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SUPERVISOR'S GUIDE TO AWARDS FOR FOREIGN NATIONAL EMPLOYEES

Aviano Air Base, Italy

Edition: April 2025

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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, 18 December 2023, 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-AFAFRICA 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-AFAFRICA 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 Atchs 2 & 5 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)(c) & (d)

(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, is pending disciplinary or adverse action based on performance or conduct, or was the subject of a disciplinary action during the timeframe covering the award 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 formal evaluation of an employee's performance. IAW USAFE-AFAFRICAI 36-131, para 5.1.5, and USAFE-AFAFRICAI 36-116 Para 4.4.1 the performance cycle covers a minimum time frame of 12 months and it usually begins on 1 April of a CY and ends 31 March of the following CY.

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.

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.

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.

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 the HR Specialist assigned to the organization (names/phone# listed on page 10 of this guide). Improvement measures should be immediately adopted and documented. Employees should be provided periodically a feedback about their performance. These discussions and performance evaluations should be recorded by annotating part B of the Computer-generated Supervisor's Employee Brief-971.

On or about 31 March25, 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 3). 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. 4). **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, the employee must have served a minimum of 12 months with USAF during the evaluation cycle (1 Apr – 31 Mar). Maximum amounts authorized are listed in Atch. 4 to this guide and must be within the allotted bogey assigned for the specific organization.

(b) Upon approval of funds for awards, the CPF, 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 3), 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 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 or squadron via signed Certification of Approval, *2025 FN Civilian Appraisal memo* (Atch. 6).

Commanders or equivalent will be required to review award recommendations and the bogey spreadsheet, provided by Quality Control Review Officers (QCRO), for their respective organization. Funds availability will be certified by returning to CPF the 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. commanders may convene the incentive awards panel, to assist in the accomplishment of the above.

The QCRO will QC data submitted and forms prior to forwarding completed packages to CPF, 31 FSS/FSCL, for processing. Once CPF 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 as a minimum by the first level supervisor, higher level supervisor (highly recommended), and approved by the Commander or Deputy. 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.

d. **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 Computer-generated Supervisor's Employee Brief-971 will be annotated. Both parties should initial and date all entries made on the 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 FY25, we continue striving to create a greater balance between the two types of monetary awards by achieving an 90% (rating-based) to 10% (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 FY25.

a. Monetary Awards

(1) **Special Act or Service Award (SASA).** 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 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; creative 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 a DAF Form 3670, Monetary or Time-Off Incentive Award Nomination and Approval. The Form will capture the required information, the award justification, and appropriate approvals. The justification should be completed in bullet format and should not exceed one single-spaced typewritten page, unless otherwise required by DODI1400.25V451_DAFI36-1004.

(b) The installation commander is the final approval authority for SASA from \$501 to \$10,000. 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 CPF, 31 FSS/FSCCL, 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 CPF 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 a DAF Form 3670, Monetary or Time-Off Incentive Award Nomination and Approval. The Form will capture the required information, the award justification, and appropriate approvals. The justification should be completed in bullet format and should not exceed one single-spaced typewritten page, unless otherwise required by DODI1400.25V451_DAFI36-1004

(b) The NAA must be funded by the unit making the nomination. Approval is required by the Resource Manager to ensure funds are available and the unit must identify the fund cite to be used on the DAF Form 3670. Award amount ranges from \$25 to \$500 depending on the achievement. Nominations for NAAs are submitted to CPF, 31 FSS/FSCL for coordination/processing, within 30 calendar days after the event. If desired, The AF Form 3032, Certificate of Achievement, may 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 award 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 3), and must include the same level of justification as an SSPA (see para 5b).

(2) Out-of-cycle TOA nominations will be submitted using a DAF Form 3670, Monetary or Time-Off Incentive Award Nomination and Approval. The Form will capture the required information, the award justification, and appropriate approvals.

