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SUPERVISOR'S GUIDE TO AWARDS FOR FOREIGN NATIONAL EMPLOYEES

Aviano Air Base, Italy

Edition: February 2023

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1. REFERENCES:

- a. USAFE-AFAFRICAI 36-116, Probationary Period Appraisal and Performance Evaluation Non-US Citizen Employees, 1 April 2021
- b. USAFE-AFAFRICAI 36-131, The USAFE-AFAFRICA Non-US Recognition Program, 23 July 2020
- c. DODI1400.25V451_DAFI36-1004, 26 April 2019, Certified Current 17 November 2021, Table 4 Civilian Honorary Awards Approval Authority

2. BASIC PRINCIPLES:

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

3. IMPLEMENTATION: Approval levels for all awards are shown in Atch 1 to this guide. The Civilian Personnel Flight (CPF) monitors the program to ensure regulatory compliance and encourages maximum participation of the program. Award presentation ceremonies are appropriate and recommended.

4. RELATION TO PERFORMANCE EVALUATION: It is important to recognize high functioning and engaged employees which are the key to our success. By implementing, evaluating, and refining a comprehensive strategy for rewards and recognition, we support our key priority of maintaining organizational and workforce excellence while engaging and motivating employees to meet the 31 Fighter Wing and Mission Partner's critical missions. Performance evaluation is the primary basis to performance awards.

- a. Performance significantly exceeding expectations and applicable performance standards should be recognized.
- b. Recognition should not be limited to monetary rewards. In fact, available types of recognition include Letter of Appreciation, Commendation, Meritorious Civilian Service award, Exemplary Civilian Service award, Medal of Distinction, Medal of Merit, which also may be presented in conjunction with retirement.
- c. Non-eligibility in accordance with DODI1400.25V451_DAFI36-1004, Enclosure 3, Para 2a(8)

(1) No award for performance or achievement will be given to an individual who:

(a) Is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending

(b) Was the subject of a disciplinary action during the timeframe covering the award

(2) If an employee is under investigation and management is interested in awarding the individual, the installation commander (or equivalent civilian director), must determine the basis for the award is unrelated to the investigation, pending action, or the discipline and the award would not reflect unfavorably on the Air Force.

5. ANNUAL PERFORMANCE EVALUATION

a. **General Information.** The annual performance evaluation is the annual formal evaluation of an employee's performance. IAW USAFE-AFAFRICAI 36-131, para 5.1.5, the end-of-year performance cycle covers performance from 1 April 2022 to 31 March 2023.

The employee's performance is measured against the major duties outlined in their assigned position description (PD). Based on that parameter, supervisors are required to establish clear expectations at the beginning of the performance appraisal cycle by establishing performance standards for each position in regards to:

Quality: Applicable to work that is measured in terms of accuracy, excellence, cost requirements, courtesy to the public, etc. May be evaluated in terms of how the work is accomplished versus the results of work.

Quantity: Applicable to work that is measured by the amount or percentage of work produced or by the number of times something is done in a period of time.

Timeliness: Applicable to work that is measured by the average length of time required to perform a task or tasks or in terms of completion dates. Timeliness is a result-oriented standard

The performance standards serve as an instrument to measure the value of each employee's daily work. Supervisors should establish clear, and preferably written performance standards and ensure employees fully understand them. In case of unsatisfactory performance, immediately contact Civilian Personnel Section (CPS), 31 FSS/FSCL POCs by organization and phone contacts are listed on Atch 6. Improvement measures should be immediately adopted and documented. Employees should be provided periodically feedback about their performance. These discussions and performance evaluations should be recorded by annotating part B of the AF Form 971, Supervisor's Employee Brief.

On or about 31 March 23, the immediate supervisor will assess the performance of each Foreign National (FN) employee based on the assigned PD, job requirements (tasks) and performance standards. Performance is required to be evaluated and documented using the designated Civilian Performance Close-out Form sample provided on Atch 2. At least three major performance standards will be listed in the Position Performance Standards area, **Part A**. The supervisor will assess the performance standard by placing an "X" in the appropriate block(s). The short performance standards descriptions are to be inserted under Performance Standard 1, 2, 3, etc. For the most part, it is normally within the first introductory sentence of the PD for the specific job duties the supervisor is addressing. Each performance standard will then have a corresponding "meet" or "exceed performance standards" evaluation assigned to each listed.

