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**THE AIR FORCE CIVILIAN RECOGNITION
PROGRAM**

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This instruction describes a program to recognize the achievements of civilian employees and civilians not employed by the Department of Defense (DoD). It also applies to civilian employees of the Air Force Reserve Command and the Air National Guard, along with their subordinates. This instruction implements the requirements of the DoD 1400.25-M, Subchapter 451 (*Awards*) and Air Force Policy Directive (AFPD) 36-10, *Civilian Performance Management*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the Major Command (MAJCOM) publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. This publication requires the

collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 5, United States Code, Chapter 45; 10 U.S.C. 857 and 8013; and 5 CFR 451. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s), F036 AF PC V, Awards and Decorations are available online at: <http://www.defenselink.mil/privacy/notices/usaf/>. Supplementation of this instruction is prohibited without prior review by HQ AFPC/DPIE. Process supplements of this instruction in accordance with Air Force Instruction (AFI) 33-360, *Publications and Forms Management*.

(KEESLERAFB) This supplement implements and extends the guidance in AFI 36-1004, the 81st Training Wing policy and procedures for use in conjunction with the basic publication. This supplement applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS to include Air Force Reserve Command (AFRC) units. It does not apply to Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include delineation of Headquarters Air Force Directorate of Manpower, Personnel and Services (AF/A1S) functional responsibilities and designation of the Air Force Decorations Board (AFDB) Director, Secretary of the Air Force Personnel Council (SAFPC), as chair of the AFDB for reviewing, approving or disapproving most high level civilian award nominations. It reformats the guidance for approval and processing of incentive, campaign and service awards, and clarifies that time-off awards are prohibited in conjunction with NSPS Performance Payouts (DoD 1400.25-M, Sub Chapter 1930.9.6.4). It also adds new awards for non-governmental employees, new lapel pins for the Senior Executive Air Force and the Headquarters Air Force Staff, and aligns the levels of approval authority for civilian awards with the approval authority for the equivalent military decorations.

(KEESLERAFB) This change is required due to the renumbering of paragraphs to align with the updated basic publication, along with added guidance on local staffing procedures. An asterisk (*) indicates changes from the last revision.

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Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. Office of the Secretary of the Air Force (SecAF). The SecAF approves all cash awards under this instruction for Senior Executive Service (SES) members.

1.2. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): Provide policy oversight and advocacy of the Air Force Civilian Recognition Program.

1.3. Secretary of the Air Force Administrative Assistant (SAF/AA). SAF/AA reviews all award nominations for political appointees. Political appointees are not eligible for monetary or time off awards. For honorary awards, contact SAFAAA.Workflow@pentagon.af.mil for guidance before processing. SES employee nominations for the Decoration for Exceptional Civilian Service (DECS) and AF Civilian Award for Valor (AFCAV) will be reviewed by SAF/AA and meet the Executive Resources Board (ERB) for approval, disapproval or downgrade. All nominations for these awards should be electronically submitted through their respective HQ USAF Directorate for review and forward to AF.DPS@Pentagon.AF.Mil.

1.3.1. The ERB chaired by SAF/AA makes recommendations to the SecAF for approval on all awards (e.g. Special Act or Service Award). SES employees are not eligible for monetary Special Act or Service Awards.

1.4. Air Force Review Boards Agency (AFRBA). The AFRBA, under the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR), is responsible for the operation of the Air Force Decorations Board (AFDB) and Secretary of the Air Force Personnel Council (SAFPC). The AFDB reviews high level award nominations and may approve, disapprove, upgrade or downgrade awards. Excluded from this authority are SES employee nominations for the DECS and the AFCAV. The Director, SAFPC, appoints the members of the AFDB and chairs the AFDB. All nominations (other than those from Secretary of the Air Force offices/organizations) should be electronically submitted directly to the SAFPC after acquiring appropriate level of authority nomination letter.

1.4.1. The SAFPC makes recommendations to the SecAF to approve various Air Force Honorary Awards, including but not limited to the following:

1.4.1.1. Secretary of Defense Medal for the Defense of Freedom (refer to [paragraph 6.2](#))

1.4.1.2. Decoration for Exceptional Civilian Service

1.4.1.3. Air Force Civilian Award for Valor

1.4.1.4. Secretary of the Air Force Distinguished Public Service Award

1.4.1.5. Air Force Scroll of Appreciation

1.4.2. The AFDB makes recommendations on various awards to the SecAF for submission to appropriate agencies, including the:

1.4.2.1. Presidential Awards (e.g., President's Award for Distinguished Federal Civilian Service)

1.4.2.2. Department of Defense Awards (e.g., Department of Defense Distinguished Civilian Service Award)

1.4.3. The AFDB does not make recommendations to the SecAF on any Air Force Monetary Awards.

1.5. Directorate of Manpower, Personnel and Services (AF/A1S). AF/A1S develop, coordinate, and execute personnel policy and essential procedural guidance for the management of the Air Force Awards and Decorations Program.

1.6. Headquarters Air Force Personnel Center (HQ AFPC/DPI and AFPC/DPS). The Program Management Support Division (AFPC/DPIE) develop instructions and provide guidelines for the Air Force Civilian Recognition Program and implements guidance received from the SAFPC and the AF/A1S. AFPC/DPSIDR receives and processes the Secretary of the Air Force Distinguished Public Service Award and the Chief of Staff Air Force (CSAF) Award for Exceptional Public Service to the CSAF and SecAF for final decision.

1.7. Major Command (MAJCOM) and Direct Reporting Unit (DRU). The MAJCOM and DRU develop award plans and inform subordinate award authorities how to implement the plans. They establish standards, administrative requirements, award processing procedures, and justification formats consistent with the Air Force Civilian Recognition Program.

1.8. Award Approval Authorities. The award approval authorities establish procedures to approve awards; approve lower award or recommend lower awards to the subordinate award authority (downgrade); disapprove the award, or approve a higher award, or recommend a higher award to the appropriate award authority. Approval authorities are specifically identified for each award highlighted in this AF Instruction.

1.9. Civilian Personnel Flight/Element (CPF/CPE).

1.9.1. Develop and distribute installation civilian award program instructions and distributes guidelines.

1.9.2. Establish procedures for processing each recommendation to the appropriate award authority.

1.9.3. Maintain an adequate supply of medals to provide to the recipient.

1.9.4. Respond to inquiries concerning prior awards. Determines, verifies and records an employee's eligibility for all awards.

1.10. Recommending Official.

1.10.1. Initiate, prepare and sign recommendations for decorations and determines inclusive periods for the award.

1.10.2. Concurs/non-concurs with award of Sister Service decorations on Air Force civilian under their command.

Chapter 2

INCENTIVE AWARDS PROGRAM

2.1. Purpose: This instruction prescribes guidance and procedures governing the Air Force Incentive Awards Program and delegates authority, assigns responsibility, and establishes requirements for awards and awards programs for civilian employees within the Air Force. This instruction also establishes Air Force-level awards for private citizens, groups or organizations.

2.1.1. The Air Force Incentive Awards Program provides special awards for superior accomplishments. Awards under this chapter should not be used to replace or supplement performance awards.

2.2. Program Administration:

2.2.1. **Award.** Something bestowed or an action taken to recognize and reward an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the Government or is otherwise in the public interest.

2.2.2. **Goal.** The goal of the Air Force Civilian Awards Program is to foster mission accomplishment by recognizing excellence in its civilian employees and motivating them to high levels of performance and service. The Air Force Civilian Incentive Awards program will be administered by HQ USAF, commanders, directors, managers, and supervisors at all levels. They will:

2.2.2.1. Ensure that awards are granted consistent with Equal Employment Opportunity (EEO) and affirmative employment program policies and are free from discrimination regardless of age, sex, race, color, religion, national origin, marital status, or physical or mental disability. Discrimination based on sexual orientation is prohibited as prescribed by DODD 1020.02, *Diversity Management and Equal Opportunity (EO) in the Department of Defense*.

2.2.2.2. Ensure that special efforts are made to ensure under-represented groups are included among those given fair consideration for all incentive awards.

2.2.2.3. Ensure that monetary, time-off, and honorary awards are used as individual or group awards. These awards can be granted while on detail or temporary assignment. Nominations should be submitted through proper channels within 60 days of act or event.

2.3. Monetary and Honorary Awards. Monetary and honorary awards should be granted when merited regardless of the employee's grade, level of responsibility, or type of responsibility. It is important that awards be granted for job-related contributions only if the contribution is clearly beyond performance requirements and has not been previously rewarded in the prior normal performance evaluation cycle nor will the accomplishments be used to support an upcoming normal performance evaluation award. Non-civilian pay funds must be transferred to civilian pay accounts to cover monetary awards given for accomplishments outside of normal performance evaluation recognition (to include Notable Achievement Awards and Special Act or Service Awards). Honorary awards normally require a minimum of a year of effort. See specific guidance for each honorary award.

2.3.1. 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.

Table 2.1. Determining Award Eligibility.

These questions may assist in determining award eligibility:	Is the subject of the contribution within the scope of the employee's work?
	Does the employee's job description or performance plan cover the subject of the contribution?
	Is the nature of the contribution such that the employee's performance would be judged less than satisfactory if this contribution had not been made?
	Is the contribution one pertaining to the immediate work area which the employee can put into operation without consulting higher authority?
	If the contribution pertains to the employee's immediate work area, as well as having application elsewhere in the organization, is the employee expected to make contributions that have impact beyond his or her immediate area?
	If the answers to the above questions are "No" and the contribution has not and will not be the basis of a past or future annual performance award, the contribution should be considered for monetary or honorary recognition.
	If the answers to the above questions are "Yes" and the contribution has not and will not be the basis of a past or future annual performance award, the contribution should be considered for monetary or honorary recognition.

