

Special Act or Service Award (SASA)

PURPOSE: To recognize a contribution or accomplishment in the public interest. The contribution or accomplishment is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement or in recognition of a courageous handling of an emergency situation which resulted in tangible and/or intangible savings to the government. (See Appendix 1 & 2 of Enclosure 3 of DoDI1400.25v451_DAFI 36-1004 for calculating benefit).

ELIGIBILITY: Monetary awards should be granted when merited regardless of the employee's grade, level of responsibility, or type of responsibility. It is important that awards be granted for job-related contributions **only** if the contribution is clearly beyond performance requirements **and** has not been previously rewarded in the prior appraisal cycle nor will be used to support an upcoming appraisal related award. Awards of this nature should not be used to replace or supplement performance awards.

When the award is for a group, all members of the group may receive equal shares, or the total may be divided in proportion to the individual contribution to the group effort. Total amount of the award may not exceed the amount authorized for the achievement.

PROCESS: For awards \$501-\$10,000– Supervisor, or individual with direct knowledge of the achievement, in coordination with the employee's supervisor, prepares Department of the Air Force (DAF) Form 3670, Monetary or Time-Off Incentive Award Nomination and Approval (see page 16 of this guide for an example). Required information in item Part VI, "Justification" include a bullet format justification which describes the achievement. The resource advisor must certify that funds are available in Part V. See Approval Authority pg.5 and Delegation of Installation Commander Authorities – Civilian Personnel Programs (25 October 2023) pgs. 25-28.

For awards requiring Installation Commander signature - Once the Group Commander or Director of Staff (if coming from a Wing Staff Agency) has completed Part III and signed, the DAF Form 3670 will be routed using an e-SSS through 55 FSS/ FSCA to 55 WG/CC for approval. Review of the "Checklist for Civilian Awards," on page 15 of this guide is highly recommended prior to submission. **The nomination should be submitted through proper channels and approved within 60 calendar days after completion of the special act or service.**

For awards greater than \$10,000 - Contact Civilian Personnel Section for specific process guidance.

After approval, submit the signed DAF Form 3670 to the Civilian Personnel Section (CPS) for processing. The Supervisor's Employee Brief (aka AF Form 971) should be annotated documenting the award receipt. **NOTE:** If the award is for a departing employee, the DAF Form 3670 should be forwarded to the CPS at least one full pay period prior to departure. The CPS cannot guarantee processing of awards if received during the pay period of the employee's departure. Similarly, all monetary awards should be received two full pay period prior to the end of the Fiscal Year to ensure processing.

DAF Form 2860, *Special Act or Service Award*, available at AF E-Publishing (<http://www.e-publishing.af.mil>) may be used for award recognition.

Special Act or Service Award (SASA) Cont.

APPROVAL AUTHORITIES:

For 55th Wing personnel assigned to Offutt AFB and mission partners not specifically mentioned in the Delegation of Installation Commander Authorities on pages 25-28:

- A. SASA Awards between \$501 - \$1,000 may be approved by Squadron Commanders or Civilian Leaders Equivalents and above
 - B. SASA Awards between \$1,001 - \$3,000 may be approved by Group Commanders or Civilian Leaders Equivalents and above
 - C. SASA Awards between \$3,001 - \$10,000 will be approved at the Wing Commander, Vice Commander, or Civilian Leader Equivalent and above
- Over \$10,000 not to exceed \$25,000 – MAJCOM, to SAF/AA to SecAF for decision

REF: DoDI1400.25v451_DAFI 36-1004

**Delegation of Installation Commander Authorities – Civilian Personnel Programs
Dated, 25 October 2023 (pgs. 25-29)**

Notable Achievement Award (NAA)

PURPOSE: To recognize notable achievement meriting quick recognition and is a lesser award than a Special Act or Service Award (SASA). The minimum amount is \$25 and the maximum is \$500. The monetary award is in the amount proportionate to the benefits realized by the Government. (See Appendix 1 & 2 of Enclosure 3 of DoDI1400.25v451_DAFI 36-1004 for calculating benefit).

