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Personnel

**MANAGING THE CIVILIAN RECOGNITION
PROGRAM**

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This instruction describes a program to recognize the achievements of civilian employees. It implements the requirements of DoD 1400.25-M, Subchapter 451 (Awards), Title 5, United States Code, Chapter 45 (Incentive Awards), Title 5 of the Code of Federal Regulations (CFR), Part 451 (Awards), and AFD 36-10, "Civilian Performance Management." Authority to collect or maintain the records prescribed is 10 U.S.C. 8013. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, "Records Disposition Schedule." System of Records F040 ASG A applies.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1 which allows the creation of a Civilian Team Incentive Award (paragraph 3.2.1). A "[]" indicates revised material since the last edition.

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Chapter 1

INCENTIVE AWARDS PROGRAM

1.1. Recognition for Accomplishments. The Air Force Incentive Awards Program provides special awards for superior accomplishments. Awards under this chapter should not be used to replace performance awards.

1.2. Approving Awards. The Secretary of the Air Force (SAF) approves all cash awards under this instruction for senior executive service (SES) members.

1.2.1. See **Table 2.1.** and **Table 4.1.** for approval levels for all other awards.

1.2.2. Managers make the decision to grant or refuse an award.

1.3. Delegating Award Approval.

1.3.1. Establish broad approval authority to allow award approval at the lowest possible level without official committee action.

1.3.2. Have the installation incentive award committee review award recommendations over \$2,500.

1.4. Air Force Incentive Awards Board (AFIAB). The Air Force Chief of Staff appoints the AFIAB, which is chaired by a general officer or civilian equivalent. The board may approve, disapprove, or modify awards.

1.4.1. The board makes recommendations to SAF to approve:

1.4.1.1. Air Force Decoration for Exceptional Civilian Service

1.4.1.2. Air Force Civilian Award for Valor

1.4.1.3. President's Award for Distinguished Federal Civilian Service

1.4.1.4. Non-Federal awards, except those limited to senior executives (SES, SL, and ST) (AFI 36-901, *Air Force Senior Executive Resources*)

1.4.2. The Board recommends various awards, including The Department of Defense (DoD) Distinguished Civilian Service Award to SAF for submission to the DoD Washington Headquarters Services Directorate for Personnel and Services, or other appropriate authorities, including nominations for cash awards in excess of \$10,000.

1.5. Major Command (MAJCOM) Incentive Awards Committee. Each MAJCOM and comparable organization that has a civilian personnel division may establish a committee including military and civilian personnel. The decision to use or not use a committee rests with the award approval authority. The committee:

1.5.1. Reviews, approves, or disapproves recommendations for awards.

1.5.2. Recommends or selects nominees for competitive awards.

1.5.3. Advises on program improvements.

1.5.4. Reviews, completes, and provides a recommendation or decision to the MAJCOM commander concerning:

1.5.4.1. Cash award amounts that MAJCOM or AFIAB must approve

1.5.4.2. Honorary recognition for valor, meritorious, exceptional, or distinguished service

1.5.4.3. Command nominations to send to AFIAB

1.6. Installation Incentive Awards Committee.

1.6.1. Installations with a servicing Civilian Personnel Flight (CPF) may establish an incentive awards committee. The CPF gives program support and technical assistance. The committee:

1.6.1.1. Reviews, computes, and recommends to the owning commander approval or disapproval of cash award amounts that require committee action or higher level approval.

1.6.1.2. Recommends honorary awards that need higher level approval and nominations for Federal or non-Federal awards.

1.6.2. Field operating agency (FOA) commanders may use existing installation incentive awards committee. The CPF may establish a subcommittee of FOA members.

1.6.3. Tenant units use the local incentive awards committee that the servicing CPF supports through host and tenant servicing agreements.

1.7. Presenting and Publicizing Awards. The commander, management official, or supervisor recognizes employees and presents awards at a suitable ceremony. When an Air Force employee receives recognition outside the Air Force (for example, the DoD Distinguished Civilian Service Award), the Air Force organization to which the employee belongs makes all arrangements, including protocol, with the awarding party. Recognize and publicize significant achievements or contributions in the local community as well as on base.

1.8. Giving Certificates in Braille. All Air Force award certificates for blind award recipients must have Braille overlaid lettering as well as standard print. Use local purchase authority to obtain these certificates.

1.9. Recognizing Local Community or Civic Officials (Non-Federal Employees). When local business persons and civic officials offer significant services or contributions to the installation and the Air Force, commanders may recognize these non-Federal persons using AF Form 3033, **Certificate of Appreciation**. It is DoD policy to not recognize private citizens or private entities that have a commercial or profit making relationship with the Department, unless the contribution is substantially beyond that specified or implied in the terms of the contract establishing the relationship, or the recognition is in the public interest.

1.10. Incentive Awards Program Annual Report (Civilian), IRCN: 1059-OPM-AN. AFPC/DPS writes the statistical portion of this report through DCPDS. The report is provided to HQ USAF/DPDF, 1040 Air Force Pentagon, Washington DC 20330-1040, for review and transmittal to the OPM.

1.11. Other Recognition Programs. Air Force employees may receive monetary and honorary awards from other federal departments and agencies for contributions that benefit those operations. The Air Force

may grant monetary and honorary awards to employees of other federal departments and agencies when their contributions benefit the Air Force.

1.12. Wearing or Accepting Foreign Awards . An Air Force employee may not accept or wear a decoration from a foreign government without the express consent of Congress. The CPF coordinates foreign award inquiries for US citizen employees with HQ USAF/DPDF.

