



# CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of 9 December 2019

## AIR FORCE CIVILIAN AWARD FOR VALOR (AFCAV)

**Purpose:** To recognize an act of heroism, with voluntary risk of personal safety in the face of danger, either on or off the job.

**Eligibility:** All Air Force civilian employees who exhibited great courage and voluntarily risked personal safety beyond the call of duty such as approaching or entering a burning aircraft in an attempt to rescue trapped victims.

**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* should 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](mailto:86fss.civ-awards@us.af.mil)**

Supporting documentation such as newspaper articles may also be attached. Submit to the Secretary of the Air Force (SecAF) **within six months of the desired presentation.**

*An honorarium in an amount up to \$1,000 may accompany this award at the discretion of the MAJCOM Commander or designated representative. If an honorarium is to accompany the award, specify the amount and the name and title of the approving official on the AF Form 1768. No limit on the number that may be awarded.*

### Approval Authority/Procedure:

Wing Level: Group Commander  
86 FSS/FSCA-R  
Wing/CC  
86 FSS/FSCA-R  
USAFE/A1  
IN TURN  
(Secretary of the Air Force is final approving authority)

MAJCOM Level: Director  
86 FSS/FSCA-R  
USAFE/A1  
IN TURN  
(Secretary of the Air Force is final approving authority)

GSU/Associate Units: Submit through chain of command

**Award Description:** A gold-colored medal bearing the AF thunderbolt on an equilateral triangle surmounted by the AF eagle perched on a scroll inscribed “Valor” within an olive wreath. The ribbon is light blue with four yellow stripes, two dark blue stripes, and one red stripe in the center (see Atch 2)

MAJCOM forwards nomination with their recommendation to AFPOA/DPM for review by the Air Force Incentive Awards Board. Upon approval, provide a copy to 86 FSS/FSCA-R to update employee’s records. HQ USAF/A1 prepares and provides certificate (AF Form 1306), servicing CPS provides medal set.



**REFERENCE:** DODI1400.25V451\_AFI36-1004 (26 April 2019)

3 Attachments:

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

## ELECTRONICAL STAFF SUMMARY SHEET

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

86 FSS/FSCA-R	PROCESS	
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## STAFF SUMMARY

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

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

1. PURPOSE: To obtain approval of the Air Force Civilian Award of Valor.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Air Force Civilian Award of Valor be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognize an act of heroism, with voluntary risk of personal safety in the face of danger, either on or off the job.
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: (Atch)(list Accomplishment in bullet format) (justification may exceed one page, depending on award criteria) On XX Month 19xx, what began as a routine weekday for Mr. /Ms. transformed into one of the most memorable days of his/her life. On this day he/she earned the title "HERO". Mr. /Ms. and his/her carpool partner, Mr./Ms. , arrived on base at approximately 7 a.m. After exiting the parking lot, they were midway in the crosswalk when Mr. /Ms. heard a car speeding towards them. Mr./Ms. , who is hearing impaired, was unaware of the speeding car. Making a split-second life or death decision, Mr. /Ms. pushed Mr./Ms. to safety. Unfortunately, this prevented Mr. /Ms. from getting out of the way. He /She was struck by the car and briefly knocked unconscious. When Mr./Ms. regained consciousness, he/she noticed that Mr./Ms. was very upset. Using sign language to calm him/her, he/she indicated to Mr./Ms. that he/she was okay. Mr. /Ms. suffered a concussion and multiple contusions to his/her body. As a result of Mr./Ms. heroic act, Mr./Ms. suffered only minor injury from the incident. Mr. /Ms. unselfishly risked his/her life to help another. His/Her courageous actions and concern for others truly define heroism. He /She is hailed as a hero by his/her coworkers in the Vehicles Management Directorate for being such a courageous, caring, and unselfish person. He /She is an inspiration to all. Mr./Ms. has indeed distinguished himself/herself as a hero and reflects great honor upon himself/herself and the United States Air Force.

## 7. Proposed Citation (EXAMPLE attached)(Atch)

## 8. RECOMMENDATION: MAJCOM/CC or WING/CC review/approve AFCAV.

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."

**CITATION**  
**TO ACCOMPANY THE**  
**AIR FORCE CIVILIAN AWARD FOR VALOR**  
**FOR**  
**I. M. A. SAMPLE**

In recognition of selfless and heroic act on xx Month 19xx, Mr/Ms \_\_\_\_\_, Inventory Management Specialist, Vehicle Management Directorate, Headquarters United States Air Force & Air Forces Africa, Ramstein Air Base, Germany, risked his/her personal safety to respond to a life threatening situation involving a handicapped employee. They were midway in a pedestrian crosswalk when Mr/Ms \_\_\_\_\_ heard a car speeding toward them. Realizing the hearing-impaired individual was unaware of the approaching vehicle and in danger of being hit, Mr/Ms \_\_\_\_\_ rushed and pushed the impaired individual to safety. Mr/Ms \_\_\_\_\_ was struck by the oncoming vehicle himself/herself and slightly injured. Mr/Ms \_\_\_\_\_'s quick and courageous action unquestionably prevented a life from being lost in this dangerous situation. The single act of compassion for mankind reflects great credit upon himself/herself and the United States Air Force.

**JUSTIFICATION**

**AIR FORCE CIVILIAN AWARD FOR VALOR**

**(nominee's name)**

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