

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

**AIR FORCE INSTRUCTION 36-1004**

**29 AUGUST 2016**



**Personnel**

**THE AIR FORCE CIVILIAN RECOGNITION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Instruction (AFI) implements the requirements of Department of Defense Directive (DoDD) 1400.25-M, *DoD Civilian Personnel Manual System*, Department of Defense Instruction (DoDI) 1400.25, Volume 451, *DoD Civilian Personnel Management System: Awards*, and Air Force Policy Directive (AFPD) 36-10, *Civilian Performance Management*. It provides Department of the Air Force policy, criteria, and administrative instructions concerning recognizing the achievements of civilian employees and civilians not employed by DoD. It applies to civilian employees of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops personnel policy for the Air Force Civilian Recognition Program. This AFI may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s to the Air Force Personnel Center (AFPC) Publishing Office, 550 C Street West Suite 48, Randolph AFB Texas 78150-4750, or email [afpc.publications@us.af.mil](mailto:afpc.publications@us.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1. for a description of authorities associated with tier numbers. Submit requests for waivers to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air

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### ***SUMMARY OF CHANGES***

This publication must be completely reviewed. This revision prescribes the policies and procedures concerning United States Air Force (USAF) incentive awards to foreign civilian personnel and foreign decorations to USAF civilian employees.

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## Chapter 1

### AIR FORCE INCENTIVE AWARDS PROGRAM INTRODUCTION, OBJECTIVE, AND GENERAL INFORMATION

**1.1. Recognition Program Introduction.** The goal of the AF Recognition Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. Monetary awards are also authorized to recognize the scientific achievements and inventions of military personnel. Specific information on awards for military personnel is found in AFI 36-2803, *The Air Force Military Awards and Decorations Program*. Whenever possible, the service, accomplishments, and performance of military and civilian members will be recognized at combined awards ceremonies.

**1.2. Civilian Recognition Program Objective.** The AF Civilian Recognition Program will be administered by Headquarters Air Force (HAF), commanders, managers, and supervisors on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. Commanders, managers, and supervisors will make special efforts to ensure that minorities, women, and other under-represented groups are included among those given fair consideration for monetary or honorary awards. The program is intended to provide special awards for superior accomplishments.

**1.3. Purpose:** This AFI prescribes guidance and procedures governing the AF Incentive Awards Program and delegates authority, assigns responsibility, and establishes requirements for awards and awards programs for civilian employees within the AF. It also establishes AF-level awards for private citizens, groups or organizations.

#### **1.4. Program Administration:**

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

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

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

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

**1.5. Monetary and Honorary Awards.** Monetary and honorary awards should be granted when merited regardless of the employee's grade, level of responsibility, or type of responsibility. It is important that awards be granted for job-related contributions only if the

contribution is clearly beyond performance requirements. Awards under this chapter should not be used to replace or supplemental performance awards.

1.5.1. Monetary and honorary incentive awards granted in the previous performance evaluation cycle cannot be used to support an annual performance award in the upcoming performance evaluation cycle.

1.5.2. Honorary awards normally require a minimum of a year of effort. See specific guidance for each honorary award.

1.5.3. Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

1.5.4. Monetary awards may be subject to budgetary guidelines determined by the Office of Management Budget. Guidance on budget limitations can be obtained from the local or MAJCOM level civilian Personnel and/or finance office.

**1.6. Special Command Trophies and Awards.** The AF encourages installations to establish unique honorary awards to recognize superior accomplishments. Likewise, the establishment of local quarterly or annual awards programs is encouraged. In such events, these programs should conform to guidance cited in paragraph 2.1.10 of this publication. (T-3)

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

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

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

**1.8. Incentive Awards from Other Federal Departments.**

1.8.1. AF employees may receive monetary and honorary incentive awards from other Federal departments and agencies for contributions only when the accomplishments are very significant and beyond those covered during annual performance evaluation cycles. The AF may grant monetary and honorary incentive awards to employees of other Federal departments and agencies when their contributions benefit the AF.

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

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

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

1.8.3. On these occasions, the nomination must be coordinated with the employee's permanent, assigned organization and/or chain of command before it is submitted.

**1.9. Monetary Incentive Awards to Employees of Other Federal Agencies.** The AF unit sponsoring monetary incentive awards to employees of other Federal departments or agencies must provide funding from their own civilian pay resources to cover the costs. Consider an honorary award if the cost of transferring funds for a monetary award exceeds the value of the award.

**1.10. Foreign Decorations.** Not all items tendered by, or received from foreign governments, are considered by the US government to be foreign decorations. To comply with DoDD 1005.13, *Gifts and Decorations from Foreign Governments*, and DoDI 1400.25, Volume 451, AF employees may be required to request acceptance of a foreign award or decoration. The key factor to determine a foreign decoration is whether the item is similar in nature to individual decorations awarded by the US government.

1.10.1. AF employees may accept foreign decorations tendered in recognition of service in connection with combat operations or awarded for outstanding or unusually meritorious performance only upon receiving official approval to accept the award or decoration.

1.10.2. The ERB approves and disapproves acceptance for career CSEs. Requests are submitted electronically to SAF/AAR via [Usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil](mailto:Usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil).

1.10.3. MAJCOM, FOA, DRU Directors of Personnel approve/disapprove acceptance for AF employees (except career CSE) under their purview.

1.10.3.1. AF members who have been told a foreign nation has made formal offer of an award or decoration to them may participate in a formal presentation ceremony and receive the decoration when accepting the award is not prejudicial to military or national interest. The recipient of the foreign award or decoration in this manner does not constitute official acceptance, unless an official determination of acceptance was made by a representative of the US government (DoS, US Embassy, USDAO, or Military Command). To gain official acceptance, the recipient must forward a request to accept and retain the award or decoration to the appropriate approval authority. The request must be made through the Civilian Personnel Section (CPS) in memorandum format and contain the following information:

1.10.3.2. Full name of the recipient, the title of the decoration, the country offering it, the date and place of presentation, the name and title of the person making the presentation, the location and organization awarding the decoration; a brief description of the act or service performed; and a citation – an English translation of the citation is required.

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



**1.11. Posthumous Awards.** All monetary and honorary incentive awards can be presented posthumously. Justification should be written in past tense. Refer to Attachment 3 of this publication for citation wording.

**1.12. Presenting and Publicizing Awards.** The installation commander, civilian leader, director, management official, or supervisor recognizes employees and presents awards at a suitable ceremony. When an AF employee receives recognition outside the AF, (e.g., the Department of Defense (DoD) Distinguished Civilian Service Award), the employee's owning AF organization will make all the presentation arrangements with the awarding party, to include protocol requirements, set-up, etc. In addition, all levels of command will ensure all significant civilian achievements and/or contributions are recognized and publicized in the installation media as well as the local community. (T-3)

**1.13. Eligibility for Multiple Federal Awards.** Refer to paragraph 4.1 of this publication for prohibitions.

1.13.1. Multiple federal award eligibility for employees is generally restricted and only one award may be granted for a single act, achievement, or period of service.

1.13.1.1. Only one AF honorary award may be given for a single act, achievement, or period of service.

1.13.1.2. Dual recognition may not be given to recognize a civilian employee for the same act or achievement previously given with an incentive award or performance appraisal award.

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

1.13.2. In limited situations an employee may be eligible for multiple federal awards for the same period of service or the same act or achievement.

1.13.2.1. Retirement awards recognize long-term service that may include multiple honorary awards.

1.13.2.2. Time-off awards are authorized in conjunction with rating-based performance awards. Refer to AFI 36-1001, *Managing the Civilian Performance Program*.

**1.14. Who Can Nominate.** Nominations for awards may be sponsored or endorsed only by a current DoD civilian employee or Service member.

**1.15. Certificates in Braille.** All AF award certificates for blind or visually impaired award recipients must have Braille overlaid lettering as well as standard print. Use local purchase authority to obtain these certificates.

**1.16. Ordering Medals.** Requisition medals for honorary awards, campaign and service awards, public service awards, ribbons, lapel pins, and devices through appropriate supply channels. Do not locally procure the items, unless so specified in this AFI. The DoD does not issue items by foreign governments; they may be available commercially at the individual's expense.

**1.17. Replacing Medals.** A person, or the representative of a person, may receive a one-time replacement medal, without charge, if the previously issued medal or other device issued is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or their

representative. Requester should submit to the servicing CPS, MAJCOM, DRU or FOA to validate records prior to replacement of medal or device. All other replacement medals will be provided at cost.

**1.18. Replacing Certificates.** A person, or the representative of a person, may have their lost or destroyed certificates replaced by the approval authority only if the requestor certifies, in writing, that the certificate was lost or destroyed. When replacing a certificate, enter the words “replacement certificate” in the bottom right corner of the certificate. This annotation will indicate that the certificate is a replacement.

**1.19. Engraving Medals.** Do not engrave honorary awards for living recipients. For posthumous awards engrave honorary awards and the Secretary of Defense Medal for the Defense of Freedom only. Engrave, in capital letters the awardee's first name, middle initial, last name. The name may be split if necessary (refer to Figure 1.1).

**Figure 1.1. Example Name Engraving.**

FREDERICK J.  
HORST

1.19.1. If first name, middle initial, and last name can't fit on the medal, use initial of first name, middle initial, and last name only (example: F. J. HORST).

