

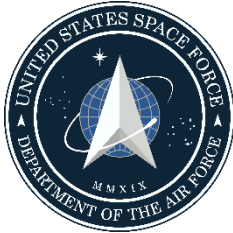
**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

SPACE FORCE MANUAL 36-1001

23 JULY 2024

Personnel

CIVILIAN RECOGNITION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*. It provides guidance and procedures on United States Space Force (USSF) civilian recognition awards. This publication applies to USSF civilian employees and uniformed and civilian supervisors of Appropriated Fund civilian employees. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by DAF.

Chapter 1

PROGRAM OVERVIEW

1.1. Overview.

1.1.1. The United States Space Force (USSF) values civilian recognition and makes a valiant effort to highlight contributions of civilian Guardians as recognition, appreciation, and inclusion are cornerstones of the USSF.

1.1.2. These service-specific civilian awards were created to complement the existing Department of the Air Force (DAF) honorary and monetary awards and are tailored to reflect the Guardian Spirit. A brief description of each award is provided below.

1.1.3. Chief of Space Operations Award for Exceptional Public Service. Awarded to private citizens or private organizations for their contributions to and exceptional support of the USSF. Award candidate must embody the core values of the USSF: Character, Connection, Commitment, and Courage, while demonstrating exceptional leadership, projecting positive community relationships, and fostering impactful mission accomplishments.

1.1.4. Headquarters Space Force Staff Lapel Pin. This pin recognizes all current and former USSF civilians who have served on the Headquarters Space Force (HQSF) Staff for at least 365 consecutive days. This lapel pin is analogous to the USSF military HQSF identification badge.

1.1.5. Civilian Length of Service Recognition Certificates and Pins. Length of Service (LOS) awards recognize civilians for their LOS at 5-year intervals up to 50 years, followed by 10-year intervals up to 70 years of service.

1.1.6. Civilian Guardian Lapel Pin. This pin serves as a cultural symbol of recognition of the importance of civilian contributions and professional development to the USSF. Creating a culture with recognition of Guardians at the forefront strengthens mission success while building the Guardian identity and enhancing pride in the organization.

1.1.7. Civilian and Spouse Recognition Upon Retirement. Civilian Guardians are eligible for a retirement pin and certificate. The pin has a USSF specific design. Their spouse is eligible for a certificate of appreciation.

1.1.8. Wear. Wearing each pin is optional. When wearing the pin, it should be worn on the left side of clothing. This includes, but is not limited to a lapel, shirt, or jacket. It is also appropriate to affix one, or more, pins to a lanyard worn at work.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Chief of Space Operations (CSO).

- 2.1.1. Approves proposals pertaining to this publication that are not already in existence.
- 2.1.2. Approves nominations for the CSO Award for Exceptional Public Service and for civilian length of service awards between 50 and 70 years.

2.2. Deputy Chief of Space Operations for Human Capital (SF/S1). Develops and coordinates USSF civilian personnel policy and essential procedural guidance.

2.3. Director of Civilian Policy and Management (SF/S1C).

- 2.3.1. Under the authority and direction of SF/S1, directs development and implementation of supplemental civilian awards policy for the USSF.
- 2.3.2. Ensures USSF complies with legislation and the Office of Personnel Management and Department of Defense policies.
- 2.3.3. Provides guidance to the USSF on provisions of this publication.
- 2.3.4. Monitors the USSF awards program and assesses implementation to ensure compliance with this publication.

2.4. Secretary of the Air Force (SecAF) Decorations Board. Provides recommendations to CSO on nominations for the CSO Award for Exceptional Public Service.

2.5. Air Force Personnel Center, Department of the Air Force Evaluation/Recognition Programs (AFPC/DPSTTC).

- 2.5.1. Reviews nominations for the CSO Award for Exceptional Public Service and submits to the SecAF Decorations Board.
- 2.5.2. Provides trophy for CSO Award for Exceptional Public Service upon CSO approval.

2.6. Commanders and Civilian Directors of Field Commands/Field Operating Agencies (FOA), Direct Reporting Units (DRU) and Level 2 Officials of the Office of the Chief of Space Operations (OCSO), commonly known as Headquarters Space Staff.

