REQUEST FOR PAYMENT OF CASH AWARD/ SPECIAL STEP INCREASE (SSI)

☐ MLC ☐ MC ☐ IHA

1. DATE OF REQUEST

2. TO: *(Name and Address of RDB/RDO)*

3. FROM: *(Name of CPO/CHRO or COR)*

4. NAME OF EMPLOYEE *(Last, First)*

5. ID/EMPLOYEE NUMBER(S)

6. JOB TITLE, JOB NO. AND BWT-GRADE-STEP

7. USING UNIT/ACTIVITY

8. CATEGORY

☐ SUGGESTION ☐ SPECIAL ACTS/SERVICE ☐ SUSTAINED SUPERIOR PERFORMANCE ☐ SPECIAL STEP INCREASE

9. BRIEF DESCRIPTION OF AWARD/SSI:

9a. RATING PERIOD COVERED *(SSP/SSI Only)*

FROM | TO

9b. RATING *(SSP/Only)*

☐ OUTSTANDING ☐ HIGHLY SATISFACTORY

9c. RECOMMENDED AMOUNT (%)

9d. RATING *(SSI Only)*

☐ EXCEPTIONAL (met all common factors on reverse)

9e. RECOMMENDED FOR SSI (2 Micro Steps)

☐ YES ☐ NO

NAME & SIGNATURE OF RECOMMENDING OFFICIAL/DATE/PHONE NUMBER

NAME & SIGNATURE OF REVIEWING OFFICIAL/DATE/PHONE NUMBER

10. **COMPLETED BY CPO/CHRO or COR**

SUGGESTION

ANNUAL SAVING	AMOUNT OF CASH AWARD *(Tangible)*	OTHER SUGGESTIONS *(Intangible)*
$	$	¥

11. **SPECIAL ACTS/SERVICE AND SUSTAINED SUPERIOR PERFORMANCE *(SSP)***

AMOUNT OF CASH AWARD: ¥

12. APPLICABLE PROVISIONS RELATING TO ABOVE AWARD/SSI

☐ CH 13, MLC ☐ CH 5, MLC ☐ CH V, MC ☐ CH VII, MC ☐ SUPP #9, IHA ☐ SUPP #11, IHA

13. **IT IS REQUESTED THAT CASH AWARD PAYMENT/SSI SHOWN ABOVE BE MADE TO THE EMPLOYEE AS AUTHORIZED UNDER THE PROVISIONS IN BLOCK 12.**

13a. CPO/CHRO or COR *(Typed Name & Grade)*

13b. SIGNATURE

13c. DATE

INDORSEMENT BY RDB/RDO

14. **ACTION REQUESTED ABOVE WAS COMPLETED** _____ .

14a. TO: *(Name of CPO/CHRO or COR)*

14b. FROM: *(Typed Name of RDB/RDO)*

15. SIGNATURE OF RDB/RDO

16. DATE

INSTRUCTIONS FOR PREPARATION OF REQUEST FOR PAYMENT OF CASH AWARDS/SSI

1. **General:** This form will be prepared by the immediate supervisor and reviewed by higher level supervisor. CPO/CHRO or COR signs and forwards original and one copy to the RDB/RDO concerned. The RDB/RDO, upon completion of action, will return a duplicate copy to the CPO/CHRO or COR.
2. Entries in blocks (self-explanatory blocks omitted).
   a. Block 8. Check the SSI block if the employee meets all the common factors listed below.
   b. Block 9. Brief statements of the award/SSI including justifications/rationale of the award/SSI should be indicated. In case of suggestion, subject of suggestion and suggestion # should be included in addition to summary of suggestion.
   c. Block 9a. For SSP/SSI, the period upon which the SSP/SSI was based should be indicated. (e.g., 1 Oct 15 to 30 Sep 16)
   d. Block 10. If suggestion involves tangible benefits, annual savings and amount of award should be indicated in dollars, and for intangible benefits suggestions, amount of award should be indicated in yen in "OTHER SUGGESTIONS" column.
3. If space on the form is insufficient to include all of the required information, attache seperate sheets thereto and insert a notation in the proper block(s) indicating the inclosure.

