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US AIR FORCES IN EUROPE (USAFE)**

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Personnel

**THE USAFE NON-US
RECOGNITION PROGRAM**

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This instruction implements AFPD 36-7, *Employee and Labor-Management Relations*. It establishes procedures for recognizing exceptional work performance or contributions by non-United States (US) employees and citizens in accomplishing the United States Air Forces in Europe (USAFE) mission. It does not apply in areas or countries where host nation or negotiated labor agreements prohibit the use of such awards or where other regulatory guidance applies. This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/>

(RAMSTEINAB) This operating instruction implements Air Force Policy Directive (AFPD) 36-7, *Employee and Labor-Management Relations*, United States Air Force Europe Instruction (USAFEI) 36-731, *The USAFE Non-US Recognition Program*. It applies to all Air Force units

under the appointing authority of the installation commander (86th Airlift Wing) as outlined in Air Force Instruction (AFI) 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, to include Geographically Separated Units. Non Air Force units will apply this policy if there is no other regulation in place from the parent organization. It applies to Non-US employees in Germany. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in Air Force Records Information Management System <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

The revision is required to implement the changes outlined in AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009. This instruction changes the title to read: The USAFE Non-US Recognition Program. Paragraphs 4.1.2., 4.1.3., and 4.1.4. were updated to require presentation at a suitable ceremony. For the Sustained Superior Performance Award (Performance Award) within USAFE a uniform 1 to 10 percent rate may be proposed for deserving employees (Para 5.1. 3.). Time-Off Awards may be granted in all countries (Para 6.1.) and in Germany will be requested via USAFE Form 857, Leave Request, while the other countries will use their respective forms (Para 6.8.). Three attachments are required for the Exemplary Civilian Service Award (Para 7.3.4.). Reasonable degree of command-wide mission impact for nomination of a Meritorious Civilian Service Award is mandatory; this award may also be given at time of retirement (Para 7.4.1.); the emblem with the ruby indicates more than one meritorious award (Para 7.4.2.), and the award must be presented within 6 months after act, service, or achievement (Para 7.4.5.). The justification for the award will be typed on bond paper and in bullet format; citations may not exceed nine lines and cannot contain more than 120 total characters per line (Attachment 2). Air Force Pamphlet 36-2861, *Civilian Recognition Guide*, dated 1 June 2000 is obsolete. The award certificates are available through AF E-Publishing (<http://www.e-publishing.af.mil>).

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1. Introduction. This instruction provides a means to recognize non-US employees and citizens for accomplishment or exemplary service which directly impacts the mission of USAFE-assigned units. This recognition may be in the form of honorary or monetary awards. Fully document such recognition and present it in a setting commensurate with the award.

1. (RAMSTEINAB)Policy:

1.1. **(Added-RAMSTEINAB)** Performance awards may be granted to employees to recognize exceptional performance in excess of regular duties and in conjunction with the annual performance rating. They are neither given automatically nor to every employee. The following guidelines will help maintain consistency among all Air Force organizations serviced by 86 Force Support Squadron (FSS), Civilian Personnel Office, while allowing units the flexibility they need to meet the objectives of effective performance management, i.e. to motivate employees with superior performance by monetary recognition, while helping others to aspire to achieve the same level of performance.

1.2. **(Added-RAMSTEINAB)** An award bogey approved by the Civilian Resource Corporate Board will be provided to Groups or equivalent level organizations through resource management or personnel channels in early April. Each group commander is responsible to observe the financial targets imposed by the award bogey and must coordinate with the appropriate budget and/or personnel office if additional funds are required.

2. Non-US Employees and Citizens May be Recognized:

2. (RAMSTEINAB)Procedures. The rating supervisor writes up and signs the Performance Award Worksheet and justification letter (detailed instructions and samples can be found on the Civilian Personnel Flight Homepage). Employees will not be informed of the award structure or amount until the Performance Award Worksheet is approved and returned from Civilian Personnel Flight to the recommending official upon processing. There are two types of awards that may be granted:

2.1. For outstanding job performance, longevity of service, special acts, or noteworthy achievements.

2.1. **(RAMSTEINAB) Cash Awards:** A specific dollar amount to be entered on the Performance Award Worksheet. Cash awards may range from a minimum of 1% to a maximum of 10% of employee's basic annual salary. Depending on the award percentage, different approval levels apply. To determine proper approval levels the dollar amount must be converted to a percentage of employee's basic salary as of 31 March using the following formula:

$$\text{Recommended award amount multiplied by 100} = \text{"X"} \\ \text{"X"} \text{ divided by employee's basic salary} = \text{Award Percentage}$$

2.2. For special acts, service, or noteworthy achievements that assist or enhance the USAFE mission. Present all such awards and recognition in a timely manner.

