

Above and Beyond Cards

Target Audience: Commanders

Purpose

Give leaders a way to recognize outstanding performance and offer a reward people really want--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

Employ

- 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 (give them more if they run out). 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.