

**OAK RIDGE OPERATIONS OFFICE
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
NOMINATION FOR EMPLOYEE(S) RECOGNITION**

1. AWARD NOMINEE(S): _____

2. ORGANIZATION: _____

3. CURRENT TITLE, SERIES, GRADE: _____

4. AWARD TYPE:

_____ ON-THE-SPOT \$: _____ (ORO \$50 - \$500) (OSTI \$25 - \$500)

_____ TIME OFF: # OF HOURS _____ (see award scale)

_____ SPECIAL ACT OR SERVICE: RECOMMENDED \$: _____ (see award scale)

_____ MANAGERIAL/SUPERVISORY PERFORMANCE AWARD: RECOMMENDED %: _____

_____ QUALITY STEP INCREASE (QSI):

A. RECOMMENDATION COVERS SERVICE FROM: _____ TO: _____

B. HOW LONG IN POSITION AND GRADE RECOMMENDATION IS FOR: _____

C. DUE DATE OF NEXT REGULAR WITHIN GRADE INCREASE: _____

D. CURRENT STEP: _____

E. DATE OF LAST QSI (IF ANY) _____

5. COST CENTER/
B&R CODE: _____ FUNDS AVAILABLE: _____

SIGNATURE & ROUTING SYMBOL OF FUNDS CERTIFYING OFFICIAL

6. RECOGNITION JUSTIFICATION ATTACHED: _____ YES _____ NO

7. CERTIFICATE WORDING ATTACHED: _____ YES _____ NO

8. _____
Recommending Official's (Name, Title, and Signature) _____ Date

9. _____
Award Nominee's Supervisor's Approval, if not listed above (Name, Title, and Signature) _____ Date

10. _____
Final Approving Official, if required (Name, Title, and Signature) _____ Date

Personnel Official Signature

Date

EFFECTIVE DATE OF AWARD

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for an award under 5 U.S.C., section 4505 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (11/22/43) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
ON-THE-SPOT (OTS) RECOGNITION**

1. BASIS. Recognition of a significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances.
2. ELIGIBILITY. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee is eligible.
3. RECOGNITION AMOUNT. Awards will not be less than \$50 for ORO employees and \$25 for OSTI employees. The maximum amount of an OTS award is \$500 per individual.
4. RECOMMENDING AND APPROVING OFFICIALS.

ORO: Each OTS nomination must include: (1) a recommending official (branch chief or above), (2) and approving/disapproving official at least one level of management higher than the recommending official, and (3) certification from the appropriate office manager that funds are available.

OSTI: Each OTS nomination must include: (1) a recommending official (Assistant Director) and (2) the approval/disapproval of the Assistant Director for Administration and Information Services (ADAIS).

5. PROCEDURES AND RESPONSIBILITIES.

a. ORO: The Planning and Budget Division will allocate funds for monetary awards at the Assistant Manager level and above at the beginning of each fiscal year based upon an amount authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation. The award will be charged to the recommending official's organization account.

OSTI: The ADAIS will establish a budget for monetary awards at the beginning of each fiscal year and will certify funds availability of each award.

b. ORO: The recommending official may be either the employee's supervisor (Branch Chief or above) or another supervisor at the Branch Chief level or above. If the recommending official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.

OSTI: The recommending official may be either the employee's supervisor (Assistant Director or above) or another supervisor at the Assistant Director level or above. If the recommending official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.

c. ORO: The approving/disapproving official will be the employee's second-level supervisor or the next level of supervision above the recommending official unless the latter is the Manager of ORO.

OSTI: The approving/disapproving official will be the ADAIS.

d. ORO: Within 30 days after the accomplishment on which the nomination is based, the recommending official will submit the "Nomination for Employee(s) Recognition" form to the ORO Personnel and Management Analysis Branch (PMAB). The nomination must include: (1) written justification which states the basis of the award (i.e., the accomplishment, circumstances that warrant recognition, and the value or impact of the employee's contribution); and (2) wording for the OTS certificate.

OSTI: Within 30 days after the accomplishment on which the nomination is based, the recommending official shall submit to the Office of the ADAIS OSTI F. 331.1, "Special Act or Service Recognition" form located on OSTI's Intranet. The ADAIS will forward the nomination form to the PMAB for processing.

e. All nominations are to be entered into CHRIS Workflow by the recommending official.

f. ORO: The PMAB will review the OTS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action; and prepare an award certificate. The employee copy of the SF-50 and the award certificate will be provided to the organization which recommended the award.

OSTI: The PMAB will review the OTS nomination for regulatory compliance and prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of ADAIS.

g. The award certificate, nomination form with justification, and employee SF-50 should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization)