

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA
INSTRUCTION 36-131**

23 JULY 2020

Personnel

**THE USAFE-AFAFRICA NON-US
RECOGNITION PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE-AFAFRICA/A1KC

Certified by: HQ USAFE-AFAFRICA
/A1K

Supersedes: USAFEI 36-731, 23 March
2011

(Mr. Steve J. Reichert)

Pages: 16

This instruction implements AFD 36-1, *Appropriated Funds Civilian Management and Administration*, DODI1400.25V451_AFI-1004, *Civilian Recognition Program*, and AFI 34-301, *Non-appropriated Funds Personnel Management and Administration*. 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-Air Forces Africa (USAFE-AFAFRICA) 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 (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to HQ USAFE-AFAFRICA/A1KC, Civilian Personnel Policy and Programs Branch, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Compliance items in this publication are T-2. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate tier

waiver approval authority, utilizing guidance identified in AFI 33-360. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

The document has been substantially revised and needs to be completely reviewed. Major changes include: (1) References and functional offices have been updated and revised; (2) USAFE-AFAFRICA Form 2858, *Performance Award*, has been established; (3) The option of utilizing an electronic Staff Summary Sheet (e-SSS) has been included; (4) The evaluation period has been adjusted to mirror the U.S. civilian employees evaluation cycle; (5) **Paragraph 4.1.6**, Service Recognition Program for in the UK direct hire program has been adjusted to refer to USAFEI 36-707 pertaining details of awards; (6) **Paragraph 5.1.3** SSPA, has been revised to allow for time-off in lieu of cash or a combination; (7) **Table A3.1** has been revised to identify German local national employees as direct hires; and (8) Changed the “USAFE” Form 221 to “USAFE-AFAFRICA” Form 221.

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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-AFAFRICA- 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.

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

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

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

3. Responsibilities.

3.1. HQ USAFE-AFAFRICA, Civilian Policy Branch (A1K):

3.1.1. Establish basic programs and procedures.

3.1.2. Coordinate all requests submitted for the USAFE-AFAFRICA Deputy Commander (USAFE-AFAFRICA/CD) or higher approval.

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

3.1.4. Provide program oversight and policy guidance.

3.2. Installation Commanders:

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

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

3.3. Unit Managers and Supervisors:

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.

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

3.4. Civilian Personnel Offices (CPO):

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 Military Personnel Policies and Programs Branch, HQ USAFE-AFAFRICA/A1KM, Unit 3284 Box 25, APO AE 09094-3284.

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- 15-Year Service Recognition. The organizational unit will prepare the AF Form 3589-1, *Certificate of Service* (10 Years of Service), and USAFE-AFAFRICA 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 CPO 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-AFAFRICA 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-AFAFRICA 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 CPO will provide the employee's name, number of years of service, and date of eligibility to HQ USAFE-AFAFRICA/A1KM. To honor employees with 40 years of service HQ USAFE-AFAFRICA/A1KM 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-AFAFRICA/CD these certificates are forwarded to the CPO. 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 CPO will provide a memorandum to HQ USAFE-AFAFRICA/A1KM 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-AFAFRICA/A1KM will electronically forward the package to the Air Staff, Attn: AF/AISO (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 CPO. 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, otherwise it will be forfeited. 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 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 CPO 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 (T-3).

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). The award may be granted in either time-off, cash or a combination of both; however, if time-off is awarded, its monetary equivalent may not exceed the individual's awards percentage. The sum of time-off days granted in a year in total may not exceed 10 days (see section 6. Time-off Awards).

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 covers a minimum time frame of 12 months, unless the cycle is adjusted to correspond with the U.S. appraisal cycle. The U.S. civilian appraisal cycle also applies to Non-US employees. Nominations will be submitted each year not later than 60 days after the end of the appraisal cycle.

5.1.6. USAFE-AFAFRICA Form 2858, *Performance Award*, will be completed and presented.

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 DODI1400.25V451_AFI-1004, *Civilian Recognition Program*, and in AFI 34-301, *Non-appropriated Funds Personnel Management and Administration*. 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 CPO for action.

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 CD; 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 CPO and include a nomination memorandum (AF Form 1768 or an electronic staff summary sheet (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-AFAFRICA 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 for time off (administrative leave) in Germany will be documented on the USAFE-AFAFRICA Form 857, *Urlaubsantrag (Leave Request)*, signed and administered by the immediate supervisor. All other time-off requests in other countries will be documented on the respective form.

7. Honorary Awards:

7.1. USAFE-AFAFRICA 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-AFAFRICA 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-AFAFRICA or higher-level award (e.g. MCSA or ECSA).

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-AFAFRICA/A1KM).

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-AFAFRICA 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-AFAFRICA 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-AFAFRICA mission.

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

7.1.4. Normally, the LC/IC equivalent or above should make nominations in writing and submit them to the servicing CPO. 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-AFAFRICA/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-AFAFRICA/A1KM at least 90 days prior to the planned date of presentation. HQ USAFE-AFAFRICA/A1KM 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-AFAFRICA/A1KM will prepare the certificate and USAFE-AFAFRICA Medal of Distinction and forward the nomination package through the Director of Manpower, Personnel, and Services (HQ USAFE-AFAFRICA/A1) and the Host Nation Advisor (HQ USAFE-AFAFRICA /CCH) to USAFE-AFAFRICA/CD for concurrence and USAFE-AFAFRICA/CC for signature. Commanders will ensure the award is presented during an appropriate ceremony.

