



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of June 2024

HONORARY AWARDS AND SPECIALIZED DECORATIONS

Applicable to U.S. appropriated fund civilian employees

PURPOSE: Honorary awards and specialized decorations may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individuals' accomplishments fully meet the criteria for the particular award. Honorary awards normally require a minimum of a year of effort. (For more detailed information regarding retirement awards, please see the Ramstein [Special Recognition for Civilian Employees at the Time of Retirement](#) factsheet.)

HONORARY AWARDS AND SPECIALIZED DECORATIONS: The below chart outlines the Department of the Air Force-level honorary awards and specialized decorations. Each award has different eligibility criteria, approval authority, and decorations. Supervisors should refer to DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*, linked under references, for more detailed information regarding each award.

Award	General Description	Approval Authority
Decoration for Exceptional Civilian Service (DECS)	To recognize an individual or group for exceptionally meritorious service of major significance to the Department of the Air Force in the performance of duties in a manner clearly exceptional to others.	Review Table 4 (page 54) of DoDI1400.25V4 51_DAFI36-1004 linked under references. USAFE-AFAFRICA ONLY- Review DoDI1400.25V4 51_DAFI36-1004 in conjunction with delegation memorandums linked under references.
Outstanding Civilian Career Service Award (OCCSA)	Recognize outstanding civilian career service meriting recognition at the time of retirement	
Air and Space Civilian Award for Valor (ASCAV)	Recognize an act of heroism with voluntary risk of personal safety in the face of danger, either on or off the job.	
Meritorious Civilian Service Award (MCSA)	Recognizes an individual or group for outstanding service to the Department of the Air Force in the performance of duties in an exemplary manner.	
Air and Space Command Civilian Award for Valor (ASCCAV)	Recognizes demonstrated unusual courage or competence in an emergency, either on or off duty, but beyond the call of duty that warrants special recognition but does not rise to the level of an Air and Space Civilian Award for Valor.	

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Exemplary Civilian Service Award (ECSA)	Recognizes an individual or group for clearly outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission.	
Air and Space Civilian Achievement Award (ASCAA)	Recognizes clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals.	
Armed Forces Civilian Service Medal (AFCSM)	Recognizes the contributions and accomplishments of DoD civilian employees directly supporting the Military Services that are engaged in military operations of a prolonged humanitarian or peacekeeping nature. This award has been approved for civilians for Operations Allies Refuge and Allies Welcome. Note, an employee may only receive one AFCSM during their career and participation in subsequent military operations may be acknowledged with an AF Form 3034, United States Air Force Certificate of Commendation or SPF Form 3034, United States Space Force Certificate of Commendation.	Installation commander (colonel and above, and civilian equivalents)

NOMINATION PROCESS:

1. Supervisor prepares the awards package which must include the following items:
 - a. **AF Form 1768, Staff Summary Sheet, or an electronic Staff Summary Sheet (eSSS)** which should describe the act, event, or achievement. A sample document with additional pertinent information can be found at Figure 1 on page 41 of DoDI1400.25V451_DAFI36-1004 linked under references. (An example is also provided at Attachment 1 for convenience)
 - b. **Narrative justification** completed in bullet format with no more than one single spaced typewritten page, unless otherwise required (Attachment 2).
 - c. **Citation** which should address the local, command, service, or Department of the Air Force-wide impact of the accomplishment (Attachment 3). Language for the citation should not contain superfluous embellishments, acronyms, or quotations. It should be written in readable, conversational language. For additional pertinent information review the "*Preparing Honorary Award Citations*" section (page 36) of DoDI1400.25V451_DAFI36-1004 linked under references. Please note, as outlined in DoDI1400.25V451_DAFI36-1004, the award citation must meet printing requirements and may not exceed 9 lines and cannot contain more than 120 characters per line. ***Note, a citation is not required for an employee's first AFCSM as the first AFCSM does not include a certificate.***
 - d. **Award Approving Official's signature block**
 - e. **MCSA Only:** Statement indicating if this is the employee's first MCSA of their career (this is necessary to ensure the correct medal set is provided to the employee).

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- f. **AFCSM Only:** Statement indicating if this is the employee's first AFCSM of their career (this is necessary to ensure the correct award package is provided back, either a medal set or an AF Form 3034).
2. Completed and approved award package must be submitted electronically to 86fss.civ-awards@us.af.mil within 6 months of the desired presentation date (except for the OCCSA which is within 60 days of the presentation ceremony).
3. The US-APF awards team will review the award package. Once processed, the awards team will provide the decoration and certificate (ready for signature, which is the responsibility of the requesting organization to obtain) back to the organization.
4. Supervisor/organization routes certificate to obtain approving official's signature.
5. Organization is responsible for presenting the award in a suitable ceremony.