Table 2.2. Determining Award Eligibility for Contributions within Job Responsibility.

These questions may assist in determining award eligibility for contributions within the member's job responsibilities or organization:	Is the contribution of particular importance or significance to the organization?
	Was there a great amount of independent thought, unusual insight, imagination or effort involved?
	Will there be substantial impact or benefits derived from the contribution?
	If the answer to any of these questions is "yes," consider granting monetary or honorary recognition.

2.4. Air Force Incentive Awards Program Support. All levels of command will endorse and support the Air Force Incentive Awards Program.

2.4.1. To help ensure this level of support, the following should be in place at all levels:

2.4.1.1. Appropriate and consistent use of the various types of awards.

2.4.1.2. Active interest and participation of all Air Force employees.

2.4.1.3. Full consideration of eligible Air Force employees for awards sponsored by external organizations.

2.4.2. Incentive awards for performance or achievement will not be made to an individual who has been actively and substantially involved in unlawful discrimination.

2.4.3. No incentive award for performance or achievement award will be made to an individual who:

2.4.3.1. Is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending.

2.4.3.2. Was the subject of a disciplinary action during the period of the award.

2.4.3.2.1. The installation commander or civilian leader may give the award if he or she finds that 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.

2.5. Special Command Trophies and Awards. The Air Force encourages installations to establish unique honorary awards to recognize superior accomplishments. Likewise, the establishment of local quarterly or annual awards programs is encouraged. In such events, these programs should conform to guidance cited in [paragraph 2.15](#) of this Air Force Instruction.

2.5.1. Installations will notify AFPC/DPI before presenting a special command trophy or award to a nationally prominent person serving as an expert or consultant. The notification will include the name of the person, a copy of the awards committee minutes, and other supporting data. Send to AFPC/DPI at least 60 calendar days before the presentation ceremony.

2.5.2. Installations may present non-monetary awards and define such items as a medal, certificate, plaque, citation, badge, or other similar items that have an award or honor connotation. Installations may give items with the command or organization logo, such as belt buckles and jackets, but such items must be valued at less than \$60.

2.6. Federal and Non-Federal Awards. Refer to AFI 36-2805, *Special Trophies and Awards* for a complete listing of federal and non-federal awards, and the criteria and nomination procedures for these awards.

2.7. Other Recognition Programs.

2.7.1. Air Force employees may receive monetary and honorary incentive awards from other Federal departments and agencies for contributions only when the accomplishments are very significant and beyond those covered during evaluations in normal appraisal cycle performance evaluations. The Air Force may grant monetary and honorary incentive awards to employees of other Federal departments and agencies when their contributions benefit the Air Force.

2.7.2. Occasionally, a manager outside an employee's chain of command may wish to nominate an employee for an award. Examples are as follows:

2.7.2.1. When an employee has been assigned to a long-term detail outside his or her organization.

2.7.2.2. When an employee has completed a special project or has given extraordinary service benefiting a serviced organization.

2.7.3. On these occasions, the nomination must be coordinated with the employee's actual Service and/or chain of command before it is submitted.

2.7.4. The unit sponsoring a monetary incentive award to employees of other Federal departments or agencies must provide funding from their own civilian pay resources to cover the costs. Consider an honorary award if the cost of transferring funds for a monetary award exceeds the value of the award.

2.8. Eligibility.

2.8.1. **Civilian Employees.** Civilian employees who meet the definition of "employee" under 5 United States Code (U.S.C) 2105 are eligible to receive awards under this subchapter. Performance Awards may be paid to SES employees under 5 CFR 534.403, but not on the basis of this Instruction. Private citizens and organizations may be recognized for significant contributions to the Air Force with non-monetary awards only.

2.8.2. **Former Employees.** Under 5 CFR 451.104, awards for contributions made by an individual when employed by Department of Defense may be paid to a former employee or to the estate or legal heirs of a deceased employee.

2.8.3. **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 under this Instruction.

2.8.4. Foreign National Employee (FNE).

2.8.4.1. A foreign national who meets the definition of employee, as defined under 5 U.S.C. 2105, and is paid with US funds, (i.e., a direct hire employee), is eligible to receive awards under this Instruction.

2.8.4.2. An FNE who is paid on a cost reimbursable basis by agreement with a foreign country, (i.e., indirect hire employee), is not eligible to receive monetary awards, but may receive non-monetary awards under this Instruction.

2.8.5. Contractors.

2.8.5.1. DoD 1400.25-M, Subsection 451, prohibits awards to individuals or entities in a profit making or commercial relationship with the DoD. Awards may not be created to recognize contractor efforts and contractors are ineligible to participate in Air Force awards program created for Air Force civilian personnel. (**NOTE:** Contractor contributions may be acknowledged ONLY if the contribution is "substantially" beyond the terms of the contract or is in the public interest).

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

2.9. Presenting and Publicizing Awards. The installation commander, civilian leader, director, management official, or supervisor recognizes employees and presents awards at a suitable ceremony. When an Air Force employee receives recognition outside the Air Force, (e.g., the Department of Defense Distinguished Civilian Service Award), the employee's owning Air Force organization will make all the presentation arrangements with the awarding party, to include protocol requirements, set-up, etc. In addition, all levels of command will ensure all significant civilian achievements and/or contributions are recognized and publicized in the installation media as well as the local community.

2.10. 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. Use local purchase authority to obtain these certificates.

2.11. Foreign Decorations. AFI 51-901, *Gifts from Foreign Governments*, provides for employees of the U.S. Government, including members of the U.S. Armed Forces, to accept gifts or decorations from a foreign government under certain conditions. No DoD employee, however, may request or otherwise encourage the offer of a decoration from a foreign government. Refer to DoD Directive 1005.13, *Gifts and Decorations from Foreign Governments*, for the policies and procedures applicable to the acceptance of gifts from foreign governments.

2.12. Posthumous Awards. All monetary and honorary incentive awards can be presented posthumously. Justification should be written in past tense. Refer to [Attachment 3](#) for citation wording.

2.13. Political Appointees, Non-Career SES and Schedule C Employees. Contact SAF/AA prior to any actions regarding awards for subject employees.

2.14. Eligibility for Multiple Federal Awards. Refer to [paragraph 2.3](#) and [4.1.3](#) in this AFI for prohibitions.

2.14.1. RESTRICTIONS.

2.14.1.1. Only one Air Force honorary award may be given for a single act, achievement, or period of service.

2.14.1.2. An honorary award may not be given to recognize an act or achievement for which military recognition was previously given.

2.14.2. **EXCEPTION.** Retirement awards are exempt from these restrictions since they recognize long-term service that may include one or more honorary awards.

2.15. Installation Incentive Awards Committee.

2.15.1. Commanders of Field Operating Agencies (FOAs) may use existing installation incentive awards committee. The CPF/CPE gives program support and guidance. The committee:

2.15.1.1. Reviews, computes, and recommends to the installation commander approval or disapproval of cash award amounts that require committee action or higher level approval.

2.15.1.2. Recommends incentive awards that need higher level approval and nominations for Federal or non-Federal awards.

2.15.2. Commanders of FOA may use existing installation incentive awards committee. The CPF/CPE may establish a subcommittee of FOA members.

2.15.3. Tenant units use the local incentive awards committee, if supported through a host-tenant servicing agreement with the servicing CPF/CPE.

2.16. Installation Responsibilities.

2.16.1. Local incentive awards procedures must be established to review and make recommendations on all awards that must be forwarded to higher headquarters for approval.

2.16.2. Awards approved by SecAF or higher authority go through local incentive award channels through the appropriate MAJCOM to SAFPC or SAF/AA, as appropriate.

2.16.3. All incentive awards require considerable review and deliberation at all levels. Avoid short-notice processing. Submit honorary award nominations for presentation at a special ceremony at least **three** months before the scheduled event.

2.17. Documenting Incentive Awards.

2.17.1. All incentive awards received by an employee will be annotated by the supervisor in the employee's mechanized **Supervisor's Employee Brief**.

2.17.2. Copies of all approved incentive awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records.

2.18. Nomination Process.

2.18.1. Nominations for awards will be submitted on AF Form 1768, *Staff Summary Sheet*, describing the act or event. AF Form 1768 should also contain other pertinent information. (See [Attachment 2](#)).

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

2.18.3. Citations should address the local, command or Air Force-wide impact of the accomplishments. The award citation must meet printing requirements. It may not exceed 9 lines and cannot contain more than 120 total characters per line. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable conversational language. Examples of required and specific opening and closing statements are provided for each award in this Instruction.

Chapter 3

MONETARY INCENTIVE AWARDS

3.1. General Information. 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. Each activity should budget a percentage of its yearly civilian pay budget for funding awards. The nominating organization pays the award costs and provides the funding information to the employee's organization. If the administrative cost of transferring funds would exceed the amount of the award, the employing agency will absorb the award cost and pay the award. Monetary incentive awards do not substitute for personnel actions, pay, or performance awards. Unit resource advisors/managers must validate that funds are available from a specified non-civilian pay account to reimburse the civilian pay account for any awards paid outside of the normal annual performance evaluation.

3.2. Special Act or Service Award (SASA). The SASA is a monetary form of recognition 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.

3.2.1. The act, service, or achievement 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.

3.2.2. SASA recognizes contributions for a non-recurring special achievement that is not otherwise rewarded by a normal annual performance evaluation cycle award.

3.2.3. SES employees are not eligible for SASA awards.

3.2.4. The act or service to be recognized must not have served in whole or in part as the basis for a previous cash award.

3.2.5. The amount awarded for a SASA may range from \$501 to \$25,000 depending on the achievement being recognized. The amount awarded for a SASA should be based upon the tangible and intangible benefits to the government. Cash award criteria is outlined in [Tables 3.1](#) and [3.2](#).

