

Special Act or Service (SAS) Award

Award Eligibility: For specific non-recurring achievement(s) or a period of exceptional productivity.

Examples of appropriate achievement(s) include the below examples or similar contributions:

Completing an absent co-worker's major assignment with exceptional skill and success so that organizational goals are met

- Identifying an innovative solution to an issue outside an employee's planned work assignments but which benefits the organization as a whole
- Saving significant money for the organization or government as a whole
- Using new technologies or methods to greatly improve an organization's (or a government wide) product or service
- Streamlining a process, which helps the organization provide its products and services, or meet its goals, more effectively
- Directing a team effort with exceptional skill and sensitivity
- Handling an unforeseen problem with minimal disruption to the overall work assignments
- Maintaining exceptional productivity during a period
- A non-recurring contribution in the public interest occurring either within or outside of job responsibilities; a scientific achievement; or an act of heroism.

Nominations for SAS awards must be submitted within 60 days of the contribution(s) on which the nomination is based.

The amount of a SAS award shall be commensurate with the value of the contribution to the government and may be based on tangible and/or intangible benefits. [Tangible and Intangible Charts \(Determining Award Amounts\)](#)

Granting of an SAS does not affect the employee's eligibility for an SSP unless the SAS is based in whole or part on the same contribution being recommended for recognition by the SSP. Nor does the receipt of an SSP affect eligibility for a SAS provided the contribution used to support the SSP is not used either wholly, or in part, as the basis for a SAS.

When the award is for a group, all members of the group may receive equal shares or the total may be divided in proportion to the individual contributions to the group effort. Only those awards for which each individual is to receive an amount that exceeds the approval authority of the Head of the Field Activity (FA) or Corporate Board require the Director's final approval.

If the SAS is \$7,500 or Under

Award Approved by: The immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.

If the SAS award is \$7,501 or Higher

Award Submission: The request must be submitted by the Heads of the FA or, for HQ DLA personnel, the approval of the Heads of the Corporate Board members and/or the Director, DLA. The request must include:

Name of Employee

Position Title

Grade

Organization

Amount of award, including an explanation of how the amount was determined, is it on based tangible or intangible benefits, explain how the employee saved the organization or government money

A copy of the employee's job description and performance plan

A clear indication of how the contribution goes beyond job responsibilities and must be highly exceptional.

If the employee changed jobs or was promoted since the contribution, title and grade must be included at the time the contribution was made.

The request should be forwarded to the Human Resources Policy Office (DHRC-P) for review and to make sure regulatory guidance is met. DHRC-P forwards request with recommendation to the Director, DLA for approval/disapproval. If approved, DHRC-P will forward the package to the requesting activity's DHRC for processing. If disapproved, DHRC-P will send the package back to the requesting office.

Award Approved by: The Director, DLA must approve cash awards of \$7,501 to \$25,000. When a recommended award would grant more than \$25,000 to an individual employee, OPM shall review the recommendation and submit it (if approved) to the President for final approval.