



CIVILIAN PERSONNEL FACT SHEET

Exemplary Civilian Service Award

PURPOSE: To recognize civilian employees for clearly outstanding service in support of the command mission or goals.

ELIGIBILITY: Employees performing assigned duties for at least one year in an outstanding manner or the accomplishment of a single service that significantly contributes to the accomplishment of the command mission are eligible.

CRITERIA: Service must clearly demonstrate specific examples of how the employee exceeded service expected of individuals with similar responsibilities.

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.

Nomination must be submitted within 3 months of act/event. There is no limit on the number that may be awarded. Unit provides the certificate and 435 MSS/DPCE provides the medal set. Certificate may be obtained through ETS.

APPROVAL AUTHORITY:

Installation Level: Submit through your chain of command to Wing/CC.

MAJCOM Level: Submit through chain of Command to Directorate Commander.

GSU/Associate Units: Submit through chain of commander.

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

AWARD DESCRIPTION: A bronze medal bearing the Air Force coat of arms within a wreath of laurel leaves and ribbon edged with green and has three red stripes in the middle bordered by light blue and white. Also, a miniature medal, bronze lapel emblem, and AF Form 3517, *Exemplary Civilian Service Award Certificate*, accompany this award.

REF: AFI 36-1004, AFP 36-2861

Date

MEMORANDUM FOR 435 MSS/DPCE or HQ USAFE/A1CP

FROM: Org/Office Symbol
Address

SUBJECT: Exemplary Civilian Service Award

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

CITATION
TO ACCOMPANY THE
EXEMPLARY CIVILIAN SERVICE 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
DECORATION OF EXEMPLARY CIVILIAN SERVICE

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 Exemplary Civilian Service 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	TYPIS T S I N I T I A L S	SUSPENSE DATE
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{PRIVATE}SUBJECT Exemplary Civilian Service Award - (Name)	DATE
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{PRIVATE}SUMMARY

1. The recommendation below for (Full Name) for the Exemplary Civilian Service Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.

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.

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.

4. Other Data: Social Security Number
Grade:
Duty Title:
Period Covered:

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.

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