



# Superior Accomplishment Awards

## Why Superior Accomplishment Awards?

Superior Accomplishment Awards *allow Organizations to recognize employees with Special Act or Service Awards (SASA), On-the-Spot (OTS) Cash Awards, and Time-Off Awards (TOAs)* as close to the time of the accomplishment as possible rather than waiting for the end of the year when the accomplishment may not be as relevant or appreciated. Now, the majority of the workforce will be eligible to receive a monetary award; whereas under the old pay pool process only 50% of the employee could be recognized!

### Benefits

- Superior Accomplishment Awards can be more closely tied to behaviors directly linked to organizational goals when they occur
- Ability of supervisors to link the recognition to specific actions and accomplishments is critical for reinforcing employee behavior, increase motivation, and displays types of significant accomplishments deserving of rewards to other employees
- Increases transparency and equity of awards distribution
- Direct supervisor involvement in distributing awards enhances the employee supervisor relationship

### Key Goals

- ✓ Timely employee recognition
- ✓ Increased program transparency
- ✓ Improved tracking of types of rewards
- ✓ Increased employee morale
- ✓ More employees recognized
- ✓ Streamlined processes and increased organization ownership

## Types of Awards

| Special Act or Service (SASA) Award  | On - The - Spot (OTS) Award   | Time-Off Award (TOA)   |
|--|---|--|
| Monetary   | Monetary  | Non-monetary   |
| Range \$25 - \$25,000  | Range \$50 - \$500  | Up to 40 hours per contribution  |
| * Recognizes a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities<br>* All appropriated fund employees are eligible for this award<br>* The act, service, or achievement must result in either tangible or intangible benefits or both to the Government<br>* The act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.<br>* Any award over \$10,000 requires endorsement from the HQDA, G-2 and must be boarded by the Army Incentive Awards Board administered by HQDA G-11 | * Given by a supervisor for day to day accomplishments of subordinate employee.<br>* OTS awards will be accomplished as expeditiously as possible | * Must be used within one calendar year (12 months) from the effective date<br>* An employee cannot receive more than 80 hours of TOA in one year (12 months)<br>* The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions<br>* Cannot be transferred outside of the Army, restored, or paid in lump sum |