Figure 1.1. Sample AF Form 1768, Staff Summary Sheet.

| Staff Summary Sheet | | | | | | | |
|---|----|--------|----------------------------------|-------|----|--------|----------------------------------|
| | To | Action | Signature (Surname), Grade, Date | | To | Action | Signature (Surname), Grade, Date |
| 1 | | | | 4 | | | |
| 2 | | | | 5 | | | |
| 3 | | | | 6 | | | |
| Grade and Surname of Action Officer | | | Symbol | Phone | | | Suspense Date |
| Subject Decoration for Exceptional Civilian Service - <i>(Name)</i> | | | | | | | SSS Date |
| <p>Summary</p> <p>1. The attached recommendation for <i>(full name)</i> for the Decoration for Exceptional Civilian Service was submitted by <i>(Rank or Title, Full Name), (Organization)</i>. The nomination is submitted 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. <i>(Name)</i> has no immediate plans for retirement.</p> <p>3. Justification: <i>(list accomplishments) (justification may exceed one page, depending upon award criteria)</i></p> <p>4. Other data: Social Security Number: Grade: Duty Title: Period Covered: <i>(For Exceptional Only):</i> Received Meritorious Civilian Service Award <i>(date(s))</i></p> <p>5. Proposed Citation: <i>(not to exceed 90 words)</i></p> <p>Recommendation. Approval.</p> | | | | | | | |

Chapter 2

MONETARY INCENTIVE AWARDS

2.1. Purpose and Coverage. The Air Force encourages using monetary incentive awards to increase productivity and recognize outstanding achievements.

2.1.1. Monetary incentive awards do not substitute for other personnel actions, pay, or performance awards.

2.1.2. This program applies to SES, SL, ST, GS, and FWS employees.

2.1.3. It does not apply to:

2.1.3.1. Non-US citizen employees (except Panama)

2.1.3.2. Nonappropriated fund (NAF) employees

2.1.3.3. Administrative law judges

2.1.3.4. Prevailing rate employees whose pay is set outside the United States

2.1.3.5. Foreign service employees

2.1.3.6. Individuals on noncareer executive assignments under 5 CFR Part 305

2.2. Funding. The program needs funds to comply with the spirit of the law and Air Force policy on civilian productivity and performance. The command, staff, and line managers account for civilian personnel cost management. Each activity should budget a percentage of its yearly civilian pay budget for funding awards.

2.3. Special Act or Service Award (SASA). SASA recognizes a GS, ST, or FWS employee or group contribution for a nonrecurring special achievement.

2.3.1. SES members are eligible for SASAs and incentive awards, provided they are not used to supplement or circumvent the regular SES bonus system for recognizing overall performance.

2.3.2. Grant SASA at any time for special acts or services, including while an employee was on detail or other temporary assignment.

2.3.3. Submit recommendations for SASAs in narrative form immediately after the event. Use AF Form 1768, **Staff Summary Sheet**, and AF Form 2860, **Special Act or Service Award**. AF Form 1768 must include the recommended award amount and a brief description of the act or service.

2.3.4. See [Table 2.1](#) for approval authority. Send original and three copies of recommendations for SASAs exceeding \$10,000 to HQ USAF/DPDF for AFIAB review.

2.3.5. Base payment for such awards on tangible or intangible benefits ([Table 2.2.](#), [Table 2.3.](#) and [Table 2.4.](#)).

2.4. Notable Achievement Award (NAA). The NAA is a category of SASA for GS, ST, and FWS employees, based on noteworthy contributions that do not warrant SASA. Use AF Form 1768 and AF Form 3032, **Certificate of Achievement**.

2.4.1. A supervisor at any level in the employee's chain of command may initiate the award. The next higher level supervisor gives final approval.

2.4.2. Award amounts may range from \$25-\$500. Do not grant the award for a contribution for which you gave a previous award.

2.4.3. Managers outside the employee's chain of command may also nominate an employee for a NAA by making recommendations to the employee's immediate supervisor for approval by the employee's second-line supervisor. In which case, the nominating organization: Pays the award costs and provides the funding information to the employee's organization. **NOTE:** If the administrative cost of transferring funds would exceed the amount of the award, the employing agency shall absorb the award costs and pay the award.

2.4.4. Local procedures may be established for nominating and processing NAAs.

2.5. Using the Productivity Cash Incentive Program (PCIP). The Air Force encourages activities to establish unique PCIPs. A PCIP augments job performance awards rather than replacing them. Limit PCIP to jobs where:

2.5.1. Tasks are recurring and repetitive

2.5.2. You can objectively measure performance

2.5.3. A specific employee or group of employees performs the work

2.5.4. The employee controls the work pace

NOTE: HQ USAF/DPD must approve each PCIP before implementation. Send PCIP plans and documents to HQ USAF/DPD, 1040 Air Force Pentagon, Washington DC 20330-1040, at least 120 calendar days before the desired implementation date.

Table 2.1. Monetary Incentive Awards.

| BASIS OF AWARD | EXAMPLE OF ACHIEVEMENT | AWARD/ TYPE | METHOD OF NOMINATION | APPROVAL AUTHORITY |
|--|---|---------------------------|--|--|
| A special act or service resulting in verifiable, significant, tangible or intangible benefits to the government AF Form 2860 | Superior accomplishment, or scientific achievement that saves government significant time, manpower, or money | SASA, individual or group | Within 60 days after completing special act or service, first-level supervisor prepares AF Form 1768 to describe achievement and recommend amount of award and submits through proper channels | Up to \$10,000: Installation commander or designee Over \$10,000, not to exceed \$25,000: OPM through AFIAB. Presidential approval is required for all awards over \$25,000 |
| A special act or service resulting in noteworthy contributions AF Form 3032 | Personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness | NAA, individual or group | Within 30 days of act, first-level supervisor prepares AF Form 1768 to describe achievement and recommend amount of award | Second-level supervisor may approve NAA in amounts ranging from \$25-\$500 |

Table 2.2. Scale of Recommended Awards Based on Tangible Benefits.

| ESTIMATED FIRST-YEAR BENEFITS TO GOVERNMENT | AMOUNT OF AWARD TO EMPLOYEE |
|--|--|
| Up to \$100,000 | 10% of benefits up to \$10,000 (minimum award is \$25) |
| \$100,001 and above | \$10,000 plus 1% of benefits above \$100,001 |

NOTE: When possible, recommending officials identify dollar savings or benefits resulting from the contribution and use these savings as the basis for award. Base awards for contributions that result in tangible benefits or savings on an estimate of the first-year dollar savings or benefits. If the tangible benefits or savings in the first year following implementation do not represent benefits to the government, base award on benefits or savings during the second or third year or on an average of the several years following implementation.

Table 2.3. Scale of Recommended Awards Based on Intangible Benefits.

| VALUE OF BENEFIT | EXTENT OF APPLICATION | | | |
|--|--|---|--|---|
| | Limited | Broad | General | Government-wide or National |
| | Affects functions, mission or personnel of one office, facility, installation, regional area, or organizational headquarters element | Affects functions, mission or personnel of an entire regional area, command | Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency | Affects functions, mission or personnel of more than one department or agency, or is in the public interest of the US or beyond |
| | Affects a small area of science and technology. | Affects an important area of science or technology | Affects a broad area of science or technology | |
| Moderate Value Changing an operating principle or procedure with limited impact or use | \$25-\$125 (minimum award is \$25) | \$125-\$325 | \$325-\$650 | \$650-\$1,300 |
| Substantial Value Substantially changing or modifying procedures; significantly raising the value of a product, activity, program, or service to the public | \$125-\$325 | \$325-\$650 | \$650-\$1,300 | \$1,300-\$3,150 |
| High Value Completely revising a basic principle or procedure; significantly improving the value of a product or service | \$325-\$650 | \$650-\$1,300 | \$1,300-\$3,150 | \$3,150-\$6,300 |
| Exceptional Value Initiating a new principle or major procedure; major improvement in the quality of critical product, activity, program, or service to the public | \$650-\$1,300 | \$1,300-\$3,150 | \$3,150-\$6,300 | \$6,300-\$10,000 (Note: OPM may approve granting an award of \$10,000 to \$25,000) |

Table 2.4. Computing Awards for Contributions to PCIP.

| TANGIBLE BENEFITS | AMOUNT OF AWARD |
|--------------------------|--|
| \$10,000-\$100,000 | \$150 for first \$10,000 and \$25 for each additional \$10,000, or part |
| \$100,001-\$1,000,000 | \$375 for first \$100,000 and \$50 for each additional \$100,000, or part |
| \$1,000,001 and up | \$825 for first \$1,000,000 and \$100 for each additional \$1,000,000, or part |

NOTE: Use this table for awards discussed in paragraph [2.5](#).

Chapter 3

TIME-OFF INCENTIVE AWARDS

3.1. Granting Time-Off Awards. Time-off awards grant time off from duty without loss of pay or charge to leave and are awarded for superior accomplishments that contribute to the quality, efficiency, or economy of government operations. Time-off awards are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards. Time-off awards can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a Performance Award. Decisions to grant time-off awards shall be based upon the same criteria or circumstances as for other incentive awards (i.e., Special Act or Service Award). The amount of the time-off that is granted is based upon the value of the individual's contribution, not upon the grade or salary of the individual.

3.1.1. Supervisors may approve time-off awards of no more than 1 working day without review and approval of a higher official. Complete all documentation and processing requirements.

3.1.2. Officials who exercise personnel appointing authority may approve time-off awards in excess of 1 working day. They may delegate this authority to officials who approve recommendations for other incentive awards. Designate these officials in local written operating guidelines.

3.2. Eligibility. Grant a time-off award to any federal employee who meets the definition at 5 U.S.C. 2105, including SES employees and direct-hire foreign national employees (FNE). Indirect-hire FNEs are eligible for these awards only if an incentive awards program established by agreement with the host country includes such a provision.

3.2.1. Civilian Team Incentive Award: Supervisors may grant a time-off award to individual employees who comprise a team whose joint achievement(s) contributed to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government. Justification for a team award given for the same accomplishment should document the team nature of the achievement and why all members of the team deserve to share equally in the recognition.

3.3. Time-Off Award Limits:

3.3.1. Full-time employees, may be awarded a total time-off of 80 hours during any leave year. The maximum amount of time-off that can be approved for any single contribution is 40 hours.

3.3.2. For part-time employees or employees with an uncommon tour of duty, officials may grant during any leave year an amount of time equal to the average number of work hours in the employee's biweekly scheduled tour of duty. Maximum award for any single contribution is one-half the maximum amount of time that can be granted during the year.

3.3.3. Schedule awarded time-off within 90 calendar days after the effective date of the award. Employees forfeit any time-off not used within 1 year from the effective date.

3.3.4. Schedule time-off to avoid adversely affecting an employee who has an annual leave "use or lose" situation. Awarded time-off cannot be used to justify restoring forfeited annual leave.

3.3.5. Employees may never convert a time-off award to a cash payment.

3.3.6. Employees may not transfer approved unused time-off when they transfer from the Air Force to another DoD component or to another federal agency, nor may employees coming from another department or federal agency transfer time-off to the Air Force.

3.3.7. Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave, e.g., they shall not be granted in conjunction with a military “down” or “training” day or the like which would grant the entire civilian employee population, or a majority of the civilian population, a time-off award to be used on a specified day.

3.4. Documenting Time-off. Support any time-off award with appropriate written justification. Submit approved time-off awards to the CPF for processing. Include the employee's name, social security number, organization, and number of hours of time-off granted.

