

Above and Beyond Cards

Audience: Command Team Group Size: N/A

Purpose

Give leaders a way to recognize outstanding performance and offer a reward people with time off.

Description

- Cards may only be awarded by enlisted, officer and civilian supervisors (each may hand out a max of 6 per quarter)
 - The Commander, Superintendent and First Sergeant may hand out an unlimited number of cards.
- There is no limit on card redemption (Commanders should work with the group and wing commanders for approval of 3-day passes)
 - 3 cards = 1-day pass
 - 6 cards = 2-day pass
 - 10 cards = 3-day pass

Execution

- Give your key unit leaders (officers, enlisted, and civilian supervisors) a set number of "Above and Beyond Cards" that they can hand out to anyone in the unit. Unit member's military and civilian (click to view [OPM guidance](#)) can redeem the cards to the unit commander for passes/time off. They can only redeem the cards with the unit commander. The following are benefits of this being a commander's program:
 - Forces key leaders to look for good stuff and recognize it (when they fail to give out any cards, that generates a personal conversation, with the commander)
 - Write what the card was given for on the back of the card for future conversation
 - Individuals take their cards to the unit commander personally. The Airmen should be excited to come into the commander's office and present them with their cards.
 - Then the commander should talk to them about what they did, why, etc. This should be a very effective way to stimulate conversations about being good Airmen.
 - Every time the commander signs a pass for someone they should send an e-mail to the entire squadron telling them "Airman Snuffy just got a 2-day pass for going 'above and beyond' six times."
 - The commander may also recognize these folks during Commander's Calls
- Remember the one thing everyone values is time, so giving them time off was hugely popular, as this gives them time to strengthen their Air Force family.

References

N/A