1.19.2. Use standard font block letters; do not use fancy fonts.

## Chapter 2

### SPECIFIC AND GENERAL RESPONSIBILITIES AND ELIGIBILITIES

#### 2.1. Responsibilities:

##### 2.1.1. Secretary of the Air Force (SecAF).

2.1.1.1. Approves all cash awards under this AFI for career Civilian Senior Executive (CSE) employees.

2.1.1.2. Approves cash awards in excess of \$10,000 up to \$25,000 for individual civilian employees.

2.1.1.3. Approve cash awards in excess of \$10,000 up to \$25,000 for suggestions, inventions, and scientific achievements by Service members, regardless of the number of individuals entitled to share in the award. Refer to paragraph 2.1.3 and chapter 3 of this publication for additional guidance.

2.1.1.4. Endorse recommendations to the Under Secretary of Defense for Personnel and Readiness for awards that would grant more than \$25,000 to an individual civilian employee.

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

###### 2.1.2.1. The Air Force Review Board Agency (AFRBA).

2.1.2.1.1. Manages the operation of the Secretary of the Air Force Personnel Council (SAFPC) and the Air Force Decorations Board (AFDB). The AFDB reviews honorary incentive award nominations and may approve, disapprove, upgrade or downgrade awards. Excluded from this authority are award nominations for career CSE employees (refer to paragraph 2.1 of this publication). The Director, SAFPC, appoints the members and chairs the AFDB. All nominations (other than those from SecAF offices/organizations) should be electronically submitted to the AFPC/DPSIDR ([dpsidr.taskmgt@us.af.mil](mailto:dpsidr.taskmgt@us.af.mil)) after acquiring a nomination letter from the appropriate level of authority.

2.1.2.1.2. The AFDB makes recommendations to SecAF and/or the Chief of Staff of the Air Force (CSAF) on various honorary awards, including but not limited to the following:

2.1.2.1.2.1. Secretary of Defense Medal for the Defense of Freedom

2.1.2.1.2.2. Decoration for Exceptional Civilian Service

2.1.2.1.2.3. Air Force Civilian Award for Valor

2.1.2.1.2.4. Secretary of the Air Force Distinguished Public Service Award

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

2.1.2.1.3. Makes recommendations on various awards to the SecAF for submission to appropriate agencies, such as the Department of Defense awards (e.g., Department of Defense Distinguished Civilian Service Award).

- 2.1.2.1.4. The AFDB does not make recommendations to the SecAF on any AF Monetary Awards; these awards are processed by SAF/AA.
- 2.1.3. Administrative Assistant to the Secretary of the Air Force (SAF/AA).
- 2.1.3.1. Reviews all award nominations for political appointees and career CSE employees and provides a recommendation to the SecAF (refer to paragraph 2.1.5 of this publication).
- 2.1.3.2. Approves cash awards for career Civilian Senior Executive (CSE) employees, not to exceed \$10,000.
- 2.1.3.3. Provides AF-wide guidance on honorary awards to political appointees.
- 2.1.3.4. Endorses all monetary award nominations requiring SECAF's approval or endorsement. For SASA recommendations from \$10,000 to \$25,000, SAF/AA will be provide a fund cite.
- 2.1.4. **Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1).** AF/A1 develop, coordinate, and execute personnel policy and essential procedural guidance for the management of the AF Civilian Recognition Program.
- 2.1.5. Executive Resources Board (ERB).
- 2.1.5.1. Makes recommendations to SecAF and/or CSAF on award nominations for political appointees and career CSE employees. Nominations should be electronically submitted to [usaf.pentagon.af-a1.mbx.af-dps-workflow@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-dps-workflow@mail.mil).
- 2.1.5.2. Authorizes acceptance of foreign awards given to career CSEs.
- 2.1.5.3. Makes recommendations on various awards to the SecAF for submission to appropriate agencies, such as the Presidential awards (e.g., President's Award for Distinguished Federal Civilian Service).
- 2.1.6. Air Force Personnel Center (AFPC).
- 2.1.6.1. The Program Management and Oversight Division (AFPC/DPIE). Develops instructions and provides guidelines for the AF Civilian Recognition Program and implements guidance received from the AF/A1S.
- 2.1.6.2. The Military Awards Branch (AFPC/DPSIDR). Receives and processes honorary award nominations requiring review by the AFDB, and staffs the AFDB recommendation to SecAF and/or CSAF for final decision.
- 2.1.7. **Major Command (MAJCOM), Direct Reporting Unit (DRU) and Field Operation Agency (FOA).** The MAJCOM, DRU and FOA develop award plans and inform subordinate award authorities how to implement the plans. They establish standards, administrative requirements, award processing procedures, and justification formats consistent with the AF Civilian Recognition Program.
- 2.1.8. Commander, Directors, Managers, and Supervisors.
- 2.1.8.1. Administer the civilian recognition program and answer questions and resolve matters concerning awards or contact the CPS to obtain answers or assistance to resolve matters.

2.1.8.2. Ensures awards are submitted and/or granted consistent with Equal Employment Opportunity and Affirmative Employment Program policies, laws, regulations and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation or any other unlawful factor. Refer to paragraph 1.4 of this publication for additional guidance.

2.1.8.3. Encourages full participation in recognizing civilian employees, either individually or as a member of a group, on the basis of:

2.1.8.3.1. A suggestion, invention, productivity gain, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations or achieves a significant reduction in paperwork.

2.1.8.3.2. A special act or service in the public interest in connection with or related to official employment.

2.1.8.3.3. Performance as reflected in the employee's most recent rating of record as defined by Title 5 Code of Federal Regulations (CFR), section 430.203 (5 CFR 430.203).

2.1.8.4. Supervisor. All incentive awards received by an employee will be annotated in the Supervisor's Employee Workfolder.

2.1.8.5. Installation Commander. Will budget a percentage of the activities annual civilian pay budget for funding monetary incentive awards and validate funds are available for awards paid outside the annual performance evaluation cycle. Refer to paragraph 3.1 of this publication for additional guidance.

#### 2.1.9. **Civilian Personnel Section (CPS).**

2.1.9.1. Develop and distribute installation civilian award program instructions and distributes guidelines. (T-3)

2.1.9.2. Establish procedures for processing each recommendation to the appropriate award authority. (T-3)

2.1.9.3. Maintain an adequate supply of medals to provide to the recipient available through the Defense Supply System.

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

2.1.9.5. Gives program support and guidance to installation Incentive Awards Committees.

2.1.10. **Installation Incentive Awards Committee.** Reviews, computes, and recommends to the installation commander approval or disapproval of cash award amounts that require committee action or higher level approval, and provides recommendations on nominations for Federal or non-Federal awards.

**2.1.11. Installation Responsibilities.**

2.1.11.1. Local incentive awards procedures must be established to review and make recommendations on all awards that must be forwarded to higher headquarters for approval. (T-2)

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

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

**2.1.12. Recommending Official.**

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

2.1.12.2. Concurs/non-concurs with award of Sister Service decorations to AF civilians under their command.

2.1.13. **Civilian Employees.** Update non-monetary awards using the "Awards Updates" tool in the Defense Civilian Personnel Data System (DCPDS) My Biz self-service module. Provide award documentation when requested to do so by the CPS.

**2.2. General Information.** All levels of command will endorse and support the AF Incentive Awards Program.

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

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

2.2.1.2. Active interest and participation of all AF employees.

2.2.1.3. Full consideration of eligible AF employees for awards sponsored by external organizations.

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

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

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

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

2.2.3.3. The installation commander (or civilian leader (CL) equivalent) may give the award if he or she finds that the basis for the award is unrelated to the investigation, pending action, or the discipline and the award would not reflect unfavorably on the AF.

**2.3. Installation Actions.**

2.3.1. Commanders of Field Operating Agencies (FOAs) may use existing installation incentive awards committee.

2.3.2. Tenant units use the local incentive awards committee, if supported through a host-tenant servicing agreement with the servicing CPS.

## 2.4. Eligibility.

2.4.1. **Civilian Employees.** Civilian employees who meet the definition of “employee” under Title 5 of the United States Code, Section 2105 (5 USC 2105), are eligible to receive awards under this subchapter.

2.4.1.1. Political Appointees, Non-Career CSE and Schedule C Employees. Contact SAF/AAR at [Usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil](mailto:Usaf.pentagon.saf-aa-mbx.saf-aarc-workflow@mail.mil), prior to any actions regarding awards for political appointees, non-career CSE and schedule C employees.

2.4.1.2. Performance Awards may be paid to career CSE employees under 5 CFR 534.405, but not on the basis of this publication.

2.4.1.3. In rare circumstances, career CSE employees may be eligible for monetary incentive awards. The accomplishments must be specific and noteworthy; they cannot be duplicative of accomplishments captured in previous or future performance appraisals. Any requests for monetary incentive awards must be reviewed and approved by the ERB. Career CSEs are defined in AFI 36-901, *Civilian Senior Executive Management*.

2.4.1.4. Political appointees are not eligible for monetary or time off awards.

2.4.2. **Former Employees.** Under 5 CFR Part 451, awards for contributions made by an individual when employed by the Air Force may be paid to a former employee or to the estate or legal heirs of a deceased employee.

2.4.3. **Nonappropriated Fund Employees.** Employees paid with nonappropriated funds are not eligible to receive monetary awards paid from appropriated funds, but may receive non-monetary awards under this AFI.

2.4.4. **Foreign National Employee (FNE).**

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

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

2.4.5. **Contractors.**

2.4.5.1. DoDI 1400.25, Volume 451, prohibits awards to individuals or entities in a profit making or commercial relationship with the DoD. Awards may not be created to recognize contractor efforts and contractors are ineligible to participate in AF awards program created for AF civilian personnel. (Note: Contractor contributions may be acknowledged ONLY if the contribution is “substantially” beyond the terms of the contract or is in the public interest).

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

2.4.6. **Private Citizens and Organizations.** May be recognized for significant contributions to the AF with public service awards only. Refer to Chapter 7 of this publication.

