ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. **Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.**
2. **For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.**
3. **Complete this form for all Individual Cash Awards (award amount less than $5000 and FY cumulative is less than $5000), On-the-Spot Awards (FY cumulative is less than $5000) and Time-Off Awards.**
4. **Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO****
5. **Provide a copy of the completed form to the employee when the electronic award has been processed.**

Employee Name:	Philip E. Baker	Employee ID #:	(b) (6)
Position Title (optional):	Administrative Support Specialist	PP-Series-Grade (optional):	GS-0301-12
Organization (optional):	OMS/ARM/OA/FMSD (HAA00000)		

Type of Award:

- On-the-Spot Award (Individual Cash Award (Non-Rating Based)
- ✓ Individual Cash Award (Non-Rating Based)
- ✓ Time Off Award
- Group Cash Award
- Group Time Off Award

Total Amount of Award ($): $2,500.00 AND/OR Total Number of Hours: 27.00

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit ✓ Intangible Benefit

Value of Benefit:	Moderate	✓	Substantial	High	Exceptional
Extent of Contribution:	Limited	✓	Extended	Broad	General

Narrative Justification for Award:

Phil continues to thrive in FMSD as the office manager for administrative functions and as a Building Manager of the RRB. While he initially volunteered to help out after a colleague deceased a couple of years ago, he continued to provide the building manager services to the building, and it was integrated formally into his PARS this past fiscal year. Phil works independently, and has a keen sense of when issues need to be brought to the attention of his management team. It is unusual that problems/issues/concerns are elevated to the FMSD Management Team from the RRB clients, and that is due to Phil's active presence in the building, and his attention to details and level of customer service support he provides to the building daily. After two years of the Division not having an O&M Contract in place to deal with the buildings' supplemental hvac units, Phil assumed the role as the primary COR in putting this vehicle in place within FMSD, working with GSA, RPSD and Dan Amon to make certain all of the units were included in the contract, and that the inventory of all equipment took place timely and accurately. This effort also included coordination with Pam Gilliken, OMS' Super COR, and the HQ contracts office. Phil always assumes any responsibility handed to him with a positive attitude, and works very hard to meet deadlines, customer expectations, as well as the expectations of the FMSD Management Team. Phil is quite deserving of this $2500 cash award and 27 time off hours.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not $5000 or greater and that the FY cumulative award amount(s) for this employee is not $5000 or greater.