

## Justification Outline

Following is a step-by-step outline that describes the sections and verbiage to justify an award:

During the period of (give time of performance), (give name of individual or group), (give explanation of accomplishment).

This exceeded expectations as identified in the current position descriptions by:

- a. Improving quality.
- b. Timely completion of the project.
- c. Increasing productivity.
- d. Overcoming adverse obstacles or working under unusual circumstances.
- e. Using unusual creativity.
- f. Saving the Government time and/or money.
- g. Increasing program effectiveness.

As a result:

- a. Project acceptance.
- b. Savings in time, money, and/or material.
- c. More efficiency.
- d. Effectiveness.
- e. Technological advancement.
- f. Productivity increase.
- g. Improved levels of cooperation that will result in.

Therefore, we propose an award of (item).