

UK AWARDS GUIDE

**For
US Appropriated Fund Civilian Employees,
Local National Direct Hire Employees
And
MOD Employees**



100 FSS/FSMC
RAF MILDENHALL

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INTRODUCTION

The UK Awards Sample Package has been prepared as a desk aid for commanders and supervisors as an easy reference “how-to” guide to assist when preparing Air Force honorary and incentive awards for US appropriated fund civilian employees and local national direct hire employees paid with US funds. In addition, MOD employees are eligible to receive all non-monetary awards (with the exception of time-off awards) described in this guide. The UK Awards Sample Package is designed to supplement, not replace, the guidance contained within AFI 36-1004, *The Air Force Civilian Recognition Program*.

More information on MOD recognition is contained in USAFEI 36-704, *Administration of Local National Indirect Hire Civilian Employees in the United Kingdom (UK)*, and USAFEI 36-731, *Non-US Citizen Honorary and Incentive Awards*.

The above mentioned publications provide in-depth information on required criteria and processing procedures and can be obtained from the Air Force Publishing Website <http://www.e-publishing.af.mil/>. This sample package only covers Air Force awards. The intent is to make it easier for supervisors and commanders to quickly assess the appropriate recognition level for their employees and then build a suitable award package using the samples provided. Thus, the awards nomination process will become less burdensome and time-consuming for the supervisor and consequently the employee should receive recognition within the timelines established in the AFI.

The Air Force considers approved monetary awards to be valid obligations of the government that must be paid, subject only to availability of funds and meeting legal regulatory requirements. Each installation should budget a percentage (normally 1% - subject to approval by CRCB) of its yearly civilian pay budget for funding monetary awards. Unit resource advisors/managers must validate that funds are available for any awards paid outside of the normal annual performance evaluation.

All incentive awards require considerable review and deliberation at all levels. Avoid short-notice processing. Submit honorary award nominations for presentation at a special ceremony at least **three months** before the scheduled event.

All incentive awards received by an employee will be annotated by the supervisor in the employee’s Supervisor’s Employee Work Folder (six-part folder).

All award nominations packages submitted within the UK must be prepared using an Electronic Staff Summary Sheet (eSSS). The eSSS should also contain other pertinent information as indicated on page 16.

Organizations are responsible for printing applicable award certificates for their employees. Blank certificates, along with the appropriate pins or medal sets, are provided by the Civilian Personnel Office.

Only one Air Force honorary award may be given for a single act, achievement, or period of service.

The justification for the award will be typed in bullet format on a word document and should not exceed one page.

If you have any questions about this package or the awards process, please contact 100 FSS/FSMC at DSN 238-3067 (Mildenhall), 238-3075 (Lakenheath) or 238-3667 (501st and Tenant Organizations).

INSTRUCTIONS FOR PREPARING CITATIONS FOR SPECIFIC AWARDS

Citations for awards should address the local, command or Air Force-wide impact of the employee's accomplishments. Citations should be prepared in Times New Roman, no lower than 10 pitch, in landscape format with 1 inch right and left margins. The citation may not exceed nine (9) lines and cannot contain more than 120 total characters per line. Do not use abbreviations, acronyms or quotations in a citation.

To maintain consistency in preparing civilian award citations across the Air Force, the following opening sentence will be used for all civilian honorary and monetary awards (General):

“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, Ohio, from 8 April 2002 to 27 April 2006.”

For the **Outstanding Civilian Career Service Award** only, use this as the opening sentence:

“In recognition of his/her distinguished performance in support of the United States 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”

Body of Citation: The body of the citation is a short description that must capture the local, command or Air Force-wide accomplishments justifying the award. Be specific on facts and confine to no more than two or three sentences. “During this period / In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr. /Ms. Employee resulted in . . .” or “Mr. /Ms. Employee's outstanding leadership, exemplary foresight, and ceaseless efforts were instrumental in the resolution of . . .”

Closing Sentence for Honorary Awards:

Decoration for Exceptional Civilian Service: “The distinctive accomplishments of Mr. /Ms. Employee reflects the highest credit upon himself/herself and the United States Air Force.”

