**Justification Outline**

As an aide in preparing a justification narrative for an award, a good justification outline to follow includes these four elements:

1. During the period of… (give time of performance), (individual/group) did what. Beginning paragraph should start with this sentence.

2. This exceeded expected performance… …as identified in the current position description by:

• Improving quality

• Timely completion of the project

• Increasing productivity

• Overcoming adverse obstacles or working under unusual circumstances

• Using unusual creativity

• Saving the Government time and/or money

• Increasing program effectiveness

3. As a result…

• Project acceptance

• Savings in time, money, and/or material

• More efficiency

• Effectiveness

• Technological advancement

• Productivity increase

• Improved levels of cooperation

4. Therefore, I propose an award of… (amount/hours) which has been calculated using the (Tangible Benefits/Intangible Benefits/Time Off Scales in AR 672-20)

• If based on measurable benefits, enter the expected Benefit to the organization.

• If based on nonmeasurable benefits, enter the Value of Benefits and the Application.