certificate*  
AF Form 3590-1, *20 Year Length of Service Certificate (foreign national employees only)*  
AF Form 3591, *30 Year Length of Service Certificate*  
AF Form 3591-1, *30 Year Length of Service Certificate (foreign national employees only)*  
AF Form 3592, *40 Year Length of Service Certificate*  
AF Form 3592-1, *40 Year Length of Service Certificate (foreign national employees only)*  
AF Form 3593, *50 Year Length of Service Certificate*  
AF Form 3593-1, *50 Year Length of Service Certificate (foreign national employees only)*  
DAF Form 4300, *Air Force Civilian Achievement Award*  
DAF Form 4301, *Secretary of Defense Medal for the Defense of Freedom*  
DAF Form 4301A, *Secretary of Defense Medal for the Defense of Freedom (Blank Signature Line)*  
DAF Form 4340, *Commander's Public Service Award*  
DAF Form 4444, *Secretary of the Air Force Distinguished Public Services Award*

**(Added)(DAF) ADOPTED FORMS**

AF Form 847, *Recommendation for Change of Publication*  
AF Form 1768, *Staff Summary Sheet*  
SF 50, *Notification of Personnel Action*

ENCLOSURE 2  
RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).  
The USD(P&R):

- a. Establishes DoD-wide policies and procedures governing the establishment and administration of awards and awards programs.
- b. Reviews and, if merited, forwards recommendations to the Director of the Office of Personnel Management (OPM) for awards that would grant more than \$25,000 to an individual civilian employee.
- c. Reviews and endorses, if appropriate, DoD Component recommendations for honorary Presidential- and DoD-level awards.
- d. Establishes DoD-level awards and awards programs and delegates administration of such programs where appropriate.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the Assistant Secretary of Defense for Readiness and Force Management, the DASD(CPP):

- a. Develops DoD-wide policies and procedures governing the establishment and administration of awards and awards programs.
- b. Evaluates the implementation and effectiveness of DoD Component awards programs and develops modifications to existing policy and procedures, as necessary.
- c. Coordinates DoD-wide awards information.

3. DIRECTOR, WASHINGTON HEADQUARTER SERVICES (WHS). Under the authority, direction, and control of the Director of Administration and Management (DA&M), the Director, WHS establishes procedures and administers the DoD-level civilian honorary awards program.

4. DOD COMPONENT HEADS. The DoD Component heads:

- a. Ensure the development, implementation, application, oversight, and evaluation of awards programs for employees covered by this volume.
- b. Ensure funds are obligated consistent with applicable DoD Component financial management controls and delegations of authority.
- c. Ensure that awards programs do not conflict with or violate any other law or government-

wide regulation.

d. Ensure that criteria for awards do not discriminate against an individual on the basis of race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, sexual orientation, status as a parent, marital status or political affiliation.

e. Endorse recommendations to the USD(P&R) for awards that would grant more than \$25,000 to an individual civilian employee.

f. Approve cash awards in excess of \$10,000 up to \$25,000 for individual civilian employees.

g. Approve cash awards in excess of \$10,000 up to \$25,000 for suggestions, inventions, and scientific achievements by Service members, regardless of the number of individuals entitled to share in the award.

h. Approve a performance-based award of 10 percent to 20 percent of the employee's annual rate of basic pay, provided that the award amount does not exceed \$25,000.

i. Ensure that employees are fully aware of and compliant with the provisions of DoDD 1005.13 (Reference (I)) relating to giving or receiving awards or decorations to and by foreign countries or foreign nationals.

**5. (Added)(DAF) SECRETARY OF THE AIR FORCE (SECAF).**

a. (Added)(DAF) Approves proposals pertaining to this publication that are not already in existence.

b. (Added)(DAF) Endorses nominations requiring approval by the Secretary of Defense and the President of the United States.

c. (Added)(DAF) Delegates approval authority for the civilian Honorary Awards (see Table 4).

**6. (Added)(DAF) ASSISTANT SECRETARY OF THE AIR FORCE FOR MANPOWER AND RESERVE AFFAIRS (SAF/MR).**

a. (Added)(DAF) Provides policy oversight and advocacy pertaining to this publication through the Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).

b. (Added)(DAF) Approves policy change proposals.

**7. (Added)(DAF) ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE AIR FORCE (SAF/AA).**

a. (Added)(DAF) Reviews award nominations for political appointees and career civilian senior executive employees and provides a recommendation to the Secretary of the Air Force.

- b. (Added)(DAF) Provides Air Force-wide guidance on awards to political appointees.
  - c. (Added)(DAF) Endorses monetary award nominations requiring the Secretary of the Air Force's approval or endorsement.
  - d. (Added)(DAF) Provides fund cite for special act or service award recommendations from \$10,000 to \$25,000.
  - e. (Added)(DAF) Prepares certificates for nominations supported by the Executive Resources Board.
  - f. (Added)(DAF) Provides recommendations to the Secretary of the Air Force on nominations for Presidential and Department of Defense awards.
8. (Added)(DAF) DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE FOR FORCE MANAGEMENT INTEGRATION (SAF/MRM). Oversees the program in this publication and ensures compliance.
9. (Added)(DAF) DEPUTY CHIEF OF STAFF FOR MANPOWER, PERSONNEL AND SERVICES (AF/A1). Develops, coordinates, and executes personnel policy and essential procedural guidance through the Director of Civilian Force Management Directorate (AF/A1C).
10. (Added)(DAF) DIRECTOR OF CIVILIAN FORCE MANAGEMENT DIRECTORATE (AF/A1C).
- a. (Added)(DAF) Under the authority and direction of AF/A1, directs development and implementation of civilian awards policy.
  - b. (Added)(DAF) Ensures compliance with legislation and the Office of Personnel Management and Department of Defense policies.
  - c. (Added)(DAF) Provides guidance on provisions of this publication.
  - d. (Added)(DAF) Monitors the awards program and assesses implementation to ensure compliance with this publication.
11. (Added)(DAF) AIR FORCE PERSONNEL CENTER (AFPC). Manages the operation of the program and composes and disseminates guidance and procedures.
- a. (Added)(DAF) Provides direction, guidance and advice to the commands and the civilian personnel sections.
  - b. (Added)(DAF) Processes honorary and public service award nominations requiring review by the Secretary of the Air Force Decorations Board.

c. (Added)(DAF) Processes nominations for the Secretary of Defense Medal for the Defense of Freedom and 50, 60, 70-Year Length of Service Recognition.

**12. (Added)(DAF) SECRETARY OF THE AIR FORCE DECORATIONS BOARD.**

a. (Added)(DAF) Renders final decision on honorary award nominations, except for the Decoration for Exceptional Civilian Service and the Air Force Civilian Award for Valor.

b. (Added)(DAF) Renders final decision on public service award nominations, except for the Secretary of the Air Force Distinguished Public Service Award and the Chief of Staff of the Air Force Award for Exceptional Public Service.

c. (Added)(DAF) Provides recommendations to the Secretary of the Air Force on nominations for the Decoration for Exceptional Civilian Service and the Air Force Civilian Award for Valor, except for political appointees and career civilian senior executive employees.

d. (Added)(DAF) Provides recommendations to the Secretary of the Air Force and Chief of Staff of the Air Force on nominations for the Secretary of the Air Force Distinguished Public Service Award and the Chief of Staff of the Air Force Award for Exceptional Public Service.

**13. (Added)(DAF) HEADQUARTERS AIR FORCE EXECUTIVE RESOURCES BOARD.**

a. (Added)(DAF) Provides recommendations to Secretary of the Air Force on award nominations for political appointees and career civilian senior executive employees.

b. (Added)(DAF) Authorizes acceptance of foreign awards given to career civilian senior executive employees.

c. (Added)(DAF) Provides recommendations to SAF/AA on nominations for other agency awards, such as Presidential and Department of Defense awards.

**14. (Added) (DAF) MAJOR COMMAND (MAJCOM), DIRECT REPORTING UNIT (DRU) AND FIELD OPERATING AGENCY (FOA).**

a. (Added)(DAF) Develop award plans and inform subordinate award authorities on how to implement the plans.

b. (Added)(DAF) Establish standards, administrative requirements, award processing procedures, and justification formats consistent with the Air Force Civilian Recognition Program.

**15. (Added)(DAF) COMMANDERS, DIRECTORS, MANAGERS AND SUPERVISORS.**

a. (Added)(DAF) Awards must be granted consistent with Equal Employment Opportunity.

b. (Added)(DAF) Policy, laws, regulations and Executive Orders prohibit unlawful discrimination based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetics information, reprisal for protected activity, marital status, political affiliation or any other unlawful factor.

c. (Added)(DAF) Awards are approved by Department of the Air Force, to include United States Space Force, officers and civilian leaders in assumed or appointed command or director positions, or in writing by delegated approval authorities from higher commands, such as SECAF and MAJCOM/Field commanders. The approval authority evaluates recommendations within his/her command to determine appropriateness and may approve, disapprove, downgrade, or upgrade (if authority exists) an award.

16. (Added)(DAF) CIVILIAN PERSONNEL SECTION.

a. (Added)(DAF) Develops and distributes installation civilian award program instructions and guidelines. (T-3).

b. (Added)(DAF) Establishes procedures for processing each recommendation to the appropriate award authority. (T-3).

c. (Added)(DAF) Maintains an adequate supply of medals and pins to provide to award recipients.

d. (Added)(DAF) Determines, verifies and records an employee's eligibility for awards. Reviews award submissions for compliance with applicable policy, regulation and local procedures.

e. (Added)(DAF) Provides program support and guidance to the installation incentive awards committee.

f. (Added)(DAF) Maintains host-tenant support agreement regarding processing awards.

17. (Added)(DAF) INSTALLATION INCENTIVE AWARDS COMMITTEE.

a. (Added)(DAF) Reviews and recommends to the installation commander approval or disapproval of cash award amounts that require committee action or higher-level approval.

b. (Added)(DAF) Provides recommendations on nominations for Federal or non-Federal awards.

c. (Added)(DAF) Reviews award nominations for tenant units.

18. (Added)(DAF) CIVILIAN EMPLOYEES.

a. (Added)(DAF) Employee's may update their non-monetary awards using the "Awards Updates", located within the "Pay, Leave and Benefits" icon in MyBiz+.

**b. (Added)(DAF) Provides award documentation to the civilian personnel section for updating the employee's personnel data records.**



ENCLOSURE 3

PROCEDURES

1. AWARD RESTRICTIONS

a. Limitations on Awards During a Presidential Election Year. The DoD Components must not grant monetary and time-off awards under the restrictions set forth in section 451.105 of Reference (d).

(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) 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.

b. Prohibition of Cash Awards to Certain Employees. The DoD Components must not grant cash awards under the restrictions in section 451.105 of Reference (d).

**c. (Added)(DAF) Limitation on Awards to Non-Federal Persons.**

**(1) (Added)(DAF) Individuals and entities in a profit-making or commercial relationship with the Air Force may receive an award only when the contribution is “substantially” beyond the terms of the contract and recognition is clearly in the public interest. (T-0). Reference paragraph 11.b. of this enclosure for additional information.**

**(a) (Added)(DAF) Do not create an award to recognize contractor efforts. Additionally, contractors are ineligible to participate in Air Force awards programs, including team awards, created for Air Force civilian personnel. (T-0).**

**(b) (Added)(DAF) A certificate of appreciation and/or a letter of appreciation may be awarded. Such Certificate of Appreciation or Letter of Appreciation should be signed at the lowest practical level of the organization**

**(2) (Added)(DAF) Private citizens and organizations not in a profit-making or commercial relationship with the Air Force will only be recognized with an award in Appendix 5. (T-0).**

**(3) (Added)(DAF) Special Government Employees.**

**(a) (Added)(DAF) Recognize uncompensated special government employees, to include Federal Advisory Committee members, with an award in Appendix 5 only. (T-0).**

**(b) (Added)(DAF) Special government employees, to include Intergovernmental**

**Personnel Act program employees, in a profit making or commercial relationship with the Air Force will only be recognized with a certificate of appreciation and/or a letter of appreciation. (T-0).**

2. ELIGIBILITY

a. General

(1) Civilian employees who meet the definition of “employee” in section 2105 of Reference (e) are eligible to receive awards in accordance with this volume.

(2) In accordance with section 1124 of Reference (f), members of the Military Services are eligible to be paid monetary awards only for disclosures, suggestions, inventions, and scientific achievements.

(3) Performance awards may be paid to Senior Executive Service employees only pursuant to section 534.405 of Reference (d) and not in accordance with this volume.

(4) Private citizens and organizations may be recognized for significant contributions to the DoD with non-monetary awards only.

