

## **CFO/ASA EMPLOYEE OF THE YEAR AWARD**

### **PURPOSE**

To recognize employees who have demonstrated exceptional and sustained effort in accomplishing the missions of the Office of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA).

### **CATEGORIES**

Awards will be given in the following three categories:

- *Management/Supervisory*
- *Professional/Administrative* – Positions in the primary fields of administrative management for which the typical qualification for entry is a bachelor's degree or comparable experience, and which has a two-grade interval grade progression from GS-5 to GS-14.
- *Technical/Clerical/Support Services*

**NOTE:** Awards may be granted in each category on a yearly basis.

### **ELIGIBILITY**

At the time of the nomination, the individual *must*:

- Be a CFO/ASA employee;
- Have demonstrated a high level of performance in the CFO/ASA during the period of recognition;
- Have received at least a Level 3 (or equivalent) rating for the most recent rating cycle; and
- Not be a member of the Senior Executive Service.

### **SELECTION CRITERIA**

Consideration will be given for, but not limited to the

- Importance of the contribution and the extent to which it served to contribute to CFO/ASA programs;
- Enhancement of CFO/ASA service to the Department; and

- Originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.

## **NOMINATION PROCEDURES**

Employee of the Year Award nominations must clearly describe in non-technical language the contributions and the degree to which the contributions exceed normal job responsibilities. Nominating officials must ensure that only those who have made exceptional contributions are nominated. Nominations must be reviewed and approved by the appropriate Director or head of organizations identified under the Selection Procedures.

Nominations must be submitted on the Employee of the Year Nomination Form (attached), and include the appropriate nominee information and an award justification that addresses the selection criteria.

## **SELECTION PROCEDURES**

The following procedures will be followed when selecting nominations for review:

- Nominations must be submitted to the Office of Human Resources Management. The Department's Incentive Awards Officer will review the nominations for basic eligibility.

### *Ineligible Nominations*

- Ineligible nominations will be returned with an explanation.
- Ineligible nominations submitted by an employee other than the nominee's supervisor will be forwarded to the nominee's supervisor for an assessment and confirmation of the information provided in the nomination.

### *Eligible Nominations*

All eligible nominations will be forwarded to the CFO/ASA Awards Panel. The Deputy Assistant Secretary for Administration or designee will chair the panel. The Department's Incentive Awards Officer serves as Executive Secretary for the panel. The panel members will consist of designated Senior Executive Service representatives in CFO/ASA.

The panel will meet, review the nominations, and forward recommendations to the CFO/ASA.

The CFO/ASA will make the final selections.

## **THE AWARD**

The award consists of a crystal tower and a cash award of \$2,500.