

**Employee Recognition Plan
Finance Office Star Award
Frequently Asked Questions
April 1, 2011
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- 1) ***How soon will I be able to recognize my peer, using the established criteria, for a Finance Office Star Award (FOSA) nomination?***

Answer: A nominating peer will recognize their peer immediately upon electronically submitting the Finance Star Award Nomination Certificate Form (SANC Form). The Nominator may also choose to hand deliver the Nomination to the Nominee. All monthly nominations will be evaluated by the Star Award Review Committee (SARC) for possible FOSA selection (up to 5 winning selections per month). Winners will be announced no later than the end of the following month.

- 2) ***May a Contractor representative nominate a Federal employee peer, using the established criteria?***

Answer: No, Contractor representatives may not nominate a federal employee peer under this recognition plan.

- 3) ***Is it allowable for a nominated employee to win more than one FOSA in a month?***

Answer: No, only one FOSA per nominated peer per month is allowable. However, a peer may receive multiple nominations in a given month. Each SANC Form will be numbered and evaluated separately by the SARC.

- 4) ***May a nominating employee nominate a peer for any reason or activity?***

Answer: No, a peer may be nominated for reasons outlined in the SANC Form instructions and the peer recognition policy. The baseline criterion for this recognition program is to recognize (nominate) a peer that has gone "above and beyond" resulting in a positive impact to you and/or others in the Finance Office. Performance Awards and Special Act Awards continue to be available for Supervisors to recognize employees for mission critical activities and areas within their expected performance.

- 5) ***May Supervisors participate and nominate peers or their direct report employees?***

Answer: Yes, this peer-to-peer recognition program allows Supervisors (Financial Management Team (FMT) members) to nominate peers or their direct reports. However, Supervisors are NOT eligible to receive a FOSA.

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6) ***Can you be nominated by more than one person in a single month?***

Answer: Yes, an employee may be nominated more than once in a single month: however, an employee is only eligible to win one FOSA per month. Each nomination for a given month will be numbered and separately evaluated.

7) ***What happens if there is a tie?***

Answer: The SARC, comprised of a permanent member and rotating FWC/FMT members, will handle ties related to monthly award winner voting.

8) ***How soon does the winner receive the actual award (not certificate)?***

Answer: A winner can expect to receive their award within 1 to 2 pay periods after the award (not certificate) is approved and submitted for processing. Time-off awards may vary depending on processing and workload implications.

9) ***Is it possible to be nominated and win every month?***

Answer: Yes, it is possible to be nominated and win every month. Each month the cycle starts again for nominated employee actions performed during the particular month.

10) ***Where can I locate the SANC Form and Instructions as well as Policy and Procedure Documents?***

Answer: All supporting FOSA document can be located at <http://www.corporateservices.noaa.gov/cbs/>