

**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 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
QUALITY STEP INCREASE (QSI)**

1. **BASIS**. Recognition of an employee for excellence in performance. It is not to be used to recognize: (1) a significant deed or accomplishment performed with exceptional/unanticipated speed and quality under difficult circumstances nor (2) for any one-time act, service, or other nonrecurring accomplishment by an employee. Regulations pertaining to QSI criteria can be found in 5 CFR 531, Subpart E.
2. **ELIGIBILITY**. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee in the General Schedule (GS) system or any employee remaining in the merit pay (GM) system who is not at the top of the scale for his/her grade.
3. **RECOGNITION AMOUNT**. Rate of basic pay will increase from one step of the grade of the employee's position to the next higher step of that grade.
4. **LIMITATIONS**. Only one QSI may be received in a 52-week period.
5. **PROCEDURES AND RESPONSIBILITIES**.
 - a. ORO: Each QSI nomination must include: (1) a recommending official (employee's Branch Chief or above); and (2) the approval of recommending official's Assistant Manager or above, unless the latter is the Manager of ORO.

OSTI: Each QSI nomination must include: (1) a recommending official (employee's Assistant Director or above); and (2) the approval of Assistant Director for Administration and Information Services (ADAIS) or above.
 - b. ORO: The recommending official shall submit to the Personnel and Management Analysis Branch (PMAB): (1) the "Nomination for Employee(s) Recognition" form; (2) copy of the employee's most recent performance rating and corresponding performance appraisal plan; (3) wording for the certificate; and (4) justification in the format described below.

OSTI: The recommending official shall submit to the Office of the ADAIS: (1) the "Nomination for Employee(s) Recognition" form, (2) copy of the employee's most recent performance rating and corresponding performance appraisal plan, and (3) justification in the format described below. The ADAIS will forward the nomination form and justification to the PMAB for processing.
 - c. **All nominations are to be entered into CHRIS workflow by the recommending official.**
 - d. Each QSI justification must address: (1) that the employee's most recent performance rating of record is at the highest summary level used by the program (i.e., Meets Expectations for the pass/fail system and Significantly Exceeds Expectations for the managerial/supervisory system); (2) how the employee has demonstrated sustained performance of high quality significantly above that expected at the fully successful level in the position concerned as determined by the performance elements in the employee's appraisal plan for at least the past 52 weeks; and (3) that the supervisor is confident that this level of performance will continue.
 - e. ORO: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare the QSI certificate. The SF-50 and certificate will be provided to the recommending official for presentation to the recipient.

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