3.4.1. Justify time-off by explaining how the employee merits the award. Include certification from the supervisor or recommending official as shown below:

"I have considered fully the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

3.4.2. Include the approving official's name, position title, signature, and date signed, as well as those of the recommending official, as appropriate.

3.4.3. Document the approved time-off award on a Standard Form 50 (SF 50), **Notice of Personnel Action**. Keep the form in the employee's OPF. File award justification in the employee performance file (EPF). Prepare separate SF 50 for each approved award.

3.4.4. Document the effective date on the SF 50 after appropriate review and verification of legal requirements by an approving official.

3.5. Recording Scheduled Time-Off.

3.5.1. Record the employee's use of time-off on the employee's time and attendance reports according to instructions published by the civilian payroll function.

3.5.2. The employee must get supervisory approval to schedule and use the time-off award. Employee requests time-off far enough in advance to use it without disrupting the unit's work.

3.5.3. Supervisors who want to schedule an employee's time-off before receiving the SF-50 may check with the servicing CPF to verify that regulatory requirements were met.

Chapter 4

HONORARY INCENTIVE AWARDS

4.1. General Information. Use honorary incentive awards alone or in addition to monetary awards to acknowledge significant contributions. The honorary awards in this chapter serve as incentives to employees with continuous federal service. Except for the Outstanding Civilian Career Service Award and the valor awards, do not nominate employees who are about to retire.

4.2. Eligibility for Multiple Federal Awards. You may recommend an employee for the DoD Distinguished Civilian Service Award or the President's Award for Distinguished Federal Civilian Service to recognize the same act or achievement for which the Air Force previously granted an award.

4.3. Eligibility for More Than One Air Force Award. You may give an honorary Air Force award to recognize a contribution for which the Air Force previously awarded a cash award. **RESTRICTIONS:**

4.3.1. Give only one Air Force honorary award for a single act, achievement, or period of service.

4.3.2. Do not give an honorary award to recognize an act or achievement for which military recognition was previously given.

EXCEPTION: The Air Force Outstanding Civilian Career Service Award is exempt from these restrictions since it recognizes long-term service that may include one or more honorary awards.

4.4. Processing Honorary Awards. Since honorary awards require considerable review and deliberation, avoid short-notice processing. Submit honorary award nominations for presentation at a special ceremony at least 3 months before the scheduled event.

4.4.1. Local incentive awards procedures must be established to review and make recommendations on all awards that must be forwarded to higher headquarters for approval.

4.4.2. Awards approved by SAF or higher authority go through local incentive award channels and the parent MAJCOM or comparable organization to HQ USAF/DPDF, 1040 Air Force Pentagon, Washington DC 20330-1040, ATTENTION: Executive Secretary, Air Force Incentive Awards Board. The board sends approved recommendations to SAF.

4.5. Air Force Honorary Awards. Air Force honorary awards are outlined in [Table 4.1](#).

4.6. Non-Air Force or Non-Federal Honorary Awards. [Table 4.2](#) lists various non-Air Force or non-Federal awards and criteria for Air Force participation.

4.7. Nomination Deadlines. Commanders at each echelon should participate in any locally sponsored honorary award programs that recognize performance or service of Air Force employees. Tentative suspense dates set by sponsors of the various awards will be published annually by HQ USAF/DPDF (award solicitation schedule). HQ USAF/DPDF will identify awards that are mailed directly to the award sponsor (e.g., National Public Service Awards). Suspense dates for awards that must be mailed to HQ USAF/DPDF for AFIAB review prior to submission to the award sponsor will also be provided in the award solicitation schedule to allow sufficient processing time (e.g., Arthur S. Flemming Award). Because sponsor solicitations for award nominations frequently arrive with short notice, use the HQ USAF/DPDF

award solicitation schedule to request nominations 60-90 days before suspense date. HQ USAF/DPDF will announce any major suspense date changes in writing to MAJCOMs and FOAs.

4.8. Awarding Letters and Certificates of Commendation. Use AF Form 3034, **Certificate of Commendation**, with a letter of commendation to recognize an employee for an unusual achievement or contribution that does not meet the criteria for other awards. Such situations include: Noteworthy accomplishments while on special assignment or during short periods when an unusual work situation or emergency exists; Air Force programs recognized by an outside organization to which the employee made a contribution that was significant; and exceptional participation in civic or professional activities related to official employment.

4.8.1. Letters of commendation must contain a complete and concise description of the employee's act, accomplishment, or service and identify position title, organization, and dates. Commanders (unit level and above) may sign certificates of commendation.

4.8.2. Supervisors give certificates and letters of commendation to employees. The supervisor annotates the employee's AF Form 971, **Supervisor's Employee Brief**, with reference to the letter or certificate, and they are filed in the employee's EPF.

4.9. Letters and Certificates of Appreciation. AF Form 3033, **Certificate of Appreciation**, is an all-purpose certificate that you can use to recognize individuals for a variety of accomplishments that do not fall under the performance awards category.

4.9.1. You may use letters or certificates of appreciation at any time to express appreciation to an employee for an above-average act or service.

4.9.2. You may use the letter or certificate to recognize employee contributions to civic or professional activities normally expected in the performance of the job, such as speaking, participating in conferences, or other leadership activities.

4.9.3. The employee's immediate supervisor, higher-level supervisor, or any person having knowledge of the service may sign the letter or certificate. The supervisor gives the letter or certificate to the employee.

4.9.4. Record and file a copy of the certificate or letter of appreciation with the employee's AF Form 971. Do not file a copy in the OPF or EPF.

