

## **ON-THE-SPOT (OTS) RECOGNITION**

### **Nominations for employees serviced by the Oak Ridge Human Resources Division:**

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 Federal employee.
3. **RECOGNITION AMOUNT**. Awards will not be less than \$50 with the maximum amount being \$500 per individual.
4. **PROCEDURES AND RESPONSIBILITIES**.
  - a. Generally within 30 days after the accomplishment on which the nomination is based, 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). Each nomination justification (write up) is to be in the following format and is to be included in the “Comments/Justification” block in the Workflow Personnel Request screen:

NOMINEE:

NOMINATOR:

AWARD TYPE: On-the-Spot

AWARD AMOUNT:

PERIOD COVERED BY THE AWARD:

JUSTIFICATION: The justification **MUST** state the basis of the award (i.e., the accomplishment, circumstances that warrant recognition, and the value or impact of the employee’s contribution).

CERTIFICATE WORDING: (not applicable to OSTI nominations).

- b. In all cases the nominator will be the employee’s supervisor (Branch Chief or above). If another supervisor at the Branch Chief level or above wishes to recommend an employee for an OTS, that supervisor will e-mail the complete award nomination information (described in Paragraph 4a above) to the employee’s supervisor.

The nominator (employee’s supervisor) will be the “1<sup>st</sup> Approver” in the CHRIS Workflow “Approval Routing” screen.

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

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

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

The Office Manager or OSTI Financial Manager will verify funding, approve the action in the CHRIS Workflow “Administrative Officer Approver” block, and forward the Workflow award nomination to the FHRB “SA Approver.”

- e. The FHRB will review the OTS 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 funding the award, or for OSTI, to the Office of ADAIS. Due to the presence of personally identifiable information, the organization should not retain a copy of the Standard Form 50 effecting the award.
  - 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).

### **Nominations for employees located in external organizations not serviced by the Oak Ridge Human Resources Division:**

Please contact your Human Resources Specialist so he/she can work with the nominee’s servicing Human Resources organization in order to coordinate the granting and processing of the award nomination. Nomination justifications (write ups) are to include the information outlined in Paragraph 4a above.