



INTERNATIONAL
TRADE
ADMINISTRATION

Awards Calendar

Award	Nomination Period	Frequency	Presentation of Awards
Department Honor Awards:			
Gold & Silver Medal	Contact your Unit Award Committee Chairperson	Annual	Department Annual Ceremony Date: October 19, 2010
ITA Honor Awards:			
Bronze Medal and Memorial Awards	Contact your Unit Award Committee Chairperson	Annual	ITA Annual Awards Ceremony Date: October 20, 2010
Quarterly Stars Award	click here to view quarterly stars calendar	Quarterly	Business Units conduct their own ceremonies.
Other Awards:			
Special Act	Anytime	Throughout the year	Supervisor's discretion
On-The-Spot Award	Anytime	Throughout the year	Supervisor's discretion
Time-Off Award	Anytime	Throughout the year	Supervisor's discretion
Quality Step Increase Award	Require a Level 5 Performance Rating and are not automatic.	Must be submitted for approval within 90-days from the end of the performance cycle	Supervisor's discretion