**(5) (Added)(DAF) Contact SAF/AAR at [SAF.AARC.Workflow@us.af.mil](mailto:SAF.AARC.Workflow@us.af.mil), prior to submitting an award nomination for a political appointee, non-career civilian senior executive employee and a Schedule C Employee. (T-1).**

**(6) (Added)(DAF) Air Force civilian employees may receive monetary and honorary awards from other Federal agencies for contributions when the accomplishments are very significant. (T-2). Accomplishments warranting a monetary award must be beyond those covered during annual performance evaluation cycles.**

**(7) (Added)(DAF) Grant monetary and honorary awards when merited regardless of the employee’s grade, level of responsibility, or type of responsibility.**

**(8) (Added)(DAF) All levels of command will endorse and support the Air Force awards program. (T-1).**

**(a) (Added)(DAF) To help ensure this level of support, the following should be in place at all levels:**

**(1) (Added)(DAF) Appropriate and consistent use of the various types of awards.**

**(2) (Added)(DAF) Active interest and participation of all Air Force employees.**

**(3) (Added)(DAF) Full consideration of eligible Air Force employees for awards sponsored by external organizations.**

**(b) (Added)(DAF) Do not award an individual who has been determined to have committed active and substantial involvement in unlawful discrimination. (T-1).**

**(c) (Added)(DAF) No award for performance or achievement will be given to an individual who:**

**(1) (Added)(DAF) Is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending. (T-1).**

**(2) (Added)(DAF) Was the subject of a disciplinary action during the timeframe covering the award. (T-1).**

**(d) (Added)(DAF) If an employee is under investigation and management is interested in awarding the individual, the installation commander (or equivalent civilian director), must determine the basis for the award is unrelated to the investigation, pending action, or the discipline and the award would not reflect unfavorably on the Air Force. (T-1).**

**(9) (Added)(DAF) Awards to Employees from Other Air Force Organizations. Occasionally, a manager outside an employee's chain of command may wish to nominate an employee for an award. For example, when an employee has been assigned to a long-term detail outside his or her organization or when an employee has completed a special project or has given extraordinary service benefiting a serviced organization. Nominations will be coordinated with the employee's permanently assigned organization and/or chain of command, prior to submission for approval. (T-1).**

b. Former Employees. In accordance with section 451.104 of Reference (d), awards for contributions made by an individual when employed by the DoD may be paid to a former employee or to the estate or legal heirs of a deceased employee. Awards to separated or deceased Service members for contributions made while the member was on active duty may be paid to the former member or to the member's estate or legal heirs.

c. Non-appropriated Fund Employees. Employees paid with non-appropriated funds are not eligible to receive monetary awards paid from appropriated funds, but may receive non-monetary awards in accordance with this volume.

d. Foreign National Employees

(1) A foreign national individual who meets the definition of "employee" in section 2105 of Reference (e) and is paid with U.S. funds (e.g., is a direct hire employee) is eligible to receive awards pursuant in accordance with this volume.

(2) A foreign national individual who is paid on a cost reimbursable basis by agreement with a foreign country (e.g., an indirect hire employee) is not eligible to receive monetary awards but may receive non-monetary awards in accordance with this volume.

**e. (Added)(DAF) Monetary and honorary awards can be awarded posthumously. Write the justification in past tense.**

3. AWARDS PROGRAM REQUIREMENTS. The administration of DoD Component awards programs provides for:

a. Reviewing award recommendations for which approval authority has not been delegated to

officials at lower levels within the organization.

- b. Communicating the relevant parts of awards programs to personnel.
- c. Evaluating and assessing awards and awards programs to ensure that awards:
  - (1) Are used to motivate, recognize, and reward eligible personnel.
  - (2) Exhibit a close, demonstrable link to performance, accomplishment, or contribution to DoD Component goals and objectives.
  - (3) Are granted commensurate with the value of the employee's contribution or accomplishment.
- d. Documenting all cash and time-off awards in compliance with section 451.106(e) of Reference (d). This task includes:
  - (1) Filing awards documents in compliance with the requirements of section 451.106(f) of Reference (d).
  - (2) Reporting awards data to the Central Personnel Data File (CPDF) in compliance with section 451.106(g) of Reference (d).
  - (3) Reporting awards data as required by OPM on an as needed basis.
  - (4) Following appropriate DoD financial management regulations on civilian pay policies in accordance with Volume 8 of DoD 7000.14-R (Reference (m)).
- e. Granting quality step increases consistent with the provisions of subpart E of part 531 of Reference (d) and section 6 of this enclosure.
- f. Documenting justification for awards that are not based on a rating of record in accordance with section 451.103 of Reference (d).
- g. (Added)(DAF) Who Can Nominate. Nominations for awards may be sponsored or endorsed only by a current Department of Defense civilian employee or U.S. military member.**
- h. (Added)(DAF) Certificates in Braille. All Air Force award certificates for blind or visually impaired award recipients must have Braille overlaid lettering as well as standard print. (T-0). Use local purchase authority to obtain these certificates.**
- i. (Added)(DAF) Presenting Awards. Awards should be presented in a suitable ceremony. When an employee receives recognition outside the Air Force, the employee's owning organization will make all the presentation arrangements with the awarding party, to include protocol and set-up requirements. (T-3). In addition, all levels of command should ensure all significant civilian achievements and/or contributions are recognized and publicized in the installation media as well as the local community, as appropriate.**

**j. (Added)(DAF) Replacing Certificates.** A person, or the representative of a person, may have their lost or destroyed certificates replaced by the approval authority only if the requestor certifies, in writing, that the certificate was lost or destroyed. When replacing a certificate, enter the words “replacement certificate” in the bottom right corner of the certificate.

**k. (Added)(DAF) Ordering Medals.** Requisition medals for honorary awards, campaign and service awards, public service awards, ribbons, lapel pins, and devices through appropriate supply channels. (T-2). Do not locally procure the items, unless so specified in this DAFI. (T-2). The Department of Defense does not issue items on behalf of foreign governments; they may be available commercially at the individual’s expense. (T-0).

**l. (Added)(DAF) Replacing Medals.** A person, or the representative of a person, may receive a one-time replacement medal, without charge, if the previously issued medal or other device issued is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or their representative. Requester should submit to the servicing civilian personnel section, MAJCOM, Direct Reporting Unit or Field Operating Agency to validate records prior to replacement of medal or device. All other replacement medals will be provided at cost. (T-2).

**m. (Added)(DAF) Engraving Medals.** Do not engrave honorary awards for living recipients. (T-1). For posthumous awards, engrave honorary awards and the Secretary of Defense Medal for the Defense of Freedom only. (T-1). Engrave, in capital letters the awardee’s first name, middle initial, last name. The name may be split if necessary.

**(1) (Added)(DAF)** If first name, middle initial, and last name cannot fit on the medal, use initial of first name, middle initial, and last name only (example: F. J. HORST).

**(2) (Added)(DAF)** Use standard font block letters.

**n. (Added)(DAF) DUPLICATE RECOGNITION.**

**(1) (Added)(DAF)** With the exception of paragraph b. (below), the receipt of multiple federal awards for the same act, achievement or period of service is prohibited. (T-1).

**(a) (Added)(DAF)** Only one honorary award may be given for a single act, achievement, or period of service. (T-1).

**(b) (Added)(DAF)** The awarding of an honorary award does not preclude the recognition of the same act, achievement, or period of service during the performance appraisal process (and any accompanying monetary award or time-off award). (T-1).

**(c) (Added)(DAF)** An honorary award may not be given to recognize an act or achievement for which military recognition was previously given. (T-1).

**(d) (Added)(DAF)** Monetary (Special Act or Service Award and Notable Achievement Award) and Time-Off Awards may not be given for the same act or achievement to justify a previously recognized Monetary Award or Time-Off Award in

addition to an appraisal award for the same accomplishments. (T-1).

**(2) (Added)(DAF) In limited situations an employee may be eligible for multiple federal awards for the same act, achievement or service. Example situations are:**

**(a) (Added)(DAF) Awards given at time of retirement, which recognize long-term service, can include achievements used in previous awards.**

**(b) (Added)(DAF) Time-Off Awards are authorized in conjunction with rating-based performance awards. Refer to DoDI1400.25V431\_AFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*. The time-off award and rating-based performance award will use the same supporting documentation.**

**o. (Added)(DAF) AWARDS ARISING FROM COMBAT OPERATIONS AND INTERNATIONAL INCIDENTS. During periods of combat operations or international incidents, honorary awards authority will be automatically aligned with any military decoration authority the Secretary of the Air Force delegates.**

#### **4. MONETARY AWARDS**

a. General. In accordance with section 4502 of Reference (e):

(1) A monetary award is in addition to the regular pay of the recipient.

(2) Acceptance of a monetary award constitutes an agreement that the use by the government of an idea, method, or device for which an award is given does not form the basis of a further claim of any nature against the government by the employee or by his or her legal heirs or assigns.

(3) A monetary award to, and the expense for the honorary recognition of, an employee may be paid from the fund or appropriation available to the activity or activities primarily benefiting from the employee's contribution.

**(4) (Added)(DAF) The Air Force considers approved monetary awards to be valid obligations of the government that must be paid, subject only to availability of funds and meeting legal regulatory requirements.**

**(a) (Added)(DAF) Organization(s) and unit(s) should budget a percentage of its annual civilian pay budget for funding awards.**

**(b) (Added)(DAF) Monetary awards do not substitute for regular pay or performance awards.**

**(c) (Added)(DAF) Unit resource advisors/managers must validate funds are available for awards paid outside of the annual performance evaluation cycle.**

**(d) (Added)(DAF) Monetary awards granted in the previous performance evaluation cycle cannot be used to support an annual performance award in the upcoming**

performance evaluation cycle.

(e) (Added)(DAF) Monetary awards may be subject to budgetary guidelines determined by the Office of Management Budget. Guidance on budget limitations can be obtained from the local civilian personnel office, MAJCOM/A1, and/or FM.

(5) (Added)(DAF) In rare circumstances, career civilian senior executive employees may be eligible for monetary awards. The accomplishments must be specific and noteworthy; they cannot be duplicative of accomplishments captured in previous or future performance appraisals.

(a) (Added)(DAF) Requests for monetary awards will be submitted to SAF/AARC via the Task Management Tool. (T-1).

(b) (Added)(DAF) Refer to AFI 36-901, *Civilian Senior Executive Management*, for additional guidance.

(6) (Added)(DAF) Monetary awards may be awarded to recognize scientific or technological achievements and inventions.

(7) (Added)(DAF) Political appointees are not eligible for Monetary or Time-Off Awards. (T-0).

b. Awards to Other Agency or DoD Component Personnel. For awards approved for employees of other federal agencies or other DoD Components, the DoD Components that benefit makes arrangements to transfer funds to the individual's employing DoD Component or federal agency. If the administrative costs of transferring funds would exceed the amount of the award, the DoD Component employing the individual absorbs the costs and pays the award.

c. Calculation of Savings. Tangible savings are to be calculated on the basis of estimated net savings for the first full year of operation.

(1) Exceptions may be made when an improvement with a high installation cost will yield measurable savings continuing more than 1 year. In this instance, the award may be based on the average annual net savings over a period of several years.

(2) The years may not exceed the reasonable life of the initial installation or the clearly predictable period of use, whichever is shorter.

d. Awards to Service Members

(1) Pursuant to Reference (f), the total amount of the monetary award made for a suggestion, invention, or scientific achievement may not exceed \$25,000 regardless of the number of persons who may be entitled to share therein.

(2) Pursuant to section 451.104 of Reference (d), funds will be transferred to the DoD Component having jurisdiction over the member.

e. Examples of Awards Scales. Appendixes 1 and 2 of this enclosure provide models of awards scales based upon tangible and intangible benefits.

f. (Added)(DAF) Preparing a Recommendation. Recommendations should contain the following documents.

(1) (Added)(DAF) 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.

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

(3) (Added)(DAF) 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.

g. (Added)(DAF) 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.

h. (Added)(DAF) Special Act or Service Award. The Special Act or Service Award is a monetary form of recognition a civilian employee is granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement or in recognition of a courageous handling of an emergency situation.

(1) (Added)(DAF) The act, achievement or service must result in either tangible savings to the government (i.e., measured in terms of dollars) or intangible savings to the government (i.e., cannot be measured in terms of dollars) or both.

(2) (Added)(DAF) A Special Act or Service Award recognizes contributions for a non-recurring special achievement that is not otherwise recognized with a previous or future rating-based performance award.

(3) (Added)(DAF) The act or service to be recognized must not have served in whole or in part as the basis for a previous cash award or Time-Off Award.

(4) (Added)(DAF) The amount awarded for a Special Act or Service Award may range between \$501 and \$25,000 depending on the achievement being recognized. The amount awarded for a Special Act or Service Award should be based upon the tangible and intangible benefits to the government.

(5) (Added)(DAF) Process. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination. The nomination should be submitted within 60 calendar days of the act, achievement or service being recognized. The



award will be accomplished with a DAF Form 2860, *Special Act or Service Award*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>).

(a) (Added)(DAF) A Special Act or Service Award must be funded by the unit making the nomination. Approval is required by the Resource Manager to ensure funds are available and the unit must identify the fund cite to be used in the body of the staff summary sheet.

(b) (Added)(DAF) Recommendations for a Special Act or Service Award between \$501 and \$10,000 must contain the specific fund cite that will be used and unit resource advisors or managers must certify that funds are available from that source.

