



FINANCE OFFICE STAR AWARD **Nomination/Selection Policy and Procedures**

Summary: The Finance Office Star Award (FOSA) program allows employees to instantly recognize each other through a nomination process culminating in the selection of monthly award winners. The award winners receive time off and Cash-In-Your-Account (CIYA) in addition to recognition within the Finance Office.

Policy

Eligibility Criteria: The nominated employee must perform at least one of the following:

- a. tasks above and beyond their regular workload responsibilities
- b. actions that wouldn't typically be listed on someone's yearly accomplishments but make a difference for a co-worker

Peer to Peer: The program is open to all Finance Office Federal Employees to nominate another Finance Office Federal Employee for a FOSA. FMT and Non-FMT staff may nominate any Finance Office Federal Employee. However, only Non-FMT staff members may receive a FOSA.

Selection Process: Upon receipt of nominations for a given month, a Star Award Review Committee (SARC) may convene to select the recipient(s) of the FOSA. Nominations for these awards are given from one peer to another, with no restriction as to division or pay grade. Every Non-FMT employee working at the Finance Office is eligible for nomination. The intent of the program is to recognize the value of an action.

Star Award Review Committee: The SARC is comprised of Tom Dehoff (Permanent member), 1 FWC member (Must be a Non-FMT member), and 3 FMT members. The Committee will consist of representation from a minimum of three (3) different divisions at all times. Rotation of participants on the SARC will be determined at a later date.

Award Frequency: The SARC will select up to five (5) nominees each month to receive the distinction of being a FOSA Recipient.

Award Amount: Each winner will receive a four (4) hour time off and a \$100 Cash-In-Your-Account (CIYA) award.



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Award Recognition: The Director, Finance Office/Comptroller will announce the winner(s) via e-mail no later than the last week of the month following the preceding month in which the action and nomination occurred. Winners will be included in the quarterly FO Newsletter.

Nomination Period: Peers may nominate an employee as of the 1st of the month through the 3rd business day of the following month for an action that occurred from the beginning to the end of the award month.

Procedures

Nominating employees: The mechanism for nominating a peer is to complete a simple nomination award form (obtainable at the following URL: <http://www.corporateservices.noaa.gov/cbs/>) and submit it to the Finance Office Executive Assistant. Copy the employee and their supervisor upon submission. The Finance Office Executive Assistant will compile and forward nomination forms to the SARC.

Selecting the Star Award Winners: SARC members will evaluate and score each nomination on an independent basis. The scores range from 1 to 5 with 1 being the lowest and 5 the highest possible score. The independent scores will be combined and tallied. Up to 5 nominees may receive an award for the month.