

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-102-06
October 23, 2008***

***Human Resources
AWARDS***

ON-THE-SPOT-AWARD PROGRAM

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SUMMARY OF REVISIONS:

Signed ____/s/ Jim Balsiger
Assistant Administrator for Fisheries (A)

Oct. 9, 2008 _____
Date

The National Fisheries Service Implements its award program based on the Policies set forth by NOAA's administrative Order (NAO) (NAO-202-452 which was revised on July 17, 2006

1. Introduction. This policy establishes the National Marine Fisheries Service On-The-Spot Award Program and provides procedures for the planning, conducting, reporting, and follow-up activities associated with the On-The-Spot Award Program.
2. General Policy. The On-The-Spot Awards program provides a mechanism for recognizing good performance that is in-line with the NMFS mission and goals. It should be used in conjunction with the other incentive programs to provide quick and meaningful recognition. The use of this program is not mandatory. The decision to participate should be based on a careful examination of the requirements listed below.
3. Management. Management of the On-The-Spot Awards program shall be in accordance with NAO 202-451 and the DOC Performance Management and Recognition Handbook. Responsibility for the proper conduct of the program, the selection of merchandise associated with this program and the security of the merchandise rests with each Office or Science Center Deputy Director or Deputy Regional Administrator (Deputies).

Deputies have the authority to delegate the administration of the program to supervisors at the division, branch, or other lower level organizational unit but will maintain the responsibility to ensure proper management of the program.

4. Recordkeeping and Reporting. Deputies and their designees shall ensure that an inventory of merchandise is conducted annually and receipts of awards are maintained.
5. Procedures. Recognition should always be prompt and awards should be commensurate with the performance being recognized. This program provides a mechanism that allows the approving official to procure merchandise awards, in advance, to be presented as soon as possible after the event.

5.1 Develop a Plan. Each Financial Management Center (FMC) participating in this program shall develop a written plan included as a supplemental to this policy directive that includes the criteria for awarding merchandise, approving officials, type and location of merchandise, and security provisions in place to protect the inventory. The plan must include requirements set in DAO 202-451 and must:

- a. Describe the purpose of the program;
- b. Who is eligible to participate in the program (All NMFS employees are eligible, except for members of the SES, Presidential Appointees, Contractors, Student Volunteers/Volunteers, Post-Secondary Interns or NOAA Corps Officers. NOTE: Federal employees from other Federal agencies and private citizens are also ineligible.)
- c. Delegation of authority under the program, including supervisory authorities;
- d. The award items that will be given out under the program, including the dollar values;

- e. The types of contributions eligible for recognition under the program. Examples include, but are not limited to:
 - i. Planning a special event which is particularly successful,
 - ii. Completion of a short-term project, or
 - iii. Handling an unusually heavy workload.
- f. The frequency and timing of awards (the presentation of the award to the employee must be made shortly after the contribution) and awards cannot exceed \$125 per employee per calendar year;
- g. The plans for procuring, distributing, and controlling access to inventory of award items;
- h. The procedures for publicizing the program to employees and supervisors;
- i. The procedures and content requirements for documenting awards on form CD-326LF-AC, Recommendation for Recognition (http://intra.crh.noaa.gov/crh/admin/adminguide/Awards/cd_326LF_AC-2007.doc); and
- j. The recordkeeping requirements.

5.2 Procure the Merchandise. Once the plan is complete, the approving official should procure the merchandise using the government purchase card. Procurement of merchandise is subject to the restrictions listed below.

The merchandise shall:

- a. Be honorary in nature;
- b. Be able to be worn, displayed, or used in the recipient's work environment;
- c. Include the DOC, NOAA, or NMFS seal or logo;
- d. Not exceed \$75 in value per award;
- e. Be kept in a secure area and regularly inventoried.

5.3 Documentation. Documentation of awards given is similar to that of other awards. However, the merchandise given is not considered taxable income. Therefore, documentation for the awards shall remain at the local office, within the local office employee personnel folder. Each supervisor recommending an award shall submit a CD-326LF-AC to the approving official. A copy of the CD-326LF-AC shall be given back to the supervisor along with the appropriate merchandise. The supervisor will ensure there is a process to place the approved CD-326LF-AC in the individual's local employee personnel folder.

5.4 Award Presentation. The award should be presented to the recipient as soon as possible after the event. The presentations should be in full view of the recipient's peers in a way that ties the award directly to the performance or behavior.

5.5 Inventory. It is recommended that approving officials work closely to develop a smooth, easy process for tracking and disposition of the merchandise. The method should allow for quick response to merited behavior.

5.6 Program Visibility. The details of this program shall be made visible to all employees who are eligible to participate.