- 2.6.1. Determine award eligibility and ensure timely presentation.
- 2.6.2. Maintain adequate stock of all civilian recognition pins and certificates.
- 2.6.3. Ensure all civilian recognition items are purchased in accordance with Department of the Air Force Manual (DAFMAN) 65-605, Volume 1, *Budget Guidance and Technical Procedures*.
- 2.6.4. Follow local procedures regarding package, routing, approval, and printing requirements.

Chapter 3

CIVILIAN LENGTH OF SERVICE RECOGNITION

3.1. Civilian Length of Service Recognition.

3.1.1. Purpose. To recognize 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 60, and 70 years of creditable Federal Service.

3.1.2. Eligibility. Civilian Guardians, to include foreign national employees, will receive LOS recognition beginning at 5-years of federal service, continuing in 5-year increments up to 50 years and increasing in 10-year increments up to 70 years.

3.1.3. Calculation. Civilian LOS recognition is determined by the employee's Service Computation Date (SCD) for Leave. All federal civilian service and honorable active duty military service is included in the computation for LOS recognition.

3.1.4. Presentation. Civilian LOS certificates and pins should be awarded in a public setting, such as a Commander's Call, Director's Call, or other organizational event. Both a certificate and pin are presented for 10, 20, 30, 40, 50, 60, and 70-years. A certificate is presented for 5, 15, 25, 35, and 45-years. Organizational purchase of the 5, 15, 25, 35, and 45-year federal service pins is optional.

3.1.5. USSF Civilian LOS Pin Description. 10, 20, 30, 40, 50, 60 and 70-Year. The top of the lapel pin features the Delta Wing symbolizing change and innovation. The middle of the pin specifies the number of years – 10, 20, 30, 40, 50, 60, and 70 – atop the Polaris, which symbolizes the guiding light of security and a constant presence and vigilance in space. An illustration of the pins is provided at [Figure 3.1](#).

3.1.6. Federal LOS Pin Description. 5, 15, 25, 35 and 45-Year. The lapel pin features an eagle design representing the seal of the United States. There are various finishes specifying the number of years at the bottom of the pin. An illustration of the pins is provided at [Figure 3.2](#).

3.1.7. Process. USSF organizations are responsible for confirming eligibility to ensure a timely presentation. This information can be found in various human resources reports. Follow local procedures regarding package, routing, and printing requirements.

3.1.8. Procurement. USSF organizations will ensure certificates and pins are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing financial management (FM) or Resource Manager (RM) for award funding resources. Certificates are available through the Air Force Departmental Publishing Office (AFDPO). The LOS pin for 5-years is available through General Services Administration (GSA). Manufacturer Part Number (MPN) is provided below. LOS pins for 10, 15, 20, 25, 30, 35, 40, 45, 50, 60, and 70-years are available through Defense Logistics Agency (DLA). National Stock Numbers (NSN) are provided below.