Outstanding Civilian Career Service Award: “The distinctive accomplishments of Mr. /Ms. Employee culminate a (long and) distinguished career with the United States Government and reflect great credit upon himself/herself and the United States Air Force.” (Use the word “long” if length of service exceeds 30 years.)

Meritorious Civilian Service Award: “The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

Exemplary Civilian Service Award/Air Force Achievement Award: “The distinctive accomplishments of Mr. /Ms. Employee reflects credit upon himself/herself and the United States Air Force.”

Closing Sentence for Monetary Awards:

Special Act or Service Award: “The distinctive accomplishments of Mr. /Ms. Employee reflects great credit upon himself/herself and the United States Air Force.”

Notable Achievement Award: “The distinctive accomplishments of Mr. /Ms. Employee reflects credit upon himself/herself and the United States Air Force.”

MONETARY AWARDS

Notable Achievement Award (NAA)

Purpose: To recognize a notable achievement meriting quick recognition and is a lesser award than a Special Act or Service Award.

Award: Certificate (AF Form 3032) with a cash award of \$50.00 to \$500.00.

Funding: Ensure you have sufficient funds in your budget to pay the award.

Procedure: Supervisor submits an electronic Staff Summary Sheet (see page 16) with justification which describes the contribution. The nomination **must be submitted no later than 30 days of the act, service or achievement.**

Approval: A supervisor at any level in the employee's chain of command may initiate the award. Final approval lies with the nominee's second-level supervisor IAW AFI 36-1004.

Special Act or Service Award (SASA)

Purpose: A monetary form of recognition granted for a contribution or accomplishment in the public interest that 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. The act, service, or achievement must result in either tangible savings to the government or intangible savings to the government or both.

Award: Certificate (AF Form 2860) with a cash award of \$501.00 to \$25,000.00.

Funding: Ensure you have sufficient funds in your budget to pay the award.

Procedure: Supervisor submits an electronic Staff Summary Sheet (see page 16) with justification which describes the achievement. Supervisor also prepares citation (see page 4). Nomination **must be submitted no later than 60 days after completion of the act, service or achievement being recognized.**

Approval: The Wing/CC gives final approval IAW AFI 36-1004.

NON-MONETARY AWARDS

Time-Off Awards

Purpose: To recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The TOA shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. They shall not be granted in conjunction with a military “down,” “goal,” “family,” “training” day, or the like which would grant a TOA to the entire civilian employee population or a majority of the civilian population.

Eligibility: MOD employees are ineligible to receive time-off awards.

Award: Time-Off Awards provide an alternative to monetary or non-monetary recognition for superior accomplishments. The TOA grants time off from duty without loss of pay or charge to leave. With the exception of a NSPS performance payout, a TOA 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.

Amount of Time Off & Limitations: The maximum amount of time-off that can be approved for any single contribution is 40 hours. Total time-off per leave year cannot exceed 80 hours.

Procedures:

TOA of 8 hours or less: Immediate Supervisor completes justification on letter head. See sample on page 7.

TOA of more than 8 hours: Supervisor initiates electronic Staff Summary Sheet (see page 16) with justification.

Approval: 8 hours or less immediate supervisor. Over 8 hours please see coordination process on page 14.



**DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)**

Date

MEMORANDUM FOR 100 FSS/FSMC

FROM: (Annotate appropriate Office Symbol)

SUBJECT: Sample Time-Off Incentive Award – 8 Hours or Less

1. The following employees are awarded time-off incentive awards:

| <u>Name</u> | <u>SSN</u> | <u>Time-Off Award</u> |
|--------------|-------------|-----------------------|
| Jonathan Doe | 123-45-6789 | 8 hours |
| John Doe | 987-65-4321 | 8 hours |
| Kerry Doe | 234-56-7891 | 8 hours |
| Lucy Doe | 345-67-8912 | 8 hours |
| Dan Doe | 456-78-9123 | 8 hours |

2. The above-nominated employees' dedication went above and beyond the norm. Their attention to detail ensured all tasks associated with scheduling, set-up, and clean-up for rides, food booths, bands, and fireworks were performed without any complications. Their efficient coordination of these tasks for on-base and off-base vendors is commendable and contributed greatly to the success of the Fourth of July Celebration at RAF Feltwell. Without their efforts, this high profile annual celebration would not have received the many kudos expressed by military families and the surrounding community. These employees are very deserving of this award.

