

SUPERVISOR'S GUIDE TO AWARDS FOR LOCAL NATIONAL EMPLOYEES

April 2011

1. REFERENCES:

- Policy Letter on Incentive Awards, Enclosure 17 of 93rd CPCC meeting, 14 Apr 98
- Minutes of 105th (2002) Italy JCPC Meeting, 16-18 Sep 02, para 105(02).11
- USAFEI 36-716, Probationary Period Appraisal and Performance Evaluation Non-US Citizen Employees, 31 Oct 03
- USAFEI 36-731, The USAFE Non-US Recognition Program, 23 Mar 11

2. BASIC PRINCIPLES:

- Recognition of performance is a positive tool available to supervisors to motivate employees. If properly administered, the award program improves communications between management and employees, and increases job satisfaction and employee productivity.
- Monetary and honorary awards should be granted when merited regardless of the employee's grade and level or type of responsibility. It is important to grant awards for job-related contributions only if the contribution is clearly beyond performance requirements; that is for accomplishments or exemplary service which directly impact the mission of USAFE-assigned units.
- Recognition may be in the form of honorary or monetary awards. Non-US employees may be recognized for longevity of service, outstanding job performance, special acts or noteworthy achievements which directly impact the USAFE mission.
- The recommendation to recognize an employee should not be discussed with the employee until final approval is received.

3. IMPLEMENTATION: Approval levels for all awards are shown in Atch 1 to this guide.

The Civilian Personnel Section (CPS) monitors the program to insure regulatory compliance and provide maximum dissemination of the program. Ceremonies for presentation of awards are appropriate and recommended.

4. RELATION TO PERFORMANCE EVALUATION: Performance evaluation is the primary basis to performance awards.

- a. Performance significantly exceeding expectations should be recognized.
- b. Recognition is not to should not be limited to monetary rewards. In fact, available types of recognition include letter of appreciation, commendation, meritorious civilian service awards, exemplary civilian service awards, medal of distinction, medal of merit, also in conjunction with retirement.

5. MONETARY INCENTIVE AWARDS:

a. **Sustained Superior Performance Award (SSPA).** This award is used to recognize performance at a level significantly above normal expectation during a period of 12 months. During this time frame, employee must have been in the same grade, in the same position and in the same organization. Employees who were downgraded during the same period for reasons such as management reassignment, or upgraded in the same position as a result of completion of training are also eligible. Amounts authorized are listed in Atch 2 to this guide.

(1) Upon approval of funds for awards, the Budget Officer, in conjunction with the Civilian Personnel Officer, apportions funds for each major organization, based on number and average grade of assigned employees.

(2) Nominations for awards are initiated immediately upon completion of performance evaluation (o/a 15 May). The immediate supervisor is responsible for filling out and submitting a AF Form 1001,

Recommendation for Recognition, and a written justification as per Atch 3 to this guide, identifying performance elements (tasks) where the standards have been exceeded. For each standard exceeded, the supervisor explains how it was exceeded under "Substantiation of Rating". All employees are evaluated on a minimum of three elements, including safety requirements and supervisory responsibilities where significant. The complete AF Form 1001 will be routed through the chain of command (please see attached sample).

(3) Group Commanders or equivalent review nominations for awards from within their respective organizations, approve awards in the appropriate amounts, certify the availability of funds, and forward completed case files to CPS, 31 FSS/FSMCI, for processing. Group Commanders may convene Group incentive awards panel, with Squadron Commanders in the panel, to assist in the accomplishment of the above.

b. **Special Act or Service Award (SASA).** This is a monetary award used to recognize a courageous handling of an emergency situation, or a contribution/accomplishment in the public interest of one-time occasion, either in or outside the normal scope of the position occupied by the employee, which results in significant tangible or intangible benefits to the government (i.e. performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits). There is no limit to the number of SASAs that may be granted except that no more than one award may be granted for same contribution.

(1) The recommending supervisor fills out and coordinates an AF Form 1001, Recommendation for Recognition, and substantiates the nomination with a narrative containing an analysis of the nominee's position, an explanation describing the achievement and how the employer benefited from the same act or service, and a proposed citation.

