

Civilian Recognition Guide

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Introduction

When the Air Force was established in 1947, the Army Exceptional Civilian Service Award was adopted and used to recognize civilians who exhibited clearly exceptional performance of duties, exceptional achievements of major significance, great courage, or provided powerful leadership. In 1948, the Secretary of the Air Force established the Air Force Exceptional Civilian Service Award with similar criteria. This was the only civilian Air Force award until approximately 1954.

Since 1948, many awards have been established with the purpose of recognizing civilian personnel for their outstanding accomplishments and achievements. This guide is meant to be used by the Civilian Personnel Flights and supervisors as a reference tool to promote understanding of the program and individual recognition requirements. This booklet does not intend to be all inclusive, nor replace regulatory guidance, but provide information on available recognition that is most frequently used.

The recognition program is designed to improve government operations by motivating and rewarding excellence by members of the workforce. Recognizing outstanding performance and achievement is an essential management responsibility critical to stimulating and sustaining high levels of proficiency and productivity. Historically, whether in honorary or monetary form, recognition has three basic components: individual or group exceptional achievement, individuals who are sensitive to the value of recognition, and observers who acknowledge achievement and the merit of recognition.

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Order of Precedence

Department of Defense



First: Department of Defense
Distinguished Civilian Service Award.



Second: Secretary of Defense
Meritorious Civilian Service Award.

Order of Precedence

Air Force Civilian Awards



First: Decoration for Exceptional Civilian Service. This is similar to the Military Distinguished Service Medal.



Second: Air Force Valor Award. This is similar to the Airman's Medal.



Third: Air Force Outstanding Civilian Career Service Award. This award is similar to the military Legion of Merit.



Fourth: Air Force Meritorious Civilian Service Award. This is similar to the military Meritorious Service Medal.



Fifth: Air Force Command Award for Valor. This is similar to the military Meritorious Service Medal when awarded for heroism.



Sixth: Air Force Exemplary Civilian Service Award. This is similar to the military Air Force Commendation Medal.

Army Civilian Awards



First: Army Exceptional Civilian Service Award.



Second: Army Meritorious Civilian Service Award.



Third: Army Superior Civilian Service Award.

Navy Civilian Awards



First: Navy Distinguished Civilian Service Award.



Second: Navy Superior Civilian Service Award.



Third: Navy Meritorious Civilian Service Award.

Determining Award Eligibility

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. If the recognition is within job responsibilities, it must be so superior or meritorious that it warrants special recognition. If the award eligibility is too liberal or stringent, it will lead to a lack of employee confidence in the program and management. The following 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 cover the subject of the contribution?

Is the employee expected or required to make contributions of the type under consideration?

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," the contribution is outside of the employee's normal job responsibilities and should be considered for monetary or honorary recognition.

If the answers are "yes," the contribution is within job responsibilities and to receive recognition, a determination must be made that it is so superior that it merits an award.

Is the contribution of particular importance or significance to the organization?

Was there a great amount of independent thought, or 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.

Presidential Awards

President's Award for Distinguished Federal Civilian Service

ESTABLISHED

Executive Order 12014 signed by President Eisenhower, 1957. Highest purely honorary award granted to a member of the federal career service.

PURPOSE

The highest honor that the Federal Government can grant to a career employee in recognition of exceptional achievements that are of unusual benefit to the Nation. To recognize individuals whose outstanding achievements have current impact on improved government or public interest, and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the government.

AWARD

A gold medal, a citation signed by the President, and a lapel rosette made from the ribbon on which the medal is suspended.

CRITERIA

Achievements having current impact in improving government operations or serving the public interest, and so outstanding that the employee deserves greater public recognition than can be granted by the head of the agency in which employed. These

achievements exemplify one or more of the following: imagination in developing creative solutions to problems in government; courage in persevering against great odds and difficulties; high ability in accomplishing extraordinary scientific or technological achievement, providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or performing an extraordinary act of credit to the government and the country; or long and distinguished career service.

ELIGIBILITY

Heads of agencies may nominate career employees of their own agency, or employees of other agencies when they have knowledge of their exceptional achievements. All grade levels are eligible except individuals appointed by the President or non-career members of the Senior Executive Service unless their work might be considered to be within the federal career service. Greater consideration will be given to individuals who have previously been awarded the Department of Defense



Distinguished Civilian Service Award.

PROCEDURE

No fixed due date; the award may be granted at any time with the recommendation of the agency head, concurrence of the Director, Office of Personnel Management and approval of the President. The Office of the Assistant Secretary of Defense (Force Management Policy) is responsible for processing nominations originating from a component. The OASD (FMP) will recommend eligible nominations to the Secretary of Defense for subsequent endorsement to the Office of Personnel Management.

Presidential Medal of Freedom

ESTABLISHED

By President John F. Kennedy,
February 22, 1963.

CRITERIA

Executive Order 11085.

ELIGIBILITY

Awarded to any person who has made an especially meritorious contribution to the security or national interests of the United States, world peace, or cultural or other significant public or private endeavors. Among those who have received this prestigious award are Ansel Adams (photographer), Mohammed Anwar el-Sadat (former president of Egypt),

Bob Hope (entertainer), and Dr. Jonas Salk (medical scientist).

PROCEDURE

Heads of DoD Components or OSD officials at the level of Assistant Secretary or above shall submit nominations for either Presidential award, with full justification, to the Office of Secretary of Defense ASD(FM&P), who will recommend to the Secretary whether the nomination should be referred to the President.

RECORDS

The ASD(FM&P) shall maintain records on all recommendations and their disposition.



Presidential Citizens Medal

ESTABLISHED

13 November 1969.

CRITERIA

Set forth in Executive Order 11494 reference (h).

ELIGIBILITY

Bestowed upon any citizen of the United States who has performed exemplary deeds of service for his or her country or fellow citizens. Among those who have received this award Brooke Russell Astor (author, philanthropist), Ezra Taft Benson (Mormon Church leader, public servant), and William H. Natcher (Member of Congress).

PROCEDURE

Heads of DoD Components or OSD officials at the level of Assistant Secretary or above shall submit nominations for either Presidential award, with full justification, to the Office of Secretary of Defense ASD(FM&P), who will recommend to the Secretary whether the nomination should be referred to the President.

RECORDS

The ASD(FM&P) shall maintain records on all recommendations and their disposition.



Air Force Honorary Awards

Decoration for Exceptional Civilian Service

PURPOSE

To recognize 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 an individual or group within the Air Force and serves as an incentive. It is not appropriate for employees about to retire.

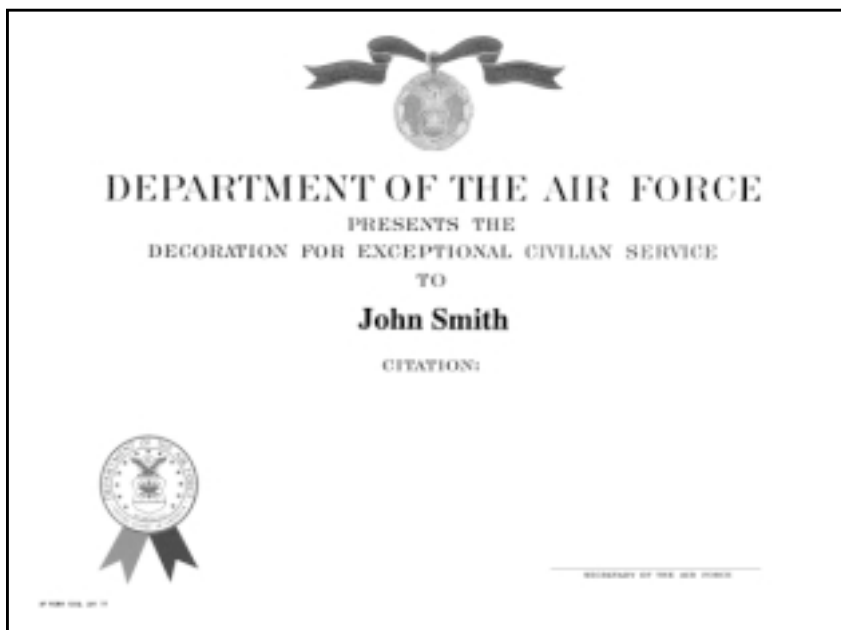
AWARD

Gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves.

