

# INCENTIVE AWARD NOMINATION AND APPROVAL

## PART 1 - TO BE COMPLETED BY RECOMMENDING OFFICE

1. EMPLOYEE'S NAME <i>(Last, First, Middle Initial)</i>	1 a. SSN	2. ORGANIZATIONAL LOCATION
3. PRESENT POSITION TITLE AND GRADE		4. POSITION HELD DURING PERIOD COVERED <i>(If other than that shown in Item 3)</i>
<b>5. TYPE OF AWARD RECOMMENDED ('X' applicable box and attach justification)</b>		
<input type="checkbox"/> a. COMMENDABLE SERVICE CERTIFICATE	<input type="checkbox"/> e. SPECIAL ACT OR SERVICE	<input type="checkbox"/> f. SUGGESTION
<input type="checkbox"/> b. CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> g. OTHER <i>(Specify)</i>	
<input type="checkbox"/> c. MERITORIOUS CIVILIAN SERVICE AWARD		
<input type="checkbox"/> d. EXCEPTIONAL CIVILIAN SERVICE AWARD		
6. PERIOD OF SERVICE COVERED BY NOMINATION		7. AMOUNT OF AWARD RECOMMENDED

8. BENEFITS *(Complete for all monetary awards and for honorary awards where appropriate. Attach as part of justification, method of computing tangible benefits and/or explanation of intangible benefits.)*

a. Estimated First Year Tangible benefits:    \$ \_\_\_\_\_

b. Intangible Benefits:

(1) VALUE OF BENEFIT:     MODERATE     SUBSTANTIAL     HIGH     EXCEPTIONAL

(2) EXTENT OF APPLICATION     LIMITED     EXTENDED     BROAD     GENERAL

9. TYPED NAME & TITLE OF RECOMMENDING OFFICIAL	9a. SIGNATURE & DATE
10. TYPED NAME & TITLE OF REVIEWING OFFICIAL	10a. SIGNATURE & DATE

## PART 11 - TO BE COMPLETED BY APPROVING OFFICIAL(S)

11a. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE & DATE
TYPE OR AMOUNT OF AWARD	TITLE
11b. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE & DATE
TYPE OR AMOUNT OF AWARD	TITLE

## PART III - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE FOR CASH AWARDS ONLY

12. NOAC	13. LEGAL AUTHORITY	14. AMOUNT OF AWARD	15. BENEFITS
16. AWARD CODE	17. EFFECTIVE DATE	18. SIGNATURE & DATE	