



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 18 September 2017

AIR FORCE CIVILIAN ACHIEVEMENT AWARD (AFCAA)

Purpose: To recognize an individual or group for clearly outstanding service of a single, specific act or accomplishment in support of the unit's mission or goal.

Eligibility: All Air Force civilian employees who have successfully completed important projects or reached major unit milestones. The CAA can be granted while on detail or temporary assignment. **This award may also be given at the time of retirement.**

Criteria: Examples of achievements for which the CAA is appropriate include, but are not limited to:

- A particular project or assignment, which involved overcoming unusual difficulties.
- Performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits.
- Creative efforts that made important contributions to science or research.
- A superior accomplishment or scientific achievement, which results in significant savings of time, manpower or money to the government.

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

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

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

Package must be submitted electronically to 86fss.civ-awards@us.af.mil

Nominations must be submitted through proper channels **within six months of the desired presentation.**

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.

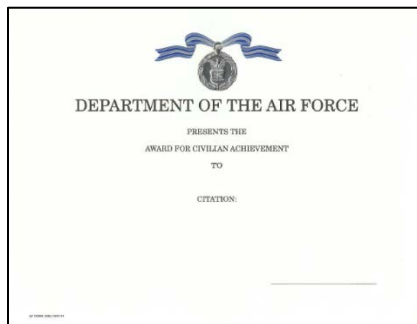
Approval Process:

<u>Wing Level:</u>	<u>MAJCOM Level:</u>	<u>Numbered AF Level:</u>
Submitting Organization	Submitting Organization	Submitting Organization
86 FSS/FSEC-R	Directorate Commander	Directorate Commander
Squadron Commander	86 FSS/FSEC-R	NAF/Director of Staff
IN TURN	IN TURN	86 FSS/FSEC-R

GSU/Associate Units: Submit through chain of command.

Upon approval, provide a copy to 86 FSS/FSEC-R to update employee’s records in the civilian personnel database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

Award Description: Silver colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. Ribbon is ultramarine blue with eight silver gray stripes. Also, a miniature medal, lapel button and AF Form 4300, *Air Force Civilian Achievement Award Certificate*, accompany this award.



The approval authority provides certificate and medal set.

REFERENCE: AFI 36-1004 (29 August 2016)

3 Attachments

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

ELECTRONICAL STAFF SUMMARY SHEET (SAMPLE)

OFFICE	ACTION	NAME/GRADE/DATE
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(SUBMIT THRU PROPER CHANNELS)

86 FSS/FSEC-R	PROCESS	
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 STAFF SUMMARY

AO: (Name/Grade/Organization/Office Symbol/Phone)

SUBJECT: Air Force Civilian Achievement Award – (NAME of Award Nominee)

1. PURPOSE: To obtain approval of the Civilian Achievement Award.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Civilian Achievement Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award is clearly outstanding service of a single, specific act or accomplishment in support of the unit's mission or goal.
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)? If not, a memo of Justification for Late Submission must accompany the award nomination.

6. Justification: See Tab 2. (List Accomplishments)
7. Proposed Citation: See Tab 1 (EXAMPLE attached)
8. Recommendation. Commander/Director review/approve Air Force Civilian Achievement Award.

Supervisor's Signature

Supervisor's Signature Block

2 Tabs

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.”

(Sample)

CITATION
TO ACCOMPANY THE
CIVILIAN ACHIEVEMENT AWARD

FOR

I. M. A. SAMPLE

In recognition of his/her distinguished performance as Equal Employment and Staffing Specialist, Civilian Personnel Flight, Ramstein Air Base, Germany, from January 2004 to December 2004. Mr./Ms. -----'s expertise and consistently high level of performance contributed immeasurably to the successful accomplishment of the Air Force mission. Through his/her keen insight, technical expertise, and total dedication, Mr./Ms. ----- ensured the complete success of numerous undertakings. The distinctive accomplishments of Mr./Ms. ----- reflect credit upon himself/herself and the United States Air Force.

Another Sample:

SAMPLE CITATION
CIVILIAN ACHIEVEMENT AWARD

In recognition of _____ distinguished performance as Position Title, Organization, Ramstein Air Base, Germany, from _____ to_____. As the sole legal advisor to the wing _____ was responsible for monitoring the legal aspect of contractual, administrative, and international law issues related to our joint programs. _____ expertise in international law has had Department of Defense-wide impact and has played a critical role in the success of the 86th Airlift Wing and United States Air Force, Europe. _____ outstanding devotion and accomplishments reflect credit upon _____ and the United States Air Force.

JUSTIFICATION
AIR FORCE CIVILIAN ACHIEVEMENT AWARD
FOR
(nominee's name)

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