7.2. USAFE-AFAFRICA Medal of Merit (MOM):

7.2.1. Award the USAFE-AFAFRICA Medal of Merit (MOM) as recognition for noteworthy service, achievements, or support to the accomplishment of the USAFE-AFAFRICA 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-AFAFRICA or higher level award (e.g. MCSA or ECSA).

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-AFAFRICA/A1KM).

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-AFAFRICA 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-AFAFRICA mission.

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

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

7.2.4. Normally, a group commander or above will submit nominations in writing to the servicing CPO. 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 CPO at least 30 days prior to the planned date of presentation. The CPO 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 CPO will prepare a consolidated list of award recipients and forward it to HQ USAFE-AFAFRICA/A1KM 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 or an electronic 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 CPO. 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. 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.

7.4.2. The basis for award includes:

7.4.2.1. 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.

7.4.2.2. 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.

7.4.2.3. Improving safety or health of employees.

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

7.4.3. The supervisor will submit the nomination with the AF Form 1768, or an electronic staff summary sheet, and four attachments consisting of nomination memorandum, draft citation, narrative justification, and memorandum for HQ USAFE-AFAFRICA/A1KM to the servicing CPO 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-AFAFRICA/A1 and USAFE-AFAFRICA/CS for coordination. See Table 5.1., AFI36- 1004, 3 December 2009.

8. Stock Number. The Stock Number (Stock #) for individual awards is shown in DODI1400.25V451_AFI-1004, *Civilian Recognition Program*.

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 CPO 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.

SUSAN M. AIROLA-SKULLY, Colonel, USAF
Director, Manpower, Personnel, and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

DODI1400.25V451_AFI-1004, *Civilian Recognition Program*, 26 April 2019

AFI 34-301, *Non-appropriated Funds Personnel Management and Administration*, 1 July 2019

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

USAFEI 36-704, *Administration of Local National Indirect Hire Civilian Employees in the United Kingdom (UK)*, 13 August 2004

USAFEI 36-707, *Administration of Local National Direct Hire Civilian Employees in the United Kingdom (UK)*, 20 September 1996

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

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 36-101, *Lajes Field Instruction*, 18 Nov 2019

Prescribed Forms

USAFE-AFAFRICA Form 2858, *Performance Award*

USAFE-AFAFRICA Form 221, *Certificate of Achievement*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 1001, *Award Recommendation Transmittal*

AF Form 1166, *Award for Meritorious Civilian Service*

AF Form 1768, *Staff Summary Sheet*

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, *Certificate of Service (20 years of Service)*
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)*
USAFE Form 857, *Urlaubsantrag (Leave Request)*

Abbreviations and Acronyms

CPO—Civilian Personnel Office

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-AFAFRICA—United States Air Forces in Europe –Air Forces Africa

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

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

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. An electronic staff summary sheet or AF Form 1768 with 4 Attachments (if applicable).

Figure A2.1. Sample for the SSS.

Subject: XXX Award – Nominee's Name

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:
 - a. Grade
 - b. Duty Title
 - c. Period Covered
4. Proposed Citation is at Tab 3.
5. Memorandum for HQ USAFE-AFAFRICA/A1KM 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-AFAFRICA/CV/CC for final award approval and signature.

Signature Block

4 Tabs

1. Recommendation Memorandum
2. Narrative Justification
3. Proposed Citation
4. Memorandum for HQ USAFE-AFAFRICA/A1KM

Figure A2.2. Sample for the SSS Cont.

<p>Tab 1: MEMORANDUM FOR XX FSS/FSMC (MSS/DPC) FROM: _____ SUBJECT: XXX Award- (Name of Nominee) 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 _____ . (NAME OF REQUESTER) Title</p> <p>Tab 2: NARRATIVE JUSTIFICATION -Word Document, bullet format. Not to exceed one page.</p> <p>Tab 3: DRAFT CITATION - Word Document, not to exceed 9 lines and 120 total characters per line.</p> <p>Tab 4: Memorandum for HQ USAFE-AFAFRICA/AIKM 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</p>
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Attachment 3

AWARDS AND RECOGNITION

A3.1. Refer to [Table A3.1](#) which shows awards and recognition types for non-US employees.

Table A3.1. Awards Table.

Country	Employment System	Type of Award						Governing Directive / Instruction
		Sustained Superior Performance	Special Act/Service	Notable Achievement	Honorary	Letter of Recognition	Length of Service	
UK	Indirect Direct	No Yes	No Yes	No Yes	No Yes	No Yes	No Yes	USAFEI36-704 USAFEI36-707
Italy	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI36-716
Turkey	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI36-716 USAFEI36-710
Germany	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI36-716 USAFEI36-723
Norway	Direct	Yes	Yes	Yes	Yes	Yes	Yes	USAFEI36-752
Portugal	Direct	Yes	Yes	Yes	Yes	Yes	Yes	LFI36-101
<p>Note:</p> <ol style="list-style-type: none"> Honorary Awards include USAFE-AFAFRICA Medal of Distinction, USAFE-AFAFRICA 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 CPO 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. 								