

NOTABLE ACHIEVEMENT AWARD (NAA)

Purpose: To recognize personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness. Also to recognize employees for a notable achievement, event or contribution meriting quick recognition.

Eligibility: The Notable Achievement Award (NAA) may be given to US and Non US personnel for noteworthy contributions commensurate with the allowable financial limitations of this award. For larger contributions, supervisors should consider the Special Act or Service Award (SASA) or a performance related award as applicable. Do not grant this award for a contribution previously recognized by another award(s)

Process:

- a. NAAs may be initiated by first line supervisors at any level and must be approved by the next higher level supervisor. The award amount ranges from \$25 to \$500.
- b. Nominations will briefly describe the achievement/event/contribution in writing which led to the award nomination, be submitted within **30 days of the achievement** and clearly state the proposed award amount.
- c. An electronic Staff Summary Sheet ([sample eSSS](#)) is initiated and signed by the nominee's supervisor. It documents nomination, award approval and the achievement leading to the award.
- d. **Mandatory** coordination on the eSSS consists of the following three steps (more may be needed depending on administrative requirements in the nominating unit):
 - the second line supervisor who approves the award by chopping on the eSSS and signing the AF Form 3032, Notable Achievement Award Certificate, which should be part of the award package during routing
 - Unit Awards Monitor or Resource Advisor to ensure funds availability in the unit's DoD mandated annual award bogey, which funds monetary awards in the unit.
 - 86 FSS/FSCA-R as the final coordination step for processing the award.
- e. The citation on the certificate should be in Font Times New Roman 10 pitch or larger, in landscape format with 1 inch right and left margins; it should not exceed 9 lines with no more than 120 characters per line (includes blanks). Mandatory opening and closing sentences must be used as per the sample provided. The blank form should be obtained by ordering through ETS or 86 FSS/FSCA-R will provide it.
- f. Employees may also be nominated by managers outside their chain of command

for appropriate contributions to their organizations by submitting recommendations to the employee's immediate supervisor for approval by the nominee's second-line supervisor. As required in such cases, the outside organization will issue a properly filled out [DD-Form 448](#) (direct cite MIPR) and [DD Form 448-2](#) (MIPR acceptance) to facilitate reimbursement of award funds. The MIPR will be accepted by the unit, the servicing CPO or finance directly and processed through finance to receive appropriate reimbursement.

References:

- a. DODI1400.25V451_AFI36-1004 (26 April 2019)
- b. DODI1400.25V451_AFI36-1004_AFGM2020-01 (24 July 2020)