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:	Cheryl Butler	Employee ID #:	(b) (6)
Position Title (optional):	Building Management Specialist	PP-Series-Grade (optional):	GS-1176-12
Organization (optional):	HAAA0000		

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 ($): $1,500.00 AND/OR Total Number of Hours: 18.00

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:

Cheryl is nominated for an award for her excellence in customer service. She has greatly contributed toward a cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. Her commitment to teamwork, demonstrated through collaboration with the Office of Mission Support (OMS) staff and our Federal Triangle partners, along with her commitment to quality assurance have increased the efficiency of many HOB processes resulting in greater customer satisfaction. Cheryl continues to demonstrated a higher level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the valuable support Cheryl provided to the HQ COVID-19 building safety team and the 2020/21 HQ Space Consolidation Project. Working with the HQ Operations team, she participated in the planning of the COVID-19 building safety strategy and supported several key activities implementing COVID safety protocols for employees to return to work. These activities included installing COVID safety signage and escorting contractors providing PPE supplies for employee and visitor safety. Her efforts for the Consolidation project included contractor coordination and general project management. Throughout these projects she is an active participant who works well with agency staff, contractors and FMSD staff to complete numerous requests to accommodate our agency and Federal Triangle

Requesting Official:		**Authorizing Official:**	
Name:	Neil Stewart	Name:	Alva Daniels
Position Title:	Acting Deputy Director	Position Title:	Deputy Director, OA
Signature:	NEIL STEWART Digitally signed by NEIL STEWART Date: 2021.05.10 09:15:30 -04'00'	Signature:	ALVA DANIELS Digitally signed by ALVA DANIELS Date: 2021.05.10 10:59:44 -04'00'

As the Authorizing Official I certify with electronic signature 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.