



# CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 1 February 2017

## **OUTSTANDING CIVILIAN CAREER SERVICE AWARD (OCCSA) (Only US Employees)**

**Purpose:** The purpose of the award is to recognize outstanding career service meriting recognition **at the time of retirement.**

**Eligibility:** Civilian employees who demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career.

**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. Justification should briefly outline highlights of the employee's career and clearly demonstrate eligibility for this award (on bond paper and in bullet format).

**Package must be submitted electronically to HQ USAFE-AFAFRICA/A1KM (Ms. Lynn) or 86 FSS/FSEC-R (Ms. Rumpf).**

Nominations must be submitted through proper channels **within 60 days of the desired presentation.**

### **Approval Process:**

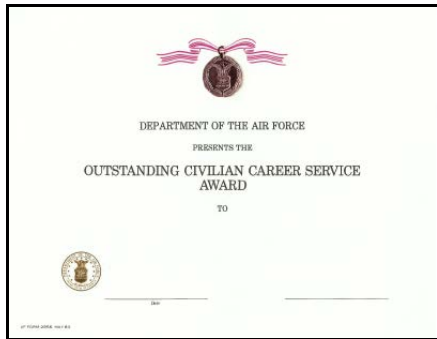
MAJCOM Level: Submitting Organization  
HQ USAFE-AFAFRICA/A1KM  
MAJCOM Commander  
IN TURN

Wing Level: Group Commander  
86 FSS/FSEC-R  
Wing Commander  
IN TURN

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 with a wreath of laurel leaves, and white ribbon trimmed in maroon with three maroon stripes in the center. Also, a bronze lapel emblem and AF Form 2856, *Outstanding Civilian Career Service Certificate*, accompany this award.



The approval authority provides the 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

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

- 1. PURPOSE: To obtain approval of the Outstanding Civilian Career Service Award.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Outstanding Civilian Career Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognizes outstanding career service meriting recognition at the time of retirement. Employees must have demonstrated significant accomplishments, leadership, unusual competence and significant impact upon the Air Force mission through their career.
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)?

6. Proposed Citation (Atch)

7. Justification: (Should be typed on bond paper, in bullet format, and should not exceed one page) List Accomplishments-EXAMPLE): served as a calming effect, working discrimination complaints, targeting recruitment efforts to balance ethnic distribution. wrote the first ever inter service support agreement. taught developmental classes and served as a college recruiter and liaison with college placement offices. worked in a variety of positions, making substantial improvements in policies and procedures guiding equal opportunity programs. worked directly under the vice commander managing the 105 Senior Executive Service personnel, therefore, significantly improved the first-time acceptance rate of personnel/positions actions. was the lead key planner in initiating the set up of the regionalization command as a result, hundreds of work years per year have been saved. led numerous action teams, and as a result had a reputation as an expert, therefore, was selected by the wing to lead or serve as a key participant in the quality arena.

8. Recommendation. MAJCOM/CC or WING/CC review/approve OCCSA.

Supervisor's Signature 2 Tabs
Supervisor's Signature Block 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**

**OUTSTANDING CIVILIAN CAREER SERVICE AWARD**

**TO**

**(NAME)**

In recognition of his/her distinguished performance in support of the United States Air Force from \_\_\_\_\_ to \_\_\_\_\_. Most notably as \_\_\_\_\_ (current position), (organization), Ramstein Air Base, Germany, he/she \_\_\_\_\_. During this period, \_\_\_\_\_ outstanding professional and technical skills resulted in major contributions to \_\_\_\_\_ within (86 Airlift Wing/USAFE Directorate\_\_\_\_\_.) The distinctive accomplishments of Mr./Ms. \_\_\_\_\_ culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the United States Air Force. *(Use the word “long” if length of service exceeds 30 years)*

**Another Sample**

**CITATION**

**TO ACCOMPANY THE**

**OUTSTANDING CIVILIAN CAREER SERVICE AWARD**

**FOR**

**I . M . A . SAMPLE**

In recognition of his/her distinguished performance in support of the United States Air Force from \_\_\_\_\_ to \_\_\_\_\_. Most notably as (current position), (organization), Ramstein Air Base, Germany, he/she \_\_\_\_\_. Mr./Ms.’s expertise and consistently high level of performance have contributed immeasurably to the successful accomplishment of the Air Force mission. The distinctive accomplishments of Mr./Ms. (employee) culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the United States Air Force. *(Use the word “long” if length of service exceeds 30 years)*

**JUSTIFICATION**  
**OUTSTANDING CIVILIAN CAREER SERVICE AWARD**  
**FOR**  
**(nominee's name)**

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