

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Personnel

Part 370 DM Addition to FPM

Chapter 451 Incentive Awards

370 DM 451i

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370 DM 451,1.1

Subchapter 1. General Provisions.

1.1 Purpose. The Incentive Awards Program is designed to improve Government efficiency, economy and effectiveness by motivating employees to increase productivity and creativity by rewarding their efforts which benefit the Government.

1.2 Authority. The Secretary of the Interior is authorized to conduct an Incentive Awards Program in accordance with standards and regulations published by the Office of Personnel Management (OPM) under Title 5, United States Code, Chapters 43, 45, and 54. Bureaus and offices are authorized to incur necessary expenses for the recognition of employees who have contributed toward the efficiency, economy or effectiveness of Government operations by their suggestions, inventions, superior accomplishments or other personal efforts, or for special acts or services in the public interest which are not recognized by performance based recognition.

1.3 Coverage. This subchapter applies to employees as defined in Section 2105 of Title 5, United States Code, including those covered by the Performance Management and Recognition System (PMRS) under Chapter 54 of Title 5, United States Code. It also covers members of the Senior Executive Service (SES).

A. SES. Superior Accomplishment Awards for members of the SES must be approved by the Executive Resource Board (ERB). Information regarding SES ranks and bonuses are found in 370 DM 920.

B. Presidential Appointees and Executive-Level Positions. It is recommended that Presidential appointees whose appointments require Senate confirmation and those in Executive-Level positions receive honorary recognition rather than monetary awards.

1.4 Policy. It is Departmental policy to encourage employees to actively participate in the common task of improving efficiency and economy of Government operations and to submit ideas for improvement. Managers and supervisors are encouraged to give proper recognition to employees for their contributions toward the improvement of Government operations.

A. So that employees may be given the full benefit of recognition of their accomplishments, supervisors and managers are encouraged to submit nominations, especially those for honorary recognition, at the time an important contribution is made. Honorary recognition of a notable career should be accomplished well in advance of retirement.

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B. The head of each bureau is encouraged to delegate authority and responsibility for approval of awards to the lowest level consistent with sound management practices, unless otherwise restricted by provisions of subchapters of this issuance. (See 370 DM 451,2.1A).

C. Awards under this chapter are not mandatory but are a management prerogative. An award may be approved in amount or type that differs from the original nomination or may be disapproved entirely. Therefore, an employee shall not be advised that an award nomination has been submitted on his or her behalf until final approval has been received.

D. It is within the framework of the Incentive Awards Program to recognize those who contribute to the improvement of Government operations through superior efforts in extending equal opportunity to those desiring employment or by assisting those already in the Federal service to achieve their highest potential. Recognition to deserving supervisors, employees, or units is desirable and merited when there are significant accomplishments in advancing equal employment opportunity.

E. The elements of the program which are deemed negotiable in accord with 5 U.S.C. 7117 may be negotiated at the appropriate bargaining level through coordination with bureau labor relations staff. The provisions of this chapter shall serve as guidance in negotiations with bargaining unit representatives.

F. Awards under this chapter may be granted alone or in addition to a performance award granted under 370 DM 430 or 370 DM 540 or a quality step increase granted under 370 DM 531. Awards under this chapter shall not be a substitute for other personnel actions or a substitute for pay or a substitute for any other form of monetary recognition. Cash awards for employees in the Performance Management and Recognition System are granted in accord with the guidelines in 370 DM 540 and are processed in accord with guidelines in this chapter.

G. To be effective, presentation of awards should be made by top managers before employee gatherings whenever possible. Bureaus shall publicize the accomplishments made by award recipients in detail whenever possible.

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H. Superior accomplishment awards and Departmental Honor Awards must be supported by a written justification separate from the employee's rating of record. Specific instructions may be found in subchapters regarding the specific type of award. The awards shall also be documented in the awardee's Official Personnel Folder to reflect the type of award granted and the amount of the award when appropriate.

I. In order to be recognized under this chapter, the contribution must have been made while the contributor was a Government employee.

J. Nonmonetary awards may be granted. Nonmonetary or honorary awards are in the form of a medal, certificate, plaque, citation, badge, or other similar items that have an award or honor connotation. Information regarding Departmental Honor Awards is found in Subchapter 4.

K. Although reconsideration may be requested if an award is denied, failure to receive an award is not grievable or appealable.

L. Due consideration will be given superior accomplishment awards when rating and ranking employees for promotion.

1.5 Definitions.

a. Award or superior accomplishment award means a monetary or nonmonetary award granted for a contribution resulting in tangible benefits or savings, and/or intangible benefits to the Government.

b. Adopted suggestion means a suggestion which has a written commitment by an appropriate management official to implement.

c. Contribution means an accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, or a special act or service in the public interest connected with or related to official employment, which contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.

d. Honor Award means a Department of the Interior Honor Award as outlined in Subchapter 4 of this publication.

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- e. Initial Invention Award means a monetary award granted when an employee(s) submits an invention for consideration for a patent.
- f. Intangible Benefits means benefits to the Government which cannot be measured in terms of dollar savings.
- g. Invention means a new device, method, or procedure for which a patent (or notice of allowability in the case of national security) is sought.
- h. Length-of-Service Award means a nonmonetary award (certificates, emblems, etc.,) given to recognize years of service in the Federal Government.
- i. Nonmonetary Award means a medal, certificate, plaque, citation, badge, or other similar items that have an award or honor connotation.
- j. Patent Award means an award granted by an agency to an employee(s) upon issuance of a patent for an invention (or notice of allowability if a patent cannot be issued for national security reasons).
- k. Special Act or Service Award means a contribution or accomplishment in the public interest which is (a) a non-recurring contribution either within or outside of job responsibilities, (b) a scientific achievement, or (c) an act of heroism.
- l. Suggestion is a constructive proposal submitted in writing for evaluation by management which both identifies a problem and proposes a solution to the problem.
- m. Suggestion Award means a monetary or nonmonetary award granted for the adoption of an employee suggestion.
- n. Superior Accomplishment Award means a monetary or non-monetary award granted for a contribution resulting in tangible benefits to the Government.
- o. Tangible Benefits means benefits or savings to the Government that can be measured in dollars. For purposes of granting awards, benefits or savings for the first year of operation or implementation normally are used.

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1.6 Program Responsibility.

A. Secretary of the Interior. The Secretary of the Interior provides personal leadership to the Department's Incentive Awards Program and seeks to gain maximum benefits for the Government through improved employee motivation and productivity by providing for training of all employees on how they may earn awards, and further training for supervisors and managers on the effective use of incentive awards to improve individual and organizational performance.

(1) Reviews program results, encourages that awards are granted equitably, on the basis of merit, and that when merited, action is taken to grant awards, and that information is made available concerning persons who have received awards and the reasons(s) why each award is granted.

(2) Provides for greatest motivational impact by allocating an adequate budget and support services to assure prompt action on all superior accomplishment award recommendations and effective promotion and publicity activities.

(3) Transmits to the Office of Personnel Management (OPM):

(a) Award recommendations over \$10,000 for approval;

(b) Recommendations for Presidential Awards including those for monetary recognition over \$25,000;

(c) For review and approval, any changes which modify any element of the superior accomplishment awards component of the Performance Management Plan outlined in OPM's checklist required by 5 U.S.C. chapter 43.

(d) An annual report on program activities and expenditures for the past year and a statement of major program goals, objectives, and resources for the next fiscal year.

B. Assistant Secretary - Policy, Budget and Administration (PBA) is responsible for the direction and supervision of the Incentive Awards Program of the Department.

C. Office of Personnel (PPM). PPM is responsible for:

(1) stimulating Departmentwide interest and participation in the program;

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(2) advising on the operation of the Incentive Awards Program throughout the Department;

(3) reviewing for general adequacy and completeness, recommendations for lump-sum cash awards requiring approval by the Assistant Secretary - PBA or the Interior Incentive Awards Committee.

