

Instructions Recognition and Rewards Notification Form

Open the DON Performance Appraisal Form and enable JavaScripts for the document. MS Office 2010 users, click on the 'Enable All Features' button.

Rating Official is Supervisor. Senior Rating Official is Career Field Manager (CFM).

Step	Done by	Action	Description
1	Supervisor	Administrative Data	Complete blocks 1 through 7. The information in blocks 1 through 6 should be the same as what is on the employee's Annual Appraisal. For block 7, enter the monetary amount of the employee's basic salary (without locality) at the time of the start date of the Appraisal period.
2	Supervisor	Performance-Based Award – Rating Official Recommendation	<ul style="list-style-type: none"> - Critical Element 1: Enter "IDP Competencies". - Assign a reward recommendation number (1, 2 or 3) for Critical Element 1. - Critical Element 2: Enter "DAWIA Certification". - Assign a reward recommendation number (1, 2 or 3) for Critical Element 2. - Reward Recommendation: Enter the average of the Reward Recommendations for the critical elements. - Recommended Award Amount: Enter the recommended award amount that is expressed as a percentage of the employee's basic pay. Refer to the Awards Eligibility Table in the NADP GS Business Rules for guidance.
3	Supervisor	Quality Step Increase Recommendation	If a Quality Step Increase (QSI) is recommended for the employee, check the box in this section.
<p>QSIs are rare. Adequate justification to support the QSI is required in the Rating Official Assessment of the Appraisal. Read the information provided in this section of the Form before deciding to recommend a QSI.</p>			
4	Supervisor	Sign and Date Submit to CFM	<ul style="list-style-type: none"> - Box 3.a. Print Name of Rating Official: Provide last name, first name and middle initial. - Box 3.c. Title and Organization: Provide title and organization information. - Box 3.d. Date: Enter date that the Form was signed. - Box 3.b. Signature: Digitally sign the Form. - Forward the Recognition and Rewards Notification Form to the CFM.
5	CFM	Sign and Date	<ul style="list-style-type: none"> - Box 4.a. Print Name of Senior Rating Official: Provide last name, first name and middle initial. - Box 4.c. Title and Organization: Provide title and organization information. - Box 4.d. Date: Enter date that the Form was signed. - Box 4.b. Signature: Digitally sign the Form.
6	CFM	Submission	<ul style="list-style-type: none"> - Send the Recognition and Rewards Notification Form to NACC: - Subject line should read: <div style="margin-left: 40px;">RR Form-CMDNAME-Employee Name</div> <div style="margin-left: 40px;">Example: RR Form-NAVAIR-John Doe</div> <div style="margin-left: 40px;">RR Form-NAVAIR-John Doe</div> - Mail to: NACC_IPMS_Forms@navy.mil <p>**Do not send forms to a NACC employee's individual email address</p>