HRO Awards App
Automated Awards Processing
(First Time) User Guide
www.office.com
Create apps that connect to your data and work across web and mobile. [Learn about Power Apps](https://make.powerapps.com/environments/Default-6d936231-a517-40e1-9139-FF758933378e/home?utm_source=office&utm_medium=app_launcher&utm_campaign=office_referrals)

**Start from data**

- Dataverse
- SharePoint
- Excel Online
- SQL Server
- Other data sources

**Make your own app**

- Canvas app from blank
- Model-driven app from blank
- Portal from blank

**Learning for every level**

- Get started with Power Apps
- Author a basic formula to change properties in a...
- Work with external data in a Power Apps canvas app
- Manage and share apps in Power Apps

**Your apps**

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Owner</th>
<th>Type</th>
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<tbody>
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<td>TRP Podcast Interview</td>
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<td>Jose Vazquez Duran</td>
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<td>remove</td>
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<td>Randy Moore</td>
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<td>NPS Human Resources Office</td>
<td>Canvas</td>
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<td>NPS Property Tracker (Under $5k)</td>
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<td>Carr, Vincent Vinny (CVO)</td>
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<td>Vent Survey V2</td>
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<td># Safety Admin</td>
<td>Model-driven</td>
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</table>
Welcome, NPS Human Resources Office

Annual Performance Awards

Special Act, On-the-Spot, & Time-Off Awards

NPS HRO Awards & Recognition Page

You are logged in as gcmartin@nps.edu
Awards & Recognition

There are many different forms of recognition available to use in rewarding employees’ achievements and contributions. The NPS Awards Instruction is currently under revision. For current information about the awards program, check out the resources below or contact Employee Relations.

- Award Nomination Form - Monetary or TOA.pdf
- Fact Sheets - Special Act, On-the-Spot, and Time-off Awards.pdf
- Honorary Award - Citation Template.doc
- Nomination Memo Template - Awards for President’s Approval.doc
Welcome, NPS Human Resources Office

Annual Performance Awards

Special Act, On-the-Spot, & Time-Off Awards

NPS HRO Awards & Recognition Page

You are logged in as gcmartin@nps.edu
New Award

Title
Martinez, George (CIV)-Special Act (Monetary)-9/27/2021 2:43 PM

Submission Date
9/27/2021

* Nominee
Martinez, George (CIV)

* Supervisor
Stewart, Kenneth (Ken) (CIV)

* Deciding Authority
Chief Operating Officer
New Award

* Award Type

Special Act award may be used to recognize a group or individual effort that goes beyond expected job performance

- Recognize short-term accomplishments while in a regularly assigned position, detail, at the conclusion of a project/assignment, or when performance or honorary awards are not appropriate

- When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and cannot have served either wholly or in part as the basis for a previous cash award.

On-the-Spot awards are special act or service awards designed to quickly recognize one-time achievements by an employee who has rendered service of an exceptionally high quality or quantity. Particularly appropriate for rewarding employee efforts that might otherwise go unrecognized.

Time-Off awards recognize superior accomplishments with other than monetary awards. Examples include:

- Demonstrating unusually high-level performance
- Displaying initiative and skill in completing an assignment or project before deadline
- Using initiative and creativity in making improvements in a product, activity, program, or service
- Ensuring mission of the organization is accomplished during a difficult period by completing additional work
- Accomplishing specific, one-time, or special assignment requiring extra effort or resulting in organization recognition for responsiveness to unanticipated requirements

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Award Range: $50 - $3,000

Special Act (Monetary)
New Award

An employee who has rendered service of an exceptionally high quality or quantity. Particularly appropriate for rewarding employee efforts that might otherwise go unrecognized.

