

U. S. Department of Energy
Monetary and Time-Off Award Approval Form
(Attach Narrative Justification Statement to this Form)

Employee Name: _____
 Title, Series and Grade: _____ Organization: _____
 Type of Award: _____ Amount: _____ (Monetary or Time-Off)
 Date: _____ Appropriation Code: _____

Certification

The position description of the nominee and the performance standards for the position were thoroughly reviewed before submitting this nomination. I certify that the award is not providing dual compensation for previously awarded accomplishments, nor is the award for something specifically covered in a performance plan critical element. I have determined that the value of this special act clearly exceeds the recognition afforded as a performance award without exceeding the value of the contribution to the Department.

Initiator: _____ Signature: _____ Date: _____
 Title: _____ Organization: _____
 Immediate Supervisor: Signature: _____ Date: _____

Review of Regulations

I have reviewed the attached award justification and it is in compliance with the current DOE policies and procedures.

Authorizing HR Official: _____ Signature: _____ Date: _____
 Title: _____ Organization: _____

Approval of Justification

I have reviewed the attached justification and the award is hereby approved.

Authorizing Official: _____ Signature: _____ Date: _____
 Title: _____ Organization: _____

PRIVACY ACT STATEMENT

Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary or nonmonetary award under 5 U.S.C., Sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes the use of the social security number.