3.3. 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, service or achievement being recognized. Reference [Chapter 2, paragraph 2.3](#) and [2.18](#). Use AF Form 2860, *Special Act or Service Award*, for award recognition. This form is available through AF E-Publishing (<http://www.e-publishing.af.mil>).

3.3.1. An SASA must be funded by the unit making the nomination from their non-civilian pay accounts to reimburse the civilian pay account. Units must identify the fund cite in the body of the SSS.

3.3.2. Recommendations for SASA from \$501 to \$10,000 must contain the specific non-civilian pay fund cites that will be used to reimburse civilian pay accounts and Resource Advisors must certify that funds are available from that source.

3.3.3. **(Added-KEESLERAFB)** Route AF Form 1768, *Staff Summary Sheet*, and AF Form 2860, *Special Act or Service Award (SASA)*, through the chain-of-command for proper approval. The AF Form 1768 will describe the achievement, recommend the amount of the award, and contain all funding source data and required resource advisor certification.

3.3.4. **(Added-KEESLERAFB)** Once the AF Form 1768 has been approved, the organization will submit a Standard Form 52 (SF 52), *Request for Personnel Action*, using the appropriate electronic personnel processing system, in order to process the SASA. Attach a copy of the approved AF Form 1768 to the electronic SF 52 and route to Base Civilian Awards & Decorations for further processing to AFPC. (Supporting AF Form 1768 must contain written signature by unit approving authority.)

3.4. Award Approval.

3.4.1. An SASA from \$501 to \$10,000 may be approved by:

3.4.1.1. Installation: Installation commander (CC) or civilian leader (CL) equivalent.

3.4.1.2. FOA/DRU: CC or CV (or CL equivalent)

3.4.1.3. MAJCOM: Director.

3.4.1.4. Air Staff: AF/CVA or designee.

3.4.1.5. Secretary of the Air Force: SAF/AA or designee.

3.4.2. A SASA over \$10,000, not to exceed \$25,000, must be staffed through command channels to SAF/AA for forwarding to the Office of Personnel Management for approval.

3.4.3. Presidential approval is required for all awards over \$25,000.

3.5. Notable Achievement Award (NAA). A NAA recognizes a notable achievement meriting quick recognition and is a lesser award than a Special Act or Service Award.

3.5.1. SES employees are not eligible for the NAA.

3.5.2. The NAA may not be granted to an individual who has received a previous monetary award for the same contribution.

3.5.2. **(KEESLERAFB)** Do not use NAA as an incentive tool. NAAs are for employees who have demonstrated performance and/or unusual accomplishment that exceed the norm. The performance of expected job-related tasks and/or participation on special projects (in and of themselves) usually does not merit an NAA.

3.5.3. The amount awarded may range from \$50 to \$500 and may be approved by the employee's second-level supervisor.

3.5.3. **(KEESLERAFB)** The squadron commander or next level supervisor gives final approval on all Notable Achievement Awards (NAA).

3.5.4. Nominations should be submitted within 30 calendar days of the act, service or achievement. Reference **Chapter 2, paragraph 2.3** and **2.18**. Use AF Form 3032, *Certificate of Achievement*, for award recognition. This form is available through AF E-Publishing (<http://www.e-publishing.af.mil>).

3.5.4.1. **(Added-KEESLERAFB)** Route AF Form 1768, *Staff Summary Sheet*, and AF Form 3032, *Certificate of Achievement*, through the chain-of-command for proper approval. The AF Form 1768 will describe the achievement and recommend the amount of the award.

3.5.4.2. **(Added-KEESLERAFB)** Once the AF Form 1768 has been approved, the organization will submit a Standard Form 52 (SF 52), *Request for Personnel Action*, using the appropriate electronic personnel processing system, in order to process the NAA. Attach a copy of the approved AF Form 1768 to the electronic SF 52 and route to Base Civilian Awards & Decorations for further processing to AFPC. (Supporting AF Form 1768 must contain written signature by unit approving authority.)

Table 3.1. Quick Guide for Calculating Awards Based on Tangible Benefits.

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000	10 percent of benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000
*\$100,001 or more	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

Quick Guide

Table 3.2. Scale of Recommended Awards Based on Intangible Benefits.

	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General
VALUE OF BENEFIT	Affects functions, mission or personnel of one facility, installation, regional area, or organizational headquarters element. Affects a small area of science and technology.	Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency. Affects a broad area of science or technology.	Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond.

Moderate Value Changing an operating principle or procedure with limited impact or use.	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300
Substantial Value Substantially changing or modifying procedures; significantly raising the value of a product, activity, program, or service to the public.	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301-\$3,150
High Value Completely revising a basic principle or procedure; significantly improving the value of a product or service.	\$325-\$650	\$651-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300
Exceptional Value Initiating a new principle or major procedure; a highly significant improvement to the quality of critical product, activity, program, or service to the public.	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000 <i>(NOTE: SecAF may approve granting an award of \$10,000 to \$25,000)</i>

Chapter 4

TIME-OFF INCENTIVE AWARDS

4.1. Granting Time-Off Awards. The Time-Off Award (TOA) is only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. These awards provide an alternative to monetary or non-monetary recognition for superior accomplishments. The TOA grants time off from duty without loss of pay or charge to leave. With the exception of an NSPS Performance Payout, a TOA 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 performance award (see 4.1.4, reference NSPS performance payout for employees). Decisions to grant TOAs shall be based upon the same criteria or circumstances as for other incentive awards (i.e., Special Act or Service Awards). The period of time-off granted is based upon the value of the individual's contribution, not upon the individual's grade or salary.

4.1.1. Immediate supervisors may approve a TOA up to one working day without review and approval of a higher official. An award in excess of one day must be approved by the employee's second-level supervisor.

4.1.1.1. **(Added-KEESLERAFB)** The installation commander (81 TRW/CC) is the approval authority for all time-off awards (TOA). The approval authority is delegated as follows:

4.1.1.2. **(Added-KEESLERAFB)** 81 TRW squadron or equivalent commanders are delegated the authority to approve time-off awards of one (1) workday per award.

4.1.1.3. **(Added-KEESLERAFB)** 81 TRW group or equivalent commanders are delegated the authority to approve time-off awards exceeding one (1) workday per award (not to exceed 40 cumulative hours per employee, per leave year).

4.1.1.4. **(Added-KEESLERAFB)** 81 TRW wing or equivalent commanders are delegated the authority to approve time-off awards for employees whose total award time exceeds 40 cumulative hours in a leave year.

4.1.1.5. **(Added-KEESLERAFB)** Associate unit commanders approve all time-off awards within their organization.

4.1.1.6. **(Added-KEESLERAFB)** All approved time-off awards must meet the documentation, review, and processing requirements.

4.1.2. Civilian employees forfeiting a TOA due to activation for Guard or Reserve duty are entitled to reinstatement of their award. A reinstated TOA must be used within 6 months of deactivation from active service.

4.1.3. A TOA shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. They shall not be granted in conjunction with a military "down," "goal," "family," "training" day, or the like which would grant a TOA to the entire civilian employee population or a majority of the civilian population.

4.1.4. A TOA cannot be used in lieu of or as a supplement to an NSPS performance payout to an employee. A TOA or other incentive award may, however, be considered during the performance cycle to recognize the employee for a specific accomplishment or act, Special care must be taken to ensure the employee is not rewarded twice for the same performance. For example: an NSPS employee's performance appraisal cannot be used as supporting documentation to justify a TOA in conjunction with the annual appraisal.

4.2. Eligibility. Employees, including SES and direct-hire FNEs, meeting the definition of 5 U.S.C. 2105 are eligible to receive a TOA. Indirect-hire FNEs are eligible for these awards only if an incentive awards program established by agreement with the host country includes such a provision.

4.2.1. Civilian Team Incentive Award. A TOA 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 TOA 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. See [paragraph 4.1](#) for the basic requirements for granting the TOA and [paragraphs 4.3.1, 4.3.7, and 4.3.8](#), for additional restrictions relevant to the use of team incentive awards.

4.2.2. **(Added-KEESLERAFB)** A time-off award may be granted to any appropriated fund Air Force employee, including part-time, temporary, intermittent, etc. A time-off award may be granted in recognition of outstanding accomplishment or personal effort that contributes to the quality, efficiency, or economy of government operation such as the following:

4.2.2.1. **(Added-KEESLERAFB)** Making a high quality contribution involving a difficult or important project or assignment.

4.2.2.2. **(Added-KEESLERAFB)** Displaying special initiative and skill in completing an assignment or project before the deadline.

4.2.2.3. **(Added-KEESLERAFB)** Using initiative and creativity in making improvements in a product, activity, program, or service.

4.2.2.4. **(Added-KEESLERAFB)** Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project while maintaining the employee's workload.

4.2.2.5. **(Added-KEESLERAFB)** Accomplishing a one-time or special assignment that required extra effort or resulted in the unit receiving recognition for responsiveness to unprogrammed requirements.

4.2.2.6. **(Added-KEESLERAFB)** Submitting a significant suggestion that has been adopted, but ineligible to receive a cash award.

4.2.2.7. **(Added-KEESLERAFB)** Being selected for employee of the quarter or year. Reference Keesler AFB Instruction 36-2802, *Wing Recognition Programs*.

4.2.2.8. **(Added-KEESLERAFB)** Achieving extraordinary mission effectiveness through total team accomplishment.

4.3. Time-Off Award Limits.

4.3.1. The maximum amount of time-off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a total time-off of 80 hours during any leave year.