(c) (Added)(DAF) The fund cite for a Special Act or Service Award recommendations between \$10,000 and \$25,000 will be provided by SAF/AA, prior to Secretary of the Air Force decision.

(6) (Added)(DAF) Approval Authority.

(a) (Added)(DAF) Awards between \$501 and \$10,000. SAF/AA and AF/DS (may be further delegated); MAJCOM commander, vice commander, deputy commander or director; field operating agency (FOA) and direct reporting unit (DRU) commander, vice commander (or equivalent civilian director); and Installation commander or equivalent civilian director.

(b) (Added)(DAF) Awards between \$10,000 and \$25,000. Secretary of the Air Force.

(c) (Added)(DAF) Awards over \$25,000. The President of the United States.

i. (Added)(DAF) Notable Achievement Award. A notable achievement award recognizes a civilian employee for a notable achievement meriting quick recognition and is a lesser award than a Special Act or Service Award.

(1) (Added)(DAF) The notable achievement award may not be granted to an individual who has received a previous monetary award or Time-Off Award for the same act or achievement.

(2) (Added)(DAF) The amount awarded may range from \$25 to \$500 and may be approved by the employee's second-level supervisor.

(3) (Added)(DAF) Notable achievement awards are funded by the unit making the nomination. Approval is required by the Resource Manager to ensure funds are available and the unit must identify the fund cite to be used in the body of the staff summary sheet.

(4) (Added)(DAF) Nominations should be submitted within 30 calendar days of the act, achievement or service. The award will be accomplished with a DAF Form 3032, *Certificate of Achievement*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>).

5. PERFORMANCE-BASED CASH AWARDS. In accordance with section 4505a of Reference (e):

- a. Monetary awards may be granted to an employee whose most recent rating was at Level 3 (fully successful level or equivalent) or higher as defined in section 430.208 of Reference (d).
- b. An award granted pursuant to this section may not exceed 10 percent of the employee's annual rate of basic pay, unless the DoD Component head determines that the employee's exceptional performance merits it. In that case, the Component head may authorize an award up to 20 percent of the employee's annual rate of basic pay.
- c. Employees may not appeal a decision that denies an award or the amount of the award paid pursuant to this section. This does **not** eliminate or lessen any right or remedy in subchapter II of chapter 12 of Reference (e), chapter 71 of Reference (e), or any of the laws referred to in section 2302 of Reference (e).
- d. Awards granted pursuant to this section will be paid as a lump sum and may not be considered as part of an employee's basic pay.

6. QUALITY STEP INCREASES

- a. A quality step increase may be granted consistent with section 5336 of Reference (e) and subpart E of part 531 of Reference (d).

(1) A quality step increase is in addition to a periodic step increase in accordance with sections 5335 and 5336 of Reference (e) and subpart E of part 531 of Reference (d). It provides an incentive and recognition of high quality performance above that ordinarily found in the type of position concerned by granting faster than normal step increases.

(2) An employee is eligible for only one quality step increase within any 52-week period.

- b. In accordance with section 531.504 of Reference (d), an employee covered by a performance appraisal program established in accordance with subpart B of part 430 of Reference (d) must receive a rating of record of Level 5 ("Outstanding" or equivalent) as defined in section 430.208 of Reference (d) in order to be eligible for a quality step increase.

(1) An employee covered by a performance appraisal program that does not use a Level 5 summary level must receive a rating of record at the highest summary level under the program. He or she must demonstrate sustained performance of high quality significantly above that expected at the Level 3 ("Fully Successful" or equivalent) level in the type of position concerned, as determined by Component-established performance-related criteria.

(2) Performance-related criteria are expressed in terms of specific levels of performance to clearly distinguish the employee's performance as exceptional. These criteria will be published by the DoD Component.

(3) As quality step increases become part of base pay, the grant of a quality step increase should be based on performance that is characteristic of the employee's overall high quality

performance and the expectation that this high quality performance will continue in the future.

c. Quality step increases are reported to the CPDF consistent with section 531.507(c) of Reference (d).

**d. (Added)(DAF) Refer to DoDI 1400.25V431\_AFI36-1002.**

## 7. SUGGESTION AWARDS

### a. General

(1) To be considered for an award, a suggestion must:

(a) Identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government.

(b) Be adopted in whole or in part for implementation. The suggestion should set forth a specific proposed course of action to achieve the improvement or cost reduction and documentation as to how the cost reduction or savings is achieved.

(2) Ideas or suggestions that point out the need for routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, call attention to errors or alleged violations of regulations, or result in intangible benefits of good will are not eligible for consideration.

(3) DoD personnel who make suggestions concerning improvement of materials or services purchased from a contractor may be paid a monetary award only if the improvement results in tangible or intangible benefits to the government. The suggestion must be processed through government channels to identify correctly the origin of the proposal and the benefits to the government. Government employees or Service members will not be paid awards based upon benefits that accrue to a contractor.

**(4) (Added)(DAF) Refer to AFI 38-402, *Airmen Powered By Innovation And Suggestion Program*, provides guidance and outlines procedures for submitting, evaluating and implementing ideas, providing feedback for ideas and details on the awards process for submissions.**

### b. Award Amounts and Financing

(1) Awards for suggestions are based upon tangible or intangible benefits or a combination thereof.

(2) When a suggestion is adopted by another organization, the benefiting organization will share in the cost of the total award commensurate with the benefit. The suggester's organization will notify the benefiting organization(s) of the amount due and the benefiting organization(s) will take prompt action to transfer the funds.

## 8. INVENTIONS

### a. General

(1) DoD Component offices responsible for patent matters will determine that the invention is of value or potential value to the DoD and that the invention was made under circumstances that resulted in the government initiating action to obtain the title or license.

(2) To be considered for an award, the DoD Component office for patent matters must verify to the appropriate awards office that conditions in paragraph 7a(1) of this enclosure have been met.

(3) If the conditions in paragraph 7a(1) of this enclosure are not met but the invention is determined to be of value to the DoD and the inventor consents to consideration for an award, the inventor will be required to sign a claim waiver agreement to be paid an award.

**(4) (Added)(DAF) Refer to AFI 38-402, provides guidance and outlines procedures for submitting, evaluating and implementing ideas, providing feedback for ideas and details on the awards process for submissions.**

### b. Award Payments

(1) Eligible personnel may be paid a nominal initial monetary award and an additional monetary award when the patent is issued.

(2) If an application for a patent is placed under a secrecy order, the individual will become eligible for the additional award when the U.S. Patent Office issues a Notice of Allowability instead of a patent.

c. Awards in accordance with this section are not authorized if a monetary award has been paid for the same contribution as a suggestion.

d. Royalty payments for inventions are not covered by the provisions of this volume. Therefore, royalty payments must not be paid under the incentive awards authority and will not be reported as awards to the CPDF.

## 9. HONORARY AWARDS

a. The DoD Components must not title a Component-established award or awards program "Department of Defense" or "Secretary of Defense," either in whole or in part. These titles are reserved for DoD-level awards only.

b. Honorary awards to DoD personnel may be granted independently or in addition to a monetary or a time-off award.

c. Appendix 3 of this enclosure lists DoD-level honorary awards for which career civilian employees may be eligible. It also lists Presidential-level awards for which civilian employees,

Service members, and private citizens may be eligible.

d. Appendix 4 of this enclosure lists DoD-level honorary awards in recognition of contributions to the Department’s national security mission, humanitarian, or peacekeeping efforts.

**e. (Added)(DAF) Air Force honorary awards that may be awarded to civilian employees are also listed in Appendix 3.**

10. TIME-OFF AWARDS

a. General

(1) Time-off awards are an alternate means of recognizing the superior accomplishments of employees.

(2) Decisions to grant time-off awards are based on the same criteria or circumstances as for any other incentive award.

(3) Time-off awards must not be granted to create the effect of a holiday or treated as administrative excusals or leave. For example, they will not be granted in conjunction with a military “down” or “training” day or the like, which would grant the entire civilian employee population or a majority of the civilian population a time-off award to be used on a specified day.

(4) Though time-off awards may not have an immediate budget consequence, supervisors and managers will fully consider wage costs and productivity loss when granting time-off awards and ensure that the amount of time-off granted as an award is commensurate with the individual’s contribution or accomplishment.

(5) The number of hours granted for a time-off award will be based upon the value of the individual’s contribution or accomplishment and not tied to the hourly rate of the individual. DoD Components should develop a table similar to that of the intangible awards scales in order to better determine the value of a contribution and the corresponding number of hours appropriate to recognize the value (level) of contribution.

**(6) (Added)(DAF) Table 3 is to be utilized by Department of the Air Force leaders, to include United States Space Force leaders, in determining the appropriate award level and amount for all time-off awards. (T-1).**

**(Added)(DAF) Table 3. Time-Off Awards – Scale of Award Amount.**

Value/Level of Contribution to Organization	Number of Time Off Hours to Consider Awarding
Moderate	1 to 10
Substantial	11 to 20
High	21 to 30
Exceptional	31 to 40

**(7) (Added)(DAF) Political appointees are not eligible for Time-Off Awards. (T-0).**

**(8) (Added)(DAF) The approval of group or organizational time-off awards is delegated to the lowest-level commander or leader that has collective oversight over the award nominees. Group or organizational awards must satisfy all of the requisite criteria for individual time-off awards as outlined in 5 USC §4502, 5 CFR §451.104, and this publication. (T-0).**

**(9) (Added)(DAF) Time-Off Awards will not be granted in order to provide a reconstitution period to returning deployed civilians. (T-1).**

**(10) (Added)(DAF) The supporting documentation for an approved Time-Off Award cannot be used to justify another Time-Off Award, Notable Achievement Award, or Special Act or Service Award. Exception: A Time-Off Award granted in conjunction with a rating-based performance award will use the same supporting documentation.**

**(11) (Added)(DAF) Time-Off Awards cannot be issued in conjunction with a quality step increase.**

**(12) (Added)(DAF) A Time-Off Award may be granted to those employees whose individual contributions to a team effort caused the team to achieve superior accomplishments. It should be recognized that some members of a team might not have contributed substantially to the team's overall success. As such, a Time-Off Award may only be offered to employees who contributed to the overall team accomplishment. Where recognition is based on the achievement of pre-established goals, measures, or other award formula, the goal, measure or formula justifying recognition must itself clearly represent superior accomplishments. To grant Time-Off in this manner, the performance outcomes must be so significant that this type of award is clearly warranted and a benefit to the Air Force.**

**(13) (Added)(DAF) Time-Off Awards are only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The award grants time off from duty without loss of pay or charge to leave and provides an alternative to monetary or non-monetary recognition for superior accomplishments. A Time-Off Award can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a rating-based performance award. Decisions to grant Time-Off Awards should be made within 30 calendar days of the act, achievement or service. The period of time-off granted will not be based on the individual's grade or salary.**

**(14) (Added)(DAF) Time-Off Awards must not be used to recognize an employee working on a Christmas committee, retirement luncheon, farewell party or any other similar ceremony or celebration. The granting of time-off awards for organizing, planning and executing Wingman Day activities is not in accordance with the intent of this instruction. (T-0).**

**(15) (Added)(DAF) A Time-Off award may be granted to an employee who is assigned as the Combined Federal Campaign overall base program manager.**

**(16) (Added)(DAF) A Time-Off Award cannot be issued to the individual Combined**

**Federal Campaign monitor assigned within each organization.**

b. Award Amount Limits

(1) The amount of time off granted to any one individual in any 1 leave year should not exceed 80 hours. For part-time employees or those with an uncommon tour of duty, total time off granted during any calendar year should not exceed the average number of hours the employee generally works during a 2-week period.

(2) The amount of a time-off award granted to an individual for a single contribution should not exceed 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution should not exceed one-half the average number of hours the employee generally works during a 2-week period.

**(3) (Added)(DAF) Immediate supervisors may approve a Time-Off Award up to one workday without review and approval of a higher official. An award in excess of one workday must be approved by the employee's second-level supervisor.**

c. Time Limit to Use Award. Time off granted as an award should be scheduled and used within 1 year after the effective date of the award. Provisions should be made to ensure that employees are given ample opportunity to take the time off awarded before the employee departs the organization. Further, provisions should be made to accommodate employees who are on long term training, are on extended sick leave, called to active duty, or similar situations so that the employee does not forfeit his or her time-off award.

**(1) (Added)(DAF) Civilian employees forfeiting a Time-Off Award due to activation for Guard or Reserve duty, or for combat service, are entitled to reinstatement of their award. A reinstated Time-Off Award must be used within 6 months of deactivation from active service or redeployment from combat service. (T-0).**

**(2) (Added)(DAF) Time-Off Awards must be carefully scheduled to avoid adversely affecting an employee who has an annual leave "use or lose" situation.**

**(3) (Added)(DAF) Awarded time-off cannot be used to justify restoring forfeited annual leave.**

**(4) (Added)(DAF) Once awarded, an employee cannot be required to use their Time-Off Award on a date specified by a supervisor or higher official.**

d. Conversion to Cash Award. In accordance with section 451.104 of Reference (d), a time-off award must not be converted to a cash payment under any circumstances.

e. Portability. A time-off award cannot be transferred between DoD Components or outside of the DoD. Managers and supervisors should make every effort to ensure that the employee is able to use the time-off award before he or she leaves the granting Component. DoD Components may establish procedures to accommodate the transfer of time-off awards within their respective Components.