(4) periodically evaluating the operation of bureau programs through on-site reviews at headquarters and in field areas. These reviews include advice on overall programs, discussions with supervisors at all levels regarding their responsibilities for the success of the program, and solicitation of comments and ideas that would result in improved program operations. Recommended changes arising from these evaluations are considered by the Interior Incentive Awards Committee for approval by the Assistant Secretary - PBA;

(5) preparing analyses and summarizing proposed Presidential, Distinguished Service, Meritorious Service, Valor and other awards, for consideration by the Committee;

(6) providing advisory and staff assistance to the Committee, bureaus, Office of the Solicitor, Office of the Inspector General, and the Office of the Secretary Incentive Awards Committees; and

(7) analyzing statistical reports of incentive awards activity to evaluate utilization of the program, identify trends, and pinpoint problem areas.

D. Interior Incentive Awards Committee. The Committee serves as an advisory and/or approving body for the operation of the Department's Incentive Awards Program. It may determine exceptions to these instructions where unusual conditions warrant such action. The Committee consists of the Assistant Secretary - PBA, who is the Chairman and who may appoint a Vice Chairman from among members of the Committee or his/her Deputy; the Director of Personnel, who is a permanent member; and at least four additional rotating members appointed by the Assistant Secretary - PBA. The chairman of the Committee may act for the full Committee on Meritorious Service Award nominations and other cases requiring Committee approval when, in his/her judgment, review by the full Committee is not warranted. The Vice-Chairman is authorized to call and preside at Committee meetings.

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The Committee is responsible for:

(1) reviewing and recommending major changes in policy and program content;

(2) acting as a review committee of nomination for non-Interior awards;

(3) approving awards above \$5,000 through \$10,000 and submitting recommendations to the Secretary on awards to be approved by higher authority. OPM has final approval authority on all cases above \$10,000 through \$25,000. For contributions deserving recognition over \$25,000, an additional award may be approved by the President upon the recommendation of the Secretary; and

(4) approving for signature of the Secretary all honor awards, except Superior Service, Exemplary Act, and bureau awards to private citizens, which are approved at bureau level. The Safety Council Award of Merit is approved by the Interior Safety and Health Council.

E. Bureaus and Offices

(1) The head of each bureau is responsible for the conduct of an incentive awards program in the bureau and the appointment of an incentive awards committee and/or staff personnel charged with the incentive awards function. The Assistant Secretary - PBA is responsible for the conduct of an incentive awards program for the Office of the Secretary and the other Departmental offices except for the Solicitor and the Inspector General. The Solicitor and the Inspector General are responsible for programs in their respective offices.

(2) Committees and/or staff personnel must be designated with their primary role as a control function to review nominations for merit, to advise on the equitable and judicious use of the awards program, and to encourage the effective use of awards in motivating employees. Designated members of committees should be employees from various occupational disciplines, serve on a rotational basis, meet as a group, maintain minutes of their meetings, evaluate their regional and headquarters program by the periodic review of statistical reports on the operation of the program, and recommend policy changes. A written committee charter shall be developed to delineate, at a minimum, the following responsibilities:

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(a) planning annual program activities, determining needs for special emphasis, insuring adequate promotional activities;

(b) based on periodic analysis of the program, recommending or approving changes in bureau or office policies within delegated authority;

(c) conducting and reporting on program evaluations as described in 370 DM 451,1.6;

(d) reviewing, recommending, or approving superior accomplishment awards up to and including \$5,000 (in the case of a field committee, line manager, or other designated authority, this may be less in accordance with their delegated authority), except in the case of SES employees (See Subchapter 1.3A of this issuance);

(e) recommending and evaluating the nominations for honor awards.

(3) The incentive awards coordinator and/or personnel specialist shall review award nominations, indicating previous awards granted to the nominee, and recommend appropriate action to the approving authority. Typical recommendations may be that a promotion is more appropriate, or that a training specialist or employee relations specialist be advised of organizations with little awards participation for possible implications of problem areas or training needs. Bureaus, at their option, may prepare quarterly statistical reports on all award activities for bureau use. The report may provide a percentage breakdown of the number and kind of awards granted, indicate the grade distribution and employee location.

(4) It is the responsibility of supervisors and managers at all levels to actively participate in and support the incentive awards program by:

(a) giving due weight to superior accomplishment awards when considering employees for promotion;

(b) encouraging subordinate employees to exercise their responsibility for improving productivity, efficiency, economy, and effectiveness of Government operations and assisting them in developing their ideas;

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(c) promptly evaluating or referring for evaluation, any suggestion or recommendation forwarded to them; and

(d) conducting management reviews, identifying program or operational areas which are achieving superior results that may warrant recognition, identifying employees who have made a special contribution to these results, and considering them for appropriate recognition.

1.7 Program Evaluation. Each bureau or office shall systematically review and evaluate its awards program. This review and evaluation may involve the use of questionnaires, supervisor-employee conferences, or other analytical techniques. Bureau programs shall be evaluated at least annually and shall be integrated with the general Departmental personnel management evaluation program. PPM is available to review the evaluation results with top management of each bureau as well as members of the personnel staff and incentive awards staff or committee.

1.8 Training. Training shall be given by bureaus for all employees on how they may earn awards and further training shall be given for supervisors and managers on the effective use of awards to improve Government operations.

1.9 Annual Reporting. Bureaus and offices shall submit to PPM by November 1, an annual report on the program activities and expenditures for the past fiscal year. The report shall be signed by the head of the bureau or head of an office delegated this authority.

1.10 Bureau Award Plans. Each bureau and office shall submit its Incentive Award plans, or changes in plans, to PPM for review 30 days prior to the proposed effective date.

1.11 Types of Recognition. Managers and supervisors have a variety of awards for recognition of deserving and qualified employees.

A. Monetary Recognition.

(1) Superior Accomplishment Awards

(a) Cash awards for suggestions

(b) Cash awards for inventions (patent applications)

(c) Cash awards for special acts or services

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(2) Awards Based on Performance

(a) Performance awards (lump-sum cash awards);
see 370 DM 540 and 370 DM 430;

(b) Quality step increases; see 370 DM 531

(c) SES Ranks and Bonuses; see 370 DM 920

B. Honorary Recognition. (Nonmonetary awards)(see
Subchapter 4)

(1) Distinguished Service Award

(2) Outstanding Service Award

(3) Meritorious Service Award

(4) Unit Award for Excellence of Service

(5) Superior Service Award

(6) Valor Award

(7) Exemplary Act Award

(8) Conservation Service Award (for citizens)

(9) Public Service Award (for citizens)

(10) Secretary's Annual Award for Paperwork Recognition

(11) Annual Minority Business Enterprise Award

(12) Safety Council Award of Merit

(13) Equal Employment Opportunity Award

(14) Length of Service Recognition

(15) Outside Awards sponsored by non-Interior
organizations

(See Appendix 3)

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Subchapter 2. Superior Accomplishment Awards

2.1 General. Superior Accomplishment Awards are monetary awards or nonmonetary awards which are granted in recognition of a contribution resulting in tangible benefits or savings and/or intangible benefits to the Government. Tangible benefits or savings can be measured in terms of dollars; intangible benefits cannot. These contributions or accomplishments are achieved through an individual or group effort in the form of a suggestion, an invention or a special act or service in the public interest connected with or related to official employment. In addition, these accomplishments contribute to the efficiency, economy, or other improvement of Government operations, or achieve a significant reduction in paperwork. Specific guidance on each type of Superior Accomplishment Awards, i.e., special acts or service, suggestions and inventions, are found in 2.2, 2.3, and 2.4, respectively.

