

AWARD RECOMMENDATION TRANSMITTAL
(THIS FORM MUST BE TYPED)

DATE

1. NAME OF AWARD RECOMMENDED

2. IF GROUP AWARD, CHECK BOX



3. EMPLOYEE RECOMMENDED

a. NAME (Last, First, Middle Initial)

b. SSAN

4. PRESENT POSITION, TITLE, GRADE/PAYBAND, STEP AND SALARY

6. RECOMMENDING OFFICIAL (Name, Organization, Office Symbol, DSN, Signature and Title)

5. POSITION TITLE, GRADE/PAYBAND, STEP AND SALARY DURING PERIOD OF CONTRIBUTION (If other than item 4)

7. **ACTION ON RECOMMENDATION**
(See AFMAN 34-310 for approval authority. In the Amount or Percent Columns, show either the total amount or percent recommended on approved at each level.)

ACTION	AMOUNT	PERCENT	DATE	AUTHORIZING OFFICIAL (Show Signature and Title)
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				

8. JUSTIFICATION

NOTICE TO EMPLOYEE

Upon acceptance of cash awards, the use of this contribution by the United States shall not form the basis of a further claim of any nature upon the United States by you, your heirs or assigns.

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).