

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

**AIR FORCE INSTRUCTION 36-1004
LUKE AIR FORCE BASE
Supplement**



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Personnel**

**THE AIR FORCE CIVILIAN RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Rodney H. Nichols)

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AFI 36-1004, *The Air Force Civilian Recognition Program*, is supplemented as follows.

It also applies to civilian employees of the Air Force Reserve Command and the Air National Guard.

This revision eliminates delegations of authority that have been added to or modified by the revised AFI 36-1004. 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 Forms 847 from the field through the appropriate functional's chain of command. 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/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This revision eliminates delegations of authority that have been added to or modified by the revised AFI 36-1004. Changes include title change from Managing the Civilian Recognition Program to The Air Force Civilian Recognition Program. Deletes Table 2.1. and paragraph 4.12.2.3. Updates paragraphs 2.16.1.1., 4.1.1.1., and Table 5.1.. Updates formatting.

Table 2.1. (DELETED)

2.16.1.1. (Added) Nominations must be submitted through the appropriate group commander or equivalent and 56th Force Support Squadron Civilian Personnel Office (56 FSS/FSMC) prior to forwarding to the installation/associate unit commander. A transmittal memorandum for the installation/associate unit commander's signature must accompany nominations.

4.1.1.1. (Added) When Time-Off Awards are granted in conjunction with the annual performance appraisal, the award-approving official has final approval authority.

4.12.2.3. (DELETED) Table 5.1. Approval authority for the Exemplary Civilian Service Award and the Air Force Civilian Achievement Award is delegated to group commanders.

KURT F. NEUBAUER
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

FSMC—Civilian Personnel Office

FSS—Force Support Squadron

OPR—Office of Primary Responsibility