3. 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 award in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of the time-off award. ***(NOTE: This paragraph is required for all time-off awards).***

MELISSA R. SMITH, YC-02
Business Operations Flight Chief

Letter of Appreciation

Purpose: To express appreciation to an employee for work performance, act or service that is above average.

Award: Personalized letter and/or certificate (AF Form 3033).

Procedure: Supervisor submits letter of appreciation with narrative justification. Sample provided on following page. Letters of appreciation can be used to express appreciation to an employee for an above-average act or service. You may use letters or certificates of appreciation at any time 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. Submit the letter and/or certificate through proper channels within three months of the act or event.

Approval: 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.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCES IN EUROPE**

Date

MEMORANDUM FOR

FROM: HQ USAFE/XP

SUBJECT: Letter of Appreciation

1. On behalf of the entire USAFE Plans and Programs Directorate, I would like to extend my appreciation to Mrs. Jane Doe, 100 ARW/MO, for her outstanding contributions to the USAFE IDEA/Productivity Programs while assigned to your Wing's Manpower Office as an IDEA/Productivity Programs Analyst.
2. During the period from January 2000 to July 2002, Mrs. Doe's accomplishments and desire to provide the best possible service to the entire TEAM Mildenhall has continuously benefited the command and the Air Force. Her positive approach and active involvement has helped RAF Mildenhall to achieve the highest increase in IDEA submission rates within this command in FY01 (242%), resulting in tangible savings to the Air Force totaling \$14 million. Particularly noteworthy, is her personal involvement in arranging award presentations for IDEA submitters who earned high value awards of \$10,000. Her reputation as an expert in the Air Force Productivity and IDEA arena was recognized when she received the USAFE 2001 Manpower and Organization Award for Professional Excellence and was also selected as the first runner up for the Air Force Manpower and Organization Award for Professional Excellence Civilian of the Year in 2001.
3. Please extend our thanks to Mrs. Doe for her contributions to the USAFE IDEA/Productivity Programs. Her skill and dependability are of great value to the entire Manpower community, and we appreciate her outstanding support. Her professional conduct is a credit to the United States Air Force, and we encourage her to continue applying her talents and abilities to new challenges.

JOHN A. SMITH
Commander

Letter of Commendation

Purpose: To recognize an unusual achievement or contribution that does not meet the criteria for other awards. Such situations include, but are not limited to: 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.

Award: Personalized letter and certificate (AF Form 3034).

Procedure: Supervisor submits letter of commendation with narrative justification. Sample provided on following page. 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.

Approval: Squadron Commander. Prepare letter and/or certificate (optional) and submit through proper channels **within three months of act or event.**



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCES IN EUROPE**

Date

MEMORANDUM FOR

FROM (Appropriate office symbol)

SUBJECT: Letter of Commendation

1. The RAF Mildenhall Civilian Personnel Flight (CPF) recently conducted the very first Modem System Training for its employees. Based on the favorable feedback received from students and the instructors, the course was a great success. A big part of the achievement is attributed to the help and support received from you in your role as Employee Relations' Specialist, 100 FSS/FSMC.

2. During Aug 01 through Nov 01, you served as the Employee Relations representative on the team. You were involved with the preparation and training of your section's functional requirements. You reviewed pertinent portions of the instructor and student manuals, handouts and sample exercises. The work that you were asked to do was over and above your daily job. You accepted the challenge and put your knowledge of a highly technical and complex field into action. You also worked through several systems glitches that required all members of the workgroup to find workarounds or alternate ways of teaching the Modern System modules.

