Acknowledging Commitment & Excellence (ACE)

The ACE awards are Design, Facilities and Safety Service’s (DFSS) way of acknowledging staff (individual or team) who have made an extraordinary effort in the workplace. In addition to their regular responsibilities, they accomplished something special or exemplified extraordinary commitment to the workplace and our mission.

Today’s Date: ____________________________

Name(s) of Individual/Team being recommended: _______________________________________

________________________________________________________________________________________

Individual/Team’s Department: ___________________________________________________________

Which award are you recommending this individual/team for?

☐ SPOT Award - “In-the-moment Contributions” - Recognition of special contributions, as they occur, for a specific project or task, generally for a special contribution accomplished over a relatively short time period.

☐ Achievement Award - “Substantial change over time” - Recognition of sustained, exceptional performance and/or significant contributions over an extended period of time which represents a major portion of the employee’s area of responsibilities, including performance or project goals above and beyond normal performance expectations.

Please write a detailed justification as to why you feel this individual/team deserves to be recognized for the award you selected. What special tasks or projects have you seen this individual/team do, above and beyond the call of duty, to enhance our division? (Attach additional pages if needed)

Your Contact Information:

Name: __________________________________ Email: ___________________________________________

Phone#: __________________________________