DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

Performance Evaluation and Recognition for Non-US Civilian Employees

OPR: Payroll/Admin Department	435 MSS/DPCN
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Homepage: http://www.ramstein.af.mil/435mss/cpo	Previous edition is obsolete

Introduction

This booklet has been prepared to provide supervisors with a basic understanding of the Awards Program for Non-US civilian employees in Germany. The information is not intended to be all inclusive and does not take the place of regulations and instructions.

You, the supervisor, play a vital role in the success of the Incentive Awards Program. Money, praise, and public recognition can have a powerful impact on how well employees perform.

Employees seek recognition and distinction regardless of their grade or status in the organization. They need to feel that the work they are doing makes an important contribution to the mission of your organization.

The credibility of the awards program and its effect on employee morale and productivity depend largely on how you use it. Assure that the level of performance which earned an award has been significantly high, so co-workers recognize the justice in granting the award. An award is not an entitlement. The decision to grant or not to grant an award is a management prerogative.

Be sure to maintain confidentiality of award nominations during award processing.

REFERENCES:

USAFE Instruction 36-716

- Probationary Period Appraisal and
- Performance Evaluation
- Non-US Employees

USAFE Instruction 36-723

- Chapter 3, Service Recognition Awards

USAFE Instruction 36-731

- Non-US Citizen Honorary and Incentive
- Award

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Annual
Performance Evaluation

Performance evaluation is a continuing process and should be done on a regular basis. However, once a year, on or around 15 May, supervisors are required to conduct an annual performance evaluation on each LN-employee who has completed at least 90 days in the current position.

The major duties are outlined in the position description. Based on that parameter, supervisors are required to establish **performance standards** for each position in regards to **quality, quantity**, and **timeliness**. The performance standards serve as an instrument to measure the value of your employee's daily work. Supervisors should establish clear, and preferably written performance standards and ensure employees fully understand them. Employees should be informed **periodically** about their performance. **Let them know when they do well**. Point out where the performance needs improvement.

When you do the annual performance evaluation, have a private discussion with your employee. Make sure you annotate **Part B of Air Force Form 971,** Supervisor's Employee Brief.
Both parties should initial and date all entries made on AF Form 971. The use of special rating forms for non-US employees is not authorized.

Probationary Performance Evaluation

The probationary performance evaluation will be made **prior** to the end of the probationary period. Wage grade and salaried employees alike have an initial probationary period of three months. The probationary performance evaluation is done only **once** upon completion of the trial period after initial employment with the U S Forces. If you are unsure, check block 13A of AF Form 825, Notification of Personnel Action. If that block is blank the employee has already completed the probationary period. Since you have to forward AF Form 825 to the employee, make sure you annotate AF Form 971, Supervisor's Employee Brief, accordingly. This evaluation determines whether an employee will be retained, reassigned, or separated. Please, update AF Form 971, Supervisor's Employee Brief accordingly. If the employee's performance is not satisfactory, consult the Civilian Personnel Flight well ahead of the end of the probationary period. Your Employee Management Relations Specialist (EMR) will assist you in taking the appropriate steps.

NOTIFICATION OF PERSONNEL ACTION/*BESTÄTIGUNG EINER PERSONALMASSNAHME*
(NON-US. (GERMANY)

1. NAME *(Last, First, Middle Initial) (Name: Familien-, Vor-, Mittelname)*	1a. ECN *(Pers. Nr.)*	1b. CITIZENSCHIP CODE *(Staatsangeh. Schlüssel)*
1c. ADDRESS *(Anschrift)*	2. DATE *(YYYYMMDD)*/PLACE OF BIRTH *(Geburtsdatum (JJJJMMTT)/-ort)*	3. EFF. DATE *(YYYYMMDD) (Wirksam am (JJJJMMTT))*
4. NATURE OF ACTION *(Art der Maßnahme)*	5. NATURE OF ACTION *(Art der Maßnahme)*	
6. EMPLOYING ORGANIZATION AND DUTY STATION *(Beschäftigungsdienststelle/-ort)*	7. ACCT. CLASS/COST CENTER CODE *(Buchhaltungs-kontonummer/ Kostenstellenbezeichnung)*	
	PAYROLL NUMBER/*Lohnlisten-Nummer* 7a. NEW *(Neu)*	7b. OLD *(Alt)*
8. POSITION TITLE AND NUMBER *(Stellenbezeichnung u. Nummer)*	9. CLASSIFICATION *(Eingruppierung)*	