Ribbon is dark blue silk with three dotted golden-orange lines in the center. Emblem with a ruby indicates receipt of both the Decoration for Exceptional Civilian Service and Meritorious Civilian Service Award. Emblem with a diamond indicates receipt of more than one Exceptional Award.

ELIGIBILITY

All Air Force civilian employees who have performed their assigned duties for at least one year which result in profound Air Force-wide impact to programs



Sample AF Form 1310, Department of the Air Force Exceptional Civilian Service Award Certificate.

Air Force Honorary Awards

or projects as documented by development of improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements or benefits to the government.

Nominees may be recommended for this award, if they previously received the Meritorious Civilian Service Award. Exceptions to this policy will be considered only if justified by the MAJCOM Commander or equivalent.

PROCEDURE

Supervisor submits AF Form 1768, Staff Summary Sheet with six legible copies of the recommendation (in a narrative format), which describes specific accomplishments, and a draft citation. The citation should be

in third person and include job designation or organization, period for which recommended, and statement of achievement, not to exceed 90 words. There is no specific format.

Package presented through the installation incentive awards committee within three months after act or achievement, to the MAJCOM. MAJCOM will forward to HQ USAF/DPDFC for review and boarding by the Incentive Awards Committee.

FINAL APPROVING AUTHORITY
Secretary of the Air Force.

MONETARY AMOUNT
None. Award consists of a certificate and medal.

No limit on the number that may be awarded. Award documented in civilian system, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS REQUIRED

AF Form 1768, Staff Summary Sheet, and AF Form 1310, Department of the Air Force Exceptional Civilian Service Award Certificate.

FOR PERSONNEL OFFICES

Medal Stock #: 8455-00-965-4763
(mini): 8455-00-456-6108.
Lapel button with diamond
(for subsequent ECSAs):
8455-00-985-7372

Air Force Valor Award

PURPOSE

To recognize an act of heroism, with voluntary risk of personal safety in the face of danger either on or off the job.

AWARD

Gold-colored medal design 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. Ribbon is light blue with four yellow stripes, two dark blue stripes, and one red stripe in the center.

ELIGIBILITY

Employee exhibits great courage and voluntarily risks personal

safety beyond the call of duty such as approaching or entering

a burning aircraft in an attempt to rescue trapped victims.



Sample AF Form 1306, Department of the Air Force Civilian Award for Valor Certificate.

Air Force Honorary Awards

PROCEDURE

Supervisor submits Air Force Form 1768, six legible copies of specific accomplishments, and draft citation. Proposed citation should be written in third person and include job designation or organization, period for which recommended, and statement of achievement. Citation should not exceed 90 words.

Package presented through the installation Incentive Awards Committee, to the MAJCOM. MAJCOM will forward to HQ

USAF/DPDFC for boarding by the Incentive Awards Committee. No required time frame for submission.

FINAL APPROVING AUTHORITY
Secretary of the Air Force.

MONETARY AMOUNT
The inclusion of a monetary honorarium up to \$ 1,000 is optional at the discretion of the MAJCOM Commander or equivalent. No limit on the number that may be awarded. Award documented in the

civilian data system, the SF-50 Notification of Personnel Action filed in the Official Personnel Folder, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS REQUIRED

AF Form 1768 and AF Form 1306 Department of the Air Force Civilian Award for Valor.

FOR PERSONNEL OFFICES

Medal Stock #: 8455-00-965-4717

Outstanding Civilian Career Service Award

PURPOSE

Outstanding career service meriting recognition. Given at time of retirement.

AWARD

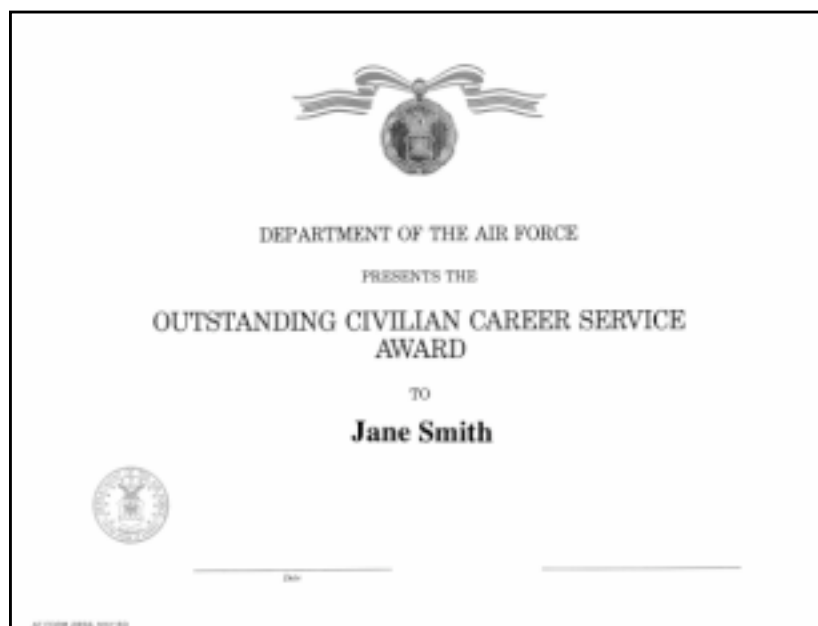
Bronze medal bearing the Air

Force coat of arms with a wreath of laurel leaves. Ribbon is white trimmed in maroon with three maroon stripes in the center.

ELIGIBILITY

Employee demonstrated

significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout the employee's career.



Sample AF Form 2856, Department of the Air Force Outstanding Civilian Career Service Award Certificate.

Air Force Honorary Awards

PROCEDURE

Supervisor submits AF Form - 1768 and six legible copies of the narrative describing employee's achievements through proper channels to MAJCOM- or Installation- level Incentive Awards Committee no later than 30 days before the date of desired presentation. Citation should not exceed 90 words.

FINAL APPROVING AUTHORITY
Approved by the Secretary of the

Air Force for the Secretariat; Chief of Staff, or designated member of his staff, for HQ USAF; otherwise, MAJCOM or comparable organizational CC/CV commander. MAJCOM may delegate approval authority to MAJCOM director or Wing or comparable organizational commander.

MONETARY AMOUNT
None. Award consists of a certificate and medal.

FORMS REQUIRED

AF Form 1768, Staff Summary Sheet, and AF Form 2856, Department of the Air Force Outstanding Civilian Career Service Award Certificate.