2.2. **(RAMSTEINAB) Time-Off Award (TOA):** This award may be granted in lieu of, or in conjunction with a cash award. It should be granted in 8 hour (1 day) increments and may not exceed 10 workdays per year. If only a TOA is granted, it must meet the minimum value of 1% of salary (i.e. 3 days). For specifics on approval authorities of TOAs and combination awards please refer to paragraph 3.6 and the attached matrix (atch 1).

3. Responsibilities:

3. (RAMSTEINAB) Approval Authority.

3.1. HQ USAFE, Civilian Policy Branch (A1KC):

3.1. **(RAMSTEINAB)** Squadron commanders have approval authority for:

3.1.1. Establish basic programs and procedures.

3.1.1. **(RAMSTEINAB)** Cash awards of 3% of basic salary or less

3.1.2. Coordinate all requests submitted for the USAFE Vice Commander (USAFE/CV) or higher approval.

3.1.2. **(RAMSTEINAB)** TOA up to 40 hours or 5 days.

3.1.3. Maintain sufficient inventory of USAFE-level honorary award medals and certificates. Prepare USAFE-level award certificates and medals, and distribute approved award packages to initiating organizations.

3.1.3. **(RAMSTEINAB)** Combination of cash award and TOA not to exceed 3% of basic salary.

3.1.4. Provide program oversight and policy guidance.

3.2. Installation Commanders:

3.2. **(RAMSTEINAB)** Group commanders have approval authority for:

3.2.1. Ensure management officials adhere to the policies and procedures contained in this instruction.

3.2.1. **(RAMSTEINAB)** Cash awards above 3% of basic salary but less than 5%

3.2.2. Use the awards program to recognize deserving individuals whose performance or accomplishments directly contribute to the USAFE mission.

3.2.2. **(RAMSTEINAB)** Combination of cash award and TOA above 3% but less than 5%

3.3. Unit Managers and Supervisors:

3.3. **(RAMSTEINAB)** Wing commanders have approval authority for:

3.3.1. Nominate deserving employees for appropriate awards and honors. Submit written justification in a timely manner to ensure appropriate levels of coordination and approval are obtained.

3.3.1. **(RAMSTEINAB)** Cash awards of 5% of basic salary but less than 10%

3.3.2. Monitor employee performance to ensure employees are nominated for appropriate awards.

3.3.2. **(RAMSTEINAB)** Combination of cash award and TOA of 5% but less than 10%

3.4. Civilian Personnel Officers or Civilian Personnel Flight/Civilian Personnel Section:

3.4. **(RAMSTEINAB)** Cash awards of 10% must be approved by the Secretary of the Air Force; and those for more than \$10,000 must be approved by the Office of Personnel Management. Group commanders desiring this level of an award will provide a request package to 86 FSS, Training & Requirements Section, for processing and coordination IAW guidance provided here.

3.4.1. Notify managers and supervisors when employees are eligible for length of service awards. Provide guidance and assistance in preparation of performance or other awards. Provide training and awards information to supervisors and managers.

3.4.2. Where required, certify and coordinate awards packages initiated by management. Prepare awards citations and certificates for recognition approved at the installation-commander level.

3.4.3. Refer packages identified later in this instruction which require higher Headquarters coordination and action to the Civilian Policy Branch, HQ USAFE/A1KC, Unit 3050 Box 25, APO AE 09094-5025.

3.5. **(Added-RAMSTEINAB)** It is recommended that each Wing or equivalent level organization establish a performance award panel to review all recommendations of 5% or more. After review, the panel should recommend approval/disapproval to the approving official. Disapproval should require the panel to provide a justification and a recommendation for a more appropriate award amount.

3.6. **(Added-RAMSTEINAB)** All awards whether TOA, cash or combination, must be equivalent to at least 1% of the basic annual salary of the employee, effective on 31 March of the calendar year in which award is granted. Approval levels for combination awards (TOA & Cash) need to be determined by adding the percentage of the Cash Award and the percentage of salary represented by the TOA. TOAs are NOT charged against the bogey. The matrix provides a graphic display of combinations and required approval levels. The following values apply:

Table 3.1. (Added-RAMSTEINAB) Matrix

Length of TOA	Represent	% of Salary
1 Day	Represent	0.40%
2 Days	Represent	0.80%
3 Days	Represent	1.20%
4 Days	Represent	1.60%
5 Days	Represent	2.00%
and so on		
Example: Combine a 3% Cash Award with a 1 day TOA = 3.4% - requires Group/CC approval		

4. Service Recognition Awards:

4.1. **Length-of-Service Recognition.** Recognize non-US employees for length of service upon completion of at least 10 years of faithful service with the United States Forces. Grant additional awards upon satisfactory completion of subsequent periods of 5 years of service up to 50 years of service. Creditable service for length of service awards will include all service with the US forces as reflected by the employee's service computation date (SCD).