A. Approval of Superior Accomplishment Awards will be at a level higher than that of the recommending official, i.e., the individual who recommended use of the suggestion or invention, or who recommended the award.

B. The granting of recognition through Superior Accomplishment Awards should be commensurate with the value of the contribution to the Government. In order to obtain maximum benefits to the Government, consideration should be given to the application of employee contributions throughout the Government, whenever appropriate.

C. Acceptance of a monetary award constitutes an agreement that the use by the Government of the idea, method or device for which the award is paid does not form the basis of a further claim against the Government.

D. A monetary Superior Accomplishment Award is in addition to regular pay and does not increase an employee's basic pay. The award is subject to the withholding of income and medicare taxes.

E. When a monetary Superior Accomplishment Award is approved for an employee of another agency or bureau, the benefiting agency shall make arrangement to transfer funds to the employing agency or bureau to cover the award. If the administrative costs of transferring funds would exceed the amount of the award, the employing agency or bureau shall absorb the award costs. Awards administrators in both the benefiting

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organization and the employing organization should coordinate with each other to assure smooth transfer of funds through payroll offices as well as assure that the employee has not been previously awarded for the same contribution.

F. Many employee suggestions, inventions, and special acts or services are related to the employee's work. Being related to the employee's job, however, does not automatically mean that the contribution is part of the employee's job responsibilities. "Job-related" contributions are those which are related to the employee's work environment but not required in the usual and customary duties or daily performance expectations of the position. A contribution can be considered to be within "job responsibilities" if it falls within expected requirements. Because of the close relationship that can exist between an employee contribution and normal job requirements, decisions frequently must be made to determine whether a contribution recommended for recognition goes beyond what is normally expected of the contributor. Employees at all levels of an organization, with all levels of responsibility, should be recognized for their contributions which are above and beyond normal job expectations.

G. The Department has been delegated the authority to approve awards up to and including \$10,000. Awards over \$10,000 must be submitted to the Director of the Office of Personnel Management for approval up to \$25,000. Awards over \$25,000 must have the approval of the President of the United States (see Subchapter 3 of this chapter). The Secretary is to certify in the transmittal of awards over \$10,000 that the contribution is highly exceptional and unusually outstanding, and therefore, deserving of the recommended award. Recommendations must include the following:

(1) The name, title and grade, organization and location of the contributing employee or employees (if the employee has changed jobs or been promoted since the contribution was made, also include title and grade at the time the contribution was made.)

(2) A description of the contribution to include:

(a) the recommended award and how it was determined (on the basis of tangible and/or intangible benefits). If for a group, also indicate the amount each individual will receive.

(b) an estimate of tangible benefits supporting the recommended award and how these were determined.

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(c) a copy of the internal report or review verifying the benefits to the government.

(d) a description and detailed explanation of the intangible benefits to the Department.

(e) a clear indication that the contribution goes beyond normal job requirements.

(3) For recommendations for individual awards only, in addition to the narrative description, include a copy of the individual's performance plan and the position description in effect at the time the contribution was made.

2.2 SPECIAL ACT OR SERVICE AWARDS. Awards may be granted to an employee or to a group for a special act or service when it is (1) a nonrecurring contribution or accomplishment in the public service within or outside job responsibilities, or (2) a scientific achievement, or (3) an act of heroism. These awards are not mandatory but are a management prerogative.

A. Procedures for Nomination. Awards shall be recommended and processed in a timely manner following the contribution being recognized. The recommending official (who is usually the immediate supervisor) prepares a written statement on Form DI-411 detailing the contribution or accomplishments made by the employee or group as a one-time occurrence. After the reviewing official's signature, nominations are forwarded in accord with bureau or office procedures to the servicing personnel office and/or incentive awards committee for review to determine whether it meets the criteria and procedural requirements. After approval, arrangements are made for receipt and presentation of the award. Processing of the award should take no longer than 30 days under normal circumstances.

(1) Nominations requiring Departmental approval are to be endorsed by the bureau committee or other bureau approving authority and forwarded (through the bureau head and the appropriate Assistant Secretary) to the Director of Personnel prior to consideration by the Interior Incentive Awards Committee or the Assistant Secretary - Policy, Budget and Administration (PBA). (Specific instructions regarding Departmental Honor Awards are found in Subchapter 4.)

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(2) If another bureau has received special services from an employee in another bureau or office, that bureau should advise the employing bureau to that effect and may make a specific recommendation for a monetary award. After receipt of all relevant facts, the employing bureau shall decide whether an award is appropriate.

(3) If a bureau believes that the special act or service of an employee of another department or agency has had significant interdepartmental benefits and the bureau desires to recognize the individual, a recommendation including the full facts shall be submitted to the Interior Incentive Awards Officer for coordination.

B. Group Awards. A group special act or service award may be appropriate when a group of employees makes a contribution or accomplishment of a nonrecurring nature. The justification must include the specific contribution of each member of the group to the overall organization accomplishment. Each member of the group, including supervisors, may share equally in the award or in proportion to the individual's contribution toward the group effort.

C. Amount of Awards. Award amounts are based on the tangible savings or benefits and/or the intangible benefits derived from contributions or accomplishments to the Government. The scale for tangible benefits and the scale for intangible benefits in Appendix 1 are to be used to determine award amounts for special act or service awards. The amount of a group award is based on the total contribution or accomplishment and is divided equally among the group members or in proportion to the contribution of each group member. Exceptions in unusual cases may be made by bureau incentive awards committees for amounts not exceeding their authority when shares of a group award would be too small to provide proper recognition or incentive. Exceptions exceeding bureau authority will be made by the Interior Incentive Awards Committee.

D. Payment of Awards. Awards and other expenses for the recognition of employees shall be paid from funds or appropriations available to the organization(s) primarily benefiting. In no instance shall the granting of a monetary award be construed as authority to incur a deficiency in appropriations. Awards may be paid after the death or separation from Government service or the transfer of the employee concerned provided the contribution was made or rendered while the employee was in Government service. Income tax will be withheld from awards.

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E. Ceremonies and Publicity. Ceremonies may be held by bureaus and offices to present awards to employees. Publicity shall be provided so that employees are informed of the specific reasons for granting awards.

F. Recording and Documentation. A copy of the approved Form DI-411 shall be filed on the permanent side of the employee's Official Personnel Folder.

G. Administrative Review. The granting of awards is a management prerogative. However, the recommending or reviewing official may request reconsideration by the incentive awards committee or other authority which disapproved the recommendation for an award. Usually additional information and/or the reasons for the request for reconsideration are provided.

2.3 THE SUGGESTION PROGRAM. The suggestion program is directed toward obtaining employee ideas that assist management in improving efficiency, economy, or effectiveness of Government programs and missions. An employee suggestion is a constructive proposal conceived and developed by an employee or a group of employees and submitted to management for evaluation and consideration for an award.

A. Program Responsibility

(1) Departmentwide. The Assistant Secretary - Policy, Budget and Administration (PBA) is responsible for the direction of the suggestion program. The Office of Personnel (PPM) administers the suggestion program.

(2) Bureaus and Offices. The head of each bureau is responsible for the conduct of a suggestion program in the bureau and the appointment of a policy committee at the bureau level and the necessary staff to administer the program. The Solicitor and the Inspector General are responsible for the conduct of the suggestion program in their organizations. The Assistant Secretary - PBA is responsible for the conduct of the suggestion program for the Office of the Secretary and the other Departmental offices. This responsibility includes the continuing review and evaluation of suggestion program activities to assure their most effective use.

(3) Supervisors. Supervisors have primary responsibility for the conduct and promotion of the suggestion program. They should encourage employees to become active participants in the Department's search for efficiency and

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economy in the conduct of its business. Supervisors should render a reasonable amount of assistance to employees in preparing their contributions and act promptly and fairly on all employee contributions they evaluate.

