



CIVILIAN PERSONNEL FACT SHEET

Air Force Civilian Achievement Award (CAA)

PURPOSE: To recognize an individual or group for clearly outstanding service of a single, specific act or accomplishment in support of the unit's mission of goal.

CRITERIA: The CAA will allow greater options for appropriately recognizing civilian personnel and will bring closer parity with the Air Force military recognition program. The CAA follows the Exemplary Civilian Service Award in precedence and should be considered as the civilian equivalent to the Air Force Achievement medal. Examples of achievements for which the CAA is appropriate include, but are not limited to:

- A. A particular project or assignment, which involved overcoming unusual difficulties.
- B. Performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits.
- C. Creative efforts that made important contributions to science or research.
- D. A superior accomplishment or scientific achievement, which results in significant savings of time, manpower or money to the government.

PROCESS: Supervisor prepares AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, period covered, and any other information considered appropriate or useful. AF Form 1768 should also include a draft citation, written in third person, with job designation, organization, period covered, and statement of achievement, not to exceed 90 words. Justification should be well defined on the AF Form 1768 or included as an attachment if more space is required. There is no specific format for the justification.

APPROVAL PROCESS:

Installation Level: - Submit through your chain of Command to Wing/CC. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level: - Submit through chain of Command to Directorate Commander. Nominations will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: - Submit through chain of command. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nominations will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilians database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

AWARD DESCRIPTION: Silver colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. Ribbon is ultramarine blue with eight silver gray stripes. Also, a miniature medal, lapel button and AF Form 4300, *Air Force Civilian Achievement Award Certificate*, accompany this award.

REF: AFI 36-1004, AFP 36-2861

CITATION
TO ACCOMPANY THE
CIVILIAN ACHIEVEMENT AWARD

FOR

I. M. A. SAMPLE

In recognition of his/her distinguished performance as an Equal Employment and Staffing Specialist, Civilian Personnel Flight, Ramstein Air Base, Germany, from January 2004 to December 2004. Mr./Ms. -----'s expertise and consistently high level of performance contributed immeasurably to the successful accomplishment of the Air Force mission. Through his/her keen insight, technical expertise, and total dedication, Mr./Ms. ----- ensured the complete success of numerous undertakings. The distinctive accomplishments of Mr./Ms. ----- reflect great credit upon himself/herself and the United States Air Force.

Another Sample:

SAMPLE CITATION
CIVILIAN ACHIEVEMENT AWARD

In recognition of _____ distinguished performance as Position Title, Organization, Ramstein Air Base, Germany, from _____ to _____. As the sole legal advisor to the wing _____ was responsible for monitoring the legal aspect of contractual, administrative, and international law issues related to our joint programs. _____ expertise in international law has had Department of Defense-wide impact and has played a critical role in the success of the 435th Air Wing and United States Air Force, Europe. _____ outstanding devotion and accomplishments reflect the highest credit upon _____ and the United States Air Force.

SAMPLE STAFF SUMMARY SHEET
Example of an Air Force Civilian Achievement Award

{ P R I V A T E }	TO	ACTIO N	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		TYPIST' S INITIAL S	SUSPENSE DATE
{PRIVATE}SUBJECT Air Force Civilian Achievement Award - (Name)							DATE
<p>{PRIVATE}SUMMARY</p> <p>1. The recommendation below for (Full Name) for the Civilian Achievement Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.</p> <p>2. This award is clearly for outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission.</p> <p>3. Justification (List Accomplishments-EXAMPLE): _____ was a major contributor in the design, development, and fielding of the Automated Tracking System in support of the 86th Air Wing mission. _____ led to an effort that discovered discrepancies in the development of our tracking system which could have led to a serious operational deficiency. Due to this, the computer programs were rewritten and ready for use within a short period of time, saving time and manpower.</p> <p>4. Other Data: Social Security Number Grade: Duty Title: Period Covered:</p> <p>5. Proposed Citation (90 words or less-EXAMPLE): In recognition of his/her distinguished performance as _____ from _____ to. _____ superb skills were key to the development of an automated tracking and monitoring system that provided operational configuration and status of critical assets vital to national security. As a result of _____ leadership, the automated tracking and monitoring system was developed in an unprecedented nine months. His/Her outstanding accomplishments reflect the highest credit upon himself/herself and the United States Air Force.</p>							

6. Recommendation. Commander/Director approve by signing award certificate at Tab 1.

1 Tab
Certificate

"Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579."