



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of 25 Oct 2022

SPECIAL RECOGNITION FOR CIVILIAN EMPLOYEES AT THE TIME OF RETIREMENT

Applicable to U.S. appropriated fund civilian employees (and non-US employees as indicated)

PURPOSE: When an individual retires from the United States Air Force it is a very special time, whether they are a military or a civilian member. 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 his or her family for their support, sacrifices, and accomplishments. Below are some of the options that supervisors may consider to commemorate their employee's retirement.

Certificate of Service: AF Form 342 to be presented on the occasion of retirement (USAFE/CV or Wing/CC signature required).

Certificate of Appreciation: AF Form 342A is also available for the employee's spouse in recognition of their support during the employee's career.

Outstanding Civilian Career Service Award (US & Non-US Employees): This is a bronze medal set. The 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_AFGM2020-01 (24 July 2020).

Flag Flown Over the U.S. Capitol: Visit www.senate.gov or 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: 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 as of their retirement date, which can include a combination of civilian and military service. **Please complete the request form (attachment). All requests must be made at least 6 months prior to the retirement date.**

86 FSS/FSCA-R (Awards) • Unit 3221, APO, AE, 09094-3221
Ramstein AB, Building 2120 • DSN: 314-480-6348/6174

E-mail: fss.civ-awards@us.af.mil

REQUEST FOR PRESIDENTIAL LETTER OF APPRECIATION

Retiree Info:

* First Name: _____ MI: _____

* Last Name: _____

*Grade: _____ Last 4 SSN: _____

• DOD-ID _____

* Years of Service: _____

Civilian Mr.
AD Regular Ms.
Guard Mrs.
Reserve Dr.

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: _____

Supervisors who want special recognition for their civilian employees may request greetings from the President. The employee must have served a minimum of 30 years of service when they retire, either all military or civilian service or a combination totaling 30 years of service

Request must be made at least 6 months prior to the retirement date.

If you need assistance, you may call DSN: 480-6348.

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