(4) Employees. Each employee has an opportunity to contribute to efficiency, economy, and mission effectiveness by submitting suggestions for improvements.

B. Committee Responsibility. Suggestion program responsibility is assigned among committees as follows:

(1) Interior Incentive Awards Committee (Committee). The Committee performs the following functions for the suggestion program:

(a) advises in the operation of the suggestion program throughout the Department;

(b) reviews the operation of the program and recommends action for improvement;

(c) Approves awards above \$5,000 through \$10,000 and submits recommendations to the Secretary on awards to be made by higher authority. The Office of Personnel Management (OPM) has final approving authority on all cases above \$10,000 through \$25,000 and coordinates approval up to \$35,000 for Presidential awards.

(2) Bureau or Office Incentive Awards Committee. The bureau or office incentive awards committees have the following responsibilities for the suggestion program:

(a) planning annual program activities, determining needs for special emphasis and giving guidance to promotional activity;

(b) establishing bureau and office policies;

(c) evaluating the program annually, analyzing trends in various organizational units, reviewing grades and types of employees participating, and effectiveness of supervisory participation;

(d) advising on difficult or controversial cases;

(e) final responsibility for awards up to and including \$5,000;

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(f) recommending delegations of authority be given to line managers to approve suggestion awards, up to a determined amount. The procedure should provide for recommendations from one level and approval at higher level within line management channels.

(g) establishing an effective system for administering essential day-to-day suggestions activities. Such a system should provide for:

(i) adequate staff services to provide advice, assistance, and training in the program activities; procedural guidance; maintenance of records; and submission of reports;

(ii) processing through line channels. The majority of actions on suggestion award recommendations should be taken by line officials through line channels, thereby speeding processing time and minimizing paper work and handling;

(h) the committee's responsibility need not include case-by-case decision making.

C. Operation. Operation of the Suggestion Program extends to each organizational element in the Department and is centered around employee ideas for improving Government operations.

(1) Eligible. Idea contributions which are eligible to be considered under the suggestion system include the following:

(a) Ideas which directly contribute to economy or efficiency, directly increase effectiveness in carrying out Government missions, or ideas which identify areas where energy resources are wasted and offer specific solutions to overcome this waste, and ideas relating to environmental considerations in Departmental programs.

(b) If the implementation of a suggestion requires legislation, the originating agency will provide a statement of the need and utility of the proposed legislation and the estimated costs and benefits within its own organization. The originating agency should also be willing to support the proposal through testimony at legislative hearings when needed.

(c) Contributions are eligible for award consideration whether approved as submitted or approved in part. Lack of novelty or originality does not necessarily make an idea ineligible for an award.

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(2) Ineligible. Ideas related to services or benefits to employees, working conditions, buildings and grounds, and housekeeping are ineligible and should be handled through administrative channels established by bureaus and offices instead of through the suggestion system. Suggestions in the form of complaints or those which identify a problem without proposing a solution should not be accepted into the suggestion system. The following types of contributions are ineligible for suggestion consideration:

(a) services and benefits to employees such as vending machines, cafeteria services, rest room facilities, parking facilities, or holidays.

(b) working conditions such as air conditioning, decoration, furniture, or mirrors.

(c) the routine work of taking care of buildings, grounds, and parking lots, such as repairing, cleaning, replacing, painting or adjusting.

(d) normal or routine safety practices such as normal protective devices, removal of obstructions, or installation of warning and traffic signs.

(3) Job Related Ideas. Many employee suggestions are related to the employee's work. However, being related to the employee's job does not automatically mean the contribution is part of the employee's job responsibilities. "Job related" contributions are those which are related to the employee's work environment but not required in the usual duties or daily performance expectations of the position. A contribution can be considered to be within "job responsibilities" if it falls within expected job performance requirements. Consideration is to be given as to whether the contribution goes beyond what is normally expected of the employee. A special act or service award may be considered as more appropriate in some instances since a special act or service may fall within the employees' job responsibilities. However, job related contributions may be recognized under the suggestion program. Suggestion awards may be granted in instances where the idea is one in which the employee does not have the authority to implement without higher level approval.

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(4) Informal ideas. An employee idea that is informally handled as a employee-management communication item, and accepted for use by the benefiting organization may be recommended for a special act or service award if the officials of the organization consider the benefits so significant that they warrant an award.

(5) Basis for awards. A monetary or nonmonetary award will be based on tangible and/or intangible benefits.

(a) Tangible Benefits. A cash award may be made for an employee suggestion that results in tangible benefits. The amount of an award is normally based on a reasonable estimate of net monetary benefits for the first full year of operation following the contribution. However, if the award is to be based on actual savings, an initial award may be paid at the time the award is approved, with the balance paid as a supplemental at the time the actual savings are determined. The amount of the award shall be determined in accordance with the award scale for tangible benefits in Appendix 1.

(i) Deviation from Table. When there are substantial non-recurring costs in adopting a contribution which will be useful for a number of years, and the amount of the award on the basis of the net first year benefits would be an inadequate reward, the award may be based on an average of the estimated net benefits over a period of years.

(ii) Documentation. The awards file on an approved contribution resulting in tangible benefits should contain data supporting the determination of dollar benefits; for example, demonstrable benefits may be in terms of lower unit cost on the same measurable production, or lower unit cost on increased volume of production. However, reductions in unit cost are not considered benefits if they are the result of factors such as less complex work items being received or, cause of less effective operations or poorer quality production or service.

(b) Intangible Benefits. A cash award may be made when an adopted suggestion does not lend itself to appraisal on the basis of monetary benefits, or results in combined monetary benefits and intangible benefits. The amount of the award is determined on the basis of its value or benefit to Government operations after full consideration of such factors as extent and scope of application, significance of the contribution, and importance of programs affected. However, the

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minimum cash award of \$50.00 is not granted unless the contribution is of a comparable high standard, meeting the requirements of the intangible awards scale table. When the contribution does not qualify for a minimum cash award, a letter of appreciation or certificate may be given. The scale for intangible benefits is found in Appendix 1.

(6) Waiver of Claim. The acceptance by the employee of a cash award constitutes an agreement that the use by the Government of any idea, method or device for which the award is made shall not form the basis of a further claim of any nature upon the Government by the employee, his/her heirs or assigns.

(7) Docketing of Contributions. Each eligible contribution should be docketed on Form DI-400, Incentive Awards Docket. The description of the contribution must be clear and concise. Each headquarters committee must maintain its own supply of dockets and all information requested on a docket should be furnished. Each committee shall install a uniform docketing system; for example, the National Park Service with redelegation to each of its regions (Pacific Northwest, Mid-Atlantic) used PN-88-2, MA-88-1, etc., reflecting the two letters of the regional name. Dockets should be numbered beginning with one for each fiscal year. Bureaus may wish to institute a computerized docketing system.

(8) Reconsideration. An action by an evaluator on a suggestion may be reconsidered upon request by the person initiating the contribution, line managers, or a supervisory official. Within 60 days following receipt of the formal notice of action, the written statement should be submitted setting forth reasons for requesting reconsideration. Generally, the review of the appellant's statement and the case file should be made at the level responsible for the disapproval. The decision to adopt or not adopt a suggestion, and to grant or not to grant an award, is a management prerogative and not grievable under the Department's grievance system.

(9) Withdrawals. Requests for a withdrawal of a suggestion should be carried on the records, to maintain sequence of docketing numbers, but should not be reported on the annual report.

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(10) Payment of Award. The organization benefiting from the suggestion should make the full payment of the award. If other organizations benefit and the award is in excess of \$200, a proportionate reimbursement will be made by the benefiting organization. Awards may be paid after the death or separation from Government service of the employee concerned, provided the contribution was made while the employee was in the Government service. In no instance shall the granting of a cash award be construed as authority to incur a deficiency in an appropriation. Withholding of income tax will be deducted from awards.