FOR PERSONNEL OFFICES
Medal Stock #: 8455-01-187-0127

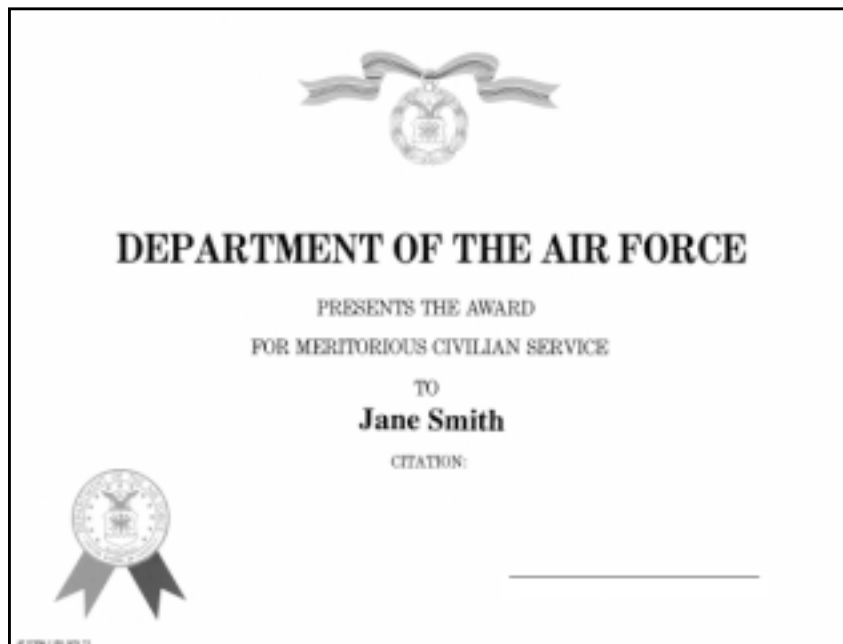
Meritorious Civilian Service Award

PURPOSE

To recognize an individual for outstanding service to the Air Force in the performance of duties in an exemplary manner. Since this type of recognition serves as an incentive, it is not appropriate for employees about to retire.

AWARD

Sterling silver medal and lapel emblem bearing the Air Force coat of arms with a wreath of laurel leaves (Emblem with ruby indicates receipt of more than one Meritorious Award).



Sample AF Form 1166, Department of the Air Force Meritorious Civilian Service Award Certificate.

Air Force Honorary Awards

ELIGIBILITY

All Air Force civilian 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 workers in a unit which resulted in improvement of work performance and esprit de corps.

PROCEDURE

Supervisor submits AF Form

1768 and six legible copies of recommendation which describes specific accomplishments, with a draft citation. Proposed citation should be written in third person and include job designation or organization, period for which recommended, and statement of achievement. Must not exceed 90 words. No specific format required other than narrative form.

Package presented through the installation incentive awards committee within three months after act or achievement to the MAJCOM.

FINAL APPROVING AUTHORITY

Approved by the Secretary of the Air Force for the Secretariat. Approved by the Chief of Staff, for HQ USAF. Otherwise, MAJCOM or comparable organization commander.

MONETARY AMOUNT

None. Award consists of a certificate and medal.

There is no limit on the number that may be awarded. Award documented in civilian data system, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS REQUIRED

AF Form 1768, Staff Summary Sheet, and AF Form 1166, Department of the Air Force Meritorious Civilian Service Award Certificate.

FOR PERSONNEL OFFICES

Medal Stock #: 8455-00-571-8782 (mini) 8455-00-914-1851 with ruby (for subsequent awards); 8455-01-122-2125

Air Force Command Valor Award

PURPOSE

To recognize unusual courage or competence in an emergency, either on or off the job, unrelated to performance of official duties.

AWARD

Sterling silver metal of same design as Air Force Civilian Award for Valor. Ribbon is light blue silk with four yellow stripes and one red stripe in the center.

ELIGIBILITY

Any Air Force civilian employee who demonstrates courage or

competence in assisting others in an emergency, such as supervising orderly exit from a building during a fire, keeping others calm, or executing proper course of action in emergency.

PROCEDURE

Supervisor submits AF Form 1768 and six legible copies of recommendation describing specific accomplishments through proper channels to MAJCOM- or Installation- level Incentive Awards Committee no later than 3 months after the act or



Air Force Honorary Awards

achievement, and a draft citation. The proposed citation should be written in third person and include job designation or organization, period for which recommended, and statement of achievement. The citation must not exceed 90 words.

Package presented through the installation incentive awards committee to the MAJCOM.

FINAL APPROVING AUTHORITY
Approved by the Secretary of the Air Force for the Secretariat; Chief of Staff for HQ USAF, or

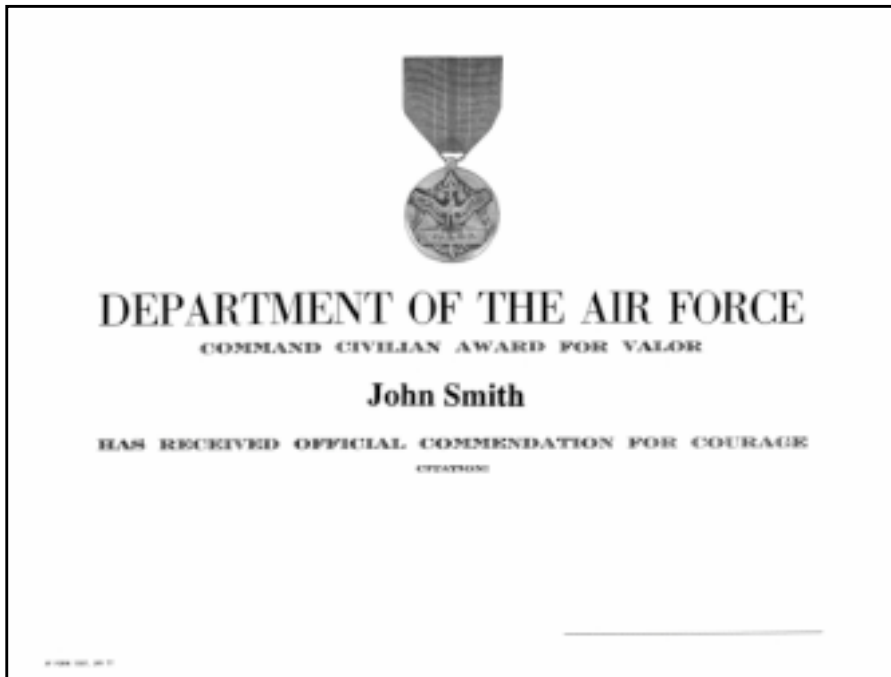
MAJCOM or comparable organization commander. MAJCOM may delegate approval authority to Wing or comparable organizational commander.

MONETARY AMOUNT
Inclusion of a monetary honorarium up to \$500 is optional at the discretion of the award approving authority.

No limit on the number that may be awarded. Award documented in the civilian data system, the SF-50 filed in the Official Personnel Folder, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS REQUIRED
AF Form 1768, Staff Summary Sheet, and AF Form 1307, Department of the Air Force Command Civilian Award for Valor Certificate.

FOR PERSONNEL OFFICES
Medal Stock #: 8455-00-965 -4714



Sample AF Form 1307, Department of the Air Force Command Civilian Award for Valor Certificate.

Exemplary Civilian Service Award

PURPOSE

To recognize an individual or group for clearly outstanding service in support of the command mission or goals.

AWARD

A bronze-colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. Ribbon is edged with green and has three red stripes in the middle bordered by light blue and white.

ELIGIBILITY

Performing assigned duties for at least one year in an outstanding manner or performing a single service that significantly contributes to the accomplishment of the command mission. Service must clearly demonstrate specific examples of how the employee exceeded service expected of an individual with similar responsibilities.

PROCEDURE

Supervisor submits an AF Form 1768 with four legible copies of the narrative justification that includes specific examples of the employee's accomplishment, with a draft of proposed citation.

The citation must be written in third person and include job designation or organization, period for which recommended, statement of achievement.

Air Force Honorary Awards

The citation should not exceed 90 words.

FINAL APPROVING AUTHORITY
For employees assigned to MAJCOMs, FOAs, DRUs and

other staff organizations, approval may be one level below the approval authority for the Meritorious Civilian Service Award (Wing or comparable organization commander). Wing

may delegate approval authority to Group or comparable organizational commander.

MONETARY AMOUNT

None. Award consists of a certificate and medal. No limit on the number that may be awarded. Award documented in the civilian data system, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS USED

AF Form 1768, Staff Summary Sheet, and AF Form 3517, Department of the Air Force Exemplary Civilian Service Certificate.

FOR PERSONNEL OFFICES

Medal Stock #: 8455-01-344-8740



Sample AF Form 3517, Department of the Air Force Exemplary Civilian Service Certificate.

Length of Service Award

PURPOSE

To recognize 10, 20, 30, 40, and 50 years of creditable Federal service.

AWARD

A lapel pin with the appropriate years of service and a certificate.

ELIGIBILITY

Any employee who has the "years" of creditable Federal service, providing that a minimum of five years is civilian service. Creditable Federal service includes both civilian

service and all honorable military service creditable for leave.

Normally, Federal service which was served as a military member and led to formal military retirement is considered to have been appropriately recognized at the time of that retirement.

However, if an employee desires recognition of both civilian and all military service, a certificate may be issued for the combined service, at his/her request. In such a case, the employee must



Air Force Honorary Awards

submit a request in writing to the Civilian Personnel Flight.

PROCEDURE

Automatically identified through the civilian data system based on the service computation date-leave.

FINAL APPROVING AUTHORITY

For 10 years, the Division Chief or comparable official unless employee works for a higher level official who will sign. For 20 years, the Director in Departmental Service, unless employee works for a higher level official. For 30 years, Deputy Chief of Staff or comparable official in Departmental Service unless employee works for a higher level official. For 40 years, Secretary of Air Force for the

Secretariat, Chief of Staff for HQ USAF, otherwise MAJCOM or comparable level. For 50 years, the Secretary of the Air Force.

MONETARY AMOUNT

None. Award consists of lapel pin and certificate.

FORMS USED

10-Year Certificate of Service

AF Form 3589;
pin #8455-01-338-5616

20-Year Certificate of Service

AF Form 3590;
pin #8455-01-389-7401

30-Year Certificate of Service

AF Form 3591;
pin #8455-01-389-4393

40-Year Certificate of Service

AF Form 3592;
pin #8455-01-389-0856

50-Year Certificate of Service

AF Form 3593;
pin #8455-01-388-5615

Note: The 50-Year Certificate is controlled by AF/DP. MAJCOMs request a 50-year certificate by sending a cover letter, biography, and certification of the service computation date to HQ USAF/DPDFC, 1040 Air Force Pentagon, Washington DC 20330-1040. The 50-year certificate is signed by the Secretary of the Air Force.

LAPEL BUTTONS

Retirement, Civilian Air Force. Awarded to civilian personnel at time of retirement from the Federal service.

Stock #8455-01-345-2768

– Air Force Recognition Award.

Awarded to civilian personnel who are recipients of awards governed by AFI 36-2819/AFI 36-2805.

Stock #8455-01-127-4186

– Air Force Outstanding Unit Award. Awarded to civilian personnel who were serving with a cited unit, organization, or

activity, during a period for which it was awarded the Air Force Outstanding Unit Award and contributed to the achievements.

Stock #8455-00-891-8529

– Air Force Organizational Excellence Award. Awarded to civilian personnel who were serving with a cited unit, organization, or activity, during a period for which it was awarded the Air Force Organizational Excellence Award and contributed to the achievements.

Stock #8455-00-488-5513

Air Force Incentive Awards

Special Act or Service Award

PURPOSE

To recognize an individual or group for a special act or service which resulted in significant tangible or intangible benefits to the government which can be verified.

AWARD

Certificate with a cash award of \$300 to \$50,000.

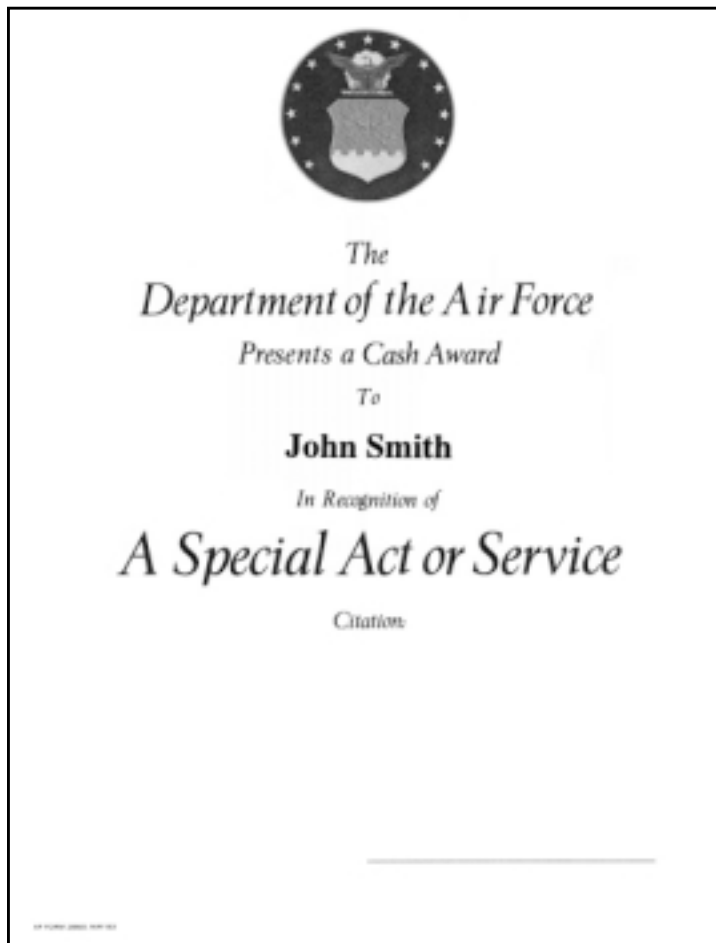
ELIGIBILITY

Air Force civilian employee who has significantly exceeded job requirements as a one-time occurrence. (An SES member may receive this award for achievements outside of his/her job responsibility). Examples of achievements for non-SES employees: a particular project or assignment which involved overcoming unusual difficulties; performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits; creative efforts that made important contributions to science or research; exemplary or courageous handling of an emergency situation related to official employment; a superior

accomplishment or scientific achievement which results in significant savings of time, manpower, or money to the government.

PROCEDURE

Supervisor submits an AF Form 1768 with a justification which describes the achievement and proposed citation.



Sample AF Form 2860, Department of the Air Force Special Act or Service Award Certificate.

Air Force Incentive Awards

Submission should be no later than 60 days after completion of the special act or service.

Package presented through chain of command to the incentive awards committee.

FINAL APPROVING AUTHORITY
Up to \$10,000 installation commander or designee. Over

\$10,000, not to exceed \$25,000, Air Force Incentives Award Board to Office of Personnel Management. Over \$25,000, the President.

MONETARY AMOUNT
The amount is in proportion to the benefits realized by the government. No limit on the number that may be awarded.

FORMS REQUIRED
AF Form 1768, Staff Summary Sheet, and AF Form 2860, Department of the Air Force Special Act or Service Award Certificate.

Notable Achievement Award

PURPOSE

To recognize an individual or group for a special act or service which resulted in a noteworthy contribution to the Air Force.

AWARD

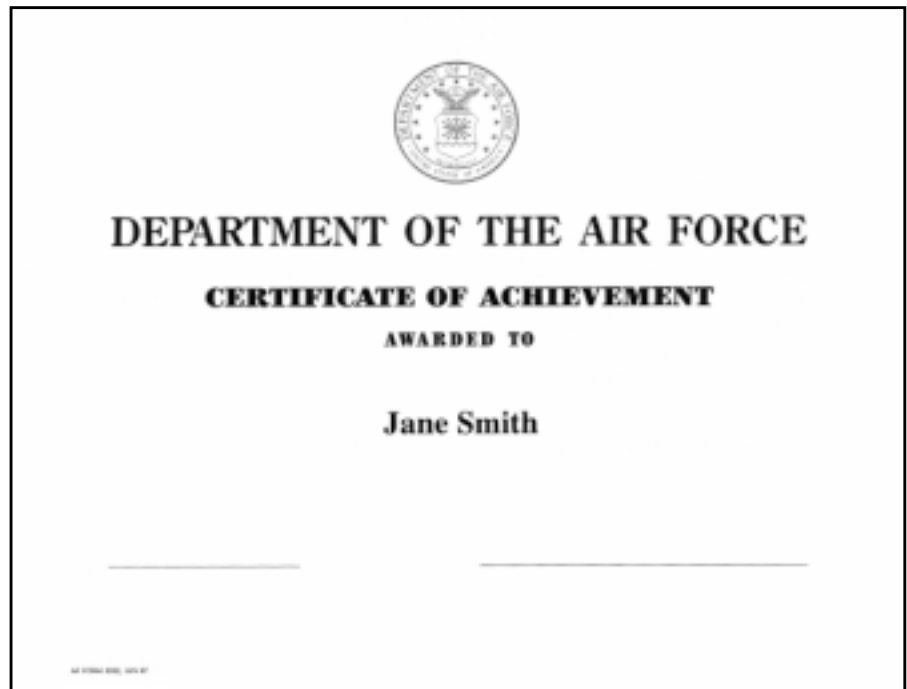
Certificate (AF Form 3032) with a cash award of \$25 to \$300.

ELIGIBILITY

Civilian employee (excludes SES) who has made personal effort resulting in the elimination of a wasteful or inefficient practice, or the enhancement of mission effectiveness as a one-time occurrence.

PROCEDURE

Supervisor submits an AF Form 1768 with a justification which describes in writing the contribution. Should be submitted no later than one month after completion of the contribution.



Sample AF Form 3032, Department of the Air Force Notable Achievement Award Certificate.

Air Force Incentive Awards

FINAL APPROVING AUTHORITY
Second level supervisor.

MONETARY AMOUNT
Based on the benefits received by the government, \$25 to \$300.

No limit on the number of awards received. Award must not be

granted for a contribution of a previously granted award. Award documented in the civilian personnel data system, the SF-50 filed in the employee's Official Personnel Folder, a copy of the AF Form 1768 and justification filed in the Employee Performance File.

FORMS REQUIRED
AF Form 1768, Staff Summary Sheet, and AF Form 3032, Department of the Air Force Notable Achievement Award Certificate.

Time Off Award

PURPOSE
To recognize an individual for superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of government operations.

AWARD
Time off from duty without charge to leave.

ELIGIBILITY
May be granted to any federal employee (including SES) to recognize a one-time event such as: making a high quality contribution to a project or assignment; displaying special initiative and skill in completing an assignment or project; using initiative and creativity in making improvements in a product, activity, program or service; ensuring mission accomplished during a difficult period by taking on additional workload; participation in a

Quality Circle or Process Action/Improvement Team that resulted in the implementation of an improved work process or product; submitting a suggestion that was adopted but since it was within normal job responsibilities, the employee was ineligible for a cash award.

PROCEDURE
Supervisor submits an AF Form 1768 with justification and a signed certification.

FINAL APPROVING AUTHORITY
If one day or under, the first level supervisor; over one day, the civilian appointing authority or appropriate delegated authority.

MONETARY AMOUNT
None.

Limit of 80 hours per leave year for full-time employees; 40 hours

for any single contribution. For part-time employees, the time allotted is the average number of hours of work in the employee's biweekly scheduled tour of duty; for a single contribution, one-half the maximum amount for the leave year. Time-off awards may not be converted to cash awards.

The award will be coded in the civilian data system.

FORMS REQUIRED
AF Form 1768, Staff Summary Sheet.

Air Force Letters of Recognition

Letter of Commendation

PURPOSE

To commend an employee for unusual work performance, or for an act or service that clearly exceeds duty performance.

AWARD

Personalized letter.

ELIGIBILITY

Any civilian employee.

PROCEDURE

Submit at anytime. Letter is prepared, signed by the commander or the director of a major organizational component and presented to the employee.

Letter should be on official letterhead stationery with the subject: "Letter of Commendation." It should be addressed to the employee through supervisory channels. Terminology such as "I commend," or "achievement was commendable," must be used in the letter with specific information on the achievement. Do not use "I appreciate," "thanks for a good job," or "sincere gratitude," as this terminology does not meet the criteria.

FINAL APPROVING AUTHORITY
Commander or Director of major organizational component.

MONETARY AMOUNT
None.

No limit on the number that may be awarded. Award documented

in the civilian data system, a copy filed in the Employee Performance File.

FORM REQUIRED
AF Form 3034 (optional), Department of the Air Force Certificate of Commendation.



Sample AF Form 3034, Department of the Air Force Certificate of Commendation.

Letter of Appreciation

PURPOSE

To express appreciation to an employee for work performance, act, or service that is better than normally expected.

AWARD

Personalized letter.

ELIGIBILITY

Any Air Force civilian employee.

PROCEDURE

Submitted at anytime through supervisory channels. The letter is signed by the immediate supervisor, higher level supervisor, or any person having knowledge of the service rendered. The letter is presented through supervisory channels.

FORMAT

Letter on plain or letterhead stationery.

FINAL APPROVING AUTHORITY

Anyone having knowledge of accomplishment being recognized.

MONETARY AMOUNT

None.

No limit on the number that may be awarded. Award maybe recorded on or a copy attached to the AF Form 971, **Supervisor's Employee Brief.**

It is not coded in the civilian data system, nor filed in the employee's Official Personnel Folder or Performance Folder.

FORM REQUIRED

AF Form 3033 (optional), Supervisor's Employee Brief.



Sample AF Form 3033, Supervisor's Employee Brief.

Air Force Military Awards

Air Force Cross Award

ESTABLISHED
10 USC 8742; AM 36-2803
(AFI 36-2803)

AWARD
A bronze cross with an oxidized satin finish. Entered on the cross is a gold-plated American bald eagle, wings displayed against a cloud formation encircled by a laurel wreath finished in green enamel. The ribbon is britany blue, edged with Old Glory red, and bears a narrow white vertical stripe inside the red edges.

CRITERIA
Awarded for extraordinary heroism while engaged in an action against an enemy of the US, a military operation involving conflict with an opposing foreign force, or while serving with friendly foreign forces engaged in an armed conflict against an opposing force which the US is not a belligerent party.

ELIGIBILITY
Civilian Personnel are eligible for military award recognition under AFI 36-2803.

PROCEDURE
Submit cover memorandum signed by the commander with a justification and citation. The justification must contain the name, grade, and social security number of the recommended individual, the name of the decoration, and specific description of the act or service. The request should be forwarded through the MAJCOM or comparable organization to HQ AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714. (DSN 665-2516)

FINAL APPROVING AUTHORITY
The Secretary of the Air Force.



Distinguished Service Medal

ESTABLISHED

Act of Congress, July 9, 1918;
10 USC 8743; AFI 36-2803.