3.1.8.1. SPF3602, *5-Year Length of Service Certificate*, and pin MPN PGS05.

3.1.8.2. SPF3589, *10-Year Length of Service Certificate*, and pin NSN 8455-01-715-8997.

3.1.8.3. SPF3598, *15-Year Length of Service Certificate*, and pin NSN 012-547-985.

3.1.8.4. SPF3590, *20-Year Length of Service Certificate*, and pin NSN 8455-01-715-9004.

- 3.1.8.5. SPF3599, *25-Year Length of Service Certificate*, and pin NSN 012-547-986.
- 3.1.8.6. SPF3591, *30-Year Length of Service Certificate*, and pin NSN 8455-01-715-9011.
- 3.1.8.7. SPF3600, *35-Year Length of Service Certificate*, and pin NSN 012-547-987.
- 3.1.8.8. SPF3592, *40-Year Length of Service Certificate*, and pin NSN 8455-01-715-9018.
- 3.1.8.9. SPF3601, *45-Year Length of Service Certificate*, and pin NSN 012-547-988.
- 3.1.8.10. SPF3593, *50-Year Length of Service Certificate*, and pin NSN 8455-01-715-9070.
- 3.1.8.11. SPF3596, *60-Year Length of Service Certificate*, and pin NSN 8455-01-715-9075.
- 3.1.8.12. SPF3597, *70-Year Length of Service Certificate*, and pin NSN 8455-01-715-9081.
- 3.1.9. Signature Authority.
 - 3.1.9.1. For 5, 10, 15, and 20-Year Length of Service Certificates: Division Chiefs (GS-13, or equivalent) and above.
 - 3.1.9.2. For 25, 30, 35, 40, and 45-Year Length of Service Certificates: Directors (GS-15, or equivalent) and above.
 - 3.1.9.3. For 50, 60, and 70-Year Length of Service Certificates: CSO.

Figure 3.1. USSF Civilian Length of Service Pins.



Figure 3.2. Federal Length of Service Pins.



Chapter 4

CIVILIAN AND SPOUSE RECOGNITION UPON RETIREMENT

4.1. Civilian and Spouse Recognition Upon Retirement.

4.1.1. Purpose. To recognize civilians and their spouses at the time of retirement.

4.1.2. Eligibility. At retirement, civilian Guardians are eligible for a retirement pin and certificate. Each Guardian's spouse is eligible for a certificate of appreciation.

4.1.3. Civilian Retirement Pin Description. The navy blue and silver round lapel pin features the Delta Wing in the middle with "U.S. SPACE FORCE CIVILIAN RETIREE" inscribed in a circular pattern. Two silver stars are inscribed before and after the word "RETIREE". An illustration of the pin is provided at [Figure 4.1](#).

4.1.4. Process. Upon receiving notification of a civilian's pending retirement, submit request for certificate and pin to appropriate point of contact within your organization. Follow local procedures regarding package, routing, and printing requirements.

4.1.5. Presentation. Retirement certificates and pins, and spouse certificates of appreciation should be awarded during a retirement ceremony.

4.1.6. Procurement. USSF organizations will ensure certificates and pins are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing FM or RM for award funding resources. Certificates are available through AFDPO. Pins are available through DLA. NSN is provided below.

4.1.6.1. DAF Form 342, *Retirement Certificate of Civilian Service*.

4.1.6.2. DAF Form 342A, *Spouse Retirement Certificate of Appreciation*.

4.1.6.3. Civilian Retirement Pin, NSN 8455-01-713-6202.

4.1.7. Signature Authority.

4.1.7.1. Up to 29 years of service: Directors (GS-15, or equivalent).

4.1.7.2. 30 or more years of service: CSO.

Figure 4.1. Civilian Retirement Pin.



Chapter 5

LETTERS OF APPRECIATION AND COMMENDATION

5.1. Letter and Certificate of Appreciation.

5.1.1. Purpose. Recognizes individuals for a variety of accomplishments that do not fall under the performance awards category for an act or service that is above average. A letter of appreciation may be used at any time to express appreciation to an employee for an above-average act or service; 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.

5.1.2. Eligibility. DAF (Air Force and Space Force) civilian employee.

5.1.3. Process. Supervisor submits letter of appreciation with a narrative justification. *SPF3033, United States Space Force Certificate of Appreciation accompanies the letter.* Follow local procedures regarding package, routing, and printing requirements.

5.1.4. Presentation. The supervisor gives the letter or certificate to the employee.

5.1.5. Procurement. USSF organizations will ensure certificates are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing FM or RM for award funding resources. Certificate available through AFDPO.

5.1.6. Approval Authority. Immediate supervisor, higher-level supervisor, or any person having knowledge of the service may sign the letter and certificate.

5.2. Letter and Certificate of Commendation.

5.2.1. Purpose. Recognizes an employee for 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; DAF 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.

5.2.2. Eligibility. DAF (Air Force and Space Force) civilian employee.

5.2.3. Process. Supervisor submits letter of commendation with narrative justification. 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. *SPF3034, United States Space Force Certificate of Commendation,* accompanies the letter. Follow local procedures regarding package, routing, and printing requirements.