(11) Additional Awards. Original awards do not always represent a fair amount to the contributor when considered in the light of subsequent experience. Additional awards provide a way to correct such inequities and their use should be encouraged, particularly for adoptions outside the area covered by the original award. However, the total award should not exceed the award warranted based on the total amount of benefits. Such awards must be fully documented and justified.

(12) Presentation. Ceremonies are held at bureau and office level in connection with the presentation of suggestion awards to employees. Articles announcing these awards should appear where possible in bureau or Departmental publications.

(13) Group Award. If a group award is made, such grant may be in equal shares or to each employee in proportion to his/her contribution. However, the total amount of the award generally should be the amount authorized for the award when made to one individual. Exceptions in unusual cases may be made by bureau incentive awards committees in amounts not exceeding their authority when shares of a group award would be too small to provide adequate recognition. Approval must be made by a level having the authority to grant the total amount of the group award.

D. Practices. The following guidelines have been developed to administer an efficient and effective suggestion program.

(1) Submission of Suggestions. Suggestions must be in writing and may be submitted as follows:

(a) On the official Departmental Suggestion Form, DI-398; suggestions submitted on other forms will also be accepted. Bureaus may develop their own forms.

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(b) Through supervisory channels (employees should be encouraged to submit contributions through their supervisors particularly if the contribution involves operations under the direction of the supervisor. The employee, however, has the free and final choice of how he/she will submit the suggestion).

(c) To bureau or field staff.

(d) Directly to bureau or office incentive awards committees. Suggestions submitted to the Department must first come through bureau headquarters incentive awards committees.

(2) Time Limitations. An idea must be submitted in writing within six months after it has been placed in operation, in order to be eligible for suggestion award consideration. A suggestion should be adopted or not adopted within one year after it is received by the suggestions staff. The contributor maintains rights to the idea two years from date of non-adoption. Exceptions may be made to the limitations when a case merits special consideration.

(3) Procedures for Action and Award. When a suggestion is received, it must be docketed and acknowledged within 3 days of receipt. The bottom of the suggestion form may be used as an acknowledgement.

(a) Suggestions should be evaluated as close organizationally to the employee's work unit as possible. Line managers should be given authority in an amount to be determined by bureau or office heads with recommendation from the headquarters committees to approve or disapprove suggestions.

(b) In order to speed up processing time, the following targets should be set for evaluation of suggestions:

(i) 30 days or less for cases of nominal value or cases which can be implemented within the same organizational segment in which they originated.

(ii) 60 days for higher value cases or cases that must be sent to the next higher organizational segment for consideration or implementation.

(iii) 90 days for cases that must be sent to bureau headquarters office for consideration or implementation.

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(c) Procedures may be simplified as follows:

(i) Direct replies to suggesters from evaluators with a copy to be sent to suggestions staff.

(ii) Oral replies to the suggester from the evaluator with a written report to be sent to the suggestions staff.

(iii) The use of uniform evaluation form throughout the Department (Form DI-399) is encouraged. The form, signed by the appropriate suggestions staff official, may be used as an evaluation report to the suggester; or in case of an adopted suggestion, the signature will represent the authority for paying the award. A copy of the evaluation-adoption form should be placed in the employee's personnel folder.

(d) When ideas are not adopted, the suggester should be provided in writing clear reason for the non-adoption.

E. Forms. Copies of Form DI-398, Department Suggestion Form, Form DI-399, Evaluation of Employee Suggestions, and Form DI-400, Incentive Award Docket, are available from standard supply sources.

F. Referral of Contributions. Referrals should be made directly between bureaus and offices. Before referring a suggestion to another organizational unit, the originating office should evaluate the suggestion indicating whether they wish to implement the suggestion, if adopted, and forward the suggestion, with the internal evaluation. Referrals should be made when:

(1) A suggestion has been adopted and there is reason for believing it has potential use in another bureau or office, or

(2) The originating bureau or office recommends adoption by another bureau or office, or

(3) The suggestion is to be considered outside of the Department. Suggestions to be considered outside of the Department will be referred through PPM. Two copies of the suggestion and accompanying evaluations should be forwarded. Similarly, if contributions originating in other agencies have an impact on Interior programs and operations, they may be referred to PPM for action. Awards are based solely on benefits to each individual department and are made without comparison to any other agency's evaluation or award. In addition, specific

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information on comparable activities in other departments, where it is believed the contribution can be used, should accompany the suggestion file when forwarded by the originating bureau or office. PPM transmits the contribution to the affected agency. If more than five other agencies are involved, it is sent to Office of Personnel Management for coordination of the review.

G. Reports. Reports should be made in accordance with the requirements in 370 DM 451,1.9.

2.4 INVENTIONS. The Department encourages the use of monetary awards authorities to fully recognize and reward employees for their inventions. Such awards and attendant recognition encourage the efforts of individuals and groups engaged in work within the Federal Government. It also rewards those whose inventions benefit the Government and/or the public. A monetary award should be considered if the invention either (1) contributes to the efficiency, economy, or other improvement in Government operations, or (2) is in the public interest and is associated with the employee's official employment. Even though the making of an invention might be considered to be within an employee's official duties, it is emphasized that the employee inventor should be considered for a cash award and honorary recognition under the awards program. Such recognition may be in the form of the awards discussed further.

A. Initial Invention Award. An initial award of \$300 should be granted in all cases where an employee has disclosed an invention, normally through their bureau, to the Office of the Solicitor and that Office has filed a patent application for the invention. If there are co-inventors, each employee should receive a \$300 award.

B. Patent Award. When a patent application has been filed by the Office of the Solicitor and the Federal Government either owns the invention or has a license, a Patent Award of \$500 should be granted upon notification that the U. S. Patent and Trademark Office has issued a patent (or notice of allowability in those instances where issuance of a patent is deferred because of national security restrictions). If there are co-inventors, each employee should receive \$500.

C. Additional Awards. Monetary recognition in addition to the Initial Invention Award and the Patent Award should be granted for inventions owned by the Government whenever:

1. such inventions provide benefit to the Government as evidenced by Government use; and /or

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2. such inventions provide the Government with a license. Additional awards are granted only to the extent that the invention has benefited the Government; and/or

3. such inventions benefit the public as evidenced by the number of patent licenses granted, reports on commercialization from patent licensees, and other information pertaining to the commercial use of the inventions.

If the calculation or estimate of benefits to the Government does not fairly reflect the later year(s) benefits, consideration should be given to either an averaging of actual benefits during several years of use of the invention by the Government, or using a more representative year, i.e., the benefits in the second or third year following use of the invention.

D. Processing of Patents. The rights of the inventor and the Government in an invention made by a Federal employee are protected by filing patent applications with the U. S. Patent and Trademark Office of the Department of Commerce. The Office of the Solicitor should be consulted, and provide assistance in applying for a patent. So that appropriate recognition may be granted employee inventors, the Office of the Solicitor should notify the appropriate awards coordinator (1) when a patent application has been filed, and (2) upon issuance of a patent (or notice of allowability). Patent statutes require that a patent application be filed within one year after (1) the invention is described in a printed publication, (2) the invention is in actual use (other than experimental), or (3) the invention has been sold or offered for sale. Failure to file the application within one year under any of the above conditions will preclude issuance of a valid patent, resulting in loss to the inventor and the Government. Accordingly, needed assistance to permit the timely preparation and filing of patent applications should be given to employees where it appears that the Government may benefit from the invention. To insure that the inventor's and the Government's patent rights will not be endangered through premature disclosure, it is important that no referral or processing through regular incentive awards channels occur until after the patent applications have been filed.

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Subchapter 3. Presidential Awards.

3.1 Eligibility. This subchapter applies to all employees as defined by Section 2105 of Title 5, United States Code, including employees covered by the Performance Management and Recognition System under Chapter 54 of Title 5, U. S. C., and employees in the Senior Executive Service.