4.10. Other Air Force Recognition. Civilian employees are eligible for other types of recognition according to the governing regulation or instruction. **NOTE:** The Air Force Outstanding Unit Award (AFOUA) and Air Force Organizational Excellence Award (AFOEA) are not documented in the OPF or DCPDS. Appropriate lapel buttons are used exclusively to recognize Air Force civilians assigned or attached to units awarded the AFOUA or AFOEA who contributed to the achievements of a cited unit.

4.11. Special Command Trophies and Awards. The Air Force encourages MAJCOMs and comparable organizations to establish unique honorary awards to recognize superior accomplishments. Likewise, the establishment of local quarterly/annual awards programs is encouraged. In such event, these programs should conform to guidance cited in [4.11.2](#).

4.11.1. Obtain approval from HQ USAF/DPD before presenting a special command trophy or award to a nationally prominent person serving as an expert or consultant. Include the following in the

approval request: Name of the person, copy of the awards committee minutes, and other supporting data. Send to HQ USAF/DPD at least 60 calendar days before the presentation ceremony.

4.11.2. You may present nonmonetary awards and define such items as a medal, certificate, plaque, citation, badge, or other similar items as having award or honor connotation. You may give other items with the command or organization logo, such as belt buckles and jackets, but such items must be valued less than \$50.

4.12. Recognizing Length of Service. Management presents certificates and lapel buttons to recognize 10, 20, 30, 40, and 50 years of creditable federal service if at least 5 years were spent in civilian service.

4.12.1. Creditable federal service includes both civilian service and all honorable military service creditable for leave. Normally, federal service as a military member that led to formal military retirement is considered appropriately recognized at the time of that retirement. However, an employee who wants recognition for combined civilian and military service may request it from the CPF.

4.12.2. Obtain these signatures for the certificates:

4.12.2.1. AF Form 3589, **10 Year Length of Service Certificate**--Division chief or comparable level (unless the employee works for higher level)

4.12.2.2. AF Form 3590, **20 Year Length of Service Certificate**--Director in departmental service (unless the employee works for higher level)

4.12.2.3. AF Form 3591, **30 Year Length of Service Certificate**--Deputy chief of staff, installation commander or designated representative

4.12.2.4. AF Form 3592, **40 Year Length of Service Certificate**--MAJCOM commander.

4.12.2.5. AF Form 3593, **50 Year Length of Service Certificate**--SAF (**NOTE:** For 50-year recognition, HQ USAF/DPDF identifies potential recipients, obtains eligibility verification from the MAJCOMs and processes certificates to SAF for signature.

4.13. Certificate of Retirement and Retiree Pin. AF Form 342, **Retirement Certificate of Civilian Service**, and the retiree lapel pin (Stock # NSN 8455-01-345-2768) are available if desired.

Table 4.1. Air Force Honorary Awards.

| AWARD/TYPE | BASIS OF AWARD | AWARD DESCRIPTION | METHOD OF NOMINATION | APPROVAL AUTHORITY |
|--|--|---|---|--|
| Letter/ Certificate of Appreciation (Individual or Group) | Act or service that is above average. | Certificate (AF Form 3033) and letter | Prepare letter and or certificate of appreciation; provide to employee thru proper channels. | Official having knowledge of the act or service |
| Letter/ Certificate of Commendation (Individual or Group) | Any unusual achievement or contribution beneficial to the Air Force, but not meeting the criteria for a cash award. | Certificate (AF Form 3034) and letter | Prepare letter and certificate of commendation; provide to employee thru proper channels; provide copy to CPF. | Installation: Unit/CC MAJCOM: Division Chief Air Staff: Branch Chief |
| Command Civilian Award for Valor (Individual) | Demonstrating unusual courage or competence in an emergency, either on or off duty (but beyond the call of duty). Examples: Supervising orderly exit from building during fire, executing proper course of action during an emergency. | Sterling silver medal bearing the AF thunderbolt on equilateral triangle surmounted by AF eagle perched on a scroll inscribed "Valor" within an olive wreath. Light blue silk ribbon with 4 yellow stripes and 1 red stripe in center. Sterling silver lapel emblem, ribbon rosette, AF Form 1307, and up to \$500 optional honorarium accompany award. | Supervisor prepares AF Form 1768 describing accomplishment(s) and draft citation (90 words or less) (Figure 4.1). Submit thru proper channels to MAJCOM Awards OPR within 3 months of act/event. Copy to CPF. MAJCOM provides certificate (AF Form 1307); servicing CPF provides medal set (stock # 8455-00-965-4714). | MAJCOM CC or CV (<i>May be delegated to MAJCOM Director or Wing/CC</i>) |

| AWARD/ TYPE | BASIS OF AWARD | AWARD DESCRIPTION | METHOD OF NOMINATION | APPROVAL AUTHORITY |
|---|--|--|--|---|
| AF Civilian Award for Valor (Individual) | Act of heroism with voluntary risk of personal safety in the face of danger, on or off duty. Example: Approaching or entering burning aircraft to rescue trapped victims. | Gold-colored medal of same design as Command Civilian Award for Valor. Light blue ribbon with 4 yellow stripes, 2 dark blue stripes, and 1 red stripe in center. Gold-colored lapel emblem, ribbon rosette, AF Form 1306, and up to \$1,000 optional honorarium accompany this award. | Supervisor prepares AF Form 1768 describing act/event and draft citation (90 words or less) (Figure 6.1). Submit thru proper channels to MAJCOM Awards OPR within 3 months of act/event. Upon approval, pro-vide copy to CPF. HQ USAF/ DPDF prepares and provides certificate (AF Form 1306); servicing CPF provides medal set (stock # 8455-00-965-4718). | SAF |
| Exemplary Civilian Service Award (Individual) | Clearly outstanding service supporting a command mission for at least 1 year or a single act that significantly contributed to command mission. Action must clearly demonstrate how employee exceeded service expected of individuals with similar responsibilities. | Bronze colored medal bearing AF coat of arms within wreath of laurel leaves. Ribbon is edged with green with 3 red stripes in middle, bordered by light blue and white. Miniature medal, lapel pin, and AF Form 3517 accompany this award. | Supervisor prepares AF Form 1768 describing accomplishment and draft citation (90 words or less) (Figure 6.1). Provide copy to CPF. Unit provides certificate (AF Form 3517); servicing CPF provides medal set (stock # 8455-01-344-8740). | Installation: Wing/CC MAJCOM: Director Air Staff: Division Chief <i>(May be delegated one level to Group/ CC, division chief, or branch chief, respectively.)</i> |

