



INTERNATIONAL
TRADE
ADMINISTRATION

The purpose of the On-The-Spot (OTS) Awards Program is to recognize employees for their day-to-day efforts that contribute in a special way to getting the job done. Under this on-line gift certificate awards program, supervisors may give immediate recognition to recognize and reward employee excellence.

ON-THE-SPOT AWARD PROGRAM



ITA's On-The-Spot Award

FOR STEP-BY-STEP PROCESS AND FREQUENTLY ASKED QUESTIONS, SEE THE NEXT PAGE





ON-THE-SPOT AWARD IN 5 STEPS

Examples of contributions that are best suited for an On-The-Spot Award:

Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.

Planning a special event which is particularly successful because of the employee's personal efforts.

Handling an unusually heavy workload, such as when co-workers are absent or when vacant positions are not filled immediately.

Development of new or revised procedures or other contributions toward improvement of office productivity.

Completion of a significant special assignment that is outside of normal job responsibilities.

Contributions that enable ITA to make more effective use of its resources.

Contributions that improve the public awareness and/or understanding of Department/ITA programs.

Helping a co-worker who has an unusually heavy workload or a crash project.

Voluntary participation in support of efforts related to the mission of ITA.



Award Levels A, B, or C could possibly be awarded to any of the examples above depending on the impact and results of the contributions. See Step 1 below for award level descriptions.

STEP 1

Supervisor chooses appropriate award level

Level A
(\$50, \$100 or \$150)

Recognizes effort beyond normal performance expectations of the job in a given instance. Typically, the employee might exercise initiative by developing a new approach to a task, or might put forth extra effort permitting early completion of a routine project.

or

Level B
(\$200, \$250 or \$300)

Recognizes a particularly efficient or resourceful effort expended by the employee. Typically, the employee takes the initiative to develop and follow through on a difficult task not specifically required but which results in an immediate benefit to the work unit, or the employee completes an important and particularly difficult assignment in an exemplary manner. Level B is appropriate to recognize an employee who takes extra steps to resolve a troublesome situation or in some special way benefits the work unit.

or

Level C
(\$350, \$400, \$450 or \$500)

Recognizes exceptional contributions of employees. As an example, the employee may apply original concepts to an unstructured, non-routine assignment, or an employee may perform outstandingly in a crisis situation. Level C is appropriate to recognize an employee's effort that clearly can be called "going significantly above and beyond the call of duty."



Supervisor determines appropriate award level

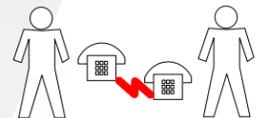
STEP 2

Supervisor prepares and signs CD-326

The supervisor prepares Form CD-326, Recommendation for Recognition, including a brief narrative justification (block 6) describing the basis for the award, and the net amount of the award. The narrative justification must support the award level chosen as noted in step 1 above.

then...

Supervisor verifies with the appropriate servicing HR Specialist that the awardee will not exceed the calendar year maximum of \$1000 limitation.
Contact: HR Specialist (as appropriate):
-Charlene Gantt: 202-482-2536 (HQ employees)
-Pete Macias: 206-526-6048 (ODO field employees)
-Tina Harrison: 202-482-2828 (Foreign Service employees)



Verify with Human Resources that awardee will not exceed calendar year limitation

STEP 3

Supervisor secures approval from second level supervisor

Form CD-326 must be approved at a supervisory level higher than that of the supervisory/nominating official (i.e., second level supervisor).

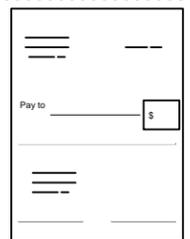
then...

Supervisor delivers the completed and approved Form CD-326 to the business unit Awards Custodian to prepare the electronic award(s) for the supervisor.

then...

With the CD-326 in hand, and using GiftCertificates.com, the Business Unit Awards Custodian (a Purchase Card Holder) initiates the on-line gift certificate and makes preparation for its delivery as described in step 4 below.

Custodian maintains a log of all awards and copies of all CD-326 forms and gift certificate purchase confirmations in a secure locked drawer.



Get approval signatures on CD-326

STEP 4

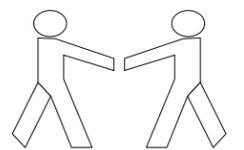
Supervisor presents award to the employee

Supervisor Delivery Options:

- 1) Supervisors can choose to have the awards custodian send the award certificate electronically to the supervisor so that the supervisor can print the award certificate and hand deliver it to the employee.
- or
- 2) The awards custodian can send it directly to the employee. When it is received by the employee, the email and gift certificate will come from GiftCertificates.com.

then...

Employee may now redeem the gift certificate. Employees can use reasonable time during work hours to go on-line and redeem their gift.



Supervisor notifies employee of the award

STEP 5

Business Unit Awards Custodian sends copy of completed CD-326 to Human Resources

Supervisor then delivers the CD-326 to the Awards Custodian to verify completion of the form.

then...

Business unit awards custodian must forward within 72-hours of the distribution on the award, a copy of the CD-326 to the appropriate Human Resources office so that the award can be entered into the pay system to account for the taxes.

and

The supervisor must maintain a copy of the CD-326 in the Employee Performance File (EPF), which is maintained by the supervisor.



Human Resources enters award into the pay system to account for taxes

[Frequently Asked Questions click here](#)

[List of Awards Custodian click here](#)