4.3.2. For part-time employees or those with an uncommon tour of duty, the total time off granted during any calendar year must be based on the average number of hours generally worked during a two-week period. The maximum award for any single contribution is one-half the maximum amount of time that can be granted during the year. The term, *uncommon tour of duty* is defined as an established tour of duty that exceeds 80 hours of work in a biweekly pay period (including standby duty). For example, the regular tour of duty established for firefighters is recognized as an uncommon tour of duty per 5 CFR 630.201.

4.3.3. Awarded time-off should be scheduled within 90 calendar days after the effective date of the award. Employees forfeit any time-off not used within one year from the effective date.

4.3.3. **(KEESLERAFB)** Time off not used within one year of the award effective date is forfeited with no further right to restoration.

4.3.4. TOAs must be carefully scheduled to avoid adversely affecting an employee who has an annual leave "use or lose" situation.

4.3.5. Awarded time-off cannot be used to justify restoring forfeited annual leave.

4.3.5. **(KEESLERAFB)** Time-off award balances cannot be used as substitution for sick leave already taken, nor be transferred to recipients under any approved voluntary leave transfer program.

4.3.6. Employees may never convert a TOA to a cash payment.

4.3.7. Employees may not transfer approved, unused time-off when they transfer from the Air Force to another DoD component or to another Federal agency. In addition, employees coming from another department or Federal agency may not transfer a TOA to the Air Force.

4.3.8. Consistent with **Paragraph 4.1** and **4.2.1**, a TOA will not be granted broadly across organizational (flight, squadron, group, etc.) lines or on an installation-wide basis. Furthermore, TOAs will not be granted to create the effect or appearance of a holiday or treated as administrative excusals, base closure days, or leave, e.g., they shall not be granted in conjunction with a military "down" or "training" day or similar duty excusals which would grant the entire or majority of the civilian employee population a TOA to be used on a specified day.

4.3.9. Once awarded, an employee cannot be required to use their TOA on a date specified by a supervisor or higher official.

4.4. Documenting Time-Off. Support any TOA that has appropriate written justification. Submit the approved TOA to the CPF/CPE for processing. Include the employee's name, social security number, organization, and number of hours of time-off granted.

4.4.1. Justify time-off by explaining how the employee merits the award. Reference [paragraph 2.18](#) for nomination process. Include the following certification statement from the supervisor or recommending official: "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."

4.4.1.1. **(Added-KEESLERAFB)** The supervisor ensures all recommendations meet the following documentation requirements:

4.4.1.2. **(Added-KEESLERAFB)** All recommendations for the individual time-off awards are submitted on a SF 52 using the appropriate electronic personnel processing system. The SF 52 should be approved in sufficient time to reach Base Civilian Awards & Decorations at least one full pay period prior to its proposed effective date. The SF 52 will contain the following information: Part A, *Requesting Office*, Block 1 should read, "Award/One-Time Payment." Blocks 3, 4, and 5 are self-explanatory. The delegated approving official's name will be placed in Block 6. When the installation commander's approval is required, the delegated approving official's name will be in Block 5. The installation commander's name will be placed in Block 6. Part B, *For Preparation of SF 50*, complete as appropriate identifying the employee. Part D, *Remarks by Requesting Office*, include the statement "Supporting Documentation Is Attached." Part F, *Remarks for SF 50*, insert codes "ZD6" and "YCK" and indicate the total number of hours.

4.4.1.3. **(Added-KEESLERAFB)** All supporting documentation (i.e., Justification Letter, AF 1206, etc.) must be attached to the SF 52. Sufficient detail should explain how the employee met the criteria for the award. Include the mandatory certification statement (AFI 36-1004, paragraph 4.4.1.) within the supporting documentation itself. A written signature must be clearly visible as part of the supporting documentation, otherwise, time-off award will not be accepted by AFPC.

4.4.2. Include the approving official's name, position title, signature and date signed, as well as those of the recommending official, as appropriate.

4.4.3. Standard Form 50 (SF-50), *Notification of Personnel Action*, must be used to document the approved TOA and will be filed in the employee's Official Personnel Folder (OPF). File award justification in the employee performance file (EPF) maintained by the supervisor. Prepare a separate SF-50 for each approved award.

4.4.4. Document the effective date of the award on the SF-50 after appropriate review and verification of legal requirements by an approving official.

4.5. Recording Scheduled Time-Off.

4.5.1. Record the employee's use of time-off on the employee's time and attendance reports according to instructions published by the civilian payroll function.

4.5.1. **(KEESLERAFB)** The supervisor records approval and use of time off on the employee's time and attendance record after the Standard Form 50 (SF 50), *Notification of Personnel Action*, is received.

4.5.2. The employee must obtain their supervisor's approval to schedule and use the TOA. Employee should request their time-off far enough in advance to use it without disrupting the unit's work.

4.5.2. **(KEESLERAFB)** The employee should use the Office of Personnel Management (OPM) Form 71 (OPM Form 71), *Request for Leave or Approved Absence*, to schedule and request approval for taking the time-off award.

4.5.3. Supervisors must contact the employee's servicing CPF/CPE to verify all regulatory requirements were satisfied prior to receiving the employee's SF-50.

Chapter 5

HONORARY INCENTIVE AWARDS

5.1. General Information. Honorary incentive awards can be used alone or in addition to monetary awards to acknowledge significant contributions. Employees may be recognized with an award in accordance with their achievements and accomplishments, to include at their retirement.

5.2. Presidential Awards. Information on nomination procedures may be obtained from the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, Office of the Under Secretary of Defense (Personnel & Readiness) (OUSD(P&R)). All nominations must be processed through proper channels to SecAF. Reference **Table 5.1**, note 1, for processing.

5.2.1. President's Award for Distinguished Federal Civilian Service. Established by Executive Order 10717, this award is the highest honor a career employee may receive for extraordinary achievement in Federal service. The President grants it to career civil service employees whose accomplishments and achievements exemplify, to an exceptional degree, imagination, courage, and extraordinary ability in carrying out the mission of the Government. This award is highly selective, and nominees should have previously received the DoD Distinguished Civilian Service Award to be considered. The award consists of a gold medal suspended from a blue and white neck ribbon and a citation.

5.2.2. Presidential Medal of Freedom. Established by Executive Order 9586, this medal is awarded by the President for exceptionally meritorious contributions to the United States' 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 represents the highest level of recognition and must clearly show significant accomplishments impacting the Nation as a whole.

5.2.3. Presidential Citizens Medal. Established by Executive Order 11494, this medal is awarded by the President to individuals who have performed exemplary deeds of service for the country similar to that recognized by the Medal of Freedom, but of a lesser impact or scope.

5.2.4. National Security Medal. Established by Executive Order 10431, this medal is awarded by the President to individuals for extraordinary contributions to the country specifically related to matters of national security.

5.3. Department of Defense Awards. The prescribing manual for the Defense civilian awards is DoD 1400.25-M, Subsection 451. All nominations must be processed through proper channels to SecAF. Reference **Table 5.1**, note 1, for processing.

5.3.1. DoD Distinguished Civilian Service Award. Awarded to a career civilian employee whose career reflects exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements in DoD's operations are of a significantly broad scope.

5.3.2. DoD Distinguished Public Service Award. Awarded to a non-career employee, private citizen or foreign national who performs exceptionally distinguished service of such significance to a DoD component or function that recognition at the DoD component level is considered insufficient. **EXAMPLE:** Service or assistance rendered at considerable personal

sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.

5.3.3. Secretary of Defense Meritorious Civilian Service Award. Awarded to a career civilian employee whose contributions are for exceptionally meritorious service of major significance to DoD.

5.3.4. DoD Outstanding Public Service Award. Awarded to a non-career employee, private citizen or foreign national whose contributions, assistance, or support to DoD functions are extensive enough to warrant recognition, but are lesser in scope and impact required to receive the DoD Distinguished Public Service Award.

5.3.5. DoD David O. Cooke Excellence in Public Administration Award. Awarded to a non-managerial career employee with three to ten years of Federal career service who has helped to promote and effect cooperation and improvement in DoD while demonstrating great leadership potential as a future Federal executive.

5.4. Air Force Awards.

5.4.1. Decoration for Exceptional Civilian Service (DECS).

5.4.1.1. Purpose. 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. The DECS is on par with the military Distinguished Service Medal.

5.4.1.2. Eligibility. Air Force civilian employees or group of 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. Nominees may be recommended for this award if they have previously received the Meritorious Civilian Service Award. Exceptions to this policy will be considered only if justified in nomination package by the MAJCOM commander or equivalent. Nominations must be submitted through the proper directorate (i.e., SAFPC or SAF/AA) to the SecAF within six months of the act or event.

Figure 5.1. DECS.

5.4.1.3. Process: Reference **Chapter 2, paragraph 2.3** and **2.18**.

5.4.1.4. Approval Authority: Reference **Table 5.1**.

5.4.1.5. 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. A miniature medal, gold colored lapel emblem and AF Form 1310, *Department of the Air Force Exceptional Civilian Service Award Certificate* available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award. The emblem with a ruby indicates second award of the DECS. The emblem with a diamond indicates receipt of more than two DECS. The certificate is prepared and provided by SAFPC or AF/DPS for nominations being reviewed by SAF/AA. The servicing CPF/CPE provides the medal set (stock #8455-00-965-4763) and the miniature medal (#8455-00-546-6108). The gold-colored emblem with a ruby stock #8455-00-890-1868 and the gold-colored emblem with a diamond stock #8455-00-848-5237; are available through the Defense Supply System. An illustration of the medal is provided at **Figure 5.1**.

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. This award is similar to the military Legion of Merit (LOM).