| AWARD/ TYPE | BASIS OF AWARD | AWARD DESCRIPTION | METHOD OF NOMINATION | APPROVAL AUTHORITY |
|--|---|---|--|---|
| Meritorious Civilian Service Award (Individual) | Outstanding performance worthy of recognition for significant accomplishments with command-wide impact. Individuals must have performed assigned duties for at least 1 year. This award is not appropriate for individuals about to retire (see the OCCSA). | Sterling silver medal and lapel emblem bearing AF coat of arms with wreath of laurel leaves. Light blue silk ribbon rosette with gold and dark blue in center. Miniature medal and AF Form 1166 accompany this award. <i>(Emblem with ruby indicates receipt of more than one meritorious award.)</i> | Supervisor prepares AF Form 1768 describing accomplishments and draft citation (90 words or less) (Figure 6.1). Submit thru proper channels to MAJCOM Awards OPR within 3 months of act/event. Upon approval, provide copy to CPF. MAJCOM provides certificate (AF Form 1166); servicing CPF provides medal set (stock # 8455-00-571-8782; miniature medal: # 8455-00-914-1851). | MAJCOM CC or CV Air Staff: DCS |
| Outstanding Civilian Career Service Award (OCCSA) (Individual) | Outstanding career service meriting recognition at the time of retirement. Demonstrating significant accomplishments, leadership, unusual competence, and significant impact upon the AF mission throughout the employee's career. | Bronze medal bearing AF coat of arms with a wreath of laurel leaves. Ribbon is white, trimmed in maroon, with 3 maroon strips in the center. Bronze lapel emblem and certificate (AF Form 2856) accompany this award. | Supervisor prepares AF Form 1768 describing career achievements and draft citation (90 words or less) (Figure 6.1). Submit thru proper channels to MAJCOM Awards OPR within 30 days of desired presentation date. Provide copy to CPF. Unit provides certificate (AF Form 2856); servicing CPF provides medal set (stock # 8455-01-187-0127). | Installation/ MAJCOM: MAJCOM CC or CV <i>(may be delegated to Wing/CC or MAJCOM Director)</i> Air Staff: CSAF or VCSAF <i>(may be delegated to DCS)</i> |

| AWARD/ TYPE | BASIS OF AWARD | AWARD DESCRIPTION | METHOD OF NOMINATION | APPROVAL AUTHORITY |
|---|--|--|--|-----------------------|
| Decoration for Exceptional Civilian Service (Individual) | Exceptionally distinguished service and accomplishments having significant AF-wide scope and impact covering a period of at least one year. Individuals 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. Because this decoration is the highest recognition granted a civilian within AF and serves as an incentive, don't nominate employees about to retire (see the OCCSA). | Gold-colored medal bearing AF coat of arms with wreath of laurel leaves. Dark blue silk ribbon with 3 dotted golden-orange lines in center. Miniature medal, ribbon rosette and certificate (AF Form 1310) accompany this award. <i>(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 "Exceptional" award.)</i> | Supervisor prepares AF Form 1768 with description of accomplishments and draft citation (90 words or less) (Figure 6.1). Submit thru MAJCOM Awards OPR to HQ USAF/DPDF for review by AFIAB. Upon approval, send copy to CPF. Certificate is prepared and provided by HQ USAF/DPDF; servicing CPF provides medal set (stock # 8455-00-965-4763; miniature medal: # 8455-00-546-6108). | SAF |

NOTE: Even though an award may indicate that it is appropriate for individual recognition, it is possible to recognize members of a group or team on an individual basis with that award.

Figure 4.1. Sample Citations.**ACCOMPLISHMENT AND ACHIEVEMENT**

In recognition of her distinguished performance as Technical Director for Aircraft, Aeronautical Systems Division, Air Force Materiel Command, from 12 June 1992 to 6 November 1993. As a pioneer in the field of manned aerospace vehicles, Ms. Employee helped advance the Nation's first line of defense through creative thinking, highly competent technical leadership, and exceptional ability applied to the advancement of aircraft technology, development, and implementation of new systems management policies and procedures during this period. Her outstanding devotion and accomplishments reflect the highest credit upon herself and the United States Air Force.

VALOR AWARDS

In recognition of his outstanding bravery while performing duties as Tractor Trailer and Fuel Systems Distribution Operator, Air Space Logistics Center, Air Force Space Command, 15 September 1993.

When a vehicle crashed into a fuel stand in the storage area spreading burning fuel over a wide area, Mr. Employee was filling a tanker about 30 feet from the center of the fire. His alertness in moving his trailer to a safe position prevented a major fire disaster. Such courage reflects the highest devotion to duty and great credit upon himself and the United States Air Force.