**f. (Added)(DAF) Preparing a Recommendation. Time-Off Awards must be fully supported with appropriate written justification.**

**(1) (Added)(DAF) On an AF Form 1768 or electronic staff summary sheet, include:**

**(2) (Added)(DAF) Certification statement from the supervisor or recommending official that reads, "I have considered fully the wage costs and productivity loss in granting this Time-Off Award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this Time-Off Award."**

**(3) (Added)(DAF) The approving official's name, position title, signature and date signed, as well as those of the recommending official, as appropriate.**

**(4) (Added)(DAF) Maintain the approved AF Form 1768 or electronic staff summary sheet and justification in the Supervisor Employee Folder. File a copy in the Supervisor-Employee Work Folder if desired.**

**g. (Added)(DAF) Recording Scheduled Time-Off.**

**(1) (Added)(DAF) Record the employee's use of time-off in the approved automated timekeeping system (e.g., Automated Time Attendance and Production System).**

**(2) (Added)(DAF) Employees obtain supervisor approval and schedule the use of the Time-Off Award in accordance with DoDI1400.25V630-AFI36-815, *Leave*. (T-1).**

**(3) (Added)(DAF) Supervisors and employees should confirm the Time-Off Award is available prior to scheduling use by viewing the Standard Form 50, *Request for Personnel Action*, in the My Biz module or the automated timekeeping system leave report.**

## **11. AWARDS FOR PRIVATE CITIZENS AND ORGANIZATIONS**

a. General. Private citizens, groups, and organizations that significantly assist or support DoD functions, services, or operations may be recognized. Recognizing these groups demonstrates the interest of DoD management in improving efficiency and effectiveness and encourages citizens and organizations in their efforts to assist in accomplishing DoD missions. The awards are honorary only. Appendix 5 of this enclosure lists DoD-level awards for which non-career individuals or private citizens may be eligible. DoD Components may establish similar awards of public service to recognize contributions by the public to the Component's mission.

b. Eligibility

(1) Any person, group, or organization, except for those described in paragraph 11b(2) of this enclosure, may be considered for recognition in accordance with this section based on a significant contribution to the DoD performed as a public service.



(2) To avoid issues in connection with contractual relationships and obligations, actual or perceived conflicts of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DoD or with a DoD Component will not be granted recognition. The single exception is if the contribution is deemed to be unrelated to and completely outside any contractual relationship with DoD and the recognition is clearly in the public interest. Recognition is limited to a letter or a certificate of appreciation to the individual or to the organization signed at the lowest applicable level of the organization.

(3) DoD Components must not permit any persons, organizations, or companies having a commercial or profit-making relationship with the DoD to participate in DoD's civilian awards programs and must not create awards or awards programs to recognize such persons, organizations, or companies.

**(4) (Added)(DAF) The prohibition on persons, organizations or companies having a commercial or profit-making relationship participating in DoD and Air Force awards programs applies to both individual and team awards.**

**(5) (Added)(DAF) Uncompensated Federal Advisory Committee Members. Outgoing Committee Chairs and Committee Vice-Chairs will be considered for the Secretary of the Air Force Distinguished Public Service Award. (T-1). Outgoing Sub-Committee Chairs and Sub-Committee Vice-Chairs will be awarded the Chief of Staff of the Air Force Award for Exceptional Public Service. (T-1). Outgoing Committee Members will be considered for the Commander's Public Service Award. (T-1).**

**(6) (Added)(DAF) Uncompensated Special Government Employees will not receive awards designated for Title 5 federal civilian employees. (T-0). However, they may receive an award listed in Appendix 5.**

**c. (Added)(DAF) Sample Contributions. Exemplary service in an advisory or technical capacity to a Department of Defense committee, program or project; direct assistance to a Department of Defense component through actions or useful ideas that are beneficial in eliminating or minimizing problems or otherwise contributing to mission accomplishment; assistance through the cooperative use of facilities, equipment, or manpower; courageous or heroic actions in support of a Department of Defense activity or mission; or other actions resulting in significant benefits to Department of Defense.**

**d. (Added)(DAF) Preparing a Recommendation.**

**(1) (Added)(DAF) All Department of Defense award recommendations and recommendations for the Secretary of the Air Force Distinguished Public Service Award to heads and officials of government agencies, corporate officials, and equivalents, are forwarded through command channels and submitted electronically to SAF/AAR at [usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil](mailto:usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil).**

**(2) (Added)(DAF) Recommendations for all other awards not covered above, are forwarded through command channels and submitted electronically to AFPC/DP1SP at [afpc.dp1ssp.recognitionprocess@us.af.mil](mailto:afpc.dp1ssp.recognitionprocess@us.af.mil).**

**e. (Added)(DAF) Air Force awards that may be awarded to private citizens, groups and organizations are listed in Appendix 5.**

## 12. REFERRAL BONUS FOR RECRUITMENT AND HIRING

a. General. In accordance with chapter 45 of Reference (e) and part 451 of Reference (d), the DoD Component heads may establish programs for granting referral bonus awards to provide incentives or recognition to employees who bring new talent into the DoD Component by referring persons who are subsequently selected and successfully employed for hard-to-fill, mission-critical positions. Referral bonuses are granted, as with other awards, at the discretion of management and are not an entitlement.

b. Eligibility. All employees who are eligible for a monetary award in accordance with this volume are eligible for referral bonus awards, with the exception of:

(1) Employees whose assigned duties include the recruitment of candidates for civilian positions.

(2) Selecting officials or other persons associated with the selection of a candidate.

(3) Any individual prohibited from advocating for the employment of the candidate by section 3110 of Reference (e).

c. Criteria. Each DoD Component determines whether the use of the referral bonus is appropriate and establishes criteria for the award. A referral bonus award may not be paid for the referral of a candidate who is already a DoD employee.

d. Award Payment. Award amounts and the length of time-off awards must be as specified in DoD Component guidance.

(1) In setting award amounts, DoD Components consider such factors as:

(a) The percentage of costs saved by avoiding certain recruiting expenses.

(b) The efforts put forth by the employee to recruit an individual.

(c) The difficulty of filling the position(s).

(d) Fiscal constraints.

(e) Other pertinent DoD Component regulations.

(f) Limitations established in this volume.

(2) Monetary referral bonus awards may be paid as a single lump sum or in incremental payments. The DoD Component sets the payment schedule (e.g., award paid at time of hire, after 6 months of satisfactory performance, or upon completion of a probationary period).

(3) DoD Components document the justification for referral bonus awards in accordance with section 451.103 of Reference (d).

**e. (Added)(DAF) Air Force offers referral bonuses for recruitment. Referral bonuses are granted, as with other awards, at the discretion of management and are not an entitlement.**

**13. (Added)(DAF) PREPARING HONORARY AWARD CITATIONS.**

**a. (Added)(DAF) General.**

**(1) (Added)(DAF) 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.**

**(2) (Added)(DAF) The award citation must meet printing requirements, should not exceed 9 lines, and cannot contain more than 120 total characters per line.**

**(3) (Added)(DAF) Do not use abbreviations, acronyms or quotations in a citation. (T-1).**

**b. (Added)(DAF) Opening Sentence.**

**(1) (Added)(DAF) The standard opening statement for honorary and monetary awards are:**

**(a) (Added)(DAF) Start with the standard opening statement, “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.”**

**(b) (Added)(DAF) Valor awards will have only one inclusive date on the citation to reference the date of the specific act.**

**(2) (Added)(DAF) Outstanding Civilian Career Service Award. The statement, “In recognition of his/her distinguished performance in support of the Department of the Air Force from 25 March 1975 to 31 July 2007. Most notably as current position, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, he/she . . . . .”**

**(3) (Added)(DAF) Secretary of the Defense Medal for the Defense of Freedom. Under the name of the recipient, the certificate includes:**

**(a) (Added)(DAF) The statement, “For wounds received in service to our Nation on (date), in (location), while assigned to (agency).”**

**(b) (Added)(DAF) The word “Posthumously,” if applicable.**

**c. (Added)(DAF) Body of Citation.**

(1) (Added)(DAF) 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.

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

(3) (Added)(DAF) “Mr. /Ms. Employee’s outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of ...”

d. (Added)(DAF) Closing Sentence for Honorary Awards.

(1) (Added)(DAF) Decoration for Exceptional Civilian Service. The statement, “The distinctive accomplishments of Mr. /Ms. Carver reflects the highest credit upon himself/herself and the Department of the Air Force.”

(2)(Added)(DAF) Outstanding Civilian Career Service Award.

(a) (Added)(DAF) The statement, “The distinctive accomplishments of Mr. /Ms. Carver culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the Department of the Air Force.”

(b) (Added)(DAF) Use the word “long” if length of service exceeds 30 years.

(3) (Added)(DAF) Air Force and Command Civilian Award for Valor. The statement, “This single act of compassion for mankind of Mr. /Ms. Jones reflects great credit upon himself/herself and the Department of the Air Force.”

(4) (Added)(DAF) Meritorious Civilian Service Award. The statement, “The distinctive accomplishments of Mr. /Ms. Jones reflects great credit upon himself/herself and the Department of the Air Force.”

(5) (Added)(DAF) Exemplary Civilian Service Award/Air Force Achievement Award. The statement, “The distinctive accomplishments of Mr. /Ms. Smith reflects credit upon himself/herself and the Department of the Air Force.”

(6) (Added)(DAF) Posthumous Award. The statement, “The distinctive accomplishments of Mr. /Ms. Smith in the dedication of his/her service to his/her country reflect great credit upon himself/herself and the Department of the Air Force.”

e. (Added)(DAF) Closing Sentence for Monetary Awards.

(1) (Added)(DAF) Special Act or Service Award. The statement, “The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the Department of the Air Force.”

(2) (Added)(DAF) Notable Achievement Award: The statement, “The distinctive accomplishments of Mr./Ms. Smith reflects credit upon himself/herself and the Department of the Air Force.”

f. (Added)(DAF) Sample Citation – Opening, Body and Closing Sentences.

(1) (Added)(DAF) Air Force Civilian Award for Valor. “In recognition of [his or her] act of heroism while engaged in action against an enemy of the United States (or while engaged in military operations involving conflict with an opposing foreign force or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party) at (or near) (location), on (date). On that date, (narrative description). By his heroic actions and compassion for mankind, Mr. Doe reflected great credit upon himself and the Department of the Air Force.”

(2) (Added)(DAF) Command Civilian Award for Valor. “In recognition of [his OR her] act of courage [at OR near] (location), (country), on (date). On that date, (narrative description). The exemplary courage displayed by Mr. Doe reflected great credit upon himself and the Department of the Air Force.”

(3) (Added)(DAF) DAF Form 2267, *Air Force Scroll of Appreciation* (for act of courage). “In recognition of [his OR her] act of courage [at OR near] (location), (country), on (date). On that date, (narrative description). The exemplary courage displayed by Mr. Doe reflected great credit upon himself and his family.”

14. (Added)(DAF) OTHER AIR FORCE RECOGNITION. Other forms of recognition that may be awarded to civilian employees are listed in Appendix 6.

15. (Added)(DAF) GIFTS FROM FOREIGN GOVERNMENTS. Refer to AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, for additional information.

(Added)(DAF) 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							Attachments
<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>							

APPENDIX 1 TO ENCLOSURE 3

EXAMPLE SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS TO THE GOVERNMENT

Table 1. Tangible Benefits – Example Scale of Award Amounts

<u>BENEFITS</u>	<u>AWARDS</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Award to Employee</u>
Up to \$100,000 in benefits	10% of benefits
\$100,001 and above in benefits	\$10,000 plus 1% of benefits above \$100,001 up to \$25,000 with OPM approval
NOTE	<p>Presidential approval is required for award amounts exceeding \$25,000 and must be submitted to the USD(P&amp;R) for endorsement to the OPM. While the amount of savings may suggest an award exceeding \$25,000 based upon a DoD Component's awards scale, the savings cannot be the sole basis for requesting Presidential consideration. Only meritorious ideas or accomplishments of extraordinary, national significance that would otherwise warrant attention of the President may be endorsed to the President for approval.</p>

APPENDIX 2 TO ENCLOSURE 3EXAMPLE SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS TO THE GOVERNMENTTable 2. Intangible Benefits – Example Scale of Award Amounts

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u> Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of a headquarters. Affects small area of science or technology.	<u>EXTENDED</u> Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	<u>BROAD</u> Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	<u>GENERAL</u> Affects functions, mission, or personnel of more than one department or agency or is in the public interest throughout the Nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125 - 325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
<u>HIGH</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325- \$650	\$651 - \$1,300	\$1,301 - 3,150	\$3,151 - \$6,300
<u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000



APPENDIX 3 TO ENCLOSURE 3

DOD-AND PRESIDENTIAL-LEVEL HONORARY AWARDS

1. DOD-LEVEL HONORARY AWARDS

a. DoD Distinguished Civilian Service Award

(1) General. This award is DoD's highest award given to career DoD civilian employees whose careers reflect exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements in DoD operations are of a significantly broad scope.