ELIGIBILITY: Monetary awards should be granted when merited regardless of the employee's grade, level of responsibility, or type of responsibility. It is important that awards be granted for job-related contributions **only** if the contribution is clearly beyond performance requirements **and** has not been previously rewarded in the prior appraisal cycle **nor** will be used to support an upcoming appraisal related award. Awards of this nature should not be used to replace or supplement performance awards.

When the award is for a group, all members of the group may receive equal shares, or the total may be divided in proportion to the individual contribution to the group effort. Total amount of the award may not exceed the amount authorized for the achievement.

PROCESS: The supervisor, or individual with direct knowledge of the achievement, in coordination with the employee's supervisor, prepares DAF Form 3670, *Monetary or Time-Off Incentive Award Nomination and Approval* (see page 16 of this guide for an example). Required information in Part VI "Justification" include a bullet format justification describing the achievement. The resource advisor must certify that funds are available in Part V. Review of the "Checklist for Civilian Awards," on page 15 of this guide is highly recommended. **The nomination should be submitted through proper channels and approved within 30 calendar days after the act or event.** **NOTE:** If the award is for a departing employee, the DAF Form 3670 should be forwarded to the CPS at least two full pay period prior to departure. The CPS cannot guarantee processing of awards if received during the pay period of the employee's departure. Similarly, all Monetary Awards should be received one full pay period prior to the end of the Fiscal Year to ensure processing.

Upon approval, submit the DAF Form 3670 to the Civilian Personnel Section (CPS) for processing. The Supervisor's Employee Brief (aka AF 971) should be annotated documenting the award receipt.

DAF Form 3032, *Certificate of Achievement*, available at AF E-Publishing (<http://www.e-publishing.af.mil>) should be used for award recognition.

APPROVAL AUTHORITY: The award can be initiated by a supervisor at any level, in coordination with the employee's first-level supervisor, and may be approved by the employee's second level supervisor. **NOTE:** Squadron Commanders, Wing Staff Agency Heads, Directors, and Civilian Leader Equivalents retain the authority to require coordination and/or approval at their level, at their discretion.

REF: DoDI1400.25v451_DAFI 36-1004

Time-Off Incentive Awards (TOA)

PURPOSE: To recognize superior accomplishments of an employee, or group of employees, that contributed to the quality, efficiency, or economy of government operations. These awards provide an alternative to monetary or honorary recognition. TOAs can be used alone or in conjunction with monetary awards for DPMAP annual performance appraisals. TOAs should **not** be granted to achieve a “down,” “goal,” “family,” or the like type day.

ELIGIBILITY: The period of time-off granted is based on the value of the individual’s contribution, **not** the individual’s grade or salary. DoDI1400.25V451_DAFI36-1004, Table 3 – *Time-off Awards – Scale of Awards Amounts* provides a guide to determine the value of a contribution and the corresponding number of hours appropriate for recognition. The TOA should **only** be granted if the contribution is clearly beyond performance requirements **and** has not been previously rewarded in the prior or upcoming appraisal. Awards of this nature should not be used to replace or supplement performance awards.

LIMITS: The maximum amount of time-off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a maximum of 80 hours time-off during any **leave year**. Employees will forfeit any time-off not used within one year from the effective date of the TOA; this type of award will not convert to cash, nor can it be transferred outside of Air Force.

PROCESS: First level supervisor prepares DAF Form 3670, *Monetary or Time-Off Incentive Award Nomination and Approval* with a bullet format justification (see page 16 of this guide for an example). For group or organizational awards, the lowest-level commander or leader with collective oversight of the nominees prepares the DAF 3670 with awareness from the employees’ supervisor(s). Review of the “Checklist for Civilian Awards,” on page 15 of this guide is highly recommended. Nomination should be submitted through the proper channels and approved within 30 calendar days of the act or event. TOAs are typically not granted to departing employees. Consult with CPS prior to initiating a TOA for a departing employee. The DAF 3670 should also include the approver’s certification statement: “In approving this TOA, the supervisor/approval authority certifies this TOA does not exceed the 80-hour per leave year TOA limit for regularly scheduled, full-time employees.” Upon approval, submit the DAF 3670 to the CPS for processing. The Supervisor’s Employee Brief (aka AF Form 971) should be annotated documenting the award receipt.

APPROVAL AUTHORITY:

- For awards of 1 workday or less – first level supervisors
- For awards exceeding 1 workday (but no more than 40 hours) – second level supervisors
- Group or Organizational time-off awards - Delegated to the lowest-level commander or leader with collective oversight over the award nominees.

REF: DoDI1400.25v451_DAFI 36-1004

Length of Service (LOS) Recognition

PURPOSE: To recognize 10, 20, 30, 40, 50, 60, and 70 years of creditable Federal civilian service.

ELIGIBILITY: Air Force employees with the required years of creditable Federal service. Creditable Federal service includes both civilian service and all honorable military service which is **creditable for leave**. The Service Computation Date for Leave (SCD-Leave) is the indicator for LOS recognition. **NOTE:** At least 5 years must be spent in civilian service before LOS can be recognized. If the employee has not met the five-year requirement, the certificate should be held pending the five-year mark.

PROCESS: The Civilian Personnel Section (CPS) will pull a report annually and disseminate to unit POCs nlt 30 November of each year. The CPS provides blank certificates and pins; the unit is responsible for printing, obtaining appropriate signature, and presentation to the employee. For 55 WG employees achieving 40 and 50 year milestones, the unit is responsible for contacting the 55 WG/DDS to coordinate 55 WG/CC presentation.

APPROVAL AUTHORITY:

- 10 year – Sq/CCs, Directors, or Civilian Leader (CL) Equivalents
- 20 year – Sq/CCs, Directors, or Civilian Leader (CL) Equivalents
- 30 year – Gp/CC, 55 WG/CV, Directors, or CL Equivalents
- 40 year – MAJCOM/CC (3-Star General Officer or CL Equivalent; certificate comes directly from HQ ACC)
- 50, 60, and 70 year – SecAF (Unit will provide 50, 60, and 70-year package at least 60 calendar days before presentation ceremony to 55 FSS/FSCA Awards POC and MAJCOM is responsible for routing to SecAF)

REF: DoDI1400.25v451_DAFI 36-1004

Letter or Certificate of Appreciation

PURPOSE: To express appreciation to an employee for work performance, act, or service, that is above average but does not fall under the performance awards category.

ELIGIBILITY: Any civilian Air Force employee.

PROCESS: Prepare letter and/or AF Form 3033, *Certificate of Appreciation*, available through AF E-Publishing (<http://www.e-publishing.af.mil>); submit through proper channels within three months of the desired presentation ceremony.

This recognition should be annotated in the Supervisor's Employee Brief (aka AF Form 971) but is not recorded in the Official Personnel Folder (OPF).

APPROVAL AUTHORITY: Official having knowledge of the act or service; employee's immediate supervisor, higher-level supervisor, anyone having knowledge of the act or service can sign the letter or certificate.

REF: DoDI1400.25v451_DAFI 36-1004

Letter or Certificate of Commendation

PURPOSE: To recognize an unusual achievement or contribution that does not meet the criteria for other awards.

ELIGIBILITY: Any civilian Air Force employee.

PROCESS: Within three months of desired presentation, prepare a personal letter on official letterhead stationary with “Letter of Commendation” as the subject line. The body of the letter should contain a complete and concise description of the employee’s act, accomplishment, or service, and identify position title, organization, and dates. AF Form 3034, *Certificate of Commendation*, available through AF E-Publishing (<http://www.e-publishing.af.mil>) should accompany the official Letter of Commendation. Submit through proper supervisory channels.

This recognition should be added to the employee’s personnel records via MyBiz+ (instructions can be found on pages 23-24) and annotated in the Supervisor’s Employee Brief (aka Employee 971).

APPROVAL AUTHORITY: Squadron CCs and Civilian Leader Equivalents

REF: DoDI1400.25v451_DAFI 36-1004

Air & Space Civilian Achievement Award (CAA)

PURPOSE: To recognize clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The CAA can be granted while on detail or temporary assignment. This award may be used along with or in addition to monetary and time-off awards.

ELIGIBILITY: An individual or group of civilian employees who have successfully completed important projects or reached major unit milestones. The service must clearly demonstrate specific examples of how the employee(s) exceeded service expected of an individual or group with similar responsibilities. This award may also be given at the time of retirement.

