

RECOMMENDATION FOR RECOGNITION

1. NAME OF EMPLOYEE:

2. ORGANIZATION:

3. PERIOD OF RECOGNITION:

Bureau Code (2 Digits) FY (2 Digits) Fund Code (2 Digits) Project Code (7 Digits) Task Code (3 Digits)

4. APPROPRIATION CODE: — —

5. TYPE AND AMOUNT OF RECOGNITION: (See reverse side for Benefit Scale for Special Act Awards and Time Off Awards.)

- SPECIAL ACT AWARD \$ _____
- SPECIAL OPERATING UNIT AWARD (Insert award name) _____ \$ _____
- CASH-IN-YOUR-ACCOUNT AWARD \$ _____ Year-to-Date Total \$ _____ (Does Not Include Current Amount)
- ON-THE-SPOT AWARD \$ _____ Award Item _____ Year-to-Date Total \$ _____ (Does Not Include Current Amount)
- TIME OFF AWARD _____ (Number of Hours) Year-to-Date Total _____ (Does Not Include Current Number of Hours)

6. NARRATIVE JUSTIFICATION: (For Cash-in-Your-Account, On the Spot, and Time Off Awards - use this block only.
For Special Act or Special Operating Unit Awards indicate – "See Attached" in this block and attach a separate narrative justification)

Typed Name, Signature, and Date Required

7. NOMINATOR (if not immediate supervisor)	DATE
8. IMMEDIATE SUPERVISOR	DATE
9. APPROVING OFFICIAL	DATE
10. BUDGET OFFICE	DATE

INSTRUCTIONS AND DEFINITIONS

1. Name of Employee(s) – If a group award, put “See Attached” in this Block (and Block 2) and in the cash award amount part of Block 5.

3. Period of Recognition – The period of time in which the contribution was made.

5. Type and Amount of Recognition – Use this form **ONLY** for the types of awards indicated.

6. Narrative – For *Cash-in-Your-Account Awards, On The Spot Awards, and Time Off Awards*, the narrative must be brief and to the point. Describe in concise, non-bureaucratic language what the employee did to deserve the award. The narrative must address the specific award criteria. For *Special Act Awards, and Special Operating Unit Awards*, attach separate pages for the narrative. For all awards, cite specific examples of results to clearly support the nomination.

BENEFIT SCALE FOR CASH AWARDS AND TIME OFF AWARDS

The amounts listed below apply to individuals and individual members of a group or team. However, if the total award amount for the entire group or team exceeds \$50,000, the award recommendation must be forwarded to the Director for Human Resources Management for concurrence. Nominators should be aware that high dollar awards may be subject to public scrutiny. Consequently there is a need to balance the total award amounts against the need for recognition.

While an employee is eligible to receive an award at the Distinguished and Extraordinary level, award amounts above \$5,000 (individuals and individual members of a group or team) must be reviewed by the operating unit's Performance Review Board. Award amounts at those levels should be considered rare and should be reviewed in light of available resources. Most accomplishments are appropriate for awards at the Noteworthy and Significant levels.

Noteworthy	Significant	Distinguished	Extraordinary
\$50 - \$2,000	\$2,001 - \$4,500	\$4,501 - \$7,000	\$7,001 - \$10,000
4 - 8 hours	9 - 16 hours	17 - 32 hours	33 - 40 hours

DEFINITIONS

- Noteworthy - an accomplishment that has aided in meeting organizational goals; deserving of recognition because the employee has exceeded expectations for his or her position. Impact: limited to an office or part of an organization.
- Significant - an accomplishment that has substantially contributed to achieving organizational objectives or resulted in a marked change in organizational policies or procedures. Impact: an organization or a bureau.
- Distinguished - an accomplishment that effects a total change in policies or procedures that cross bureau lines and/or is exceptional in advancing multiple bureaus/Departmental objectives. Impact: more than one bureau.
- Extraordinary - a rare level of achievement characterized by the initiation of innovative policies or procedures and substantial promotion of Departmental or Administration goals. Impact: Department-wide, Government-wide, or Partnerships with the Private Sector.

AWARD LIMITATIONS

Special Act Award – Awards up to \$5,000 are approved at the operating unit level. Awards from \$5,001 - \$10,000 must be reviewed by the operating unit's Performance Review Board prior to approval at the operating unit level. An award from \$10,000 - \$25,000 may be granted only with approval of OPM. An award above \$25,000 may be granted only with the approval of the President. Award amounts at those levels should be considered rare and should be reviewed in light of available resources. Most accomplishments are appropriate for awards at the Noteworthy and Significant levels.

Cash-in-Your-Account Award – Under this program, an employee may receive net amounts of \$100, \$200, \$300, \$400, \$500, \$600, \$700, \$800, \$900 or \$1000. An employee, either as an individual or part of a group, may not receive awards under this program, which exceed a net total of \$2000 in a single calendar year. It is the responsibility of the supervisor to ensure that the \$2000 limit is not exceeded. (Cumulative amounts should be tracked by individual supervisors; however, they may be verified through the appropriate record system or the servicing human resources office).

On-the-Spot Award – Under this program, the dollar value of an individual merchandise item (or gift certificate) may not exceed a total of \$500. The items are divided into three contribution levels: Level A (\$50, \$100, \$150), Level B (\$200, \$250, \$300), and Level C (\$350, \$400, \$450, \$500). An employee may not receive items that exceed a total of \$1,000 in a single calendar year, including any items received as part of a group. Individual supervisors are responsible for assuring compliance with the \$1,000 limitation. Gift certificates are taxable.

Time Off Award – Under this program, an employee may receive time off granted as an incentive award for any single contribution by a full-time employee. The time off granted for a single contribution may not exceed 40 hours. For part-time employees or employees with an uncommon tour of duty, the limit for any single contribution is one-half the maximum that may be granted during the leave year. The minimum time off award is a half day (half of the scheduled work hours for the employee on the day of the excused absence). For a full-time employee, the total amount of time granted as an incentive award during a leave year may not exceed 80 hours. For a part-time employee or an employee with an uncommon tour of duty, the total time off granted, during a leave year as an incentive award may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty. Time off awards may not be converted to cash nor transferred from Commerce to another agency, nor the reverse. Time off granted as an incentive award must be scheduled and taken within 1 year after date the award was made.