10. BREAKDOWN OF BASIC COMPENSATION *(Aufschlüsselung der Grundvergütung)*	DM	12. OTHER PAY *(Sonstige Bezüge)*	%	DM
A. WAGE/SALARY PER SCALE *(Tabellenlohn/-gehalt)*		A. INCUMBENCY ALLOWANCE *(Besitzstand)*		
B. OVERTARIFF PAY SUPPLEMENT *(Übertarifliche Zulage)*		B. SEVERITY ALLOWANCE *(Erschwerniszulage)*		
C. LEADER/MEISTER SUPPLEMENT *(Vorarbeiter/Meisterzuschlag)* ____ %		C. FUNCTIONAL ALLOWANCE *(Funktionszulage)*		
D. PERSONAL SUPPLEMENT *(Persönliche Zulage)* ____		D. LAUNDRY ALLOWANCE *(Wäschegeld)*		
E. ____		E. CLOTHING ALLOWANCE *(Kleiderzulage)*		
F. ____		F.		
11. **BASIC COMPENSATION** *(Grundvergütung)*		G.		

MISCELLANEOUS DATA ***(Sonstige Angaben)***

A. PROBATION PERIOD *(Probezeit bis)*		C. EOD DATE *(Anrechenbare Beschäftigungszeit)* US FORCES	
B. REG. WORKHOURS *(Regelmäßige Arbeitszeit)*	☐ PW ☐ PM	D. EOD DATE *(Anrechenbare Beschäftigungszeit)* ART 8 CTA II	

14. REMARKS *(Anmerkungen)*

15. SIGNATURE OF EMPLOYEE *(Unterschrift des Arbeitnehmers)*	16a. FOR THE APPOINTING AGENGY *(Printed Name and Signature) (Für die Beschäftigungsdienststelle - Name in Druckbuchstaben und Unterschrift)*	16b. DATE *(YYYYMMDD) (Datum (JJJJMMTT))*

AF FORM 825, JUN 99 ***(EF-V1)*** *(JetForm FormFlow 2.15)* PREVIOUS EDITION WILL BE USED *(OVER)*

Sample AF Form 825

Exit Evaluation

Supervisors are required to conduct an exit evaluation upon termination of employment in the event of an employee's retirement, resignation, or separation. This evaluation covers the entire period of employment with the respective organization and serves as the basis for a certificate of service or testimonial. **USAFE Form 199** will be completed and forwarded to the Civilian Personnel Flight well in advance to the employee's termination date.

EMPLOYMENT INQUIRY

POSITION TITLE	PAY	EMPLOYED	
		FROM *(YYYYMMDD)*	TO *(YYYYMMDD)*

IF NO LONGER IN YOUR EMPLOY, SHOW REASON FOR LEAVING:

WOULD YOU REEMPLOY APPLICANT IN THE SAME POSITION? ☐ YES ☐ NO *(IF "NO", GIVE REASONS HERE:)*

GIVE YOUR RATING BY CHECK MARK IN THE APPROPRIATE SQUARE	INSUFFICIENT OPPORTUNITY TO OBSERVE	VERY GOOD	GOOD	ADE-QUATE	UNSATIS-FACTORY
JOB CAPABILITY *(Knowledge and skills applicable to the job performed)*					
JOB ACCOMPLISHMENT *(Meeting of time, quantity and quality requirements)*					
INITIATIVE AND DEPENDABILITY *(Ability to work independently without detailed instructions or close supervision)*					
COOPERATION *(Team worker)*					
ADJUSTABILITY *(Ability to adjust to people, new methods, or changed working environments)*					
EMOTIONAL STABILITY *(Poise and judgment in meeting adverse or emergency situations. Ability to work under pressure)*					
DEPORTMENT *(Courteous in daily contacts. Maintains good working relationship)*					
SUPERVISORY CAPABILITIES *(Ability to supervise other employees and organize work)*					

PLEASE COMPLETE HERE THE EVALUATION OF THE APPLICANT, ESPECIALLY AS TO SINCERITY, TRUSTWORTHINESS, HONESTY AND CAPABILITIES OR WEAKNESSES NOT YET MENTIONED.

