

2.4.5.2. Individuals or entities in a profit making or commercial relationship with the AF may be awarded an AF Form 3033, *Certificate of Appreciation* and/or a Letter of Appreciation only.

2.4.6. **Private Citizens and Organizations.** May be recognized for significant contributions to the AF with public service awards only. Refer to Chapter 7 of this publication.

2.5. Restrictions.

2.5.1. Monetary and time-off awards during a Presidential election year will not be granted under the restrictions in section 5 CFR 451.105.

2.5.1.1. Non-monetary awards such as certificates, plaques, and items of a similar nature are permitted provided the form of the non-monetary award avoids the appearance of replacing a bonus.

2.5.1.2. As non-monetary awards may take a wide variety of forms both in terms of direct costs and the appearance of value, recognition by non-monetary awards should be of symbolic value (i.e., an honor being bestowed) rather than monetary worth.

2.5.2. Cash awards to certain employees will not be granted under the restrictions in 5 CFR 451.105.

2.5.3. Time-off awards. Refer to paragraph 4.3 of this publication).

2.6. Nomination Process.

2.6.1. Nominations for awards will be submitted using AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement. AF Form 1768 or eSSS should include all additional pertinent information (see Figure A2.1).

2.6.2. The justification for the award will be typed on bond paper, in bullet format, and should not exceed one page unless otherwise required by this AFI.

2.6.3. Citations should address the local, command or AF-wide impact of the accomplishments. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable conversational language. Citations will be prepared IAW instructions in Attachment 3.

2.7. **Documenting Incentive Awards.** Copies of all approved incentive awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records.