Table 4.2. Major Awards Sponsored By Non-Air Force or Non-Federal Organizations.

| NAME OF AWARD | PURPOSE | DESCRIPTION AND NUMBER GRANTED ANNUALLY | BRIEF DESCRIPTION OF CRITERIA |
|---|---|--|--|
| Arthur S. Flemming Award (Established 1955). | To honor outstanding individuals in the federal government and to recognize those who have performed outstanding and meritorious work for the government, to attract outstanding persons to the federal government, encourage high standards of performance in the federal service, and to enhance appreciation of our form of government and the opportunities and responsibilities it represents. | Engraved plaque presented by George Washington University (GWU) School of Public Administration in annual ceremony. Names of ten award recipients placed on "Wall of Honor" at GWU, Washington campus. | Career employees of the Executive Branch for outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment in a technical (scientific) or executive (administrative) field during the past two years. |
| William A. Jump Memorial Award (Established 1950). | To recognize and encourage outstanding and deserving young government employees for sustained growth, development, integrity, and interest in the field of public administration. | Gold Key and Certificate of Merit. Presented by Jump Memorial Foundation in Dept of Agriculture annual award ceremony. | Career employees under the age of 37 whose work performance over a period of at least five years in a line or staff position, demonstrates unusual competence and interest in public administration, endowment for leadership in directing or developing programs, creativity and resourcefulness, close adherence to the basic principles of enlightened public service and integrity and dedication to duty. |

| NAME OF AWARD | PURPOSE | DESCRIPTION AND NUMBER GRANTED ANNUALLY | BRIEF DESCRIPTION OF CRITERIA |
|---|--|---|---|
| William T. Pecora Award (Established in 1974). | To recognize outstanding contributions of individuals or groups toward understanding of the earth by remote sensing. | Plaque and citation. Presented jointly by NASA and Dept of Interior in annual ceremony. | Sustained career achievements or singular contributions of major importance by an individual or group to the field of remote sensing. The award recognizes achievement in the scientific and technical remote sensing community, as well as contributions leading to successful practical applications of remote sensing. |
| Air Force Association (AFA) Outstanding Air Force Civilian of the Year. | To recognize the outstanding achievements by Air Force civilian appropriated fund employees for the period of 1 January through 31 December each year. | Engraved plaque. Honored at the annual AFA convention in Washington, DC, normally in September. | Nominations are evaluated on criteria such as nature of the achievement, development of techniques or procedures which significantly increased mission effectiveness, and breadth of impact. There are four categories: Civilian Wage Employee of the Year (all FWS); Civilian Program Specialist of the Year (GS 1-11); Civilian Program Manager of the Year (GS 12-13); and Civilian Senior Manager of the Year (GS 14-15). |

| NAME OF AWARD | PURPOSE | DESCRIPTION AND NUMBER GRANTED ANNUALLY | BRIEF DESCRIPTION OF CRITERIA |
|---|--|---|--|
| Government Employees Insurance Company (GEICO) Public Service Awards. | To recognize four federal employees and one retiree for special achievements, contributions, and outstanding service to the public good. | Plaque and \$2500 to four active employees; separate award presented to a retired federal employee. | Nominees are judged on the impact of their work related or non-work related contributions and extent to which they have served as an inspiration to others and brought credit to the federal service in each of the four areas: substance abuse prevention and treatment; fire prevention and safety; physical rehabilitation; traffic safety and accident prevention. |
| National Public Service Award. | The National Academy of Public Administration (NAPA) and the American Society for Public Administration (ASPA) presents this award annually to outstanding individuals in government service. This award pays tribute to public service practitioners whose careers exhibit the highest standard of excellence, dedication, and accomplishment over a sustained period of time and to underscore the need for creative and highly skilled individuals as managers of complex and demanding government functions. | A lead crystal American eagle at the ASPA National Conference (Total of five presentations). | Awards are presented to public service employees who currently work, or have spent the primary portion of their careers working in organizations in the public service; have made outstanding contributions on a sustained basis rather than having performed a single exceptional deed; and have accomplished or caused to be accomplished significant programs or projects within their areas of responsibility to the ultimate benefit of the general public. |

4.14. Forms Prescribed:

- 4.14.1. AF 342, **Retirement Certificate of Civilian Service**
- 4.14.2. AF 342A, **Certificate of Appreciation (Spouses)**
- 4.14.3. AF 1166, **Award for Meritorious Service**

- 4.14.4. AF 1306, **Department of the Air Force Civilian Award for Valor**
- 4.14.5. AF 1307, **Department of the Air Force Command Civilian Award for Valor**
- 4.14.6. AF 1310, **Department of the Air Force Exceptional Civilian Service Award Certificate**
- 4.14.7. AF 2856, **Outstanding Civilian Career Service Award**
- 4.14.8. AF 2860, **Special Act or Service Award**
- 4.14.9. AF 3032, **Certificate of Achievement**
- 4.14.10. AF 3033, **Certificate of Appreciation**
- 4.14.11. AF 3034, **Certificate of Commendation**
- 4.14.12. AF 3517, **Department of the Air Force Exemplary Civilian Service Award Certificate**
- 4.14.13. AF 3589, **10-Year Length of Service Certificate**
- 4.14.14. AF 3590, **20-Year Length of Service Certificate**
- 4.14.15. AF 3591, **30-Year Length of Service Certificate**
- 4.14.16. AF 3592, **40-Year Length of Service Certificate**
- 4.14.17. AF 3593, **50-Year Length of Service Certificate**

ROGER A. BRADY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code, *Government Organization and Employees*, current edition

Title 5, Code of Federal Regulations, *Administrative Personnel*, current edition

Title 10, United States Code, *Armed Forces*, current edition

DoDD 1400.25-M, *DoD Civilian Personnel Manual System*

AFPD 36-10, *Civilian Performance Management*

AFI 36-901, *Air Force Senior Executive Resources*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIAB—Air Force Incentive Awards Board

AFMAN—Air Force manual

AFOEA—Air Force Organizational Excellence Award

AFOUA—Air Force Outstanding Unit Award

CFR—Code of Federal Regulations

DoD—Department of Defense

GM—General manager (now GS)

