

***NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 06-2005  
APPLICABLE TO 1-401  
June 14, 2011***

***Employee Recognition  
Administration and Management Human Capital, NWSPD 1-4***

***Employee Recognition - On-The-Spot Award Procedures***

**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

**OPR: W/CR5x1 ( M. Hoffpauer)**  
**Type of Issuance:** Routine

**Certified by:** W/CR5 (V. Alexander)

***SUMMARY OF REVISIONS:*** This supplement supersedes NWS CR 06-2005, Employee Recognition – On-The-Spot Award Procedures, dated July 5, 2007. Changes include (1) update of OPR contact; and (2) update of contact for submission of annual reports.

May 31, 2011

Lynn P. Maximuk  
Director, Central Region

Date

Employee Recognition - On-The-Spot Award Procedures

<u>Table of Contents:</u>	<u>Page</u>
1. Introduction.....	2
2. General Policy.....	2
3. Management.....	2
4. Recordkeeping and Reporting.....	2
5. Procedures.....	3
5.1. Develop a Plan.....	3
5.2. Procure the Merchandise.....	4
5.3. Documentation.....	4
5.4. Award Presentation.....	4
5.5. Inventory.....	4
5.6. Program Visibility.....	4
5.7. Funding and Accounting Codes.....	4
6. Central Region On-The-Spot Reporting.....	5
Appendix	
A - Central Region On-The-Spot Reporting Form.....	6

1. Introduction. This supplement provides guidance on Central Region 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 another mechanism for recognizing good performance that is in-line with the NWS mission and goals. It should be used along 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 the Meteorologist-In-Charge (MIC), or Hydrologist-In-Charge (HIC), or CRH Division Chief.

The Central Region Deputy Director shall monitor the overall Central Region Awards and Recognition Program.

The approving official will be the MIC, HIC, CRH Division Chief, Deputy Director or Regional Director.

4. Recordkeeping and Reporting. The MIC/HIC/CRH Division Chief shall ensure that an inventory of merchandise is conducted annually and a report is sent to the Central Region Administrative Services Division (W/CR5x1). The inventory will include the amount of

merchandise on hand at the beginning of the FY, the quantity and value of merchandise procured, the disposition of merchandise, the total cost per item, and the quantity and value of merchandise remaining on station.

The reporting period will be October 1 through September 30 of each year. Reports are due no later than October 25. All reports to include negative reports will be submitted to W/CR5x1 via email and/or fax, however, a printed copy should be signed and filed at the local office.

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 office participating in this program shall develop a written plan included as a portion of the official duty manual 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 NWS employees are eligible, except for members of the SES, FMC Directors, Presidential Appointees, Contractors, Student Volunteers/Volunteers, or Post-Secondary Interns (i.e., AISES, HCAU, ORAU, TWC, Minority Access, etc.). 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;
  - i. The types of contributions eligible for recognition under the program. Examples include, but are not limited to:
  - ii. Planning a special event which is particularly successful,
  - iii. Completion of a short-term project, or
  - iv. Handling an unusually heavy workload.
- e. The frequency and timing of awards (the presentation of the award to the employee must be made shortly after the contribution);
- f. The plans for procuring, distributing, and controlling access to inventory of award items;
- g. The procedures for publicizing the program to employees and supervisors;

- h. 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](http://intra.crh.noaa.gov/crh/admin/adminguide/Awards/cd_326LF_AC-2007.doc)); and
- i. 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 NWS seal or logo;
- d. Be presented to the employee shortly after the contribution;
- e. Not exceed \$75 in value per award;
- f. Not total more than \$125 per employee per calendar year; and
- g. 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 place the approved CD-326LF-AC in the individual's local employee personnel folder. A duplicate copy should be maintained in a local office file to be used with the merchandise inventory process.

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 with their Administrative Support Assistant (ASA) and others on the management team 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.

5.7 Funding and Accounting Codes. The National Weather Service has allocated funds to be used for employee recognition. These funds shall be used to support all aspects of the National Weather Service awards programs, including this program. Merchandise purchased for this program shall come from the WFO/RFC/CWSU/Division allocation and should be coded as follows:

14/20XX/[Project Code]/PAA/20-30-XXXX-00-00-00-00-26190000  
(FY) (Org Code)

Expenses coded with the task of “PAA” will be charged against the office awards budget rather than the purchases allocation.

6. Central Region On-The-Spot Award Form. Appendix A should be utilized to submit annual reports to W/CR5x1 either by fax (816-891-9028) or email to [Marie.Hoffpauer@noaa.gov](mailto:Marie.Hoffpauer@noaa.gov). Negative replies are required and should be sent by email to [Marie.Hoffpauer@noaa.gov](mailto:Marie.Hoffpauer@noaa.gov).

