ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

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 two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:**
   Not under your security in FPPS;
   Amount of award is $5000 or greater; or
   FY cumulative amount is $5000 or greater
4. **Provide a copy of the completed form to the employee when the electronic award has processed.**

Employee Name: Toby Wall

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

Position Title (optional): Videographer

PP-Series-Grade (optional): GS-1060-11

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
- [x] Time Off Award

Total Amount of Award ($): $0.00 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	[x]	Substantial	[ ]	High	[ ]	Exceptional
Extent of Contribution:	[ ]	Limited	[x]	Extended	[ ]	Broad	[ ]	General

Narrative Justification for Award:

Mr. Wall demonstrated creativity and initiative in preparing, creating and displaying the Region 5 Photo Gallery and posters and plaques for the Regional Administrator's front office and large conference room. He worked effectively with the visual information specialist and management to get the displays ready for a high-profile meeting and expand the gallery at the last minute in time for its opening reception. The displays earned compliments from senior leadership.

ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Page 2

Instructions:

1. **Page 2 Approval & Accounting is required when:**
   - **Award nominee is beyond the scope of your Region/AA-ship's security access**
   - **Award amount is $5,000 or greater; and/or**
   - **Award FY cumulative amount is $5000 or greater for the employee**
2. **Submit pages 1 and 2 to your SPO for processing**

Account Index Codes/Percentages:

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Requesting Official:

Name: Karen M. Reshkin

Position Title: Chief, R5/ORA/OEC/MCS

Signature: _____

Authorizing Official:

Name: Andrew Anderson

Position Title: Associate Director, R5/ORA/OECA

Signature: _____

Cumulative Amount Additional Approval (cumulative amount is $5000 or greater for fiscal year)

Supervisor: _____

Title: _____

Date: _____

DA/DRA/SRh: _____

Title: _____

Date: _____