GS—General schedule

HQ USAF—Headquarters United States Air Force

MAJCOM—Major command

NAA—Notable Achievement Award

OCCSA—Outstanding Civilian Career Service Award

OPM—Office of Personnel Management

OPR—Office of primary responsibility

PCIP—Productivity Cash Incentive Program

SASA—Special Act or Service Award

SAF—Secretary of the Air Force

SES—Senior executive service

SF—Standard Form

U.S.C.—United States Code

Attachment 2

EMPLOYEE COVERAGE

Table A2.1. Employee Coverage.

| Appointment--Pay Status | Monetary Awards | Honorary Awards | Non-Federal Awards | Service Awards |
|--|------------------|-----------------|--------------------|----------------|
| Consultants and Experts | No ³ | Yes | Yes ⁸ | No |
| Detailees | Yes | Yes | Yes ⁸ | Yes |
| Excepted Service (no time limit) | Yes | Yes | Yes | Yes |
| Executives | | | | |
| Career SES | Yes ⁴ | Yes | Yes ⁸ | Yes |
| Non-career SES | Yes ⁴ | Yes | | Yes |
| SL | Yes | Yes | Yes ⁸ | Yes |
| ST—Scientific and Professional Personnel (5 U.S.C. 3104) | Yes | Yes | Yes ⁸ | Yes |
| Federal Wage System (FWS) (no time limit) | Yes | Yes | Yes ⁸ | Yes |
| Temporary—120 days or less | Yes ⁵ | Yes | No | No |
| Temporary—121 days or more | Yes ⁵ | Yes | Yes ⁸ | Yes |
| Foreign National (Direct Hire) | Yes | Yes | Yes ⁸ | Yes |
| General Schedule (without time limitation) | Yes | Yes | Yes ⁸ | Yes |
| Temporary—120 days or less | Yes ⁵ | Yes | No | No |
| Temporary—120-365 days | Yes ⁵ | Yes | Yes ⁸ | Yes |
| Temporary-more than 1 year | Yes ⁵ | Yes | Yes ⁸ | Yes |
| Intermittent | Yes | Yes | Yes ⁸ | Yes |
| IPA Assignment¹ | | | | |
| Federal Employee | No ⁶ | Yes | Yes ⁸ | Yes |
| Non-Federal Employee | No ⁷ | No | Yes ⁸ | No |
| Maximum salary ² | Yes | Yes | Yes ⁸ | Yes |
| Maximum rate of the grade | Yes | Yes | Yes ⁸ | Yes |

| Appointment--Pay Status | Monetary Awards | Honorary Awards | Non-Federal Awards | Service Awards |
|--------------------------------------|------------------------|------------------------|---------------------------|-----------------------|
| At statutory pay limit | Yes | Yes | Yes ⁸ | Yes |
| Overseas limited | | | | |
| GS-indefinite appointment | Yes | Yes | Yes ⁸ | Yes |
| FWS-indefinite appointment | Yes | Yes | Yes ⁸ | Yes |
| Part-time permanent | Yes | Yes | Yes ⁸ | Yes |
| Presidential Intern | Yes | Yes | Yes ⁸ | No |
| Private Citizen | No | Yes | No | No |
| Reemployed Annuitants | Yes | Yes | Yes ⁸ | Yes |
| Schedule C, 5 CFR, part 213 | Yes | Yes | Yes | Yes |
| Taper | Yes ⁵ | Yes | Yes ⁸ | Yes |
| Term Appointment longer than 1 year | Yes | Yes | Yes ⁸ | No |
| Veterans Readjustment Appointment | Yes | Yes ⁸ | No | Yes |
| Student Career Experience Program | Yes | Yes | Yes ⁸ | No |
| Student Temporary Employment Program | Yes | Yes | Yes ⁸ | No |

NOTES:

1. IPA means the Intergovernmental Personnel Act.
2. Defined by 5 U.S.C. 5102 (c)(25). Positions for which rates of pay are individually fixed or expressly authorized to be fixed at or in excess of the maximum rate for level V of the executive schedule.
3. May only receive monetary recognition if they meet the definition of an employee under 5 U.S.C. 2105.
4. Special Act or Service only for achievements outside job responsibilities.
5. If the individual otherwise satisfies criteria for the specific cash award.
6. Yes, if the contribution substantially benefits the federal government.
7. Yes, if the person is serving under a temporary appointment in the federal government.
8. If qualified as outlined in sponsor's criteria.

Attachment 3**IC 2001-1 TO AFI 36-1004, MANAGING THE CIVILIAN RECOGNITION PROGRAM****8 FEBRUARY 2001****SUMMARY OF REVISIONS**

This change increases the maximum amount allowed for a notable achievement award from \$300 to \$500.

2.4.2. Award amounts may range from \$25-\$500. Do not grant the award for a contribution for which you gave a previous award.

Table 2.1, Approval Authority. Second-level supervisor may approve NAA in amounts ranging from \$25-\$500.

Attachment 4

IC 2004-1 TO AFI 36-1004, MANAGING THE CIVILIAN RECOGNITION PROGRAM

16 SEPTEMBER 2004

SUMMARY OF REVISIONS

OPR: HQ AFPC/DPFFOH (Sheri Fletcher)

Supersedes: AFI 36-1004, 8 Feb 2001

Certified by: HQ AFPC/DPS

This change incorporates interim change (IC) 2004-1 which allows the creation of a Civilian Team Incentive Award (paragraph [3.2.1](#)).

3.2.1 Civilian Team Incentive Award: Supervisors may grant a time-off award to individual employees who comprise a team whose joint achievement(s) contributed to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government. Justification for a team award given for the same accomplishment should document the team nature of the achievement and why all members of the team deserve to share equally in the recognition.