(a) Awards may be granted for contributions in a scientific field or for accomplishments in technical or administrative endeavors.

(b) Career DoD employees normally compete for this award with the competition culminating in an annual ceremony recognizing 6 to 10 DoD employees. To receive this award through strict competition is considered extremely prestigious.

(c) On rare occasions when recommended by the Secretaries of the Military Departments, the Directors of the Defense Agencies, or the OSD Component heads, the Secretary of Defense may approve this award on a non-competitive basis. When granted non-competitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted.

(2) Additional Information. Further information on eligibility, criteria, and nominating procedures may be found in Administrative Instruction 29 (Reference (n)).

b. Secretary of Defense Meritorious Civilian Service Award

(1) General. This is the second highest non-competitive award granted to career civilian employees of the DoD and other government agencies who have distinguished themselves by exceptionally meritorious service of major significance to the DoD.

(2) Additional Information. Further information on eligibility, criteria, and nominating procedures may be found in Reference (n).

c. Department of Defense David O. Cooke Excellence in Public Administration Award

(1) General. This award was created to promote, perpetuate, and recognize exceptional contributions to federal service. Eligibility is limited to non-managerial career civilian employees with 3 to 10 years of federal career service who demonstrate great leadership potential and dedication to service.

(2) Additional Information. Further information on eligibility, criteria, and nominating procedures may be found in Reference (n).

## 2. PRESIDENTIAL-LEVEL HONORARY AWARDS

### a. President's Award for Distinguished Federal Civilian Service

(1) General. Established by Reference (g), this award is the highest honor for extraordinary achievement in federal service. It is granted by the President to civilian officers or employees of the federal government. Achievements by potential recipients should have had at least a national impact.

(2) Eligibility. An employee must have received DoD's highest award to be eligible. Presidential appointees are not eligible for this award unless, in the opinion of OPM, they are currently serving in a career position.

(3) Criteria. DoD Components may recommend the award for an employee's best achievements having current impact on improving government operations or serving the public interest to include:

- (a) Imagination in developing creative solutions to problems in government;
- (b) Courage in persevering against great odds and difficulties;
- (c) High ability in accomplishing:
  - 1. Extraordinary scientific or technological achievement;
  - 2. Providing outstanding leadership in planning and organizing;
  - 3. Directing a major program of unusual importance and complexity; or
  - 4. Performing an extraordinary act of credit to the government and the country.

(d) Long and distinguished career service; or

(e) The importance of the achievements to the government and to the public interest is so outstanding the employee is deserving of greater public recognition than that which can be accorded by the head of the department or agency in which they are employed.

(4) Process. DoD Component heads may submit recommendations for this award to the Defense Civilian Personnel Advisory Service (DCPAS).

b. Presidential Medal of Freedom

(1) General. Established by Reference (h), this medal is awarded by the President for exceptionally meritorious contributions to U.S. national security interests, world peace, cultural, or other exceptionally significant public or private endeavors. It is bestowed at the sole discretion of the President. The basis for nomination must be of the most significant nature to the Nation as a whole.

(2) Additional Information. Further information on nominating procedures may be obtained from the DCPAS.

c. Presidential Citizens Medal

(1) General. Established by Reference (i), this medal is awarded by the President to individuals who have performed exemplary deeds of service for their country or their fellow citizens.

(2) Additional Information. Further information on nominating procedures may be obtained from the DCPAS.

**3. (Added)(DAF) AIR FORCE-LEVEL HONORARY AWARDS.**

**a. (Added)(DAF) General Information.**

(1) (Added)(DAF) Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

(2) (Added)(DAF) Honorary awards normally require a minimum of a year of effort.

(3) (Added)(DAF) Accomplishments as a member of the Armed Forces will not be used to justify an honorary award.

(4) (Added)(DAF) Distribution of Approved Awards. Copies of all approved awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records. Employee's may update their non-monetary awards using the "Awards Updates", located within the "Pay, Leave and Benefits" icon in MyBiz+.

**b. (Added)(DAF) Preparing a Recommendation.**

(1) (Added)(DAF) Recommendations should contain the following documents.

(a) (Added)(DAF) AF Form 1768 or an electronic staff summary sheet. Should describe the act, event, or achievement. Refer to Figure 1 for additional pertinent information.

(b) (Added)(DAF) Narrative justification. Complete in bullet format with no more than one single spaced typewritten page, unless otherwise required.

(c) (Added)(DAF) 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.

(2) (Added)(DAF) Recommendations requiring the Secretary of the Air Force approval should be submitted through the employee's chain of command and endorsed by the commander or vice commander of the MAJCOM, DRU or FOA. Forward complete recommendation packages as follows.

(3) (Added)(DAF) Political Appointees, Career Civilian Senior Executive Employees, Non-Career Civilian Senior Executive Employees and Schedule C Employees. Forward nominations electronically to SAF/AAR via the Task Management Tool.

(4) (Added)(DAF) General Schedule (GS) 15 Employees and below. Forward nominations electronically to AFPC/DP1SP at [afpc.dp1ssp.recognitionprocess@us.af.mil](mailto:afpc.dp1ssp.recognitionprocess@us.af.mil).

**4. (Added)(DAF) DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE.**

Established by the Secretary of the Air Force to recognize an individual or group for exceptionally meritorious service of major significance to the Air Force in the performance of duties in a manner clearly exceptional to others. This award is the highest recognition granted to an individual or group within the Air Force. Civilians are not eligible for this award at retirement. (T-1). Nominations must be submitted within six months of the desired presentation.

a. (Added)(DAF) Eligibility. An individual or group of civilian employees who have performed their assigned duties for at least one year in a manner that resulted in a profound Air Force-wide impact to programs or projects, as documented by development of improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements or benefits to the government are eligible. Although not required, nominees should have previously received the Meritorious Civilian Service Award.

b. (Added)(DAF) Approval Authority. Secretary of the Air Force.

(Added)(DAF) Figure 2. Decoration for Exceptional Civilian Service.



c. (Added)(DAF) Award Description. A gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves. The ribbon is dark blue silk with three dotted golden-orange lines in the center. An illustration of the medal is provided at Figure 2.

(1) (Added)(DAF) Recipients are presented a miniature medal, gold colored lapel emblem and DAF Form 1310, *Department of the Air Force Exceptional Civilian Service Award Certificate*, available through Air Force e-Publishing (<http://www.e-publishing.af.mil>).

(2) (Added)(DAF) The emblem with a ruby indicates second award of the Decoration for Exceptional Civilian Service.

(3) (Added)(DAF) The emblem with a diamond indicates receipt of more than two Decoration for Exceptional Civilian Service.

(4) (Added)(DAF) The servicing civilian personnel section provides the medal set (National Stock Number (NSN) #8455-00-965-4763) and the miniature medal (#8455-00-546-6108). The gold-colored emblem with a ruby NSN #8455-00-890-1868 and the gold-colored emblem with a diamond NSN #8455-00-848-5237 are available through the Defense Supply System.

5. (Added)(DAF) **OUTSTANDING CIVILIAN CAREER SERVICE AWARD**. Recognize outstanding career service meriting recognition at the time of retirement.

a. (Added)(DAF) **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.

b. (Added)(DAF) Approval Authority. Reference Table 4.

(Added)(DAF) Figure 3. Outstanding Civilian Career Service Award.



c. (Added)(DAF) Award Description. A bronze-colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. The ribbon is white, trimmed in maroon, with three maroon strips in the center. An illustration of the medal is provided at Figure 3.

(1) (Added)(DAF) A bronze-colored lapel emblem and DAF Form 2856, *Outstanding Civilian Career Service Award*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

(2) (Added)(DAF) The approval authority provides the medal set (NSN #8455-01-187-0127); available through the Defense Supply System.

6. (Added)(DAF) **AIR FORCE CIVILIAN AWARD FOR VALOR**. Recognize an act of heroism with voluntary risk of personal safety in the face of danger, either on or off the job.

a. (Added)(DAF) **Eligibility**. Civilian employees who exhibited great courage and voluntarily risked personal safety beyond the call of duty, such as approaching or entering a burning aircraft in an attempt to rescue trapped victims. Submit the nomination through proper channels. Submit the nomination through the proper directorate (i.e., Secretary of the Air Force Decorations Board or SAF/AA) to the Secretary of the Air Force within six months of the desired presentation.

b. (Added)(DAF) Approval Authority. Secretary of the Air Force.

(Added)(DAF) Figure 4. Air Force Civilian Award for Valor.



c. (Added)(DAF) Award Description. A gold-colored medal bearing the Air Force thunderbolt on an equilateral triangle surmounted by the Air Force 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 4.

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

(2) (Added)(DAF) An optional honorarium up to \$1,000 may accompany this award at the unit’s discretion.

(3) (Added)(DAF) The servicing civilian personnel section provides the medal set (NSN #8455-00-965-4718); available through the Defense Supply System.

7. (Added)(DAF) **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.

a. (Added)(DAF) **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.

b. (Added)(DAF) Approval Authority. Reference Table 4.

(Added)(DAF) Figure 5. Meritorious Civilian Service Award.



c. (Added)(DAF) Award Description. A sterling silver medal bearing the Air Force 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.

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

(2) (Added)(DAF) The emblem with a ruby indicates receipt of more than one meritorious award.

(3) (Added)(DAF) The servicing civilian personnel section provides the medal set (NSN #8455-00-571-8782), the miniature medal (NSN #8455-00-914-1851), and silver lapel emblem with Ruby (NSN #845501-122-2125); available through the Defense Supply System.

8. (Added)(DAF) **COMMAND CIVILIAN AWARD FOR VALOR**. Recognizes

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 Air Force Civilian Award for Valor. Submit through proper channels to the MAJCOM within six months of presentation ceremony.

a. (Added)(DAF) 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.

b. (Added)(DAF) Approval Authority. Reference Table 4.

(Added)(DAF) Figure 6. Command Civilian Award for Valor.



c. (Added)(DAF) Award Description. A sterling silver medal bearing the Air Force thunderbolt on equilateral triangle surmounted by the Air Force 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 6.

(1) (Added)(DAF) A sterling silver lapel emblem and DAF Form 1307, *Department of the Air Force Command Civilian Award for Valor*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

(2) (Added)(DAF) An optional honorarium up to \$500 may accompany this award.

(3) (Added)(DAF) The servicing civilian personnel section provides the medal set (NSN #8455-00-965-4714); available through the Defense Supply System.

9. (Added)(DAF) EXEMPLARY CIVILIAN SERVICE AWARD. Recognizes an individual or group for clearly outstanding service supporting a command mission for at least one year for a single act that significantly contributed to command mission.

a. (Added)(DAF) 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.

b. (Added)(DAF) Approval Authority. Reference Table 4.

(Added)(DAF) Figure 7. Exemplary Civilian Service Award.



c. (Added)(DAF) Award Description. A bronze-colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. The ribbon is edged with green with three red stripes in the middle, bordered by light blue and white. An illustration of the medal is provided at Figure 7.

(1) (Added)(DAF) A miniature medal, bronze-colored lapel emblem, and DAF Form 3517, *Department of the Air Force Exemplary Civilian Service Award Certificate*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

(2) (Added)(DAF) The approval authority provides the certificate and medal set (NSN #8455-01-344-8740); available through the Defense Supply System.

10. (Added)(DAF) **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.

a. (Added)(DAF) **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.

b. (Added)(DAF) Approval Authority. Reference Table 4.

(Added)(DAF) Figure 8. Air Force Civilian Achievement Award.



c. (Added)(DAF) Award Description. A pewter-colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. The ribbon has three sets of four vertical stripes of silver gray on an ultramarine blue background. An illustration of the medal is provided at Figure 8.

(1) (Added)(DAF) A miniature medal, pewter-colored lapel emblem, and DAF Form 4300, *Air Force Civilian Achievement Award Certificate*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

(2) (Added)(DAF) The approval authority provides certificate and medal set (NSN # 8455-01-4967-146); available through the Defense Supply System.

