

SPECIAL RECOGNITION FOR CIVILIAN EMPLOYEES AT THE TIME OF THEIR RETIREMENT

Purpose: When an individual retires from the United States Air Force it is a very special time, regardless if they are a military or civilian member. Hopefully their time with the Air Force has been a challenging and rewarding one, one in which they are proud of their accomplishments and their ability to be a part of the Air Force Team. An employee's retirement day is a special day; not only for the employee but also his/her family. Take the time and do something special; such as a retirement ceremony or perhaps a luncheon and/or reception where you can publicly thank the individual and his/her family for their support, sacrifices, and/or accomplishments. Below are some of the options available to you:

Types of Recognition:

Outstanding Civilian Career Service Award (US & NonUS Employees)

This is a bronze medal set. This award is presented at the time of retirement to an employee who has demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career. Awards need to be submitted on a staff summary sheet. There is a sample in DODI1400.25V451_AFI36-1004 (26 April 2019).

Certificates of Appreciation

available for the spouse.

A flag

to be flown over the US Capitol in the employee's honor. The website is www.senate.gov. You will need to know the employee's state of residence. Pick the state from the drop down menu and the names of the senators from that state should appear. Select one of the senators and go to his/her web page.

Navigate/search the site until you find a link to senate services, office information, or something along those lines. Once you select this link, you should see another link for flag requests. Simply follow the listed instructions for requesting the flag. Most requests have to be made at least 4-6 weeks in advance.

Certificate of Service

AF Form 342 to be issued on the occasion of retirement (USAFE/CV or Wing/CC Signature required).

Presidential Letter

Supervisors who want special recognition for their civilian employees may request greetings from the President. The employee must have a **minimum of 30 years**, either all military or civilian service or a combination totaling 30 years of service when they retire. ***Please complete the request form (Attachment). All requests must be made at least 6 months prior to the retirement date.***

Process: Any packages or requests should be sent to **86 FSS/FSCA-R, Attn: Ms. Barbara Rumpf.**

REQUEST FOR PRESIDENTIAL LETTER OF APPRECIATION

Retiree Info:

* First Name: _____ MI: _____

* Last Name: _____

* Grade: _____ Last 4 SSN: _____

* 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: _____

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**Request must be made at least 6 months prior to the retirement date.
If you need assistance you may call DSN: 480-6348.**