After the above steps have been taken, the supervisor will then select from the **Part A**, Overall Performance evaluation drop down menu, between an Acceptable or Unacceptable rating. If no award will be granted, Award Justification, **Part B**, of the form must be left in blank. Supervisors may include general comments in the remarks area on page 2.

b. **Awards Related To Annual Performance.** At the end of the appraisal closeout cycle, provided the overall performance of the assigned PD tasks is determined to be Acceptable, and at least three performance standards have been rated as “exceed performance standards” the employee may be recognized with a Sustained Superior Performance Award (SSPA) which includes a monetary award, a Time Off Award (TOA) non-monetary award, or a combination of both. However, if TOA is awarded, its monetary equivalent may not exceed the individual’s awards percentage (see Atch. 3). **Part B**, of the Civilian Performance Close-out Form must include a justification bullet or short narrative describing how the performance exceeded the standards and the impact of the accomplishment to the mission. The award amount and/or hours of TOA will then be specified in **Part C** of the form.

(1) Sustained Superior Performance Award (SSPA)

(a) During the appraisal year, employee must have been in the same grade, in the same position, same category, 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 work agreement. Promotions, changes to another pay schedule, and separations occurring after the end-of-year performance evaluation period will not affect this year’s award eligibility. Maximum amounts authorized are listed in Atch 3 to this guide and must be within the allotted bogey assigned for the specific organization.

(b) Upon approval of funds for awards, the CPS, 31 FSS/FSCL, in conjunction with 31 CPTS, apports funds (bogey) for each major organization, based on number and grade of assigned employees.

(2) Time -Off Award (TOA)

(a) TOA recommendations resulting from the annual performance evaluations are included with, or instead of, the SSPA nomination on the Civilian Performance Close-out Form (Atch 2), and must include same level of justification as a SSPA (see para 5b).

(b) Employees who, as of 1 January of the new calendar year, carried an amount of annual leave (over 40 hours) from the prior calendar year are not eligible for a TOA. During the year, to include TOA granted at the end-of-year performance award cycle, an employee may be granted a maximum of 10 days excused absence without charge of leave. No more than 5 days may be granted during the annual performance closeout cycle.

c. **Award Approval Process.** Award approving officials are deemed to be at the Group Commander-level for the Foreign National Performance appraisal closeout cycle. Approval will be documented by submitting to the CPF, the award bogey master spreadsheet for their respective group via signed Certification of Approval, *2023 FN Civilian Appraisal memo* (Atch 5). Within this memo, may delegate approval to sign 2023 FN annual performance SSPA & TOA award justification form to Squadron Commanders (this authority may not be further delegated).

Group Commanders or equivalent will be required to review award recommendations and the group bogey spreadsheet, provided by Group Quality Control Review Officers (QCRO), for their respective organization. Funds availability will be certified by returning to CPO the group bogey award spreadsheet along with a signed certification memo. The memo, provided to QCROs during training, will certify that the award approving official has fully considered the wage costs

and productivity loss in granting the time-off awards, if any, and the cash and time off awards granted does not exceed the limits imposed per Air Force and Italy country-specific guidance. Group commanders may convene the group incentive awards panel, with squadron commanders in the panel, to assist in the accomplishment of the above.

The QCRO will QC data submitted and forms prior to forwarding completed packages to CPS, 31 FSS/FSCL, for processing. Once CPS has completed their internal review and coordination, the forms will be returned the QCROs for distribution to the immediate supervisors. All Civilian Performance Close-out Forms, with an award recommendation, will need to be signed by the first level supervisor, higher level supervisor, and approved by Group Commander or delegated Squadron Commander. The forms without award recommendations, will not need to be signed by the award approving official, but will require first and second level supervisor's signature.

D3 Record Keeping. The immediate supervisor upon receipt of the completed forms, will schedule a private individual performance evaluation session with each employee, and discusses performance as annotated in the form. If the employee does not understand English, arrangements should be made for an interpreter to be in attendance.

(1) During the same meeting, employee and supervisor will review the member's current PD to ensure the PD is still valid. Both FN employee and supervisor must sign/date the front page of the PD and initial/date all other pages. If there are any concerns at this point please contact the FN Classification Team 31fss.class@us.af.mil

(2) Part B of the Air Force Form 971, Supervisor's Employee Brief, will be annotated. Both parties should initial and date all entries made on the AF Form 971. The Civilian Performance Close-out Form, with overall evaluation, award justification (if any), and properly signed will also be filed in the employee's folder.

