



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 51ST FIGHTER WING (PACAF)
UNIT 2067
APO AP 96278-2067

MAY 19 2009

MEMORANDUM FOR SUPERVISORS OF US CIVILIAN EMPLOYEES

FROM: 51 FW/CC

Subject: US Civilian Honorary Awards Upon Completion of a Tour in Korea

1. Air Force Pamphlet 36-2861, *Civilian Recognition Guide*, 1 June 2000, provides for civilian honorary awards, regardless of grade, for job-related contributions when the contribution is clearly beyond performance requirements. The website for the pamphlet is <http://www.e-publishing.af.mil/shared/media/epubs/AFPAM36-2861.pdf>.
2. Two example honorary awards are the Exemplary Civilian Service Award and the Meritorious Civilian Service Award. The Exemplary Civilian Service Award is used to recognize outstanding service in support of the mission or goals. The Meritorious Civilian Service Award, a higher level of precedence, recognizes an individual for outstanding service in the performance of duties in an exemplary manner. Both awards are nonmonetary and are recognized with a citation certificate and medal. An example of the awards can be found at <http://www.osan.af.mil/library/civilianpersonnelflight.asp>.
3. Upon completion of a tour in Korea, I encourage all supervisors to consider their civilian employees for an honorary award. An award is not mandatory. I expect sound judgment in deciding whether to nominate an employee for an award. It is appropriate when the employee's contributions were clearly beyond performance requirements.
4. In sum, our civilian workforce is an essential component of our mission readiness and quality of life here in Korea. Recognizing our civilian colleagues who demonstrate "above and beyond" dedication and performance is essential and sends a clear message that our civilians are appreciated and superior performance will be recognized. Refer questions to Ms. Kim, Son I or Ms. Norma Hipsher in the Civilian Personnel Flight at 784-4434.

THD
Handwritten signature of Thomas H. Deale in black ink.

THOMAS H. DEALE, Colonel, USAF
Commander

Attachment:
Awards Guidance

AWARDS GUIDANCE

	EXEMPLARY CIVILIAN SERVICE AWARD	MERITORIOUS CIVILIAN SERVICE AWARD
PURPOSE	<ul style="list-style-type: none"> -To recognize an individual for clearly outstanding service in support of the command mission or goals - Encourage use of this award to civilian employee who significantly contributed to the USAFK mission prior to their PCS 	<ul style="list-style-type: none"> -To recognize an individual for outstanding service to the Air Force in the performance of duties in an exemplary manner. -Encourage use of this award no later than 60 days prior to end of tour
AWARD DESCRIPTION	<ul style="list-style-type: none"> -A bronze-colored medal bearing the Air Force Coat of arms within a wreath of laurel leaves. -Ribbon is edged with green and has three red stripes in the middle bordered by light blue and white. - A miniature medal and certificate accompany the award 	<ul style="list-style-type: none"> -Sterling silver medal and lapel emblem bearing the Air Force coat of arms with a wreath of laurel leaves . - A miniature medal and certificate accompany the award
ELIGIBILITY	<ul style="list-style-type: none"> -By performing assigned duties for at least one year in an outstanding manner, or during civilian employee's tour -Accomplishment of a single, which significantly contributed to the accomplishment of the command mission -Service must exceed that expected of an individual with similar responsibilities 	<ul style="list-style-type: none"> -By performing assigned duties for at least one year in an exemplary manner with a reasonable degree of command-wide mission impact -Serving as an incentive to others to improve the quality and quantity of their work performance -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 -improving morale of workers in a unit which resulted in improvement of work performance and esprit de corps
PROCEDURE	<ul style="list-style-type: none"> -Submit an AF Form 1768 with narrative justification documenting specific examples of the employee's accomplishment - A draft citation, no more than 90 words, written in third person with job designation, organization, and period for which recommended -Be submitted to the CPF for technical review and processing 	<ul style="list-style-type: none"> -Submit an AF Form 1768 with a copy of recommendation which describes specific accomplishments -Proposed citation, no more than 90 words, written in third person with job designation or organization, period for which recommended, and statement of achievement -Package presented through the installation commander within three months after act or achievement to the MAJCOM.
APPROVING AUTHORITY	<ul style="list-style-type: none"> -Wing or comparable organization commander. Wing may delegate approval authority to Group or comparable organizational commander. 	<ul style="list-style-type: none"> -MAJCOM or comparable organization commander.