5.2.4. Presentation. The supervisor gives the letter and certificate to the employee.

5.2.5. Procurement. USSF organizations will ensure certificates are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing FM or RM for award funding resources. Certificate available through AFDPO.

5.2.6. Approval Authority. Commanders, Directors, or civilian leaders (unit level and above) may sign certificates of commendation.

Chapter 6

AWARDS FOR NON-GOVERNMENT PERSONNEL

6.1. Chief of Space Operations Award for Exceptional Public Service.

6.1.1. Purpose. To pay tribute to private citizens or private organizations for their contributions and exceptional support that significantly assisted or supported USSF functions, services, or operations performed as a public service.

6.1.2. Eligibility. Private citizens, groups, and organizations who are not employed by the USSF and have demonstrated the following:

6.1.2.1. Embodies the core values of the USSF – Character, Connection, Commitment, and Courage, resulting in significant contributions to the USSF as a public service.

6.1.2.2. Demonstrates exceptional leadership.

6.1.2.3. Projects positive community relationships fostering impactful mission accomplishments.

6.1.3. Restrictions. Recipients may not be in a commercial or profit-making relationship with DAF. This requirement cannot be waived.

6.1.4. Process. HQSF, Field Command/Combatant Command, DRU, or FOA Agency directors and above may nominate an individual or organization for this award. Submit written justification and biography, not to exceed one page each, describing the public service in relation to USSF core values, to AFPC/DPSTTC at least 90 calendar days before presentation. AFPC/DPSTTC will review and submit nomination to the SecAF Decorations Board, who will provide recommendations to the CSO. Upon CSO approval, the requesting unit will request an official trophy from AFPC/DPSTTC.

6.1.5. Presentation. The applicable unit will present, during an official ceremony, an engraved trophy honoring the award recipient. Travel for award recipient may be authorized in accordance with Joint Travel Regulations, *Uniformed Service Members and DOD Civilian Employees*, paragraph 0305..

6.1.6. Procurement. USSF organizations will ensure trophy is purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3..

6.1.7. Trophy Description. The trophy is clear, shaped as a vertical rectangle, and has a triangular top engraved with the USSF seal. The words, “Chief of Space Operations Award for Exceptional Public Service” are engraved in the center of the trophy. Below reads, “Presented to” along with the recipient’s name and date of presentation. There is no official certificate to accompany the trophy.

6.1.8. Approval Authority. CSO.

Chapter 7

CIVILIAN LAPEL PINS

7.1. Headquarters Space Force Staff Lapel Pin.

7.1.1. Purpose. To recognize civilians who have served on HQSF within the National Capital Region (NCR), to include remote employees.

7.1.2. Eligibility. USSF civilian employees assigned to the Headquarters or a USSF DRU or FOA within the NCR are eligible to wear the USSF Headquarters Staff lapel pin. Wear of the pin is authorized for employees assigned or previously assigned to an OCSO position for at least 365 consecutive days. This includes remote employees assigned to an OCSO position.

7.1.3. Headquarters Space Force Staff Lapel Pin Description. The round lapel pin corresponds to the Headquarters Space Force Staff Badge worn by military Guardians. The pin incorporates symbolism from the USSF seal while featuring a Pentagon. An illustration of the pin is provided at [Figure 7.1](#).

7.1.4. Process. The Mission Support Office (SF/MSO) is responsible for confirming eligibility and providing pins to organizations. Eligibility information can be found in various human resources reports.

7.1.5. Presentation. Pins should be awarded in a public setting, such as a Commander's Call, Director's Call, or other organizational event.

7.1.6. Procurement. USSF organizations will ensure pins are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing FM or RM for award funding resources. Pins are available through DLA. NSN is provided below.

7.1.6.1. Headquarters Space Force Staff Lapel Pin, NSN 8455-01-714-5574.

Figure 7.1. Headquarters Space Force Staff Lapel Pin.



7.2. Civilian Guardian Pin.

7.2.1. Purpose. Serves as a cultural symbol of recognition of the importance of civilian contributions and professional development to the USSF.