Time-Off awards recognize superior accomplishments with other than monetary awards. Examples include:

- Demonstrating unusually high-level performance
- Displaying initiative and skill in completing an assignment or project before deadline
- Using initiative and creativity in making improvements in a product, activity, program, or service
- Ensuring mission of the organization is accomplished during a difficult period by completing additional work
- Accomplishing specific, one-time, or special assignment requiring extra effort or resulting in organization recognition for responsiveness to unanticipated requirements

**Award Range:** $50 - $3,000

**Period End:** 9/17/2021

Limited - Affects functions, mission or personnel of one facility, installation, regional area, or organizational element of headquarters. Affects small area of science or technology.

Extended - Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects important area of science or technology.
* Description of Action or Achievement

Provide a detailed explanation of the action or achievement.

* Period Start

9/13/2021

* Period End

9/17/2021

* Extent of Application

Limited - Affects functions, mission or personnel of one facility, installation, regional area, or organizational element of headquarters. Affects small area of science or technology.

Extended - Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects important area of science or technology.

Broad - Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency. Affects extensive area of science or technology. (Special Act Only)

General - Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond. (Special Act Only)
New Award

* Description of Action or Achievement

Provide a detailed explanation of the action or achievement.

* Period Start

9/13/2021

* Period End

9/17/2021

* Extent of Application

Limited - Affects functions, mission or personnel of one facility, installation, regional area, or organizational element of headquarters. Affects small area of science or technology.

Extended - Affects a major area, command, or bureau. Affects important areas or commands, or an entire department or agency. Affects extensive department or agency, or is in the public interest throughout the Nation and

General

* Extent of Application Text

Provide a justification for choosing Limited, Extended, Broad, or General to describe this action or achievement's extent of application. Please include relevant
**Extent of Application Text**

Provide a justification for choosing Limited, Extended, Broad, or General to describe this action or achievement's extent of application. Please include relevant details and available metrics.

---

**Value of Benefit**

Moderate - Change or modification of an operating principle/procedure with limited use or impact.

Substantial - Substantial change or modification of procedures. Important improvements to value of a product, activity, program, or service to public.

High - Complete revision of a basic principle; a highly significant improvement to the value of a product or service.

Exceptional - Initiation of a new principle or major procedure: a superior improvement to a quality or a critical product, activity, program, or service to public.

---

**Value of Benefit Text**

Provide a justification for choosing Moderate, Substantial, High, or Exception to describe this action or achievement's value of benefit.
New Award

* Extent of Application Text

Provide a justification for choosing Limited, Extended, Broad, or General to describe this action or achievement's extent of application. Please include relevant details and available metrics.

* Value of Benefit

Moderate - Change or modification of an operating principle/procedure with limited use or impact.

| Find items | Important improvements to value of a product, activity, program, or service to
| Moderate   | overview of the value of a product or service. |
| Substantial| Prior improvement to a quality or a critical product, activity, program, or service |
| High       |                                              |
| Exceptional|                                              |

* Value of Benefit Text

Provide a justification for choosing Moderate, Substantial, High, or Exceptional to describe this action or achievement's value of benefit.
Provide a justification for choosing Moderate, Substantial, High, or Exception to describe this action or achievement's value of benefit.

<table>
<thead>
<tr>
<th>VALUE OF BENEFIT</th>
<th>EXTENT OF APPLICATION</th>
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</thead>
<tbody>
<tr>
<td>MODERATE</td>
<td>LIMITED: $50-$500</td>
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<tr>
<td></td>
<td>EXTENDED: $501-$700</td>
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<tr>
<td></td>
<td>BROAD: $701-$1000</td>
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<tr>
<td></td>
<td>GENERAL: $1001-$1500</td>
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<tr>
<td>SUBSTANTIAL</td>
<td>LIMITED: $501-$700</td>
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<td>HIGH</td>
<td>LIMITED: $701-$1000</td>
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<td>EXTENDED: $1001-$1500</td>
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<td>GENERAL: $2001-$2500</td>
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<td>EXCEPTIONAL</td>
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<td>BROAD: $2001-$2500</td>
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<td></td>
<td>GENERAL: $2501-$3000</td>
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</table>
On-the-Spot & Special Act Awards
NPS Human Resources Office

