

TIME-OFF AWARDS SCALE

Value to Organization	Number of Hours	Approval Authority
<p><u>Moderate</u></p> <p>(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.</p> <p>(2) Beneficial change or modification of operating principles or procedures.</p>	1 to 10	Level 2 or 3
<p><u>Substantial</u></p> <p>(1) An important contribution to the value of a product, activity, program, or service to the public.</p> <p>(2) Significant change or modification of operating principles or procedures.</p>	11 to 20	Level 2*
<p><u>High</u></p> <p>(1) A highly significant contribution to the value of a product, activity, program, or service to the public.</p> <p>(2) Complete revision of operating principles or procedures, with considerable impact.</p>	21 to 30	Level 1*
<p><u>Exceptional</u></p> <p>(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.</p> <p>(2) Initiation of a new principle or major procedure, with significant impact.</p>	31 to 40	Commander NAWCWD or Commanding Officer NAWS

*Delegated Authority

Maximum 40 hours for any single contribution; 80 hours per year