DATE *(YYYYMMDD)*	NAME OF ORGANIZATION	YOUR POSITION OR TITLE AND SIGNATURE

USAFE FORM 199, 19830401 ***(EF-V3)*** PREVIOUS EDITION WILL BE USED

Sample USAFE Form 199

Letter of Appreciation

PURPOSE
To express appreciation to an employee for his/her work performance, act, or service which exceeds your expectation.

AWARD
Consists of a personalized letter and, as an option, a certificate (AF Form 3033).

MONETARY AMOUNT
None.

ELIGIBILITY
Any Non-US civilian employee.

PROCEDURE
Can be submitted any time through respective supervisory channels. The letter (certificate) is signed by the employee's immediate supervisor, higher-level supervisor, or any person wishing to recognize the service rendered. The letter is forwarded through the employee's supervisory channels.

FORMAT
Memorandum on either plain or letterhead stationary.

APPROVING AUTHORITY
Anyone who has knowledge of the accomplishment to be recognized can submit it

FORM REQUIRED
Optional but recommended: AF Form 3033.

There is **no limit** on the number of letters and certificates of appreciation that an employee may receive. The award will be recorded on AF Form 971 and a copy will be forwarded to the Civilian Personnel Flight to be filed in the employee's Official Personnel Folder. The award will also be documented in the civilian personnel data system.

United States Air Force

Certificate of Appreciation

to

Date

FORM 3033, JUN 87

Sample AF Form 3033

Letter of Commendation

PURPOSE

To recognize a Non-US civilian employee for his/her commendable achievements or contributions which clearly exceed expected performance

AWARD

Consisting of a personalized letter, and as an option, a certificate.

MONETARY AMOUNT

None.

ELIGIBILITY

Any Non-US civilian employee.

PROCEDURE

Submit any time. Letter is signed and presented by the commander or the director of a major organizational unit. The letter should be on official letterhead stationary subject: "Letter of Commendation." It should be addressed to the employee through supervisory channels. Terminology such as "I commend," or "achievement was commendable," must be used in the letter with reference to the specific accomplishment or service rendered. **Do not use** "I appreciate," "thanks for a good job," as this terminology does not meet the criteria.

Department of the Air Force

Certificate of Commendation

Awarded to

Date

Sample AF Form 3034

APPROVAL AUTHORITY

Commander or director of a major organizational unit.

FORM REQUIRED

As an option, AF Form 3034.There is **no limit** on the number of letters and certificates of commendation an employee may receive. The award will be recorded on AF Form 971, Supervisor's Employee Brief. Forward a copy to the Civilian Personnel Flight to be filed in the employee's Official Personnel Folder. The award will also be documented in the civilian personnel data system.

Sustained Superior Performance Award

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 five 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.

DEPARTMENT OF THE AIR FORCE

PRESENTS THE

PERFORMANCE AWARD

In recognition of a demonstrated standard of performance that is a credit to both you and the Air Force

DATE

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 **five percent** of the employee's annual salary

Second-level supervisor:

- Reviews nominations.
- Approves award and submits nominations to the CPF, ATTN: DPCN. Makes sure that nominations of 4 percent and over must be approved by three-letter office symbol officials. (Within your organization special procedures may apply, i.e. approval of funds).
- Suspense date for submission of award nomination is 15 July 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 five percent salary range.
- Directs payment through the Administration of Defense Costs (ADC)
- Files a copy of the nomination memorandum in the employee's Official Personnel Folder.
- Ascertains that the award is documented in the civilian personnel data system
- Forwards certificate 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.