(2) The installation commander is the final approval authority for SASA from \$500 to \$10,000. Maximum amount for intangible benefits is Euro 1,500.00 as per the Minutes of the 105th (2002) Italy JCPC Meeting, 16-18 Sep 02, paragraph 105(02).11. In case of tangible benefits, the award is calculated as a percentage of the expected benefit or savings, as outlined in USAFEI 36-731. The approved AF Forms 1001 are forwarded to CPS, 31 FSS/FSMCI, for processing, within 60 days after the event. The AF Form 2860, Special Act or Service Award, will be prepared by the CPS and forwarded to the employing unit for the official presentation.

c. **Notable Achievement Award (NAA).** This is a monetary award used to recognize noteworthy contributions to the Air Force meriting prompt recognition and not warranting a SASA. The basis for the NAA is any personal effort, such as initiative, perseverance and dedication that results in eliminating wasteful or inefficient practices, or the enhancement of mission effectiveness as a one-time occurrence. There is no limit to the number of NAAs that may be granted except that no more than one award may be granted for same contribution.

(1) The recommending supervisor fills out and coordinates an AF Form 1001, Recommendation for Recognition, and substantiates the nomination with a narrative explaining the nature and extent of the employee's contribution. The second-level supervisor is the final approval authority for NAAs.

(2) The approving supervisor has to ensure funds availability through the Budget Officer. Award amount ranges from \$25 to \$500 depending on the achievement. The approved AF Forms 1001 are forwarded to the CPS, 31 FSS/FSMCI, for processing. Nominations for NAAs are submitted to CPS, 31 FSS/FSMCI, within 30 days after the event. The AF Form 3032, Certificate of Achievement, will be prepared by the employee's unit.

6. TIME-OFF AWARDS (TOA): Not applicable pending tri-service shared guidance.

7. HONORARY AWARDS: These non-monetary awards are used to recognize special achievements or other deserving personal efforts.

a. **USAFE Medal of Distinction (MOD).** It is the highest medal awarded to non-US employees or citizens in recognition of exemplary service, achievements, or support which has current or significant impact on the accomplishment of the USAFE mission. Nominate employees only if they have received a USAFE or higher-level award. Basis for consideration of award will normally be for service over a minimum period of one year. Present the award within 6 months following the end of the period being recognized. The installation commander equivalent or above should make nominations in writing and submit them to CPS, 31 FSS/FSMCI, which will review and forward to HQ USAFE at least 90 days prior to the planned date of presentation. Final approving authority is USAFE/CC.

b. **USAFE Medal of Merit (MOM).** It is a recognition for noteworthy service, achievements, or support that does not warrant a Medal of Distinction, but exhibits a commitment to the accomplishment of the USAFE mission. Employees may only be nominated if they have already received a USAFE or higher level award. Basis for consideration of award will normally be for service over a minimum period of one year. Present the award within 6 months following the end of the period being recognized. A group commander or above will submit nominations in writing to CPS, 31 FSS/FSMCI, at least 30 days prior to the planned date of presentation. The installation commander is the approval authority. CPS, 31 FSS/FSMCI, will review the nomination package and coordinate with the US embassy.

c. **Exemplary Civilian Service Award (ECSA).** It is a recognition for outstanding service in support of the command mission or goal. The basis for the award includes performing assigned duties for at least one year in an outstanding manner or performing a single service that significantly contributes to the accomplishment of the command mission. Service must clearly demonstrate specific examples of how the employee exceeded service expected of an individual with similar responsibilities. Nomination packages will be submitted to the CPS, 31 FSS/FSMCI. Final approving authority is the installation commander.

d. **Award for Meritorious Civilian Service (MCSA).** It is a recognition for outstanding service to the Air Force with a reasonable degree of command-wide mission impact in the performance of duty which merits recognition, such as performing assigned duties at least one year in an exemplary manner, setting a record of individual achievement, serving as an incentive to others to improve the quality and quantity of their work performance, etc. There is no limit to the number of these awards that may be presented to an employee. This award may also be given at time of retirement. Nomination packages will be submitted to CPS, 31 FSS/FSMCI, which in turn will coordinate and forward to HQ USAFE/A1 within 6 months from the achievement. The final approving authority is USAFE/CV.

