



# CIVILIAN PERSONNEL FACT SHEET

## NOTABLE ACHIEVEMENT AWARD

**PURPOSE:** To recognize personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness.

**ELIGIBILITY:** The Notable Achievement Award (NAA) is a category of Special Act or Service Award (SASA) based on noteworthy contributions that do not warrant a SASA. Do not grant this award for a contribution for which a previous award was given.

**PROCESS:** Nominations for the NAA must describe the contributions in writing, recommend an award amount, and be submitted within 30 days after completion of the achievement. As with the SASA, an AF Form 1768 (Staff Summary Sheet) is used to document this award. AF Form 3032, *Notable Achievement Award Certificate*, should accompany the award. The blank form can be obtained by ordering through ETS.

Provide a copy of the approved award nomination to 435 MSS/DPCE to ensure the data records are appropriately updated.

**APPROVAL AUTHORITY:** The award can be initiated by a supervisor at any level and may be approved by the employee's second level supervisor. The minimum amount is \$25 and the maximum is \$500.

Managers outside the employee's chain of command may also nominate an employee for an NAA by making recommendations to the employee's immediate supervisor for approval by the employee's second-line supervisor. In which case, the nominating organization pays the award costs and provides the funding information to the employee's organization.

**REF:** AFI 36-1001, AFP 36-2861



**DEPARTMENT OF THE AIR FORCE**

**CERTIFICATE OF ACHIEVEMENT**

AWARDED TO

\_\_\_\_\_

\_\_\_\_\_

**SAMPLE STAFF SUMMARY SHEET**  
**Example of a Notable Achievement Award (NAA)**

{ P R I V A T E }	TO	ACTIO N	SIGNATURE, GRADE, DATE	TO	ACTION	SIGNATURE, GRADE, DATE
	1	Submit Thru		6		
	2	Proper Channels		7		
	3	435 MSS/ DPCE	Process	8		
	4			9		
	5			1 0		

{PRIVATE}SURNAME OF ACTION OFFICER/GRADE	SYMBOL	PHONE	TYPIS T'S INITI ALS	SUSPENSE DATE
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{PRIVATE}SUBJECT Notable Achievement Award (NAA)	DATE
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**{PRIVATE}SUMMARY**

1. The attached recommendation is by (Rank or Title, Full Name), (Organization). The nomination is submitted for review/approval.

2. JUSTIFICATION (EXAMPLE): \_\_\_\_\_ is being nominated for the NAA in amount of \$500. This award is for a special act or service resulting in noteworthy contributions and can either be an individual or group award. \_\_\_\_\_ was tasked to develop and execute a plan to close the customer service counter within 60 days. Within the first 2 weeks \_\_\_\_\_ executed a plan to create sample notebooks to assist customers who no longer will have access to speaking with an individual at the front counter. \_\_\_\_\_ worked numerous hours in maintaining daily contact with communication squadron in hooking direct phone lines to assist customers when assistance or appointments are required. \_\_\_\_\_ also prepared articles for publication for the base newspaper, website and daily bulletin of the customer service counter closure. \_\_\_\_\_ singular accomplishments resulted in a most successful closure of the customer service counter with little or no disruption to customer service.

3. OTHER DATA:  
 SOCIAL SECURITY NUMBER:  
 GRADE:  
 DUTY TITLE:  
 PERIOD COVERED:

4. RECOMMENDATION: \_\_\_\_\_ approve and sign the attached certificate at Tab 1.

1 Tab  
Certificate

“Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579.”