

CIVILIAN PERSONNEL FACT SHEET



Special Recognition for Civilians At The Time of Their Retirement

When an individual retires from the United States Air Force it is a very special time, regardless if they are a military or civilian member. Hopefully their time with the Air Force has been a challenging and rewarding one, one in which they are proud of their accomplishments and their ability to be a part of the Air Force Team. An employee's retirement day is a special day; not only for the employee but also his/her family. Take the time and do something special; such as a retirement ceremony or perhaps a luncheon and/or reception where you can publicly thank the individual and his/her family for their support, sacrifices and/or accomplishments. Below are some of the options available to you:

- 1). Outstanding Civilian Career Service Award. This is a bronze medal set. This award is presented at the time of retirement to an employee who has demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career. Awards need to be submitted on a staff summary sheet. There is a sample in AFI 36-1004.
- 2). Certificates of Appreciation available for the spouse.
- 3). A flag to be flown over the US Capitol in the employee's honor. The website is www.senate.gov You will need to know the employee's state of residence. Pick the state from the drop down menu and the names of the senators from that state should appear. Select one of the senators and go to his/her web page. Navigate/search the site until you find a link to senate services, office information, or something along those lines. Once you select this link, you should see another link for flag requests. Simply follow the listed instructions for requesting the flag. Most requests have to be made at least 4-6 weeks in advance.
- 4). Certificate of Service, AF Form 342 to be issued on the occasion of retirement. Due to size of certificate, you may need to go to the Base Self Help in building 571 to prepare certificate or contact them at 480-2154 for hours of operation. Type name of employee, date of retirement, and the appropriate General's signature block on the bottom of certificate and then forward for signature.
- 5). Supervisors who want special recognition for their civilian employees may request greetings from the President. The employee must have a minimum of 30 years, either all military or civilian service or a combination totaling 30 years of service when they retire. Please visit our website at www.ramstein.af.mil/435mss/cpo click on US Program Information, Employee Management Relations, Awards, then Request for Presidential letter of Appreciation. You can send the completed form to Olliemae.Wilson@ramstein.af.mil or Marina.Kappler@ramstein.af.mil. All requests must be made at least 45 days prior to the retirement date