e. **Letters and Certificates of Commendation.** These letters or certificates are used to commend an employee for any unusual achievement, performance, or contribution which clearly exceeds normal work performance and yet does not meet the criteria for a cash award. There is no limit to the number of letters and certificates of commendation that an employee may receive. Official letterhead stationery with the subject "Letter of Commendation" or AF Form 3034, Certificate of Commendation, will be written and submitted to the installation commander as the final approving authority. The direct supervisor will present the letter to the employee and provide a copy to CPS, 31 FSS/FSMCI, for inclusion in the employee's official personnel file.

f. **Letters and Certificates of Appreciation.** These letters and certificates (AF Form 3033, Certificate of Appreciation) express appreciation to employees for work performance, acts or services that are better than expected. The direct supervisor, higher lever supervisor, or any person having knowledge of the service rendered may prepare and sign the letter and certificate. Present letter and certificate to the employee through supervisory channels.

Note: Letters of commendation and letters of appreciation are considered in the performance appraisal process, and may be used in partial support of recommendations for awards.

8. SERVICE RECOGNITION AWARDS:

a. **Length-of-Service Recognition.** Non-US employees are recognized for length of service upon completion of at least 10 years of faithful service with the US Forces, and additional awards will be granted upon satisfactory completion of subsequent periods of 5 years of service up to 50 years of service. Certificate of Achievement/Service will be prepared by the organizational unit and signed and presented by the local commander during an appropriate ceremony together with a lapel pin (provided by the CPS, 31 FSS/FSMCI). For awards recognizing 20 through 35 years of service, the CPS, 31 FSS/FSMCI prepares the Certificate of Achievement/Service, and the group commander signs and presents it to the employee during an appropriate ceremony together with a lapel pin (provided by the CPS, 31 FSS/FSMCI).

b. **Recognition of Retiring LN Employees.** Retiring non –US employees may qualify for service recognition if they have completed at least 10 years of loyal service with the US Forces or at least 5 years of loyal service if the services rendered included significant acts or contributions. The CPS, 31 FSS/FSMCI, determines the employee's eligibility for the award and prepares the certificate for the employee and his/her spouse (AF Form 3033); the certificate will be signed by the group commander or equivalent and presented by the squadron commander or designated representative during an official ceremony.



ELINOR J. GONZALES
Civilian Personnel Officer

Attachments:

1. Approving Authority List
2. Performance Award Maximum Amounts
3. Sample AF Form 1001

APPROVING AUTHORITY LIST FOR SSPA FUNDS ADMINISTRATION

<i>APPROVING AUTHORITY</i>	<i>RESPONSIBILITY CENTER</i>	<i>ORGANIZATIONS</i>
HQ USAFE	HQ USAFE/JA HQ USAFE/A4RTT	USAFE/JAI OL-F LGTT Camp Darby
31 FW/CC	31 FW 31 CPTS	PA, SE, JA, HC, CCPP FM
31 OG/CC	31 OSS 555 FS 510 FS 603 ACS	
31 MXG/CC	31 MXG 31 MXS 31 MOS 31 AMXS/CCS 31 MUNS Darby	CC, MXQ
31 MDG/CC	31 MDOS 31 MDSS 31 AMDS	
31 MSG/CC	31 FSS 31 SFS 31 CES 31 CS 31 CONS 31 LRS	(NAF included)
38 MMG/CC	704 MUNSS/CC	MUNSS Ghedi
ASSOCIATED UNITS		
Commissary Officer	Defense Commissary Agency	DeCA
DLA Chief	Defense Reutilization and Marketing Office	DLA Aviano, Camp Darby, Sigonella, Naples, Vicenza
724 AMS/CC	724 AMOG	TRO
District Superintendent	DOD Dependents Schools (DoDDS)	AHS AMS AES DETMO
ROICC Commander	ROICC	
AFOSI Region 5	Det 531, AFOSI	

Atch 1

NON-US CITIZENS PERFORMANCE AWARD MAXIMUM AMOUNTS

Sustained Superior Performance Awards may be granted for amounts within the limits specified below. In any fiscal year, the total monetary amount for performance awards granted to an employee may not exceed the equivalent of 10% of the combined annual base pay, cost-of living allowance (contingenza) and third element (*) for the grade level held.

