

Nominating Employee

1. Any employee can recommend a non-monetary spot award in consultation with immediate supervisor.
2. Write justification as nominating employee and have immediate supervisor concur with nomination.
3. Immediate supervisor sends nomination items to SLT member.

SLT Member

1. Review nomination
2. Complete AD-287-2
3. Concur in nomination
4. If nominee is under a different SLT member, must coordinate with appropriate SLT member.
Both the SLT member and the supervising SLT member must sign and date as reviewing officials.

SAO – Incentives Award Officer

1. Approval

HR

1. Notify SLT member of approval

SLT Member

1. Notify Employee of award
2. Request employee make selection from award level or below.
3. Notify HR of employee selection

HR

1. Process document
2. Distribute award to SLT member for presentation
3. Update Inventory