7.2.2. Eligibility. Presented to all civilian Guardians upon completion of any Space orientation course. The intent is to make sure our civilian Guardians are coming into the USSF and receiving education and training on our mission.

7.2.3. Civilian Lapel Pin Description. The round civilian lapel pin incorporates symbolism from the USSF seal to include the Delta Wing which symbolizes change and innovation; the Globe represents the home of the USSF and its support to the joint warfighters; the elliptical orbit represents defense and protection from all adversaries and threats; the Polaris symbolizes the guiding light of security and a constant presence and vigilance in space; and roman numerals MMXIX (2019) represent the year of activation. The top of the pin is inscribed with “UNITED STATES SPACE FORCE” and the bottom is inscribed with “CIVILIAN SERVICE”. An illustration of the pin is provided at [Figure 7.2](#).

7.2.4. Process. Supervisors are responsible for confirming eligibility prior to presentation.

7.2.5. Presentation. Pins should be awarded in a public setting, such as a Commander’s Call, Director’s Call, or other organizational event.

7.2.6. Restrictions/Exceptions. The pin will only be awarded upon completion of any Space orientation course consisting of education and training on the USSF mission. **(T-1)** Civilian personnel who were civilian Guardians prior to this publication are authorized the pin and are not subject to the eligibility criteria. This includes Air Force civilians assigned to Command ID 4G while providing base operating support directly in support of USSF missions. Only one pin may be presented to any one employee. **(T-1)**

7.2.7. Procurement. USSF organizations will ensure pins are purchased in accordance with DAFMAN 65-605v1, paragraph 5.21.3.. Units should work with their servicing FM or RM for award funding resources. Pin is available through GSA. MPN is provided below.

7.2.7.1. Space Force Civilian Service Lapel Pin, MPN JDT-CIV-092-GSA.

Figure 7.2. Civilian Guardian Pin.



ALEX WAGNER
Assistant Secretary of the Air Force for
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 65-605v1, *Budget Guidance and Technical Procedures*, 31 March 2021

DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*, 18 December 2023

Joint Travel Regulations (JTR), *Uniformed Service Members and DOD Civilian Employees*, 1 May 2024

Prescribed Forms

SPF3602, *5-Year Length of Service Certificate*

SPF3589, *10-Year Length of Service Certificate*

SPF3598, *15-Year Length of Service Certificate*

SPF3590, *20-Year Length of Service Certificate*

SPF3599, *25-Year Length of Service Certificate*

SPF3591, *30-Year Length of Service Certificate*

SPF3600, *35-Year Length of Service Certificate*

SPF3592, *40-Year Length of Service Certificate*

SPF3601, *45-Year Length of Service Certificate*

SPF3593, *50-Year Length of Service Certificate*

SPF3596, *60-Year Length of Service Certificate*

SPF3597, *70-Year Length of Service Certificate*

Adopted Forms

SPF3033, *United States Space Force Certificate of Appreciation*

SPF3034, *United States Space Force Certificate of Commendation*

DAF Form 342, *Retirement Certificate of Civilian Service*

DAF Form 342A, *Spouse Retirement Certificate of Appreciation*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

CSO—Chief of Space Operations

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DLA—Defense Logistics Agency
DRU—Direct Reporting Unit
FOA—Field Operating Agency
FM—Financial Management
GSA—General Services Administration
HQSF—Headquarters Space Force
LOS—Length of Service
MPN—Manufacturer Part Number
NCR—National Capital Region
NSN—National Stock Number
OCSO—Office of the Chief of Space Operations
OPR—Office of Primary Responsibility
RM—Resource Manager
SCD—Service Computation Date
SecAF—Secretary of the Air Force
SPF—Space Force Form
USSF—United States Space Force

Office Symbols

AFDPO—Air Force Departmental Publishing Office
AFPC/DPSTTC—Air Force Personnel Center, Department of the Air Force
Evaluation/Recognition Programs
SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs
SF/MSO—Space Force Mission Support Office
SF/S1—Deputy Chief of Space Operations, Personnel
SF/S1C—Space Force Civilian Policy and Programs Office

Terms

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).