



## CIVILIAN HR FLIGHT FACT SHEET

### Meritorious Civilian Service Award (MCSA)

**NOTE – This factsheet applies to all AF units in the KMC with the exception of HQ USAFE and 3AF staff sections**

**PURPOSE:** To recognize outstanding service to the Air Force in the performance of duties in an exemplary manner **with command-wide impact.**

**ELIGIBILITY:** All Air Force civilian employees who performed their assigned duties for **at least one year** in an exemplary manner, setting a record of individual achievement and serving as an incentive to others to improve the quality and quantity of their work performance or exercise unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, materials, or other items of expense or improved safety or health of employees or improved morale of workers in a unit which resulted in improvement of work performance and esprit de corps.

#### **NOMINATION PROCESS:**

Nominations packages must contain the following:

1. Supervisor prepares AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, period covered, and any other information considered appropriate or useful.
2. A draft citation, written in third person, with job designation, organization, period covered, and statement of achievement, not to exceed 90 words, should be either on the AF Form 1768 or on an extra page (word document)(**Attach 1**).
3. Narrative Justification (**Attach 2**).
4. A memo from the supervisor to 86 FSS/FSEC-R, containing a statement which verifies the official records of the nominee, do not contain any disciplinary or adverse action information during the inclusive dates of the proposed award,, nor is there any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (**Attach 3**)

Package must be submitted electronically.

Nominations must be submitted through proper channels **within six months of the act/event.** 86FSS/FSCE-R provides the certificate and medal set.

There is no limit on the number of awards that may be granted. Award is documented in the civilian data system and a copy of the AF Form 1768 and justification filed in the Employee Performance Folder (EPF) maintained by the supervisor.

**APPROVAL PROCESS:**

Wing Level: Squadron CC  
Group CC  
86 FSS/FSEC-R  
86 AW/CC  
IN TURN

GSU/Associate Units: Submit through your chain of command for approval and forward nominations to your parent command for signature at MAJCOM level.

Upon approval, provide a copy to 86 FSS/FSEC-R to update employee's records in the civilian personnel database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

**AWARD DESCRIPTION:** A sterling silver medal bearing the Air Force coat of arms with a wreath of laurel leaves, and light blue silk ribbon with four yellow stripes and three navy blue stripes in the center. Also, a miniature medal, sterling silver lapel emblem, ribbon rosette, and AF Form 1166, *Meritorious Civilian Service Award Certificate*, accompany this award. Emblem with ruby indicates receipt of more than one meritorious award.

**REF:** AFI 36-1004

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE, GRADE, DATE		TO	ACTION	SIGNATURE, GRADE, DATE
1	Submit Thru	Coord		6			
2	Proper Channels	Coord		7			
3	86 FSS/FSECR	Coord		8			
4	Wing/CC	Appr/Sign		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> Meritorious Civilian Service Award --(Nominee's Name)	<b>DATE</b>

**SUMMARY**

1. The recommendation below for (Full Name) for the Meritorious Civilian Service Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.

2. This award recognizes outstanding performance worthy of recognition for significant accomplishments with command-wide impact. \_\_\_\_\_ has no immediate plans for retirement.

3. Justification is at Tab 1

4. Other Data:

- a. Grade/Pay Band:
- b. Duty Title:
- c. Period Covered:

5. Proposed Citation is at Tab 2

6. Memorandum for 86 FSS/FSECR (Disciplinary or adverse action information) is at Tab 3

7. Recommendation. 86 FSS/FSECR submit nomination to 86 AW/CC for approval.

  

ABC  
Colonel  
Commander, Organization

3 Tabs  
1. Justification for Award  
2. Proposed Award Citation  
3. Memorandum

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."

**CITATION**  
**TO ACCOMPANY THE**  
**MERITORIOUS CIVILIAN SERVICE AWARD**  
**FOR**  
**I. M. A. SAMPLE**

In recognition of his/her distinguished performance as \_\_\_\_\_,  
(organization), Ramstein Air Base, Germany, from \_\_\_\_\_ to \_\_\_\_\_. As the  
sole attorney for the 86th Airlift Wing, \_\_\_\_\_ consistently provided flawless  
legal advice on a myriad of complex issues. \_\_\_\_\_ suggested innovative  
solutions to intricate problems during source selection on three major contracts and set a  
new Air Force standard for defensible contract awards. The distinctive accomplishments  
of Mr./Ms. \_\_\_\_\_ reflect great credit upon himself/herself and the United  
States Air Force.

**Attach 2**

**NARRATIVE JUSTIFICATION**  
**MERITORIOUS CIVILIAN SERVICE AWARD**  
**FOR**  
**(nominee's name)**

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

(The justification for the award should not exceed one page).

**Attach 2**

**Attach 3** (use your local unit letterhead)

MEMORANDUM FOR 86 FSS/FSEC-R

FROM: Org/Office Symbol  
Address

Date

SUBJECT: Meritorious Civilian Service Award

I certify that the official records of Mr./Ms.-----, Org/Office Symbol, during the inclusive dates of the Meritorious Civilian Service Award, 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.

IMA SUPERVISOR  
Commander

**Attach 3**