4.1.1. Ten- and 15-Year Service Recognition. The organizational unit will prepare the AF Form 3589-1, Certificate of Service (10 Years of Service), and USAFE Form 221, Certificate of Achievement, with employee's name, number of years of service, and date of eligibility. The Local Commander (LC) or Installation Commander (IC) (or designated representative) will sign the award certificate and present it along with the appropriate service recognition emblem to the employee.

4.1.2. For awards recognizing 20 through 35 years of service, the Civilian Personnel Flight (CPF)/Civilian Personnel Section (CPS) will prepare the AF Form 3590-1, *20 Years of Service Certificate*, for 20 years of service and the AF Form 3591-1, *30 Years of Service Certificate*, for 30 years of service. To honor 25 and 35 years of faithful service, the USAFE Form 221 will be prepared. The LC/IC (or designated representative) will sign the certificate and present it along with the appropriate service-recognition emblem to the employee. The USAFE Form 221 will be presented to honor employees with 25 and 35 years of faithful service. Commanders will present the certificate to the employee at a suitable ceremony.

4.1.3. Forty- and 45-Year Service Recognition. At least 90 days prior to eligibility for 40 and 45 years-of-service recognition, the CPF/CPS will provide the employee's name, number of years of service, and date of eligibility to HQ USAFE/A1KC. To honor employees with 40 years of service HQ USAFE/A1KC will prepare the AF Form 3592-1, Certificate of Service (40 years of service), and for 45 years of service the AF Form 3033, Certificate of Appreciation (45 years of service). Upon signature by USAFE/CV these certificates are forwarded to the CPF/CPS. Commanders will present the certificate to the employee at a suitable ceremony.

4.1.4. Fifty-Year Service Recognition. For employees eligible for 50-year service recognition, the CPF/CPS will provide a memorandum to HQ USAFE/A1KC with the employee's name, eligibility date, grade, and title at least 90 days prior to the anniversary

date to allow sufficient time for completion. HQ USAFE/A1KC will electronically forward the package to the Air Staff, Attn: AF/A1SO (Awards and Decorations Board, ATTN: USAF SAF/MRBP, 1040 Air Force Pentagon, Washington DC 20330-1040, for preparation of the AF Form 3593-1, Certificate of Service (50 years of Service), and for signature by the Secretary of the Air Force. The completed certificate and 50-year service pin will be returned to the CPF/CPS. Commanders will present the certificate to the employee at a suitable ceremony.

4.1.5. Beginning with the completion of 20-year service and thereafter in five-year increments, employees in *Germany* are entitled to 3 workdays of administrative leave at each occasion, as career service recognition. This leave may be taken within 12 calendar months following the date of the employment anniversary. This 12-month period will include the month in which the employee's length of service occurs.

4.1.6. Personnel employed in the UK Direct Hire Program are eligible for cash awards on completion of 25, 35, and 45 years of service in accordance with the USAFEI 36-707, *Administration of Local National Direct Hire Civilian Employees in the United Kingdom*, Chapter 16.

4.2. **Retirees.** Also recognize retiring non-US employees and spouses under the provisions or practices of the host country.

4.2.1. Retiring 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 include significant acts or contributions.

4.2.2. The servicing CPF/CPS will determine the employee's eligibility for the award and prepare the AF Form 3033 with the employee's name, number of years of service, and date of retirement. The certificate should include an appropriate statement, such as "Presented on the occasion of retirement after __ years of loyal service to the US Forces."

4.2.3. The LC/IC or designated representative will sign the certificates and present them to the retiring employee and spouse at an appropriate ceremony.

5. Monetary Incentive Awards:

5.1. Sustained Superior Performance Award (SSPA):

5.1.1. A SSPA may be granted to a deserving employee whose duty performance clearly exceeds applicable performance standards. This award applies to non-US citizen employees unless prohibited by host nation laws or labor agreements.

5.1.2. The employee's immediate supervisor is responsible for preparing and submitting the nomination memorandum. The supervisor will also complete and attach a written justification outlining how the employee's performance has exceeded the standards. The AF Form 1001, *Award Recommendation Transmittal*, can be used for this purpose.

5.1.3. Depending on the extent and type of an employee's performance, an award of 1 to 10 percent of the employee's annual gross salary/wage may be proposed (see Special Provisions for the UK, Italy, and Norway).

5.1.4. The employee must have been in the same grade, in the same position, and in the same organization unless the employee was downgraded during the same period for

reasons other than personal cause or upgraded in the same position as a result of completion of training or based on provisions of the respective country agreement. Promotions, downgrades, changes to another tariff or pay schedule, and separations occurring after completion of the period covered will not affect award eligibility.

5.1.5. The evaluation period must cover a minimum time frame of 12 months. Nominations should be submitted each year when the performance evaluations are due, on or about 15 May but no later than 15 July.

5.1.6. The AF Form 2858, *Performance Award*, will be completed.

5.1.7. The amount of funds for the awards varies by each installation. LC/IC are responsible for budgeting funds to support the Non-US awards program.

5.1.8. Italy: The total award amount may not exceed the equivalent of 10 percent of the combined: (1) annual base pay, (2) cost-of-living allowance (Contingenza), and (3) third element for the grade level.

5.1.9. United Kingdom:

5.1.9.1. Direct Hire: Commanders may award an amount up to 10 percent of the midpoint of the hourly basic rate range for the employee's grade and position category multiplied by the contracted hours on an annual basis rounded to the nearest pound. (Reference: USAFEI 36-707, Chapter 16).

5.1.9.2. Indirect Hires: Not applicable.

5.1.10. Norway. The award stipulations are contained in AFMAN 34-310, *Non-appropriated Fund Personnel Program Management and Administration Procedures* and in AFI 36-1001, *Managing the Civilian Performance Program for Appropriated Funds Employees (Direct Hires)*. The award is an amount up to 10 percent of the hourly basic rate range for the employee's grade and position category multiplied by the contracted hours on an annual basis rounded to the nearest Norwegian Kroner (NOK). Reference: USAFEI 36-752, *Administration of Local National (LN) Direct Hire Civilian Employees in Norway*, Chapter 16.

5.1.11. Coordinate and approve the award through the local chain of command and forward to the servicing CPF/CPS for action.

5.1.12. The AF Form 2858, June 1987, *Performance Award*, will be completed and presented.

5.2. **Special Act or Service Award (SASA):**

5.2.1. The SASA is 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. There is no limit to the number of these awards an employee may receive.

5.2.2. The award consists of a certificate (AF Form 2860, *Special Act or Service Award*) and monetary award calculated as a percentage of the expected benefit or savings.

5.2.3. The basis for the award may be as follows:

5.2.3.1. A superior achievement or scientific achievement that saves the Command significant time, manpower, or money.

5.2.3.2. A project or assignment which involved overcoming unusual difficulties.

5.2.3.3. Performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits.

5.2.3.4. Creative efforts that made an important contribution to science or research.

5.2.3.5. Exemplary or courageous handling of an emergency situation related to official employment.

5.2.4. The supervisor should submit the nominations and include the nomination memorandum with attached justification fully describing the achievement and the proposed citation. Submit nomination packages within 60 days after completion of the special act, service, or achievement.

5.2.5. Award Approval. A SASA from \$501 to \$10,000 will be approved by IC and at Field Operating Agency/Direct Reporting Unit by CC or CV; over \$10,001 to \$25,000, the Office of Personnel Management approves; and over \$25,000 presidential approval is required. See Note 2 of Table A3.1.

5.2.6. The commander will present the award at an appropriate ceremony.

5.3. Notable Achievement Award (NAA):

5.3.1. The NAA recognizes an employee or group of employees for a special act or service which results in a noteworthy contribution to the Air Force meriting prompt recognition. There is no limit to the number of these awards that an employee may receive.

5.3.2. The award consists of a certificate (AF Form 3032, *Certificate of Achievement*) and a monetary award.

5.3.3. The basis for the award is any personal effort that results in eliminating wasteful or inefficient practices, or the enhancement of mission effectiveness as a one-time occurrence.

5.3.4. The supervisor should submit nominations within 30 days after the act, service, or achievement to the servicing CPF and include a nomination memorandum (AF IMT 1768, *Staff Summary Sheet or E-SSS*) with attached justification describing the contribution being recognized.