(Added)(DAF) Table 4. 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>	Outstanding Civilian Career Service Award	Meritorious Civilian Service Award	Command Civilian Award for Valor	Exemplary Civilian Service Award	Air Force Civilian Achievement Award
<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,</b>		X		X	X

<b>and civilian equivalent)</b>					
<b>MAJCOM/Field Command commander, deputy commander or vice commander; and Air National Guard director and deputy director</b>	<b>X</b> <b>(see note 4)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>MAJCOM/Field Command director, head of staff office, deputy chief of staff (colonel and above) and civilian director equivalent; and Air National Guard chief Air directorate staff</b>		<b>X</b>		<b>X</b>	<b>X</b>
<b>Numbered Air Force, DRU, FOA, and Center commander and civilian director equivalent</b>	<b>X</b> <b>(see note 4)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Numbered Air Force, DRU, FOA, and Center vice commander (colonel and above) and civilian director equivalent</b>		<b>X</b>		<b>X</b>	<b>X</b>
<b>Joint and combined task force Commander, Air Force Component Commander (major general and above) and civilian director equivalent</b>		<b>X</b>		<b>X</b>	<b>X</b>
<b>Wing commander (colonel and above) and civilian director equivalent</b>	<b>X</b> <b>(see note 5)</b>	<b>X</b>	<b>X</b> <b>(see note 5)</b>	<b>X</b>	<b>X</b>
<b>Wing vice commander (colonel and above) and civilian director equivalent</b>		<b>X</b>		<b>X</b>	<b>X</b>
<b>Group commander and vice commander (colonel and above,</b>				<b>X</b>	<b>X</b>

and civilian equivalents)					
State Adjutants General		X		X	X
Group Commander and civilian director equivalent				X	X
Group (or equivalent) commander and deputy commander and civilian equivalent (regardless of grade)		X (see note 6)			
Squadron commander and civilian director equivalent				X (see note 6)	X (see note 6)

**Notes:**

1. The Secretary of the Air Force’s approved delegations are outlined in the table above and applies to Department of the Air Force officers and civilian leaders, to include United States Space 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). In accordance with DAFI33-360\_DAFGM2021-01, dated 21 July 2021, this includes United States Space Force Field Command equivalents.
5. This approval authority must be delegated by the MAJCOM/Field Command commander.
6. This authority may not be further delegated.

APPENDIX 4 TO ENCLOSURE 3

SPECIALIZED DECORATIONS OR AWARDS

1. ARMED FORCES CIVILIAN SERVICE MEDAL

a. This medal is awarded to recognize the contributions and accomplishments of DoD civilian employees directly supporting the Military Services that are engaged in military operations of a prolonged humanitarian or peacekeeping nature.

b. Eligibility for this medal is aligned as closely as practicable to that of the Armed Forces Service Medal for Service members. All other eligibility and qualifying requirements having been met, this medal may only be awarded to a civilian employee directly supporting a military operation that has been authorized the Armed Forces Service Medal for Service members.

c. DoD Components are responsible for establishing administrative procedures, purchasing medal stock, creating an accompanying certificate, approving the medal, and maintaining records.

d. Further information may be obtained from the DoD Component's awards policy office or awards regulation.

**e. (Added)(DAF) General. The Deputy Secretary of Defense approved the establishment of the Armed Forces Civilian Service Medal on 22 August 1997. The medal was authorized to be awarded to Department of Defense civilian employees who provided direct support after 1 June 1992 to a date to be determined.**

**f. (Added)(DAF) Specific. Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is for less than 30 days in duration) in a military operation awarded the Armed Forces Service Medal or for 60 non-consecutive days in an Armed Forces Service Medal operation. This support requires the employee to enter the area(s) of eligibility.**

**(1) (Added)(DAF) Civilian employees who meet the definition of "employee" under Title 5 of the United States Code, Section 2105 (include employees of non-appropriated activities) and direct hire foreign nationals are eligible to receive the medal.**

**(2) (Added)(DAF) Direct support is defined as services provided to participating military activities of the Armed Forces in a military operation awarded the Armed Forces Service Medal, but only if the employee actually enters the designated area of eligibility.**

**(3) (Added)(DAF) A contribution to or support of an Armed Forces Service Medal military operation by employees assigned to remotely located activities, (e.g., outside the areas of eligibility), is not justification for award of the Armed Forces Civilian Service Medal. Such performance or contribution, if merited, may be acknowledged by other**

appropriate recognition.

(4) (Added)(DAF) Award of the Armed Forces Civilian Service Medal does not preclude granting other awards if the employee's contribution to the designated operation is as significant or extraordinary as to merit additional recognition.

(5) (Added)(DAF) The list of military operations authorized the Armed Forces Service Medal can be obtained from the military personnel flights.

g. (Added)(DAF) Approving Authority. Wing commander (colonel and above, and civilian equivalents).

h. (Added)(DAF) Subsequent Awards. No more than one medal may be awarded to any one civilian employee. Participation in subsequent military operations may be acknowledged with an AF Form 3034, *Certificate of Commendation*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), and/or a 3/16 Bronze Service Star (NSN #8455-00-082-6136); available through Defense Supply System.

i. (Added)(DAF) Award Description. It is a bronze medal bearing on the obverse a demi-torch (as on the Statue of Liberty) on a burst of rays, encircled at the top by a scroll inscribed "SUPPORTING FREEDOM" and entirely enclosed by a laurel wreath. On the reverse, three crossed arrows point up with the inscription "ARMED FORCES CIVILIAN SERVICE MEDAL." The medal is suspended from a ribbon of green, medium blue, and gold. There is a corresponding lapel pin. The medal set, consisting of the large medal and lapel pin, is currently available through the Defense Supply System (NSN #8455-01-452-5330).

## 2. SECRETARY OF DEFENSE MEDAL FOR THE DEFENSE OF FREEDOM

a. General. This medal, known as the Defense of Freedom Medal (DFM), was created to recognize and honor DoD civilian employees who were killed or wounded during the terrorist attacks of September 11, 2001. Criteria have been expanded to include qualified recipients whose contributions have occurred subsequent to September 11, 2001, but are still in support of the qualifying activities. The award of this medal acknowledges the fidelity and essential service of the DoD civilian workforce killed or wounded during the performance of their official duties and is to be awarded to recognize future sacrifices of DoD employees.

(1) Eligibility is aligned as closely as practicable to that of the Purple Heart for Service members.

(2) DoD Component heads have the authority to approve the DFM for their respective employees. The USD(P&R) has discretionary authority to approve the medal for certain qualifying non-DoD personnel. The USD(P&R) hereby re-delegates the authority to approve the DFM for certain qualifying non-DoD personnel to the Component heads.

(3) The medal itself may be awarded only once; however, for subsequent events that would require the award of the medal, DoD Components are authorized to select and procure an appropriate device to be worn with or on the medal.

(4) DoD Components are responsible for establishing administrative procedures, purchasing medal stock, creating an accompanying certificate, approving the medal, and maintaining records.

b. Eligibility. The DFM and certificate is awarded to any DoD civilian employee meeting the definition of “employee” in accordance with chapter 21 of Reference (e) and who is eligible for an award in accordance with this volume under conditions for which a Service member would be eligible to receive the Purple Heart Certificate. The DFM and certificate may also be awarded to non-DoD personnel employed as contractors supporting DoD missions who are otherwise qualified to be awarded the medal based on their involvement in DoD activities.

c. Certificate. Under the name of the recipient, the DFM certificate includes:

(1) The statement, “For wounds received in service to our Nation on (date), in (location), while assigned to (agency).”

(2) The word “Posthumously,” if applicable.

(3) A description of the medal that states, “The medal symbolizes the principle of freedom on which our country was founded. The ribbon’s red stripes commemorate the valor and sacrifice of those who have served our country. The blue stripe represents the strength of our Nation. The white stripes represent liberty as depicted in our Nation’s flag.”

**(4) (Added)(DAF) The award consists of a Medal Set (NSN #8455-01-490-1004) available through the Defense Supply System and DAF Form 4301, *Secretary of Defense Medal for the Defense of Freedom*, available through the Air Force e-Publishing (<http://www.e-publishing.af.mil>).**

**d. (Added)(DAF) Approval Authority.**

**(1) (Added)(DAF) Air Force Civilians Employees: The Air Force Purple Heart Review Board. Nominations must be submitted through command channels to AFPC/DP1SP. During combat operations this authority may be further delegated by the Secretary of the Air Force to the numbered Air Force or Air Force component commander for the combat area.**

**(2) (Added)(DAF) Non-Department of Defense Personnel: Secretary of the Air Force. Nominations will be processed through command channels to AFPC/DP1SP. AFPC/DP3SP will obtain an endorsement from the Air Force Purple Heart Review Board prior to submission to HAF.**

**e. (Added)(DAF) Subsequent Awards. The 3/16 Bronze Star device (NSN #8455-00-082-6136) is worn with or on the medal to represent subsequent awards of the Defense Freedom Medal. Not more than one Defense Freedom Medal or device will be awarded for more than one wound or injury received in the same hostile incident. (T-0).**

3. SECRETARY OF DEFENSE MEDAL FOR THE GLOBAL WAR ON TERRORISM (GWOT)

a. General. The GWOT is the civilian equivalent of the GWOT Expeditionary Medal (GWOTEM) awarded to Service members. This medal is awarded to recognize the contributions of the DoD civilian workforce who, on or after September 11, 2001, participated abroad in direct support of a U.S. military GWOT operation in a designated geographic location approved for award of the GWOTEM, or for a similar operation and location for which a separate military campaign medal was awarded (e.g., Afghanistan Campaign Medal). The GWOT Medal may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased employee's family.

b. Eligibility. The medal may be awarded only to civilian employees of the DoD and only for operations awarded the GWOTEM or similar campaign medal for military personnel. The GWOT Medal may not be awarded to contractor personnel.

(1) An employee may only be awarded the GWOT Medal once, and may not be awarded both the GWOT and Armed Forces Civilian Service medals for the same operation.

(2) A contribution to or support of a GWOT military operation by employees assigned to remotely located activities (e.g., outside the areas of eligibility) is not justification for award of the GWOT Medal. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

c. Criteria. Eligibility criteria for the medal are aligned as closely as practicable with that of the GWOTEM for Service members.

(1) Areas of Eligibility. The areas of eligibility are the same as designated for approved GWOTEM military operations or other similar operations for which a separate military campaign medal was awarded to military personnel.

(a) The foreign territory on which military troops have actually landed or are present and specifically deployed for operation.

(b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation.

(c) The air space above and adjacent to the area in which operations are being conducted.

(2) Qualifying Operations. Significant U.S. military activities awarded the GWOTEM or other similar significant U.S. activities for which a separate military campaign medal was awarded to military personnel.

(3) Direct Support. The GWOT Medal is a theater award and is authorized for all civilian employees who meet the eligibility criteria. Direct support requires that the employee actually enter the designated area of eligibility for the qualifying duration. Under no circumstances are personnel



in the United States eligible for the medal. Employees must:

(a) Be engaged in direct support for 30 consecutive days in an area of eligibility in a military operation (or the full period when the operation is fewer than 30 days duration);

(b) Be engaged in direct support for 60 non-consecutive days in a combat zone provided this support involves the employee entering the areas of eligibility; or

(c) Regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support in the designated operation.

(4) Procedures. DoD Components are responsible for establishing administrative procedures, purchasing medal stock, creating an accompanying certificate, approving the medal, and maintaining records.

**(a) (Added)(DAF) The list of military operations authorized the Global War on Terrorism Expeditionary Medal and other similar campaign medals can be obtained from the military personnel flights.**

**(b) (Added)(DAF) The servicing civilian personnel section will verify entitlement to the Secretary of Defense Medal for the Global War on Terrorism using Contingency/Exercise/Deployment orders with paid travel vouchers, decoration citations/orders, or other documentation acceptable by the civilian personnel section. Upon verification, the civilian personnel section will update employee's personnel record.**

**(5) (Added)(DAF) Award Description. The statue of freedom represents the ultimate goal of operations in support of the Global War on Terrorism. The laurel branches symbolize honor and achievement. The five stars allude to the military service, and the triangle, which is the traditional symbol of civilian service, denotes support. The spears enclose and defend "Freedom" and allude to support for military service. The ribbon, medium blue is the color associated with the Department of Defense. Gold represents excellence and achievement. Black and red symbolize the threat and danger of terrorism. Red, White and Blue, our National colors, are for patriotism and the love of freedom. The medal set includes a medal and lapel pin which is available through the Defense Supply System (NSN #8455-01-545-7149). There is no official Department of Defense certificate to accompany the medal.**

APPENDIX 5 TO ENCLOSURE 3

DOD – LEVEL HONORARY AWARDS FOR PRIVATE CITIZENS

1. DEPARTMENT OF DEFENSE DISTINGUISHED PUBLIC SERVICE AWARD

a. General. The Department of Defense Distinguished Public Service Award is the highest honorary award presented by the DoD to private citizens and foreign nationals.

(1) The award recognizes those who have performed exceptionally distinguished service of significance to the DoD as a whole, or service of such exceptional significance to a DoD Component or function that recognition at the Component level is insufficient. The nominee may have rendered service or assistance at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.

(2) To be eligible, the nominee must be an individual who does not derive his or her principal livelihood from the federal government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration.

b. Additional Information. Further information on eligibility, criteria, and nominating procedures may be found in Reference (n).

2. SECRETARY OF DEFENSE OUTSTANDING PUBLIC SERVICE AWARD

a. General. The Secretary of Defense Outstanding Public Service Award is the second highest award presented by the Secretary of Defense to non-career federal employees, private citizens, and foreign nationals.

(1) The award recognizes contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award.

(2) To be eligible, the nominee must be an individual who does not derive his or her principal livelihood from the federal government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration.

b. Additional Information. Further information on eligibility, criteria, and nominating procedures may be found in Reference (n).