PROCESS: Within six months of the desired presentation date, the first level supervisor should prepare the nomination package and submit through proper channels.

DAF Form 4300, *Air and Space Civilian Achievement Award Certificate*, can be obtained through AF E-Publishing (<http://www.e-publishing.af.mil/>). The approval authority provides the CAA medal set to accompany this award. The CAA medal set is available through the Defense Supply System (Stock # 8455-01-4967-146).

This recognition should be added to the employee's personnel records via MyBiz+ (instructions can be found on pages 23-24) and annotated in the Supervisor's Employee Brief (AF Form 971).

PACKAGE COMPONENTS:

- AF Form 1768, *Staff Summary Sheet*, or e-SSS, prepared IAW DoDI1400.25v451_DAFI 36-1004, Figure 1; see page 17 and 18 of this guide
- Tab 1) Justification, typed in bullet format NTE one page
- Tab 2) Citation, prepared IAW DoDI1400.25v451_DAFI 36-1004, Enclosure 3, pages 36-39; see pages 19 - 22 of this guide

APPROVAL AUTHORITY: Sq/CCs and Civilian Leader Equivalents (military must be on G-series orders)

REF: DoDI1400.25v451_DAFI 36-1004

Exemplary Civilian Service Award (ECSA)

PURPOSE: To recognize an individual or group for clearly outstanding service supporting a command mission for at least one year or single act that significantly contributed to command mission. This award may be used alone or in connection with a monetary and time-off award.

ELIGIBILITY: An individual or group of Air Force employees who have successfully completed important command mission projects or reworked major command milestones. The action must clearly demonstrate how the employee exceeded service expected of individuals with similar responsibilities. This award may also be given at the time of retirement.

PROCESS: Within six months of the desired presentation date, the first level supervisor should prepare the nomination package and submit through proper channels.

DAF Form 3517, *Department of the Air Force Exemplary Civilian Service Award Certificate*, can be obtained through AF E-Publishing (<http://www.e-publishing.af.mil/>). The approval authority provides the ECSA medal set to accompany this award. The medal set (stock # 8455-01-344- 8740) is purchased through the Defense Supply System.

This recognition should be added to the employee's personnel records via MyBiz+ (instructions can be found on pages 23-24) and annotated in the Supervisor's Employee Brief (AF Form 971).

PACKAGE COMPONENTS:

- AF Form 1768, *Staff Summary Sheet*, or e-SSS, prepared IAW DoDI1400.25v451_DAFI 36-1004, Figure 1; see page 17 and 18 of this guide. Consult with respective Commanders Support Staff (CSS) for direction.
- Tab 1) Justification, typed in bullet format NTE one page
- Tab 2) Citation, prepared IAW AFI DoDI1400.25v451_AFI 36-1004, pages 36-39; see pages 19-22 of this guide

APPROVAL AUTHORITY: Sq/CCs and Civilian Leader Equivalents (military must be on G-series orders)

REF: DoDI1400.25v451_DAFI 36-1004

Meritorious Civilian Service Award (MCSA)

PURPOSE: To recognize an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner. This award may be used alone or in connection with a monetary or time-off award.

ELIGIBILITY: An individual or group of Air Force employees who have performed their assigned duties for at least one year in an exemplary manner, with a reasonable degree of command-wide mission impact, setting a record of individual achievement and service and 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 substantial savings in manpower, time, materials, or other items of expense; improving safety or health of employees; improving morale of employees in a unit which resulted in improvement of work performance and esprit de corps. This award may also be given at the time of retirement.

APPROVAL AUTHORITY: 55 Gp/CCs

PROCESS: Within six months of the of the desired presentation ceremony, the first level supervisor prepares the nomination package and submits through proper channels to the Civilian Personnel Section (55 FSS/FSCA). Group Commanders may request a courtesy review of the nomination by the 55th Wing Installation Incentive Award Committee, to ensure the nomination meets the required criteria, by routing the nomination through the Civilian Personnel Section (CPS) before approval. DAF Form 1166, *Award for Meritorious Civilian Service*, and the MCSA medal set accompany this award and can be obtained from the Civilian Personnel Section (CPS).

