

**RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE**

The proponent agency is NGB-HR. The prescribing directive is CNGBI 1400.25 VOL 451.

**SECTION I - TO BE COMPLETED BY REQUESTOR**

1. EMPLOYEE NAME: (Last, First, Mi)		DATE:
2. EMPLOYEE ADDRESS:		
3. PRESENT POSITION TITLE:		GRADE & STEP:
		SALARY: \$
4a TYPE OF AWARD REQUESTED:	4b AMOUNT REQUESTED: \$	4c HOURS REQUESTED:
5. BASIS FOR RECOMMENDATION: <i>(See reverse side for 'Evidence of Superior or Outstanding Achievement')</i>		
<input type="checkbox"/> SUPERIOR PERFORMANCE      PERIOD:		
<input type="checkbox"/> SPECIAL ACT OR SERVICE      DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE:		
6a.QSI ONLY: RECOMMENDED GRADE / STEP / SALARY		
7. UNIT / LOCATION:	8. ORGANIZATION (HIANG or HIARNG):	
9a TITLE OF IMMEDIATE SUPERVISOR:		9b. SIGNATURE:
10a. TITLE OF NEXT LEVEL SUPERVISOR:		10b. SIGNATURE:
11a CHIEF / DIRECTOR OF STAFF SIGNATURE: <i>(Sustained Superior Performance or QSI Awards Only)</i>		11b. SIGNATURE:

**SECTION II - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE**  
**IF AWARD IS FOR \$10,000 OR GREATER, INFORMATION MUST BE TRANSPOSED TO NGB FORM 32**

12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:	
<input type="checkbox"/> CASH	APPROVED AMOUNT: \$
<input type="checkbox"/> SPECIAL ACT/SERVICE	APPROVED AMOUNT: \$
<input type="checkbox"/> QSI	
<input type="checkbox"/> DISAPPROVED <sup>1</sup>	REASON:

**SECTION III - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY**

APPROVING AUTHORITY AND ACTION	SIGNATURE & TITLE	DATE
STATE AWARDS COMMITTEE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <sup>1</sup>		
ADJUTANT GENERAL <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <sup>1</sup>		

**NOTICE TO EMPLOYEE:** UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS.

**EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT**

1. Attach statement of major duties performed and one copy of Position Description for position on which recommendation is based.
2. Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.
3. If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishment to the command.
4. Attach a draft of the proposed citation, written in the third person, and not exceeding 70 words if an honorary award is recommended. Use 8 X 10 1/2 inch sheets of paper.

**REMARKS**