



NAVAL
POSTGRADUATE
SCHOOL

HRO Awards App Automated Awards Processing (First Time) User Guide

The Nation's Premier Defense Research University













Monterey, California
WWW.NPS.EDU

Microsoft Office Home

https://www.office.com/?auth=2

Office 365 →




Apps

 Outlook	 OneDrive
 Word	 Excel
 PowerPoint	 OneNote
 SharePoint	 Teams
 Sway	 Forms
 Power Apps	 Planner

[All apps →](#)

Documents

[New](#) ▾

-  HRO AWARDS APP TUTORIAL 2021
OneDrive for B... > ... > HRO AWARDS ...
-  TEMPLATE-Meritorious-Civilian-Ser...
> ...
Martinez, Geor... > 2021
-  TEMPLATE-Superior-Civilian-Service...
> ...
Martinez, Geor... > 2021

[More docs →](#)

www.office.com

Power Apps

https://make.powerapps.com/environments/Default-6d936231-a517-40ea-9199-f7578963378e/home?utm_source=office&utm_medium=app_launcher&utm_campaign=office_referrals

Power Apps

Search

Environment
Naval Postgraduate Sch...

Not syncing

MG

Home

Learn

Apps

Create

Dataverse

Flows


Chatbots

AI Builder


Solutions

Create apps that connect to your data and work across web and mobile. [Learn about Power Apps](#)


Start from data




Dataverse




SharePoint



Excel Online




SQL Server



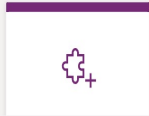
Other data sources

Make your own app




Canvas app from blank

Canvas app



Model-driven app from blank

Model-driven app




Portal from blank

Portal


[All templates](#)

Learning for every level




Get started with Power Apps

Beginner 51 mins




Author a basic formula to change properties in a...

Beginner 42 mins



Work with external data in a Power Apps canvas app







Intermediate 43 mins



Manage and share apps in Power Apps

Beginner 42 mins

Your apps

	Name	Modified	Owner	Type
	TRP Podcast Interview	1 mo ago	Michael Gannon	Model-driven
	MINR	1 mo ago	Jose Vazquez Duran	Model-driven
	remove	2 mo ago	Randy Maule	Model-driven
	HRO Awards	21 h ago	NPS Human Resources Office	Canvas
	NPS Property Tracker (Under \$5k)	6 d ago	Carr, Vincent (Vinny) (CIV)	Canvas
	Vent Survey V2	4 mo ago	# Safety Admin	Model-driven

[All apps](#)



HRO Awards Nomination Application

NPS Human Resources Office



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



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Human Resources Office

Welcome Employee Relations Recruitment & Staffing Labor Relations Training & Development Calendar Contact Us COVID-19

Wildfire

Breadcrumb

Human Resources Office > Employee Relations > Awards & Recognition

Web Content Display

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.

Asset Publisher

- 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

Navigation Menu

- Absence & Leave
- Administrative Grievance System
- Awards & Recognition
- Benefits & Retirement
- Civilian Academic Development Program
- Disciplinary & Adverse Actions
- Drug Free Workplace Program
- DPMAP
- Employee Assistance Program
- Employment Verification
- Fitness & Wellness Program
- Hours of Work
- eOPF
- MyBiz+
- Telework
- Total Workforce Management Services (TWMS)
- Workers' Injury Compensation



HRO Awards Nomination Application

NPS Human Resources Office



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Annual Performance
Awards

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

NPS HRO Awards & Recognition Page



On-the-Spot & Special Act Awards

NPS Human Resources Office



Refresh



Edit Award

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



Submit New Award Nomination

New Award

Close w/o Saving

Save

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

Close w/o Saving

Save

* 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

Special Act (Monetary)



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



New Award

Close w/o Saving

Save

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

Special Act (Monetary) X

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

Special Act (Monetary)

*

Special Act (Monetary)

Special Act (Monetary & Time-Off)

On-the-Spot (Monetary)

*

On-the-Spot (Monetary & Time-Off)

Time-Off

*

* 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 are of science or technology.

New Award

Close w/o Saving

Save

* Description of Action or Achievement



Provide a detailed explanation of the action or achievement.

* Period Start

9/13/2021



* Period End

9/17/2021



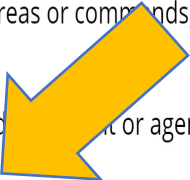
* Extent of Application

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 are 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 command or agency, or is in the public interest throughout the Nation and beyond. (Special Act Only)



Find items



* Extent of Application Text

New Award

Close w/o Saving

Save

* 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.

Find items

Limited

Extended

Broad

General

ional area, command, or bureau. Affects important areas of science or

areas or commands, or an entire department or agency. Affects extensive

department or agency, or is in the public interest throughout the Nation and

* 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

New Award

[Close w/o Saving](#)[Save](#)

* 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.

Find items



* 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

Close w/o Saving

Save

* 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

Moderate

Substantial

High

Exceptional

Important improvements to value of a product, activity, program, or service to

improvement to the value of a product or service.

