

Special Act Awards

A Special Act award may be used to recognize a group or individual effort that goes beyond expected job performance. Awards range from \$25 to a maximum of \$10,000. Amount more than \$10,000 must be approved by the SECNAV and the Office of Personnel Management.

- Award may be appropriate to recognize short-term accomplishments while in a regularly assigned position, during a detail, at the conclusion of a successful special project or assignment, or when performance or honorary awards are not appropriate
- When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and cannot have served either wholly or in part as the basis for a previous cash award. Future cash awards may not be based on this act or service

Nomination Procedures:

- Amount of the award is determined using the attached tangible/intangible benefits table
- Supervisor having direct knowledge of the act or service initiates the nomination and forwards the request through the supervisory chain of command
- Nomination must include the value of the benefit and extent of application in accordance with the benefits table
- Dean/Director can approve monetary awards up to \$3,000; NPS President approves awards above \$3000

SCALE OF AWARD AMOUNTS FOR SPECIAL ACT AWARDS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	Affects functions, mission or personnel of one facility, installation, regional area, or organizational element of headquarters. Affects small area of science or technology	Affects functions, mission or personnel of an entire regional area, command or bureau. Affects important area of science or technology	Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency. Affects extensive area of science or technology	Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond
MODERATE Change or modification of an operating principle/procedure with limited use or impact	\$50 - \$500	\$501 - \$700	\$701 - \$1000	\$1001 - \$1500
SUBSTANTIAL Substantial change or modification of procedures. Important improvements to value of a product, activity, program, or service to public.	\$501 - \$700	\$701 - \$1000	\$1001 - \$1500	\$1501 - \$2000
HIGH Complete revision of a basic principle: a highly significant improvement to the value of a product or service	\$701 - \$1000	\$1001 - \$1500	\$1501 - \$2000	\$2001 - \$2500
EXCEPTIONAL Initiation of a new principle or major procedure: a superior improvement to quality or a critical product, activity, program or service to public	\$1001 - \$1500	\$1501 - \$2000	\$2001 - \$2500	\$2501 - \$3000

On-the-Spot Awards (OTS)

OTS awards are special act or service awards designed to quickly recognize one-time achievements by employees who have rendered service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might otherwise go unrecognized.

- OTS awards range from \$25 to \$750 commensurate with the nature of the service or act being recognized
- Nominations should be submitted within 15 working days after the act was performed (unless award funds have not been allocated)
- Anyone having direct knowledge of the act or service may initiate the nomination and forward the request through the supervisory chain of command for approval and processing.

Scale of award amounts for OTS Awards:

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VALUE OF BENEFIT	EXTENT OF APPLICATION	
	LIMITED Affects functions, mission or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology	EXTENDED Affects functions, mission or personnel of an entire regional area, command or bureau. Affects important area of science or technology
MODERATE Change or modification of an operating principle or procedure with limited use or impact	\$25 - \$500	\$501 - \$750
SUBSTANTIAL Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	

Time-Off Awards

Time-off awards recognize superior accomplishments or achievements of employees with other than monetary awards. Employees receive hours to be used for taking time off. Time-off award nominations may be submitted at any time during the year, but if a time-off award is used as a performance award, it must be submitted at the completion of the rating cycle.

Examples of achievements which may be considered for a time-off award include:

- Demonstrating unusually high-level performance
- Displaying special initiative and skill in completing an assignment or project before the deadline
- Using initiative and creativity in making improvements in a product, activity, program, or service
- Ensuring mission of the organization is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining a regular workload
- Accomplishing a specific, one-time, or special assignment requiring extra effort or resulting in the organization receiving recognition for responsiveness to unanticipated requirements

Limitations on time-off awards include:

- For full-time employees, no more than 40 hours may be granted for a single contribution. The total amount of time off granted in any one leave year is 80 hours. **NPS President is authorizing official for awards over 24 hours**
- For part-time employees and those with uncommon tours of duty, the total time granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty
- Time-off award must be scheduled and used within one year of its effective date; these awards do not convert to cash and not transferable within Navy or DoD

Scale for selecting appropriate number of hours:

	NUMBER OF HOURS
MODERATE: (1) Contribution to a product, activity, program or service to public of sufficient value to merit formal recognition (2) Beneficial change, modification of operation principles or procedures	1 to 10
SUBSTANTIAL (1) Important contribution to the value of a product, activity, program or service to public (2) Significant change/modification of operation principles or procedures	11 to 20
HIGH (1) Highly significant contribution to value of product, activity, program, or service to public (2) Complete revision of operating principles/ procedures with considerable impact	21 to 30
EXCEPTIONAL (1) Superior contribution to quality of critical product, activity, program, or service to public (2) Initiation of new principle or major procedure, with significant impact	31 to 40