6. OUTSIDE THE END-OF-YEAR PERFORMANCE EVALUATION CYCLE AWARDS

The awards budget (bogey) will be allocated by fiscal year; it will include all monetary performance awards: the rating based (SSPA), and the non-rating based (individual contribution that may be given any time throughout the year). For FY23, the Department Of Defense is striving to create a greater balance between the two types of monetary awards by achieving an 85% (rating-based) to 15% (non-rating based) split. Prior to releasing unit awards budgets, the CPF will ensure that sufficient funds are reserved to cover cash awards already distributed in FY23.

a. Monetary Awards

(1) **Special Act or Service Award (SASA).** The SASA is a monetary award granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside job responsibilities, a scientific achievement, or in recognition of a courageous handling of an emergency situation. There is no limit to the number of SASAs that may be granted except that no more than one award may be granted for the same contribution, act or service. The basis of the award may be to recognize a superior achievement, or scientific achievement that saves the Command significant time manpower, or money; a project or assignment which involved overcoming unusual difficulties; performance of assigned duties with special effort or innovation that resulted in significant economies or other higher desirable benefits; created efforts that made an important contribution to science or research; and, exemplary or courageous handling of an emergency situation related to the official employment.

(a) Nominations for the award will be submitted using an AF Form 1768, Staff Summary Sheet, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or

achievement. The AF Form 1768 or eSSS should include all additional pertinent information (for a sample see DODI1400.25V451_DAFI36-1004, Figure 1).

(b) The installation commander is the final approval authority for SASA from \$501 to \$10,000. Maximum amount for intangible benefits is Euro 1,500.00 as per the Minutes of the 105th (2002) Italy JCPC Meeting, 16-18 September 2002, paragraph 105(02).11. In case of tangible benefits, the award is calculated as a percentage of the expected benefit or savings, as outlined in USAFE-AFAFRICAI 36-131. The package needs to be forwarded to Civilian Personnel Section CPS, 31 FSS/FSCL, for coordination and processing, within 60 calendar days from the event. The AF Form 2860, Special Act or Service Award, will be prepared by the CPS and forwarded to the employing unit for the official presentation.

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

(a) Nominations for the award will be submitted using an AF Form 1768, Staff Summary Sheet, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement. The AF Form 1768 or eSSS should include all additional pertinent information (for a sample see DODI1400.25V451_DAFI36-1004, Figure 1).

(b) The NAA must be funded by the unit making the nomination and the unit must identify the fund cite in the body of the SSS. Award amount ranges from \$25 to \$500 depending on the achievement. Nominations for NAAs are submitted to CPS, 31 FSS/FSCL for coordination/processing, within 30 calendar days after the event. The AF Form 3032, Certificate of Achievement, will be prepared by the employee's unit.

b. **Time-Off Award (TOA):** A TOA may be granted as performance recognition in lieu of, or in conjunction with a rating-based performance award. Employees who, at the time of nomination, carried an amount of annual leave of over 40 hours from the prior calendar year are **not** eligible for a TOA. It is supervisor's responsibility to include, in the nomination package, a SCUDONLINE screenshot showing current balance. This awards must not be granted to create the effect of a holiday or treated as administrative excusals or leave. For example, it will not be granted in conjunction with a military "down" or "training" day or the like, which would grant the entire civilian employee population or a majority of the civilian population a time-off award to be used on a specified day. During a calendar year, an employee may be granted a maximum of 10 days excused absence without charge to leave, for achievements and performance contributing significantly to the Air Force mission. The maximum amount that can be approved at one time is 5 days. The immediate supervisors may approve a TOA up to one workday without review and approval of higher level official. An award in excess of one day must be approved by the employee's second level supervisor.

Awarded TOA must be taken within one year of the effective date of the award; otherwise it will be forfeited and shall not be converted to a cash payment under any circumstances. Use of TOA must be requested on the appropriate leave form and is subject to operational requirements of the organization.

(1) TOA recommendations resulting from the annual performance evaluation are included with, or instead of, the SSPA nomination on the evaluation form (Atch 2), and must include the same level of justification as an SSPA (see para 5.b).

(2) Out-of-cycle TOA nominations will be submitted using an AF Form 1768, Staff Summary Sheet, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement.

