

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

Figure 5.6. ECSA.



5.4.7. Air Force Civilian Achievement Award (CAA).

5.4.7.1. Purpose. To recognize clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The CAA can be granted while on detail or temporary assignment.

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

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

5.4.7.4. Approval Authority. Reference Table 5.1.

5.4.7.5. Award Description. A pewter-colored medal bearing the AF 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 5.7.

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

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