

On-The-Spot/ Special Act-Special Service Eligibility and Award Submission Checklist

Employee's Name: _____

Yes	No	OTS/SASA Eligibility
		Has it been fewer than 30-days since the end of the period of service to be recognized?
		Did you verify the employee did not already receive a performance based award during the recommended period?
		Did you verify that the employee was in a technician status for the period of service you are using as the basis for recommending this award?
		Did you verify that the employee is not leaving or retiring from the Agency?
		If the service or achievement is for a tangible benefit, did you use Table 1 to determine the award amount?
		If the service or achievement is for an intangible benefit, did you use Table 2 to determine the award amount?
		Award Submission
		Did you include a completed NGB 32 with this request?
		Did you select the "Special Act or Service" box on the NGB 32?
		Did the second level supervisor, MSC AO, Director, or Group Commander approve and sign in the "Local Commander" blocks under Section IV of the NGB 32?
		Did you provide a narrative in the remarks section?
		Did you include the correct performance appraisal with this request, if the requested award is for performance?
		If the Award amount is over \$3,000, did you attach a justification memo to the ATAG? If the Award amount is over \$5,000, did you attach a justification memo to the TAG?

Supervisor's Name:

For HRO/Board Use Only

INITIAL REVIEWER REMARKS:

Does the employee meet the minimum eligibility requirements? ___YES ___NO

Reviewed by: