

Awards: *Performance*

- An employee whose performance rating is Acceptable may be paid a cash award. An award recognizing high levels of performance may be recommended at the end of the appraisal period in conjunction with the annual performance rating in accordance with each commander's award program.
- **Awards are not given automatically.** Justification for an award is submitted on an AF Form 860A, Part C in bullet format, limited to 9 lines. The justification will address accomplishments in the employee's position. Performance cash awards may be granted as a specific whole dollar. Awards are based on the employee's salary as of 31 Mar.
- Enter a "P" in the first block of part D on the AF Form 860A, enter the whole dollar figure in block two.
- A certificate, AF Form 2858, is available for optional preparation and presentation by the presenting organization. Blank forms may be ordered through ETS or by contacting 435 MSS/DPCE. Each organization is responsible for typing the certificates for their employees.
- Employees may be awarded a combination Time-off Award and a monetary Performance Award.
- A QSI cannot be awarded in conjunction with a monetary performance award or a Time Off Award.

Awards:
Time-off Award

- The Time-Off Award may be granted without loss of pay or charge to leave in recognition of a superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of Government operations. The intent of a time-off award is to provide an alternate means of recognition in lieu of granting a monetary award. It may be awarded jointly with a monetary performance award. **It can never be awarded jointly with a Quality Step Increase.**
- The maximum amount of time-off that can be approved for any single contribution is 40 hours.
- Enter a Time-off Award on the AF Form 860a, part D, block three “Other Award.” State the number of hours such as 8 or 16, any amount up to 40 hours.
- The employee is responsible for requesting supervisory approval to schedule and use a time-off award. To the extent possible, it should be used within 90 calendar days from the effective date, but no later than 1 year from the effective date or the award is forfeited.
- A Time-off Award shall not be converted to a cash payment under any circumstances.
- Employees may not transfer approved unused time-off when they transfer from the Air Force to another DoD component or to another Federal agency, nor may employees coming from another department or Federal agency transfer time-off to the Air Force.
- Employees may be awarded a combination Time-off Award and a monetary Performance Award.
- A QSI cannot be awarded in conjunction with a monetary performance award or a Time Off Award.