

# *Chief Financial Office*

## *Peer Recognition Awards Program*

### **PROGRAM OBJECTIVES:**

- provide CFO/CAO employees the opportunity to express their appreciation to a colleague who has helped them in some unique way
- encourage employees to practice leadership skills such as recognizing good performance
- encourage employees to be more customer oriented

### **HOW THE PROGRAM WORKS:**

Every six months each employee will receive one voucher to present an award. To eliminate confusion, the voucher will be a different color for every six month period. Supervisors are responsible for ensuring that eligible employees are given the proper voucher forms.

- The nominator should write a brief justification on the front of the voucher form for why the award is being recommended. The justification should not be elaborate, but should state the precise reason for the award. The nominator should also complete form CD-326 “Recommendation for Recognition” (See Attached Sample Voucher).
- The nominator will give the voucher and CD-326 to his/her supervisor who will review and sign both forms, and forward them to the program coordinator.
- The program coordinator reviews the forms and checks the peer award database to ensure that the nominator has not given another award during the six month period. If no other award is found, the program coordinator will forward the forms to the Servicing Finance Office (SFO) for processing.
- The program coordinator will follow-up with the nominator to let him/her know when the process is approved. At that time, the nominator will present the award to the recipient. (Presenting employees are encouraged to hold on-the-spot “mini-ceremony” where the award justification contained on the front of the \$50.00 voucher is read. The award recipient also receives the original of the \$50.00 voucher as a memento.)
- The SFO will transmit an automated e-mail to the recipient to let the employee know the award has been processed for disbursement. The money will be deposited directly into the employees’ bank account within 72 hours from the time the requests are received. For those employees who do not have direct deposit of their salaries, the award monies will be mailed to the address where they receive their salary checks.

**GENERAL ELIGIBILITY:**

CFO employees from GS-15 and below are eligible to participate in the program. An individual can receive multiple awards within the six month period. However, the dollar amount for the calendar year cannot exceed \$1,000.

**CRITERIA:**

- Supervisors can present an award to employees not under their direct supervision.
- A non-supervisory employee may not present an award to his/her supervisor.
- No employee may receive an award from an employee to whom he or she presented an award to in the same 6 month period, e.g. if Sam Smith gives Joe Jones an award, Sam Smith cannot receive an award from Joe Jones.
- No employee may present his/her award to an employee related to him/her.
- Anonymous nominations will not receive consideration.
- Self and group nominations will not receive consideration.
- Unique contributions should support the mission of the CFO (i.e., customer service, employee initiative, extra effort, etc.)

**SAMPLE PEER AWARDS:**

- *“ I am presenting this award to Sabrina Jones in recognition of her excellent performance. Mrs. Jones has been of great assistance to me by helping me to become more skilled in all aspects of office procedures and computer training which has enabled me to perform my job duties in the Chief Financial Office.”*
- *“Assisting me with my work, in particular involving the budgeting process, above and beyond her duties. She always presents herself with the willingness to help anybody in the office. She is the type of individual that makes the Chief Financial Office a world class organization.”*
- *“He answered my questions about our computer system and was very helpful to me as I learned how to use the machine.”*
- *“Ben has consistently helped me in coding of contracts and extensions. He is unselfish and always has time to assist me. He is an asset to the agency.”*

**“SAMPLE”**  
**Chief Financial Office**  
**Peer Recognition Awards Program**

Good for the period April 2001 through September 30, 2001



“This award is presented to Joe Jones in recognition of special help given to me in my efforts to assist the CFO in providing world class service and solutions for the 21<sup>st</sup> Century.”

**Justification** “For finding time to be an excellent mentor, and for showing me the best way to be a program analyst so that I can exceed the expectation.”

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**Signature of Employee Recommending Award**

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**Date**

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**Signature of Recommending Official**

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**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Approving Official**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

*Original to Recipient*  
*Copy to Program Coordinator*