

A **GEM** Award

Going the **E**xtra **M**ile

A Gift Card Recognition Program

Who may receive?	All Headquarters Department of Energy Employees except Political Appointees (including Schedule C and non-career members of the SES). Any Employee may nominate.
What is it?	\$25 or \$50 Gift Cards from 100s of nationally well known Department Stores, Book Stores, Movie Tickets, Restaurants, Hotels and more.
How do I do it?	<ul style="list-style-type: none">• Nominator fills out form.• Routes form through their organizational protocols.• Faxes or scans/emails to HQ Gift Card.• HQ Gift Card receives form, places order• Gift Certificate is sent to Recipient's Supervisor• Supervisor presents certificate to employee• Employee can redeem On-line or by phone for card of their choice
When can I do this?	HQ Gift Card is open for business now
Where?	<p>CFO is administrating the program. Contact HQGiftcard@HQ.DOE.GOV or FAX 3-5202</p> <p>View what the GEM employee will see at : http://giftcards.giftcertificates.com</p> <p>See Award details and procedures at: http://www.cfo.doe.gov/crorg/cf11prodserv.htm</p>
What else?	<p>CFO will charge certificate costs (including company processing fee \$2.00 to \$3.00) against organization's "Other personnel compensation" object class.</p> <p>GEMs are subject to income taxes and withholdings (about \$3.70 for \$25.00).</p> <p>GEMs can be used for group awards.</p> <p>GEMs can be given multiple times but cannot exceed \$125.00 per calendar year, per employee.</p> <p>Gift Card material provides delineation of effort between \$25 and \$50.</p> <p>Subordinates cannot give GEMs to their Supervisors, relatives and other conflict of interest relationships covered on the Nomination Form.</p>