## 2.5. Restrictions.

2.5.1. Monetary and time-off awards during a Presidential election year will not be granted under the restrictions in section 5 CFR 451.105.

2.5.1.1. Non-monetary awards such as certificates, plaques, and items of a similar nature are permitted provided the form of the non-monetary award avoids the appearance of replacing a bonus.

2.5.1.2. As non-monetary awards may take a wide variety of forms both in terms of direct costs and the appearance of value, recognition by non-monetary awards should be of symbolic value (i.e., an honor being bestowed) rather than monetary worth.

2.5.2. Cash awards to certain employees will not be granted under the restrictions in 5 CFR 451.105.

2.5.3. Time-off awards. Refer to paragraph 4.3 of this publication).

## 2.6. Nomination Process.

2.6.1. Nominations for awards will be submitted using AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement. AF Form 1768 or eSSS should include all additional pertinent information (see Figure A2.1).

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

2.6.3. Citations should address the local, command or AF-wide impact of the accomplishments. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable conversational language. Citations will be prepared IAW instructions in Attachment 3.

2.7. **Documenting Incentive Awards.** Copies of all approved incentive awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records.



## Chapter 3

### MONETARY INCENTIVE AWARDS

**3.1. General Information.** The AF considers approved monetary awards to be valid obligations of the government that must be paid, subject only to availability of funds and meeting legal regulatory requirements.

3.1.1. Each activity should budget a percentage of its annual civilian pay budget for funding awards.

3.1.2. When an employee has transferred to another organization or agency the nominating organization pays the costs and provides the funding information to the employee's organization. If the administrative cost of transferring funds would exceed the amount of the award, the employing agency will absorb the award cost and pay the award.

3.1.3. Monetary incentive awards do not substitute for personnel actions, pay, or performance awards.

3.1.4. Unit resource advisors/managers must validate funds are available for awards paid outside of the annual performance evaluation cycle.

**3.2. Special Act or Service Award (SASA).** The SASA is a monetary form of recognition granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement or in recognition of a courageous handling of an emergency situation.

3.2.1. The act, service, or achievement must result in either tangible savings to the government (i.e., measured in terms of dollars) or intangible savings to the government (i.e., cannot be measured in terms of dollars) or both.

3.2.2. SASA recognizes contributions for a non-recurring special achievement that is not otherwise recognized with a rating-based performance award.

3.2.3. Career Civilian Senior Executive (CSE) employees are not eligible for SASA awards.

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

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

3.2.6. Process. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement; in coordination with the employee's supervisor; may initiate an award nomination. The nomination should be submitted within 60 calendar days of the act, service or achievement being recognized. Refer to paragraphs 1.5 and 2.6 of this publication for additional guidance. Use AF Form 2860, *Special Act or Service Award*, for award recognition. This form is available through AF E-Publishing (<http://www.e-publishing.af.mil>).

3.2.6.1. An SASA must be funded by the unit making the nomination and the unit must identify the fund cite in the body of the SSS.

3.2.6.2. Recommendations for SASA from \$501 to \$10,000 must contain the specific fund cite that will be used to reimburse civilian pay accounts and unit resource advisors/managers must certify that funds are available from that source.

3.2.6.3. The fund cite for SASA recommendations from \$10,000 to \$25,000 will be provided by SAF/AA, prior to SecAF decision.

3.2.7. Approval Authority.

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

3.2.7.1.1. Installation: Installation commander (CC) (or CL equivalent)

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

3.2.7.1.3. MAJCOM: Director.

3.2.7.1.4. Air Staff: AF/CVA or designee.

3.2.7.1.5. SecAF: SAF/AA or designee.

3.2.7.2. SASA over \$10,000, not to exceed \$25,000, must be staffed through command channels to SAF/AA for SecAF decision.

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

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

3.3.1. Career CSE employees are not eligible for the NAA.

3.3.2. The NAA may not be granted to an individual who has received a previous monetary award or TOA for the same act or achievement.

3.3.3. The amount awarded may range from \$25 to \$500 and may be approved by the employee's second-level supervisor.

3.3.4. An NAA must be funded by the unit making the nomination and the unit must identify the fund cite in the body of the SSS.

3.3.5. Nominations should be submitted within 30 calendar days of the act, service or achievement. Reference Chapter 2 and paragraph 3.1 for additional guidance. Use AF Form 3032, *Certificate of Achievement*, for award recognition. This form is available through AF E-Publishing (<http://www.e-publishing.af.mil>).

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

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

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

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General
	Affects functions, mission or personnel of one facility, installation, regional area, or organizational headquarters element. Affects a small area of science and technology.	Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency. Affects a broad area of science or technology.	Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond.
<b>Moderate Value</b> Changing an operating principle or procedure with limited impact or use.	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300
<b>Substantial Value</b> Substantially changing or modifying procedures; significantly raising the value of a product, activity, program, or service to the public.	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301-\$3,150

<p><b>High Value</b> Completely revising a basic principle or procedure; significantly improving the value of a product or service.</p>	\$325-\$650	\$651-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300
<p><b>Exceptional Value</b> Initiating a new principle or major procedure; a highly significant improvement to the quality of critical product, activity, program, or service to the public.</p>	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	<p>\$6,301-\$10,000  (Note: SecAF may approve granting an award of \$10,000 to \$25,000)</p>

## Chapter 4

### TIME-OFF INCENTIVE AWARDS

**4.1. Granting Time-Off Awards.** The Time-Off Award (TOA) is only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The TOA grants time off from duty without loss of pay or charge to leave. These awards provide an alternative to monetary or non-monetary recognition for superior accomplishments. A TOA can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a rating-based performance award. Decisions to grant TOAs shall be based upon the same criteria or circumstances as for other incentive awards (i.e., SASA), and should be made within 30 calendar days of the act, service or achievement. The period of time-off granted is based upon the value of the individual's contribution, not upon the individual's grade or salary.

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

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

4.1.3. A TOA will not be granted broadly across organizational (flight, squadron, group, etc.) lines or on an installation-wide basis. They shall not be granted in conjunction with a military "down," "goal," "family," "training" day, or the like which would grant the entire or majority of the civilian employee population a TOA to be used on a specified day. Furthermore, a TOA shall not be granted in order to provide a reconstitution period to returning deployed civilians or to create the effect of a holiday or treated as administrative excusals or leave.

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

4.2.1. Civilian Team Incentive Award. A TOA may be granted to those employees whose individual contributions to a team effort caused the team to achieve superior accomplishments. It should be recognized that some members of a team might not have contributed substantially to the team's overall success. As such, a TOA may only be offered to employees who contributed to the overall team accomplishment. Where recognition is based on the achievement of pre-established goals, measures, or other award formula, the goal, measure or formula justifying recognition must itself clearly represent superior accomplishments. To grant time-off in this manner, the performance outcomes must be so significant that this type of award is clearly warranted and a benefit to the AF. See paragraph 4.1 for the basic requirements for granting the TOA and paragraphs 4.3.1, 4.3.7, and 4.3.8, for additional restrictions relevant to the use of team incentive awards.

### **4.3. Time-Off Award Restrictions.**

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

4.3.2. For part-time employees or those with an uncommon tour of duty, the total time off granted during any calendar year must be based on the average number of hours generally worked during a two-week period. The maximum award for any single contribution is one-half the maximum amount of time that can be granted during the year.

4.3.3. The supporting documentation for an approved TOA cannot be used to justify another award, i.e. honorary, NAA, or SASA. Exception: A TOA granted in conjunction with a rating-based performance award will use the same supporting documentation. (See paragraph 4.1 of this publication.)

4.3.4. TOAs cannot be issued in conjunction with a Quality Step Increase (QSI).

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

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

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

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

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

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

**4.4. Documenting Time-Off.** A TOA must be fully supported with appropriate written justification. Refer to paragraph 2.6 of this publication to complete the nomination process.

4.4.1. On an AF Form 1768 or eSSS include the following certification statement from the supervisor or recommending official: "I have considered fully the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

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

4.4.3. Submit the approved AF Form 1768 or eSSS and justification in the employee performance folder (EPF).

#### **4.5. Recording Scheduled Time-Off.**

4.5.1. Record the employee's use of time-off in the approved automated timekeeping system (e.g., Automated Time Attendance and Production System (ATAAPS)).

4.5.2. Employees obtain supervisor approval and schedule the use of the time-off award in accordance with AFI 36-815, *Absence and Leave*.

4.5.3. Supervisors and employees should confirm the time-off award is available prior to scheduling use by viewing the SF-50 in the My Biz module or the automated timekeeping system leave report.

## Chapter 5

### HONORARY INCENTIVE AWARDS

**5.1. General Information.** Honorary incentive awards can be used alone or in addition to monetary awards to acknowledge significant contributions. Employees may be recognized with an award based on their achievements and accomplishments, to include at the time of their retirement. Reference chapters 1 and 2 of this publication for additional guidance.

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

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

**5.2.2. Presidential Medal of Freedom.** Established by Executive Order 9586, this medal is awarded by the President for exceptionally meritorious contributions to the US national security interests, world peace, cultural, or other exceptionally significant public or private endeavors. It is bestowed at the sole discretion of the President. The basis for nomination represents the highest level of recognition and must clearly show significant accomplishments impacting the Nation as a whole.

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

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

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

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

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



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

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

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

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

#### **5.4. Air Force Awards.**

##### **5.4.1. Decoration for Exceptional Civilian Service (DECS).**

5.4.1.1. Purpose. To recognize an individual or group for exceptionally meritorious service of major significance to the AF in the performance of duties in a manner clearly exceptional to others. This award is the highest recognition granted to an individual or group within the AF. Civilians are not eligible for this award at retirement.