This recognition should be added to the employee's personnel records via MyBiz+ (instructions can be found on pages 23-24) and annotated in the Supervisor's Employee Brief (aka Employee 971).

PACKAGE COMPONENTS:

- AF Form 1768 or e-SSS, prepared IAW DoDI1400.25v451_DAFI 36-1004, Figure 1; see page 17 and 18 of this guide.
- Tab 1) Justification, typed in bullet format NTE one page
- Tab 2) Citation, prepared DoDI1400.25v451_DAFI 36-1004, pages 36-39 see pages 19-22 of this guide

REF: DoDI1400.25v451_DAFI 36-1004

Outstanding Civilian Career Service Award (OCCSA)

PURPOSE: To recognize outstanding career service meriting recognition at the time of retirement. This award may be used alone or in connection with a monetary award.

ELIGIBILITY: Air Force employees who, throughout their career, provided leadership or unusual competence, and their noteworthy accomplishments had a significant impact upon the Air Force mission.

APPROVAL AUTHORITY: 55 WG/CC (after Installation Incentive Awards Committee review)

PROCESS: Within six months of the desired presentation ceremony, but no later than three months prior to the event, the first level supervisor should contact the Civilian Personnel Section (55 FSS/FSCA) for package requirements and guidance. The first level supervisor prepares the nomination package and submits through proper channels to 55 FSS/FSCA to coordinate with the 55th Wing Installation Incentive Award Committee, to ensure the nomination meets the required criteria, prior to approval. DAF Form 2856, *Outstanding Civilian Career Service Award*, and the OCCSA medal set accompany this award and can be obtained from the Civilian Personnel Section (CPS).

This recognition can be added to the employee's personnel records via MyBiz+ (instructions can be found on pages 23-24) prior to retirement effective date.

PACKAGE COMPONENTS:

- AF Form 1768 or e-SSS, prepared IAW DoDI1400.25v451_DAFI 36-1004, Figure 1; see page 17 and 18 of this guide.
- Tab 1) Justification, typed in bullet format NTE one page
- Tab 2) Citation, prepared DoDI1400.25v451_DAFI 36-1004, pages 36-39; see pages 19-22 of this guide

REF: DoDI1400.25v451_DAFI 36-1004

13. (Added)(DAF) PREPARING HONORARY AWARD CITATIONS.**a. (Added)(DAF) General.**

(1) (Added)(DAF) Citations should be prepared in Times New Roman (or comparable font), no lower than 10 pitch, in landscape format with 1 inch right and left margins.

(2) (Added)(DAF) The award citation must meet printing requirements, should not exceed 9 lines, and cannot contain more than 120 total characters per line.

(3) (Added)(DAF) Do not use abbreviations, acronyms, or quotations in a citation. (T-1).

b. (Added)(DAF) Opening Sentence.

(1) (Added)(DAF) The standard opening statements for honorary and monetary awards are:

(a) (Added)(DAF) Start with the standard opening statement, “In recognition of his/her distinguished performance as Chief of Contracting, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, from 8 April 2002 to 27 April 2006.”

(b) (Added)(DAF) Valor awards will have only one inclusive date on the citation to reference the date of the specific act.

(2) (Added)(DAF) Outstanding Civilian Career Service Award. The statement, “In recognition of his/her distinguished performance in support of the Department of the Air Force from 25 March 1975 to 31 July 2007. Most notably as current position, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, he/she”

(3) (Added)(DAF) Secretary of the Defense Medal for the Defense of Freedom. Under the name of the recipient, the certificate includes:

(a) (Added)(DAF) The statement, “For wounds received in service to our Nation on (date), in (location), while assigned to (agency).”

(b) (Added)(DAF) The word “Posthumously,” if applicable.

c. (Added)(DAF) Body of Citation.

(1) (Added)(DAF) The body of the citation is a short description that must capture the local, command, service, or Department of the Air Force-wide accomplishments justifying the award. Be specific on facts and confine to no more than two or three sentences.

(2) (Added)(DAF) The statement, “During this period / In this important assignment,

(3) the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Donovan resulted in ..." or

(4) (Added)(DAF) "Mr. /Ms. Employee's outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of ..."

d. (Added)(DAF) Closing Sentence for Honorary Awards.