3. As a result of your efforts, the Civilian Personnel Flight was able to meet training requirements in the Employee Relations area. You ensured the information was correct and presented in a manner that was meaningful for the people being trained.

4. Your efforts had a direct impact on the effectiveness of the course. Even more importantly, the impact of your efforts extends beyond the CPF to all United Kingdom bases, and all serviced personnel. Mr/s Smith you are an extremely talented and expert employee. No doubt, the US Air Force is very lucky to have you as a civilian member. I commend you and thank you for the help on this very worthy and important project.

JOHN DOE, Major, USAF
Commander

HONORARY AWARDS

Outstanding Civilian Career Service Award

Purpose: To recognize outstanding career service meriting recognition at time of retirement.

Award: Certificate (AF Form 2856) and a medal set.

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. MOD employees are also entitled to receive this award.

Procedure: Supervisor submits an eSSS (see page 16) with justification. Supervisor also prepares the citation IAW instructions on page 4. Submit for Wing approval **no later than 60 days before desired presentation date.**

Approval: Wing CC

Air Force Civilian Achievement Award

Purpose: To recognize clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. The AFCAA can be granted while on detail or temporary assignment.

Award: Certificate (AF Form 4300) and a medal set.

Eligibility: An individual or group of Air Force employees, including MODs, who have successfully completed important projects or reached major unit milestones. Service must clearly demonstrate specific examples of how the employee exceeded service expected of an individual with similar responsibilities. May also be given at time of retirement.

Procedure: Supervisor submits an eSSS (see page 16) and citation through proper channels within six months of the act or event. Citation prepared IAW instructions on page 4.

Approval: Group/Tenant Unit/CC (Wing/CC for wing staff employees)

Exemplary Civilian Service Award

Purpose: To recognize an individual or group for clearly outstanding service in support of the command mission for at least one year or a single act that significantly contributed to command mission.

Award: Certificate (AF Form 3517) and a medal set.

Eligibility: An individual or group of Air Force employees, including MODs, 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. May also be given at time of retirement.

Procedure: Supervisor submits eSSS (see page 16) with justification and citation IAW instructions on page 4 **within six months of the act or event.**

Approval: Wing CC

Meritorious Civilian Service Award

Purpose: To recognize an individual for outstanding service to the Air Force in the performance of duties in an exemplary manner.

Award: Certificate (AF Form 1166) and a medal set.

Eligibility: All Air Force civilian employees, including MOD 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 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 substantial savings in manpower, time, materials, or other items of expense; improving safety or health of employees; improving morale of workers in a unit which resulted in improvement of work performance and spirit de corps. This award may also be given at time of retirement.

Procedure: Supervisor prepares eSSS (see page 16) and citation IAW instructions on page 4 **within six months of the act or event.**

Approval: MAJCOM CC

Appropriate coordination for the following awards:

Time-Off Award (TOA)

Notable Achievement Award (NAA)

Special Act or Service Award (SASA)

Air Force Civilian Achievement Award (AFCAA)

| Who is initiating Award? | Coordination Process on Staff Summary Sheet |
|---|---|
| Flight/Squadron | Originating SQ/CC – Coord 100 FSS/FSMC - Coord FSS/CC – Coord (only required if Sq is part of MSG) Group/CCE – Coord Group/CD – Coord Group/CCS – Coord Group/CC – Sign/Approve 100 FSS/FSMC - Process |
| Wing Staff Agencies, i.e. Legal, Comptroller, | Originating Staff Agency CC – Coord 100 FSS/FSMC - Coord DS – Coord (Lakenheath only) Wing/CCEA – Coord Wing/CCE – Coord Wing/CV - Coord Wing/CC – Sign/Approve 100 FSS/FSMC – Process |
| Group | Originating Group/CD – Coord 100 FSS/FSMC - Coord Group/CC – Sign/Approve 100 FSS/FSMC – Process |
| Wing | Originating Wing/CV – Coord 100 FSS/FSMC - Coord Wing/CC – Sign/Approve 100 FSS/FSMC - Process |