5.4.1.2. Eligibility. An individual or group of civilian employees (as defined in paragraph 2.4.1) who have performed their assigned duties for at least one year in a manner that resulted in a profound AF-wide impact to programs or projects, as documented by development of improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements or benefits to the government are eligible. Nominees may be recommended for this award if they have previously received the Meritorious Civilian Service Award. Exceptions to this policy will be considered only if justified in nomination package by the MAJCOM commander or equivalent. Nominations must be submitted through the proper directorate (i.e., SAFPC or SAF/AA) to the SecAF within six months of the desired presentation. Refer to paragraph 2.1.3 of this publication for nominations requiring SAF/AA review.

**Figure 5.1. DECS.**



5.4.1.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.1.4. Approval Authority: Reference Table 5.1.

5.4.1.5. Award Description. A gold-colored medal bearing the AF coat of arms with a wreath of laurel leaves. The ribbon is dark blue silk with three dotted golden-orange lines in the center. An illustration of the medal is provided at Figure 5.1.

5.4.1.5.1. A miniature medal, gold colored lapel emblem and AF Form 1310, *Department of the Air Force Exceptional Civilian Service Award Certificate* available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.1.5.1.1. The emblem with a ruby indicates second award of the DECS.

5.4.1.5.1.2. The emblem with a diamond indicates receipt of more than two DECS.

5.4.1.5.2. The certificate is prepared and provided by SAF/AAR for nominations being reviewed by SAF/AA.

5.4.1.5.3. The servicing CPS provides the medal set (stock #8455-00-965-4763) and the miniature medal (#8455-00-546-6108). The gold-colored emblem with a ruby stock #8455-00-890-1868 and the gold-colored emblem with a diamond stock #8455-00-848-5237 are available through the Defense Supply System.

#### **5.4.2. Outstanding Civilian Career Service Award (OCCSA).**

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

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

5.4.2.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.2.4. Approval Authority: Reference Table 5.1.

5.4.2.5. Award Description: A bronze-colored medal bearing the AF coat of arms within a wreath of laurel leaves. The ribbon is white, trimmed in maroon, with three maroon strips in the center. An illustration of the medal is provided at Figure 5.2.

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

5.4.2.5.2. The approval authority provides the medal set (Stock #8455-01-187-0127); available through the Defense Supply System.

**Figure 5.2. OCCSA.**



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

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

5.4.3.2. Eligibility. Civilian employees (as defined in paragraph 2.4) who exhibited great courage and voluntarily risked personal safety beyond the call of duty, such as approaching or entering a burning aircraft in an attempt to rescue trapped victims. Submit the nomination through proper channels. Submit the nomination through the proper directorate (i.e., SAFPC or SAF/AA) to the SecAF within six months of the desired presentation.

5.4.3.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.3.4. Approval Authority. Reference Table 5.1.

**Figure 5.3. AFCAV.**



5.4.3.5. Award Description. A gold-colored medal bearing the AF thunderbolt on an equilateral triangle surmounted by the AF eagle perched on a scroll inscribed “Valor” within an olive wreath. The ribbon is light blue with four yellow stripes, two dark blue stripes, and one red stripe in the center. An illustration of the medal is provided at Figure 5.3.

5.4.3.5.1. A gold-colored lapel emblem and AF Form 1306, *Department of the Air Force Civilian Award for Valor*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany the award.

5.4.3.5.2. An optional honorarium up to \$1,000 may accompany this award.

5.4.3.5.3. The servicing CPS provides the medal set (Stock #8455-00-965-4718); available through the Defense Supply System.

#### **5.4.4. Meritorious Civilian Service Award (MCSA).**

5.4.4.1. Purpose. To recognize an individual or group for outstanding service to the AF in the performance of duties in an exemplary manner. Submit the nomination through proper channels to the MAJCOM within six months of the presentation ceremony.

5.4.4.2. Eligibility. An individual or group of civilian employees (as defined in paragraph 2.4) who have performed their assigned duties for at least one year in an exemplary manner, with a reasonable degree of command-wide mission impact, setting a record of individual achievement and serving as an incentive to others to improve the quality and quantity of their work performance, exercise unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, materials, or other items of expense; improving safety or health of employees; improving morale of employees in a unit which resulted in improvement of work performance and esprit de corps. This award may also be given at the time of retirement.

5.4.4.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.4.4. Approval Authority. Reference Table 5.1.

5.4.4.5. Award Description. A sterling silver medal bearing the AF coat of arms within a wreath of laurel leaves. The ribbon is light blue with 4 gold and 3 dark blue stripes in the center. An illustration of the medal is provided at Figure 5.4.

5.4.4.5.1. A silver lapel emblem, miniature medal and AF Form 1166, *Award for Meritorious Civilian Service*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.4.5.2. The emblem with a ruby indicates receipt of more than one meritorious award.

5.4.4.5.3. The servicing CPS provides the medal set (Stock #8455-00-571-8782), the miniature medal (Stock #8455-00-914-1851), and silver lapel emblem with Ruby (Stock #845501-122-2125); available through the Defense Supply System.

**Figure 5.4. MCSA.**



#### **5.4.5. Command Civilian Award for Valor (CCAV).**

5.4.5.1. Purpose. To recognize demonstrated unusual courage or competence in an emergency, either on or off duty, but beyond the call of duty that warrants special recognition, but does not rise to the level of an AFCAV. Submit through proper channels to the MAJCOM within six months of presentation ceremony.

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

5.4.5.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.5.4. Approval Authority. Reference Table 5.1.

5.4.5.5. Award Description. A sterling silver medal bearing the AF thunderbolt on equilateral triangle surmounted by the AF eagle perched on a scroll inscribed "Valor" within an olive wreath. The ribbon is light blue silk with four yellow stripes and one red stripe in the center. An illustration of the medal is provided at Figure 5.5.

5.4.5.5.1. A sterling silver lapel emblem and AF Form 1307, *Department of the Air Force Command Civilian Award for Valor*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.5.5.2. An optional honorarium up to \$500 may accompany this award.

5.4.5.5.3. The servicing CPS provides the medal set (Stock # 8455-00-965-4714); available through the Defense Supply System.

**Figure 5.5. CCAV.**



#### **5.4.6. Exemplary Civilian Service Award (ECSA).**

5.4.6.1. Purpose. To recognize an individual or group for clearly outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission.

5.4.6.2. Eligibility. An individual or group of civilian employees (as defined in paragraph 2.4) who have successfully completed important command mission projects or reworked major command milestones. The action must clearly demonstrate how the employee exceeded service expected of individuals with similar responsibilities. This award may also be given at the time of retirement. Submit the nomination through proper channels within six months of the desired presentation.

5.4.6.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.6.4. Approval Authority. Reference Table 5.1.

5.4.6.5. Award Description. A bronze-colored medal bearing the AF coat of arms within a wreath of laurel leaves. The ribbon is edged with green with three red stripes in the middle, bordered by light blue and white. An illustration of the medal is provided at Figure 5.6.

5.4.6.5.1. A miniature medal, bronze-colored lapel emblem, and AF Form 3517, *Department of the Air Force Exemplary Civilian Service Award Certificate*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.6.5.2. The approval authority provides the certificate and medal set (Stock # 8455-01-344-8740); available through the Defense Supply System.

**Figure 5.6. ECSA.**



#### **5.4.7. Air Force Civilian Achievement Award (CAA).**

5.4.7.1. Purpose. To recognize clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The CAA can be granted while on detail or temporary assignment.

5.4.7.2. Eligibility. An individual or group of civilian employees (as defined in paragraph 2.4) who have successfully completed important projects or reached major unit milestones. The service must clearly demonstrate specific examples of how the employee(s) exceeded service expected of an individual or group with similar responsibilities. This award may also be given at the time of retirement. Submit the nomination through proper channels within six months of the desired presentation.

5.4.7.3. Process. Reference paragraphs 1.5, 1.8, 2.4, and 2.6.

5.4.7.4. Approval Authority. Reference Table 5.1.

5.4.7.5. Award Description. A pewter-colored medal bearing the AF coat of arms within a wreath of laurel leaves. The ribbon has three sets of four vertical stripes of silver gray on an ultramarine blue background. An illustration of the medal is provided at Figure 5.7.

5.4.7.5.1. A miniature medal, pewter-colored lapel emblem, and AF Form 4300, *Air Force Civilian Achievement Award Certificate*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

5.4.7.5.2. The approval authority provides certificate and medal set (Stock # 8455-01-4967-146); available through the Defense Supply System.

**Figure 5.7. CAA.**



#### **5.4.8. Letter or Certificate of Commendation.**

5.4.8.1. Purpose. To recognize 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; AF programs recognized by an outside organization to which the employee made a contribution that was significant; and exceptional participation in civic or professional activities related to official employment.

5.4.8.2. Eligibility. Civilian employees (as defined in paragraph 2.4).

5.4.8.3. Process. Use AF Form 3034, Certificate of Commendation, with a letter of commendation. Letters of commendation must contain a complete and concise description of the employee's act, accomplishment, or service and identify position, title, organization, and dates. Commanders, Directors or CLs (unit level and above) may sign certificates of commendation. Prepare letter and certificate (optional) and submit through proper channels within three months of desired presentation.

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

5.4.8.5. Supervisors give certificates and letters of commendation to employees. The supervisor annotates the employee's Supervisor's Employee Brief, with reference to the letter or certificate, and they are filed in the employee's EPF.