5.4.2.2. Eligibility. Air Force 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 desired presentation.

5.4.2.3. Process: Reference **Chapter 2, paragraph 2.3** and **2.18**.

5.4.2.4. Approval Authority: Reference **Table 5.1**.

5.4.2.5. 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. 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. The approval authority provides the medal set (Stock #8455-01-187-0127); available through the Defense Supply System. An illustration of the medal is provided at **Figure 5.2**.

Figure 5.2. OCCSA.



5.4.3. Air Force Civilian Award for Valor (AFCAV).

5.4.3.1. Purpose. To recognize an act of heroism with voluntary risk of personal safety in the face of danger, either on or off the job. This award is equivalent to the military Airman's Medal (AmnM).

5.4.3.2. Eligibility. Air Force 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., SAFPC or SAF/AA) to the SecAF within six months of act or event.

5.4.3.3. Process. Reference **Chapter 2, paragraph 2.3** and **2.18**.

5.4.3.4. Approval Authority. Reference **Table 5.1**.

Figure 5.3. AFCAV.

5.4.3.5. 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. A gold-colored lapel emblem and AF Form 1306, *Department of the Air Force Civilian Award for Valor*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany the award. An optional honorarium up to \$1,000 may accompany this award. The servicing CPF/CPE provides the medal set (Stock #8455-00-965-4718); available through the Defense Supply System. An illustration of the medal is provided at [Figure 5.3](#).

5.4.4. Meritorious Civilian Service Award (MCSA).

5.4.4.1. Purpose. To recognize 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 act or event. This award is similar to the military Meritorious Service Medal (MSM).

5.4.4.2. Eligibility. An individual or group of Air Force 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.

5.4.4.3. Process: Reference [Chapter 2, paragraph 2.3](#) and [2.18](#).

5.4.4.4. Approval Authority. Reference [Table 5.1](#).

5.4.4.5. 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. A silver lapel emblem, miniature medal and AF Form 1166, *Award for Meritorious Civilian Service*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award. The emblem with a ruby indicates receipt of more than one meritorious award. The servicing CPF/CPE provides the medal set (Stock #8455-00-571-8782), the miniature medal (Stock #8455-00-914-1851), and silver lapel emblem with Ruby (Stock #845501-122-2125); available through the Defense Supply System. An illustration of the medal is provided at **Figure 5.4**.

Figure 5.4. MCSA.



5.4.5. Command Civilian Award for Valor (CCAV).

5.4.5.1. Purpose. To recognize demonstrated unusual courage or competence in an emergency, either on or off duty, but beyond the call of duty that warrants special recognition, but does not rise to the level of an AFCAV. Submit through proper channels to the MAJCOM within six months of act or event. This award is equivalent to the military Air Force Commendation Medal (AFCM) when awarded for courage/heroism.

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

5.4.5.3. Process: Reference **Chapter 2, paragraph 2.3** and **2.18**.

5.4.5.4. Approval Authority: Reference **Table 5.1**.

5.4.5.5. 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. A sterling silver lapel emblem and AF Form 1307, *Department of the Air Force Command Civilian Award for Valor*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award. An optional honorarium up to \$500 may accompany this award. The servicing CPF/CPE provides the

medal set (Stock # 8455-00-965-4714); available through the Defense Supply System. An illustration of the medal is provided at [Figure 5.5](#).

Figure 5.5. CCAV.



5.4.6. Exemplary Civilian Service Award (ECSA).

5.4.6.1. Purpose: To recognize an individual or group for clearly outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission. This award is equivalent to the military AFCM.

5.4.6.2. Eligibility: An individual or group of Air Force 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 act or event.

5.4.6.3. Process: Submit an AF Form 1768, *Staff Summary Sheet*, and citation through proper channels within six months of the act or event.

5.4.6.4. Approval Authority: Reference [Table 5.1](#).

5.4.6.5. 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. A miniature medal, bronze-colored lapel emblem, and AF Form 3517, *Department of the Air Force Exemplary Civilian Service Award Certificate*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award. The approval authority provides the certificate and medal set (Stock # 8455-01-344-8740); available through the Defense Supply System. An illustration of the medal is provided at [Figure 5.6](#).

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. This award is equivalent to the military Air Force Achievement Medal.

5.4.7.2. Eligibility. An individual or group of Air Force 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.

5.4.7.3. Process: Submit an AF Form 1768, *Staff Summary Sheet*, and citation through proper channels within six months of the act or event.

5.4.7.4. Approval Authority: Reference **Table 5.1**.

5.4.7.5. 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. 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. The approval authority provides certificate and medal set (Stock # 8455-01-4967-146); available through the Defense Supply System. An illustration of the medal is provided at **Figure 5.7**.

Figure 5.7. CAA.**5.4.8. Letter or Certificate of Commendation.**

5.4.8.1. Purpose: To recognize 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.

5.4.8.2. Eligibility: Any Air Force employees.

5.4.8.3. Process. 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 CLs (unit level and above) may sign certificates of commendation. Prepare letter and certificate (optional) and submit through proper channels within three months of act or event.

5.4.8.4. Approval Authority.

5.4.8.4.1. HQ Air Force: Branch Chief or equivalent

5.4.8.4.2. MAJCOM: Division Chief

5.4.8.4.3. Installation: Squadron CC or Director

5.4.8.5. Award Description. AF Form 3034, *Certificate of Commendation*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.9. Letter or Certificate of Appreciation.

5.4.9.1. Purpose. To express appreciation to an employee for work performance, act, or service that is above average.

5.4.9.2. Eligibility. Any Air Force employee.

5.4.9.3. You may use a letter or certificate of appreciation at any time to express appreciation to an employee for an above-average act or service.

5.4.9.4. You may use the letter or certificate to 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.

5.4.9.5. 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.

5.4.9.6. Record and file a copy if the certificate or letter of appreciation with the mechanized Supervisor's Employee Brief. Do not file a copy in the OPF or the supervisor's EPF.

5.4.9.7. Process: Prepare letter and certificate (optional). Submit the letter or certificate of appreciation through proper channels within three months of the act or event.

5.4.9.8. Approval Authority: Official having knowledge of the act or service.

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

5.4.10. Length of Service Recognition.

5.4.10.1. Purpose. To recognize 10, 20, 30, 40, and 50 years of creditable Federal service, if at least five years were spent in civilian service.

5.4.10.2. Eligibility. Any Air Force employee.

5.4.10.3. Creditable federal service includes both civilian service and all honorable military service creditable for leave. Normally, Federal service as a military member that led to formal military retirement is considered appropriately recognized at the time of that retirement. However, an employee who wants recognition for combined civilian and military service may request it from the CPF/CPE. Length of Service (LOS), certificates are available through AF E-Publishing (<http://www.e-publishing.af.mil>) and the LOS lapel pins are available, if desired, through the Defense Supply System.

5.4.10.4. Process. Request a report of eligible employees in advance in order that a timely presentation can be arranged.

5.4.10.5. Final Signature.

5.4.10.5.1. 10 Year Length of Service Certificate: HQ USAF: Division Chiefs (Colonel (O-6) or CL equivalent & above); MAJCOM: Director; Installation: Squadron CC or Director; DRU: Director; and FOA Director.

5.4.10.5.2. 20 Year Length of Service Certificate: HQ USAF: Directors (Colonel (O-6) or CL equivalent & above); MAJCOM: Director; Installation: Group CC or Director; DRU: Director; and FOA Director.

5.4.10.5.3. 30 Year Length of Service Certificate: HQ USAF: Directors (Colonel (O-6) or CL equivalent & above); MAJCOM: Director; Installation: Wing CC or Director; DRU: CC or CV (Colonel (O-6) or CL equivalent & above); and FOA (under Headquarters, Air Force): CC or CV (Colonel (O-6) or CL equivalent & above).

5.4.10.5.4. 40 Year Length of Service Certificate: HQ USAF: Secretariat, DCS, Director (3-Star General or CL equivalent); and MAJCOM CC.

5.4.10.5.5. 50 Year Length of Service Certificate: SecAF.

5.4.10.5.6. 1 MAJCOMs request a 50-year certificate by sending the following information, a cover letter, biography, and certification of the service computation date to include employee’s name, organizational address, service computation date (SCD), and Go-By name, electronically or mail to AF/A1SOU, 1770 Air Force Pentagon, Washington, DC 20330-1770, for staffing to the SecAF for signature. Send to AF/A1SOU at least 60 calendar days before the presentation ceremony.

5.4.10.5.7. Award Description. An illustration of the pins is provided at **Figure 5.8**.

5.4.10.5.7.1. 10-Year Length of Service Certificate, AF Form 3589, pin #8455-01-338-5616.

5.4.10.5.7.2. 20-Year Length of Service Certificate, AF Form 3590, pin #8455-01-389-7401.

5.4.10.5.7.3. 30-Year Length of Service Certificate, AF Form 3591, pin #8455-01-389-4393.

5.4.10.5.7.4. 40-Year Length of Service Certificate, AF Form 3592, pin #8455-01-389-0856.

5.4.10.5.7.5. 50-Year Length of Service Certificate, AF Form 3593, pin #8455-01-388-5615.

Figure 5.8. 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
				

5.4.11. **Other Air Force Recognition.** Civilian employees are eligible for other types of recognition according to the governing regulation or instruction. **NOTE:** The Air Force Outstanding Unit Award (AFOUA) and Air Force Organizational Excellence Award (AFOEA) are documented in the Defense Civilian Personnel Data System (DCPDS). Appropriate lapel buttons are used exclusively to recognize Air Force civilians assigned or attached to units awarded the AFOUA (Stock #8455-00-891-8529) or AFOEA (Stock #8455-00-488-5513) who contributed to the achievements of a cited unit. AFOUA and AFOEA civilian recognition pins are available through the Defense Supply System.

