



ON-THE-SPOT/SPECIAL ACT (OTS/SA) FORM

PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals supplying information in connection with the awards and recognition process.

AUTHORITY: AIDAR Appendices D and J, as specifically implemented under Agency policies in ADS 309, Personal Services Contracts with Individuals and ADS 309mab

PURPOSE: USAID collects this information from Supervisor/Managers which will be used to document a justification for awards that are not based on a rating of record.

ROUTINE USES: USAID collects and maintains this information as part of the employee's Performance File System of Record. This information is not shared outside of USAID.

DISCLOSURE: Disclosure is voluntary. However, without the requested information, USAID will not be able to process the award.

SORN: Other routine uses are published in OPM/GOVT-2

Date Nominated	Award Type Special Act / On-the-Spot	Recommended Amount \$
Name of Recipient <i>(Last, First, MI)</i>		Recipient Email Address
Recipient Independent Office/Bureau/Mission		Recipient hiring authority <input type="checkbox"/> CCN/TCN PSC <input type="checkbox"/> PSC
Nominating Official Name <i>(Typed Name and Title)</i>		
Nominating Official Signature and Date		Nominator's Independent Office/Bureau/Mission
Approving Official Name <i>(Typed Name and Title)</i>		
Approving Official Signature and Date		Approver's Independent Office/Bureau/Mission
Award Justification		

Instructions:

On-the-Spot and Special Act Awards for PSC and CCN/TCN PSC

The nominating official must complete Form AID 491-2 with justification. For step-by-step guidance, see ADS 309mab, Incentive Awards for Personal Services Contracts with Individuals, A Mandatory Reference for ADS Chapter 309.

The justification should indicate the way in which the recipient has gone above and beyond expectations of their assigned duties to receive the award and include an explanation of why the nominee deserves the recognition and award. Include all important information with regards to the nominee's contributions.