AWARD

At the center of a sunburst of 13 gold rays separated by 13 white enamel stars a blue stone representing the firmament. The ribbon is predominantly white, and banded in old gold, with ultramarine stripes and smaller old-gold stripes.

CRITERIA

Awarded for exceptionally meritorious service to the US in a duty of great responsibility, while serving in any capacity with the Air Force. In wartime, a duty of great responsibility is the exercise of authority or judgment which results in the successful operation of a major command,

activity, installation, or program. The discharge of such duty must involve the acceptance and fulfillment of the obligation to greatly benefit the interests of the US.

ELIGIBILITY

Civilian personnel are eligible for military award recognition under AFI 36-2803.

PROCEDURE

Submit a cover memorandum signed by the commander with a justification and citation. The justification must contain the name, grade, and social security number of the recommended individual, the name of the decoration, and specific description of the act or service. The request should be forwarded through the MAJCOM or comparable



organization to HQ AFPC/DPPPR,
550 C Street West, Suite 12,
Randolph AFB, Texas 78150-4714.
(DSN 665-2516)

FINAL APPROVING AUTHORITY
Secretary of the Air Force.

Silver Star Award

ESTABLISHED

Act of Congress, July 9, 1918;
10 USC 8746; AFI 36-2803.

AWARD

A small silver star within a wreath centered on a larger star of gold-colored metal. The ribbon has a center band of red flanked by equal bands of white; the white bands are flanked by equal blue bands having borders of white lines with blue edgings.

CRITERIA

Awarded for gallantry (heroism of high degree involving risk of life) in action that does not warrant a Medal of Honor or Air Force Cross, while serving in any capacity with the Air Force while engaged in an action against an enemy of the US; military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed



Air Force Military Awards

conflict against an opposing armed force which the US is not a belligerent party.

ELIGIBILITY

Civilian personnel are eligible for military award recognition under AFI 36-2803.

PROCEDURE

Submit a cover memorandum

signed by the commander with a justification and citation. The justification must contain the name, grade, and social security number of the recommended individual, the name of the decoration, and specific description of the act or service. The request should be forwarded through the MAJCOM or comparable organization to HQ

AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714. (DSN 665-2516).

FINAL APPROVING AUTHORITY
Secretary of the Air Force.

Other Air Force military awards for which civilians may be eligible include the Bronze Star Medal, Air Medal and Aerial Achievement Medal. Please refer to AFI 36-2803 for criteria and eligibility.

Major Awards Sponsored by External Organizations

Arthur S. Flemming Award

ESTABLISHED

By Washington D.C. Jaycees in 1948. Named for Dr. Arthur S. Flemming.

PURPOSE

To recognize those who have performed outstanding and meritorious work for the federal government, to attract outstanding persons to the federal government, to encourage high standards of performance in the federal service, to acknowledge individuals who are able to transfer their skills

with the federal government to service within their community. Also, to enhance appreciation of our form of government and the opportunities and responsibilities it represents.

AWARD

Engraved plaque.

CRITERIA

Career employees must have at least 36 months of government service, but no more than 15 years

of service to be eligible. A specific accomplishment for which the nominee is primarily responsible, resulting in service or substantial financial savings to the government; significant social or technological progress; outstanding executive, scientific, or technical ability or outstanding performance displayed by nominee during preceding fiscal year, but not necessarily connected with

—Major Awards Sponsored by External Organizations—

or related to a specific accomplishment or project.

The award consists of three categories: administrative, scientific, and applied science. Nominations must be submitted in one category, although duties may overlap other areas. Administrative nominees should have demonstrated exceptional ability in administration; for example, personnel, finance, labor or law. Scientific nominees should have demonstrated exceptional ability and performance in their field either by carrying out research, applying technical skills, or active participation in projects. In the applied science category,

nominees should have demonstrated exceptional ability and performance in their field, either by carrying out research, by applying technical skill, or by active participation in projects when using the information system, and in information technology. In all categories, a nominee should have significant community service activities (whether within or outside of their professional field) which have had an important impact on the community.

ELIGIBILITY

Nominee must be a career federal employee or member of the uniformed services, as of

31 December, who has no more than 15 years of government service. Awards will be made principally for outstanding and meritorious achievements having current impact on federal programs or operations and for participation in community service.

DATE DUE

Award solicited by HQ USAF/DPDFC and due to HQ USAF/DPDFC by the first Friday in December. Nominations submitted by MAJCOM or MAJCOM equivalent. (Due date subject to change by award sponsor.)

William A. Jump Memorial Foundation Award

ESTABLISHED
1950.

SPONSORED BY
U.S. Department of Agriculture.

PURPOSE
To recognize and encourage outstanding and deserving young government employees for sustained growth, development, integrity, and interest in the field of public administration.

AWARD
Gold key and certificate of merit.

CRITERIA
Federal civilian career employees who have not

reached their 37th birthday as of 31 December of the current year, and whose performance, over a period of at least five years in either a line or staff position, demonstrates unusual competence and interest in any area of public administration, endowment for leadership in the direction or development of programs, creativity and resourcefulness, close adherence to the basic principles of enlightened public service, integrity, and dedication to duty.

ELIGIBILITY

Federal civilian career employees who have not reached their 37th birthday by December 31 of the

year in which the nomination was submitted.

DATE DUE

Award solicited by HQ USAF/DPDFC, and due to HQ USAF/DPDFC by the fourth Friday in January. Nominations submitted by MAJCOM or MAJCOM equivalent. (Due date subject to change by award sponsor.)

————— *Major Awards Sponsored by External Organizations* —————

Department of Defense Distinguished Civilian Service Award

PURPOSE

The Office of the Assistant Secretary of Defense provides an opportunity to recognize civilian appropriated fund employees whose careers reflect exceptional devotion to duty and extremely significant contributions of a broad scope to the efficiency and economy of DoD operations.

AWARD

It is the highest award given by the Secretary of Defense to career employees. Winners receive a medal.

ELIGIBILITY

Any career employee who has made a truly outstanding contribution to the DoD-wide mission in the year of nomination. As this is the highest and most prestigious award that the Secretary of Defense may present to career service civilians for DoD contributions, the DoD-level Incentive Awards Board strongly encourages that nominees have received the highest Air Force career service award. Nominations require endorsement by the Secretary of the Air Force.

DATE DUE

Award solicited by HQ USAF/DPDFC and due to HQ USAF/DPDFC on the third Friday in February. Additional information may be obtained from the Office of the Secretary of Defense, Washington Headquarters Services, Directorate of Personnel Security, Labor Management and Employee Relations Branch.

The Secretary of Defense Meritorious Civilian Service Award

PURPOSE

To recognize career civilian employees of the Department of Defense and other Government agencies who have distinguished themselves by exceptionally meritorious service of major significance to the Department of Defense. This is DoD's second highest award granted to career civilian employees.

AWARD

Citation, medal, and lapel pin.

ELIGIBILITY

Any career employee who has made a truly outstanding contribution to the DoD-wide mission in the year of nomination. The DoD-level Incentive Awards Board suggests that greater consideration will be given to nominations that are based upon substantial contributions to the Department beyond those which are limited to the Air Force. Nominations require endorsement by the Secretary of the Air Force.

DATE DUE

Award nominations may be submitted at any time. Additional information may be obtained from the Office of the Secretary of Defense, Washington Headquarters Services, Directorate of Personnel Security, Labor Management and Employee Relations Branch.

—Major Awards Sponsored by External Organizations—

Air Force Association Outstanding Civilian of the Year

PURPOSE

To recognize the outstanding achievements by Air Force civilian appropriated fund employees for the period of 1 January through 31 December each year.