(1) (Added)(DAF) Decoration for Exceptional Civilian Service. The statement, "The distinctive accomplishments of Mr. /Ms. Carver reflect the highest credit upon himself/herself and the Department of the Air Force."

(2) (Added)(DAF) Outstanding Civilian Career Service Award.

(a) (Added)(DAF) The statement, "The distinctive accomplishments of Mr. /Ms. Carver culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the Department of the Air Force."

(b) (Added)(DAF) Use the word "long" if length of service exceeds 30 years.

(3) (Added)(DAF) Air and Space Civilian Award for Valor and Air and Space Command Civilian Award for Valor. The statement, "This single act of compassion for mankind of Mr. /Ms. Jones reflects great credit upon himself/herself and the Department of the Air Force."

(4) (Added)(DAF) Meritorious Civilian Service Award. The statement, "The distinctive accomplishments of Mr. /Ms. Jones reflect great credit upon himself/herself and the Department of the Air Force."

(5) (Added)(DAF) Exemplary Civilian Service Award/Air Force Achievement Award. The statement, "The distinctive accomplishments of Mr. /Ms. Smith reflect credit upon himself/herself and the Department of the Air Force."

(6) (Added)(DAF) Posthumous Award. The statement, "The distinctive accomplishments of Mr. /Ms. Smith in the dedication of his/her service to his/her country reflect great credit upon himself/herself and the Department of the Air Force."

e. (Added)(DAF) Closing Sentence for Monetary Awards.

(1) (Added)(DAF) Special Act or Service Award. The statement, "The distinctive accomplishments of Mr. /Ms. Employee reflect great credit upon himself/herself and the Department of the Air Force."

(2) (Added)(DAF) Notable Achievement Award: The statement, "The distinctive accomplishments of Mr./Ms. Smith reflect credit upon himself/herself and the Department of the Air Force."

f. (Added)(DAF) Sample Citation – Opening, Body and Closing Sentences.

(1) (Added)(DAF) Air and Space Civilian Award for Valor. “In recognition of [his or her] [heroic action or act of bravery] as Chief of Contracting, C-17 Systems Group, Mobility Systems Wing, Aeronautical Systems Center, Air Force Materiel Command, Wright-Patterson Air Force Base, Ohio, on (date). On that date, (narrative description). This single act of compassion for mankind of (Mr. or Ms.) Employee reflects great credit upon (himself or herself) and the Department of the Air Force.”

(2) (Added)(DAF) Air and Space Command Civilian Award for Valor. “In recognition of [his or her] act of courage [at or near] (location), (country), on (date). On that date, (narrative description). The exemplary courage displayed by Mr. Doe reflected great credit upon himself and the Department of the Air Force.”

(3) (Added)(DAF) DAF Form 2267A, *Department of the Air Force Scroll of Appreciation* (for act of courage). “In recognition of [his OR her] act of courage [at OR near] (location), (country), on (date). On that date, (narrative description). The exemplary courage displayed by Mr. Doe reflected great credit upon himself and his family.”

Attachment 5 - Example – Honorary Award Citation

MS. JANE Q. EXAMPLE

In recognition of her distinguished performance supporting the Defenders of Freedom Air Show as DUTY TITLE, 55th Support Squadron, 55th Mission Support Group, 55th Wing, Offutt Air Force Base, Nebraska from 1 October 2015 to 30 August 2016. During this period, the outstanding performance, professional acumen, and tireless efforts of Ms. Example were instrumental in a flawless execution of the largest, most successful air show in Offutt's history. As air show business contact, she led meetings to facilitate communication and coordinate requirements with multiple agencies and vendors. She recruited numerous contractors and led the selection committee, ensuring maximum variety of products and sales. She supported commercial sponsorships and secured funds for civilian aerial demonstration teams attracting over 150,000 spectators. She worked with 13 vendors to sponsor 81 food, beverage, program, and souvenir booths, and a children's play area. Sales garnered a record breaking \$342,000, with \$125,000 returned in shares back to 75 wing private organizations, for use in squadron morale activities. The distinctive accomplishments of Ms. Example reflect credit upon herself and the United States Air Force.

MATTHEW G. JOGANICH, Colonel, USAF
Commander, 55th Mission Support Group