



## **CIVILIAN PERSONNEL FACT SHEET**

### **Special Recognition for Civilian Employees at the Time of Their Retirement (US and Non-US Civilian Employees)**

**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:**

1. **Outstanding Civilian Career Service Award.**  
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 AFI 36-1004.
2. **Certificates of Appreciation** available for the spouse.
3. A **flag** to be flown over the US Capitol in the employee's honor. The website is [www.senate.gov](http://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.
4. **Certificate of Service**, AF Form 342 to be issued on the occasion of retirement.

(If the Outstanding Civilian Career Service Award is requested we do not proceed with the Certificate of Service, we just go with one of the two awards)

**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 1**). All requests must be made at least 45 days prior to the retirement date. **(Not available for Non-US employees)**

**PROCESS:** Any packages or requests should be sent to 86 FSS/FSPCR for US civilians and Non-US civilians, 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: \_\_\_\_\_

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 45 days prior to the retirement date.**  
**If you need assistance you may call DSN: 480-2741.**