



NOAA WORKFORCE MANAGEMENT OFFICE

AWARDS SUBMISSION PROCESS

Awards are used to provide recognition to employees for significant achievements that benefit NOAA, the Department of Commerce (DOC), and the federal government. This document provides guidance for NOAA managers and proxies on how to complete the award submission process.



MONETARY AWARDS INCLUDE:

NON-MONETARY AWARDS INCLUDE:

Cash Awards

(e.g., *Cash In Your Account (CIYA), On The Spot, or Special Act*)

Travel Savings Incentive

Time Off Awards

Quality Step Increase

AWARDS SUBMISSION PROCESS

1. For monetary awards, complete the **CD-326 form*** (available on the [DOC's site](#))
2. Initiate award in HRConnect by selecting the correct type of award on the **Manager Self Service (MSS) / My Team** tab
3. Select the corresponding **Award Code** (see page 2 for a description of the Award Codes)
4. Fill in the **Dates** (include the dates of the unique event or project time frame for which the employee is being recognized)
5. If applicable, fill in the Awards **Percentage** (only applicable for Travel Savings Incentive)
6. Fill in **Award Amount** (Awards are considered taxable income. Awards that are "grossed-up" have cash award amounts that include an offset for the amount that will be taxed. Select the "gross-up" checkbox for CIYA awards only - no other award types are eligible for "gross up")
7. Select the magnifying glass to search for the corresponding **Account Code** (13-digit code that includes: 1-digit Fiscal Year, 2-digit Appropriation Code, 7-digit Project Code, and 3-digit Task Code)
8. Provide a **justification** statement for the award
9. Enter the **Name and Phone Number of a POC** into the Comments/Instructions Field
10. Select the magnifying glass and search the **award group** for your L/S Office
- ★ 11. Select **Submit**

*A CD-326 Form is required as validation that the award has been approved by a Budget Approving Official. A CD-326 is not required for non-monetary awards such as Time Off and Quality Step Increases. Additional requirements apply to Quality Step Increase submissions (see page 2)

Tip!



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MONETARY AWARDS

NOAA Award Name	Description	Award Code
Cash In Your Account (CIYA) Individual or Group ≥ \$500	A CIYA award is used in cases where higher-level awards (Honor, Special Act, or Administrator's Awards) are not appropriate such as completing a short-term project or significant milestone in less time than expected, developing new or revised procedures or other contributions toward improving office productivity, or completing an important assignment outside normal job responsibilities. Please note, <u>this is the only award type that can be "grossed up" to offset taxation of the award amount and when elected, the "gross up" checkbox should <i>always</i> be used.</u>	C099 - Cash In Your Account-CIYA <i>Note: Must also select "gross-up" checkbox</i>
Cash In Your Account (CIYA) Individual or Group < \$500		C100 - NFC Disbursed Spot Award <i>Note: Must also select "gross-up" checkbox</i>
On The Spot	On The Spot awards are merchandise or gift cards used to recognize accomplishments that represent steps toward achievement of organizational goals or objectives and acknowledges employees for one or more specific instances of exemplary performance. <u>This award type is only available for line offices with approved programs.</u>	C100 - NFC Disbursed Spot Award
Special Act (Individual)	Special Act (or Service) awards may be granted to an employee, or group of employees, to recognize accomplishments related to official duties, suggestions, inventions, or personal efforts which contribute to the efficiency, economy, or improvements in Government operations, for accomplishments that may or may not be covered in the individual's performance plan.	C012 - Individl Spcl Act or Svce
Special Act (Group)		C112 - Group Special Act/Service
Travel Savings Incentive (Gainsharing)	This award is given to employees who achieve travel savings. <u>This award is currently only available for the National Weather Service Line Office.</u>	C026 - Travel Savings Incentive

NON-MONETARY AWARDS

NOAA Award Name	Description	Award Code
Time Off (Individual)	The Time Off Award is an alternative to the Cash-in-Your-Account and Special Act Awards. This award grants employees time off in recognition of certain accomplishments or contributions without charge to leave or loss of pay. Time Off Awards must be used within one year of processing.	C029 - Time-Off Awd Hrs-Block 20
Time Off (Group)		C129 - Group Time-Off Award
Quality Step Increase	A quality step increase (QSI) used to reward General Schedule (GS) employees for outstanding performance. Eligibility and evaluative factors must be met. For additional details, see https://secure.wfm.noaa.gov/noaa_only/perfmgmt/TipSheet_QSI.pdf .	C011 - Quality Step Increase

GETTING IN TOUCH

For questions related to **submitting awards in HRConnect** please contact **the Enterprise Services HR Contact Center**:

- Hours of Operation: Monday- Friday, 8am-8pm EDT
- Phone Number: (888) 316-2285
- Email: EnterpriseServicesHR@doc.gov

For guidance on which **type of award to submit** for your employee, please **reach out to your Line and Staff Office representative**.

