

## NOTABLE ACHIEVEMENT AWARD (NAA)

**Purpose:** To recognize personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness.

**Eligibility:** The Notable Achievement Award (NAA) is a category of Special Act or Service Award (SASA) based on noteworthy contributions that do not warrant a SASA. Do not grant this award for a contribution for which a previous award was given.

**Process:** Nominations for the NAA must describe the contributions in writing, recommend an award amount, and be submitted **within 30 days after completion of the achievement.**

As with the SASA, an AF Form 1768 (Staff Summary Sheet) is used to document this award. AF Form 3032, *Certificate of Achievement*, should accompany the award. The blank form can be obtained by ordering through ETS or 86 FSS/FSEC-R will provide it.

Provide a copy of the approved award nomination to 86 FSS/FSECR to ensure the data records are appropriately updated.

**Approval Authority:** The award can be initiated by a supervisor at any level and must be approved by the next higher level supervisor. The minimum amount is \$25 and the maximum is \$500.

Managers outside the employee's chain of command may also nominate an employee for an NAA by making recommendations to the employee's immediate supervisor for approval by the employee's second-line supervisor. In this case, the nominating organization pays the award costs and provides the funding information to the employee's organization.

**Reference:** AFI 36-1004 (29 August 2016)

Attachment:  
Sample E-SSS

# SAMPLE

ELECTRONICAL STAFF SUMMARY SHEET
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OFFICE	ACTION	NAME/GRADE/DATE
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(SUBMIT THRU PROPER CHANNELS)

86 FSS/FSEC-R	PROCESS	
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\_\_\_\_\_ STAFF SUMMARY \_\_\_\_\_

AO: (Name/Grade/Organization/Office Symbol/Phone)

SUBJECT: Notable Achievement Award – (NAME of Award Nominee)

1. PURPOSE: To obtain approval of the Notable Achievement Award.
2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Notable Achievement Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.
3. This award recognizes personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness.
4. I verify that the official records of (name of nominee(s)), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.
5. Other Data:
  - Last 4 of Social Security Number:
  - Present Position Title, Series and Grade:
  - Inclusive Dates of Award:
  - Previous Award Recognition and Dates: (Show all recognition received during award period and any former recognition pertinent to this award)
  - Fund Cite: (SASA must be funded by the unit making the nomination)

6. JUSTIFICATION (Example):                  is being nominated for the NAA in amount of \$500. This award is for a special act or service resulting in noteworthy contributions and can either be an individual or group award.                  was tasked to develop and execute a plan to close the customer service counter within 60 days. Within the first 2 weeks                  executed a plan to create sample notebooks to assist customers who no longer will have access to speaking with an individual at the front counter.                  worked numerous hours in maintaining daily contact with communication squadron in hooking direct phone lines to assist customers when assistance or appointments are required.                  also prepared articles for publication for the base newspaper, website and daily bulletin of the customer service counter closure.

                 singular accomplishments resulted in a most successful closure of the customer service counter with little or no disruption to customer service.

7. RECOMMENDATION.                  approve and sign the attached certificate at Tab 1.

Supervisor's Signature

1 Tab

Supervisor's Signature Block

Certificate

“Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579.”