



CIVILIAN PERSONNEL FACT SHEET

Air Force Civilian Award for Valor

PURPOSE: Awarded for acts of heroism, with voluntary risk of personal safety in the face of danger, either on or off the job.

ELIGIBILITY: All Air Force civilian employees who exhibited great courage and voluntarily risked personal safety beyond the call of duty such as approaching or entering a burning aircraft in an attempt to rescue trapped victims.

PROCESS: Supervisor submits AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, and the date the event occurred. AF Form 1768 should also include a draft citation, written in third person, with job designation, organization, date of event, and statement of achievement, not to exceed 90 words. Since nominations must fully describe the specific act/event to justify award of this decoration, a justification may be attached to the AF Form 1768 if more space is required than provided by the Staff Summary Sheet. There is no specific format for the justification. Supporting documentation such as newspaper articles may also be attached. Submit within three months of act or event.

An honorarium in an amount up to \$1,000 may accompany this award at the discretion of the MAJCOM Commander or designated representative. If an honorarium will accompany the award, specify the amount and the name and title of the approving official on the AF Form 1768. No limit on the number that may be awarded.

Installation Level: Present through 435 ABW/CC and through installation Incentive Awards Committee, 435 MSS/DPCE

MAJCOM Level: Present through Directorate level and through installation Incentive Awards Committee, 435 MSS/DPCE

GSU/Associate Units: Present through chain of command and through installation Incentive Awards Committee, 435 MSS/DPCE

Package presented through the installation Incentive Awards Committee (435 MSS/DPCE) both in hard copy & by disk and then to the MAJCOM (HQ USAFE/A1CP). In memo format to HQ USAFE/A1CP, include a statement verifying the official records of the nominee, during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information, nor is there any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (sample attached)

MAJCOM forwards nomination with their recommendation to AFPOA/DPM for review by the Air Force Incentive Awards Board. Upon approval, provide a copy to 435 MSS/DPCE to update employee's records. HQ USAF/DPDF prepares and provides certificate, 435 MSS/DPCE provides medal set.

APPROVAL AUTHORITY: Secretary of the Air Force (SAF).

AWARD DESCRIPTION: A gold-colored medal bearing the Air Force thunderbolt on an equilateral triangle surmounted by the Air Force eagle perched on a scroll inscribed "Valor" within an olive wreath and a light blue silk ribbon with four yellow stripes, two dark blue stripes, and one red stripe in the center. Also, a gold-colored lapel emblem, ribbon rosette, AF Form 1306, *Air Force Civilian Award for Valor Certificate*, and up to \$1,000 optional honorarium accompany this award.

REF: AFI 36-1004, AFP 36-2861

Date

MEMORANDUM FOR HQ USAFE/DPCP

FROM: Org/Off Symbol
Address

SUBJECT: Air Force Civilian Award for Valor

I certify that the official records of Mr./Ms.-----, (Org/Office Symbol), during the inclusive dates of the Air Force Civilian Award for Valor, do not contain any disciplinary or adverse action information. Also, there is no action pending that would reflect unfavorably on the exemplary performance deserving recognition.

//signed//

Signature Block

CITATION
TO ACCOMPANY THE
AIR FORCE CIVILIAN AWARD FOR VALOR
FOR
I. M. A. SAMPLE

In recognition of his/her selfless and heroic act on xx Month 19xx, Mr./Ms. _____, Inventory Management Specialist, Vehicle Management Directorate, United States Air Force, Europe, Ramstein Air Base, Germany, risked his/her personal safety to respond to a life threatening situation involving a handicapped employee. They were midway in the crosswalk when Mr./Ms. _____ heard a car speeding toward them. Realizing the hearing-impaired individual was unaware of the vehicle, Mr./Ms. _____ rushed and pushed him/her to safety and was struck himself/herself and injured by the oncoming vehicle. Mr./Ms. _____'s quick and courageous action unquestionably prevented a life threatening situation. His/Her heroism and special act of compassion for mankind reflects great credit upon himself/herself and the United States Air Force.



SAMPLE STAFF SUMMARY SHEET
Example of an Air Force Valor Award

{ P R I V A T E }	TO	ACTION	SIGNATURE, GRADE, DATE		TO	ACTION	SIGNATURE, GRADE, DATE
	1	Submit Thru			6		
	2	Proper Channels			7		
	3	435 MSS/ DPCE	Process		8		
	4				9		
	5				1 0		
{PRIVATE}SURNAME OF ACTION OFFICER/GRADE			SYMBOL	PHONE	TYPE INIT	SUSPENSE DATE	
{PRIVATE}SUBJECT Air Force Valor Award - (Name)						DATE	
<p>{PRIVATE}SUMMARY</p> <p>1. The recommendation below for (Full Name) for the Air Force Valor Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.</p> <p>2. This award recognizes an act of heroism, with voluntary risk of personal safety in the face of danger either on or off the job.</p> <p>3. Justification: (list Accomplishment) (justification may exceed one page, depending on award criteria) On XX Month 19xx, what began as a routine weekday for Mr./Ms. transformed into one of the most memorable days of his/her life. On this day he/she earned the title "HERO". Mr./Ms. and his/her carpool partner, Mr./Ms., arrived on base at approximately 7 a.m. After exiting the parking lot, they were midway in the crosswalk when Mr./Ms. heard a car speeding towards them. Mr./Ms., who is hearing impaired, was unaware of the speeding car. Making a split-second life or death decision, Mr./Ms. pushed Mr./Ms. to safety. Unfortunately, this prevented Mr./Ms. from getting out of the way. He/She was struck by the car and briefly knocked unconscious. When Mr./Ms. regained consciousness, he/she noticed that Mr./Ms. was very upset. Using sign language to calm him/her, he/she indicated to Mr./Ms. that he/she was okay. Mr./Ms. suffered a concussion and multiple contusions to his/her body. As a result of Mr./Ms. heroic act, Mr./Ms. suffered only minor injury from the incident. Mr./Ms. unselfishly risked his/her life to help another. His/Her courageous actions and concern for others truly define heroism. He/She is hailed as a hero by his/her coworkers in the Vehicles Management Directorate for being such a courageous, caring, and unselfish person. He/She is an inspiration to all. Mr./Ms. has indeed distinguished himself/herself as a hero and reflects great honor upon himself/herself and the United States Air Force</p> <p>4. Other Data: Social Security Number: Grade: Duty Title: Period Covered:</p> <p>5. Proposed Citation: (not to exceed 90 words) In recognition of his/her selfless and heroic act on xx Month 19xx, Mr./Ms., Inventory Management Specialist, Vehicle Management Directorate, United States Air Force, Europe, Ramstein Air Base, Germany, risked his/her personal safety to respond to a life threatening situation involving a handicapped employee. They were midway in the crosswalk when Mr./Ms. heard a car speeding toward them. Realizing the hearing-impaired individual was unaware of the vehicle, Mr./Ms. rushed and pushed him/her to safety and was struck himself/herself and injured by the oncoming vehicle. Mr./Ms.'s quick and courageous action unquestionably prevented a life threatening situation. His/Her heroism and special act of compassion for mankind reflects great credit upon himself/herself and the United States Air Force.</p> <p>6. Recommendation. Approval</p>							