Martinez, George (CIV)-Special
Special Act (Monetary)
Saved-Not Submitted

Must re-select award from the left-hand gallery for edits to appear

Submit New Award Nomination

You are logged in as gcmartin@nps.edu
### Martinez, George
**Special Act (Monetary)**

#### Saved-Not Submitted

**Nominee**

**Nominee Job Title**

**Account Charged**

**Amount**

**Period Start**

**Period End**

**Description of Action or Achievement**

*test*

**Extent of Application**

*General*
Thank you for your patience

Your award request is being submitted now

You will be able to see the current status by checking back to the app.
Martinez, George (CIV)-Special Act (Monetary)-10/25/2021 2:22 PM

Recipient: Martinez, George (CIV)
Supervisor: Martinez, George (CIV)
JON: abcd (Direct)
Amount: $2500
Hours: 0
Period Start: 10/11/2021
Period End: 10/18/2021
Award Type: Special Act (Monetary)
Justification: test
Extent of Application: General - test
Value of Benefit: Exceptional - test

Do you concur with granting this award, as submitted?

83

[Thumbs up] [Thumbs down]
Welcome, NPS Human Resources Office

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NPS HRO Awards & Recognition Page
On-the-Spot & Special Act Awards

NPS Human Resources Office

Martinez, George (CIV)-Special
Special Act (Monetary)
Pending Deciding Authority Action

Status: Saved-Not Submitted

Nominee: Martinez, George (CIV)
Nominating Official: Martinez, George (CIV)

Deciding Authority: Chief Operating Officer

Award Type: Special Act (Monetary)

Hours: 0
Amount: $2500

Account Charged: abcde

Description of Action or Achievement: test

Extent of Application: General

Extent of Application Text: test

Value of Benefit: Exceptional

Submit New Award Nomination

You are logged in as gcmartin@nps.edu
Welcome, NPS Human Resources Office

Annual Performance Awards

Special Act, On-the-Spot, & Time-Off Awards

NPS HRO Awards & Recognition Page

You are logged in as gcmartin@nps.edu
Performance Awards
NPS Human Resources Office

Submit Award
Edit Award

Submit New Award Nomination

You are logged in as gcmartin@nps.edu
Start New Award

Award Recipient: Martinez, George (CIV)

Employee Supervisor: Stewart, Kenneth (Ken) (CIV)

Submit Award
Thank you for your patience

Your award request is being submitted now

You will be able to see the current status by checking back to the app
Performance Awards
NPS Human Resources Office

21-Martinez, George (CIV)
TBD

Award Recipient: Martinez, George (CIV)
Performance Year: 21
Supervisor: Martinez, George (CIV)

Rating of Record

Award Type
JON
Board Response
Date

Board Determination: TBD
Submitted: Off

Submit New Award Nomination

You are logged in as gcmartin@nps.edu
Edit Award Submission - 21-Martinez, George (CIV)

Award Recipient
Martinez, George (CIV)

Supervisor
Martinez, George (CIV)

Performance Year
21

Award Authority
Find items

Awards Authority Email

Rating of Record
3

1 = Any DMAP Critical Element rated a 1
3 = DMAP Rating 3.0 - 4.2
5 = DMAP Rating > 4.3
Award Type
Monetary/Time-Off

Max Award Amount - $0

Time-Off Hours
0

Time-Off Value
0

JON

Fund Category
Find items

Attachments
Edit Award Submission - 21-Martinez, George (CIV)

Monetary/Time-Off

Annual Salary - Current Step
85000.00

Monetary Amount
0
Max Award Amount - $1275

Time-Off Hours
0

Time-Off Value
0

JON

Fund Category
Find items

Attachments
There is nothing attached.
Hourly Rate: 25.00

Time-Off Value: 600

JON: 123456

Fund Category: Direct

Attachments

There is nothing attached.

Attach file: No file chosen
Thank you for your patience

Your award request is being submitted now

You will be able to see the current status by checking back to the app