#### **5.4.9. Letter or Certificate of Appreciation.**

5.4.9.1. Purpose. To recognize individuals for a variety of accomplishments that do not fall under the performance awards category for an act, or service that is above average.

5.4.9.2. Eligibility. Civilian AF employee (as defined in paragraph 2.4).

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



5.4.9.4. You may use the letter or certificate to recognize employee contributions to civic or professional activities normally expected in the performance of the job, such as speaking, participating in conferences, or other leadership activities.

5.4.9.5. The employee's immediate supervisor, higher-level supervisor, or any person having knowledge of the service may sign the letter or certificate. The supervisor gives the letter or certificate to the employee.

5.4.9.6. Record and file a copy of the certificate or letter of appreciation in the Supervisor's Employee Workfolder. Do not file a copy in the eOPF or the EPF.

5.4.9.7. Process. Prepare letter and certificate (optional). Submit the letter or certificate of appreciation through proper channels within three months of the desired presentation ceremony.

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

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

#### 5.4.10. Length of Service Recognition.

5.4.10.1. Purpose. To recognize 10, 20, 30, 40, 50, 60 and 70 years of creditable Federal service, if at least five years were spent in civilian service.

5.4.10.2. Eligibility. Civilian AF employee.

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

5.4.10.4. Process. Approval authorities and CPS's will pull a monthly report to determine eligible employees in advance to ensure a timely presentation. A copy of the signed certificate will be provided to the servicing CPS to update DCPDS.

5.4.10.5. Approval Authorities.

5.4.10.5.1. 10 Year Length of Service Certificate: Directors at HAF, MAJCOM, Wing, Squadron, DRU, and FOA This authority maybe further delegated to Division Chiefs.

5.4.10.5.2. 20 Year Length of Service Certificate: Directors at HAF, MAJCOM, Wing, Group, DRU, and FOA .

5.4.10.5.3. 30 Year Length of Service Certificate: Directors at HAF and MAJCOM, Wing CC/CV, DRU CC/CV, and FOA CC/CV.

5.4.10.5.4. 40 Year Length of Service Certificate: Secretariat, Deputy Chief of Staff (DCS), and Directors (3-Star General or CL equivalent) at HAF, and MAJCOM/CC.

5.4.10.5.5. 50, 60 and 70 Year Length of Service Certificates: SecAF.

5.4.10.5.5.1. Requests are submitted through the applicable HAF 2-letter, MAJCOM, DRU or FOA. The request should include a cover letter signed by the A1 or executive services of the HAF 2-letter, MAJCOM, DRU or FOA which includes employee’s name, organizational address, SCD, Go-By name, and a statement of records check certification (refer to paragraph 5.4.10.5.5.2 of this publication). The nomination should also include the employee’s biography. Send the request to AF/A1SRU ([usaf.pentagon.af-a1.mbx.af-a1sru@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1sru@mail.mil)) at least 60 calendar days before the presentation ceremony.

5.4.10.5.5.2. Statement of Records Check Certification should read “I verify that the official record of (name of nominee) does not contain any disciplinary or adverse action pending that reflects unfavorably on the Federal service deserving recognition.”

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

5.4.10.5.6.1. 10-Year Length of Service: certificate (AF Form 3589) and pin (NSN 8455-01-388-5616).

5.4.10.5.6.2. 20-Year Length of Service: certificate (AF Form 3590) and pin (NSN 8455-01-389-7401).

5.4.10.5.6.3. 30-Year Length of Service: certificate (AF Form 3591) and pin (NSN 8455- 01-389-4393).

5.4.10.5.6.4. 40-Year Length of Service: certificate (AF Form 3592) and pin (NSN 8455-01-389-0856).

5.4.10.5.6.5. 50-Year Length of Service: certificate (AF Form 3593) and pin (NSN 8455- 01-388-5615).

5.4.10.5.6.6. 60 and 70-Year Length of Service: certificate and pin will be issued by HAF.

**Figure 5.8. Length of Service Pins.**



5.4.10.6. Foreign National Employees, as defined in paragraph 2.4.4, may receive length of service recognition. The signature authority is the same as paragraph 5.4.10.5.

5.4.11. **Other AF Recognition.** Civilian employees are eligible for other types of recognition according to the governing regulation or instruction. **NOTE: *The Joint Meritorious Unit Award (JMUA)***, The Air Force Outstanding Unit Award (AFOUA) and Air Force Organizational Excellence Award (AFOEA) are documented in the DCPDS. Lapel buttons are used exclusively to recognize AF civilians assigned or attached to units awarded a unit award and who contributed to the achievements of a cited unit. The lapel buttons are available through the Defense Supply System, and the unit is responsible for the purchase of the lapel buttons under:

5.4.11.1. JMUA. NSN 8455-01-348-0488

5.4.11.2. AFOUA NSN 8455-00-891-8529

5.4.11.3. AFOEA NSN 8455-00-488-5513

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

5.4.12.1. Signature authority. HAF Directors (Colonel (O-6) or CL equivalent and above); MAJCOM Director; and Installation Wing CC or Director; DRU Director; and FOA Director.

**Table 5.1. Civilian Honorary Awards Approval Authority (see all notes).**

Decorations						
<i>(An "X" in a column indicates approval authority for the decoration in the heading.)</i>	OCCSA	AFCAV	MCSA	CCAV	ECSA	CAA
HAF: Secretariat, Air Staff DCS/ADCS and 2-Letter Directors	X		X (see note 4)	X	X	X
HAF: Air Staff ADCS and Directors (colonel or higher and CL equivalents)			X		X	X
MAJCOM/CC/CV and Director/Deputy Director of ANG	X (see note 5)		X	X	X	X
MAJCOM Director/Head of Staff Office, or DCS/Staff Office (colonel or higher and CL equivalents), and Chief Air Directorate Staff/ANG			X		X	X
NAF, DRU, FOA, and Center CC (see note 6)	X (see note 5)		X	X (see note 7)	X	X
NAF, DRU, FOA, and Center CV (colonel or higher and CL equivalents)			X		X	X
JTF/CTF Commander/AF Component Commander (Maj Gen or higher and CL equivalents)		X (see note 3)	X	X (see note 3)	X	X
Wing CC/CV (colonel or higher and CL equivalents)	X (see note 7)		X	X (see note 7)	X	X
Wing CV (colonel or higher and CL equivalents)			X		X	X

Group/CC/CV (colonel or higher and CL equivalent)			X		X	X
State Adjutants General			X		X	X
Group/CC (Lieutenant colonel and CL equivalent) (military must be on G-series orders)					X	X
Squadron/CC (military must be on G-series orders)						X

**Notes:**

1. SECAF approved delegation is outlined in the table above. SAFPC will board and process all nominations (except for career CSE) to the SecAF (refer to paragraph 2.1.2 of this publication). SAF/AA will process all career CSE nominations through the ERB to the SecAF (refer to paragraph 2.1.5 of this publication).
2. SECAF retains award/approval authority for the DECS and AFCAV, unless delegated. Refer to paragraphs 2.1.2 and 2.1.3 of this publication for additional procedures.
3. This authority is delegated by SECAF (or designee) during combat operations, upon written request. The Commander Air Force Forces (COMAFFOR) will act as the sole approval authority for personnel entering the area of operations and support the operations within their purview. The COMAFFOR will process all decorations based solely on accomplishments in their area of responsibility.
4. MCSA approval authority may be delegated to Directors in the grade of colonel and above (to include equivalent CLs).
5. On 8 Sep 14, SecAF authorized MAJCOM/CCs to delegate OCCSA approval authority to MAJCOM/CVs in the grade of Major General (MajGen) and higher (or civilian leader equivalent). Also, SecAF delegated OCCSA approval authority to commanders of Number Air Forces, Field Operating Agencies, Centers and Direct Reporting Units, in the rank of MajGen and higher (or CL equivalents).
6. May delegate ECSA and CAA approval authority to their Directors (colonel or higher and CL equivalent).
7. This approval authority must be delegated by the MAJCOM/CC.

## Chapter 6

### CAMPAIGN AND SERVICE AWARDS

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

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

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

**6.2.2. Eligibility.**

6.2.2.1. The medal shall be awarded to any DoD civilian employee meeting the definition of "employee" (refer to para 2.4) and who is eligible for an award under DoDI 1400.25, Volume 451, including employees of nonappropriated fund activities when killed or wounded by hostile action while serving under any competent authority of the Department under conditions for which a military member would be eligible for receipt of the Purple Heart.

6.2.2.2. The medal may also be awarded to certain non-DoD personnel employed as contractors supporting DoD missions who are otherwise qualified to be awarded the medal based on their involvement in DoD activities.

**Figure 6.1. DFM.**



**6.2.3. Criteria.** Eligibility criteria for the medal is aligned as closely as practicable to Purple Heart criteria for members of the Armed Forces. Refer to AFI 36-2803 for the criteria for the Purple Heart. The DFM differs from other medals in that it is not "recommended." The employee is "entitled" to the medal if the employee is eligible and if the conditions or criteria in the paragraph above are present.

**6.2.4. Limitations on Awarding Medals.** The medal is authorized for the incident of death or the first wound suffered under the conditions indicated above. The medal itself may be awarded only once; however, for subsequent events that would require the award of the

medal, AF is authorized to use 3/16 Bronze Star device (NSN 8455-00-082-6136) to be worn with or on the medal. Not more than one DFM or appropriate device will be authorized for more than one wound or injury received in the same hostile incident.

6.2.5. **Posthumous Awards.** The medal may be awarded posthumously.

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

6.2.7. **Monetary Amount.** None.

6.2.8. **Approval Authority.**

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

6.2.8.2. Non-Department of Defense Personnel (contractors): SecAF Nominations must be processed through proper channels to AFPC/DPSIDR.

