

**SMITHSONIAN ASTROPHYSICAL OBSERVATORY**  
**Award Recommendation Form**

To: SAO Human Resources Department (MS-17)

From: \_\_\_\_\_ Please Initial: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I - AWARD INFORMATION**

Award Recipient: \_\_\_\_\_ Soc.Sec.No.: \_\_\_\_\_

WebTA account key to be charged: \_\_\_\_\_

**Section II - TYPE OF AWARD**

**SUPERIOR ACCOMPLISHMENT** (*Special Act or Service Award*) NTE 5% of annual salary

Recommended monetary award amount: \$ \_\_\_\_\_

Required documentation: complete Section III below

**PERFORMANCE** (*Performance Based Award*) NTE 7.5% of annual salary

Recommended monetary award amount: \$ \_\_\_\_\_

Required documentation: complete Section III below.

**Section 3 - AWARD JUSTIFICATION**