

## **SPECIAL ACT OR SERVICE (SAS) RECOGNITION**

1. **BASIS.** Recognition granted for a one-time act, service, or other nonrecurring accomplishment by an employee or group of employees that is in the public interest and connected with or related to official employment. This type of recognition is appropriate when performance is substantially beyond expectations on a specific assignment, a single scientific achievement, act of heroism, or similar one-time special act or accomplishment.
2. **ELIGIBILITY.** Any Federal employee.
3. **RECOGNITION AMOUNT.** The maximum amount that may be approved locally is \$7,500. The recognition may be based on Tangible or Intangible contributions, see the appropriate SAS scale at <http://www.oro.doe.gov/pmab/Forms/Forms.htm> or below.
4. **LIMITATIONS.** There is no limit on the amount of a group award as long as no individual award to any member of the group exceeds \$7,500. Individual amounts exceeding \$7,500 must be approved by the Secretary of Energy. Amounts exceeding \$10,000 for an individual must have OPM approval.
5. **PROCEDURES AND RESPONSIBILITIES.**

- a. The nominator will submit to the Federal Human Resources Branch (FHRB) an award nomination through the Workflow feature of the Corporate Human Resources Information System (CHRIS). For those organizations that do not yet have access to CHRIS Workflow, nominations are to be made by completing an SF-52, Request for Personnel Action. Each nomination whether through Workflow or an SF-52, is to be in the following format and is to be cut and pasted into the “Comments/Justification” block in the Workflow Personnel Request screen or attached to the hard copy SF-52:

NOMINEE:

NOMINATOR:

AWARD TYPE: Special Act or Service (identify whether for an intangible or tangible act or service)

AWARD AMOUNT:

PERIOD COVERED BY AWARD:

PROGRAM AND LOCAL USE CODES:

JUSTIFICATION:

INTANGIBLE: must identify the (1) reason for the award, (2) value of the benefit, and (3) extent of the application.

TANBIBLE: must identify the (1) reason for the award and (2) estimated first year benefits to the government.

CERTIFICATE WORDING: (not applicable to OSTI nominations)

- b. In all cases the nominator will be the employee’s supervisor (Branch Chief level or above). If another supervisor at the Branch Chief level or above wishes to recommend an employee for SAS recognition, that supervisor will e-mail the complete award nomination information (described in “a” above) to the employee’s supervisor.

WORKFLOW: The nominator will be the “1<sup>st</sup> Approver” in the Workflow “Approval Routing” screen.

SF-52: For organizations without access to CHRIS Workflow, the nominator will complete Blocks 1, 3, 4, and 5 of Part A and Block 1 of Part B.

- c. The approving/disapproving official will be the employee’s Senior Staff member or above unless the latter is the Manager of the Office or Site Office. For OSTI nominations, the approving/disapproving official will be the Associate Director for Administration and Information Services (ADAIS).

WORKFLOW: The approving/disapproving official will be the “2nd Approver” in the Workflow “Approval Routing” screen.

SF-52: For organizations without access to CHRIS Workflow, the approving/disapproving official will complete Block 6 of Part A.

- d. After the nomination has been approved by the “Approving/Disapproving Official” either through Workflow or on the hard copy SF-52, the nomination will be routed to the Office Manager or for OSTI the OSTI Financial Manager who tracks the funding for the account from which the award is being paid.

## **SPECIAL ACT OR SERVICE (SAS) RECOGNITION CONTINUED**

**WORKFLOW:** The Office Manager or OSTI Financial Manager, as appropriate, will verify funding and correct Program and Local Use Codes by approving the action in the “Administrative Officer Approver” block and forwarding the Workflow award nomination to the FHRB “SA Approver”.

**SF-52:** The Office Manager will verify funding and correct Program and Local Use Codes by signing and dating Block A of Part C and forwarding the SF-52 to the FHRB.

- e. The FHRB will review the SAS nomination for regulatory compliance and process the action as appropriate. The employee copy of the appropriate paperwork will be provided to the Office Manager of the organization that is funding the award or for OSTI to the Office of ADAIS
- f. The employee copy of the appropriate paperwork should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

**RECOGNITION SCALE FOR TANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS, AND  
SPECIAL ACTS OR SERVICES**

<u>Estimated First-Year Benefits to Government</u>	<u>Amount of Award</u>
Up to \$10,000	20% of benefit
\$10,001 - \$100,000	\$2,000 for the first \$10,000 plus 3% of benefits over \$10,000
\$100,001 or more	\$4,700 for the first \$100,000 plus 0.5% of benefits over \$100,000

1. The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$500.
2. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.

**RECOGNITION SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,  
AND SPECIAL ACTS OR SERVICES**

	Value of Benefit		Extent of Application	
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of headquarters (e.g., Division or Branch). Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations (e.g., more than one Division or Branch). Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau (e.g., ORO, OSTI). Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency (e.g., DOE, NNSA) or is in the public interest throughout the Nation or beyond.
MODERATE VALUE – Change or modification of an operating principle or procedure which has moderate value, sufficient to meet the minimum standards for a cash award. An improvement of rather limited value of a product, activity, program, or service to the public.	\$50 - \$120  (compare with \$600 - \$1,200 tangible benefit)	\$120 - \$300  (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)
SUBSTANTIAL VALUE – Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$120 - \$300  (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)
HIGH VALUE – Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public.	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000  (compare with \$72,000 - \$423,000 tangible benefit)
EXCEPTIONAL VALUE – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000  (compare with \$72,000 - \$423,000 tangible benefit)	\$6,000 - \$12,000(2)(3)  (compare with \$432,000 - \$1,632,000 tangible benefit)

1. The minimum award for intangible benefits must require a comparably high standard in determining cash awards for contributions with intangible results. The value to the government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.
2. Individual awards in excess of \$7,500 must be approved by the Secretary of Energy.
3. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.