



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 1 October 2016

MERITORIOUS CIVILIAN SERVICE AWARD (MCSA - USAFE LEVEL)

Purpose: To recognize outstanding service to the Air Force in the performance of duties in an exemplary manner *with command-wide impact*.

Eligibility: All Air Force civilian employees who performed their assigned duties for **at least one year** in an exemplary manner, setting a record of individual achievement and serving as an incentive to others to improve the quality and quantity of their work performance or exercise unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, materials, or other items of expense or improved safety or health of employees or improved morale of workers in a unit which resulted in improvement of work performance and esprit de corps. **This award may also be given at the time of retirement.**

Nomination Process: Supervisor prepares AF Form 1768, *Staff Summary Sheet*, or and electronic Staff Summary Sheet (eSSS), which includes employee's full name, grade, duty title, organization, period covered, and any other information considered appropriate or useful.

AF Form 1768 should have a *draft citation*, written in third person, with job designation, organization, period covered, and statement of achievement, not to exceed 9 lines and cannot contain more than 120 characters per line.

The *justification* should be typed on bond paper, in bullet format, and should not exceed one page.

Nominations must be submitted through proper channels **within six months of the presentation ceremony**. There is no limit on the number of awards that may be granted. Award is documented in the civilian data system and a copy of the AF Form 1768 and justification filed in the Employee Performance Folder (EPF) maintained by the supervisor.

Approval Process:

MAJCOM Level:

Directorate Commander

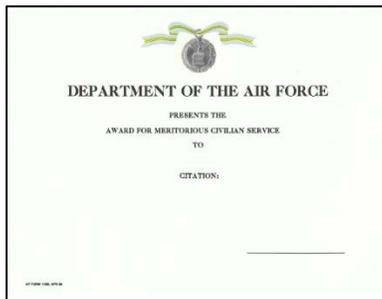
Numbered AF (NAF) Level:

Directorate Commander
NAF Director of Staff
HQ USAFE-AFAFRICA/A1
IN TURN

GSU/Associate Units: Submit through chain of command. Forward to 86 FSS/FSEC-R for submission to Incentive Awards Committee if required by your parent command regulations. If not, nominations will be forwarded to your parent command.

Upon approval, provide a copy to 86 FSS/FSECR 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 sterling silver medal bearing the Air Force coat of arms with a wreath of laurel leaves, and light blue silk ribbon with four yellow stripes and three navy blue stripes in the center. Also, a miniature medal, sterling silver lapel emblem, ribbon rosette, and AF Form 1166, *Meritorious Civilian Service Award Certificate*, accompany this award. Emblem with ruby indicates receipt of more than one meritorious award.



The servicing CPS provides the medal set, the miniature medal, and silver lapel emblem with Ruby.

REFERENCE: AFI 36-1004 (29 August 2016)

3 Attachments

1. Sample E-SSS
2. Sample Citation
3. Sample Justification

ELECTRONICAL STAFF SUMMARY SHEET

OFFICE ACTION NAME/GRADE/DATE

(SUBMIT THRU PROPER CHANNELS)

HQ USAFE-AFAFRICA/HC Appr/Sign

STAFF SUMMARY

AO: (Name/Grade/Organization/Office Symbol/Phone)
SUBJECT: Meritorious Civilian Service Award – (NAME of Award Nominee)

1. PURPOSE: To obtain HQ USAFE-AFAFRICA/CV approval of the Meritorious Civilian Service Award for Mr./Ms.

2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Meritorious Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval..

3. This award recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner who has/have performed their assigned duties for at least 1 year in an exemplary manner, with a reasonable degree of command-wide mission impact.

4. I verify that the official records of (name of nominee(s)), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.

5. Other Data:
Last 4 of Social Security Number:
Present Position Title, Series and Grade:
Inclusive Dates of Award:
Previous Award Recognition and Dates: (Show all recognition received during award period and any former recognition pertinent to this award)
Is the recognition timely (submitted within award criteria timeframe)?

6. Citation See Atch

7. Justification See Atch

8. Recommendation. Director approve MCSA for Ms./Mr.....

Supervisor's Signature 2 Tabs
Supervisor's Signature Block 1. Award Citation
2. Award Justification

"Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579."

CITATION
TO ACCOMPANY THE
MERITORIOUS CIVILIAN SERVICE AWARD
FOR
I. M. A. SAMPLE

In recognition of his/her distinguished performance as Operations, Headquarters, Third Air Force and Headquarters, United States Air Forces in Europe and United States Air Forces Africa, Ramstein Air Base, Germany, from 1 April 20.. to 9 March 20... As an assessment expert, Mr./Ms. XY supported four operations and three exercises, providing a measurement of campaign progress. Twice, he led command-wide operational risk assessment, providing leadership insight on capabilities and resources. The distinctive accomplishments of Mr./Ms. XY reflect great credit upon himself/herself and the United States Air Force.

JUSTIFICATION
MERITORIOUS CIVILIAN SERVICE AWARD
FOR
(nominee's name)

XXX exemplified Meritorious Service through visionary leadership, diplomacy, professional skill and unflagging efforts as YYYY, from DD Month YYYY to DD month YYYY.

(The justification for the award should be typed on bond paper, in bullet format, and should not exceed one page).