



CIVILIAN PERSONNEL FACT SHEET

Letter/Certificate of Commendation

(Individual or Group)

PURPOSE: To commend an employee or group of employees for unusual achievement that clearly exceeds duty performance requirements, or contributions beneficial to the Air Force, but not meeting the criteria for a cash award.

ELIGIBILITY: Any civilian employee. Some examples of situations/achievements that may merit this award are:

- Noteworthy accomplishments while on special assignment or during short periods when an unusual work situation or emergency exists.
- Air Force programs recognized by an outside organization to which the employee made a significant contribution.
- Exceptional participation in civic or professional activities related to official employment.

PROCESS: Certificates/letters can be submitted at any time. Prepare personal letter on official letterhead stationery; subject line should read: "Letter of Commendation" and should be addressed to the employee through supervisory channels. The letter must contain a complete and concise description of the employee's act, accomplishment, or service, and identify position title, organization, and dates. Terminology such as "I commend," or "accomplishment was commendable," must be used in the letter. Do not use "Thanks for a job well done," or "in appreciation," as this wording does not meet the criteria for this recognition.

AF Form 3034, *Certificate of Commendation*, accompanies the official Letter of Commendation. Supervisors give certificates and letters of commendation to employees. The supervisor annotates in the employee's AF Form 971, Supervisor's Employee Brief, with reference to the letter or certificate, and copies are filed in the employee's Employee Performance File maintained by the supervisor.

This recognition is recorded in the civilian data system. Provide a copy of the letter/certificate to 435 MSS/DPCE to ensure the data records are appropriately updated. There is no limit on the number of certificates that may be awarded.

APPROVAL AUTHORITY:

Commanders (unit level and above) or the director of a major organizational component may sign certificates of commendation.

Installation Level - Unit Commander

MAJCOM Level - Division Chief

GSU/Associate Units - Unit Commander

REF: AFI 36-1004, AFP 36-2861



DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

20 Jan 04

MEMORANDUM FOR JANE DOE

FROM: 435 MSS/DPCE

SUBJECT: Letter of Commendation

Ms. Jane Doe, Secretary, 1st Squadron, Ramstein Air Base, Germany, arrived in Jan 2004. Her commendable efforts in office automation resulted in a phenomenal increase in efficiency. The suspense met rate increased from 25% to 95% in two months and Temporary Duty order processing increased from five weeks to three days. Ms. Doe's commitment to excellence in all duties resulted in overall office effectiveness and increased morale.

IMA. SUPERVISOR
Commander