

Air Force Civilian Achievement Award

References are from AFI36-1004 dated 29 Aug 2016, Chapters 2 and 5 and Attachment 3.

2.6. Nomination Process.

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

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

2.6.3. Citations should address the local, command or AF-wide impact of the accomplishments. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable conversational language. Citations will be prepared IAW instructions in Attachment 3.

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.

A3.1. All nomination packages for civilian awards should be accomplished in accordance with this AFI. Citations should be prepared in Times New Roman (or comparable font), no lower than 10 pitch, in landscape format with 1 inch right and left margins. The award citation must meet printing requirements, should not exceed 9 lines and cannot contain more than 120 total characters per line. Do not use abbreviations, acronyms or quotations in a citation. To maintain consistency in preparing civilian award citations across the Air Force, the following opening and closing sentences will be used.

A3.2. Opening Sentence.

A3.2.1. The standard opening statement for honorary and monetary awards is:

A3.2.1.1. “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.”

A3.2.1.2. Exception: Valor awards will have only one inclusive date on the citation to reference the date of the specific act.

A3.3. Body of Citation:

A3.3.1. 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.

A3.3.2. The statement, “During this period / In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Donovan resulted in ...” or

A3.3.3. “Mr. /Ms. Employee’s outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of ...”

A3.4. Closing Sentence for Honorary Awards.

A3.4.5. **Exemplary Civilian Service Award/Air Force Achievement Award.** The statement, “The distinctive accomplishments of Mr. /Ms. Smith reflects credit upon himself/herself and the United States Air Force.”