



CIVILIAN PERSONNEL FACT SHEET

SPECIAL ACT OR SERVICE AWARD

PURPOSE: To recognize a special achievement--a one-time occurrence--within or outside of an employee's job responsibility that exceeds normal job performance requirements and results in verifiable, significant tangible or intangible benefits, saving the Government time, manpower, or money.

ELIGIBILITY: The Special Act or Service Award (SASA) may be given at any time to an individual or a group of employees who played a direct role in the special act or service. It can be granted for special acts or services while on detail or temporary assignment. SES members may receive this award for achievements outside of his/her job responsibility. Examples of achievements for non-SES employees:

1. A particular project or assignment which involved overcoming unusual difficulties.
2. Performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits.
3. Creative efforts that made important contributions to science or research.
4. Exemplary or courageous handling of an emergency situation related to official employment.
5. A superior accomplishment or scientific achievement which results in significant savings of time, manpower, or money to the Government.

PROCESS: Supervisor prepares an AF Form 1768 (Staff Summary Sheet) with a justification which describes the achievement and recommends an award amount, **submitted within 60 days after completion of the special act or service.** The monetary award is in the amount proportionate to the benefits realized by the Government. Nomination package is presented through the chain of command to the incentive awards committee. AF Form 2860, *Special Act or Service Award Certificate*, may accompany the award. The blank form can be obtained by ordering through ETS or provided by 86 FSS/FSECR.

When the award is for a group, all members of the group may receive equal shares, or the total may be divided in proportion to the individual contribution to the group effort. The total amount of the award may not exceed the amount authorized for the achievement. Provide a copy of the approved award nomination to 86 FSS/FSECR to ensure the data records are appropriately updated.

APPROVAL PROCESS

From \$501 to \$10,000

Wing Level: Group Commander
86 FSS/FSECR
Wing/CC
Installation Commander
IN TURN

MAJCOM Level: Directorate Commander
86 FSS/FSECR
Installation Commander
IN TURN

GSU/Associate Units: Submit through chain of command up to Installation Commander

Over \$10,000, not to exceed \$25,000

Wing Level: Group Commander
86 FSS/FSECR
Wing/CC
86 FSS/FSECR
USAFE/A1
IN TURN
(U.S. Office of Personnel Management through Air Force Incentive Award Board for final approval)

MAJCOM Level: Directorate Commander
86 FSS/FSECR
USAFE/A1
IN TURN
(U.S. Office of Personnel Management through Air Force Incentive Award Board for final approval)

GSU/Associate Units: Nominations will be forwarded to your parent command.

Upon approval, provide a copy to 86 FSS/FSECR to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

REF: AFI 36-1001

SAMPLE STAFF SUMMARY SHEET
Example of a Special Act or Service Award

	TO	ACTION	SIGNATURE, GRADE, DATE		TO	ACTION	SIGNATURE, GRADE, DATE
1	Submit Thru			6			
2	Proper Channels			7			
3	86 FSS/ FSECR	Process		8			
4				9			
5				10			
SURNAME OF ACTION OFFICER/GRADE			SYMBOL	PHONE		TYPIS T'S INITIALS	SUSPENSE DATE
SUBJECT Special Act or Service Award – (Name)							DATE
<p>SUMMARY</p> <p>1. The attached recommendation is by (Rank or Title, Full Name), (Organization). The nomination is submitted for review/approval.</p> <p>2. JUSTIFICATION (EXAMPLE): _____ is being nominated for the SASA in amount of \$1450. This award is for a special act or service resulting in verifiable, significant, tangible or intangible benefits to the government. _____ is nominated for substantially improving the value of support to the overall mission which resulted in significant benefits to the command mission in revising the Home Page that interlinks worldwide.</p> <p>3. OTHER DATA: GRADE: DUTY TITLE: PERIOD COVERED:</p> <p>4. PROPOSED CITATION (90 words or less-EXAMPLE): _____ spearheaded a complete revision of the Home Page for (organization) which improved the overall quality of the products and created an accessible interface for customers worldwide. This revision has come to save the government hundreds of man-hours and facilitates the timely dissemination of products to literally thousands of personnel who would otherwise not have access to certain time-critical analysis.</p> <p>5. RECOMMENDATION. _____ approve and sign the attached certificate at Tab 1.</p> <p align="right">1 Tab Certificate</p> <p>“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.”</p>							

Example of an AF 1768 (Special Act or Service Award/Staff Summary Sheet)

DRAFT CITATION

The
Department of the Air Force
Presents a Cash Award
To
NAME HERE
In Recognition of
A Special Act or Service
Citation:

Ms. Name spearheaded a complete revision of the Home Page for (Organization) which improved the overall quality of the products and created an accessible interface for customers worldwide. This revision has come to save the government hundreds of man-hours and facilitates the timely dissemination of products to literally thousands of personnel who would otherwise not have access to certain time-critical analysis.

(ORGANIZATIONAL COMMANDER)