



CIVILIAN HR FLIGHT FACT SHEET

Exemplary Civilian Service Award

Current as of: September 2012

PURPOSE: To recognize an individual or group for clearly outstanding service in support of the command mission or goals.

ELIGIBILITY: Employees performing assigned duties for at least one year in an outstanding manner or the accomplishment of a single service that significantly contributes to the accomplishment of the command mission are eligible.

CRITERIA: Service must clearly demonstrate specific examples of how the employee exceeded service expected of individuals with similar responsibilities.

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 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, not to exceed 90 words. Justification should be well defined on the AF Form 1768 or included as an attachment if more space is required. There is no specific format for the justification.

APPROVAL AUTHORITY:

Wing Level: Group Commander
MAJCOM/Numbered AF Level: Directorate Commander
GSU/Associate Units: Submit through chain of commander.

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 bronze medal bearing the Air Force coat of arms within a wreath of laurel leaves and ribbon edged with green and has three red stripes in the middle bordered by light blue and white. Also, a miniature medal, bronze lapel emblem, and AF Form 3517, *Exemplary Civilian Service Award Certificate*, accompany this award.

REF: AFI 36-1004

STAFF SUMMARY SHEET							
#	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	#	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Proper Org Channels	Coord		6			
2	Org/CC	Approve		7			
3	86 FSS/FSECR	Process		8			
4				9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE Mr./Ms. XXX, GS-XX			SYMBOL Org/Off Sym	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
SUBJECT Exemplary Civilian Service Award - (NAME of Award Nominee)							DATE
SUMMARY							
1. PURPOSE: To obtain approval for subject award for Mr./Ms. _____ of the (Org) _____.							
2. BACKGROUND: This award is clearly for outstanding service supporting a command mission for at least one year or a single act that significantly contributed to command mission.							
3. JUSTIFICATION: (List examples of accomplishments - EXAMPLE): _____ was a major contributor in the design, development, and fielding of the Automated Tracking System in support of the 86th Airlift Wing mission. _____ led to an effort that discovered discrepancies in the development of our tracking system which could have led to a serious operational deficiency. Due to this, the computer programs were rewritten and ready for use with a short period of time, saving time and manpower.							
4. OTHER DATA:							
GRADE: _____							
PERIOD COVERED: _____							
DUTY TITLE: _____							
5. PROPOSED CITATION: (90 words or less - EXAMPLE): In recognition of his/her distinguished performance as _____, (organization), from _____ to _____, superb skills were key to the development of an automated tracking and monitoring system that provided operational configuration and status of critical assets vital to national security. The distinctive accomplishments of Mr./Ms. _____ reflect credit upon himself/herself and the United States Air Force.							
4. RECOMMENDATION: Commander approve the award.							
Nominating Official Signature Block				2 Tabs 1. Citation (as word document) 2. Memo on derogatory information			

AF IMT 1768, 19840901, V5

PREVIOUS EDITION WILL BE USED.

Example of an AF 1768 (Exemplary Civilian Service Award/Staff Summary Sheet)

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

Use Organizational Letter Head

MEMORANDUM FOR 86 FSS/FSECR

(Date)

FROM: Org/Office Symbol
Address

SUBJECT: Exemplary Civilian Service Award (__.__.__ - __.__.__)

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

Supervisor's Signature
Supervisor's Signature Block

CITATION
TO ACCOMPANY THE
EXEMPLARY CIVILIAN SERVICE AWARD

FOR

I. M. A. SAMPLE

In recognition of his/her distinguished performance as an Equal Employment and Staffing Specialist, Civilian Personnel Flight, Ramstein Air Base, Germany, from XX January 2004 to XX January 2005. Mr./Ms. -----'s expertise and consistently high level of performance contributed immeasurably to the successful accomplishment of the Air Force mission. Through his/her keen insight, technical expertise, and total dedication, Mr./Ms. ----- ensured the complete success of numerous undertakings. The distinctive accomplishments of Mr./Ms. ----- reflect credit upon himself/herself and the United States Air Force.