3.2 General. The President may grant a monetary and/or non-monetary award to an employee who:

A. Contributes to the efficiency, economy, or other improvement of Government operation by his or her suggestion, invention, or other personal effort;

B. Achieves a significant reduction in paperwork;

C. Performs an exceptionally meritorious special act or service in the public interest in connection with or related to official employment.

3.3 Payment of Presidential Awards. Agencies primarily benefiting from the employee's contribution pay for Presidential Awards which may be in addition to Superior Accomplishment Awards paid by the Department.

3.4 SES Ranks. In accordance with 5 U. S. C. 4507, the President may award the rank of Meritorious Executive or Distinguished Executive upon recommendation by OPM to career employees of the Senior Executive Service. Meritorious rank is for sustained accomplishment; Distinguished rank is for sustained extraordinary accomplishment. More detailed instructions on ranks and bonuses may be found in 370 DM 920.

3.5 Other Awards. The President may also grant the following awards which are administered by the Office of Personnel Management and are outlined in more detail in FPM Chapter 451:

A. The President's Award for Distinguished Federal Civilian Service. This award is the highest honorary award that the Federal Government can grant to a career employee in recognition of exceptional achievements that are of unusual benefit to the Nation. The award can be granted at any time by the President to recognize an individual whose outstanding achievements have current impact on improved Government or the public interest, and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Federal Government. The award consists of a gold medal, a citation signed by the President, and a lapel rosette.

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B. Presidential Management Improvement Awards. These awards are granted and presented by the President or his designee to a limited number of individuals, small working groups, or teams whose achievements during the fiscal year resulted in substantial tangible benefits to the Government. Heads of Federal departments nominate candidates for this high honor from those individuals, small working groups or teams that have been recommended for and received Presidential letters of commendation.

C. Presidential Letters of Commendation. Civilian and military personnel whose contributions (suggestions, inventions, or other acts or achievements) result in first year measurable benefits of \$250,000 or more and which have been recognized by the agency may be recommended for this recognition.

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Subchapter 4. Departmental Honor Awards and Other Nonmonetary Recognition

4.1 Guides for General Application for Honor Awards. Honor awards are granted independently of cash awards. Consideration for an honor award shall not preclude consideration for an additional cash award. Honor Awards are not intended to serve as a substitute for deserved monetary awards but are designed to select and bestow singular honor as an official recognition of achievement and as an incentive to further accomplishment.

A. Eligibility. Employees at all grade levels are eligible to be nominated for an honor award in accordance with the criteria established for each category of award. Employees may receive only one honorary award in each category, with the exception of the Valor Award and as a participant in the Unit Award for Excellence of Service. Consultants are not eligible for honor awards.

B. Honor Awards Convocation. It is the policy of the Department to hold honor awards convocations to honor employees receiving the Distinguished Service and Valor Awards as well as other awards determined by the Secretary.

(1) The Office of Personnel is responsible for making arrangements for Departmental Honor Awards Convocations.

(2) Bureaus and offices are authorized to pay expenses of employees or former employees incident to travel to Departmental convocations to receive honor awards. In cases of posthumous awards, the authority includes the expenses of the surviving spouse. In cases of handicapped employees, expenses of an attendant may be paid provided the employee would otherwise be unable to attend the ceremony.

(3) In accordance with 5 U.S.C. 4503, bureaus and offices are authorized to pay necessary expenses to provide for a reception at which co-workers and friends may congratulate honor awards recipients. Therefore, light refreshments may be provided at nominal cost.

C. Publicity. Publicity on Presidential, Distinguished Service, Valor, Conservation, and Public Service Awards are the responsibility of the Office of the Secretary. Bureaus and offices may expand on this publicity. Publicity on other types of honor awards, including cash awards, is the responsibility of the appropriate bureau or office.

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4.2 DISTINGUISHED SERVICE AWARD (DSA). Established in 1948, the DSA of the Department is the highest Departmental honor award that can be granted to a career employee.

A. Criteria. The DSA may be granted for an outstanding contribution to science; outstanding skill or ability in the performance of duty; an eminent career in the Department; an outstanding record in administration; an outstanding contribution to equal opportunity in Government; an outstanding contribution to energy conservation; or any other exceptional contribution to the public service.

B. Eligibility. The Committee will only consider nominations for the DSA of career employees who previously have received the Meritorious Service Award (MSA). Only in rare instances will the Committee consider an exception to this policy and only if the sponsor of the nomination provides a fully justified request for a waiver. An employee may receive only one DSA during his or her career.

C. Basis of Nomination. The nomination is based on the employee's contributions while an employee of the Department. Contributions to other Government agencies where the employee worked may be cited. The emphasis shall be on the quality of performance and examples of specific contributions will be included in the justification. Length of service is not a primary factor in the granting of the DSA, nor is impending retirement of the employee.

D. Time Limitation. Nominations should be submitted in a timely manner in order to recognize the employee effectively. Employees should be considered and nominated at the time an important contribution is made. The DSA is not to be viewed as a retirement or farewell testimonial. The Committee will not consider nominations received six months after the date of retirement or separation of an employee unless special justification is provided.

E. Source of the Nomination. Anyone may initiate a nomination. However, the formal nomination and supporting documents shall be prepared and submitted through supervisory channels to the incentive awards committee for the organization in which the nominee is employed. After endorsement by the bureau head, the concurrence of the appropriate Assistant Secretary is required before submission through the Office of Personnel to the Interior Incentive Awards Committee.

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F. Preparation of the Nomination. Nine copies of the nomination package will be submitted and will include the following:

(1) DI-402, Honor Award Nomination and Personal History Record

(a) The nominee's Official Personnel Folder shall be reviewed and, when appropriate, the following statement should be inserted on the DI-402: "There is no derogatory information contained in the nominee's Official Personnel Folder." The date and initials of the official making the review should follow. Any derogatory information should be either included with the nomination or a statement of the facts of the case provided.

(b) The date the Meritorious Service Award was received should be inserted on the DI-402 or a statement that no MSA was received and that a waiver is attached.

(c) For proper concurrence, the signature of the appropriate Assistant Secretary should be included on the DI-402.

(2) Justification

(a) should not exceed three pages, single spaced.

(b) must clearly show specific accomplishments in enough detail to provide a layman with an understanding of the contribution.

(3) Citation

(a) is submitted on plain bond, should be approximately 350 words, single spaced, and must fit on one page.

(b) must clearly indicate specific contributions since this will be a permanent historical document.

(4) Brief of at least 25-30 words for use in announcing the award at the Departmental Honor Awards Convocation should be included on plain bond.

G. Evidence of Award. Each recipient of the DSA receives an engraved gold medal, a gold lapel emblem, a certificate and letter-size citation signed by the Secretary outlining the achievements of the individual.

H. Presentation. Presentation of the DSA is normally made by the Secretary at the Departmental Honor Awards Convocation.

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4.3 OUTSTANDING SERVICE AWARD (OSA). Established in 1972, the OSA may be granted to non-career employees for outstanding performance in a policy or personal staff relationship with the Secretary or the various Secretarial offices. This award gives the Secretary a vehicle for recognizing outstanding personal and policy service to his or her administration.

A. **Nomination**. Nominations may be initiated by the Secretary, or an Assistant Secretary, the Solicitor, the Under Secretary, and the Inspector General in the form of a memorandum to the Secretary. The nomination is based on personal and policy contributions, rather than upon the length of professional performance implied in the DSA and MSA system.

B. **Processing the Nomination**. The award will not be processed through the existing incentive awards procedure; however, the Secretary's decision to grant the award will be transmitted to the Committee for implementation.