5.3.5. The second-level supervisor is the final approval authority for this award.

5.3.6. Award amounts range from \$25 to \$500. See Note 2 of Table A3.1.

5.3.7. Present the award to the employee at a suitable ceremony.

6. Time-Off Award (TOA):

6.1. The TOA may be granted as performance recognition to non-US employees within USAFE in the form of excused absence. In the UK this applies to direct hire personnel only; indirect hire personnel are not eligible to receive a TOA.

6.2. During a calendar year an employee may be granted 1 day up to a maximum of 10 days excused absence without charge to leave as an award for achievements and performance contributing significantly to the Air Force mission. Up to 5 days may be awarded at one time, with a maximum of 10 days per leave year. Immediate supervisors may approve a TOA of 1 day without review and approval of a higher official. An award in excess of 1 day must be approved by the employee's second-level supervisor.

6.3. The employee's contributions must directly support the Air Force mission or result in benefits to the US Government. The extent and the value of the contributions must be considered when determining the amount of time off that is approved.

6.4. The commander or agency chief may delegate the approval authority to supervisors within the organization.

6.5. The TOA may be used alone or in combination with monetary and honorary awards to recognize the employee contributions.

6.6. The TOA must be taken within 1 year of the effective date of the award; otherwise, it will be forfeited. Approval for the time off will be granted if this is compatible with the operational requirements in the organization. A TOA of several days will be granted in 1-day increments if requested by the employee.

6.7. Financial compensation in lieu of the time off is not authorized.

6.8. The request for time off (administrative leave) in Germany will be documented on the USAFE Form 857, Urlaubsantrag (Leave Request), signed and administered by the immediate supervisor. All other time-off requests will be documented on a respective form.

7. Honorary Awards:

7.1. USAFE Medal of Distinction (MOD):

7.1.1. The MOD is the highest medal awarded to non-US employees or citizens in recognition of service, achievements, or support of the USAFE mission. This award may be granted to host nation government representatives, military officials, or private citizens. Nominate employees only if they have received a USAFE or higher-level award.

7.1.2. . The award consists of a gold-colored medal with a red, white, and blue striped ribbon; a dark blue ribbon rosette with red and white in the center; and a certificate (controlled, stocked, and issued by HQ USAFE/A1KC).

7.1.3. Basis for consideration of award will normally be for service over a minimum period of 1 year. Present the award within 6 months following the end of the period being recognized. The period should consist of exemplary service or support which has current and significant impact on the accomplishment of the USAFE mission in one or more of the following ways:

7.1.3.1. Development or implementation of governmental, military, or community initiatives which directly impact and enhance the USAFE mission.

7.1.3.2. A specific contribution for which the nominee is primarily responsible, which results in extraordinary progress toward accomplishment of the USAFE mission.

7.1.3.3. Providing services or arranging for the use of resources that directly impact the USAFE mission.

7.1.4. Normally, the LC/IC equivalent or above should make nominations in writing and submit them to the servicing CPF/CPS. Include in the nomination package, the nomination memorandum with attached justification of no more than one typewritten page and a draft congratulatory letter for the signature of the USAFE/CC. The nominee's current home address and business address are required to coordinate US embassy clearance for individuals who are not employees of the US Air Force. The nomination package should also specify the nominator's name to be printed on the certificate and provide the name and telephone number of the point of contact.

7.1.5. Forward award nominations to HQ USAFE/A1KC at least 90 days prior to the planned date of presentation. HQ USAFE/A1KC will review the nomination and process the clearance message through the appropriate US embassy for nominees who are not employees of the US Air Force. Upon receipt of approval from the US embassy, HQ USAFE/A1KC will prepare the certificate and USAFE Medal of Distinction and forward the nomination package through the Director of Manpower, Personnel, and Services (HQ USAFE/A1) and the Host Nation Advisor (HQ USAFE/CCH) to USAFE/CV for concurrence and USAFE/CC for signature. Commanders will ensure the award is presented during an appropriate ceremony.

7.2. USAFE Medal of Merit (MOM):

7.2.1. Award the USAFE Medal of Merit (MOM) as recognition for noteworthy service, achievements, or support to the accomplishment of the USAFE mission. This award may be granted to host nation government representatives, military officials, or private citizens. Employees may only be nominated if they have received a USAFE or higher level award.

7.2.2. The award consists of a silver-colored medal with a dark blue command ribbon with white stars, and certificate (controlled, stocked, and issued by HQ USAFE/A1KC).

7.2.3. Basis for consideration of the award will normally be for service over a minimum period of 1 year. Present the award within 6 months following the end of the period being recognized. The period should consist of noteworthy service or support that does not warrant a Medal of Distinction but exhibits a commitment to the accomplishment of the USAFE mission in one or more of the following ways:

7.2.3.1. Promotion of governmental, military, or community initiatives that enhance the accomplishment of the USAFE mission.