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

(1) **USAFE-AFAFRICA 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 CPF, 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-AFAFRICA Medal of Merit (MOM).** It is a recognition for noteworthy service, achievements, or support to the accomplishment of the USAFE-AFAFRICA mission. Employees may only be nominated if they have already received a USAFE-AFAFRICA or higher level award (e.g. MCSA or ECSA). Basis for consideration of the 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 CPF, 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 CPF, 31 FSS/FSCL, within 60 days of the presentation ceremony. With letter dated 08 March 2023, the USAFE-AFAFRICA/CC has delegated the final approving authority to the Wing/CC.

(4) **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 CPF, 31 FSS/FSCL. Final approving authority Group (or equivalent) Commander and Deputy Commander and civilian equivalent (regardless of grade).

(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 CPF, 31 FSS/FSCL. Final approving authority Squadron Commanders and civilian director equivalent.

(6) **Air and Space 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. Final approving authority rests with Squadron Commanders and civilian director equivalent. Approved packages will be submitted to the CPF, 31 FSS/FSCL, for filing.

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 50 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 CPF, 31 FSS/FSCL). For awards recognizing 20 through 35 years of service, the CPF, 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 CPF, 31 FSS/FSCL). For awards recognizing 40 through 50 years of service, the CPF, 31 FSS/FSCL receives the Certificate of Achievement/Service from MAJCOM, and the wing or group commander presents it to the employee during an appropriate ceremony together with a lapel pin (provided by the CPF, 31 FSS/FSCL).

(2) **Letters and Certificates of Commendation.** These personalized letters and certificates, are used to commend an employee for any unusual achievements, or contributions that clearly exceed duty 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” and, as an option, 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 CPF, 31 FSS/FSCL, for inclusion in the employee’s official personnel file.

(3) **Letters and Certificates of Appreciation.** These letters and, as an option, AF Form 3033, Certificate of Appreciation, express appreciation to employees for work performance, an act, or service, 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 CPF, 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.

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MARCO DE LUCA
Supervisory HR Specialist

Attachments:

1. 31 FSS/FSCL Contact List
2. Approving Authority List
3. Civilian Performance Close-out Form
4. Performance Award Maximum Amounts
5. Table 4, Civilian Honorary Awards Approval Authority
6. Certification of Approval, *2025 FN Civilian Appraisal Memo*

For further 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 CS, 31 FSS, & 31 SFS)

Ms. Sarah Ciaranfi, at 632-8341, sarah.ciaranfi.1.it@us.af.mil

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

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

Atch 1

APPROVING AUTHORITY LIST FOR SSPA FUNDS ADMINISTRATION

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

CUI

FOREIGN NATIONAL ANNUAL PERFORMANCE CLOSE OUT CYCLE		
EMPLOYEE (Last Name, First, Middle Initial)		SSN 2124T
UNIT & OFFICE SYMBOL		
APPRAISAL PERIOD	From: 1 April 2024	To: 31 March 2025
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)		
PART C. Performance Award		
AWARD AMOUNT in Euro	TIME OFF AWARD Hours	
€	0	

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 25

	U5	U6	U7	U8	U9	U10
BP	€ 899.32	€ 825.80	€ 747.01	€ 676.95	€ 601.26	€ 552.18
3rd El	€ 924.29	€ 899.00	€ 866.87	€ 823.75	€ 786.33	€ 667.15
Cont	€ 519.23	€ 517.09	€ 514.80	€ 513.04	€ 511.24	€ 509.99
Tot	€ 2,342.84	€ 2,241.89	€ 2,128.68	€ 2,013.74	€ 1,898.83	€ 1,729.32
Annual Salary	€ 32,799.76	€ 31,386.46	€ 29,801.52	€ 28,192.36	€ 26,583.62	€ 24,210.48
10%	€ 3,279.98	€ 3,138.65	€ 2,980.15	€ 2,819.24	€ 2,658.36	€ 2,421.05