C. **Evidence of Award**. Each recipient of the OSA receives an engraved gold medal, a gold lapel emblem, a certificate and a letter-size citation signed by the Secretary outlining the achievements of the individual.

D. **Presentation**. Presentation is made at a ceremony as determined by the Secretary.

4.4 MERITORIOUS SERVICE AWARD (MSA). Established in 1948, the MSA is the second highest Departmental honor award that can be granted to a career employee. An employee may receive only one MSA during his or her career.

A. **Criteria**. The MSA may be granted for an important contribution to science or management; a notable career; superior service in administration or in the execution of duties; initiative in devising new and improved work methods and procedures; superior achievement in improving safety or health of workers or employee morale; superior accomplishments in fostering the objective of equal employment opportunity; or important contributions to energy conservation. Nominations based on a notable career shall be made well in advance of retirement.

B. **Basis of Nomination**. The nomination is based on the employee's contributions while an employee of the Department. Contributions to other Government agencies may be cited. The emphasis shall be on the quality of performance and examples of the specific contributions will be in the justification. Length of service is not a primary factor in the granting of a MSA, nor is impending retirement of the employee.

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C. Time Limitation. Employees shall be considered and nominated for the MSA at the time an important contribution is made. The MSA is not to be viewed as a retirement or farewell testimonial. The Committee will not consider nominations received six months after the date of retirement or separation of an employee unless special justification is provided.

D. Source of Nomination. Nominations may be initiated by anyone. However, the formal nomination and supporting documents shall be prepared and submitted through supervisory channels to the incentive awards committee for the organization in which the nominee is employed. Candidates for the highest award of the Department, the DSA, must previously have received the MSA. Only in rare instances will the Committee consider an exception to this policy and only if the sponsor of the nomination provides a fully justified request for a waiver.

E. Preparation of the Nomination. An original and one copy of the nomination package will be submitted to the Committee through the Office of Personnel and will include the following:

(1) DI-402, Honor Award Nomination and Personal History Record

(a) The nominee's Official Personnel Folder shall be reviewed and, when appropriate, the following statement will be inserted on the DI-402: "There is no derogatory information contained in the nominee's Official Personnel Folder." The date and initials of the official making the review should follow. Any derogatory information should be either included with the nomination or a statement of the facts of the case provided.

(b) The signature of the appropriate Assistant Secretary may be included on the DI-402.

(2) Justification

(a) should not exceed three pages, single spaced.

(b) must clearly show specific accomplishments in enough detail to provide a layman with an understanding of the contribution.

(3) Citation

(a) is submitted on plain bond, should be approximately 350 words, single spaced, and must fit on one page.

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(b) must clearly indicate specific contributions since this will be a permanent historical document.

F. Processing of Nomination. There are two levels of review and approval required for MSA nominations.

(1) Bureau or Office. The initial review and action is taken by the bureau or office incentive awards committee. The nomination requires the personal endorsement of the head of the bureau or office. It is then forwarded through the appropriate Assistant Secretary for concurrence to the Office of Personnel.

(2) Office of the Secretary. After the nomination is received, the Office of Personnel will handle all the details required for final committee action.

(a) If the nomination is approved, it will be returned to the bureau or office for presentation at a ceremony.

(b) If the nomination is not approved, the bureau or office will be so advised.

G. Evidence of Award. Each recipient of the MSA receives an engraved silver medal, a silver lapel emblem, a certificate and a letter-size citation signed by the Secretary containing a statement of the meritorious service worthy of this award.

H. Presentation. Presentation of the MSA is made at a ceremony in the bureau or office.

4.5 UNIT AWARD FOR EXCELLENCE OF SERVICE (UNIT AWARD). The Unit Award is a Departmental Honor Award granted to a group of employees who have worked together as a unit to perform a service so far above and beyond that normally expected that it is considered to be superior.

A. Basis of Nomination. Eligibility is determined by a comparison of actual performance of the group with the normal requirements of the group operations. Nominations must be specific as to the period covered by the performance being cited, which shall ordinarily not exceed two years.

B. Source of the Nomination. Unit Awards are recommended by the immediate supervisor or superior most familiar with the group contribution. Nominations must be submitted within six months after the superior performance cited.

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C. Preparation of the Nomination. An original and one copy of the nomination package will be submitted and will include the following:

(1) DI-405, Unit Award for Excellence of Service Nomination, should include the justification which should indicate specific accomplishments, a specific period covered by the performance cited, and a statement showing how the actual performance of the group exceeded normal requirements of group operation under similar conditions.

(2) List of Participants should be included in the justification or as a separate page.

(3) Citation

(a) is submitted on plain bond, should be approximately 350 words, single spaced and must fit on one page.

(b) must clearly outline the achievement and contribution of the group since this will be a permanent historical document.

(c) should not list the names of the individual participants of the group but refer to the group as a whole.

D. Processing of the Nomination. Two levels of review and approval are required for Unit Awards.

(1) Bureau or Office. The initial review and actions are taken by the bureau or office incentive awards committee. The nomination requires the personal endorsement of the head of the bureau or office. It is then forwarded through the appropriate Assistant Secretary for concurrence to the Office of Personnel.

(2) Office of the Secretary. The Office of Personnel will handle all details for final Committee action.

(a) If the nomination is approved, it will be returned to the bureau or office for presentation at a ceremony.

(b) If the nomination is not approved, the bureau or office will be so advised.

E. Evidence of Award. The award includes a certificate and letter-size citation signed by the Secretary outlining the achievements of the group. Individual certificates may be prepared if the group has less than 20 individuals.

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F. Presentation. Presentation of the Unit Award is made at a ceremony in the bureau or office.

4.6 SUPERIOR SERVICE AWARD (SSA). Established in 1971, the SSA is a Departmental Honor Award granted for significant acts, services, or achievements that materially aid or affect the successful accomplishment of the Department's mission. This award will be granted at the time a superior contribution is made, by the appropriate bureau head or his or her representative.

A. Basis of Nomination. The nomination is based on the employee's contribution while an employee of the Department. The achievement or contribution cited must show one or more of the following:

(1) Accomplishment of a particularly difficult or important mission operation or assignment in a manner that reflects credit on the individual or the bureau.

(2) Development of a new procedure or process that results in substantially increased productivity, efficiency or economy of operation and for which the employee has not been otherwise rewarded.

(3) Innovations of significance which further bureau programs.

(4) Any other aspect of superior performance related to assigned duties and deemed to be deserving of special recognition.

B. Time Limitation. SSA should be granted to the employee while he or she is actively employed and at the time a superior contribution is made. Final action on the nomination must be completed not later than six months after retirement or separation of an employee, unless special justification is provided.

C. Processing of Nomination. Bureaus and offices have been delegated approval authority for the SSA. Nominations are submitted on Form DI-402, Honor Award Nomination and Personal History Record, to a bureau or office incentive awards committee or an official with delegated authority to act on SSA nominations.

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D. Evidence of Award. Each recipient of a SSA receives a lapel pin or tie tac and a certificate signed by the head of the bureau or office or an official with delegated authority. Bureaus may elect to accompany the award with a letter or citation containing a statement of superior service meriting this award.

E. Presentation. Presentation of the SSA is made at a ceremony in the bureau or office.

4.7 VALOR AWARD. Established in 1957, the Valor Award is the highest honor granted by the Department to employees who demonstrate unusual courage involving a high degree of personal risk in the face of danger. There is no requirement that the act be related to official duties or that the site of the incident be the official duty station. The award is based on the nature of the act and is given individually. Employees at all levels in the Department are eligible for this award.

A. Source of the Nomination. Nominations may be made by any individual or group of individuals, public or private. However, the formal nomination and supporting documents shall be prepared and submitted through supervisory channels to the incentive awards committee for the organization in which the nominee is employed. After endorsement by the bureau head and concurrence by the appropriate Assistant Secretary, the nomination is submitted to the Committee through the Office of Personnel.