UPDATING AWARDS RECORDS: Employees are responsible for updating their awards directly in [MyBiz+](#). Employees can add awards in the "Pay, Leave, and Benefits" section by simply selecting "Awards" within that section and clicking on "Add." The [DCPDS MyBiz+ User Guide](#) can be used for more detailed information.

REFERENCE:

- DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#)
- USAFE-AFAFRICA Delegation and Appointment of Select Commander, USAFE-AFAFRICA Authorities, dated 8 March 2023:
https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/USAFE-AFAFRICA.pdf?ver=U4qpCbyvEMEwfwL-sAslMQ%3d%3d
- Addendum to USAFE-AFAFRICA Delegation and Appointment of Select Commander, USAFE-AFAFRICA Authorities dated 27 November 2023:
https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/Addendum.pdf?ver=CdJyeadi10Lbi_immxU6Q%3d%3d

Additional guidance on this topic is available from the US-APF Ramstein Awards Team. Contact information found in the footer below.

Attachments:

1. AF Form 1768, *Staff Summary Sheet*, or eSSS Required Verbiage
2. Sample Justification
3. Sample Citation

Attachment 1

AF Form 1768, Staff Summary Sheet, or eSSS required verbiage is outlined on page 41 of DoDI 400.25V451 _DAFI36-1004 and should be reviewed; however, it has been provided below as a courtesy.

SUBJECT: NAME OF THE AWARD, NOMINEE(S) NAME OR GROUP NAME

1. PURPOSE: To obtain APPROVING OFFICIAL'S NAME'S approval of the (name of the award).
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the (name of the award) be awarded to (full name of the nominee(s)). The nomination is submitted for review/recommendation/approval.
3. This award recognizes an individual or group for outstanding service to the Department of 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 nominee has not committed active and substantial involvement in unlawful discrimination. Further, I verify that the official records of (full name of nominee(s)), during the inclusive period of the proposed award, do not contain any disciplinary or other adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition. I will notify my command chain of any new investigation or adverse action initiated after this award nomination that may impact selection for this award.

5. Other Data:

Present Position Title, Series and Grade:

Inclusive Dates of the Award:

Previous Award Recognition and Dates: (Show all recognition received during the award period and any former recognition pertinent to this award, (e.g., some awards require the member to have already received similar recognition at a lower level, etc.))

Is the recognition timely (submitted within award criteria timeframe)? If not, a memo of Justification for the Late Submission must accompany the award nomination.

6. Justification: (to be prepared in accordance with the act, event, or achievement)
7. Citation: (to be prepared in accordance with the act, event, or achievement)
8. RECOMMENDATION: APPROVING OFFICIAL'S NAME review/approve (name of the award)...etc.

Attachment 2

JUSTIFICATION
(HONORARY AWARD NAME)
FOR
(EMPLOYEE NAME)

Completed in bullet format with no more than one single spaced typewritten page, unless otherwise required.

Attachment 3

CITATION TO ACCOMPANY THE (HONORARY AWARD NAME) FOR (EMPLOYEE NAME)

Reminder, citations should be prepared in Times New Roman, no lower than 10 pitch, in landscape format with 1 inch right and left margins. The award citation must meet printing requirements, should not exceed 9 lines and cannot contain more than 120 total characters per line.

Closing sentences vary depending on the award, reference DoDII400.25V451_DAFI36-1004:

- DECS: "The distinctive accomplishments of Mr. /Ms. Carver reflect the highest credit upon himself/herself and the Department of the Air Force."*
- OCCSA: "The distinctive accomplishments of Mr. /Ms. Carver culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the Department of the Air Force." (use the word "long" if length of service exceeds 30 years)*
- ASCAV/ASCCAV: "This single act of compassion for mankind of Mr. /Ms. Jones reflects great credit upon himself/herself and the Department of the Air Force."*
- MCSA: "The distinctive accomplishments of Mr. /Ms. Jones reflect great credit upon himself/herself and the Department of the Air Force."*
- ECSA/ASCAA: "The distinctive accomplishments of Mr. /Ms. Smith reflect credit upon himself/herself and the Department of the Air Force."*

In recognition of his/her distinguished performance as Equal Employment and Staffing Specialist, Civilian Personnel Flight, 86th Force Support Squadron, 86th Mission Support Group, 86th Airlift Wing, Ramstein Air Base, Germany, from XX January 2004 to XX January 2005. Mr./Ms. Name spearheaded a complete revision of the Home Page for (Organization) which improved the overall quality of the products and created an accessible interface for customers worldwide. This revision has come to save the government hundreds of man-hours and facilitates the timely dissemination of products to literally thousands of personnel who would otherwise not have access to certain time-critical analysis. The distinctive accomplishments of Mr./Ms. ----- reflect great credit upon himself/herself and the Department of the Air Force.

APPROVING OFFICIAL SIGNATURE BLOCK