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

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

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

**Figure 6.2. GWOT-C.**

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

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

6.3.2.3. The area(s) of eligibility are the same as designated for approved GWOT-E military operations, and includes service in the countries of Afghanistan and Iraq; foreign territory on which military troops have actually landed or are present and specifically deployed for operations; adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and the air space above and adjacent to the area in which operations are being conducted. The Chairman, Joint Chiefs of Staff, will determine the US military operations that qualify for the GWOT-E. The current list of military operations authorized the GWOT-E can be found on AFPC's website (<http://www.afpc.af.mil/library/factsheets/factsheet.asp?id=7812>) or obtained from the Military Personnel Flights.

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

6.3.3.1. A DoD civilian employee is an individual meeting the definition of "employee" (refer to para 2.4) and who would be eligible for awards under DoDI 1400.25, Volume 451, *Awards*, including employees of nonappropriated activities.

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

6.3.3.3. The GWOT-C may be awarded only once to a civilian employee for service to a GWOT military operation. An employee may not be awarded both the GWOT-C and the



Armed Forces Civilian Service Medal for the same operation. A contribution to or support of a GWOT military operation by employees assigned to remotely located activities, (e.g., outside the areas of eligibility), is not justification for award of the GWOT-C. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

6.3.3.3.1. Example: If an employee was awarded a GWOT-C for Operation Enduring Freedom (OEF), a civilian employee may not receive an additional GWOT-C for service in subsequent GWOT military operations. Only one GWOT-C medal is authorized per contingency operations as defined by DoD.

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

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

6.3.6. **Monetary Amount.** None.

6.3.7. **Award Description.** The statue of freedom represents the ultimate goal of operations in support of the GWOT. The laurel branches symbolize honor and achievement. The five stars allude to the military service, and the triangle, which is the traditional symbol of civilian service, denotes support. The spears enclose and defend "Freedom" and allude to support for military service. The ribbon, medium blue is the color associated with the DoD. Gold represents excellence and achievement. Black and red symbolize the threat and danger of terrorism. Red, White and Blue, our National colors, are for patriotism and the love of freedom. The medal set includes a medal and lapel pin which is available through the Defense Supply System (NSN 8455-01-545-7149). There is no official DoD certificate to accompany the medal. An illustration of the medal is provided at Figure 6.2.

#### 6.4. Armed Forces Civilian Service Medal (AFCSM).

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

6.4.2. **Eligibility.**

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

**Figure 6.3. AFCSM.**

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

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

6.4.2.2. Specific. Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is for less than 30 days in duration) in a military operation awarded the AFSM or for 60 non-consecutive days in an AFSM operation, provided this support involves the employee entering the area(s) of eligibility.

6.4.2.2.1. A civilian employee is an individual meeting the definition of “employee” (refer to para 2.4) and who would be eligible for awards under DoDI 1400.25, Volume 451, including employees of nonappropriated activities. Direct hire foreign nationals are eligible to receive the medal.

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

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

6.4.3. **Limitations on Awarding the Medal.** The medal may be awarded only to DoD civilian employees and only for operations authorized the AFSM for military personnel. No more than one medal may be awarded to any one civilian employee. Participation in subsequent military operations may be acknowledged with an AF Form 3034, *Certificate of*

*Commendation*; available through AF E-Publishing (<http://www.e-publishing.af.mil>), and/or a 3/16 Bronze Service Star (NSN 8455-00-082-6136); available through Defense Supply System. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, (e.g., outside the areas of eligibility), is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition. Award of the AFCSM does not preclude granting other awards if the employee's contribution to the designated operation is as significant or extraordinary as to merit additional recognition.

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

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

**6.4.6. Monetary Amount.** None.

**6.4.7. Award Description.** It is a bronze medal bearing on the obverse a demi-torch (as on the Statue of Liberty) on a burst of rays, encircled at the top by a scroll inscribed "SUPPORTING FREEDOM" and entirely enclosed by a laurel wreath. On the reverse, three crossed arrows point up with the inscription "ARMED FORCES CIVILIAN SERVICE MEDAL." The medal is suspended from a ribbon of green, medium blue, and gold. There is a corresponding lapel pin. The medal set, consisting of the large medal and lapel pin, is currently available through the Defense Supply System (NSN 8455-01-452-5330). An illustration of the medal is provided at Figure 6.3.

## Chapter 7

### AWARDS FOR NON-GOVERNMENT PERSONNEL

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

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

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

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

7.2.3. Sample Contributions. Exemplary service in an advisory or technical capacity to a DoD committee, program or project; direct assistance to a DoD component through actions or useful ideas that are beneficial in eliminating or minimizing problems or otherwise contributing to mission accomplishment; assistance through the cooperative use of facilities, equipment, or manpower; courageous or heroic actions in support of a DoD activity or mission; or other actions resulting in significant benefits to DoD.

7.2.4. Other Eligibility.

7.2.4.1. Uncompensated Federal Advisory Committee Members. Outgoing Committee Chairs will be considered for the Secretary of the Air Force Distinguished Public Service Award and outgoing Committee Members will be considered for the Commander's Public Service Award. Nominations for these awards will be processed in accordance with the applicable paragraphs.

7.2.4.2. Special Government Employees. May not receive awards designated for Title 5 federal civilian employees, however they may receive awards under this chapter.

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

7.3.1. **Purpose.** The Secretary of the Air Force Distinguished Public Service Award was established to recognize private citizens who provide distinguished public service to the AF which translates into substantial contributions to the accomplishment of the AF mission. This is the AF's highest public service award bestowed to private citizens by SecAF.

7.3.2. **Eligibility.** The Secretary of the Air Force Distinguished Public Service award is awarded to private citizens not employed by the USAF, and who have personally made a profound contribution on the *National Level*, and which represents substantial progress to the AF mission. The service performed must be of major significance that other forms of public service recognition may be inadequate.

7.3.2.1. Exclusions. Civilian members in a commercial or profit making relationship with the DoD (refer to paragraph 7.2 of this publication).

7.3.3. **Process.** Documentation of factual evidence that a highly significant service has been provided to the AF shall be forwarded with each nomination. A biographical sketch and cover letter, signed by the MAJCOM Commander or equivalent, must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication or remuneration, and that the person recommended had no commercial or profit-making relationship with the AF. It must contain the individual's permanent home address, previous US decorations, if any, authority for the decoration, and inclusive service dates. The nomination package must also include a one-page written recommendation describing specific accomplishments, with an attached citation. Nomination may be submitted at any time, but must be received by SAF/MRBP or SAF/AA at least 90 calendar days before presentation.

7.3.4. **Approval Authority.** SecAF.

7.3.5. **Award Description.** A gold medal and lapel pin with accompanying certificate. The medal is a gold disk, 1-3/8 inches (3.49cm) in diameter charged with Hap Arnold Wings with the inscription above, "Distinguished Public Service" and below the base, two sprigs of laurel. The Hap Arnold wings represent the origin of air power; the sprigs of laurel denote honor and achievement. A decoration medal set and lapel pin, provided by the unit with a certificate signed by SecAF and CSAF. The certificate, AF Form 4444 is produced by AFPC/DPSIDR.

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

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

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

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

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

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

7.4.3. **Process.** MAJCOM/CC or CL equivalents may nominate an individual or organization for this award. A written cover letter and biography, not to exceed one page, describing the sustained public service is submitted to AFPC/DPSIDR. Upon approval, the applicable MAJCOM will present, during an official ceremony, an official engraved AF Trophy honoring the award recipient. AFPC/DPSIDR will provide the official trophy upon request. Nomination may be submitted at any time, but at least 90 calendar days before presentation.

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

7.4.5. **Monetary Amount.** None

## 7.5. Air Force Exceptional Service Award (ESA).

7.5.1. **Purpose.** The ESA was established by the SecAF on 30 August 1948, to pay tribute to private citizens (US or foreign) for exceptional service to the USAF or for an act of heroism involving voluntary risk of life. Refer to AFI 36-2803 for definition.

7.5.2. **Eligibility.** The ESA is awarded to private citizens (US and foreign) not employed by the USAF. The award is also given at the time of retirement to the spouse of the CSAF, AF/CV, Chief Master Sergeant of the Air Force, all 4-star general officers (regardless of the military member's position at retirement), and 3-star MAJCOM/CC.

7.5.2.1. Services must have been completely voluntary and performed as a public service or by patriotic motivation with no implication of financial or other remuneration, and that the person recommended had no commercial or profit-making relationship with the DAF (to include contractors) with this award (refer to paragraph 7.2 of this publication).

7.5.2.2. **Posthumous Award.** The ESA may be awarded posthumously.

7.5.3. **Process.** Forward recommendations through appropriate command channels to AFPC/DPSIDR.

7.5.3.1. Recommendations consist of a one-page signed narrative justification which states the services were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the AF; a proposed citation; and a short biography. Each recommendation must also contain endorsement from a HAF, MAJCOM, DRU, or FOA commander or comparable official.

7.5.3.2. Recommendations for foreign nationals must include a biography, coordination with the US Defense Attaché Office of the country concerned, and a statement that the awards policy of the foreign country does not preclude presentation of the award.

7.5.4. **Award Description.** A gold-colored medal bearing the AF coat of arms with a wreath of laurel leaves. The ribbon is dark blue silk with three dotted golden-orange lines in the center.

7.5.4.1. A medal set consisting of a full medal, miniature medal and gold colored lapel emblem, and an AF Form 1310, *Department of the Air Force Exceptional Service Award Certificate* available through AF E-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

7.5.4.2. A duplicate medal set is presented for the second and subsequent awards of the ESA, except the gold colored lapel emblem has a two-point diamond stone.

