## **Special Act and On The Spot Cash Award Nominations**

1. Name of Employee Recommended for	r Award					
Last Name			First			MI
2. Title / Series / Grade						
Title Series					Grade	
3. Organization / Code				4 Award	Amount Recomme	ndod
Organization Code Cod				4. Award Amount Recommended Amount		
				7		
Note: If award is for a group of employees, add a Award amounts may vary depending on the relati	list identifying ve value of eac	each emplog ch employee	yee and the amount of award 's contribution to the special a	recommended. ct or service.		
5. Justification for the Award						
Provide information on the basis for the award an	d an explanatio	on of how the	e award amount was determin	ed.		
6. Record of Nomination and Approvals						
Recommending Official (s)						
3 - 1 - (1)						
			Cianatura			
Title	Title		Signature	Date		
Title	Title		Signature	Date		
Approving Official						
Approving Official						
Approved Disapproved Award a		Award appr	roved, if other than what was	recommended :		
Title			Signature	Date		
Certification that funds are available to pay the award						
Funds: Are Are Not Avail	able		Signature AR, Fiscal			
			Signature AIX, i iscai	Dat		
For HROM Use Only						

Note: All approvals and the certification of funds are available must be obtained prior to submitting the form to HROM for processing of the award.

## **NAVMC HQ 959** (07-09) (EF)

Names of Empolyees Recommended for Award	Recommended Time Off Hours

## **NAVMC HQ 959** (07-09) (EF)

**Justification for the award**. The justification for the award must contain both the basis for the award **and** an explanation of how the award amount was determined.

ustification :	

**Basis for the nomination**. Keep in mind that special act/service awards are not based on general overall performance during a rating period but are based on a specific act or service the employee performed that is worthy of recognition. An example of a special act/service is exceptional work on a special project or while on detail, or performing assigned responsibilities in an exceptional manner under difficult, unusual, and/or complicated circumstances. Be as specific as possible as to what the employee did, describe any obstacles the employee had to overcome in performing the act or service; and address the impact/significance of the employee's contributions.

How the award amount was determined. If you can identify tangible benefits (e.g., the special act or service saved the government xxx dollars), then use the awards table for tangible benefits. If the benefits are intangible, then use the table for intangible benefits, identifying both the extent and value of the employee's contribution. In some cases, there may be both tangible and intangible benefits. If so, describe both in explaining how the recommended award amount was determined. When using the table for intangible benefits, you will see there is a range for the award amount. If you are recommending an award amount at the high end of the range, explain why you are recommending the higher-end award amount.