



# CIVILIAN PERSONNEL FACT SHEET

## Decoration for Exceptional Civilian Service

**PURPOSE:** To recognize exceptionally distinguished service and accomplishments with significant Air Force-wide scope and impact. This is the highest Air Force recognition granted to civilian employees and serves as an incentive. It is not appropriate for employees about to retire.

**ELIGIBILITY:** All Air Force civilian employees.

**CRITERIA:** Air Force civilian employee who have performed their assigned duties for at least one year which result in profound Air Force-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. Nominees may be recommended for this award if they previously received the Meritorious Civilian Service Award. Exceptions will be considered only if justified by MAJCOM commander or equivalent.

**NOMINATION 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 whether the employee received the Meritorious Civilian Service Award (if so, include date awarded). Include a description of accomplishments that fully describe specific achievements with well defined reasons why the employee deserves this special recognition. Justification should be attached to the AF Form 1768 (not to exceed three single-spaced pages). There is no specific format for the justification. The AF Form 1768 should include a draft citation, which should be written in third person and include job designation, organization, period for which recommended, and statement of achievement, not to exceed 90 words. Please send by e-mail or disk in addition to hard copy.

In memo format to HQ USAFE/A1CP, 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 their any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (sample attached)

Nomination must be submitted within 3 months of act/event.

**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.

Nomination packages are then reviewed by the HQ USAFE; MAJCOM forwards nomination with their recommendation to HQ USAF for review by the Air Force Incentive Awards Board. Certificate is prepared by HQ USAF and medal set is provided by 435 MSS/DPCE. No limit on the number that may be awarded.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award

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

**AWARD DESCRIPTION:** A gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves and dark blue silk ribbon with three dotted golden-orange lines in the center. Also, a miniature medal, gold-colored lapel emblem, ribbon rosette, and AF Form 1310, *Decoration for Exceptional Civilian Service Certificate*, accompany this award. Emblem with ruby indicates prior award of both the Decoration for Exceptional Civilian Service and the Meritorious Civilian Service Award. Emblem with diamond indicates receipt of more than one Decoration for Exceptional Civilian Service.

**REF:** AFI 36-1004, AFP 36-2861

Date

MEMORANDUM FOR HQ USAFE/A1CP

FROM: Org/Office Symbol  
Address

SUBJECT: Decoration for Exceptional Civilian Service

I certify that the official records of Mr./Ms.-----, Org/Office Symbol, during the inclusive dates of the Decoration for Exceptional Civilian Service, 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

**DEPARTMENT OF THE AIR FORCE  
PRESENTS THE  
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE  
TO**

**I. M. A. SAMPLE**

**CITATION:**

In recognition of his/her distinguished performance as (Job Title), (Directorate/Unit), (USAFE/AW), Ramstein Air Base, Germany, from (date) to (date). Under his/her direction, the (program) successfully executed a \_\_\_\_\_ and implemented an \_\_\_\_\_. The dedication, outstanding leadership, and professional competence of Mr./Ms.---- reflect the highest credit upon himself/herself and the United States Air Force.



**SAMPLE STAFF SUMMARY SHEET**  
**Example of a Decoration for Exceptional Civilian Service**

{ P R I V A T E }	<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE, GRADE, DATE</b>		<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE, GRADE, DATE</b>
	1	Submit Thru		6			
	2	Proper Channels	WG/CC or Directorate		7		
	3	435 MSS/ DPCE	Process		8		
	4				9		
	5				10		
<b>{PRIVATE}SURNAME OF ACTION OFFICER/GRADE</b>			<b>SYMBOL</b>	<b>PHONE</b>		<b>TYPIS T'S INITI ALS</b>	<b>SUSPENSE DATE</b>
<b>{PRIVATE}SUBJECT</b> Decoration for Exceptional Civilian Service - (Name)							<b>DATE</b>

**{PRIVATE}SUMMARY**

1. The recommendation below for (Full Name) for the Decoration for Exceptional Civilian Service is submitted by (Rank or Title, Full Name), (Organization) for review/approval.
2. This award recognizes employees with continuous exceptional performance that resulted in extraordinary accomplishments with significant Air Force-wide scope and impact and whose service is expected to continue. (Name) has not immediate plans for retirement. (Normally nominees should have previously received the Meritorious Civilian Service Award.)
3. Justification (List Accomplishments - EXAMPLE): \_\_\_\_\_ distinguished \_\_\_\_\_ as Position Title, from \_\_\_\_\_ to \_\_\_\_\_. Many of \_\_\_\_\_ accomplishments had MAJCOM-wide impact and several actions had DoD-wide impact. \_\_\_\_\_ is the sole legal advisor to the wing and is responsible for monitoring the legal aspect of contractual, administrative, and international law issues related to our joint programs. Judge Advocates and civilian attorneys at the wing level and the MAJCOM actively seek \_\_\_\_\_ guidance on contractual, fiscal, treaty and ethical issues. \_\_\_\_\_ expertise in international law has had DoD-wide impact and has played a critical role in the success of the Commanders and their mission worldwide. Bottom line is the research, development and training he conducts will be a key to our success.
4. Other Data:  
 Social Security Number:  
 Grade:  
 Duty Title:  
 Period Covered:  
 Received Meritorious Civilian Service Award: (date(s))
5. Proposed Citation (90 words or less - EXAMPLE): In recognition of \_\_\_\_\_ distinguished performance as Position Title, Organization/Directorate, 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 Commanders and their mission worldwide. \_\_\_\_\_ outstanding devotion and accomplishments reflect the highest credit upon \_\_\_\_\_ and the United States Air Force.
6. Recommendation. Approval

1 Tab  
Certificate