AWARD

Engraved plaque. Honored at the annual AFA convention in Washington, DC, normally in September, or at state/local-level AFA functions.

CRITERIA

There are four categories:

Civilian Wage Employee of the Year (all FWS)

Civilian Program Specialist of the Year (GS 1 – GS 11)

Civilian Program Manager of the Year (GS 12 – GS 13)

Civilian Senior Manager of the Year (GS 14 – GS 15)

ELIGIBILITY

All appropriated fund employees in the grade levels specified are eligible for awards. Nominations

are evaluated on the criteria such as nature of the achievement, development of techniques or procedures which significantly increased mission effectiveness, and the breadth of impact.

DATE DUE

Award solicited by HQ USAF/DPDFC, and due to HQ USAF/DPDFC AF on the third Friday in March.

William T. Pecora Award

ESTABLISHED
1974.

SPONSORED BY
NASA and Department of the Interior.

PURPOSE

To recognize outstanding contributions of individuals or groups toward understanding the earth by means of remote sensing.

AWARD

Plaque and citation.

CRITERIA

Sustained or single contributions of major importance to the art or science of understanding the earth through observations made from space. All individuals or groups, military or civilian, working in the field of earth resource sensing, including those from the scientific and technical community and those involved in the practical application of remote sensing.

ELIGIBILITY

All individuals or groups working

in the field of earth resource sensing, including those from both the scientific and non-scientific community.

DATE DUE

Award solicited by HQ USAF/DPDFC normally in March. Due to HQ USAF/DPDFC during the fourth week in April. Nominations submitted by MAJCOM or MAJCOM equivalent. (Due date subject to change by award sponsor.)

————— *Major Awards Sponsored by External Organizations* —————

Government Employees Insurance Company (GEICO) Public Service Awards

SPONSORED BY
GEICO Philanthropic Foundation.

PURPOSE
To recognize four federal employees and one retiree for their special achievements, contributions, and outstanding service to the public good.

AWARD
Honors four employees with a plaque and \$2,500, and a separate award presented to a retired federal employee.

CRITERIA
Nominees are judged on the

impact of their work related or non-work related contributions and extent to which they have served as an inspiration to others and brought credit to the federal service in each of the four areas:

Substance Abuse Prevention and Treatment

Fire Prevention and Safety

Physical Rehabilitation

Traffic Safety and Accident Prevention

ELIGIBILITY
All federal career civilian employees.

DATE DUE
Award solicited by HQ USAF/DPDFC, and due to HQ USAF/DPDFC on the second Friday in June. Nominations submitted by MAJCOM or MAJCOM equivalent. (Due date subject to change by award sponsor.)

National Public Service Award

PURPOSE
The National Public Service Award is presented annually to as many as five outstanding individuals in government service by the National Academy of Public Administration (NAPA) and the American Society for Public Administration. This award is to pay tribute to public service practitioners whose careers exhibit the highest standard of excellence, dedication, and accomplishment over a sustained period of time and to underscore the need to have creative and highly skilled

individuals as managers of complex and demanding government functions.

AWARD
A lead crystal American eagle at the ASPA National Conference.

CRITERIA
Outstanding contributions on a sustained basis. Responsibility for accomplishing or causing to be accomplished significant programs or projects within his/ her area of responsibility, to the ultimate benefit of the general public.

ELIGIBILITY
Awards are presented to public service employees who:

currently work, or have spent the primary part of their careers working in public service organizations;

have made outstanding contributions on a sustained basis rather than having performed a single exceptional deed;

and have managed, created, or facilitated significant programs

— *Major Awards Sponsored by External Organizations* —

or projects within their areas of responsibility to the ultimate benefit of the general public.

PROCEDURES

Award winners are selected from all levels of public service-local, state, and federal governments, international and nonprofit organizations-but awards are not made by category. A committee will review nominations and select award recipients.

DATE DUE

Solicited by HQ USAF/DPDFC and due to HQ USAF/DPDFC on the third Friday in November. (Due date subject to change by award sponsor.)

Public Service Excellence Award

PURPOSE

To pay tribute to public service organizations whose achievements exhibit the highest standard of excellence, innovation and accomplishment. A separate award is given to a unit of government that has successfully implemented a program to employ the specially-abled (handicapped).

CRITERIA

Selection criteria will include such factors as measurable productivity improvement,

accomplishments that improve the quality of life of Americans, and programs or projects that have increased cost effectiveness of government services.

ELIGIBILITY

Government organizations (federal, state, local) that have made outstanding contributions to public service on either a sustained basis or through a single exceptional deed during the past two years. Awards are directed to the organization as a whole and not to individuals.

Special emphasis will be given for the scope of the activity, such as number benefited.

DATE DUE

Solicited by HQ USAF/DPDFC and due to HQ USAF/DPDFC the first Friday in December. (Due date subject to change by award sponsor.)

Armed Forces Civilian Service Medal (AFCSM)

PURPOSE

To recognize the contributions and accomplishments of the civilian work force of the Department of Defense in 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 the Department of Defense places on the service of its civilian work force to military operations and the value of its contribution in accomplishing the Nation's objectives.

ELIGIBILITY REQUIREMENTS

a. General: The eligibility criteria for the AFCSM is aligned as closely as practicable with that of the Armed Forces Service Medal (AFSM). President William J. Clinton established the AFCSM by Executive Order 12985 dated 11 January 1996. The AFCSM may be awarded to civilian employees of the Department of Defense who, after 1 June 1992, to a date to be determined, participate in direct support of a U.S. military operation for which military personnel have been awarded the AFSM.

b. Specific: Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period if the operation is for less than 30 days) in a military operation awarded the AFSM or for 60 nonconsecutive days in an operation, provided this support

involves the employee entering the area(s) of eligibility.

(1) 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 45 1, "Awards," including employees of nonappropriated activities. Direct hire foreign nationals are eligible to receive the medal.

(2) Direct support is defined as services provided to participating military activities or armed forces in a military operation awarded the AFSM, only if the employee actually enters the designated area of eligibility.

(3) Areas of eligibility are the same as 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 U.S. military operations that qualify for the AFSM. Military Personnel Flights can provide a current list of military operations for which the AFSM is authorized.

c. Limitations on Awarding the Medal: The medal may be awarded only to civilian employees of the Department of Defense 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 a Certificate of Commendation, AF Form 3034 and/or a 3/16 Bronze Service Star (NSN # 8455-00-082-6136). 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 so significant or extraordinary as to merit additional recognition.

d. Posthumous Awards: The AFCSM may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased as deemed appropriate.

PROCEDURE

Medals will be supported by appropriate written justification, not to exceed one page, explaining how the employee meets the

— *Major Awards Sponsored by External Organizations* —

criteria. Installations may accept other documents as proof of eligibility, i.e., official orders, travel vouchers, etc., as justification. The medal will not be documented in the official personnel folder. However, a code has been established in the Defense Civilian Personnel Data System (DCPDS) to document receipt of the medal in the employee's record (HAF Table 388, Code 87).

FINAL APPROVING AUTHORITY
Approval for the AFCSM is delegated to the major command or comparable organization commander, who may further delegate the approval authority.

MONETARY AMOUNT
None. The Institute of Heraldry developed the AFCSM. It is a bronze medal bearing on the obverse a torch (as on the Statue of Liberty) on a burst of rays encircled at the top by a scroll inscribed "SUPPORTING FREEDOM" and all 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 (NSN 8455-01-452-5330).

Awards for Non-Government Employees

PURPOSE

To recognize significant contribution to the Department of Defense performed as a public service.