White Collars - FY 25

	QX	Q1	Q2
BP	€ 1,994.14	€ 1,835.13	€ 1,676.02
3rd El	€ 2,031.14	€ 1,840.85	€ 1,642.03
Cont	€ 534.66	€ 534.66	€ 534.66
Tot	€ 4,559.94	€ 4,210.64	€ 3,852.71
Annual Salary	€ 63,839.16	€ 58,948.96	€ 53,937.94
10%	€ 6,383.92	€ 5,894.90	€ 5,393.79

	U1	U2	U3	U4	U5
BP	€ 1,285.28	€ 1,175.02	€ 1,076.54	€ 966.26	€ 899.32
3rd El	€ 1,197.12	€ 1,135.36	€ 1,076.78	€ 1,048.71	€ 995.38
Cont	€ 531.04	€ 527.77	€ 524.41	€ 521.43	€ 519.23
Tot	€ 3,013.44	€ 2,838.15	€ 2,677.73	€ 2,536.40	€ 2,413.93
Annual Salary	€ 42,188.16	€ 39,734.10	€ 37,488.22	€ 35,509.60	€ 33,795.02
10%	€ 4,218.82	€ 3,973.41	€ 3,748.82	€ 3,550.96	€ 3,379.50

	U6	U7	U8	U9
BP	€ 825.80	€ 747.01	€ 676.95	€ 601.26
3rd El	€ 968.42	€ 964.68	€ 942.34	€ 903.62
Cont	€ 517.09	€ 514.80	€ 513.04	€ 511.24
Tot	€ 2,311.31	€ 2,226.49	€ 2,132.33	€ 2,016.12
Annual Salary	€ 32,358.34	€ 31,170.86	€ 29,852.62	€ 28,225.68
10%	€ 3,235.83	€ 3,117.09	€ 2,985.26	€ 2,822.57

(Added)(DAF) Figure 8. Air and Space Civilian Achievement Award.



c. (Added)(DAF) Award Description. A pewter-colored medal bearing the Department of 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 and Space Civilian Achievement Award Certificate*; available through Department of the 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, including note 1 and 2).

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	Air and Space Command Civilian Award for Valor	Exemplary Civilian Service Award	Air and Space Civilian Achievement Award
HAF: Secretariat, Air/Space Staff deputy chief of staff, assistant deputy chief of staff and 2-letter director	X	X (See note 3)	X	X	X
HAF: Director (colonel and above, and civilian equivalent)		X		X	X

MAJCOM/FLDCOM commander or deputy commander; and Air National Guard director and deputy director	X (See note 4)	X	X	X	X
<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	Air and Space Command Civilian Award for Valor	Exemplary Civilian Service Award	Air and Space Civilian Achievement Award
MAJCOM/FLDCOM director, head of staff office, deputy chief of staff (colonel and above) and civilian director equivalent; and Air National Guard chief of 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 deputy 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/Delta commander (colonel and above) and civilian director equivalent	X (See note 5)	X	X (See note 5)	X	X
Wing/Delta deputy commander (colonel and above) and civilian director equivalent		X		X	X
Group commander and deputy commander				X	X

(colonel and above, and civilian equivalents)					
State Adjutants General		X		X	X
Group Commander and civilian director equivalent				X	X
<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	Air and Space Command Civilian Award for Valor	Exemplary Civilian Service Award	Air and Space Civilian Achievement Award
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 and Space 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 deputy commander 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 DAFMAN90-161, this includes United States Space Force Field Command equivalents. 5. This approval authority must be delegated by the MAJCOM/FLDCOM commander. 6. This authority may not be further delegated. 					



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

Insert date 2025

MEMORANDUM FOR 31 FSS/FSCL

FROM: Insert Group/Squadron CC org

SUBJECT: Certification of Approval - 2025 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/Squadron award spreadsheet is accurate and matches the evaluation and award recommendation maintained in this organization.
2. 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 CC

"Return With Honor"

Atch 6