



## CIVILIAN HR FLIGHT FACT SHEET

# Decoration for Exceptional Civilian Service

**PURPOSE:** To recognize exceptionally distinguished service and accomplishments with significant Air Force-wide scope and impact. This is the highest Air Force recognition granted to civilian employees and serves as an incentive. It is not appropriate for employees about to retire.

**ELIGIBILITY:** All Air Force civilian employees.

**CRITERIA:** Air Force civilian employees who have performed their assigned duties for at least one year which result in profound Air Force-wide impact to programs or projects as documented by development of improved methods or procedures, initiation of revolutionary ideas, or unprecedented achievements or benefits to the Government. **Nominees may be recommended for this award if they previously received the Meritorious Civilian Service Award. Exceptions will be considered only if justified by MAJCOM commander or equivalent.**

**NOMINATION PROCESS:** Supervisor prepares AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, period covered, and whether the employee received the Meritorious Civilian Service Award (if so, include date awarded). Include a description of accomplishments that fully describe specific achievements with well defined reasons why the employee deserves this special recognition. Justification should be attached to the AF Form 1768 (not to exceed three single-spaced pages). There is no specific format for the justification. The AF Form 1768 should include a draft citation, which should be written in third person and include job designation, organization, period for which recommended, and statement of achievement, not to exceed 90 words. Please send by e-mail or disk in addition to hard copy.

In memo format to HQ USAFE/A1KKC, a statement verifying the official records of the nominee, during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information, nor is their any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (sample attached)

**Nomination must be submitted within 6 months of act/event.**

**APPROVING PROCEDURES:**

Wing Level: Group Commander  
86 FSS/FSECR  
Wing/CC  
86 FSS/FSECR  
USAFE/A1KKC  
IN TURN  
(Secretary of the Air Force is final approval authority)

MAJCOM Level: Directorate Commander  
86 FSS/FSECR  
USAFE/A1KKC  
IN TURN  
(Secretary of the Air Force is final approval authority)

**GSU/Associate Units:** Present through chain of command. Forward to 86 FSS/FSECR for submission to Incentive Award Committee if needed. If not, nominations will be forwarded to your parent command.

Nomination packages are then reviewed by the HQ USAFE; MAJCOM forwards nomination with their recommendation to HQ USAF for review by the Air Force Incentive Awards Board. Certificate is prepared by HQ USAF and medal set is provided by 86 FSS/FSECR. No limit on the number that may be awarded.

Upon approval, provide a copy to 86 FSS/FSECR 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 gold-colored medal bearing the Air Force coat of arms with a wreath of laurel leaves and dark blue silk ribbon with three dotted golden-orange lines in the center. Also, a miniature medal, gold-colored lapel emblem, ribbon rosette, and AF Form 1310, *Decoration for Exceptional Civilian Service Certificate*, accompany this award. Emblem with ruby indicates prior award of both the Decoration for Exceptional Civilian Service and the Meritorious Civilian Service Award. Emblem with diamond indicates receipt of more than one Decoration for Exceptional Civilian Service.

**REF:** AFI 36-1004

**SAMPLE STAFF SUMMARY SHEET**  
**Example of a Decoration for Exceptional Civilian Service**

	TO	ACTION	SIGNATURE, GRADE, DATE		TO	ACTI ON	SIGNATURE, GRADE, DATE
1	Submit Thru			6			
2	Proper Channels	WG/CC or Directorate		7			
3	86 FSS/ FSPCR	Process		8			
4				9			
5				10			
<b>SURNAME OF ACTION OFFICER/GRADE</b>			<b>SYMBOL</b>	<b>PHONE</b>		<b>TYPIST'S INITIALS</b>	<b>SUSPENSE DATE</b>
<b>SUBJECT</b> Decoration for Exceptional Civilian Service - <b>(Name)</b>							<b>DATE</b>
<b>SUMMARY</b>							
<p>1. The recommendation below for (Full Name) for the Decoration for Exceptional Civilian Service is submitted by (Rank or Title, Full Name), (Organization) for review/approval.</p> <p>2. This award recognizes employees with continuous exceptional performance that resulted in extraordinary accomplishments with significant Air Force-wide scope and impact and whose service is expected to continue. (Name) has not immediate plans for retirement. (Normally nominees should have previously received the Meritorious Civilian Service Award.)</p> <p>3. Justification (List Accomplishments - EXAMPLE): _____ distinguished _____ as Position Title, from _____ to _____. Many of _____ accomplishments had MAJCOM-wide impact and several actions had DoD-wide impact. _____ is the sole legal advisor to the wing and is responsible for monitoring the legal aspect of contractual, administrative, and international law issues related to our joint programs. Judge Advocates and civilian attorneys at the wing level and the MAJCOM actively seek _____ guidance on contractual, fiscal, treaty and ethical issues. _____ expertise in international law has had DoD-wide impact and has played a critical role in the success of the Commanders and their mission worldwide. Bottom line is the research, development and training he conducts will be a key to our success.</p> <p>4. Other Data:            Grade:            Duty Title:            Period Covered:            Received Meritorious Civilian Service Award: (date(s))</p> <p>5. Proposed Citation (90 words or less - EXAMPLE): In recognition of _____ distinguished performance as Position Title, Organization/Directorate, Ramstein Air Base, Germany, from _____ to _____. As the sole legal advisor to the wing _____ was responsible for monitoring the legal aspect of contractual, administrative, and international law issues related to our joint programs. _____ expertise in international law has had Department of Defense-wide impact and has played a critical role in the success of the Commanders and their mission worldwide. _____ outstanding devotion and accomplishments reflect the highest credit upon _____ and the United States Air Force.</p> <p>6. Recommendation. Approval</p> <p align="center">1 Tab            Certificate</p> <p>“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.”</p>							

Atch 1

**NARRATIVE JUSTIFICATION**

**DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE**

**FOR**

**(nominee's name)**

XXX exemplified Meritorious Service through visionary leadership, diplomacy, professional skill and unflagging efforts as YYYY, from DD Month YYYY to DD month YYYY.

**Attach 2**

**DEPARTMENT OF THE AIR FORCE**  
**PRESENTS THE**  
**DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE**  
**TO**

**I. M. A. SAMPLE**

**CITATION:**

In recognition of his/her distinguished performance as (Job Title), (Directorate/Unit), (USAFE/AW), Ramstein Air Base, Germany, from (date) to (date). Under his/her direction, the (program) successfully executed a \_\_\_\_\_ and implemented an \_\_\_\_\_. The distinctive accomplishments of Mr./Ms. \_\_\_\_\_ reflect the highest credit upon himself/herself and the United States Air Force.

Attach 3

Attach 3

Date

MEMORANDUM FOR HQ USAFE/A1

FROM: Org/Office Symbol

86 FSS/FSECR Unit 3220 Box 365 APO AE 09094 Ramstein AB Germany  
Building 2120 Fax: 480-7054  
E-mail address: 86 FSS/Civ-Awards

Address

SUBJECT: Decoration for Exceptional Civilian Service

I certify that the official records of Mr./Ms.-----, Org/Office Symbol, during the inclusive dates of the Decoration for Exceptional Civilian Service, do not contain any disciplinary or adverse action information. Also, there is no action pending that would reflect unfavorably on the exemplary performance deserving recognition.

//signed//

Signature Block