

## PERFORMANCE MANAGEMENT

# ACKNOWLEDGMENT OF EXTRAORDINARY CONTRIBUTION

Name:	Employee ID# or SS#:
Position Number:	Agency & Division:
Work Title:	

This form documents and recognizes you for the extraordinary contribution you have made in the performance of your duties. You are commended for your exemplary accomplishment/performance.

Description of specific extraordinary contributions:

Supervisor's Signature:	Date:	
Reviewer's Comments:	Signature:	Date:
Employee's Comments:	Signature:	Date:

Note: An employee must receive at least one Acknowledgement of Extraordinary Contribution during the performance cycle to be eligible for an overall "Extraordinary Contributor" rating on the performance evaluation conducted in the same performance cycle. Receipt of one or more Acknowledgement forms does not automatically entitle an employee to the "Extraordinary Contributor" rating.