



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 18 September 2017

EXEMPLARY CIVILIAN SERVICE AWARD (ECSA)

Purpose: To recognize an individual or group for clearly outstanding service in support of the command mission or goals.

Eligibility: Employees performing assigned duties for *at least one year* in an outstanding manner or the accomplishment of a single service that significantly contributes to the accomplishment of the command mission are eligible. **This award may also be given at the time of retirement.**

Criteria: Service must clearly demonstrate specific examples of how the employee exceeded service expected of individuals with similar responsibilities.

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* for the award will 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

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

There is no limit on the number of awards that may be granted. Award is documented in the civilian data system and a copy of the AF Form 1768 and justification filed in the Employee Performance Folder (EPF) maintained by the supervisor.

Approval Authority:

Wing Level:

Group Commander

MAJCOM/Numbered AF Level:

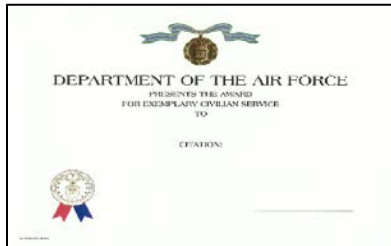
Director

GSU/Associate Units:

Submit through chain of command

Upon approval, provide a copy to 86 FSS/FSEC-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 bronze medal bearing the Air Force coat of arms within a wreath of laurel leaves and ribbon edged with green and has three red stripes in the middle bordered by light blue and white. Also, a miniature medal, bronze lapel emblem, and AF Form 3517, *Exemplary Civilian Service Award Certificate*, accompany this award.



The approval authority provides the certificate and medal set.

REFERENCE: AFI 36-1004 (29 August 2016)

3 Attachments:

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

ELECTRONICAL STAFF SUMMARY SHEET

OFFICE ACTION NAME/GRADE/DATE

(SUBMIT THRU PROPER CHANNELS)

86 FSS/FSEC-R PROCESS

STAFF SUMMARY SHEET

AO: (Name/Grade/Organization/Office Symbol/Phone)
SUBJECT: Exemplary Civilian Service Award – (NAME of Award Nominee)

- 1. PURPOSE: To obtain approval of the Exemplary Civilian Service Award.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Exemplary Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award is clearly for outstanding service supporting a command mission for at least one year or the accomplishment of a single service that significantly contributed to command mission.
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 Tab 2 (List Accomplishments)
7. Proposed Citation; See Tab 1 (EXAMPLE attached)
8. Recommendation. Commander/Director review/approve Exemplary Civilian Service Award.

Supervisor's Signature
Supervisor's Signature Block

2 Tabs
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."

(Sample)

**CITATION
TO ACCOMPANY THE
EXEMPLARY CIVILIAN SERVICE AWARD
FOR
I. M. A. SAMPLE**

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. -----'s expertise and consistently high level of performance contributed immeasurably to the successful accomplishment of the Air Force mission. Through his/her keen insight, technical expertise, and total dedication, Mr./Ms. ---- ----- ensured the complete success of numerous undertakings. The distinctive accomplishments of Mr./Ms. ----- reflect credit upon himself/herself and the United States Air Force.

JUSTIFICATION
EXEMPLARY CIVILIAN SERVICE AWARD
FOR
(nominee's name)

(The justification for the award will be typed on bond paper, in bullet format, and should not exceed one page).