

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 electronic Staff Summary Sheet is used to document this award. AF Form 3032, *Certificate of Achievement*, should accompany the award. Citations should be prepared in Times New Roman, no lower than 10 pitch, in landscape format with 1 inch right and left margins; should not exceed 9 lines and cannot contain more than 120 total characters per line. 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



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 15 August 2017

SAMPLE

ELECTRONICAL STAFF SUMMARY SHEET

OFFICE (SUBMIT THRU PROPER CHANNELS)	ACTION	NAME/GRADE/DATE
86 FSS/FSEC-R	PROCESS	

STAFF SUMMARY

AO: (Name/Grade/Organization/Office Symbol/Phone)
 SUBJECT: Notable Achievement Award – (NAME of Award Nominee)

- PURPOSE:** To obtain approval of the Notable Achievement Award.
- 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.
- This award recognizes personal effort that eliminates a wasteful or inefficient practice, or enhances mission effectiveness.
- 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.
- 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)
- JUSTIFICATION:** Mr./Ms. _____ 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. Notable achievement must take place within 30 days of nomination. Provide specific details on accomplishments/achievements that warrant nomination for this award.
- Citation:** (Mandatory opening sentence) "in recognition of his/her distinguished performance as (Posn Title, Org, Base, Country, from...to...). (Mr./Ms. is being nominated for the NAA....)...(Mandatory closing sentence) "The distinctive accomplishments of Mr./Ms. ... reflect credit upon himself/herself and the United States Air Force."
- 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."