7.5.4.3. A miniature medal and certificate are furnished at the time of award to foreign civilians.

7.5.4.4. **Approval Authority.** AFDB (delegated by SecAF).

## 7.6. Air Force Scroll of Appreciation (AFSA).

7.6.1. **Purpose.** The AFSA was established to recognize meritorious achievement or service rendered to any USAF activity or for acts of courage that do not meet the ESA risk of life requirements.

7.6.2. **Eligibility.** The AFSA is awarded to US or foreign civilians, groups, and organizations, not employed by the US government, for meritorious achievement or service rendered to any USAF activity or for acts of courage that do not meet the ESA risk of life requirements. It also may be awarded to spouses of MAJCOM/CC's upon the general's permanent change of station.

7.6.3. **Process.** Forward recommendations through appropriate command channels to AFPC/DPSIDR.

7.6.3.1. Recommendations consist of a one-page signed narrative justification which states the services were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the AF; a proposed citation; and a short biography. Each recommendation must also contain endorsement from a HAF, MAJCOM, DRU, or FOA commander or comparable official.

7.6.3.2. Recommendations for foreign nationals must include a biography, coordination with the US Defense Attaché Office of the country concerned, and a statement that the awards policy of the foreign country does not preclude presentation of the award.

7.6.4. **Award Description.** The AFSA consist of a certificate. Prior to presentation, commanders shall mat the AFSA and place it in a frame with a glass cover. The color of the matting, type and size of the frame are at the discretion and expense of the nominating commander and may be paid for using the organization's international merchant purchasing authorization card (i.e., IMPAC).

7.6.5. **Approval Authority.** AFDB (delegated by SecAF).

## 7.7. Commander's Public Service Award.

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

7.7.2. **Eligibility.** Citizens of entities (groups, business firms or organizations) not employed by the Department of AF, who have assisted with specific achievements, major unit projects or helped a unit reach major milestones, or who have provided support to the base/unit over a set and limited period of time. Service must clearly demonstrate specific examples of how the citizen's dedication and commitment significantly contributed to the improvement of conditions for base personnel, facilities or mission. AF policy expressly prohibits recognizing individuals or entities in a commercial or profit making relationship with the DoD (to include contractors) with this award (refer to paragraph 7.2 of this publication). A civic leader may only receive this award once every five years. The nomination must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication to remuneration, and that the person recommended had no commercial or profit-making relationship with the AF. Examples of achievements include, but are not limited to:

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

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

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

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

7.7.4. **Approving Authorities.**

7.7.4.1. MAJCOM CC/CV/CL

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

7.7.4.3. Principal Officials of HQ Staff agencies

7.7.4.4. General officers or career CSE-level civilians

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

**7.8. Recognizing Local Community or Civic Officials (Non-Federal Employees).** When local business persons and civic officials offer significant services or contributions to the installation and the USAF, commanders may recognize these non-Federal persons using AF Form 3033 or the Commander's Public Service Award (refer to paragraph 7.7 of this publication). It is DoD policy to not recognize private citizens or private entities that have a commercial or profit making relationship with DoD, unless the contribution is substantially beyond that specified or implied in the terms of the contract establishing the relationship, or the recognition is in the public interest.



## Chapter 8

### DEPARTMENT OF THE AF CIVILIAN LAPEL PINS

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

**8.2. Senior Civilian (GS-15 and equivalent) Pin.** The AF eagle in front of a cloud with 15 scallops in its edge recognizes the valuable contributions made by AF senior civilians at the GS-15 and equivalent levels. The pin is provided by the local CPS for new GS-15s (or equivalents) and is presented during a promotion ceremony in recognition of holding a Senior Civilian position in the USAF.

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

8.3.1. **Eligibility.** AF employees assigned to the HAF or their DRUs or FOAs within the NCR are eligible to wear the HAF Staff lapel pin. Permanent wear of the pin is authorized for employees assigned or previously assigned to a qualifying position for at least 365 consecutive days. Purchase and wear of the pin is optional; available through AF Pentagon Services. When worn, the pin will be positioned on the wearers' left lapel/collar.

8.3.2. **Award Description.** The pin incorporates symbolism from the Great Seal of the Department of the AF to include the predominant colors of ultramarine blue and gold, symbolizing the AF through transition from the Air Corps; a crest including the American Bald Eagle, which is the symbol of the United States and air striking power; a shield divided with the nebula line formation, representing clouds; and a heraldic thunderbolt, portraying striking power through the medium of air.

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

## Chapter 9

### REFERRAL BONUS FOR RECRUITMENT AND HIRING.

**9.1. Referral bonuses are granted, as with other awards, at the discretion of management and are not an entitlement.** Refer to Chapter 4 of AFI 36-802, *Pay Setting*, for additional guidance.

GABRIEL O. CAMARILLO, EX-IV, SAF/MR  
Assistant Secretary  
(Manpower and Reserve Affairs)

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

- AFPD 36-10, *Civilian Performance Management*, 31 October 2000
- AFPD 36-28, *Awards and Decorations Program*, 9 May 2014
- AFI 33-360, *Publications and Forms Management*, 25 September 2013
- AFI 36-802, *Pay Setting*, 1 September 1998
- AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, 22 June 1999
- AFI 36-815, *Absence and Leave*, 8 July 2015
- AFI 36-901, *Civilian Senior Executive Management*, 23 January 2012
- AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
- AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013
- AFI 36-2805, *Special Trophies and Awards*, 14 March 2013
- AFI 51-901, *Gifts from Foreign Governments*, 16 February 2005
- DoDD 1005.13, *Gifts and Decorations from Foreign Governments*, 21 November 2003
- DoDD 1020.02E, *Diversity Management and Equal Opportunity in the DoD*, 8 June 2015
- DoDD 1400.25-M, *DoD Civilian Personnel Manual System*, 25 November 1996
- DoDI 1400.25, Volume 451, *DoD Civilian Personnel Management System: Awards*, 4 November 2013
- 5 CFR 315.201, *Service requirement for career tenure*
- 5 USC Chapter 45, *Incentive Awards*
- 5 CFR Part 451, *Awards*
- 5 CFR 430.203, *Definitions*
- 5 CFR 451.105, *Award Restrictions*
- 5 CFR 534.405, *Performance Awards*
- 5 USC 2105, *Employee*
- 10 USC, *Armed Forces*
- Prescribed Forms***
- AF Form 342A, *Certificate of Appreciation (Spouses)*
- AF Form 1166, *Meritorious Civilian Service Award*
- AF Form 1306, *Department of the Air Force Civilian Award for Valor*
- AF Form 1307, *Department of the Air Force Command Civilian Award for Valor*

AF Form 1310, *Department of the Air Force Decoration for Exceptional Civilian Service Award*

AF Form 2266, *Exceptional Service Award (ESA) Certificate (SECAF Signature Line)*

AF Form 2266, *Exceptional Service Award (ESA) Certificate (Two Signature Lines)*

AF Form 2267, *Air Force Scroll of Appreciation (CSAF and SECAF Signature Line)*

AF Form 2267A, *Air Force Scroll of Appreciation (Two Signature Lines)*

AF Form 2856, *Outstanding Civilian Career Service Award*

AF Form 2860, *Special Act or Service Award*

AF Form 3032, *Certificate of Achievement*

AF Form 3033, *Certificate of Appreciation*

AF Form 3034, *Certificate of Commendation*

AF Form 3517, *Department of the Air Force Exemplary Civilian Service Award*

AF Form 3589, *10 Year Length of Service Certificate*

AF Form 3589-1, *10 Year Length of Service Certificate (FNE only)*

AF Form 3590, *20 Year Length of Service Certificate*

AF Form 3590-1, *20 Year Length of Service Certificate (FNE only)*

AF Form 3591, *30 Year Length of Service Certificate*

AF Form 3591-1, *30 Year Length of Service Certificate (FNE only)*

AF Form 3592, *40 Year Length of Service Certificate*

AF Form 3592-1, *40 Year Length of Service Certificate (FNE only)*

AF Form 3593, *50 Year Length of Service Certificate*

AF Form 3593-1, *50 Year Length of Service Certificate (FNE only)*

AF Form 4300, *Air Force Civilian Achievement Award*

AF Form 4301, *Secretary of Defense Medal for the Defense of Freedom*

AF Form 4340, *Commander's Public Service Award*

AF Form A4340, *Air Force Distinguished Public Service Award*

AF Form 4444, *Secretary of the Air Force Distinguished Public Services Award*

***Adopted Forms***

AF Form 342, *Retirement Certificate of Civilian Service*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

SF 50, *Notification of Personnel Action*

Supervisor's Employee Brief

*Abbreviations and Acronyms*

**AF**—Air Force

**AFCAA**—Air Force Civilian Achievement Award

**AFCAV**—Air Force Civilian Award for Valor

**AFCSM**—Armed Forces Civilian Service Medal

**AFDB**—Air Force Decorations Board

**AFRBA**—Air Force Review Boards Agency

**AFDPSA**—Air Force Distinguished Public Service Award

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOEA**—Air Force Organizational Excellence Award