**3. (Added)(DAF) SECRETARY OF THE AIR FORCE DISTINGUISHED PUBLIC SERVICE AWARD.**

a. **(Added)(DAF) General**. Established to recognize private citizens who provide

distinguished public service to the Air Force which translates into substantial contributions to the accomplishment of the Air Force mission. This is the Air Force's highest public service award bestowed to private citizens by the Secretary of the Air Force.

b. (Added)(DAF) Eligibility. The Secretary of the Air Force Distinguished Public Service award is awarded to private citizens not employed by the Air Force, and who have personally made a profound contribution on the National Level, and which represents substantial progress to the Air Force mission. The service performed must be of major significance that other forms of public service recognition may be inadequate. Such private citizens cannot be in a commercial or profit-making relationship with the Department of the Air Force.

c. (Added)(DAF) Process. Forward documentation of nominee's highly significant service with the nomination. A biographical sketch and cover letter, signed by the MAJCOM Commander or equivalent, must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication or remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force. It must contain the individual's permanent home address, previous U.S. decorations, if any, authority for the decoration, and inclusive service dates. The nomination package must also include a one-page written recommendation describing specific accomplishments, with an attached citation. Nominations should be submitted 90 calendar days before presentation, electronically to: MAJCOM, DRU and FOAs submit to AFPC/DP1SP and HAF offices submit nominations to SAF/AAR.

d. (Added)(DAF) Approval Authority. Secretary of the Air Force.

e. (Added)(DAF) Award Description. A gold medal and lapel pin with accompanying certificate. The medal is a gold disk, 1-3/8 inches (3.49cm) in diameter charged with Hap Arnold Wings with the inscription above, "Distinguished Public Service" and below the base, two sprigs of laurel. The Hap Arnold wings represent the origin of air power; the sprigs of laurel denote honor and achievement. A decoration medal set and lapel pin, will be provided upon approval with a certificate signed by the Secretary of the Air Force and Chief of Staff of the Air Force. The certificate, DAF Form 4444 is produced by AFPC/DP1SP.

#### **4. (Added)(DAF) CHIEF OF STAFF OF THE AIR FORCE AWARD FOR EXCEPTIONAL PUBLIC SERVICE.**

a. (Added)(DAF) General. Established to pay tribute to private citizens for their sustained unselfish dedication, contributions and exceptional support to the Air Force.

b. (Added)(DAF) Eligibility. The Chief of Staff of the Air Force Award for Exceptional Public Service is awarded, at the request of the MAJCOM commander or MAJCOM civilian leader, to private citizens or organizations not employed by the Air Force who meet the following criteria:

(1) (Added)(DAF) Embodies dedication, patriotism and personal sacrifice, which has resulted in significant contributions to the Air Force.

(2) (Added)(DAF) Demonstrates exceptional leadership and provides for the safety and welfare of Air Force personnel.

(3) (Added)(DAF) Projects positive community relationships which, in turn, has fostered positive mission accomplishments.

(4) (Added)(DAF) Are not in a commercial or profit-making relationship with the Department of the Air Force.

c. (Added)(DAF) Process. Headquarters Air Force, MAJCOM, Direct Reporting Unit, or Field Operating Agency commander or comparable official may nominate an individual or organization for this award. A written cover letter and biography, not to exceed one page, describing the sustained public service is submitted to AFPC/DP1SP. Upon approval, the applicable MAJCOM will present, during an official ceremony, an official engraved Air Force trophy honoring the award recipient. AFPC/DP1SP will provide the official trophy upon request. Nomination may be submitted at any time, but at least 90 calendar days before presentation.

d. (Added)(DAF) Approval Authority. Secretary of the Air Force or Chief of Staff of the Air Force.

5. (Added)(DAF) EXCEPTIONAL SERVICE AWARD.

a. (Added)(DAF) General. Established by the Secretary of the Air Force on 30 August 1948, to pay tribute to private citizens (U.S. or foreign) for exceptional service to the Air Force or for an act of heroism involving voluntary risk of life.

b. (Added)(DAF) Eligibility.

(1) (Added)(DAF) Awarded to private citizens (U.S. and foreign) not employed by the Air Force.

(2) (Added)(DAF) Awarded at the time of retirement to the spouse of the Chief of Staff of the Air Force, Vice Chief of Staff of the Air Force, Chief Master Sergeant of the Air Force, all 4-star general officers (regardless of the military member's position at retirement), and MAJCOM commander in the rank of lieutenant general.

(3) (Added)(DAF) Services must have been completely voluntary and performed as a public service or by patriotic motivation with no implication of financial or other remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force (to include contractors) with this award.

c. (Added)(DAF) Process. Forward recommendations through appropriate command channels to AFPC/DP1SP.

(1) (Added)(DAF) Recommendations consist of a one-page signed narrative justification which states the services were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force; a proposed citation; and a short biography. Each recommendation must also contain endorsement from a Headquarters Air Force, MAJCOM, Direct Reporting Unit, or Field

Operating Agency commander or comparable official.

(2) (Added)(DAF) Recommendations for foreign nationals must include a biography, coordination with the U.S. Defense Attaché Office of the country concerned, and a statement that the awards policy of the foreign country does not preclude presentation of the award.

d. (Added)(DAF) Award Description. A gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves. The ribbon is dark blue silk with three dotted golden-orange lines in the center.

(1) (Added)(DAF) A medal set consisting of a full medal, miniature medal and gold colored lapel emblem, and an DAF Form 2266, *Department of the Air Force Exceptional Service Award*, will accompany this award. The medal set (NSN #8455-00-965-4763) is available through the Defense Supply System.

(2) (Added)(DAF) A duplicate medal set is presented for the second and subsequent awards of the Exceptional Service Award, except the gold colored lapel emblem has a two-point diamond stone.

(3) (Added)(DAF) Furnish a miniature medal and certificate at the time of award to foreign civilians.

e. (Added)(DAF) Approval Authority. Secretary of the Air Force Decorations Board.

6. (Added)(DAF) AIR FORCE SCROLL OF APPRECIATION.

a. (Added)(DAF) General. Established to recognize meritorious achievement or service rendered to any Air Force activity or for acts of courage that do not meet the Exceptional Service Award risk of life requirements.

b. (Added)(DAF) Eligibility. The Air Force Scroll of Appreciation is awarded to U.S. or foreign civilians, groups, and organizations, not employed by the U.S. government, for meritorious achievement or service rendered to any Air Force activity or for acts of courage that do not meet the Exceptional Service Award risk of life requirements. It also may be awarded to spouses of MAJCOM commanders upon the general's permanent change of station.

c. (Added)(DAF) Process. Forward recommendations through appropriate command channels to AFPC/DP1SP.

(1) (Added)(DAF) Recommendations consist of a one-page signed narrative justification which states the services were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force; a proposed citation; and a short biography. Each recommendation must also contain endorsement from a Headquarters Air Force, MAJCOM, Direct Reporting Unit, or Field Operating Agency commander or comparable official.

(2) (Added)(DAF) Recommendations for foreign nationals must include a biography, coordination with the U.S. Defense Attaché Office of the country concerned, and a statement that the awards policy of the foreign country does not preclude presentation of the award.

d. (Added)(DAF) Award Description. The Air Force Scroll of Appreciation consists of a certificate. Prior to presentation, commanders shall mat the Air Force Scroll of Appreciation and place it in a frame with a glass cover. The color of the matting, type and size of the frame are at the discretion and expense of the nominating commander and may be paid for using the organization's international merchant purchasing authorization card (i.e., International Merchant Purchase Authorization Card).

e. (Added)(DAF) Approval Authority. Secretary of the Air Force Decorations Board.

7. (Added)(DAF) COMMANDER'S PUBLIC SERVICE AWARD.

a. (Added)(DAF) General. Recognize service or achievements which contribute significantly to the accomplishment of the mission of an Air Force activity, command, or staff agency.

b. (Added)(DAF) Eligibility. Citizens of entities (groups, business firms or organizations) not employed by the Department of Air Force, who have assisted with specific achievements, major unit projects or helped a unit reach major milestones, or who have provided support to the base or unit over a set and limited period of time. Service must clearly demonstrate specific examples of how the citizen's dedication and commitment significantly contributed to the improvement of conditions for base personnel, facilities or mission. Air Force policy expressly prohibits recognizing individuals or entities in a commercial or profit-making relationship with the Department of Defense (to include contractors) with this award. A civic leader may only receive this award once every five years. Examples of achievements include, but are not limited to:

(1) (Added)(DAF) Significant achievements which resulted in significant savings of time, manpower, or money to the government.

(2) (Added)(DAF) Achievement and effort in the areas of humanitarian efforts, mission impact, unit facilities, and/or support of unit personnel.

(3) (Added)(DAF) Personal time and/or resources expended that helped achieve a successful project outcome.

c. (Added)(DAF) Process. Any Air Force employee may nominate a non-Air Force individual for this award.

(1) (Added)(DAF) At a minimum, nominations will include:

(a) (Added)(DAF) AF Form 1768 or electronic staff summary sheet. Describe the specific accomplishments in bullet format, not to exceed one page.

(b) (Added)(DAF) Narrative Justification. A one-page written recommendation describing specific accomplishments, with an attached citation.

(c) (Added)(DAF) **Citation.** Should be written in third person and include organization, installation, dates of the award period for which recommended, and a statement of achievement.

(2) (Added)(DAF) The nomination must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication to remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force.

(3) (Added)(DAF) Submitted the nomination at least 60 days prior to the desired presentation date.

d. (Added)(DAF) **Approving Authorities.**

(1) (Added)(DAF) MAJCOM commander, vice commander or deputy command, civilian leader equivalent.

(2) (Added)(DAF) Any commander in the rank of colonel and above, and equivalent civilian leaders.

(3) (Added)(DAF) Principal officials of Headquarters Air Force.

(4) (Added)(DAF) General officers or career civilian senior employees.

e. (Added)(DAF) **Award Description.** A silver medal, 1-3/8" in diameter, terrestrial globe, grid-lined and charged with the winged logo of the Air Force with the inscription "COMMANDER'S PUBLIC SERVICE AWARD" above, and, in the base, two sprigs of laurel. The medal set (NSN #8455-01-540-5289) consists of the medal and lapel pin and is available through the Defense Supply System. DAF Form 4340, *Commander's Public Service Award*, will accompany the award; available through Air Force E-Publishing (<http://www.e-publishing.af.mil>).

**8. (Added)(DAF) RECOGNIZING LOCAL COMMUNITY OR CIVIC OFFICIALS (NON-FEDERAL EMPLOYEES).**

a. (Added)(DAF) **General.** When local business persons and civic officials offer significant services or contributions to the installation and the Air Force, commanders may recognize these non-Federal persons using AF Form 3033 or the Commander's Public Service Award.

b. (Added)(DAF) **Restriction.** It is Department of Defense policy to not recognize private citizens or private entities that have a commercial or profit-making relationship with Department of Defense, unless the contribution is substantially beyond that specified or implied in the terms of the contract establishing the relationship, or the recognition is in the public interest.

**(Added)(DAF) APPENDIX 6 TO ENCLOSURE 3**

**(Added)(DAF) OTHER AIR FORCE RECOGNITION**

**1. (Added)(DAF) LENGTH OF SERVICE RECOGNITION.**

**a. (Added)(DAF) General. Recognize 10, 20, 30, 40, 50, 60 and 70 years of creditable Federal service, if at least five years were spent in civilian service.**

**b. (Added)(DAF) Eligibility.**

**(1) (Added)(DAF) Air Force civilian employees and foreign national employees may receive length of service recognition.**

**(2) (Added)(DAF) Creditable Federal service is determined by the employee's service computation date for leave. It may include both civilian service and all honorable military service creditable for leave. Federal service as a military member that led to formal military retirement is considered appropriately recognized at the time of retirement.**

**c. (Added)(DAF) Process. Approval authorities and civilian personnel sections will pull a monthly report to determine eligible employees in advance to ensure a timely presentation. Provide a copy of the signed certificate to the servicing civilian personnel section to update Defense Civilian Personnel Data System.**

**d. (Added)(DAF) Approval Authority.**

**(1) (Added)(DAF) 10 Year Length of Service Certificate: Headquarters Air Force Assistant Secretaries, Deputy Assistant Secretaries, Deputy Chiefs of Staff, Assistant Deputy Chiefs of Staff, and Directors; and MAJCOM, Center, Numbered Air Force, Direct Reporting Unit, Field Operating Agency, Wing, Group, and Squadron commanders, deputy commanders, vice commanders and directors. Headquarters Air Force and MAJCOM approvals may be further delegated to Division Chiefs.**

**(2) (Added)(DAF) 20 Year Length of Service Certificate: HAF Assistant Secretaries, Deputy Assistant Secretaries, Deputy Chiefs of Staff, Assistant Deputy Chiefs of Staff, and Directors; and MAJCOM, Center, Numbered Air Force, Direct Reporting Unit, Field Operating Agency, Wing, Group, and Squadron commanders, deputy commanders, vice commanders and directors.**

**(3) (Added)(DAF) 30 Year Length of Service Certificate: Headquarters Air Force Assistant Secretaries, Deputy Chiefs of Staff, and Directors; and MAJCOM, Center, Numbered Air Force, Direct Reporting Unit, Field Operating Agency, Wing, and Group commanders, deputy commanders, vice commanders and directors.**

**(4) (Added)(DAF) 40 Year Length of Service Certificate: Headquarters Air Force Assistant Secretaries and Deputy Chiefs of Staff (lieutenant general and above, and civilian**



equivalents); and MAJCOM commanders. MAJCOM commanders may further delegate approval to their deputy commanders within the MAJCOM.