ELIGIBILITY

Personnel, group or organization may be considered for recognition except DoD military and civilian personnel eligible for recognition under AFI 36-1004 or the military decorations program, or persons or organizations having commercial or profit-making relationships with DoD or DoD component, unless it is shown the contributions are substantially beyond that specified or implied within the contract terms establishing the relationship, and is clearly in the public interest.

Recommendations for non-government employee awards are forwarded through command channels to HQ AFPC/DPPPR, Randolph AFB, Texas 78150-4714. The recommendation must include the individual's social security number, birth date, permanent home address, previous US decoration(s), if

any, authority for the decorations, and inclusive service dates. In addition, for the Exceptional Service Award and the Air Force Scroll of Appreciation, the letter must state that the service cited was voluntary; was performed as a public service or motivated by patriotism, with no implication for remuneration; and the individual being recommended had no commercial or profitmaking relationship with the Air Force. For the Department of Defense Medal for Distinguished Public Service, the letter must indicate whether any form of remuneration, such as consultant fees, were received for the services cited. If so, specific comments must be included to clarify the personnel's status with the US government. In all cases nominating officials should find out if the presentation of the award would embarrass the Department of Defense, before submitting a nomination.

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.

Note: Awards are listed in AFI 36-2803.

Air Force Scroll of Appreciation

ESTABLISHED

By the Secretary of the Air Force, August 30, 1948.

PURPOSE

Meritorious achievement or service rendered to any activity of the Department of the Air Force. Acts of courage that do not meet the risk of life requirements for award of the Exceptional Service Award.

AWARD

A scroll, signed by the Secretary of the Air Force and Chief of Staff that describes the act or service being recognized.

ELIGIBILITY

Service must be completely

voluntary and performed as a public service or by patriotic motivation with no implication of financial or other remuneration.

PROCEDURE

May be submitted at any time, but at least 30 calendar days before presentation. A cover letter signed by the commander requesting the award with an attached biographical sketch which explains in detail the service rendered. The cover letter must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication of remuneration, and that the person recommended had no

commercial or profit-making relationship with the Air Force. It must contain the individual's social security number, birth date, permanent home address, previous US decorations, if any, authority for the decoration (AFI-36-2803), and inclusive service dates.

The request must be sent to HQ AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714. (DSN 665-2516).

FINAL APPROVING AUTHORITY
Secretary of the Air Force.

MONETARY AMOUNT
None.

Exceptional Service Award

PURPOSE

Exceptional services to the Department of the Air Force by U.S. or foreign civilians, not employed by the U.S. Government; or an act of heroism, involving voluntary risk of life. ESA is comparable to the Distinguished Service Medal awarded to U.S. Armed Forces members.

AWARD

Gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves. Ribbon is dark-blue silk with three dotted golden-orange lines in the center.

ELIGIBILITY

This award is presented to U.S.

or foreign civilians, not employed by the U.S. Government.

PROCEDURE

May be submitted at any time, but at least 30 calendar days before presentation. A cover letter signed by the commander requesting the award with an attached biographical sketch which explains in detail the service rendered. The cover letter must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force. It must contain the

individual's social security number, permanent home address, previous U.S. decorations, if any, authority for the decoration (AFI 36-2803), and inclusive service dates.

The request must be sent to HQ AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas, 78150-4714. (DSN 665-2516)

FINAL APPROVAL AUTHORITY
Secretary of the Air Force

MONETARY AMOUNT
None.

Secretary of Defense Award for Outstanding Public Service

PURPOSE

Exceptionally meritorious civilian service since the date of the National Security Act (1947) to the Department of Defense as a whole.

AWARD

This is the second highest award. A silver medal similar in design to the DoD Medal for Distinguished Public Service, a rosette, and a citation signed by the Secretary of Defense.

ELIGIBILITY

This award is presented to private citizens, US and foreign civilian personnel, whose contributions, assistance, or support to DoD functions are extensive enough to warrant recognition beyond the DoD component level but of a more limited scope or impact than that required for award of

the Department of Defense Medal for Distinguished Public Service.

PROCEDURE

May be submitted at any time, but at least 30 calendar days before presentation. A memorandum signed by the Secretary of the Air Force requesting the award with an attached biographical sketch which explains in detail the service rendered. The memorandum must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force. It must contain the individual's social security number, birth date, permanent home address, previous US decorations, if any, authority

for the decoration (AFI 36-2803), and inclusive service dates.

The request must be sent through MAJCOM to HQ AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714. (DSN 665-2516)

FINAL APPROVING AUTHORITY

Secretary of Defense. DoD 1400.25-M, Subchapter 451, "Awards," Appendix B. Additional information may be obtained from the Office of the Secretary of Defense, Washington Headquarters Services, Directorate of Personnel Security, Labor Management and Employees Relations Branch. Nominations require endorsement by the Secretary of the Air Force.

MONETARY AMOUNT

None.

Department of Defense Distinguished Public Service Award

PURPOSE

Exceptionally meritorious civilian service since the date of the National Security Act (1947) to the Department of Defense as a whole.

AWARD

This is the highest honorary award. A gold-colored medal bearing the Seal of the Department of Defense within

a wreath of laurel leaves. The ribbon is edged with white and has a wide garnet red stripe bordered by two stripes of white, and two stripes of lustre blue. A rosette and a citation signed by the Secretary of Defense accompanies the award.

ELIGIBILITY

The civilian nominee must

not derive his or her principal livelihood from government employment; and have served at considerable personal sacrifice and inconvenience, motivated by patriotism, good citizenship, and a sense of public responsibility. It will not be awarded to groups, organizations, or employees of other government agencies. May be awarded to US and

Awards for Non-Government Employees

foreign civilian personnel. To be considered, individuals normally should have received the highest public service award offered by the Air Force.

PROCEDURE

May be submitted at any time, but at least 30 calendar days before presentation. A cover letter signed by the commander requesting the award with an attached biographical sketch which explains in detail the service rendered. The cover letter must contain comments that the services cited were voluntary, performed as a public service, or motivated by

patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the Air Force. It must contain the individual's social security number, birth date, permanent home address, previous US decorations, if any, authority for the decoration (AFI 36-2803), and inclusive service dates.

The request must be sent to HQ AFPC/DPPPR, 550 C Street West, Suite 12, Randolph AFB, Texas 78150-4714. (DSN 665-2516)

FINAL APPROVING AUTHORITY
Secretary of Defense
DoD Directive 1400.25-M
Subchapter 451, "Awards,"
Appendix B. Nominations
require endorsement by the
Secretary of the Air Force.

MONETARY AMOUNT
None.

DONALD L. PETERSON, Lt. Gen, USAF
Deputy Chief of Staff, Personnel

Air Force Form, 1768 Sample

Staff Summary Sheet							
	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1				4			
2				5			
3				6			
Grade and Surname of Action Officer			Symbol		Suspense		Date
Subject Decoration for Exceptional Civilian Service - (Name)							SSS Date
<p>Summary</p> <p>1. The attached recommendation for (full name) for the Decoration for Exceptional Civilian Service was submitted by (Rank or Title, Full Name), (Organization). The nomination is submitted for review /approval.</p> <p>2. This award recognizes employees with continuous exceptional performance that resulted in extraordinary accomplishments with significant Air Force-wide scope and impact and whose service is expected to continue. (Name) has no immediate plans for retirement.</p> <p>3. Justification: (list accomplishments) (justification may exceed one page, depending upon award criteria)</p> <p>4. Other data: Social Security Number: Grade: Duty Title: Period Covered: (For Exceptional Only): Received Meritorious Civilian Service Award (date(s))</p> <p>5. Proposed Citation: (not to exceed 90 words)</p> <p>Recommendation. Approval.</p>							