

Notable Achievement Award (NAA)

PURPOSE

To recognize an employee or a group of employees for a special act or service which resulted in a noteworthy contribution.

AWARD

Certificate (AF Form 3032) with a cash award ranging from \$ 25 to \$ 500.

ELIGIBILITY

Non-US employee who has made personal effort resulting in the elimination of a wasteful or inefficient practice, or the enhancement of mission effectiveness as a one-time occurrence, or a short time period. (Sample AF Form 3032)

Some other examples:

- Displaying initiative, perseverance and dedication to duty.
- Improving work methods or procedures.
- Eliminating or minimizing safety hazards.
- Increasing productivity.
- Saving time, money and resources.
- Improving customer service to the public.



DEPARTMENT OF THE AIR FORCE
CERTIFICATE OF ACHIEVEMENT
AWARDED TO

AF Form 3032

PROCEDURE

Supervisor submits a nomination memorandum and a justification describing the employee's achievement to the second level supervisor. Nomination has to be submitted within 30 days of the noteworthy contribution.

FINAL APPROVING AUTHORITY

Second-level supervisor approves the Award Nomination and forwards to the Civilian Personnel Flight ATTN: FSPCR.

(Special procedures within your organization may apply, i.e. approval of funds).

MONETARY AMOUNT

Based on the benefits received by the government AWARD amounts may range from \$ 25 to \$ 500. There is no limit on the number of Notable Achievement Awards that a Non-US employee may receive. The award must not be granted for a contribution of a previously granted award.

Civilian Personnel Flight (86 FSS/FSP):

- Reviews nomination
- Directs payment of the award 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

FORMS REQUIRED

AF Form 3032 (Certificate of Achievement) is prepared by the nominating office and is signed by the nominating supervisor. The award should be presented in an appropriate ceremony.