SAMPLE

DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

20 June 2003

MEMORANDUM FOR 435 MSS/DPCN

FROM: YOUR ORGANIZATION

SUBJECT: Non-US Employee Award Nomination

Name of Award:	**Sustained Superior Performance Award**
Name of Nominee:	JEDERMANN, Marianne
Personnel Number:	1234F0123
Period of Service:	16 May 2002 - 15 May 2003
Position Title and Grade:	Clerk, C-4A Step 5
Salary:	Euro (annual)
Award Amount only	€
Recommending Official, **Signature and Title** **Telephone Number**	JOHN W. DOE, SMSgt Operations Superintendent 480-0123
Authorizing Official, **Signature and Title**	THOMAS X. BLUE, Maj, USAF Commander **Date:**
Reviewed by **Civilian Personnel Flight**	completed by CPF **Date:**

Attachment:
Justification

Special Act or Service Award

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

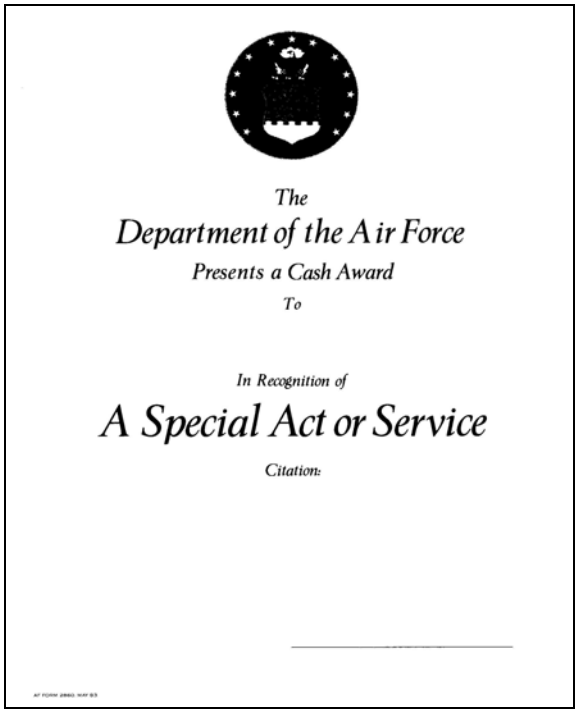
- Submits nomination memorandum and a written justification describing the achievement and the proposed citation.
- Submits nomination package no later than 90 days after completion of the special act or service.
- Prepares certificate.

Installation 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.


The
Department of the Air Force
Presents a Cash Award
To

In Recognition of
A Special Act or Service
Citation:

Sample AF Form 2860

Civilian Personnel Flight

- Processes award and directs payment through the Administration of Defense Costs (ADC).
- Files a copy of the nomination memorandum in the employee's Official Personnel Folder.
- Ascertains that the award is documented in the civilian personnel data system.

SAMPLE

DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

Special Act or Service Award

MEMORANDUM FOR 435 MSS/DPCN

FROM: YOUR ORGANIZATION

SUBJECT: Non-US Employee Award Nomination

Name of Award:	**Special Act or Service Award**	
Name of Nominee:	JEDERMANN, Marianne	
Personnel Number:	1234F0123	
Period of Service:	15 Jan 03 – 31 Mar 03	
Position Title and Grade:	Clerk, C-4A Step 5	
Award Amount:	$	
Recommending Official, **Signature and Title** **Telephone Number**	JOHN W. DOE, SMSgt Operations Superintendent 480-0123	
Authorizing Official, **Signature and Title**	THOMAS X. BLUE, Maj, USAF Commander	**Date:**
Reviewed by **Civilian Personnel Flight**	completed by CPF	**Date:**

