

**Rewards and Recognition**  
**(DOA Personnel Policy No. 33)**

<b>Special Projects/Innovation/Significant Achievement Application</b>
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**Section Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section Head:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Job Title:** \_\_\_\_\_ **Personnel #** \_\_\_\_\_

1) Does this employee currently have an overall performance evaluation rating of "Successful" or higher?

Yes  No

2) What is the nature and benefit of the project/innovation/significant achievement? Provide detailed information of the benefit (savings realized, costs avoided, increased productivity, etc.), along with supporting documentation.

3) Reward amount requested: \_\_\_\_\_  
Justification: