

Command Civilian Award for Valor (CCAV)

Purpose: To recognize unusual courage or competence in an emergency, either on or off the job, but beyond the call of duty that warrants special recognition, but does not rise to the level of an AFCAV.

Eligibility: The award is given to any Air Force civilian employee who demonstrates courage or competence in assisting others in an emergency, such as supervising an orderly exit from a building during a fire, keeping others calm, or executing the proper course of action in an emergency.

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

An honorarium in an amount up to \$500 may accompany this award at the discretion of the MAJCOM Commander or designate representative. If an honorarium will accompany the award, specify the amount and the name and title of the approving official on the AF Form 1768.

There is no limit on the number that may be awarded. Award will be documented in the civilian data system, the SF-50 filed in the Official Personnel Folder and a copy of the AF Form 1768 and justification will be filed in the Employee Performance File (EPF) help by the supervisor.

APPROVAL PROCESS

Wing Level: Group Commander
86 FSS/FSEC-R
Wing/CC
86 FSS/FSEC-R
IN TURN

MAJCOM Level: Directorate Commander
86 FSS/FSEC-R
USAFE/A1
IN TURN

GSU/Associate Units: Present through chain of command. Forward to, 86 FSS/FSEC-RR for submission to Incentive Award Committee if needed. If not, nominations will be forwarded to your parent command.

Award Description: A sterling silver medal bearing the Air Force thunderbolt on an equilateral triangle surmounted by the Air Force eagle perched on a scroll inscribed “Valor” within an olive wreath and a light blue silk ribbon with four yellow stripes and one red stripe in the center. Also, a sterling silver lapel emblem, ribbon rosette, AF Form 1307, *Command Civilian Award for Valor Certificate*, and up to \$500 optional honorarium accompany this award.



The servicing CPS provides the medal set.

REFERENCE: AFI 36-1004 (29 August 2016), AFP 36-2861

3 Attachments:

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

ELECTRONICAL STAFF SUMMARY SHEET

OFFICE	ACTION	NAME/GRADE/DATE
Respective Group/CC	Coord	
86 FSS/FSEC-R	Coord	
86 AW/CCE	Coord	
86 AW/CV	Coord	
86 AW/CC	Approve/Sign	

STAFF SUMMARY

AO: (Name/Grade/Organization/Office Symbol/Phone)
SUBJECT: Command Civilian Award for Valor – (NAME of Award Nominee)

- 1. PURPOSE: To obtain approval of the Command Civilian Award for Valor for Mr./Ms.....
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Command Civilian Award for Valor be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognizes unusual courage or competence in an emergency, either on or off the job, but beyond the call of duty that warrants special recognition, but does not rise to the level of an AFCAV. .
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 Atch 1 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.

7. Proposed Citation See Atch 2

8. Recommendation. Commander/Director approves CCVA for Mr./Ms.....

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
COMMAND CIVILIAN VALOR AWARD
FOR
I. M. A. SAMPLE

In recognition of his/her outstanding courage, application of emergency medical assistance, and rescue expertise at a multicar accident scene on 28 Apr 2004. Mr./Ms.....'s emergency leadership, exemplary expertise, initiative, and medical attention contributed immeasurably to the survival and recovery of several accident victims. His/Her unselfish acts beyond the call of duty, professional competence, and emergency rescue leadership reflect great credit upon himself/herself and the United States Air Force.

JUSTIFICATION
COMMAND CIVILIAN AWARD FOR VALOR
FOR
(nominee's name)

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.