



## CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of March 2025

# SPECIAL RECOGNITION FOR CIVILIAN EMPLOYEES AT THE TIME OF RETIREMENT

*Applicable to U.S. appropriated fund civilian employees*

**PURPOSE:** When an individual retires from the United States Air Force it is a very special time. Hopefully their time with the Air Force has been a challenging and rewarding one, for which they are proud of their accomplishments and the unique experience of having been a part of the Air Force Team. An employee's retirement day is a reason for celebration and warrants something special, perhaps a retirement ceremony, luncheon, or reception to offer thanks to the employee and their family for their support, sacrifices, and accomplishments. Below are some of the options that supervisors may consider commemorating their employee's retirement.

**AIR FORCE RECOGNITION:** DoDI1400.25V451\_DAFI36-1004, *Civilian Recognition Program*, linked under references outlines Air Force Specific recognition that can be used at the time of retirement.

Award Name	Approval Authority	Request
<b>Certificate of Retirement and Retiree Pin</b>	Headquarters Air Force (HAF) directors (colonel/O-6 or civilian equivalent, and above); MAJCOM director; and wing commander, deputy commander, director; and directors at Direct Reporting Unit and Field Operating Agency.	<p>In order to obtain the pin and certificate(s) for signature, email the US-APF Awards Team (contact information in footer) with the following pieces of information:</p> <ul style="list-style-type: none"><li>• Employee name and spouse name (if applicable)</li><li>• Years of Federal Service</li><li>• Date of Ceremony/Retirement Date for the certificate(s)</li><li>• Approval Authority Signature Block</li></ul> <p>After receiving the certificate(s) for print, the organization is responsible for routing the certificates to obtain the approving official's signature. Once signed, the organization is responsible for presenting the award in a suitable ceremony.</p>

<b>Honorary Awards</b>	Available honorary awards at the time of retirement include: Outstanding Civilian Career Service Award (OCCSA), Meritorious Civilian Service Award (MCSA), Exemplary Civilian Service Award (ECSA), and the Air and Space Civilian Achievement Award (ASCAA)- see the <a href="#">Ramstein Air Base Honorary Award Factsheet</a> for additional information
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**FLAG FLOWN OVER THE U.S. CAPITOL:** Visit [www.senate.gov](http://www.senate.gov) or [www.house.gov](http://www.house.gov) to request that a flag be flown over the U.S. Capitol in the employee's honor. You will need to know the employee's state of residence and/or zip code to identify the appropriate member of Congress. Select a Congressman or Congresswoman and go to his/her web page. Navigate/search the site (e.g., under "Services" or "Office Information") until you find a link for flag requests. Follow the listed instructions for requesting/purchasing the flag. Requests can typically take 6-8 weeks to process, excluding postal/delivery time.

**PRESIDENTIAL LETTER OF APPRECIATION (PLOA):** Supervisors who want special recognition for their civilian employees may request congratulatory greetings from the President. The employee must have a minimum of 30 years of Federal service as of their retirement date as specified by their leave service computation date (SCD) (Note, the leave SCD takes into account a combination of civilian and military time "bought back" through the Military Buy Back Program.). Please complete the request form (attached) and email to the Awards Team (contact information in footer). All requests must be made at least 6 months prior to the retirement date.

#### **REFERENCES:**

- DoDI1400.25V451\_DAFI36-1004, *Civilian Recognition Program*: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#)
- Presidential Letter of Appreciation: [Presidential Letters of Appreciation \(whs.mil\)](#)

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

Attachment: Request for Presidential Letter of Appreciation

## REQUEST FOR PRESIDENTIAL LETTER OF APPRECIATION

### Retiree Info:

\* First Name: \_\_\_\_\_ MI: \_\_\_\_\_

\* Last Name: \_\_\_\_\_

\* Grade: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

• DOD-ID \_\_\_\_\_

\* Years of Service: \_\_\_\_\_

Civilian	<input type="checkbox"/>	Mr	<input type="checkbox"/>
AD Regular	<input type="checkbox"/>	Ms	<input type="checkbox"/>
Guard	<input type="checkbox"/>	Mrs	<input type="checkbox"/>
Reserve	<input type="checkbox"/>	Dr.	<input type="checkbox"/>

### Retiree Mailing Address:

\* Street: \_\_\_\_\_

\* City: \_\_\_\_\_

\* State: \_\_\_\_\_

### Mail Letter to:

- ☐ Retiree  
☐ Unit POC

### Unit POC Info:

\* Last Name: \_\_\_\_\_

\* First Name: \_\_\_\_\_

☐ Mr.

\* Grade ☐ Ms.

☐ Mrs.

### Unit POC mailing address:

\* Unit Name: \_\_\_\_\_

\* Address Line 1: \_\_\_\_\_

\* Address Line 2: \_\_\_\_\_

\* City: \_\_\_\_\_

\* State: \_\_\_\_\_

### Retiree Dates:

\* Retirement Date: \_\_\_\_\_

\* Ceremony Date: \_\_\_\_\_

\* Letter Due Date \_\_\_\_\_