

CIVILIAN INCENTIVE AWARD REQUEST

Awards are routed through the Awards Board for the Commanding Officer's approval.

Award Requested: Sustained Performance _____ On-the-Spot _____ Special Act _____
Outstanding PerformanceMonetary award _ \$250 _ \$ 500 _ \$750 Other amount: \$ _____
_ 1% _ 2% _ 3% Other amount: \$ _____

Time-Off award _ 8 hours _ 16 hours _ 24 hours _ 32 hours Other amount: _hrs

Civil Service Employee's Name

Grade

Work Area / Department

Justification for award

1. Recommended by

Date

2. Signature of Employee's Dept
Head/Spec Asst

Date

3. Funds _are _are not available
Signature of Comptroller

Date

4. Signature of Director

Date

5. Signature of Executive Officer

Date

6. Signature of Commanding Officer

Date

*After approval by the Commanding Officer, forward this form to Civilian Personnel, Human Resources
Department for SF52 completion and final processing of award.*