Blue Collars - FY 11

	U5	U6	U7	U8	U9	U10
*	€ 26,139.54	€ 25,115.02	€ 24,091.20	€ 22,559.88	€ 21,275.66	€ 19,252.80
10%	€ 2,613.95	€ 2,511.50	€ 2,409.12	€ 2,255.99	€ 2,127.57	€ 1,925.28

White Collars - FY 11

	QX	Q1	Q2
*	€ 51,277.66	€ 47,103.14	€ 42,928.48
10%	€ 5,127.77	€ 4,710.31	€ 4,292.85

	U1	U2	U3	U4	U5
*	€ 33,570.60	€ 31,616.20	€ 29,827.56	€ 28,251.86	€ 26,886.16
10%	€ 3,357.06	€ 3,161.62	€ 2,982.76	€ 2,825.19	€ 2,688.62

	U6	U7	U8	U9
*	€ 25,742.22	€ 24,796.24	€ 24,040.52	€ 22,472.80
10%	€ 2,574.22	€ 2,479.62	€ 2,404.05	€ 2,247.28

Atch 2

AWARD RECOMMENDATION TRANSMITTAL (THIS FORM MUST BE TYPED)				DATE
1. NAME OF AWARD RECOMMENDED 2011 SUSTAINED SUPERIOR PERFORMANCE AWARD			2. IF GROUP AWARD, CHECK BOX <input checked="" type="checkbox"/>	
3. EMPLOYEE RECOMMENDED a. NAME (Last, First, Middle Initial)		b. SSAN	4. PRESENT POSITION, TITLE, GRADE/PAYBAND, STEP AND SALARY	
5. RECOMMENDING OFFICIAL (Name, Organization, Office Symbol, DSN), Signature and Title SIGNATURE BLOCK AND SIGNATURE OF IMMEDIATE SUPERVISOR			5. POSITION TITLE, GRADE/PAYBAND, STEP AND SALARY DURING PERIOD OF CONTRIBUTION (If other than item 4)	
7. ACTION ON RECOMMENDATION (See AFMAN 34-310 for approval authority. In the Amount or Percent Columns, show either the total amount or percent recommended on approved at each level.)				
ACTION	AMOUNT	PERCENT	DATE	AUTHORIZING OFFICIAL (Show Signature and Title)
<input type="checkbox"/> APPROVED				FLIGHT CHIEF SIGNATURE BLOCK AND SIGNATURE
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND	EURO _____			SQUADRON COMMANDER SIGNATURE BLOCK AND SIGNATURE
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				GROUP COMMANDER SIGNATURE BLOCK AND SIGNATURE
<input checked="" type="checkbox"/> RECOMMEND	EURO _____			
<input type="checkbox"/> APPROVED				GROUP COMMANDER SIGNATURE BLOCK AND SIGNATURE
<input type="checkbox"/> DISAPPROVED	EURO _____			
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
8. JUSTIFICATION				
SUBSTANTIATION OF SUSTAINED SUPERIOR PERFORMANCE AWARD				
1. TASK/DUTY: _____				
STANDARD: _____				
RATING: _____				
SUBSTANTIATION OF RATING: _____				

2. TASK/DUTY: _____				
STANDARD: _____				
RATING: _____				
SUBSTANTIATION OF RATING: _____				

3. TASK/DUTY: _____				
STANDARD: _____				
RATING: _____				
SUBSTANTIATION OF RATING: _____				

NOTICE TO EMPLOYEE				
<small>Upon acceptance of cash awards, the use of this contribution by the United States shall not form the basis of a further claim of any nature upon the United States by you, your heirs or assigns.</small>				

AF IMT 1001, 19961201, V2

PREVIOUS EDITION IS OBSOLETE.

Atch 3