7.2.3.2. Participation in, or endorsement of, volunteer activities that enhance the accomplishment of the USAFE mission.

7.2.3.3. Accomplishments which reflect efforts to promote a greater awareness and understanding of the USAFE mission.

7.2.4. Normally, a group commander or above will submit nominations in writing to the servicing CPF/CPS. Include in the nomination package, the nomination memorandum with attached justification of no more than one typewritten page and a draft congratulatory letter for the signature of the installation or appropriate higher level

commander. Due to the nature of this action, approval is limited to a colonel or general officer equivalent. The nominee's current home address and business address are required to coordinate US embassy clearance for individuals who are not employees. The nomination package should also specify the name to be printed on the certificate and provide the name and telephone number of the point of contact.

7.2.5. Forward award nominations to CPF/CPS at least 30 days prior to the planned date of presentation. The CPF/CPS will review the nomination and coordinate the recommendation with the US embassy, the wing host nation advisor, and other organizations as deemed appropriate.

7.2.6. The CPF/CPS will prepare a consolidated list of award recipients and forward it to HQ USAFE/A1KC every 6 months.

7.3. Exemplary Civilian Service Award (ECSA).

7.3.1. The purpose of this award is to recognize an individual or group for clearly outstanding service in support of the command mission or goal.

7.3.2. The award consists of 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; and an AF Form 3517, Exemplary Civilian Service Award.

7.3.3. 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.

7.3.4. An AF Form 1768, *Staff Summary Sheet*, and three attachments (nomination memorandum, draft citation, and narrative justification which describes the specific accomplishments and benefits) will be submitted to the servicing CPF/CPS. The draft citation should be written in third person including job designation and should not exceed 90 words. The narrative justification will not exceed two pages. Approval authority for this award is delegated to the wing commander/vice commander or comparable organization/major command (MAJCOM) Director level.

7.3.5. Commanders/MAJCOM Directors will ensure the award is presented during an appropriate ceremony.

7.4. Meritorious Civilian Service Award (MCSA):

7.4.1. Grant the MCSA for outstanding service to the Air Force with a reasonable degree of command-wide mission impact in the performance of duty which merits recognition. There is no limit to the number of these awards that may be presented to an employee. Submit through proper channels to the MAJCOM within 6 months of act, service, or achievement. This award may also be given at time of retirement.

7.4.2. The award consists of a sterling silver medal and light-blue ribbon with alternating gold and dark-blue stripes in the center; a lapel emblem; a light-blue silk rosette with gold and dark-blue in the center; and an AF Form 1166, *Award for Meritorious Civilian Service*. The emblem with a ruby indicates receipt of more than one meritorious award.

7.4.3. The basis for award includes:

7.4.3.1. Performing assigned duties at least 1 year in an exemplary manner, with a reasonable degree of command-wide mission impact in the performance of duty, setting a record of individual achievement, and serving as an incentive to others to improve the quality and quantity of their work performance.

7.4.3.2. Exercising unusual initiative in devising new and improved work methods and procedures that result in substantial savings in manpower, time, space, materials, or other resources.

7.4.3.3. Improving safety or health of employees.

7.4.3.4. Improving the morale of workers in an organizational unit with consequent improvement in work performance and esprit de corps.

7.4.4. The supervisor will submit the nomination with the AF Form 1768, *Staff Summary Sheet*, and four attachments consisting of nomination memorandum, draft citation, narrative justification, and memorandum for HQ USAFE/A1KC to the servicing CPF describing the specific accomplishments and benefits in sufficient detail to be easily understood. The draft citation should be written in third person, include job designation, and may not exceed nine lines with maximum of 120 total characters per line. The narrative justification may not exceed one page. The nomination package will be forwarded to HQ USAFE/A1 and USAFE/DS for coordination. See Table 5.1., AFI36-1004, 3 December 2009.

8. The Stock Number (Stock #) for individual awards is shown in AFI36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009.

9. Letters and Certificates of Commendation:

9.1. Send letters and certificates of commendation to an employee for unusual achievements or contributions that clearly exceed duty performance. There is no limit to the number of letters and certificates of commendation that an employee may receive.

