

NOMINATION/APPROVAL FOR HONORARY AWARD							
INDICATE TYPE OF AWARD RECOMMENDED		<input type="checkbox"/> DCSA					
		<input type="checkbox"/> SCSA		<input type="checkbox"/> MCSA			
SECTION I (TO BE COMPLETED BY RECOMMENDING SUPERVISOR)							
FROM (ORIGINATOR)			NAME			SSN	
ORGANIZATION/DEPARTMENT		POSITION TITLE		SERIES		GRADE/STEP	
PERIOD OF SERVICE FOR WHICH RECOMMENDATION IS BASED FROM:		POSITION HELD DURING PERIOD COVERED IF DIFFERENT FROM CURRENT POSITION					
		POSITION TITLE		SERIES		GRADE	
TO:							
DESCRIPTION OF ACT OR SERVICE (IF ADDITIONAL SPACE IS REQUIRED USE ADDITIONAL PAGES). REFER TO CNATRAINST 12451.1B, PARAGRAPH 4.f.(1) FOR DESCRIPTION OF CRITERIA FOR AWARD.							
SECTION II							
ESTIMATE OF BENEFITS (CHECK APPROPRIATE BLOCK)							
INTANGIBLE BENEFITS (CHECK BLOCK BELOW TO IDENTIFY VALUE, EXTENT OF BENEFIT)							
TYPE		VALUE			EXTENT OF APPLICATION		
<input type="checkbox"/> SAFETY		<input type="checkbox"/> MODERATE			<input type="checkbox"/> LIMITED		
<input type="checkbox"/> IMPROVED METHOD		<input type="checkbox"/> SUBSTANTIAL			<input type="checkbox"/> EXTENDED		
<input type="checkbox"/> MORALE		<input type="checkbox"/> HIGH			<input type="checkbox"/> BROAD		
<input type="checkbox"/> OTHER		<input type="checkbox"/> EXCEPTIONAL			<input type="checkbox"/> GENERAL		
TANGIBLE BENEFITS (IN TABLE BELOW COMPUTE LABOR SAVINGS AT ACTUAL COST)							
	LABOR			MATERIAL			
	MAN HOURS PER	DOLLARS PER	TOTAL	UNITS PER	COST PER	TOTAL	TOTAL (LABOR AND MATERIAL)
FORMER METHOD							
NEW METHOD							
SAVINGS							
RECOMMENDING SUPERVISOR				SECTION III			
NAME		ORGANIZATION		POSITION		SIGNATURE/DATE	
SECOND LEVEL SUPERVISOR OR ACOS/SA:				SIGNATURE/DATE			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL							

NOMINATION/APPROVAL FOR HONORARY AWARD	
APPROVING OFFICIAL CHIEF OF STAFF	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
REMARKS	
SIGNATURE	DATE
SECTION IV	
INCENTIVE AWARDS PROGRAM ADMINISTRATOR, HUMAN RESOURCES OFFICE	DATE FORWARDED TO N12:
Forward to HRO Corpus Christi for Issuance of Certificate/Medal.	

CNATRA 12451/3 (Back)
PRIVACY ACT STATEMENT

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