Attachment:
Justification

Notable Achievement Award

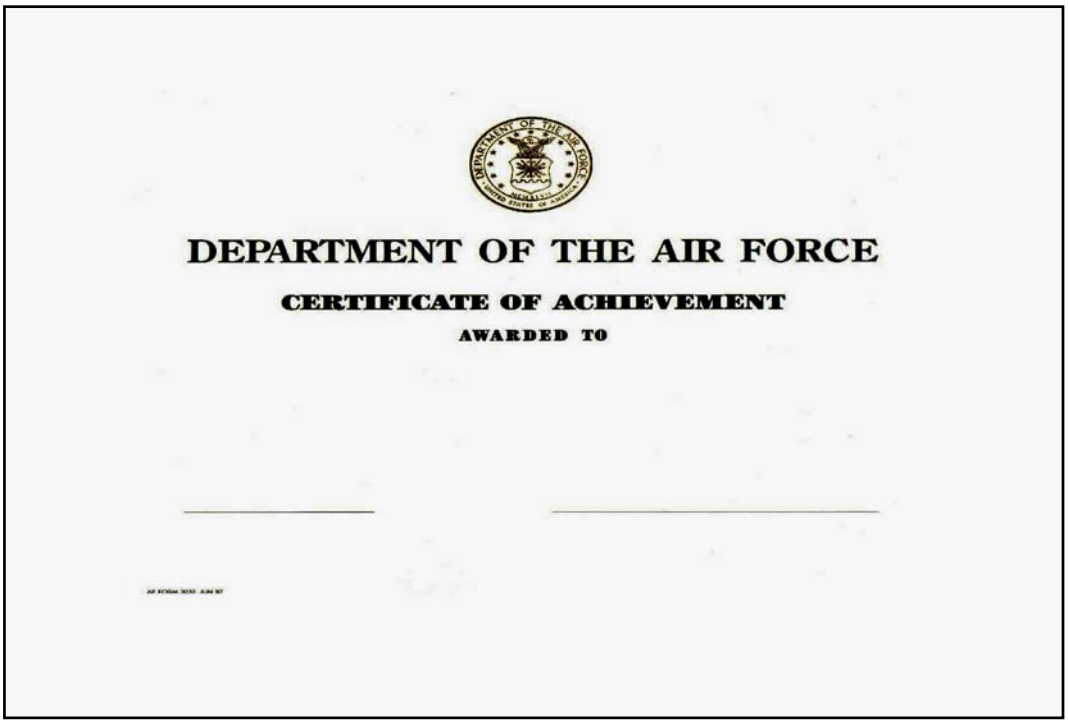
PURPOSE
To recognize an employee or a group of employees for a special act or service which resulted in a noteworthy contribution.

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 3022

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: DPCN.
(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. A copy of the nomination memorandum will be filed in the employee's Official Personnel Folder and the award is documented in the civilian personnel data system.

Civilian Personnel Flight (CPF):

- Reviews nomination
- Directs payment of the award through the office of Administration of Defense Cost (ADC)

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.

SAMPLE

DEPARTMENT OF THE AIR FORCE

435TH AIRLIFT WING (USAFE)

Notable Achievement Award

20 May 2003

MEMORANDUM FOR 435 MSS/DPCN

FROM: YOUR ORGANIZATION

SUBJECT: Non-US Employee Award Nomination

Name of Award:	**Notable Achievement Award**	
Name of Nominee:	JEDERMANN, Marianne	
Personnel Number:	1234F0123	
Period of Service:	15 Jan 03 – 31 Mar 03	
Position Title and Grade:	Clerk, C-4A Step 5	
Award Amount:	$	
Recommending Official, Signature and Title	JOHN W. DOE, SMSgt Operations Superintendent	
Telephone Number	480-0123	
Authorizing Official, Signature and Title	THOMAS X. BLUE, Maj, USAF Commander	**Date:**
Reviewed by Civilian Personnel Flight	completed by CPF	**Date:**

