

## MONETARY AWARDS

*Applicable to U.S. appropriated fund civilian employees*

**PURPOSE:** Monetary awards are in addition to the regular pay of the recipient. The below chart outlines the monetary award options. Supervisors should refer to DoDI1400.25V451\_DAFI36-1004, Civilian Recognition Program, linked under references, for more detailed information regarding each award.

Award	General Description	Range	Approval Authority	Submission
Special Act or Service Awards (SASA)	Granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either in or outside of job responsibilities, a scientific achievement or in recognition of a courageous handling of an emergency situation. The act, achievement or service must result in either tangible savings to the government (i.e., measured in terms of dollars) or intangible savings to the government (i.e., cannot be measured in terms of dollars) or both.	Between \$501 and \$25,000 depending on the achievement being recognized and should be based upon the tangible and intangible benefits to the government.	From \$501 to \$10,000 <ul style="list-style-type: none"> <li>• <u>Wing Level:</u> Group commanders from \$501 up to 5% of the employee’s yearly salary. Installation commander for 5.1 percent to \$10,000 (as outlined in the 86 AW/CC’s Delegation of Signature Authority memorandum dated 4 January 2024)</li> <li>• <u>MAJCOM Level:</u> HQ U-A Directors (as delegated by the USAFE-AFAFRICA/CC memorandum dated 27 November 2023)</li> <li>• <u>GSU/Associate Units:</u> SAF/AA and AF/DS; MAJCOM/FLDCOM commander, deputy commander, or director; field operating agency (FOA) and direct reporting unit (DRU) commander, deputy commander (or equivalent civilian director); and Installation commander</li> </ul>	Within 60 calendar days of the act, achievement, or service being recognized

			<p>or equivalent civilian director.</p> <p>From \$10,001 to \$25,000: Secretary of the Air Force</p> <p>Over \$25,000: President of the United States</p>	
Notable Achievement Award (NAA)	Recognizes a civilian employee for a notable achievement meriting quick recognition and is a lesser award than a SASA.	Between \$25 and \$500	Employee's second-level supervisor	Within 30 calendar days of the act, achievement, or service

**FUNDING:** Monetary awards must be funded by the unit making the nomination. Coordination through and approval by the unit's Commander-designated Award Monitor (AM) is required to ensure funds are available.

**PROCESS:** An employee's supervisor prepares DAF Form 3670, *Monetary or Time-off Incentive Award Nomination and Approval*, to capture the required information, the award justification, and the appropriate approvals. Please note, the AM must sign off in Part V of DAF Form 3670 for the award to be processed. Once the DAF Form 3670 is approved by the appropriate approving official, and the AM, the unit provides a copy to [86fss.civ-awards@us.af.mil](mailto:86fss.civ-awards@us.af.mil) for processing.

**REFERENCE:**

- DoDI1400.25V451\_DAFI36-1004, *Civilian Recognition Program*: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#)
- DAF Form 3670: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#) *Tip: if this fillable form does not open in your browser then save the document to your computer and open in the Adobe Acrobat application on your desktop versus the browser*
- Delegation Memorandums
  - AW/CC's *Delegation of Signature Authority* memorandum dated 4 January 2024
  - USAFE-AFAFRICA/CC's *Addendum to the Delegation of Appointment of Select Commander, USAFE-AFAFRICA Authorities* memorandum dated 27 November 2023

Additional guidance on this topic is available from the US-APF Ramstein Awards Team. Contact information found in the footer below.