

- **Special Act or Service Award**

A Special Act or Service Award is initiated by a management official who benefits from a contribution by an RL/ORP employee, a group of RL/ORP employees, or other Federal employees outside RL/ORP. A Special Act or Service Award in the public interest in connection with or related to official employment is worthy of recognition. Special Act or Service Awards fall into three categories (Bronze, Silver, or Gold). Individuals receiving the group award can not exceed the maximum dollar threshold for the category being awarded.

	<u>Dollar Range</u>	<u>Approval Authority</u>
Bronze	\$301-\$750	Division Director

Criteria for Bronze Award: The value to the organization is a contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service. The contribution must impact the team or division level.

	<u>Dollar Range</u>	<u>Approval Authority</u>
Silver	\$751 - \$3,000	Direct Reports to the Deputy Managers or RL/ORP Manager

Criteria for Silver Award: The value to the organization is a contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service. The contribution must have an impact at the Assistant Manager level, multiple divisions/offices, other DOE Operations/Field Offices, other Federal agencies, or the community.

	<u>Dollar Range</u>	<u>Approval Authority</u>
Gold	\$3,001 - \$7,500	Deputy Managers or RL/ORP Manager

Criteria for Gold Award: The value to the organization is a contribution to a product, activity, program or service that improves or defines a new standard of excellence for effectiveness, efficiency, quality, productivity, or service. The contribution must have an impact at the RL organization as a whole, ORP organization as a whole, and/or the HQ level.

Nomination Process:

1. Management Official completes the Nomination for Special Act or Service Form, including the level of recognition (Bronze, Silver, or Gold), and a comprehensive description of the contribution, date of achievement, and resulting benefits. The submitter must provide the wording for the citation which will be included on a certificate.
2. If the recipient is not in the same organization as the submitting management official, the recipient's supervisor must also concur on the Special Act or Service Award.
3. Send or bring the completed form to the Awards Administrator, Rm. 100, Federal Building, Mail Stop A1-55.
4. HRM notifies you when the paperwork is ready to be picked up.
5. Obtain the appropriate signature on the certificate.
6. Arrange for presentation to the recipient.
7. The award amount will be on the recipient's next Earnings, Leave and Benefits Statement.