

INCENTIVE AWARDS RECOMMENDATION/APPROVAL FORM		1. NOMINATION DATE	
2. EMPLOYEE NAME (FIRST, LAST, MI)		3. PAY SCHEDULE/SERIES/PAY BAND	4. PERIOD COVERED BY THIS AWARD: FROM _____ TO _____
5. INDICATE AWARD(S) RECOMMENDED			
A. TIME OFF AWARD PROVIDE BRIEF JUSTIFICATION ON REVERSE		NUMBER OF HOURS RECOMMENDED (1-40 WHOLE HOURS) AWARD TO BE USED OR FORFEITED NLT 1 YEAR AFTER EFFECTIVE DATE	FIRST-LEVEL SUPERVISOR SIGNATURE
B. SPECIAL ACT/SERVICE AWARD 1. COMPLETE INTANGIBLE/TANGIBLE ESTIMATE OF BENEFITS ON REVERSE 2. PROVIDE WRITTEN JUSTIFICATION ON REVERSE		AMOUNT RECOMMENDED (WHOLE DOLLARS)	FIRST-LEVEL SUPERVISOR SIGNATURE
C. ON-THE-SPOT AWARD PROVIDE BRIEF JUSTIFICATION ON REVERSE		AMOUNT RECOMMENDED (WHOLE DOLLARS) (\$25 - \$750)	SIGNATURE
6. SECOND LEVEL SUPERVISOR REVIEW FORWARDED RECOMMENDING APPROVAL		AMOUNT (WHOLE DOLLARS OR HOURS)	SIGNATURE
7. COMPTROLLER REVIEW APPROVED <input type="checkbox"/> AMENDED <input type="checkbox"/>		AMOUNT (WHOLE DOLLARS)	SIGNATURE
8. NETC LEADERSHIP AWARDS BOARD (IF APPLICABLE) SIGNATURE: _____ DATE: _____			
9. CHIEF OF STAFF (IF APPLICABLE) SIGNATURE: _____ DATE: _____			

INCENTIVE AWARDS RECOMMENDATION/APPROVAL FORM (back)							
ESTIMATE OF BENEFITS							
INTANGIBLE BENEFITS	SAFETY		IMPROVED METHOD		MORALE	OTHER (SPECIFY)	
VALUE	MODERATE		SUBSTANTIAL		HIGH	EXCEPTIONAL	
EXTENT OF APPLICATION	LIMITED		EXTENDED		BROAD	GENERAL	
TANGIBLE BENEFITS (IN TABLE BELOW COMPUTE LABOR SAVINGS AT ACTUAL COST.)							
ITEM	LABOR			MATERIAL			TOTAL (LABOR AND MATERIALS)
	MAN-HRS PER	DOLLARS PER	TOTAL	UNITS PER	COST PER UNIT	TOTAL	
FORMER METHOD		\$			\$	\$	\$
NEW METHOD							
SAVINGS							
DESCRIPTION OF ACHIEVEMENT (THE DESCRIPTION NEED NOT BE LENGTHY, BUT SHOULD CLEARLY SHOW HOW THE EMPLOYEE WAS EXEMPLARY, I.E., EXCEEDED JOB REQUIREMENTS, ACT OF HEROISM, ETC.)							
PRIVACY ACT WARNING: THIS RECORD CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974. ANY PERSON WHO WILLINGLY DISCLOSES INFORMATION PROTECTED BY THE PRIVACY ACT IS SUBJECT TO CRIMINAL SANCTIONS AND FINES UP TO \$5,000							