

Outstanding Civilian Career Service Award (OCCSA)

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.

5.4.2. Outstanding Civilian Career Service Award (OCCSA).

5.4.2.1. Purpose. To recognize outstanding career service meriting recognition at the time of retirement.

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

5.4.2.4. Approval Authority: Reference Table 5.1.

5.4.2.5. Award Description: A bronze-colored medal bearing the AF 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 5.2.

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

5.4.2.5.2. The approval authority provides the medal set (Stock #8455-01-187-0127); available through the Defense Supply System. 4.2.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

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.

A3.2.2. **Outstanding Civilian Career Service Award.** The statement, “In recognition of his/her distinguished performance in support of the United States 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”

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.

A3.4.1. **Decoration for Exceptional Civilian Service.** The statement, “The distinctive accomplishments of Mr. /Ms. Carver reflects the highest credit upon himself/herself and the United States Air Force.”

A3.4.2. Outstanding Civilian Career Service Award.

A3.4.2.1. 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 United States Air Force.”

A3.4.2.2. Use the word “long” if length of service exceeds 30 years.