Major improvement to a quality or a critical product, activity, program, or service

* 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

Close w/o Saving

Save

* Value of Benefit Text

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

Amount

Value of Benefit: Moderate

Extent of Application: Limited



VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
MODERATE	\$50-\$500	\$501-\$700	\$701-\$1000	\$1001-\$1500
SUBSTANTIAL	\$501-700	\$701-\$1000	\$1001-1500	\$1501-\$2000
HIGH	\$701-\$1000	\$1001-1500	\$1501-\$2000	\$2001-\$2500
EXCEPTIONAL	\$1001-1500	\$1501-\$2000	\$2001-\$2500	\$2501-\$3000



New Award

Close w/o Saving

Save

EXCEPTIONAL	\$1001-1500	\$1501-\$2000	\$2001-\$2500	\$2501-\$3000

Account Charged

ABCDEF

Watchers

Find items

Attachments

There is nothing attached.

 Attach file

Account Type

Select account type (Direct, Indirect, Reimbursable)

Direct

Indirect

Reimbursable

NA



On-the-Spot & Special Act Awards

NPS Human Resources Office



Edit Award


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



Monetary and Time-Off Award Approvals -HRO Master

NPS Human Resources Office

Filter by Award Status

Saved-Not Submitted

Refresh

Edit Award

Martinez, George

Special Act (Monetary)

Saved-Not Submitted

Special Act (Monetary)

Nominee

Nominee Job Title

Nominee Department

Nominating Official

Stewart, Kenneth (Ken) (CIV)

Account Charged

abcde

Account Type

Direct

Amount

\$2500

Hours

0

Period Start

10/11/2021

Period End

10/18/2021

Description of Action or Achievement

test

Extent of Application

General

test





On-the-Spot & Special Act Awards

NPS Human Resources Office



Refresh



Submit Award

Edit Award

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

Martinez, George (CIV)-Special

Special Act (Monetary)

Saved-Not Submitted



Status

Saved-Not Submitted

Nominee

Martinez, George (CIV)

Nominating Official

Martinez, George (CIV)

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

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



Approver's Awards Portal

NPS Human Resources Office



On the Spot & Special Act Awards (1)

Performance Awards (0)

Martinez, George (CIV)-Special Act (Monetary)-10/25/2021 2:22 PM

Recipient: Martinez, George (CIV)

Supervisor: Martinez, George (CIV)

JON: abcde (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





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NPS Human Resources Office



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On-the-Spot & Special Act Awards

NPS Human Resources Office



Submit Award



Edit Award

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



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

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



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NPS Human Resources Office



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NPS HRO Awards & Recognition Page



Performance Awards

NPS Human Resources Office

Submit Award

Edit Award



Submit New Award Nomination



Performance Awards

NPS Human Resources Office

Submit Award

Edit Award



Start New Award



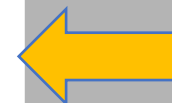
Award Recipient

Martinez, George (CIV)

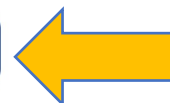


Employee Supervisor

Stewart, Kenneth (Ken) (CIV)



Submit



Submit New Award



Performance Awards

NPS Human Resources Office

Submit Award

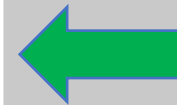
Edit Award



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



Submit New Award Nomination



Performance Awards

NPS Human Resources Office

Submit Award

Edit Award



21-Martinez, George (CIV)

TBD



Submit New Award Nomination



Performance Awards

NPS Human Resources Office

Submit Award

Edit Award



21-Martinez, George (CIV)

TBD

>

Award Recipient	Martinez, George (CIV)	Rating of Record	
Performance Year	21	Supervisor	Martinez, George (CIV)
Award Type			
JON			
Board Response Date			
Board Determination	TBD		
ID	32	Submitted	Off



Submit New Award Nomination



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

Close w/o Saving

Save

Award Recipient

Martinez, George (CIV)

Performance Year

21



Supervisor

Martinez, George (CIV)

Award Authority

Find items



Award Authority Email



Rating of Record

3



- 1 = Any DPMAP Critical Element rated a 1
- 3 = DPMAP Raing 3.0 - 4.2
- 5 = DPMAP Rating > 4.3



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

Close w/o SavingSave



Award Type

Monetary/Time-Off

Monetary/Time-Off

0

Max Award Amount - \$0

Time-Off Hours

0

Time-Off Value

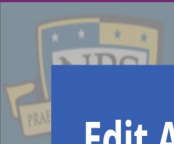
0

JON

Fund Category

Find items

Attachments



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

Close w/o Saving

Save

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.

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

Close w/o Saving

Save

85000.00

Max Award Amount - \$1275

Time-Off Hours 24

Hourly Rate

25.00

JON

123456

Time-Off Value

600

Fund Category

Find items

Direct

Indirect

Reimbursable

Attachments

There is nothing attached.

📎 Attach file

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

[Close w/o Saving](#)[Save](#)

Hourly Rate

Time-Off Value

JON

Fund Category

Attachments

There is nothing attached.

 Attach file

No file chosen



Performance Awards

NPS Human Resources Office

Submit Award

Edit Award



Thank you for your patience

Your award request is being submitted now

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Submit New Award Nomination

You are logged in as gcmartin@nps.edu