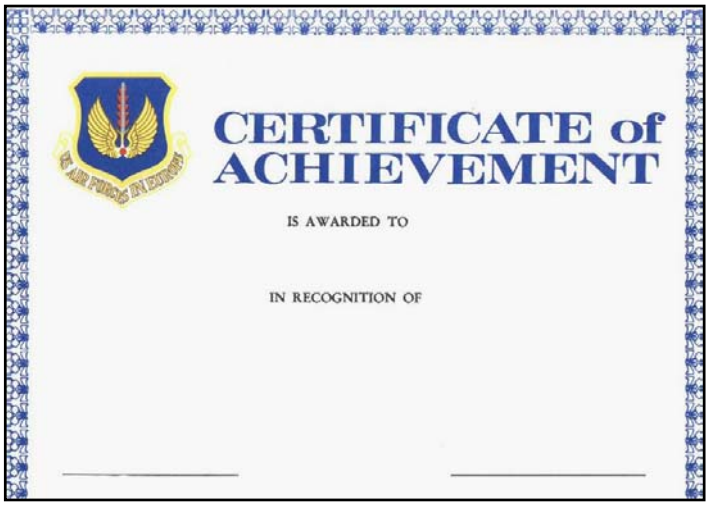
Attachment:
Justification

Length of Service Recognition

Local national employees are recognized for completion of periods of service in 5-year increments, beginning with 10 years of service.

10 and 15 Years of Service

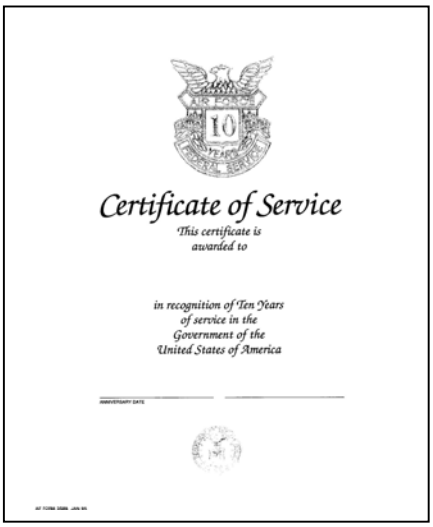
The organizational unit prepares USAFE Form AF Form 3589, Certificate of Service for honorees with 10 years of service, USAFE Form 221, Certificate of Achievement for 15 years of service, with employee's name, number of years of service and eligibility date. The commander signs and presents the certificate and a pin in an appropriate setting. The Civilian Personnel Flight will notify the organization when employees are eligible. Starting with 20 years of service the certificates are prepared by the Civilian Personnel Flight and presented together with a service pin during an **official Length of Service Awards Ceremony**. Honorees are invited to bring their spouses to this event. Commanders, supervisors and coworkers are encouraged to attend as well.


CERTIFICATE of ACHIEVEMENT

IS AWARDED TO

IN RECOGNITION OF

Sample USAFE Form 221


Certificate of Service

This certificate is awarded to

in recognition of Ten Years of service in the Government of the United States of America

Sample USAFE Form 3589

20, 25, 30, 35, 40, 45 Years of Service

Honorees with 20 years of service receive a certificate AF Form 3590 and a pin.
Honorees with 25, 35 years of service receive a certificate USAFE Form 221 and a pin.
Honorees with 30 years of service receive a certificate AF Form 3591 and a pin.
Honorees with 40 and 45 years of service receive a certificate AF Form 3033 and a pin.
Additionally all of the above categories are authorized three days of special leave. This one-time leave entitlement may be taken any time after the eligibility date, however, not later than the end of the following calendar year.

25 Years of Service

In addition to the certificate and pin, these honorees receives a bonus of 306.78 Euro.

40 & 50 Years of Service

In addition to the certificate and pin, these honorees receives a bonus of 1.022.58 Euro

Sample AF Form 3590

Sample AF Form 3591

Sample AF Form 3033

Sample USAFE Form 221

Recognition Upon Retirement

Retiring Non-US employees are recognized for their loyal service if they have completed at least 10 years with the US Forces, or at least 5 years if the service rendered included significant acts or contributions.

AWARD

Certificate of Appreciation, AF Form 3033

PROCEDURE

Civilian Personnel Flight (CPF) will prepare the certificate and forward it to the organizational commander/Installation Commander for signature. Upon request CPF will also prepare a Certificate of Appreciation, USAFE Form 3033, for the spouse if applicable.

The certificate(s) should be presented by the commander in an appropriate ceremony.

United States Air Force

Certificate of Appreciation

to

Date

Sample USAFE Form 3033

For DLA and DeCA organizations, other procedures apply

VIRTUS PERDURAT