(5) (Added)(DAF) 50, 60 and 70 Year Length of Service Certificates: Secretary of the Air Force and Under Secretary of the Air Force. Do not further delegate this authority.

(a) (Added)(DAF) Requests should be submitted through command channels to AF/A1C ([usaf.pentagon.af-a1.mbx.af-a1c@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1c@mail.mil)) at least 60 calendar days before the presentation ceremony. At a minimum, nomination packages should include:

(b) (Added)(DAF) At a minimum, nomination packages should include:

(1) (Added)(DAF) Cover memorandum signed by the Executive to the Headquarters Air Force secretariat and deputy chief of staff or the Director of Personnel at MAJCOM, numbered Air Force, center, Direct Reporting Unit, or Field Operating Agency. The memorandum should include the employee's name, organizational address, service computation date, go-by name, and a statement that reads, "I verify that the official record of (name of nominee) does not contain any disciplinary or adverse action pending that reflects unfavorably on the Federal service deserving recognition."

(2) (Added)(DAF) Employee's biography.

e. (Added)(DAF) Award Description. An illustration of the pins is provided at Figure 9.

(1) (Added)(DAF) AF Form 3589, *10-Year Length of Service*, and pin (NSN #8455-01-388-5616); the certificate for foreign national employees is AF Form 3589-1.

(2) (Added)(DAF) AF Form 3590, *20-Year Length of Service*, and pin (NSN #8455-01-389-7401); the certificate for foreign national employees is AF Form 3590-1.

(3) (Added)(DAF) AF Form 3591, *30-Year Length of Service*, and pin (NSN #8455- 01-389-4393); the certificate for foreign national employees is AF Form 3591-1.

(4) (Added)(DAF) AF Form 3592, *40-Year Length of Service*, and pin (NSN #8455-01-389-0856); the certificate for foreign national employees is AF Form 3592-1.

(5) (Added)(DAF) AF Form 3593, *50-Year Length of Service*, and pin (NSN #8455- 01-388-5615); the certificate for foreign national employees is AF Form 3593-1.

(6) (Added)(DAF) Certificates and pins for 60 and 70-Year Length of Service are issued by Headquarters Air Force.

(Added)(DAF) Figure 9. Length of Service Pins.

10-Year Length of Service Pin	20-Year Length of Service Pin	30-Year Length of Service Pin	40-Year Length of Service Pin	50-Year Length of Service Pin	60-Year Length of Service Pin
					

**2. (Added)(DAF) LETTER OR CERTIFICATE OF COMMENDATION.**

**a. (Added)(DAF) General.**

(1) (Added)(DAF) Recognizes an employee for an unusual achievement or contribution that does not meet the criteria for other awards. Such situations include, but are not limited to: noteworthy accomplishments while on special assignment or during short periods when an unusual work situation or emergency exists; Air Force programs recognized by an outside organization to which the employee made a contribution that was significant; and exceptional participation in civic or professional activities related to official employment.

(2) (Added)(DAF) Supervisors give certificates and letters of commendation to employees. The supervisor annotates the employee’s Supervisor’s Employee Brief, with reference to the letter or certificate, and they are filed in the employee’s performance folder.

**b. (Added)(DAF) Eligibility. Civilian employees.**

**c. (Added)(DAF) Process. Use AF Form 3034, *Certificate of Commendation*, with a letter of commendation. Letters of commendation must contain a complete and concise description of the employee’s act, accomplishment, or service and identify position, title, organization, and dates. Commanders, Directors or civilian leaders (unit level and above) may sign certificates of commendation. Prepare letter and certificate (optional) and submit through proper channels within three months of desired presentation.**

**d. (Added)(DAF) Award Description. An AF Form 3034, available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.**

**3. (Added)(DAF) LETTER OR CERTIFICATE OF APPRECIATION.**

**a. (Added)(DAF) General.**

(1) (Added)(DAF) Recognizes individuals for a variety of accomplishments that do not fall under the performance awards category for an act, or service that is above average.

(2) (Added)(DAF) A letter or certificate of appreciation may be used at any time to:

(a) (Added)(DAF) Express appreciation to an employee for an above-average act or

service.

(b) (Added)(DAF) Recognize employee contributions to civic or professional activities normally expected in the performance of the job, such as speaking, participating in conferences, or other leadership activities.

b. (Added)(DAF) Eligibility. Air Force civilian employee.

c. (Added)(DAF) Process.

(1) (Added)(DAF) Prepare letter and certificate (optional). Submit the letter or certificate of appreciation through proper channels within three months of the desired presentation ceremony.

(2) (Added)(DAF) The employee's immediate supervisor, higher-level supervisor, or any person having knowledge of the service may sign the letter or certificate. The supervisor gives the letter or certificate to the employee.

(3) (Added)(DAF) Record and file a copy of the certificate or letter of appreciation in the supervisor's employee work folder. Do not file a copy in the electronic official personnel folder or the employee performance folder.

d. (Added)(DAF) Approval Authority. Official having knowledge of the act or service.

e. (Added)(DAF) Award Description. AF Form 3033, *Certificate of Appreciation*, available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

#### 4. (Added)(DAF) ENTITLEMENT TO UNIT AWARDS.

a. (Added)(DAF) General. Civilian employees are eligible for other types of recognition according to the governing regulation or instruction. Contractor employees affiliated with the unit are not to be recognized in any way if the unit receives a unit award.

b. (Added)(DAF) Process. Document The Joint Meritorious Unit Award, Air Force Outstanding Unit Award and Air Force Organizational Excellence Award in the Defense Civilian Personnel Data System.

c. (Added)(DAF) Award Description. Use lapel buttons exclusively to recognize Air Force civilians assigned or attached to units awarded a unit award and who contributed to the achievements of a cited unit. The lapel buttons are available through the Defense Supply System, and the unit is responsible for the purchase of the lapel buttons under:

(1) (Added)(DAF) Joint Meritorious Unit Award. NSN 8455-01-348-0488

(2) (Added)(DAF) Air Force Outstanding Unit Award. NSN 8455-00-891-8529

(3) (Added)(DAF) Air Force Organizational Excellence Award. NSN 8455-00-488-

5. (Added)(DAF) CERTIFICATE OF RETIREMENT AND RETIREE PIN.

a. (Added)(DAF) Signature authority. Headquarters Air Force (HAF) directors (colonel/O-6 or civilian equivalent, and above); MAJCOM director; and wing commander, vice commander, director; and directors at Direct Reporting Unit and Field Operating Agency.

b. (Added)(DAF) Award Description. DAF Form 342, *Retirement Certificate of Civilian Service*; DAF Form 342A, *Spouse Retirement Certificate of Civilian Service*; available thru Air Force e-Publishing (<http://www.e-publishing.af.mil>) and the retiree lapel pin (NSN 8455-01-345-2768) are available through the Defense Supply System.

6. (Added)(DAF) CIVILIAN SENIOR EXECUTIVE AIR FORCE LAPEL PIN.

a. (Added)(DAF) General. AF/CVXS distributes the appropriate version of this pin to newly appointed senior executive service employees (and equivalents) (e.g., Senior Level, Scientific and Professional, Defense Intelligence Senior Executive Service, and Defense Intelligence Senior Level members). Executives are encouraged to wear the pin as an indication of their position and rank. Requests should be submitted electronically to [usaf.pentagon.af-a1.mbx.af-a1ls-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1ls-workflow@mail.mil).

b. (Added)(DAF) Award Description. The silver colored three-dimensional rendering of the career civilian senior keystone logo. The keystone has been the career civilian senior executive symbol since its inception in 1979.

7. (Added)(DAF) SENIOR CIVILIAN (GS-15) PIN.

a. (Added)(DAF) General. The pin is provided by the local civilian personnel section for new GS-15s (or equivalents) and is presented during a promotion ceremony in recognition of holding a Senior Civilian position in the Air Force.

b. (Added)(DAF) Award Description. The Air Force eagle in front of a cloud with 15 scallops in its edge recognizes the valuable contributions made by Air Force senior civilians at the GS-15 and equivalent levels.

8. (Added)(DAF) HEADQUARTERS AIR FORCE STAFF LAPEL PIN.

a. (Added)(DAF) General. The pin provides distinct identification for all current and former civilian employees who have satisfactorily served on the Headquarters Air Force staff within the National Capital Region.

b. (Added)(DAF) Eligibility. Air Force employees assigned to the Headquarters Air Force or their Direct Report Units or Field Operating Agency within the National Capital Region are eligible to wear the Headquarters Air Force Staff lapel pin. Permanent wear of the pin is authorized for employees assigned or previously assigned to a qualifying position for at least 365 consecutive days.

c. (Added)(DAF) Procure. Purchase and wear of the pin is optional; available through Air Force Pentagon Services.

d. (Added)(DAF) Wear. When worn, the pin will be positioned on the wearers' left lapel/collar.

e. (Added)(DAF) Award Description. The pin incorporates symbolism from the Great Seal of the Department of the Air Force to include the predominant colors of ultramarine blue and gold, symbolizing the Air Force through transition from the Air Corps; a crest including the American Bald Eagle, which is the symbol of the United States and air striking power; a shield divided with the nebula line formation, representing clouds; and a heraldic thunderbolt, portraying striking power through the medium of air.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

<b>(Added)(DAF) AF</b>	<b>Air Force</b>
<b>(Added)(DAF) AFI</b>	<b>Air Force Instruction</b>
<b>(Added) (DAF) AFPD</b>	<b>Air Force Policy Directive</b>
CPDF	Central Personnel Data File
<b>(Added)(DAF) DAFI</b>	<b>Department of the Air Force Instruction</b>
DA&M	Director of Administration and Management
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DCPAS	Defense Civilian Personnel Advisory Service
DFM	Defense of Freedom Medal
DoD	Department of Defense
DoDD	Department of Defense Directive
<b>(Added)(DAF) DoDI</b>	<b>Department of Defense Instruction</b>
<b>(Added)(DAF) DRU</b>	<b>Direct Reporting Unit</b>
<b>(Added)(DAF) ESA</b>	<b>Exceptional Service Award</b>
<b>(Added)(DAF) FOA</b>	<b>Field Operating Agency</b>
<b>(Added)(DAF) GS</b>	<b>General Schedule</b>
GWOT	Global War on Terrorism
GWOTEM	GWOT Expeditionary Medal
<b>(Added)(DAF) HAF</b>	<b>Headquarters Air Force</b>
<b>(Added)(DAF) MAJCOM</b>	<b>Major Command</b>
<b>(Added)(DAF) NAF</b>	<b>Nonappropriated Fund</b>
<b>(Added)(DAF) NBG</b>	<b>National Guard Bureau</b>
<b>(Added)(DAF) NSN</b>	<b>National Stock Number</b>
OPM	Office of Personnel Management
<b>(Added)(DAF) OSD</b>	<b>Office of the Secretary of Defense</b>
<b>(Added)(DAF) OPR</b>	<b>Office of Primary Responsibility</b>
<b>(Added)(DAF) SAF/AA</b>	<b>Administrative Assistant to the Secretary of the Air Force</b>
<b>(Added)(DAF) SecAF</b>	<b>Secretary of the Air Force</b>
<b>(Added)(DAF) SF</b>	<b>Space Force</b>
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

**(Added)(DAF) WHS Washington Headquarters Service**

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this volume.

award. Defined in section 451.102 of Reference (d).

awards program. The specific procedures and requirements established in a Department of Defense Component for granting awards in accordance with part 451 of Reference (d) and this volume.

career civilian. An employee who has served 3 years of substantially continuous creditable service.

civilian officer. Defined in section 2104 of Reference (e).

creditable service. Defined in section 315.201 of Reference (d).

employee. Defined in section 2105 of Reference (e). Non-appropriated fund employees are included under this definition for the purpose of non-monetary awards in accordance with this volume.

**(Added)(DAF) group. Refer to the definition for team.**

intangible benefit. Savings to the government that cannot be measured in dollars.

monetary award. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

non-monetary award. An award in which the recognition device is not a cash payment or time off as an award but rather an award of a honorific value; e.g., a letter, certificate, medal, plaque, or item of nominal value.

quality step increase. An increase in an employee's rate of basic pay from one step or rate of the grade of his or her position to the next higher step of that grade or next higher rate within the grade.

tangible benefit. Savings to the government that can be measured in dollars.

**(Added)(DAF) team. A collection of people, organized for a common purpose, which is not constituted as an Air Force organization or unit.**

theater award. An award whose approval is contingent upon service in a military operation in a specified area.

time-off award. An award in which time off from duty is granted without loss of pay or charge to

leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.

**(Added)(DAF) uncommon tour of duty. Term as defined in Title 5 Code of Federal Regulations, Section 630.201. Means an established tour of duty that exceeds 80 hours of work in a biweekly pay period.**