(3) In both of the above cases, the following certification statement from the supervisor or recommending official should be included: "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 in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

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

(1) **USAFE Medal of Distinction (MOD).** It is the highest medal awarded to non-US employees or citizens in recognition of service, achievements, or support of the USAFE-AFAFRICA mission. Nominate employees only if they have received a USAFE-AFAFRICA or higher-level award (e.g. MCSA or ECSA). Basis for consideration of award will normally be for service over a minimum period of one year. Present the award within 6 months following the end of the period being recognized. The installation commander equivalent or above should make nominations in writing and submit them to CPS, 31 FSS/FSCL, which will review and forward to HQ USAFE-AFAFRICA/A1KM at least 90 days prior to the planned date of presentation. Final approving authority is USAFE-AFAFRICA/CC.

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

(3) **Outstanding Civilian Career Service Award (OCCSA).** It is a recognition for outstanding career service meriting recognition at the time of retirement. Civilian employees who, throughout their career, provided leadership or unusual competence, and their noteworthy accomplishments had a significant impact upon the Air Force mission. Nomination packages will be submitted to the CPS, 31 FSS/FSCL, within 60 days of the presentation ceremony. Final approving authority is the MAJCOM Commander unless delegated to Wing commander.

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

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

(6) **Air Force Civilian Achievement Award (AFCAA).** It is a recognition for a 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; to be eligible the nominee(s) must have successfully completed important projects or reached major unit milestones. Nomination packages will be submitted to the CPF, 31 FSS/FSCL. The squadron commander and civilian director equivalent (military must be on G-series orders) is the final approving authority.

d. **OTHER AIR FORCE RECOGNITION**

(1) **Length-of-Service Recognition.** Non-US employees are recognized for length of service upon completion of at least 10 years of faithful service with the US Forces, and additional awards will be granted upon satisfactory completion of subsequent periods of 5 years of service up to 70 years of service. For awards recognizing 10 thru 15 years of service the certificate of Achievement/Service will be prepared by the organizational unit and signed and presented by the local commander during an appropriate ceremony together with a lapel pin (provided by the CPS, 31 FSS/FSCL). For awards recognizing 20 through 35 years of service, the CPS, 31 FSS/FSCL prepares the Certificate of Achievement/Service, and the wing or group commander signs and presents it to the employee during an appropriate ceremony together with a lapel pin (provided by the CPS, 31 FSS/FSCL).

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

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

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

(4) **Recognition of Retiring FN Employees.** Retiring non-US employees may qualify for service recognition if they have completed at least 10 years of loyal service with the US Forces or at least 5 years of loyal service if the services rendered included significant acts or

contributions. The CPS, 31 FSS/FSCL, determines the employee's eligibility for the award and prepares the certificate for the employee and his/her spouse (AF Form 3033); the certificate will be signed by the group commander or equivalent and presented by the squadron commander or designated representative during an official ceremony.

EMANUELE IUS
Supervisory HR Specialist

Attachments:

1. Approving Authority List
2. Civilian Performance Close-out Form
3. Performance Award Maximum Amounts
4. Table 4, Civilian Honorary Awards Approval Authority
5. Certification of Approval, *2023 FN Civilian Appraisal memo*
6. 31 FSS/FSCL POCs by organization

APPROVING AUTHORITY LIST FOR SSPA FUNDS ADMINISTRATION

| <i>APPROVING AUTHORITY</i> | <i>RESPONSIBILITY CENTER</i> | <i>ORGANIZATIONS</i> |
|----------------------------|--|-----------------------------------|
| HQ USAFE | HQ USAFE/JA HQ USAFE/A4RTT | USAFE/JAI OL-F LGTT Camp Darby |
| 31 CPTS/CC | 31 FW 31 CPTS | PA, SE, JA, HC, CCPP FM |
| 31 OG/CC | 31 OSS 555 FS 510 FS 606 ACS 56 RSQ 57 RSQ | |
| 31 MXG/CC | 31 MXG 31 MXS 31 MUNS 31 AMXS 731 MUNS (Darby) | CCS |
| 31 MDG/CC | Defense Health Agency (DHA) 31 OMRS (COBRA Clinic) | 31 MDSS |
| 31 MSG/CC | 31 MSG 31 FSS 31 SFS 31 CES 31 CS 31 CONS 31 LRS | |
| 38 MMG/CC | 704 MUNSS/CC (Ghedi) | |
| ASSOCIATED UNITS | | |
| Commissary Officer | Defense Commissary Agency | DeCA |
| DLA Chief | Defense Reutilization and Marketing Office | DLA Aviano, Sigonella, Livorno |
| 721 AMO/CC | 724 AMC | |
| District Superintendent | DoD Education Activity (DoDEA) | AHS, AMS, AES, DETMO |
| ROICC Commander | ROICC | |
| AFOSI Region 5 | Det 531, AFOSI | |

