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**CHAPTER 2**  
**APPENDIX A**  
**SPECIAL ACT OR SERVICE AWARD**

**Purpose**

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To recognize employees for acts or achievements that result in benefits to the Army.

This award is particularly appropriate for short-term accomplishments such as:

- When an employee excels in his or her regularly assigned position, or
- During a detail, or
- Upon successful completion of a special project, or
- When a performance or honorary award is not appropriate

The Special Act Award may also be appropriate for recognizing an employee's idea or improvement which resulted in benefits that cannot be recognized under the Suggestion Program.

**Eligibility**

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All employees paid from appropriated funds.

**Criteria**

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The act, service, or achievement must result in either tangible or intangible benefits or both to the Government, and may involve more than one employee.

*(Note: This is an excellent means to recognize groups of employees for team work accomplishments.)*

When a Special Act award is made for an accomplishment within the employee's regular job responsibilities, the act or service must significantly exceed that normally expected.

Do not use this award as a substitute for other personnel actions, pay entitlement, or other forms of recognition.

An employee cannot receive two cash awards for the same act. Therefore, the act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.

A cash award cannot be made to an appropriated fund employee for benefits accruing to non-appropriated fund activities.

## **Date for Submission**

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Nominations will be submitted to Civilian Personnel Advisory Center (CPAC) within 30 calendar days after the act, service, or achievement to be recognized. CPAC will forward to IAC for final approval.

Exception to the 30 day time limit is made when approval by higher headquarters is required.

## **Nominating Official**

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Employee's supervisor, or any individual having direct knowledge of the accomplishment may also be the nominating official, provided it is coordinated with and concurred in by the supervisor.

## **Approving Official**

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Division or Office Chiefs	- \$2,000 or less
Deputy Commander	- \$3,000 or less
Commander	- Up to \$5,000

All Special Act or Service awards, regardless of amount, require approval of IAC except when the approving authority is the Commander. Awards for more than \$5,000 require approval by higher Headquarters.

## **Amount of Award**

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The amount of Special Act or Service awards will be determined by using the cash award criteria for tangible and/or intangible benefits.

In determining the amount, you follow the same guidelines as those established for deciding suggestion awards; i.e., you determine if the benefits or savings are tangible or intangible, or both. You then determine the extent of these benefits based on Tables at Figures A-1 and A-2 of this Appendix and recommend the award according to the savings realized.

If after reviewing the guidelines, you see that the benefits are less than \$250, you should recommend a letter of appreciation or a Memphis District Certificate. A cash award is not appropriate for savings less than \$250.

## **Documentation Required**

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Prepare a Request for Personnel Action. The remarks section should include the type of award, justification, dates of accomplishment, and reference the PR&C number that will pay for the award.

## **Check Sheet**

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Use the Check Sheet at Figure A-5 to ensure that you have taken the major actions required.

## **Presentation**

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Special Act or Service Award should be presented at an appropriate ceremony as determined by the Division/Office Chief. As a minimum, the ceremony will be conducive to motivating other employees to increase productivity and creativity.

(Figure A-1)

Contributions with tangible benefits

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000 .....	10 percent of benefits
\$10,001-\$100,000 .....	\$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000
*\$100,001 or more .....	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		*Awards over \$10,000
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		require the approval of
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		the Office of Personnel
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		Management.
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		**Maximum award
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		authorized by the
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		Office of Personnel Man-
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		agement. A Presidential
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		Award of up to \$10,000
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		may be paid in addition
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		to the \$25,000
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

(Figure A-2)

Scale of awards based on intangible benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
<p>Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.</p> <p>Affects a small area of science or technology.</p>	<p>Affects functions, mission, or personnel of several offices, facilities or installations.</p> <p>Affects an important area of science or technology.</p>	<p>Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects a broad area of science or technology.</p>	<p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.</p>	
<p><b>MODERATE VALUE</b> Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.</p>	<p>\$25-100 (COMPARE W/\$250-1000 TANGIBLE BENEFITS)</p>	<p>\$100-250  \$1,000-2,500 (COMPARE W/\$1,000-2,500 TANGIBLE BENEFITS)</p>	<p>\$250-500</p>	<p>\$500-1,000</p>
<p><b>SUBSTANTIAL VALUE</b> Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.</p>	<p>\$100-250</p>	<p>\$250-500 (COMPARE W/\$2,500-5,000 TANGIBLE BENEFITS)</p>	<p>\$500-1,000  \$5,000-10,000 (COMPARE W/\$5,000-10,000 TANGIBLE BENEFITS)</p>	<p>\$1,000-2,500</p>
<p><b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.</p>	<p>\$250-500</p>	<p>\$500-1,000  \$5,000-10,000 (COMPARE W/\$5,000-10,000 TANGIBLE BENEFITS)</p>	<p>\$1,000-2,500 (COMPARE W/\$10,000-60,000 TANGIBLE BENEFITS)</p>	<p>\$2,500-5,000  \$500,000-360,000 (COMPARE W/\$500,000-360,000 TANGIBLE BENEFITS)</p>
<p><b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.</p>	<p>\$500-1,000</p>	<p>\$1,000-2,500</p>	<p>\$2,500-5,000  \$5,000-10,000 (COMPARE W/\$500,000-360,000 TANGIBLE BENEFITS)</p>	<p>\$5,000-10,000 (COMPARE W/\$500,000-360,000 TANGIBLE BENEFITS)</p>

(Figure A-3)

## SPECIAL ACT OR SERVICE AWARD JUSTIFICATION

GROUP AWARD FOR JOHN DOE - JACK SMITH - WILLIAM BROWN - JAMES JONES  
*(Furnish a separate package for each individual concerned)*

During the period 6 July 2002 to 17 August 2002 the above individuals demonstrated sustained superior performance while making repairs to the Dredge Hurley. Each one of these employees made an individual contribution to the success of this operation, and at the same time each set an outstanding example for their fellow workers in terms of motivation and safety consciousness.

Mr. Doe was the senior worker, and as such was extremely helpful by knowing all aspect of the job and by assisting the new workers. He significantly contributed to the timely completion of all assigned tasks.

Mr. Smith worked well beyond his apprentice duties as a machinist, and was able to complete his assignments with considerable less guidance than that expected of an apprentice. He was able to measure tolerances and machine press fits which normally is expected of those performing at the journeyman level.

Mr. Brown made his contribution to the project by successfully and continually assisting the Foreman, and was instrumental in making all necessary repairs.

Mr. Jones, who was a "return intermittent" employee was invaluable in that he assisted the new intermittent workers with their jobs.

These individuals performed all the duties associated with this project in a manner that far exceeds that expected of an ordinary employee. Their attention to details, and their emphasis on high quality were exceptional. The high level of performance by these individuals allowed the job to proceed without any delays and resulted in the repairs to be completed five days ahead of schedule.

The reduced cost to the Government was \$35,000 a day.  $\$35,000 \times 5 \text{ days} =$  a savings of \$175,000. The reduced cost to the towing industry was \$30,626. (Total savings \$205,626) The contributions by these employees was representative of 22% of the total savings which equates to about \$45,000. Using the tangible benefits table, this justifies a group award of \$2050. Individual Awards equate to \$500 each.

(Figure A-4)

**SPECIAL ACT OR SERVICE AWARD**  
**PROPOSED CITATION**  
**JOHN DOE\***  
**IS OFFICIALLY COMMENDED FOR**

His sustained superior performance as a Machinist, WG-10, US Army Corps of Engineers, Memphis District, Construction Division, Physical Support Branch, during the period 6 July 1992 to 17 August 1992. Mr. Doe contributed significantly to completing repairs to the Dredge Hurley far ahead of schedule. Mr. Doe was the senior worker, and as such was extremely helpful by knowing all aspects of the job and by assisting the new workers. His attention to details, and emphasis on high quality as well as safety were exceptional. His exceptional performance of duty and team work reflects great credit upon him, the Memphis District, and the Corps of Engineers.

*\*Since this is a group award, a separate citation would be included in each package for the other three awardees.*

(Figure A-5)

## SPECIAL ACT OR SERVICE AWARD

### CHECK LIST FOR SPECIAL ACT OR SERVICE AWARDS

Completion of this list is optional; use it as a guide to ensure all actions are taken.

#### Nominating Official

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- 1. Justification includes dates, dollar amount, and cost code.
- 2. Group Special Act - same justification for same dollar amount.
- 3. Group Special Act - Justification & explanation for differing amounts.
- 4. The act or achievement results in benefits to the Government that exceed \$250.
- 5. No prior cash award covering all or part of the same accomplishment/period of service.
- 6. If tangible benefits - Detailed & accurate computation of benefits.
- 7. If intangible benefits - Value of benefit/extent of application included in justification.
- 8. Request for Personnel Action citing the type of award, justification (which includes dates, amount, and cost code) and references the PR&C number that will pay for the award
- 9. Award presented to IAC for approval, unless submitted by Commander.

#### Approving Official

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- 1. Request for Personnel Action,
- 2. Should be submitted within 30 days of event.
- 3. Dollar amount in acceptable range.
- 4. The act of service significantly exceeds that normally expected.