

NOMINATION FOR ON-THE-SPOT RECOGNITION AWARD

EMPLOYEE NAME: _____ **SOCIAL SECURITY NUMBER:** _____

ORGANIZATION: _____

[] **AWARD JUSTIFICATION AND WORDING FOR CERTIFICATE ATTACHED**

Recommended Amount of Award \$: _____ **B&R Account #:** _____

Funds are Available: Yes _____ **No** _____ **Cost Center:** _____

DATE AND AMOUNT OF SPOT AWARDS RECEIVED IN PREVIOUS 52-WEEK PERIOD:

Recommending Official or Nominator's Name, Title, and Signature **Date**

Employee's Supervisor Name, Title, and Signature (if not Recommending Official or Nominator) **Date**

Approving Official Name, Title, and Signature **Date**

Personnel Official Signature **Date** **EFFECTIVE DATE OF AWARD**

SEE REVERSE FOR INSTRUCTIONS

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 a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 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 (November 22, 1943) 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
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
ON-THE-SPOT RECOGNITION AWARDS PROGRAM**

1. **BASIS AND ELIGIBILITY.** This award recognizes a significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances. Any Oak Ridge Operations Office (ORO) or Office of Scientific and Technical Information (OSTI) employee is eligible.
2. **LIMITATIONS.** No more than four spot awards may be granted to the same individual within any consecutive 52-week period.
3. **AWARD AMOUNT.** Awards shall not be less than \$25. The maximum amount of a spot award is \$250 per individual or \$2,500 per group so long as the amount per individual does not exceed \$250.

4. **RECOMMENDING AND APPROVING OFFICIALS.**

ORO: Each spot award nomination must include: (1) a recommending official (branch chief or above), and (2) an approving/disapproving official at least one level of management higher than the recommending official.

OSTI: Each spot award of nomination must include: (1) a recommending official (branch chief or above), and (2) the approval/disapproval of the employee's respective Assistant Director or the Director; and (3) the concurrence of the OSTI Financial Manager.

5. **PROCEDURES AND RESPONSIBILITIES**

- a. ORO: The Planning and Budget Division will allocate funds for spot awards to divisions and above at the beginning of each fiscal year based upon a per capita 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 organizational account.

OSTI: The Office of Resource Management will establish a budget for spot awards at the beginning of each fiscal year. The OSTI Financial Manager will certify funds availability for each award.

- b. The Oak Ridge Financial Service Center (ORFSC) will maintain funds in an imprest fund account sufficient to disburse cash for spot awards.
- c. ORO: The recommending/nominating official may be either the employee's supervisor (branch chief or above) or another supervisor at the branch chief level or above within ORO. If the recommending/nominating official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.
- d. ORO: The approving/disapproving official will be the employee's second-level supervisor or the next level of supervision above the recommending/nominating official unless the latter is the Manager of ORO.

OSTI: The approving/disapproving official will be the employee's Assistant Director or the Director of OSTI.

- e. Within 30 days after the accomplishment on which the nomination is based, the recommending official or nominator shall submit this form to the ORO Personnel and Management Analysis Branch (PMAB). OSTI nominations are to go through the Office of Resource Management. 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 award certificate.
 - f. The PMAB will review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and provide a Monetary Award for Special Act or Service certificate and the utility copy of the SF-50 to the organization which recommended the award for ORO and the Office of Resource Management for OSTI.
 - g. A designee of the initiating organization will take the utility copy of the SF-50 to an imprest fund clerk in the ORFSC, present their DOE badge, and receive the cash.
 - h. The cash award and the certificate should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).
6. **INCLUSION IN EARNINGS FOR TAX PURPOSES.** A spot award is considered to be paid during the pay period in which the award is effective. Tax withholdings applicable to the award amount will be made and cumulative gross wages will be adjusted as part of the payroll calculation for that pay period. This assures applicable payroll taxes are withheld and paid to the appropriate taxing authorities in the same tax year as the award. The employee's DOE F 2200.3, Earnings, Leave, and Benefits Statement, for the referenced pay period will show these transactions.