

Subject: Time-off Award Justification

Recipient:

Flight:

Supervisor:

Award Period:

Justification: When writing justification for a time-off award for a team/group/individual review the following information:

Time-Off Award may be granted to those employees whose individual contributions to a team effort caused the team to achieve superior accomplishments. It should be recognized that some members of a team might not have contributed substantially to the team's overall success. As such, a Time-Off Award may only be offered to employees who contributed to the overall team accomplishment. Where recognition is based on the achievement of pre-established goals, measures, or other award formula, the goal, measure or formula justifying recognition must itself clearly represent superior accomplishments. To grant Time-Off in this manner, performance outcomes must be so significant that this type of award is clearly warranted and a benefit to the Air Force.

Time-Off Awards are only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The award grants time off from duty without loss of pay or charge to leave and provides an alternative to monetary or non-monetary recognition for superior accomplishments. A Time-Off Award can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a rating-based performance award. Decisions to grant Time-Off Awards should be made within 30 calendar days of the act, achievement or service. The period of time-off granted will not be based on the individual's grade or salary.