



# CIVILIAN PERSONNEL FACT SHEET

## Outstanding Civilian Career Service Award

**PURPOSE:** The purpose of the award is to recognize outstanding career service meriting recognition at the time of retirement.

**ELIGIBILITY:** All Air Force civilian employees who demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career.

### PROCESS:

Supervisor prepares AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, years of service, and any other information considered appropriate or useful, such as planned presentation date (if applicable). Justification should briefly outline highlights of the employee's career and clearly demonstrate eligibility for this award. Preparation of a citation is optional. AF Form 2856, *Outstanding Civilian Career Service Certificate*, does not provide adequate space for a citation; however, a citation may be desired if a presentation ceremony will be held. Please send by e-mail or disk in addition to hard copy.

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)

### APPROVAL PROCESS:

Installation Level: Submit through your chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee.

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

GSU/Associate Unit: Submit through chain of command. Forward 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 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 with a wreath of laurel leaves, and white ribbon trimmed in maroon with three maroon stripes in the center. Also, a bronze lapel emblem and AF Form 2856, *Outstanding Civilian Career Service Certificate*, accompany this award.

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

Date

MEMORANDUM FOR 435 MSS/DPCE

FROM: Org/Office Symbol  
Address

SUBJECT: Outstanding Civilian Career Service Award

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

//signed//

Signature Block

## **SAMPLE CITATION**

### **OUTSTANDING CIVILIAN CAREER SERVICE AWARD**

**TO**

In recognition of his/her distinguished performance as \_\_\_\_\_ for \_\_\_\_\_, Ramstein Air Base, Germany, from \_\_\_\_\_ to \_\_\_\_\_. During this period, \_\_\_\_\_ outstanding professional and technical skills resulted in major contributions to \_\_\_\_\_ within (435 AirBaseWing/86 Airlift Wing/USAFE Directorate\_\_\_\_\_.) His/Her outstanding devotion and accomplishments reflect great credit upon himself/herself and the United States Air Force.

**Another Sample**

**CITATION**

**TO ACCOMPANY THE**

**OUTSTANDING CIVILIAN CAREER SERVICE AWARD**

**FOR**

**I . M . A . SAMPLE**

In recognition of his/her significant achievements and outstanding federal career service with the United States Government. Mr./Ms. \_\_\_\_\_'s expertise and consistently high level of performance have contributed immeasurably to the successful accomplishment of the Air Force mission. His/Her outstanding performance as a \_\_\_\_\_ culminates a long and distinguished career and reflects great credit upon himself/herself and the United States Air Force.



**SAMPLE STAFF SUMMARY SHEET**  
**Example of an Outstanding Civilian Career 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 INITI ALS	SUSPENSE DATE

{PRIVATE}SUBJECT Outstanding Civilian Career Service Award - (Name)	DATE

**{PRIVATE}SUMMARY**

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

2. This award recognizes outstanding career service meriting recognition at the time of retirement. Employees must have demonstrated significant accomplishments, leadership, unusual competence and significant impact upon the Air Force mission through their career.

3. Justification (List Accomplishment - EXAMPLE): \_\_\_\_\_ served as a calming effect, working discrimination complaints, targeting recruitment efforts to balance ethnic distribution. \_\_\_\_\_ wrote the first ever interservice support agreement. \_\_\_\_\_ taught developmental classes and served as a college recruiter and liaison with college placement offices. \_\_\_\_\_ worked in a variety of positions, making substantial improvements in policies and procedures guiding equal opportunity programs. \_\_\_\_\_ worked directly under the vice commander managing the 105 Senior Executive Service personnel, therefore, significantly improved the first-time acceptance rate of personnel/positions actions. \_\_\_\_\_ was the lead key planner in initiating the set up of the regionalization command as a result, hundreds of work years per year have been saved. \_\_\_\_\_ led numerous action teams, and as a result had a reputation as an expert, therefore, was selected by the wing to lead or serve as a key participant in the quality arena.

4. Other Data:

Social Security Number:  
Grade:  
Duty Title:  
Period Covered:

5. Recommendation. HQ USAFE/DPCI submit nomination to USAFE/CV or CC for approval.