

<b>Recommendation For Awards</b>				
1. Type of Recognition Recommended (To Be Completed By Immediate Supervisor)				
Quality Step Increase * Step _____	Performance Award \$ _____	On-The Spot Award \$ _____	Time Off Award _____ hours	
2. Period of Award		3. Date of Act or Date Contribution Put Into Use		
4. Last Name, First Name, Middle Initial (Mr., Mrs., Miss), Rank, Soc. Sec. #				
5. Present Position Title, Grade, Step and Salary (without locality pay)				
6. Command, Installation and Location		7. Organization		
8. Type and Date of Last Three Incentive Award(s) or Date(s) of Quality Increase(s) Previously Granted				
9. Justification for Award				
10. Signature and Title of Immediate Supervisor (phone #)			11. Date	
12. Signature and Title of Activity Manager (Phone #) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			13. Date	
* For Quality Step Awards				
	Approval	Disapproval	Signature	Date
14. The Adjutant General				