Atch 1

FOUO

| FOREIGN NATIONAL ANNUAL PERFORMANCE CLOSE OUT CYCLE | | |
|---|--|------------------------------|
| EMPLOYEE (Last Name, First, Middle Initial) | | SSN |
| | | 2124T |
| UNIT & OFFICE SYMBOL | | |
| APPRAISAL PERIOD | From: 1 April 2022 | To: 31 March 2023 |
| POSITION TITLE | | |
| | | |
| PAY PLAN | SERIES | GRADE |
| | | |
| <p>- Part A normally contains one to seven critical standards</p> <p>- Evaluate the critical standard(s) in Part A by placing an "X" in the appropriate block(s). The overall performance evaluation is derived from the assessment of the critical standards. An Unacceptable evaluation is the basis for initiating a performance improvement plan and requires proper documentation. Contact the Civilian Personnel Section for assistance, POC 31 FSS/FSCL, 632-4057.</p> <p>- Complete Part B, "Award Justification" for those being recommended for an award (bullet format, limited to 9 lines).</p> | | |
| PART A. Position Performance Standards (Did the employee's performance standards "Meet" or "Exceed" according to assigned Position Description?) | | |
| | MEET | EXCEED PERFORMANCE STANDARDS |
| Perf Stand 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| Perf Stand 7 | <input type="checkbox"/> | <input type="checkbox"/> |
| I certify that I have reviewed with the above employee the duties and responsibilities assigned to his/her position. For each job standard listed, I, Supervisor, have communicated these performance standards expectations to the employee. | | |
| OVERALL PERFORMANCE EVALUATION | A: Acceptable --Meets or exceeds standards on all job requirements | |
| Acceptable | U: Unacceptable -- Does not meet standards on one or more critical standards (CPF assistance required) | |
| The employee has been informed of the above determination which has been recorded on AF Form 971, Supervisor's Employee Brief | | |
| PART B. Award Justification 9 Lines Total (minimum 3 PD standards describing the superior performance) | | |
| <p>NOTE: Justification must include a summary outlining how the employees' performance has exceeded the measurable performance standards listed in Part A. Write up must be expressed in terms of how the major tasks were performed in terms of Quality, Timeliness & Quantity</p> | | |
| PART C. Performance Award | | |
| AWARD AMOUNT in Euro | TIME OFF AWARD Hours | |
| € | 0 | |

FOUO

Certification for Time-Off Award (as applicable): 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 in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award.

PART D. Certification. Certify by having rater, reviewer, award approving official (Group/CC), and employee sign and date this form

| | | |
|---|--|------|
| SUPERVISOR'S NAME & DUTY TITLE/PHONE# | SUPERVISOR'S SIGNATURE <small>[Redacted]</small> | DATE |
| REVIEWER'S NAME & DUTY TITLE/PHONE# | REVIEWER'S SIGNATURE <small>[Redacted]</small> | DATE |
| AWARD APPROVING OFFICIAL'S NAME & DUTY TITLE/PHONE# | APPROVING OFFICIAL'S SIGNATURE <small>[Redacted]</small> | DATE |
| EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE (Receipt acknowledgement. Signature does not indicate agreement or disagreement) <small>[Redacted]</small> | DATE |

| |
|-------------------------------------|
| SUPERVISOR'S GENERAL REMARKS |
| |

NON-US CITIZENS PERFORMANCE AWARD MAXIMUM AMOUNTS

SSPAs:

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

Blue Collars - FY 23

| | U5 | U6 | U7 | U8 | U9 | U10 |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| BP | € 825.12 | € 757.67 | € 685.38 | € 628.33 | € 552.19 | € 506.62 |
| 3rd El | € 804.34 | € 781.31 | € 752.02 | € 705.37 | € 677.88 | € 569.18 |
| Cont | € 519.23 | € 517.09 | € 514.80 | € 513.04 | € 511.24 | € 509.99 |
| Tot | € 2,148.69 | € 2,056.07 | € 1,952.20 | € 1,846.74 | € 1,741.31 | € 1,585.79 |
| Annual Salary | € 30,081.66 | € 28,784.98 | € 27,330.80 | € 25,854.36 | € 24,378.34 | € 22,201.06 |
| 10% | € 3,008.17 | € 2,878.50 | € 2,733.08 | € 2,585.44 | € 2,437.83 | € 2,220.11 |
| 2.50% | € 752.04 | € 719.62 | € 683.27 | € 646.36 | € 609.46 | € 555.03 |

