



SPECIAL CONTRIBUTION AWARD FORM (SCAF)\

Directorate/Division	
Control Number:	
Individual Award:	
Group Award:	
Name of Employee:	
Group:	

TYPE OF AWARD

CPAB Approval		Directorate Approval	
	Special Act, Service, or Achievement		One the Spot – Time Off,
	Tier I – Monetary, \$500 - \$5,000		On the Spot – Monetary, \$25 - \$500
	Tier II – Monetary, \$500 - \$2,500		Other:
	Tier III – Monetary, \$500 - \$1,000		Beneficial Suggestion - Monetary

Other:	
Beneficial Suggestion - Monetary	

REASON FOR AWARD

On the Spot Award Period Covered:	From:	To:
Nomination Official:		
Signature:	Date:	
Cash Award Amount:	TOA Hours:	
Org. Approving Official:	Date:	