
MANAGEMENT

ON-THE-SPOT CASH AWARD

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PURPOSE This Guide outlines instructions for the operation of the On-the-Spot Cash Award in the Center for Drug Evaluation and Research (CDER).

BACKGROUND

5 U.S. Code Chapter 45, Subchapter 1 and 5 CFR Part 451 provide for the granting of cash awards.

REFERENCES

- FDA Guide 1431.11, Authority for Incentive Awards.
- CDER Manual of Policies and Procedures (MAPP) 4651.2, Time Off Incentive Award.
- FDA Awards Handbook (also on Videotex).

DESCRIPTION

The On-the-Spot (OTS) Cash Award is a Special Act or Service cash award (SAS) designed to promote productivity, creativity, and provide immediate recognition to employees who make notable contributions on individual tasks or assignments. The OTS Cash Award is an additional employee recognition tool and should be used to augment other incentive awards. For consideration of other incentive awards, see the second and third References above.

ELIGIBILITY

An OTS Cash Award may be granted to any FDA employee except Senior Executive Service (SES) employees, Administrative Law Judges, and Commissioned Officers. OTS Cash Awards may be granted only to individuals, **not to groups** of employees.

AWARD CRITERIA

- The contribution will have occurred during a brief period. It may involve an assignment completed in a day, a week, a month, or longer. Normally, it would not have occurred over a period longer than 120 days.
 - Examples of employee achievement that might be considered for an OTS Cash Award include:
 1. Employee contributions, within or outside job responsibilities, that result in exceptional courtesy, responsiveness, and quality service.
 2. A one-time, noteworthy achievement that might otherwise go unrewarded under other award programs or procedures.
 3. A person who volunteers for extra or emergency assignments while maintaining his or her own workload.
 4. An employee who uses initiative and creativity to solve an unusual problem.
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POLICY

- OTS Cash Awards are based on one-time employee contributions to their immediate office, Center, and/or FDA.
- OTS Cash Awards may not be granted in addition to other SAS awards or Time Off awards for the same achievement. However, receipt of an OTS Cash Award does not preclude recognizing the achievement with an honor award. OTS Cash Awards should not be granted when monetary awards of a greater value are merited. OTS Cash Awards should not replace the bonus/award resulting from receipt of a particular annual performance rating.

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- The OTS Cash Award amount for FDA is **\$250**.
 - A nomination for an OTS Cash Award should be initiated as soon as possible after the contribution occurs. The nomination should be reviewed and approved on the same day but no later than one day after initiation to allow for quick recognition of the contribution.
 - There is no set limit on the number of OTS Cash Awards given to an employee within a calendar year.
 - OTS Cash Awards are funded from each component's annual budget.
 - Under rare situations, approving officials may approve awards based on verbal information of an employee's accomplishment from the recommending official.
 - Imprest funds **are not** authorized for disbursement of OTS Cash Awards.
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NOMINATING, APPROVING, AND ROUTING OF NOMINATIONS

- **Nominating Officials:**
 1. Nominations for OTS Cash Awards may come from the employee's immediate supervisor or from other supervisory officials provided the immediate supervisor concurs on the nomination and forwards it to the employee's approving official.
 2. The nominating supervisor obtains a "blank" OTS Award Certificate from the CDER Incentive Awards Officer (IAO), prepares the award nomination on a Request for Personnel Action (SF-52), and prepares the certificate (see Attachments A and B). The supervisor ensures that the nomination contains all necessary information including, the name, social security number, date of birth, position title, series, grade and step, salary of the nominee, appropriation code, and a written description of the contribution being recognized. The immediate supervisor recommends to the second level supervisor that the employee receive the OTS Cash Award.
- **Approving Officials:** To encourage timely recognition of employees' achievements, the Director, Office of Management, delegates the authority to approve nominations for OTS Cash Awards to the CDER Office and Staff directors. CDER Office and Staff directors are encouraged to redelegate approval authority **as low as second level supervisors**. The determination to grant an OTS Cash Award is reviewed and approved by an official who is at a higher level than the official who made the initial nomination.

- **Routing of Nominations:**
 1. The nominating official has an SF-52 prepared with the appropriate information outlined above and signs and dates the SF-52 (Part A Block 5).
 2. The approving official signs and dates the SF-52 (Part A Block 6) and the OTS Award Certificate. OTS Cash Award nominations should be reviewed and approved on the same day but no later than one day after initiation. A copy of the signed certificate and the original SF-52 are attached and forwarded to the appropriate Management Officer, or Program Specialist if delegated as such, who certifies the availability of funds for the affected program area and forwards the package to the CDER IAO. **The nominating official should present the original OTS certificate to the employee as soon as possible and inform the employee that he/she will receive the cash award through standard payroll procedures within two to three pay periods.**
 3. The CDER IAO reviews the nomination for completeness and accuracy, signs and dates the SF-52 (Part C-1), and forwards it and a copy of the certificate to the FDA Awards Coordinator.
 4. The FDA Awards Coordinator performs the final quality check and forwards the SF-52 to the appropriate Office of Human Resources and Management Services (OHRMS) operating team to process the personnel action.
 5. OTS Cash Award payments are made through electronic transfer of funds directly to the employee's designated account or home address.
 6. OHRMS notifies the CDER IAO no later than one day after the action is accepted into the system of the approximate date the employee's account will be credited or he/she should receive the check by mail. A copy of the Notification of Personnel Action (SF-50) is forwarded to the appropriate Program Specialist as soon as possible.

COMPONENT REPORTING REQUIREMENTS

- The CDER IAO should keep accurate records (on a fiscal year basis) for inclusion in the annual report prepared by OHRMS. One copy of the SF-52 should be retained for this purpose.
- The CDER IAO must complete the OTS Cash Awards Report (see Attachment C) and forward it to the FDA Awards Coordinator within 30 days after the end of each quarter. If a component has field employees, awards coordinators must submit separate reports for awards approved in headquarters and awards approved in the

field. Because of the limited usage, the OTS Cash Awards Report form will not be printed and placed in the supply system. The CDER IAO should make a photocopy of the form to prepare their quarterly reports.

EFFECTIVE DATE

This guide is effective upon date of publication.

Attachment A

REFER TO HARD COPY FOR COPY OF ATTACHMENT

Attachment B

**On-the-Spot Cash Award Certificate
(Form FDA 3385)**



Public Health Service



FOOD AND DRUG ADMINISTRATION

On-the-Spot Award Certificate
Presented to

DATE

APPROVING OFFICIAL

FORM FDA 3385 (6/92)

On-the-Spot Cash Awards Report

Component _____
Quarter Ending _____

<u>Pay Plan/Grade</u>	<u>Number of Awards This Quarter/This FY</u>	<u>Award Expenditures This Quarter/This FY</u>
GS-1	_____	_____
GS-2	_____	_____
GS-3	_____	_____
GS-4	_____	_____
GS-5	_____	_____
GS-6	_____	_____
GS-7	_____	_____
GS-8	_____	_____
GS-9	_____	_____
GS-10	_____	_____
GS-11	_____	_____
GS-12	_____	_____
GS-13	_____	_____
GS-14	_____	_____
GS-15	_____	_____

TOTAL GS _____

Wage

Grade	_____	_____
Leader	_____	_____
Supervisor	_____	_____

TOTAL WAGE _____

GM

GM-13	_____	_____
GM-14	_____	_____
GM-15	_____	_____

TOTAL GM _____

Stay-in-School	_____	_____
Other (Summer Aid, etc.)	_____	_____

COMPONENT TOTAL _____

Component OTS Award Fund allocation for the FY _____

Report prepared by _____ Phone Number _____