**AFOUA**—Air Force Outstanding Unit Award

**AFSA**—Air Force Scroll of Appreciation

**ATAAPS**—Automated Time Attendance and Production System

**CAA**—Civilian Achievement Award

**CAHS**—Civilian Award for Humanitarian Service

**CC**—Installation Commander

**CCAV**—Command Civilian Award for Valor

**CFR**—Code of Federal Regulations

**CL**—Civilian Leading an Organization Designated as a Unit

**COA**—Certificate of Achievement

**COC**—Certificate of Commendation

**CPS**—Civilian Personnel Section

**CPSA**—Commanders Public Service Award

**CSAF**—Chief of Staff of the Air Force

**CSE**—Civilian Senior Executive

**CV**—Vice Commander

**DECS**—Decoration for Exceptional Civilian Service

**DFM**—Secretary of Defense of Freedom Medal

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DCPDS**—Defense Civilian Personnel Data System  
**DISES**—Defense Intelligence Senior Executive Service  
**DISL**—Defense Intelligence Senior Level  
**DRU**—Direct Reporting Unit  
**EPF**—Employee Performance Folder  
**ERB**—Executive Review Board  
**ESA**—Exceptional Service Award  
**ESCA**—Exemplary Civilian Service Award  
**ESSS**—electronic Staff Summary Sheet  
**FNE**—Foreign National Employee  
**FOA**—Field Operating Agency  
**GM**—General Manager (now GS)  
**GS**—General Schedule  
**GWOT—C**—Global War on Terrorism Medal for Civilian  
**HAF**—Headquarters United States Air Force  
**HSB**—Human Resource Management Strategic Board  
**LOA**—Letter of Achievement  
**LOC**—Letter of Commendation  
**LOS**—Length of Service  
**MAJCOM**—Major Command  
**MCSA**—Meritorious Civilian Service Award  
**NAA**—Notable Achievement Award  
**NAF**—Numbered Air Force  
**NSN**—National Stock Number  
**OCCSA**—Outstanding Civilian Career Service Award  
**OPF**—Official Personnel Folder  
**OPM**—Office of Personnel Management  
**PAO**—Public Affairs Officer  
**QSI**—Quality Step Increase  
**SAF**—Secretary of the Air Force  
**SAFAA**—Secretary of the Air Force Administrative Assistant  
**SAFPC**—Secretary of the Air Force Personnel Council

**SASA**—Special Act or Service Award

**SecAF**—Secretary of the Air Force

**SES**—Senior Executive Service

**SF**—Standard Form

**SL**—Senior Level

**ST**—Scientific and Professional

**TOA**—Time-Off Award

**USC**—United States Code

**USAF**—United States Air Force

**VCSAF**—Vice Chief of Staff of the Air Force

### *Terms*

**The following definitions are provided to the use, implementation, and interpretation of AFI 36—1004.** All definitions provided have been cleared and defined by both the Department of Defense and the Department of the Air Force.

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

**Awards program**—. The specific procedures and requirements established in a DoD Component for granting awards in accordance with 5 CFR Part 451 and DoDI 1400.25, Volume 451.

**Career civilian**—. An employee who has served 3 years of substantially continuous creditable service.

**Creditable service**—. Defined in section 5 CFR 315.201.

**Employee**—Defined in 5 USC 2105. Nonappropriated fund employees are included under this definition for the purpose of nonmonetary awards in accordance with this volume.

**Intangible benefit**—. Savings to the government that cannot be measured in dollars.

**Monetary award**—. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.

**My Biz. Allows employees on**—line access to view information from their official personnel records.

**Non—monetary award.** An award in which the recognition device is not a cash payment or time off as an award but rather an award of a honorific value; e.g., a letter, certificate, medal, plaque, or item of nominal value.

**Quality step increase**—. An increase in an employee's rate of basic pay from one step or rate of the grade of his or her position to the next higher step of that grade or next higher rate within the grade.

**Tangible benefit**—. Savings to the government that can be measured in dollars.

**Theater award**—. An award whose approval is contingent upon service in a military operation in a specified area.

**Time—off award**. An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.

**Uncommon tour of duty**. —Term is defined in section 630.201 of 5 CFR. Uncommon tour of duty means an established tour of duty that exceeds 80 hours of work in a biweekly pay period, provided the tour (1) Includes hours for which the employee is compensated by standby duty pay under 5 USC 5545(c)(1) and section 550.141 of this chapter I (5 USC); (2) Is a regular tour of duty (as defined in section 550.1302 of chapter I (5 USC)) established for firefighters compensated under 5 USC 5545b and part 550, subpart M, of chapter I (5 USC); or (3) Is authorized for a category of employees by the Office of Personnel Management.

**Workday**—. Refer to AFI 36-807.



**Attachment 2**

**EXAMPLE AF FORM 1768 STAFF SUMMARY SHEET**

**A2.1.** The example in Figure A2.1, provides basic information needed to submit an award nomination using AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet (eSSS).

**Figure A2.1. EXAMPLE AF FORM 1768 STAFF SUMMARY SHEET**

<b>Staff Summary Sheet – Attachment 2</b>						
To	Action	Signature (Surname), Grade, Date	To	Action	Signature (Surname), Grade, Date	
<b>Grade and Surname of Action Officer</b>		<b>Symbol</b>	<b>Phone</b>		<b>Suspense Date</b>	
<b>Subject</b> NAME OF THE AWARD, NOMINEES NAME OR GROUP NAME Meritorious Civilian Service Award (MCSA), Mr./Ms. Iam A. Sample					<b>SSS Date</b>	
<b>Summary</b>						
<p>1. <b>PURPOSE:</b> To obtain MAJCOM approval of the MCSA.</p> <p>2. <b>BACKGROUND:</b> (full name, rank, title, organization, installation) has recommended the Meritorious Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.</p> <p>3. This award recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner who has/have performed their assigned duties for at least 1 year in an exemplary manner, with a reasonable degree of command-wide mission impact.</p> <p>4. I verify that the official records of (name of nominee(s)), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.</p> <p>5. <b>Other Data:</b></p> <p style="padding-left: 40px;">Last 4 of Social Security Number:</p> <p style="padding-left: 40px;">Present Position Title, Series and Grade:</p> <p style="padding-left: 40px;">Inclusive Dates of the Award:</p> <p style="padding-left: 40px;">Previous Award Recognition and Dates: (Show all recognition received during award period and any former recognition pertinent to this award, (e.g., some awards require the member to have already received similar recognition at lower level, etc.))</p> <p>Is the recognition timely (submitted within award criteria timeframe)? If not, a memo of Justification for Late Submission must accompany the award nomination.</p> <p>6. <b>Justification:</b> (to be prepared in accordance with paragraph 2.18)</p> <p>7. <b>Citation:</b> (to be prepared in accordance with Attachment 3)</p> <p>8. <b>RECOMMENDATION:</b> MAJCOM/CC review/approve MCSA...etc.</p>						

### Attachment 3

#### INSTRUCTIONS FOR PREPARING CITATIONS FOR SPECIFIC AWARDS

**A3.1.** All nomination packages for civilian awards should be accomplished in accordance with this AFI. Citations should be prepared in Times New Roman (or comparable font), no lower than 10 pitch, in landscape format with 1 inch right and left margins. The award citation must meet printing requirements, should not exceed 9 lines and cannot contain more than 120 total characters per line. Do not use abbreviations, acronyms or quotations in a citation. To maintain consistency in preparing civilian award citations across the Air Force, the following opening and closing sentences will be used.

#### **A3.2. Opening Sentence.**

A3.2.1. The standard opening statement for honorary and monetary awards is:

A3.2.1.1. “In recognition of his/her distinguished performance as Chief of Contracting, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, from 8 April 2002 to 27 April 2006.”

A3.2.1.2. Exception: Valor awards will have only one inclusive date on the citation to reference the date of the specific act.

A3.2.2. **Outstanding Civilian Career Service Award.** The statement, “In recognition of his/her distinguished performance in support of the United States Air Force from 25 March 1975 to 31 July 2007. Most notably as *current position*, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, he/she . . . . .”

A3.2.3. **Secretary of the Air Force Defense of Freedom Medal.** Under the name of the recipient, the DFM certificate includes:

A3.2.3.1. The statement, “For wounds received in service to our Nation on (date), in (location), while assigned to (agency).”

A3.2.3.2. The word “Posthumously,” if applicable.

#### **A3.3. Body of Citation:**

A3.3.1. The body of the citation is a short description that must capture the local, command or Air Force-wide accomplishments justifying the award. Be specific on facts and confine to no more than two or three sentences.

A3.3.2. The statement, “During this period / In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Donovan resulted in . . .” or

A3.3.3. “Mr. /Ms. Employee’s outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of . . .”

**A3.4. Closing Sentence for Honorary Awards.**

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

A3.4.2. Outstanding Civilian Career Service Award.

A3.4.2.1. The statement, “The distinctive accomplishments of Mr. /Ms. Carver culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the United States Air Force.”

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

A3.4.3. **Air Force and Command Civilian Award for Valor.** The statement, “This single act of compassion for mankind of Mr. /Ms. Jones reflects great credit upon himself/herself and the United States Air Force.”

A3.4.4. **Meritorious Civilian Service Award.** The statement, “The distinctive accomplishments of Mr. /Ms. Jones reflects great credit upon himself/herself and the United States Air Force.”

A3.4.5. **Exemplary Civilian Service Award/Air Force Achievement Award.** The statement, “The distinctive accomplishments of Mr. /Ms. Smith reflects credit upon himself/herself and the United States Air Force.”

A3.4.6. **Posthumous Award.** The statement, “The distinctive accomplishments of Mr. /Ms. Smith in the dedication of his/her service to his/her country reflect great credit upon himself/herself and the United States Air Force.”

**A3.5. Closing Sentence for Monetary Awards.**

A3.5.1. **Special Act or Service Award.** The statement, “The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

A3.5.2. **Notable Achievement Award:** The statement, “The distinctive accomplishments of Mr./Ms. Smith reflects credit upon himself/herself and the United States Air Force.”