



## SPOT AWARD REQUEST FORM

### **PURPOSE:**

COMPA's employee recognition program is designed to fairly and equitably recognize and reward individuals/groups for excellence in service to LANL mission. The Spot Awards Program allows supervisors and other individuals to grant employees immediate monetary recognition for extra efforts that warrant small awards.

### **BACKGROUND:**

A Spot Award is a monetary award designed to grant "immediate" recognition to individuals for their day-to-day extra efforts and contributions.

### **Examples:**

- *Volunteering for an extra or emergency assignment while maintaining own workload.*
- *Using personal initiative and creativity to solve an unusual problem.*
- *Performing consistently at an exceptional high quality.*

Usually, the contributions recognized will have been completed within a period of 4 weeks or less. Recognition should be made within 3 days, but not later than 30 days after completion of the accomplishment. Spot awards are approved or disapproved by the employee's manager.

### **AWARD AMOUNT:**

Awards may range in value from \$25 to \$1000 max. Employees may receive more than one Spot award within a one-year period. Awards are non-cash gift cards in \$25 increments, with a \$75 per award maximum value. Above \$75, awards will be given as a monetary award.

### **PROCEDURES:**

#### **Nominating Managers will:**

(Note: Managers or a manager's representative may make recommendations for spot awards, but the employee's manager responsible for approving time & Credit/Debit memos will ultimately approve the spot award reimbursement.)

1. Prepare COMPA Spot Award Request Form
2. Submit form to the COMPA Los Alamos Office:

*Via Regular Mail:* 1350 Central Avenue, Suite 201 Los Alamos, NM 87544

*Via Internal Mail:* LANL MS C337

*Via Fax:* (505)662-3500

#### **COMPA Los Alamos Office will:**

1. Confirm receipt of Spot Award Request Form with Nominating Manager and validate request
2. Process award for employees
3. Submit Credit/Debit Memo to employee manager via VMS, InSite, for



### SPOT AWARD REQUEST FORM

*Nominated Employee (s)*

<i>Employee Name</i>	<i>Award Amount (\$)</i>	<i>Justification</i>	<i>LANL Cost Code</i>

*Nominating Manager Information*

<i>Manager Name</i>	
<i>Manager Org</i>	
<i>Manager Phone #</i>	
<i>Manager E-mail</i>	

*Nominating Manager Signature*

*Date*

Once completed, please submit to the COMPA Los Alamos Office:  
*Via Regular Mail:* 1350 Central Avenue, Suite 201 Los Alamos, NM 87544  
*Via Internal Mail:* LANL MS C337  
*Via Fax:* (505)662-3500

If you have any questions, please contact us at (505) 662-2500