

Sustained Superior Performance Award (SSPA)

PURPOSE

To recognize Non-US employees for performance of duty **clearly** exceeding performance standards **for at least a 12 month period**.

AWARD

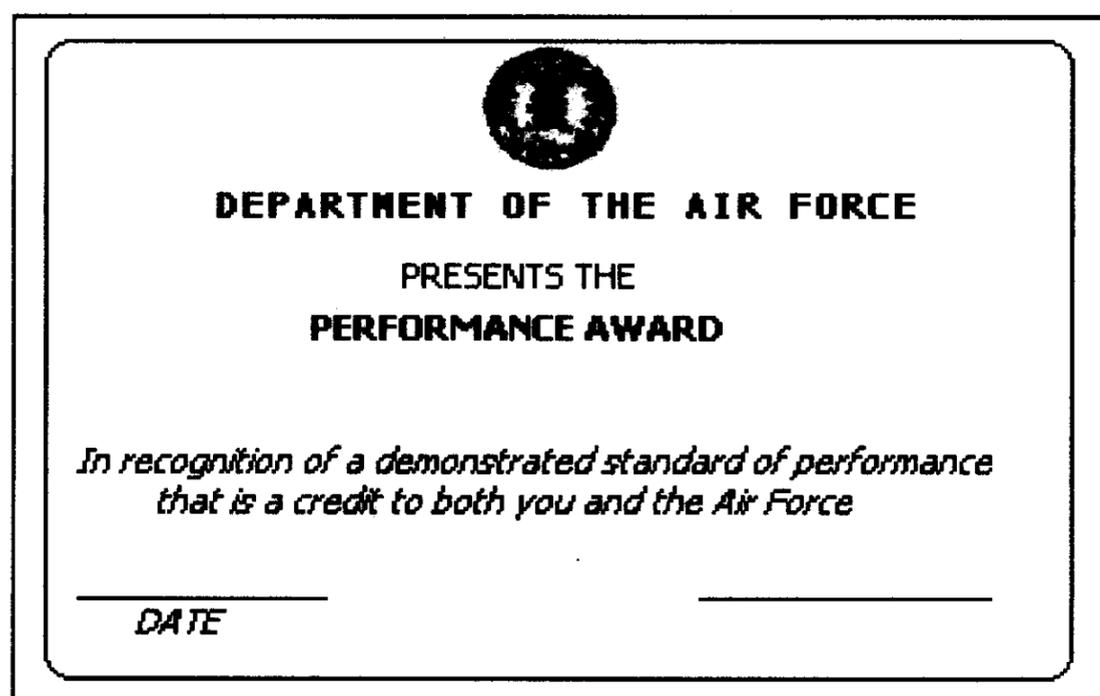
Consisting of a Certificate (AF Form 2858) **which is prepared by the nominating office** and a cash award ranging from **one to ten percent** of the employee's annual salary

ELIGIBILITY

The 12-month evaluation period must have been in the same grade, in the same position and the same organization.

EXCEPTIONS:

Downgrade other than cause. Upgrade to target grade or as a result of position classification survey.



A sample of the AF Form 2858 certificate. It features a circular seal at the top center. Below the seal, the text reads: "DEPARTMENT OF THE AIR FORCE PRESENTS THE PERFORMANCE AWARD". Underneath, a line of italicized text states: "In recognition of a demonstrated standard of performance that is a credit to both you and the Air Force". At the bottom, there are two horizontal lines, with the word "DATE" printed below the left line.

Sample of AF Form 2858

PROCEDURE

First-Level supervisor:

- Submits nomination memorandum and a written justification comparing the performance standards with the actual accomplishments
- Proposes award amount by **indicating the amount only (Euro)**. Award amount must be minimum of **one percent**, but cannot exceed **ten percent** of the employee's annual salary

Second-level supervisor:

- Reviews nominations.
- Approves award and submits nominations to the CPF, ATTN: FSPCR.
- Ensures nominations above 3% of basic salary but less than 5% are approved by Group/CC and nominations above 5% but not more than 10% are approved by Wing/CC (other procedures may apply in certain organizations, e.g. DeCA, **15 JUL** DLA, etc).
- Suspense date for submission of award nomination is

This is 60 days after the annual performance evaluation cycle for Non-US employees (15 May of each year)

Civilian Personnel Flight

- Reviews the Official Personnel Folder and determines employee's eligibility.
- Verifies that award amount in Euro is within the one to ten percent salary range.
- 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

Award Presentation to Employee

The Award Certificate should be presented to respective employees by the Commander of the organization/unit or a person high enough in the chain of supervision and in an appropriate ceremony.