

NIC Peer Award Roles and Responsibilities

NIC responsibilities:

- Oversee the program
- Maintain the award inventory and program budget
- Select and purchase award merchandise
- Gather feedback from employees on the program
- Help build positive morale in the NOC employees' work environment
- Help build consensus among the NOC employees
- Provide an annual report of awardees to the NOC Leadership Team

Division of Information Resource Management and Division of Resource Services staff assistants' responsibilities:

- Administer the program
- Provide award forms upon request
- Obtain signature of recipient upon giving awards
- Ensure that all award forms include:
 - Name of the recipient
 - Date of request
 - Brief description justifying the award
 - Name/signature of the peer requesting the award for the recipient
 - Signature of the recipient's supervisor
 - Initials from recipient indicating permission for public announcement of the award and acceptance of the award

- Maintain peer award form(s) log/inventory on the NIC SharePoint site
- Maintain peer award merchandise log/inventory on the NIC SharePoint site
- Provide copy of the awards forms to Lauren Solis for inclusion in the newsletter (if permitted by recipients)
- Provide regular awardee updates to NIC communications staff for public dissemination (if permitted by recipients)

Human Resources responsibilities:

- Provide ethics rules and standards of conduct guidance
- Provide technical advice as needed

Contacts:

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