

Special Act or Service Award (SASA)

PURPOSE

To recognize an employee, or group of employees, for a special act or service resulting in significant tangible or intangible benefits to the government.

AWARD

Consisting of a certificate (AF Form 2860), which is prepared by the nominating office and a cash award.

PROCEDURE

Supervisor

- Submits nomination memorandum and a written justification describing the achievement and the proposed citation.
- Submits nomination package no later than 90 days after completion of the special act or service.
- Prepares certificate.

Wing Commander

- Approves awards of \$5,000 or less.
- Presents certificate at an appropriate ceremony.

Commander HQ USAFE/CC or Designee

- Is final approving authority for awards of \$5,000 to \$10,000.

Civilian Personnel Flight

- Processes award and directs payment through the Foreign Forces Payroll Office (FFPO).
- Ensures the award is documented in the civilian personnel data system.
- Forwards approved memorandum to the organization for presentation by the manager in an appropriate ceremony

The
Department of the Air Force
Presents a Cash Award
To

In Recognition of
A Special Act or Service

Citation:

AF FORM 2860 MAY 83

Sample AF Form 2860