White Collars - FY 23

| | QX | Q1 | Q2 |
|---------------|-------------------|-------------------|-------------------|
| BP | € 1,829.61 | € 1,683.72 | € 1,537.73 |
| 3rd El | € 1,818.59 | € 1,644.00 | € 1,461.59 |
| Cont | € 534.66 | € 534.66 | € 534.66 |
| Tot | € 4,182.86 | € 3,862.38 | € 3,533.98 |
| Annual Salary | € 58,560.04 | € 54,073.32 | € 49,475.72 |
| 10% | € 5,856.00 | € 5,407.33 | € 4,947.57 |
| 2.50% | € 1,464.00 | € 1,351.83 | € 1,236.89 |

| | U1 | U2 | U3 | U4 | U5 |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| BP | € 1,179.23 | € 1,078.07 | € 987.71 | € 886.53 | € 825.12 |
| 3rd El | € 1,053.68 | € 997.29 | € 943.82 | € 918.32 | € 869.56 |
| Cont | € 531.04 | € 527.77 | € 524.41 | € 521.43 | € 519.23 |
| Tot | € 2,763.95 | € 2,603.13 | € 2,455.94 | € 2,326.28 | € 2,213.91 |
| Annual Salary | € 38,695.30 | € 36,443.82 | € 34,383.16 | € 32,567.92 | € 30,994.74 |
| 10% | € 3,869.53 | € 3,644.38 | € 3,438.32 | € 3,256.79 | € 3,099.47 |
| 2.50% | € 967.38 | € 911.10 | € 859.58 | € 814.20 | € 774.87 |

| | U6 | U7 | U8 | U9 |
|---------------|-------------------|-------------------|-------------------|-------------------|
| BP | € 757.67 | € 685.38 | € 628.33 | € 552.19 |
| 3rd El | € 845.00 | € 841.76 | € 837.07 | € 787.30 |
| Cont | € 517.09 | € 514.80 | € 513.04 | € 511.24 |
| Tot | € 2,119.76 | € 2,041.94 | € 1,978.44 | € 1,850.73 |
| Annual Salary | € 29,676.64 | € 28,587.16 | € 27,698.16 | € 25,910.22 |
| 10% | € 2,967.66 | € 2,858.72 | € 2,769.82 | € 2,591.02 |
| 2.50% | € 741.92 | € 714.68 | € 692.45 | € 647.76 |

(Added)(DAF) Figure 8. Air Force Civilian Achievement Award.



c. (Added)(DAF) Award Description. A pewter-colored medal bearing the Air Force coat of arms within a wreath of laurel leaves. The ribbon has three sets of four vertical stripes of silver gray on an ultramarine blue background. An illustration of the medal is provided at Figure 8.

(1) (Added)(DAF) A miniature medal, pewter-colored lapel emblem, and DAF Form 4300, *Air Force Civilian Achievement Award Certificate*; available through Air Force e-Publishing (<http://www.e-publishing.af.mil>), will accompany this award.

(2) (Added)(DAF) The approval authority provides certificate and medal set (NSN # 8455-01-4967-146); available through the Defense Supply System.

(Added)(DAF) Table 4. Civilian Honorary Awards Approval Authority (see all notes).

| Decorations | | | | | |
|--|---|------------------------------------|----------------------------------|----------------------------------|--------------------------------------|
| <i>(An "X" in a column indicates approval authority for the decoration in the heading.)</i> | Outstanding Civilian Career Service Award | Meritorious Civilian Service Award | Command Civilian Award for Valor | Exemplary Civilian Service Award | Air Force Civilian Achievement Award |
| <u>HAF</u> : Secretariat, Air Staff deputy chief of staff, assistant deputy chief of staff and 2-letter director | X | X (see note 3) | X | X | X |
| <u>HAF</u> : Director (colonel and above, | | X | | X | X |