5.4.11. **(KEESLERAFB)** Reference Keesler Air Force Base Instruction 36-2802, *Wing Recognition Programs*.

5.4.12. **Certificate of Retirement and Retiree Pin.** AF Form 342, *Retirement Certificate of Civilian Service*; AF Form 342A, *Spouse Retirement Certificate of Civilian Service*; available thru AF E-Publishing (<http://www.e-publishing.af.mil>) and the retiree lapel pin (Stock #8455-01-345-2768) are available if desired through the Defense Supply System.

5.4.12.1. Signature authority. HQ USAF Directors (Colonel (O-6) or CL equivalent & above); MAJCOM Director; and Installation Wing CC or Director.

Table 5.1. Civilian Awards Hierarchy, Approval Authority, and Military Award Equivalency Chart.

Civilian Award	Civilian Awards Approval Authority	Military Award Equivalent
Decoration for Exceptional Civilian Service	Secretary of the Air Force (See note 1.)	Distinguished Service Medal
Outstanding Civilian Career Service Award	1. HQ USAF: Secretariat, DCS and 2 letter Directors (3-star generals or above and CL equivalent); 2. AF/CVA approves for 2-letter directorates headed by 2-star generals or below and CL equivalent; 3. MAJCOM: CC, CV, or CL equivalent (See note 2.); 4. Director, Air National Guard; 5. Superintendent, USAF Academy	Legion of Merit
Air Force Civilian Award for Valor	Secretary of the Air Force (See note 1.)	Airman's Medal

Civilian Award	Civilian Awards Approval Authority	Military Award Equivalent
Meritorious Civilian Service Award	1. HQ USAF: Secretariat, DCS, ACS, Directors (Colonel (O-6) or CL equivalent & above); 2. MAJCOM: CC, CV, or CL equivalent (See note 2.); MAJCOM: DCS/Staff Office (Colonel (O-6) or CL equivalent & above) (See note 3.); or Chief Air Directorate Staff/ANG; 3. ANG: Director, Deputy Director or CL equivalent; 4. DRU: CC, CV, or CL equivalent (Colonel (O-6) & above); 5. FOA (under Headquarters, Air Force): CC, CV, or CL equivalent (Colonel (O-6) & above); 6. NAF CC, CV	Meritorious Service Medal
Command Civilian Award for Valor	1. HQ USAF: Secretariat and DCS/Directors (2-Star Generals or CL equivalent & above); 2. MAJCOM: CC, CV or CL (may be delegated to director or comparable level); 3. NAF and Wing CC (See note 3.)	Air Force Commendation Medal (courage)
Exemplary Civilian Service Award	1. HQ USAF: Division Chief; 2. MAJCOM: Director (may be delegated to Division Chief); 3. Installation: Wing CC, CV, Director, or CL equivalent (may be delegated to Group CC, Director or CL equivalent) ; 4. DRU: CC, CV, or CL equivalent (Colonel (O-6) & above); 5. FOA (under Headquarters, Air Force): CC, CV, or CL equivalent (Colonel (O-6) & above); 6. NAF CC/CV	Air Force Commendation Medal

Civilian Award	Civilian Awards Approval Authority	Military Award Equivalent
Air Force Civilian Achievement Award	1. HQ USAF: Division Chief (may be delegated to Branch Chief); 2. MAJCOM: Director (may be delegated to Division Chief); 3. Installation: Wing CC or Director (may be delegated one level to Group CC or Director); 4. DRU: CC, CV, or CL equivalent (Colonel (O-6) & above); 5. FOA (under Headquarters, Air Force): CC, CV, or CL equivalent (Colonel (O-6) & above) 6. NAF: CC or CV	Air Force Achievement Medal
<p>NOTE:</p> <ol style="list-style-type: none"> SAFPC will board and process all nominations (except for SES employees) to the SecAF. SAF/AA will process all SES employee nominations through the ERB to the SecAF. This authority may be further delegated to Wing CC or CL equivalent (Colonel (O-6) & above). This approval authority must be delegated by MAJCOM CC. 		

Chapter 6

CAMPAIGN AND SERVICE AWARDS

6.1. Purpose. To recognize civilian employees who participated in a campaign, war, national emergency, or to denote service requirements fulfilled in a creditable manner.

6.2. Secretary of Defense Medal for the Defense of Freedom (DFM).

6.2.1. Purpose. The Defense of Freedom medal was established to acknowledge DoD civilian employees who are killed or wounded in the line of duty. The medal symbolizes the extraordinary fidelity and essential service of the Department's civilian workforce who are an integral part of DoD and who contribute to the preservation of national security.

6.2.2. Eligibility. The medal shall be awarded to any DoD civilian employee meeting the definition of "employee" under title 5 United States Code, Section 2105, and who is eligible for an award under DoD 1400.25-M, Subchapter 451, *Awards*, including employees of non-appropriated fund activities when killed or wounded by hostile action while serving under any competent authority of the Department under conditions for which a military member would be eligible for receipt of the Purple Heart. Additionally, the Secretary of Defense (SecDef) has discretionary authority to award this medal to non-Defense personnel who are otherwise qualified to be awarded the medal based on their involvement in DoD activities.

Figure 6.1. DFM.



6.2.3. Criteria. Eligibility criteria for the medal is aligned as closely as practicable to Purple Heart criteria for members of the Armed Forces and differs from other medals in that it is not "recommended." The employee is "entitled" to the medal if the employee is eligible and if the conditions or criteria in the paragraph above are present. Hostile action may involve, but is not limited to, the use of conventional or nuclear weapons, chemical or biological agents, explosives or missiles. The medal shall be awarded to employees who are killed or sustained serious injury due to hostile action against the United States of America, or killed or wounded while rescuing or attempting to rescue any other employee or individual subjected to injuries sustained under such conditions. The wound for which the award is made must have required treatment by a medical officer and records of medical treatment for wounds or injuries received in action must have been made a matter of official record. All nomination

packets must include a report from a medical treatment facility or professional and a signed release to permit discussion of medical information by those who review the award nomination.

6.2.4. Limitations on Awarding Medals. The medal is authorized for the incident of death or the first wound suffered under the conditions indicated above. The medal itself may be awarded only once; however, for subsequent events that would require the award of the medal, Air Force is authorized to use 3/16 Bronze Star device (Stock #8455-00-082-6136) to be worn with or on the medal. Not more than one DFM or appropriate device will be authorized for more than one wound or injury received in the same hostile incident.

6.2.5. Posthumous Awards: The medal may be awarded posthumously and may be presented to a representative of the deceased employee's family.

6.2.6. Award Description. The medal itself consists of a golden circle framing a bald eagle holding a shield which exemplifies the principles of freedom and the defense of those freedoms upon which our nation is founded. The reverse of the medal is inscribed with "On Behalf of a Grateful Nation" with a space for the recipient's name to be inscribed. The laurel wreath represents honor and high achievement. The ribbon is red, white and blue. The red stripes commemorate valor and sacrifice. The wide blue stripe represents strength. The white stripes symbolize liberty as represented in our national flag. The number of red stripes represents the four terrorist attacks using hijacked airplanes and the single blue stripe represents the terrorist attack on the Pentagon on Sept. 11, 2001. The award consists of a Medal Set (Stock # 8455014901004) available through the Defense Supply System and a Defense of Freedom Certificate, (Air Force Form 4301) available through the AF E-Publishing (<http://www.e-publishing.af.mil>). An illustration of the medal is provided at **Figure 6.1**.

6.2.7. Monetary Amount. None.

6.2.8. Approval Authority.

6.2.8.1. DoD Civilians: HQ AFPC Purple Heart Review Board. During combat operations this authority may be further delegated to the NAF or Joint Task Force Air Force component commander for the combat area.

6.2.8.2. Non-Defense Personnel (contractors): SecDef. Nominations must be processed through proper channels to AFPC/DPSIDRA.

6.3. Secretary of Defense Medal for the Global War on Terrorism (GWOT-C).

6.3.1. Purpose. The Secretary of Defense Medal for the Global War on Terrorism was established to recognize the contributions and accomplishments of the DoD civilian workforce in direct support of the armed forces, whose members are engaged in operations to combat terrorism in all forms throughout the world.

6.3.2. Eligibility. The medal shall be awarded to DoD civilian employees who on or after September 11, 2001 to a date to be determined, participate abroad in direct support of a U.S. military GWOT operation in a designated geographic location approved for award of the military Global War on Terrorism Expeditionary Medal (GWOT-E), to include service in the countries of Iraq and Afghanistan.

Figure 6.2. GWOT-C.

6.3.2.1. Civilian employees must be engaged in direct support of a military operation in a combat zone in an area of eligibility under one of the following conditions: 1) For 30 consecutive days; 2) For the full period, if the operation is less than 30 days; 3) For 60 non-consecutive days in a combat zone provided this support involves the employee entering the area(s) of eligibility; 4) Regardless of time, if the civilian employee is killed or medically evacuated from the area of eligibility while providing direct support in the designated operation.

6.3.2.2. Under no circumstances are personnel physically located in the United States eligible for the GWOT-C medal even if they are engaged in direct support. Direct support is defined as services provided to participating military activities of the Armed Forces in a military operation awarded the GWOT-E, but only if the employee actually enters the designated area of eligibility combat zone.

6.3.2.3. The area(s) of eligibility are the same as designated for approved GWOT-E military operations, and includes service in the countries of Afghanistan and Iraq; foreign territory on which military troops have actually landed or are present and specifically deployed for operations; adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and the air space above and adjacent to the area in which operations are being conducted. The Chairman, Joint Chiefs of Staff, will determine the US military operations that qualify for the GWOT-E. Military Personnel Flights can provide a current list of military operations for which the GWOT-E is authorized.

