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CHAPTER 2
APPENDIX B
ON-THE-SPOT CASH AWARDS

Purpose

To give supervisors or other officials a means for recognizing employees for day to day accomplishments through use of a small Special Act or Service Award ranging from \$50 to \$500.

Eligibility

All employees paid from appropriated funds.

Criteria

The performance of an act or service must result in benefits to the Army of at least \$500. If the benefits equate to less than \$500, a letter of appreciation or Certificate will be used instead of a cash award.

Dates for Submission

Nominations for these awards will be processed, within 30 calendar days after the act or service.

Nominating Official

Employee's supervisor.

Any individual having direct knowledge of the accomplishment may also be the nominating official provided it is coordinated with and concurred in by the supervisor.

Approving Authority

Division or Office Chiefs
Deputy Commander
Commander

The approving official must be at least one level above the nominating official except when the approving authority is the Commander.

Amount of Award

\$50 to \$500

The amount should be based on the significance of the accomplishment. This award does not require that you use the Tangible and Intangible Benefits Tables.

Documentation Required

Prepare a Request for Personnel action. The remarks section of the action should include the type of award, justification, dates of accomplishment, and reference the PR&C number that will pay for the award.

Presentation

These awards should be presented at an appropriate ceremony as determined by the Division/Office Chief's policy. As a minimum, the ceremony will be conducive to motivating other employees to increase productivity and creativity.

(Figure B-1)

ON-THE-SPOT CASH AWARDS
JUSTIFICATION
ON-THE-SPOT AWARD FOR

Sara B. Goode, Secretary, GS-4, Engineering Division, Design Branch, is nominated for an On-the Spot Award for exemplary service during the period 1 January 1993 to 20 March 1993.

During the above period, Ms. Goode assisted the District staff in initiating a major update to the Branch Filing System. She consolidated and disposed of existing files that no longer required maintenance, and did this with great speed and accuracy. This process required that Ms. Goode regularly travel from her work site to the District Office, and also required that she spend many hours to input the data.

Because of Ms. Goode's ability to effectively organize her work, and to work with great speed, she was able to accomplish the above project without decreasing the quality of her regularly assigned duties.

Ms. Goode's exceptional performance during the above period reflect great credit upon her, the Memphis District and the US Army Corps of Engineers.