Retrieve Data

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RECOMMENDATION FOR CASH AWARD

I. EMPLOYEE DATA

1. Name of Individual or Group (If individual award, complete Items 1 - 11, as appropriate. If group award, complete Items 1 and 5 - 11, as appropriate. For group award, list the name, SSN, and amount recommended for each employee on a separate sheet and attach to this form.)

(Last) (First) (MI)

2. Social Security Number

3. Pay Plan/Series/Grade

4. Salary

5. Organization (OPDIV, Office, Division, etc.)

6. Name and phone number of awards coordinator or individual responsible for distributing the check.

II. SYSTEM INPUT DATA

(To be completed by personnel office):

A. NOAC

B. Effective Date

//

C. Legal Authority Code

D. Award Amount (Enter amt. from Block 13)

E. Benefit Amount

F. Indiv./Group Award Code

III. TYPE OF AWARD

7a. Performance Award (Do not attach perf. appraisal) (check one)

- ☐ PMRS (GM)
- ☐ EPMS (GS/FWS)

b. Based on rating of record of:

- ☐ Level 5 (Outstanding)
- ☐ Level 4 (Excellent)
- ☐ Level 3 (Fully Successful)

c. Rating finalized:

MMDDYYYY

//

8. Special Act or Service Award* ☐

(Period covered:)

MMDDYYYY | MMDDYYYY

9. Suggestion Award* ☐

Suggestion number:

10. Invention Award* ☐

Patent number

Date application filed

Date patent issued

Benefits (Complete for special act or service, suggestion, or invention, as appropriate):

a. Benefit amount (tangible savings): $

b. Intangible savings--check appropriate box in (1) and (2):

(1) Value of Contribution:

- ☐ Moderate
- ☐ Substantial
- ☐ High
- ☐ Exceptional

(2) Extent of Application:

- ☐ Limited
- ☐ Extended
- ☐ Broad
- ☐ General

*(See HHS Instruction 451-1, Incentive Awards, for required documentation to attach to this form)

IV. AWARD RECOMMENDATION AND APPROVAL

ACTION	NAME/TITLE	SIGNATURE	DATE	AMOUNT
11. Initiating Official			//	
12. Concurring Officials			//	
			//	
			//	
13. Approving Official			//	

14. Signature of Fiscal Officer Obligating Funds	15. Appropriation/CAN Nos.	Date
	7510943	//

16. Signature of Reviewing Personnel Office Official //

Save Data Print Email Form