

**MANAGING THE CIVILIAN PERFORMANCE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 36-1001, 1 June 1996, is supplemented as follows by providing additional guidance and procedures supervisors may use in managing the Civilian Performance Program.

**SUMMARY OF REVISIONS**

Preparation of award certificates is accomplished by the employee's organization. Award recommendation form has been changed from the AF Form 1001 to AF Form 1768, Staff Summary Sheet. All awards are now processed at the Air Force Personnel Center through the Civilian Personnel Flight. Unit budget officials and tenant commanders are authorized to approve incentive awards for amounts up to \$2,500. The Installation Commander or designee will appoint members of the Incentive Awards Committee. Group Commanders will approve/disapprove Time Off Awards for entire squadrons.

1.1.4. (Added) Organizational commanders must appoint an organizational Quality Control Review Monitor (QCRM). A copy of the letter appointing a QCRM will be forwarded to the 6th Mission Support Squadron, Workforce Effectiveness Section (6 MSS/DPCE). All performance plans/core documents, appraisals, and awards will be reviewed by the QCRM. QCRMs will indicate their review by initialing in the upper left hand corner of the performance plan/core document, appraisals, and awards documents. Training of QCRMs will be conducted by the Employee Relations Specialist responsible for the Performance Management Program.

1.5.1. Periodic performance reviews must be documented in the Supervisor's Employee Work Folder. The employee will be offered the opportunity to initial the entry.

1.8.3. Organization prepares AF Form 2858, Performance Award, for presentation.

1.8.3.1. (Added) Unit budget officials from 6<sup>th</sup> Air Refueling Wing (6 ARW), 6<sup>th</sup> Support Group (6 SPTG), 6<sup>th</sup> Logistics Group (6 LG), 6<sup>th</sup> Civil Engineer Squadron (6 CES), 6<sup>th</sup> Medical Group (6 MG), and tenant commanders or designee are authorized to approve performance awards. When an individual who

normally is the approving authority personally recommends performance awards, the next higher level of command will be the approving authority. When the activity's senior commander is the recommending official, no higher level review is required. Approval authorities will ensure that awards are presented in an appropriate ceremony.

1.8.3.2. (Added) The award system dictates that the percentage of award given for a superior rating must be greater than that given for an excellent rating which, in turn, must be greater than that given for a fully successful rating. If your excellent employee is getting a 2 percent award, the award for the superior employee must be larger than 2 percent. No employee receiving a cash award should receive less than 1 percent of his or her annual salary.

1.8.3.3. (Added) For Air Mobility Command (AMC) Organizations. The Corporate Board will budget funds necessary to conduct a viable performance awards program during each fiscal year in accordance with guidance received from AMC. Organizational funding will be proportionately allocated. Unit budget officials will be responsible for administering the budget and ensuring approved awards do not exceed the allocations established.

1.8.3.4. (Added) Performance awards will not be discussed with the employee at the time supervisors are discussing performance appraisals. After the employee has signed the appraisal, the award amount will be entered in the awards data block. The award approving official will sign, enter the approved award percentage, and date in ink. Forward approved awards through QCRM to 6 MSS/DPCE for final processing.

1.9.5. Organization prepares AF Form 2857, Quality Step Increase, for presentation.

3.3.1. Unless otherwise designated, the Unit Budget Officials and tenant commanders or designee are authorized to approve incentive awards for amounts up to \$2,500.

3.3.2. United States Special Operations Command Incentive Awards Committee will review award recommendations of employees assigned to that command.

3.6.1. The Installation Commander or designee will appoint members to the Incentive Awards Committee to review, compute, and recommend approval or disapproval of cash award amounts that require committee action or higher level approval. The committee will also recommend approval for honorary awards that need higher level approval and nomination for Federal or non-Federal awards.

4.3.3. Recommendation for a Special Act or Service Award will be made by the immediate supervisor who will prepare a complete narrative description of the special act or service, attach a completed AF Form 1768, and submit the package to the QCRM for review. After review, the monitor will forward the complete package for award amounts over \$2,500 to 6 MSS/DPCE for the Incentive Award Committee action. Using the criteria in Table 4.1, AFI 36-1001, the Committee will determine the appropriate amount of the award.

4.4.4. The immediate supervisor will prepare a concise narrative substantiation on the AF Form 1768 for a Notable Achievement Award, and forward to the QCRM for review. The monitor will review the recommendation for procedural compliance, funds availability, initial in the upper left corner of the AF Form 1768, and forward to the second level supervisor for final approval/disapproval action. If the award is approved, the second level supervisor will prepare and sign the AF Form 3032, Certificate of Achievement, and forward a copy of the AF Form 1768 and justification to 6 MSS/DPCE. The supervisor or designee will create a SF-52, Request for Personnel Action, in PERSACTION and forward it to the Civilian Personnel Flight. The Civilian Personnel Flight will coordinate the action and forward it to the Air

Force Personnel Center for production of the SF-50, Notification of Personnel Action, for payment of the award. The Civilian Personnel Flight will forward to the organizational QCRM the employee's copy of the SF Form 50. Organizational commanders will ensure that the presentation to the employee is made in an appropriate ceremony.

5.1.2. Group and tenant commanders and the Director of Staff (6 ARW/DS) are delegated the authority to approve/disapprove Time Off Awards in excess of one working day for individuals in their respective organizations. For wing units, Time Office Awards for the entire wing will be approved/disapproved by the 6 ARW Commander (6 ARW/CC). Time Off Awards for entire squadrons, including those for one working day or less, will be approved/disapproved by the Group Commander under which the squadron is assigned. For entire wing staff organizations/squadrons, Time Off Awards will be approved/disapproved by the 6 ARW/DS. Tenant commanders are delegated this authority in their respective organizations. When submitting large organizational groups for approval/disapproval, an AF Form 1768, with proper justification and certification and an alphabetical list of the names and social security numbers of the employees receiving the Time Off Award, should be prepared and a copy of the nomination submitted to the Civilian Personnel Flight. When awards have been approved, the SF-52 must be submitted through PERSACTION to the Civilian Personnel Flight for forwarding to the Air Force Personnel Center for processing.

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