

INCENTIVE AWARD RECOMMENDATION

Performance, Special Act or Service, Cash, Time-Off, Quality Step Increase

For use of this form, see ORNG CER 451

1. NAME (Last, First, MI)	2. EDIPI #	3. POSITION (Title, Grade, Step, Salary)	
4. ORGANIZATION/UNIT	5. LOCATION		
6. TYPE OF AWARD <u>Performance Based Award:</u> Cash Time-Off Award (TOA) Quality Step Increase (QSI) <u>Special Act or Service Award (SASA):</u> Cash Time-Off Award (TOA) <i>Temp/NTE employees are only eligible for SASA.</i>	7.a. AWARD AMOUNT Cash Amount (\$500 to \$5,000): \$ _____ Time-Off (8-40 hrs; NTE 80 hrs per leave year): _____		
	7.b. AWARD HISTORY <i>Last three awards granted.</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">Effective Date</td> <td style="width: 40%; text-align: center;">Award Type</td> </tr> </table>		Effective Date
Effective Date	Award Type		
8. PERIOD OF RECOMMENDATION or DATE OF ACT	9. DATE OF RECOMMENDATION (MM/DD/YY)		
10. JUSTIFICATION <i>*Required. Performance appraisals as justification are unacceptable.</i>			
11-12 APPROVALS: <i>*All recommendations must be digitally signed for processing.</i> <i>For Time-Off Awards (TOA), supervisor signature below certifies they have considered fully the wage costs & productivity loss in granting this TOA. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. Supervisor also considered the unit's workload & unit employee's leave projections & certifies that the employee can schedule the time-off in addition to other scheduled leave. Supervisor also considered other available forms of recognition in determining the amount of this TOA.</i>			
11.a. RATING OFFICIAL (Last, First, MI)	11.b. RATING OFFICIAL SIGNATURE	11.c. DATE (MM/DD/YY)	
12.a. HIGHER LEVEL REVIEWER (Last, First, MI)	12.b. HLR SIGNATURE	12.c. DATE (MM/DD/YY)	
13.a. DEPUTY HUMAN RESOURCES OFFICER	13.b. DEPUTY HRO SIGNATURE	13.c. DATE (MM/DD/YY)	
14.a. TAG/Chief of Staff (Last, First, MI)	14.b. TAG/CoS SIGNATURE	14.c. DATE (MM/DD/YY)	