COMMON FACTORS FOR SSI (Must meet all the common factors) 特別昇給共通項目（すべての共通項目を満たすこと）

COMMON FACTORS 共通項目	EXAMPLES OF EXCEPTIONAL LEVEL 上位評価の例
1. QUALITY OF WORK 仕事の質	1. Exceptionally precise and accurate, thorough, consistently follows procedures, suggests improvements. 常に指示や方針に従って正確かつ綿密に業務を遂行し、業務を改善するた為に提案などを行う。 2. Reviews whole assigned duties and promotes work in a well-planned manner. 与えられた業務範囲全般を見直し、計画的に業務を遂行する。 3. Performs duties with certainty, accuracy, tenacity, and fosters subordinates. 業務を正確かつ確実に遂行し、部下の育成も行う。
2. COOPORATION AND TEAM WORK チームワーク	1. Engages in harmonious working environment, inspires and works effectively with others. 職場で調和をとり、また同僚へよい影響を及ぼしながら効果的に業務を遂行できる。 2. Appreciates help and constructive comments, suggestions/new ideas, takes effective action. 他の者の助言や建設的意見、提案、新しいアイデアなどを効果的に受け入れることができる。 3. Actions and attitude greatly enhance good customer/co-worker relations-without exception. 常に顧客や同僚との関係を最良に保つような行動および態度をとっている。 4. Sensitive to the behavior of fellow workers, supervisor, and subordinates. 同僚や上司、あるいは部下の行動や態度に理解的である。 5. Maintains effective working relationships with others. 他の者と効果的な関係を保ちながら業務を遂行できる。 6. Builds cooperative work relationship with superiors & subordinates. 上司や部下と協力的な関係を構築し業務を遂行することができる。
3. INITIATIVE 自主性	1. Always does what has to be done without being asked, seeks extra work or more effective ways to perform tasks. 常に特段の指示がなくても期待される業務を遂行し、またそれ以外の業務を率先して行い、またより効果的に業務を遂行する方法を模索する。 2. Exerts effort and shows initiative in starting, carrying out and completing tasks; spends time effectively. 業務を遂行するために最大限努力し、自主的に仕事を開始し完了させることができる。時間を有効に使うことができる。 3. Works on business with responsibility, complies with rules, and performs duties with fairness. 仕事に責任を持ち、規則を遵守し公正に業務を行うことができる。
4. KNOWLEDGE & ADAPTABILITY 仕事に関する知識および順応性	1. Superior knowledge and skill, highly interested, adjusts quickly to new assignments, suggests improvement. 仕事に関する知識および能力は素晴らしく、新たな業務にも敏速に対応し向上の為の提案等も行う。 2. Picks up new ideas and procedures quickly; is easy to instruct; can adjust to the demands of new situations; understands and carries out oral or written instructions. 新しい考えや業務手順に即応でき、容易に指摘を受け入れ、新しい状況への要求に順応でき、口頭および文書による業務指導を理解し実行できる。 3. Aquires expertise/skills required for assigned duties and responds to action assignment by knowledge/collecting information and considering/ reviewing countermeasures. 業務遂行に必要な専門知識および能力を取得し情報収集および対応策を検討し課題に応えることができる。 4. Successfully completes job-related training, if applicable. 業務に求められる講習・訓練を修了している・（該当する場合のみ。）
5. DEPENDABILITY 信頼性	1. Excellent attendance (i.e., over 80% attendance rate requirement), always on time for work, and follows call-in procedures. 出勤状況が優良で常時時間通りに出勤し、（例えば8割以上出勤を満たしているなど）、欠勤時の連絡手順に従っている。 2. Stays for extra work when necessary. 必要な場合は時間外業務を行う。 3. Works as a permanent employee for a total of five years of service or more. At least one year of the permanent employment period must be in the current position at the full performance level. 常用従業員として合算で5年以上勤務し、その内少なくとも1年間は現在の職位において要求される等級で勤務している。 4. Dedicates himself/herself to the accomplishment of USFJ mission and works for an admirable length of service. 在日米軍の任務達成に貢献し、賞賛に値する期間に亘り勤続している。 5. May have received SSI, Superior Performance, and/or Special Act and Services Awards in the past. 過去に特別昇給や成績優秀ほう賞、特別行為ほう賞の対象となったことがある場合も含まれる。
6. COMMUNICATION コミュニケーション力	1. Communicates clearly and effectively, whether orally or in writing. 文書、口頭を問わず、明確にかつ効果的なコミュニケーションがとれる。
FACTOR 7: Applicable and required only for employee assigned to a leader/supervisory position. 項目７はリーダーおよび監督職にのみ適用。	
7. WORK MANAGEMENT 業務管理	1. Effectively plans and organizes work. 効率的に業務を計画。管理できる。 2. Properly follows or implements management procedures, directives, regulations, or techical orders. 管理手順、管理要項や規則、技術的指針などを適切に遵守し遂行できる。 3. Ability to direct, evaluate or substitute for absent supervisor. 監督者の不在時にはその代理業務を遂行し業務の指導・評価ができる。 4. Sets high but attainable standards and is an excellent coach; everyone knows what is expected. 到達可能な高水準の業務基準を示し、有能な指導役を果たし、全員が目標を理解している。 5. Rewards, corrects & evaluates in a generally acknowledged outstanding fashion. 適切に奨励、指導、および評価をすることができる。 6. Evaluates and rewards strictly according to established standards. 確立された基準に厳格に従って評価および奨励することができる。