6.3.3. Limitations on Awarding the Medal. The medal may be awarded only to DoD civilian employees and only for operations awarded the GWOT-E, Afghanistan Campaign Medal or Iraq Campaign Medal for military personnel.

6.3.3.1. A DoD civilian employee is an individual meeting the definition of “employee” under 5 U.S.C. 2105 and who would be eligible for awards under DoD 1400.25-M, Subchapter 451, *Awards*, including employees of non-appropriated activities.

6.3.3.2. The GWOT-C may not be awarded to contract personnel.

6.3.3.3. The GWOT-C may be awarded only once to a civilian employee for service to a GWOT military operation. An employee may not be awarded both the GWOT-C and the Armed Forces Civilian Service Medal for the same operation. 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-C. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

6.3.4. **Posthumous Award.** The GWOT-C may be awarded and may be presented to a representative of the deceased employee's family.

6.3.5. **Approval.** The servicing CPF/CPE will verify entitlement to the GWOT-C using Contingency/Exercise/Deployment orders with paid travel vouchers, decoration citations/orders, or other documentation acceptable by the CPF/CPE. Upon verification, the CPF/CPE will update employee's personnel record.

6.3.6. **Monetary Amount.** None.

6.3.7. **Award Description.** The statue of freedom represents the ultimate goal of operations in support of the GWOT. 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 DoD. 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 (Stock NSN # 8455-01-545-7149). There is no official DoD certificate to accompany the medal. An illustration of the medal is provided at [Figure 6.2](#).

6.4. Armed Forces Civilian Service Medal (AFCSM).

6.4.1. **Purpose.** To recognize the contributions and accomplishments of the DoD civilian work force directly supporting the Armed Forces, whose members are engaged in designated military operations of a peacekeeping or prolonged humanitarian nature. The medal symbolizes the importance that DoD places on the service of its civilian work force to military operations and the value of its contribution in accomplishing the Nation's objectives.

6.4.2. **Eligibility.**

6.4.2.1. General. The Deputy Secretary of Defense approved the establishment of the AFCSM on 22 August 1997. The eligibility criteria for the medal is aligned as closely as practicable with that of the military Armed Forces Service Medal (AFSM).

Figure 6.3. AFCSM.

6.4.2.1.1. The AFCSM may be awarded to DoD civilian employees who, after 1 June 1992 to a date to be determined, participate in direct support of a US military operation for which military personnel have been awarded the AFSM. Refer to AFI 36-2803, *The Air Force Military Awards and Decorations Program* for the designated AFSM operations.

6.4.2.1.2. The AFCSM may be awarded only for a military operation approved for award of the AFSM for military personnel.

6.4.2.2. 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 AFSM or for 60 non-consecutive days in an AFSM operation, provided this support involves the employee entering the area(s) of eligibility.

6.4.2.2.1. A civilian employee is an individual meeting the definition of “employee” under 5 U.S.C. 2105 and who would be eligible for awards under DoD 1400.25-M, Subchapter 451, “Awards,” including employees of non-appropriated activities. Direct hire foreign nationals are eligible to receive the medal.

6.4.2.2.2. Direct support is defined as services provided to participating military activities of the Armed Forces in a military operation awarded the AFSM, but only if the employee actually enters the designated area of eligibility.

6.4.2.3. The areas of eligibility are the same as those designated for approved AFSM military operations, i.e., the foreign territory on which military troops have actually landed or are present and specifically deployed for the operation; adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and the air space above and adjacent to the area in which operations are being conducted. The Chairman, Joint Chiefs of Staff, will determine the US military operations that qualify for the AFSM. Military Personnel Flights can provide a current list of military operations for which the AFSM is authorized.

6.4.3. **Limitations on Awarding the Medal.** The medal may be awarded only to DoD civilian employees and only for operations authorized the AFSM for military personnel. 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 AF E-Publishing (<http://www.e-publishing.af.mil>), and/or a 3/16 Bronze Service Star (Stock #8455-00-082-6136); available through Defense Supply System. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, (e.g., outside the areas of eligibility), is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition. Award of the AFCSM 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.

6.4.4. **Posthumous Award.** The AFCSM may be awarded and may be presented to a representative of the deceased employee's family.

6.4.5. **Approving Authority.** Approval authority is delegated to installation CC (0-6 or above) or CL equivalent.

6.4.6. **Monetary Amount.** None.

6.4.7. **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 (Stock NSN # 8455-01-452-5330). An illustration of the medal is provided at [Figure 6.3](#).

Chapter 7

AWARDS FOR NON-GOVERNMENT PERSONNEL

7.1. Purpose. To recognize significant contributions to the DoD by a member of the general public.

7.2. Eligibility. Non-governmental personnel, groups or organizations ineligible for recognition under previous chapters in this AF Instruction or the military decorations program, may be considered for recognition under this chapter.

7.2.1. DoD military and civilian personnel eligible for recognition under previous chapters in this civilian Air Force instruction or the military decorations program are not eligible for these awards.

7.2.2. Persons or organizations having commercial or profit making relationships with DoD or DoD component are ineligible for these non-governmental awards, unless it is shown their contributions are substantially beyond that specified or implied within the contract terms, and is clearly in the public interest.

7.2.3. Sample Contributions. Exemplary service in an advisory or technical capacity to a DoD committee, program or project; direct assistance to a DoD 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 DoD activity or mission; or other actions resulting in significant benefits to DoD.

7.3. Secretary of the Air Force Distinguished Public Service Award.

7.3.1. **Purpose.** The Secretary of the Air Force Distinguished Public Service Award was 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.

7.3.2. **Eligibility.** The Secretary of the Air Force Distinguished Public Service award is awarded to private citizens not employed by the US 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.

7.3.2.1. Exclusions: Civilian members in a commercial or profit making relationship with the DoD (refer to [paragraph 7.2](#)).

7.3.3. **Process.** Documentation of factual evidence that a highly significant service has been provided to the Air Force shall be forwarded with each nomination through command channels to SAF/MRBP or SAF/AA, as appropriate. 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 US decorations, if any, authority for the decoration, and inclusive service dates. Nomination may be submitted at any time, but must be received by SAF/MRBP or SAF/AA at least 90 calendar days before presentation.

7.3.4. **Approval Authority.** Secretary of the Air Force.

7.3.5. **Award Description.** A gold medal and lapel pin with accompanying citation. 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, provided by the unit with a certificate signed by the Secretary of the Air Force and the Chief of Staff.

7.4. Chief of Staff of the Air Force Award for Exceptional Public Service.

7.4.1. **Purpose.** The Chief of Staff of the Air Force Award for Exceptional Public Service was established to pay tribute to private citizens for their sustained unselfish dedication, contributions and exceptional support to the Air Force.

7.4.2. **Eligibility.** The Chief of Staff of the Air Force Award for Exceptional Public Service is awarded to private citizens or organizations not employed by the US Air Force, at the request of the MAJCOM Commander or MAJCOM Civilian Leader equivalent who meet the following criteria:

7.4.2.1. Embodies dedication, patriotism and personal sacrifice which has resulted in significant contributions to the Air Force.

7.4.2.2. Demonstrates exceptional leadership and provides for the safety and welfare of Air Force personnel.

7.4.2.3. Projects positive community relationships which, in turn, has fostered positive mission accomplishments.

7.4.3. **Process.** MAJCOM Commanders or MAJCOM Civilian Leader equivalents 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 the CSAF through AFPC/DPSIDRA. Upon approval, the MAJCOM Commander or Civilian Leader equivalent will present, during an official ceremony, an official engraved Air Force Trophy honoring the award recipient. AFPC/DPSIDRA will provide the official trophy upon request. Nomination may be submitted at any time, but at least 90 calendar days before presentation.

7.4.4. **Approval Authority.** CSAF or SecAF

7.4.5. **Monetary Amount.** None

7.5. Air Force Exceptional Service Award (ESA). This medal is awarded to non-governmental US or foreign civilians for exceptional service to the Department of the Air Force or for an act of heroism involving voluntary risk of life. Refer to AFI 36-2803 for criteria and eligibility.

7.6. Air Force Scroll of Appreciation. This medal is a highly prestigious award, and is designed to recognize meritorious achievement or service rendered to any Department of the Air Force activity or for acts of courage that do not meet the ESA risk of life requirements. Refer to AFI 36-2803 for criteria and eligibility.

7.7. Commander's Public Service Award.

7.7.1. **Purpose.** To recognize service or achievements which contribute significantly to the accomplishment of the mission of an Air Force activity, command, or staff agency.

7.7.2. **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/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 DoD (to include contractors) with this award (refer to [paragraph 7.2](#)). A civic leader may only receive this award once every five years. 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. Examples of achievements include, but are not limited to:

7.7.2.1. Significant achievements which resulted in significant savings of time, manpower, or money to the government.

7.7.2.2. Achievement and effort in the areas of humanitarian efforts, mission impact, unit facilities, and/or support of unit personnel.

7.7.2.3. Personal time and/or resources expended that helped achieve a successful project outcome.

7.7.3. **Process.** Any Air Force employee may nominate a non-Air Force individual for this award. A one-page written recommendation describing specific accomplishments, with an attached citation. The proposed citation should be written in third person and include organization, installation, dates of the award period for which recommended, and a statement of achievement. Nominations should be completed on the AF IMT 1768, *Staff Summary Sheet* and describe the specific accomplishments in bullet format, not to exceed one page. The nominations must be submitted at least 60 days before the desired presentation.

7.7.4. Approving Authorities.

7.7.4.1. MAJCOM CC/CV/CL

7.7.4.2. Any commander (colonel and above) and CL or Director equivalent

7.7.4.3. Principal Officials of HQ Staff agencies

7.7.4.4. General officers or SES-level civilians

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

Chapter 8

DEPARTMENT OF THE AIR FORCE CIVILIAN LAPEL PINS

8.1. Senior Executive Air Force Lapel Pin. The silver colored Senior Executive Air Force lapel pin is a three-dimensional rendering of the SES keystone logo. The keystone has been the SES symbol since its inception in 1979. AF/AIS distributes the appropriate version of this pin to newly appointed SES and SES equivalents (e.g., Senior Level (SL), Scientific and Professional (ST), Defense Intelligence SES (DISES) and Defense Intelligence Senior Level (DISL)) members). Executives are encouraged to wear the pin as an indication of their position and rank. Extra pins may be purchased at cost from Pentagon Services located in the Pentagon.

8.2. Headquarters Air Force (HAF) Staff Lapel Pin. This pin provides distinct identification for all current and former civilian employees who have satisfactorily served on the HAF Staff within the National Capital Region (NCR).

8.2.1. Eligibility. Air Force employees assigned to the HAF or their DRUs or FOAs within the NCR are eligible to wear the HAF 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. Purchase and wear of the pin is optional; available through AF Pentagon Services. When worn, the pin will be positioned on the wearers' left lapel/collar.

8.2.2. 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.

8.3. Air Force Civilian Pin. All newly-hired AF civilians will be awarded the Air Force Civilian Pin upon completion of the AF Civilian Orientation Course. This course represents the basic heritage, core values, customs & courtesies and career information all new civilians need to begin their AF careers. The AF Civilian Pin serves as a symbol of recognition of the importance of civilian professional development and the contributions AF Civilians make to the AF. The servicing CPF/CPE will issue the pin for qualified employees. It should be presented and received in a manner that invokes a sense of inclusion and pride in belonging to such an accomplished institution as the AF. AF Civilian Pins should ideally be awarded in a public setting such as a Commander's Call, Director's Call or other organizational event. CPF/CPEs should contact their MAJCOM for pins.

8.3. (KEESLERAFB) Base Civilian Awards & Decorations produces a monthly roster of those new employees who have completed the training and sends a notification letter along with accompanying pin(s) to unit monitors.

8.4. Prescribed Forms.

AF 342A, Certificate of Appreciation (Spouses)
AF 1166, Meritorious Civilian Service Award
AF 1306, Department of the Air Force Civilian Award for Valor
AF 1307, Department of the Air Force Command Civilian Award for Valor
AF 1310, Department of the Air Force Decoration for Exceptional Civilian Service Award
AF 2856, Outstanding Civilian Career Service Award
AF 2860, Special Act or Service Award
Certificate of Achievement
AF 3033, Certificate of Appreciation
AF 3034, Certificate of Commendation
AF 3517, Department of the Air Force Exemplary Civilian Service Award
AF 3589, 10 Year Length of Service Certificate
AF 3590, 20 Year Length of Service Certificate
AF 3591, 30 Year Length of Service Certificate
AF 3592, 40 Year Length of Service Certificate
AF 3593, 50 Year Length of Service Certificate
AF 4300, Air Force Civilian Achievement Award
AF 4301, Secretary of Defense Medal for the Defense of Freedom
AF A4340, Commander's Award for Public Service

8.5. Adopted Forms.

AF 342, *Retirement Certificate of Civilian Service*
AF Form 847, *Recommendation for Change of Publication*
AF 971, Supervisor's Employee Brief
AF 1768, Staff Summary Sheet
AF Form 1206, *Nomination for Award*
AF Form 1768, *Staff Summary Sheet*
AF Form 3032, *Certificate of Achievement*

OPM Form 71, *Request for Leave or Approved Absence*

SF-50, *Notification of Personnel Action*

SF 52, *Request for Personnel Action*

RICHARD Y. NEWTON, Lt General, USAF
DCS, Manpower and Personnel

(KEESLERAFB)

GLEN R. DOWNING, Colonel, USAF
Vice Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 U.S.C. Chapter 45, *Incentive Awards*, 8 January 2004

5 CFR 451, *Awards*, 1 January 2006

(Added-KEESLERAFB) Keesler AFB Instruction 36-2802, *Wing Recognition Programs*, 3 May 2010

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Title 10, United States Code, *Armed Forces*, current edition

DoDD 1400.25-M, *DoD Civilian Personnel Manual System*, December 1996

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AFPD 36-10, *Civilian Performance Management*, 31 October 2000

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFI 33-360, *Publications and Forms Management*, 11 June 2009

AFI 36-901, *Air Force Senior Executive Resources*, 25 July 1994

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 15 June 2001

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 51-901, *Gifts from Foreign Governments*, 16 February 2005

Abbreviations and Acronyms

AFCAA—Air Force Civilian Achievement Award

AFCAV—Air Force Civilian Award for Valor

AFCSM—Armed Forces Civilian Service Medal

AFDB—Air Force Decorations Board

AFRBA—Air Force Review Boards Agency

AFDPSA—Air Force Distinguished Public Service Award

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOEA—Air Force Organizational Excellence Award

AFOUA—Air Force Outstanding Unit Award

AFSA—Air Force Scroll of Appreciation

CAA—Civilian Achievement Award

CAHS—Civilian Award for Humanitarian Service

CCAV—Command Civilian Award for Valor
CFR—Code of Federal Regulations
CL—Civilian Leading an Organization Designated as a Unit
COA—Certificate of Achievement
COC—Certificate of Commendation
CPF/CPE—Civilian Personnel Flight and Civilian Personnel Element
CPSA—Commanders Public Service Award
CSAF—Chief of Staff of the Air Force
DECS—Decoration for Exceptional Civilian Service
DFM—Secretary of Defense of Freedom Medal
DoD—Department of Defense
DCPDS—Defense Civilian Personnel Data System
DISES—Defense Intelligence SES
DISL—Defense Intelligence Senior Level
DRU—Direct Reporting Unit
ESA—Exceptional Service Award
EPF—Employee Personnel Folder
ERB—Executive Review Board
ESCA—Exemplary Civilian Service Award
FNE—Foreign National Employee
FOA—Field Operating Agency
GM—General Manager (now GS)
GS—General Schedule
GWOT—C--Global War on Terrorism-Civilian
HQ USAF—Headquarters United States Air Force
LOA—Letter of Achievement
LOC—Letter of Commendation
LOS—Length of Service
MAJCOM—Major Command
MCSA—Meritorious Civilian Service Award
NAA—Notable Achievement Award
NAF—Numbered Air Force

NSPS—National Security Personnel System
OCCSA—Outstanding Civilian Career Service Award
OPF—Official Personnel Folder
OPM—Office of Personnel Management
PAO—Public Affairs Officer
SAFPC—Secretary of the Air Force Personnel Council
SASA—Special Act or Service Award
SecAF—Secretary of the Air Force
SES—Senior Executive Service
SF—Standard Form
SL—Senior Level
ST—Scientific and Professional
TOA—Time-Off Award
U.S.C.—United States Code
VCSAF—Vice Chief of Staff of the Air Force

Attachment 2

AF FORM 1768 STAFF SUMMARY SHEET FOR PREPARING AWARD
NOMINATION EXAMPLE

Staff Summary Sheet – Attachment 2

To	Action	Signature (Surname), Grade, Date	To	Action	Signature (Surname), Grade, Date
Grade and Surname of Action Officer		Symbol	Phone		Suspense Date
Subject NAME OF THE AWARD, NOMINEES NAME OR GROUP NAME Meritorious Civilian Service Award (MCSA), Mr./Ms. Iam A. Sample					SSS Date

Summary

1. PURPOSE: To obtain MAJCOM approval of the MCSA.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Meritorious Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
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.
4. I verify that the official records of (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.
5. Other Data:
 - Last 4 of Social Security Number:
 - Present Position Title, Series and Grade:
 - Inclusive Dates of the Award:
 - 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.))

Is the recognition timely (submitted within award criteria timeframe)? If not, a memo of Justification for Late Submission must accompany the award nomination.
6. Justification: (to be prepared in accordance with **paragraph 2.18.**)
7. Citation: (to be prepared in accordance with **Attachment 3**)
8. RECOMMENDATION: MAJCOM/CC review/approve MCSA etc.

Attachment 3

INSTRUCTIONS FOR PREPARING CITATIONS FOR SPECIFIC AWARDS

A3.1. All nomination packages for civilian awards should be accomplished in accordance with this Instruction. 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 for Civilian Honorary and Monetary Awards: General:

“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.”

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

Outstanding Civilian Career Service Award:

“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: 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.

“During this period / In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Employee resulted in . . .”

or

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

A3.4. Closing Sentence for Honorary Awards: Decoration for Exceptional Civilian Service:

“The distinctive accomplishments of Mr. /Ms. Employee reflects the highest credit upon himself/herself and the United States Air Force.”

Outstanding Civilian Career Service Award:

“The distinctive accomplishments of Mr. /Ms. Employee culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the United States Air Force.” (Use the word “long” if length of service exceeds 30 years.)

Air Force and Command Civilian Award for Valor:

“This single act of compassion for mankind of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

Meritorious Civilian Service Award:

“The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

Exemplary Civilian Service Award/Air Force Achievement Award:

“The distinctive accomplishments of Mr. /Ms. Employee reflects credit upon himself/herself and the United States Air Force.”

Posthumous Award:

“The distinctive accomplishments of Mr. /Ms. Employee in the dedication of his/her service to his/her country reflect great credit upon himself/herself and the United States Air Force.”

A3.5. Closing Sentence for Monetary Awards: Special Act or Service Award:

“The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

Notable Achievement Award:

“The distinctive accomplishments of Mr. /Ms. Employee reflects credit upon himself/herself and the United States Air Force.”

What about all the other awards closing statements?