



# CIVILIAN PERSONNEL FACT SHEET

## Length of Service Award

**PURPOSE:** To recognize 10, 20, 30, 40, and 50 years of creditable Federal service if at least five years were spent in civilian service.

**ELIGIBILITY:** Creditable Federal service includes 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 to have been appropriately recognized at the time of that retirement. However, if an employee desires recognition of combined civilian and military service, a certificate may be issued for the combined service, if at least five years is civilian service. In this case, the employee must submit a request in writing to the Civilian Personnel Flight (435 MSS/DPCE).

**PROCESS:** This award is automatically identified through the civilian data system based on the service computation date-leave. An award ceremony is held twice a year to honor the length of service award recipients. A notification letter is sent prior to the event to the eligible participants.

### APPROVAL AUTHORITY:

- 10 years of service: Squadron Commander or HQ Branch Chief
- 20 years: Group Commander or HQ Division Chief
- 30 years: Wing Commander or HQ Director
- 40 years: USAFE/A1
- 50 years: The 50-year pin is controlled by AF/DP. AFPOA/DPM identifies potential recipients and obtains eligibility verification from MAJCOM. USAFE/A1CP creates a cover letter, biography, and certification of the service computation date and forwards to HQ USAF/DPDF. They process the certificate and forward it to the Secretary of the Air Force for signature.

Each recipient is presented a Length of Service Certificate and lapel pin.

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



## *Certificate of Service*

*This certificate is  
awarded to*

*in recognition of the years  
of service in the  
Government of the  
United States of America*

\_\_\_\_\_  
DATE

