

- **On The Spot Program**

On-the-Spot awards are a monetary award initiated by an RL/ORP employee who benefits from a contribution made by an RL/ORP employee, group of RL/ORP employees, or other Federal employee(s) outside of RL/ORP. The award recognizes a significant accomplishment performed with exceptional and unexpected speed and quality under difficult or unusual circumstances. Awards are granted for amounts ranging from \$25 to \$300 per individual.

**Nomination Process:**

1. Complete an On-The-Spot Nomination Form, including a comprehensive description of the contribution, resultant benefits, and date of achievement.
2. Obtain the appropriate signatures and supervisory approval. If the recipient is not in the same division as the submitter's supervisor, the recipient's supervisor must also approve the On-The-Spot Award by signing the form in the appropriate location.
3. Send or bring the completed form to the Awards Administrator, Rm. 100, Federal Building, Mail Stop A1-55, for processing.
4. HRM notifies you via e-mail or telephone that the paperwork is ready to be picked up (a minimum of 48 hours is needed to process an award).
5. Pick up the award packet containing a copy of the nomination form and an On-The-Spot Certificate.
6. Obtain the appropriate signature on the certificate.
7. Arrange for presentation to the recipient.
8. Recipient's next Earnings, Leave and Benefits Statement will reflect the award dollars.