

MEMORANDUM FOR ALL Directorate of Morale, Welfare and Recreation (DMWR) Employees

SUBJECT: Standard Operating Procedure (SOP), Catch Me Chip Award

1. PURPOSE: To outline responsibilities and administrative procedures for Catch Me Chip Award.
2. OBJECTIVE: Identify and reward excellent service delivery personnel and activities, and develop an internal control process that captures each recognition and associated time-off hours.
3. PROGRAM SUMMARY: This is a peer-based award to promote esprit d'corps through out DMWR using employee to employee recognition. The chips are awarded one per event or contribution (1 chip is equivalent to 2 hours off) and although there is no limit to the number of chips an employee can accrue, time off is limited to two (2) days per fiscal year.

4. RESPONSIBILITIES

- a. The Director of Morale, Welfare & Recreation:
 - (1) Provides overall supervision of the program
 - (2) Reviews program results to gauge effectiveness
- b. Quality Manager:
 - (1) Facilitates program for the DMWR
 - (2) Monitors program trends and publishes results quarterly
 - (3) Maintains an inventory of "Catch Me Chips" and Award Forms for distribution to employees and supervisors
- c. Employee Presenting Award:
 - (1) Notifies employee's supervisor that he/she intends to recognize the employee's contribution
 - (2) Completes simple award form and presents the chip and form to the employee (forms can be found at www.belvoirmwr.com/catchmenomination.doc)
- d. Employee Receiving Award:

(1) Coordinates time off with supervisor

(2) Provides supervisor a copy of the completed award form

e. Supervisors:

(1) Maintain an inventory of chips

(2) Give completed award forms to organization's timekeeper

f. Timekeepers:

(1) Attach a copy of completed award form to employee's time and attendance report

(2) Return chips to Quality Manager or return to supervisor's inventory

(3) Provide Quality Manager a copy completed award form

Point of contact for additional information is Marie Robinson, DMWR Quality Manager at 805-3390.