Appropriate coordination for the following awards:

Exemplary Civilian Service Award (ECSA)

Meritorious Civilian Service Award (MCSA)

Outstanding Civilian Career Service Award (OCCSA)

| Who is initiating Award? | Coordination Process on Staff Summary Sheet |
|---|--|
| Flight/Squadron | Originating SQ/CC – Coord 100 FSS/FSMC - Coord FSS/CC – Coord (only required if SQ is part of MSG) Group/CCE – Coord Group/CD – Coord Group/CCS - Coord Group/CC – Coord Wing/CCEA – Coord Wing/CCE - Coord Wing/CV – Coord Wing/CC – Sign/Approve 100 FSS/FSMC – Process |
| Wing Staff Agencies, i.e. Legal, Comptroller, | Originating Staff Agency CC – Coord 100 FSS/FSMC – Coord DS – Coord (Lakenheath only) Wing/CCEA – Coord Wing/CCE - Coord Wing/CV – Coord Wing/CC – Sign/Approve 100 FSS/FSMC – Process |
| Group | Originating Group CC – Coord 100 FSS/FSMC - Coord Wing/CCEA – Coord Wing/CCE - Coord Wing/CV – Coord Wing/CC – Sign/Approve 100 FSS/FSMC – Process |
| Wing | Wing/CV – Coord 100 FSS/FSMC - Coord Wing/CC – Sign/Approve 100 FSS/FSMC - Process |

SAMPLE
Electronic Staff Summary Sheet (eSSS)

| | |
|-------------------|--------------|
| Originating SQ/CC | Coord |
| 100 FSS/FSMC | Coord |
| FSS/CC | Coord |
| Group/CCE | Coord |
| Group/CD | Coord |
| Group/CCS | Coord |
| Group/CC | Sign/Approve |
| 100 FSS/FSMC | Process |

Action Officer: Lt Col Smith, 100 LRS/CC, 238-1234

Subject: Exemplary Civilian Service Award

Summary

1. Purpose: To obtain (Grp, Wing, MAJCOM, etc.) approval of the Exemplary Civilian Service Award.
2. Background: (Full name, grade, title, organization, installation) has recommended the Exemplary Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognizes an individual or group for -----.
4. I verify that the official records of (name of nominee), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.
5. Other Data:
Last 4 of SSAN:
Present Position, Title, Series and Grade:
Inclusive Dates of the Award:
6. Recommendation: Grp, Wing, MAJCOM, etc. review/approve subject award.

//Signed//
JOHN E. SMITH, LTC
Commander

Justification: MUST be prepared in bullet format.

Citation: MUST be prepared IAW instructions on page 4.

If the nomination package is not submitted timely, include a memo of Justification for Late Submission.

Determining Award Eligibility

| | |
|--|--|
| These questions may assist in determining award eligibility: | Is the subject of the contribution within the scope of the employee's work? |
| | Does the employee's job description or performance plan cover the subject of the contribution? |
| | Is the nature of the contribution such that the employee's performance would be judged less than satisfactory if this contribution had not been made? |
| | Is the contribution one pertaining to the immediate work area which the employee can put into operation without consulting higher authority? |
| | If the contribution pertains to the employee's immediate work area, as well as having application elsewhere in the organization, is the employee expected to make contributions that have impact beyond his or her immediate area? |
| | If the answers to the above questions are "No" and the contribution has not and will not be the basis of a past or future annual performance award, the contribution should be considered for monetary or honorary recognition. |
| | If the answers to the above questions are "Yes" and the contribution has not and will not be the basis of a past or future annual performance award, the contribution should be considered for monetary or honorary recognition. |

| | |
|---|---|
| These questions may assist in determining award eligibility for contributions within the member's job responsibilities or organization: | Is the contribution of particular importance or significance to the organization? |
| | Was there a great amount of independent thought, unusual insight, imagination or effort involved? |
| | Will there be substantial impact or benefits derived from the contribution? |
| | If the answer to any of these questions is "yes," consider granting monetary or honorary recognition. |