

## DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE

**Purpose:** To recognize exceptionally distinguished service and accomplishments with significant Air Force-wide scope and impact. This is the highest Air Force recognition granted to civilian employees and serves as an incentive. Civilians are not eligible for this award at retirement.

**Eligibility:** All Air Force civilian employees.

**Criteria:** Air Force civilian employees who have performed their assigned duties for at least one year which result in profound Air Force-wide impact to programs or projects as documented by development of improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements or benefits to the Government. **Nominees may be recommended for this award if they previously received the Meritorious Civilian Service Award. Exceptions will be considered only if justified by MAJCOM commander or equivalent.**

**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)**

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

## **Approving Procedures:**

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 approval authority)

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

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

Nomination packages are then reviewed by the HQ USAFE; MAJCOM forwards nomination with their recommendation to HQ USAF for review by the Air Force Incentive Awards Board.

Certificate is prepared by HQ USAF and medal set is provided by 86 FSS/FSCA-R. No limit on the number that may be awarded.

Upon approval, provide a copy to 86 FSS/FSCA-R 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 gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves and dark blue silk ribbon with three dotted golden-orange lines in the center. Also, a miniature medal, gold-colored lapel emblem, ribbon rosette, and AF Form 1310, *Decoration for Exceptional Civilian Service Certificate*, accompany this award. Emblem with ruby indicates prior award of both the Decoration for Exceptional Civilian Service and the Meritorious Civilian Service Award. Emblem with diamond indicates receipt of more than one Decoration for Exceptional Civilian Service.

The servicing CPS provides the medal set and the miniature medal.

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

3 Attachments:

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

ELECTRONICAL STAFF SUMMARY SHEET

OFFICE ACTION NAME/GRADE/DATE

(SUBMIT THRU PROPER CHANNELS)

86 FSS/FSCA-R PROCESS

STAFF SUMMARY SHEET

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

SUBJECT: Decoration for Exceptional Civilian Service – (NAME of Award Nominee)

- 1. PURPOSE: To obtain approval of the Decoration for Exceptional Civilian Service.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Decoration for Exceptional Civilian Service be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognizes employees with continuous exceptional performance that resulted in extraordinary accomplishments with significant Air Force-wide scope and impact and whose service is expected to continue. (Name) has no immediate plans for retirement. (Normally nominees should have previously received the Meritorious Civilian Service Award.)
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 (List Accomplishments in bullet format)
7. Proposed Citation (EXAMPLE attached)
8. Recommendation. SecAF review/approve Decoration for Exceptional Civilian Service.

Supervisor's Signature
Supervisor's Signature Block

2 Tabs
1. Award Justification
2. Award Citation

"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."

**JUSTIFICATION**  
**DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE**  
**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.

**DEPARTMENT OF THE AIR FORCE**  
**PRESENTS THE**  
**DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE**  
**TO**

**I. M. A. SAMPLE**

**CITATION:**

In recognition of his/her distinguished performance as (Job Title), (Directorate/Unit), (USAFE/AW), Ramstein Air Base, Germany, from (date) to (date). Under his/her direction, the (program) successfully executed a \_\_\_\_\_ and implemented an \_\_\_\_\_. The distinctive accomplishments of Mr./Ms. \_\_\_\_\_ reflect the highest credit upon himself/herself and the United States Air Force.