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: John Peterson

Employee ID #: (b) (6) [redacted]

Position Title (optional): Writer/Editor

PP-Series-Grade (optional): _____

Organization (optional): R5/OEC/MCS

Type of Award:

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

Total Amount of Award ($): _____ AND/OR Total Number of Hours: 16.00

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:

John has shown himself to be thorough and dedicated in his writing and editing work. For example, he reaches out to his network of contacts to compile complete, responsive and timely hot issues briefings. In his editing, he ensures that fact sheets are meaningful and useful as well as understandable.

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.