| | | | | | |
|---|-------------------|---|-------------------|---|---|
| and civilian equivalent) | | | | | |
| MAJCOM/Field Command commander, deputy commander or vice commander; and Air National Guard director and deputy director | X (see note 4) | X | X | X | X |
| MAJCOM/Field Command director, head of staff office, deputy chief of staff (colonel and above) and civilian director equivalent; and Air National Guard chief Air directorate staff | | X | | X | X |
| Numbered Air Force, DRU, FOA, and Center commander and civilian director equivalent | X (see note 4) | X | X | X | X |
| Numbered Air Force, DRU, FOA, and Center vice commander (colonel and above) and civilian director equivalent | | X | | X | X |
| Joint and combined task force Commander, Air Force Component Commander (major general and above) and civilian director equivalent | | X | | X | X |
| Wing commander (colonel and above) and civilian director equivalent | X (see note 5) | X | X (see note 5) | X | X |
| Wing vice commander (colonel and above) and civilian director equivalent | | X | | X | X |
| Group commander and vice commander (colonel and above, | | | | X | X |

| | | | | | |
|---|--|-------------------|--|-------------------|-------------------|
| and civilian equivalents) | | | | | |
| State Adjutants General | | X | | X | X |
| Group Commander and civilian director equivalent | | | | X | X |
| Group (or equivalent) commander and deputy commander and civilian equivalent (regardless of grade) | | X (see note 6) | | | |
| Squadron commander and civilian director equivalent | | | | X (see note 6) | X (see note 6) |
| <p>Notes:</p> <ol style="list-style-type: none"> 1. The Secretary of the Air Force's approved delegations are outlined in the table above and applies to Department of the Air Force officers and civilian leaders, to include United States Space Force officers and civilian leaders. 2. The Secretary of the Air Force retains approval authority for the Decoration for Exceptional Civilian Service and the Air Force Civilian Award for Valor, unless delegated. The Secretary of the Air Force Decorations Board considers nominations, except for career civilian senior executive employees. SAF/AA will process all career civilian senior executive employee nominations through the Executive Resources Board to the Secretary of the Air Force. 3. Approval authority for the Meritorious Civilian Award may be delegated to directors in the grade of colonel and above, and civilian equivalents. 4. On 8 Sep 14, Secretary of the Air Force authorized MAJCOM commanders to delegate Outstanding Civilian Career Service Award approval authority to MAJCOM vice commander or deputy command in the grade of major general and higher (or civilian leader equivalent). Also, Secretary of the Air Force delegated Outstanding Civilian Career Service Award approval authority to commanders of Number Air Forces, Field Operating Agencies, Centers and Direct Reporting Units, in the rank of major general and higher (or civilian leader equivalents). In accordance with DAFI33-360_DAFGM2021-01, dated 21 July 2021, this includes United States Space Force Field Command equivalents. 5. This approval authority must be delegated by the MAJCOM/Field Command commander. 6. This authority may not be further delegated. | | | | | |



**DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)**

Insert date 2023

MEMORANDUM FOR 31 FSS/FSCL

FROM: **Insert Group CC org**

SUBJECT: Certification of Approval - 2023 Foreign National (FN) Civilian Performance Appraisal Awards

1. Attached is the certified report of approved FN Sustained Superior Performance Awards (SSPA). I certify the data on the Group award spreadsheet is accurate and matches the evaluation and award recommendation maintained in this organization.
2. **I delegate/do not delegate** the approval to sign 2023 FN annual performance SSPA award justification form to Squadron Commanders (this authority may not be further delegated). The monetary and time-off award for each employee indicated on the spreadsheet is approved. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also have considered the unit's workload and employee's leave projections and certify that the employee can schedule the time-off in addition to other schedule leave. The cash and time off awards granted does not exceed the limits impose per Air Force and Italy country specific guidance.
3. If you have any questions please contact (**Insert QCRO contact information**)

Insert Signature Block of Group CC

Atch 5

31 FSS/FSCL POCs BY ORGANIZATION

For information or questions concerning performance management, please contact your servicing Human Resources POCs listed below:

31 LRS, 31 OG, 31 MXG, 31 MDG

Ms. Livia Ros, at 632-4901, livia.ros.it@us.af.mil

31 MSG (31 CES, 31 CONS, 31 CS, 31 FSS, & 31 SFS)

Mr. Marco De Luca, at 632-8330, marco.de_luca.it@us.af.mil

Wing Staff Agencies, GSU's, Tenants (DLA, DoDEA, 724 AMS, Ghedi, OSI)

Ms. Susanna Coassin, at 632-4900, susanna.coassin.it@us.af.mil