

A **GEM** Award

Going the **E**xtra **M**ile

A Gift Card Recognition Program

Who may receive?	All Headquarters Department of Energy Employees except Political Appointees (including Schedule C and non-career members of the SES). Any Employee may nominate.
What is it?	\$25 or \$50 Gift Cards from 100s of nationally well known Department Stores, Book Stores, Movie Tickets, Restaurants, Hotels and more.
How do I do it?	• Nominator fills out form. • Routes form through their organizational protocols. • Faxes or scans/emails to HQ Gift Card. • HQ Gift Card receives form, places order • Gift Certificate is sent to Recipient's Supervisor • Supervisor presents certificate to employee • Employee can redeem On-line or by phone for card of their choice
When can I do this?	HQ Gift Card is open for business now
Where?	CFO is administrating the program. Contact HQGiftcard@HQ.DOE.GOV or FAX 3-5202 View what the GEM employee will see at : http://giftcards.giftcertificates.com See Award details and procedures at: http://www.cfo.doe.gov/crorg/cf11prodserv.htm
What else?	CFO will charge certificate costs (including company processing fee \$2.00 to \$3.00) against organization's "Other personnel compensation" object class. GEMs are subject to income taxes and withholdings (about \$3.70 for \$25.00). GEMs can be used for group awards. GEMs can be given multiple times but cannot exceed \$125.00 per calendar year, per employee. Gift Card material provides delineation of effort between \$25 and \$50. Subordinates cannot give GEMs to their Supervisors, relatives and other conflict of interest relationships covered on the Nomination Form.