9.2. The award consists of a personalized letter and, as an option, the AF Form 3034, *Certificate of Commendation*.

9.3. Submit letters and certificates of commendation at any time actions warrant recognition. The IC/Wing Commander or MAJCOM Director of a major organizational unit or component must sign the letter as the approving authority. Write the letter on official letterhead stationery with the subject, Letter of Commendation. Address it to the employee through supervisory channels. Use terminology such as I commend, or achievement was commendable, in the letter with reference to the specific achievement or act. Such terminology as, I appreciate or thanks for a good job does not meet the criteria of this type of recognition.

9.4. The first-line supervisor will present the letter and certificate to the employee. Provide a copy to the servicing CPF/CPS for inclusion in the employee's official personnel file.

10. Letters and Certificates of Appreciation:

10.1. Give letters and certificates of appreciation to an employee for work performance, an act, or service that is better than expected. There is no limit to the number of letters and certificates of appreciation that an employee may receive.

10.2. The award consists of a personalized letter and as an option, an AF Form 3033, *Certificate of Appreciation*.

10.3. Submit letters and certificates of appreciation anytime for actions that warrant recognition. The first-line supervisor, higher level supervisor, or any person having knowledge of the service rendered may prepare and sign the letter and certificate.

10.4. Present letter and certificate to the employee through supervisory channels.

11. Prescribed and Adopted Forms.**11.1. Prescribed Forms.**

USAFE Form 221, *Certificate of Achievement*

USAFE Form 857, *Urlaubsantrag (Leave Request)*

11.2. Adopted Forms.

AF Form 1001, *Award Recommendation Transmittal*

AF Form 1166, *Award for Meritorious Civilian Service*

AF Form 1768, *Staff Summary Sheet*

AF Form 2858, *Performance Award*

AF Form 2860, *Special Act of Service Award*

AF Form 3032, *Certificate of Achievement*

AF Form 3033, *Certificate of Appreciation*

AF Form 3034, *Certificate of Commendation*

AF Form 3517, *Exemplary Civilian Service Award*

AF Form 3589-1, *Certificate of Service (10 years of Service)*

AF Form 3590-1, *20 Years Length of Service Certificate*

AF Form 3591-1, *Certificate of Service (30 years of Service)*

AF Form 3592-1, *Certificate of Service (40 years of Service)*

AF Form 3593-1, *Certificate of Service (50 years of Service)*

CARLA H. GAMMON, Colonel, USAF
Director, Manpower, Personnel, and Services

(RAMSTEINAB)

MARK C. DILLON, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFPD 36-7, *Employee and Labor-Management Relations*, 15 December 2008
- AFMAN 34-310, *Non-Appropriated Fund Personnel Program Management and Administration Procedures*, 1 December 1995
- AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
- AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009
- AFMAN 37-123, *Management of Records*, 31 August 1994
- USAFEI 36-704, *Administration of Local National Indirect Hire Civilian Employees in the United Kingdom (UK)*, 13 August 2004
- USAFEI 36-710, *Administration of Resident Non-U.S. Citizen Personnel - Turkey*, 26 July 2005
- USAFEI 36-716, *Probationary Period Appraisal and Performance Evaluation Non United States Citizen Employees*, 31 October 2003
- USAFEPAM 36-720 (I), *Tariff Agreements That Apply to Persons Employed by the U.S. Forces in Germany (English translation)*, 1 April 1996
- USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany*, 1 July 1999
- USAFEI 36-752, *Administration of Local National (LN) Direct Hire Civilian Employees in Norway*, 22 March 2005
- LFI 36-4, *Lajes Field Instruction, Volume 1*, 1 Oct 98

Abbreviations and Acronyms

- CPF**—Civilian Personnel Flight
- CPS**—Civilian Personnel Section
- CTA**—Collective Tariff Agreement
- DRU**—Direct Reporting Unit
- ECSA**—Exemplary Civilian Service Award
- FOA**—Field Operating Agency
- IAC**—Incentive Award Committee
- MAJCOM**—Major Command
- MCSA**—Meritorious Civilian Service Award
- MOD**—Medal of Distinction
- MOM**—Medal of Merit
- NAA**—Notable Achievement Award

SASA—Special Act or Service Award

SCD—Service Computation Date

SSPA—Sustained Superior Performance Award

TOA—Time-Off Award

US—United States

USAFE—United States Air Forces in Europe

USAFE/CC—Commander, United States Air Forces in Europe

USAFE/CV—Vice Commander, United States Air Forces in Europe

Attachment 1 (RAMSTEINAB)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-7, Employee and Labor-Management Relations,

USAFEI 36-731, Non-US Citizen Honorary and Incentive Awards, 10 May 2007

Acronyms and Abbreviations

AFI --- Air Force Instruction

AFPD --- Air Force Policy Direction

AFRIMS --- Air Force Records Information Management System

FSS --- Force Support Squadron

TOA --- Time off Award

USAFEI --- United States Air Force Europe Instruction

Terms

Publication—An officially produced, published and distributed document issued for compliance, implementation, and or information; includes Policy and Guidance Memorandums.

