



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of January 2024

HONORARY AWARDS

Applicable to U.S. appropriated fund civilian employees

PURPOSE: Honorary awards 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: The below chart outlines the Department of the Air Force-level honorary awards. 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 DoDI1400.25V451_DAFI36-1004 linked under references USAFE-AFAFRICA ONLY- Review DoDI1400.25V451_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.	
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.	

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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.
 - b. **Narrative justification** completed in bullet format with no more than one single spaced typewritten page, unless otherwise required (Attachment 1).
 - c. **Citation** which should address the local, command, service, or Department of the Air Force-wide impact of the accomplishment (Attachment 2). 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.
 - d. **Award Approving Official’s signature block**
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. Sample Justification
2. Sample Citation

Attachment 1

JUSTIFICATION
(HONORARY AWARD NAME)
FOR
(EMPLOYEE NAME)

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

Attachment 2

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.

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 United States Air Force.

APPROVING OFFICIAL SIGNATURE BLOCK