Attachment 2

EXAMPLE FOR AWARD NOMINATION

A2.1. The following is a format for an award nomination. (i.e., Outstanding Civilian Career Service Award, Award for Meritorious Civilian Service, Exemplary Civilian Service Award, etc.). Please submit Tabs 2 & 3 (below) as electronic Word documents in addition to the hardcopy package.

A2.1.1. Staff Summary Sheet (SSS), (AF Form 1768) with 4 Attachments (if applicable).

Figure A2.1. Sample for the SSS

<p>Subject: XXX Award – Nominee’s Name</p> <ol style="list-style-type: none"> 1. The recommendation at Tab 1 for XY for the XXX Award is submitted for __ FSS/CC (MSS/CC) review/approval. This award recognizes outstanding performance worthy of recognition for significant accomplishments with command-wide impact. Ms/Mr XY has no immediate plans for retirement. 2. Narrative Justification is at Tab 2. 3. Other data: <ol style="list-style-type: none"> a. Grade b. Duty Title c. Period Covered 4. Proposed Citation is at Tab 3. 5. Memorandum for HQ USAFE/A1KC is at Tab 4. 6. RECOMMENDATION: FSS/CC (MSS/CC) sign in Block 10 for wing approval and processing by FSS/FSMC (MSS/DPC) to HQ USAFE/CV/CC for final award approval and signature. <p>Signature Block</p> <p>4 Tabs</p> <ol style="list-style-type: none"> 1. Recommendation Memorandum 2. Narrative Justification 3. Proposed Citation 4. Memorandum for HQ USAFE/A1KC <p>Tab 1:</p> <p>MEMORANDUM FOR XX FSS/FSMC (MSS/DPC)</p> <p>FROM: _____</p> <p>SUBJECT: XXX Award- (Name of Nominee)</p> <ol style="list-style-type: none"> 1. Attached is a nomination of the (name of award) to (name of nominee). This individual is being nominated for this award in recognition of _____. Period of service for this award is _____. 2. Request to submit the award package to your Incentive Award Committee (IAC) for review and approval. 3. Our POC is Ms/Mr XY at _____. <p>(NAME OF REQUESTER)</p> <p>Title</p>

Tab 2:**NARRATIVE JUSTIFICATION**

- Word Document, bullet format. Not to exceed one page.

Tab 3:**DRAFT CITATION**

- Word Document, not to exceed 9 lines and 120 total characters per line.

Tab 4:**Memorandum for HQ USAFE/A1KC**

FROM:

SUBJECT: XXX Award

I certify that the official records of Ms/Mr XY, during the inclusive dates of the XXX Award, do not contain any disciplinary or adverse action information. Also, there is no action pending that would reflect unfavorably on the exemplary performance deserving recognition.

Signature

Attachment 3

AWARDS AND RECOGNITION

A3.1. Table A3.1. Shows awards and recognition types for non-US employees

Table A3.1. Awards Table

Country	Type Employment	Type of Award						Governing Directive / Instruction
		Sustained Superior Performance ²	Special Act or Service ²	Notable Achievement ²	Honorary ¹	Letter of Recognition	Length of Service	
United Kingdom	Indirect	No	No	No	Yes	Yes	Yes	USAFEI 36-704 USAFEI 36-707
	Direct	Yes	Yes	Yes	Yes	Yes	Yes	
Italy	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI 36-716
Turkey	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI 36-716 USAFEI 36-710
Germany	Indirect	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI 36-716 USAFEI 36-723
Norway	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI36-752
Lajes	Direct	Yes	Yes	Yes	Yes	Yes	Yes	LFI 36-4, V1

NOTES:

- Honorary Awards include USAFE Medal of Distinction, USAFE Medal of Merit, Command Civilian Award for Valor, Exemplary Civilian Service Award, Award for Meritorious Civilian Service, and Outstanding Civilian Service Award.
- When determining the approved award amount, the current exchange rate at the time of processing will be used by the CPF/CPS to ensure the local currency amount does not exceed the US dollar amount for subject award. For instance, if a \$500 NAA is approved for a local national employee, use the exchange rate at the time of processing to ensure the rate (Euro (€), Pound Sterling (£), etc.) does not exceed \$500.