B. Time Limitation. The Committee will not consider nominations received more than six months after the date of the heroic act, unless special justification is provided.

C. Preparation of the Nomination. Nine copies of the nomination package will be submitted and will include the following:

(1) DI-401, Award for Valor Nomination, should include the justification describing the heroic act or rescue. Photographs, newspaper articles, and any other supporting data may be included.

(2) Citation

(a) is submitted on plain bond, should be approximately 350 words, single spaced and must fit on one page.

(b) must clearly outline the heroic act or rescue since this will become a permanent historical document.

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D. Evidence of Award. Each recipient of the Valor Award receives an engraved gold medal and a letter-size citation signed by the Secretary outlining the heroic act.

E. Presentation. Presentation is made by the Secretary at the Departmental Honor Awards Convocation.

F. Carnegie Award Consideration. After the Valor Award has been approved by the Secretary, the Office of Personnel will forward recommendations to the Carnegie Hero Fund Commission, 1932 Oliver Building, Pittsburgh, Pennsylvania 15222, for consideration of the Carnegie Hero Award. Pertinent facts relating to the award are found in Appendix 2.

4.8 EXEMPLARY ACT AWARD. Established in 1982, this is a Departmental honor award to recognize those whose prompt decision or action significantly contributed toward the saving of a life or property, or helping another person in need of physical assistance. This emergency or critical situation would be one that did not necessarily involve personal risk to the nominee. There is no requirement that the act be related to official duties or that the site of the incident be the official duty station. The award is based on the nature of the act and is given individually or to a group.

A. Eligibility. Employees of the Department at all grade levels may be nominated for this honor award. In exceptional instances, the award may be given to a private citizen or group of citizens.

B. Time Limitation. The award shall be received by the bureau or office no later than six months after the exemplary act, unless special justification is provided.

C. Source of the Nomination. The Exemplary Act Award nomination may be made by any individual or group of individuals, public or private, who have knowledge of the incident. However, the formal nomination and supporting documents shall be prepared and submitted through supervisory channels to the bureau or office incentive awards committee.

D. Processing of Nomination. Bureaus and offices have been delegated approval authority for the Exemplary Act Award. A memorandum outlining all facts of the incident shall be prepared for consideration by the bureau or office incentive awards committee or other delegated approving authority.

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E. Evidence of Award. Each recipient receives a certificate signed by the head of the bureau or office or an official with delegated authority. Bureaus and offices may elect to accompany the award with a letter or citation outlining the incident.

F. Presentation. Presentation of the Exemplary Act Award is made at a ceremony in the bureau or office, or in an appropriate ceremony by top management officials.

4.9 SECRETARY'S ANNUAL AWARD FOR PUBLIC PAPERWORK REDUCTION. This is a Departmental honor award to recognize an individual or group of employees of the Department that make an outstanding contribution in reducing the reporting, recordkeeping, or paperwork burden that the Department imposes on the public.

A. Criteria. The Paperwork Reduction Award is designed to recognize the efforts to achieve public reporting burden reduction goals established for each agency by the Office of Management and Budget each year. It may also recognize the development of unique or highly effective methods, procedures, or systems that result in reducing the Department's requirements for collection of information from the public. In addition, the award can recognize outstanding performance in directing and effectively managing an agency information collect budget as prescribed in 381 DM 11. The award is presented to only one individual or group each year.

B. Source of Nomination. Nominations may be initiated by anyone having knowledge of the accomplishment and will be submitted through the bureau head and appropriate Assistant Secretary to the Director, Office of Management Improvement, Office of the Assistant Secretary - Policy, Budget and Administration.

C. Processing the Nomination. Nominations are solicited annually through the Personnel Management Bulletin system and through notification by the Office of Management Improvement. The nomination is prepared in memorandum format describing the achievement and contribution of the individual or group. Specific and documented data and information justifying the award should be provided, either in the memorandum or in the attachments thereto. The Office of Management Improvement will coordinate with the Office of Personnel for presentation at the Departmental Honor Awards Convocation.

D. Evidence of Award. Each recipient of the Secretary's Paperwork Reduction Award receives a certificate and letter-size citation signed by the Secretary outlining the achievements.

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E. Presentation. Presentation is normally made by the Secretary at the Departmental Honor Awards Convocation.

4.10 CONSERVATION SERVICE AWARD (CSA). Established in 1951, the CSA is a Departmental honor award granted to a private citizen or a group or organization of private citizens for direct service. It is considered along with the Public Service Award to be the highest honor that can be bestowed upon a private citizen or group by the Department.

A. Criteria. Criteria entail outstanding performance and direct service to the effectiveness of the Department's mission. Direct service is service in conjunction with one or more bureaus or the Office of the Secretary, i.e., the private citizen or group has worked directly with the bureau(s) in accomplishing a Departmental mission.

B. Source of Nomination. Nominations are usually made by the bureau or office having the most knowledge of the contribution made by the private citizen(s).

C. Processing of the Nomination. A memorandum of nomination outlining all facts of the nominee's service to the Department shall be forwarded for consideration of the benefiting bureau or office incentive awards committee. Attached to the nomination memorandum will be a draft citation of approximately 350 words, single spaced fitting on one page. The citation must clearly outline the achievement or contribution since this will be a permanent historical document. Nine copies of the nomination are submitted by the representing bureau or office head with the concurrence of the appropriate Assistant Secretary through the Office of Personnel to the Interior Incentive Awards Committee.

D. Evidence of Award. Each recipient of the CSA receives a certificate and letter-size citation signed by the Secretary outlining the contributions made by the citizen or group.

E. Presentation. Presentation of the CSA is normally made by the Secretary at the Departmental Honor Awards Convocation.

4.11 PUBLIC SERVICE AWARD (PSA). Established in 1971, the PSA is a Departmental honor award granted to a private citizen or group or organization of citizens for indirect service. Along with the Conservation Service Award, it is considered to be the highest honor that can be bestowed upon private citizens or groups by the Department.

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A. Criteria. Criteria entail performing indirect service toward the effectiveness of the Department's mission. Indirect service entails independently performing a Departmental mission without working directly with a bureau(s), office(s) or the Office of the Secretary.

B. Source of Nomination. Nominations are usually made by the bureau or office having the most knowledge of the contribution made by the private citizen or group.

C. Processing of the Nomination. A memorandum of nomination outlining all facts of the nominee's service to the Department shall first be forwarded for consideration of the benefiting bureau or office incentive awards committee. Attached to the nomination memorandum will be a draft citation of approximately 350 words, single spaced fitting on one page. The citation must clearly outline the achievement or contribution since this will be a permanent historical document. Nine copies of the nomination are submitted by the representing bureau or office head with the concurrence of the appropriate Assistant Secretary through the Office of Personnel to the Interior Incentive Awards Committee.

D. Evidence of Award. Each recipient of the PSA receives a certificate and letter-size citation signed by the Secretary outlining the contributions made by the citizen or group.

E. Presentation. Presentation of the PSA is normally made by the Secretary at the Departmental Honor Awards Convocation.

4.12 WILLIAM T. PECORA AWARD. The National Aeronautics and Space Administration (NASA) and the Department of the Interior jointly established an award 1974 to honor the memory of Dr. William T. Pecora. This award will be presented annually in recognition of outstanding contributions of individuals or groups toward the understanding of the earth by means of remote sensing.

A. Criteria. The award will recognize contributions of those in the scientific and technical community as well as those involved in the practical application of remote sensing. Consideration will be given to sustained or single contributions of major importance to the art or science of the understanding of the earth through observations made from space.

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B. Nomination. Nominations may be made by an individual, scientific organization, professional society, or industrial organization involved in remote sensing operations. NASA and Interior will jointly announce and solicit nominations for this award annually.

C. Evidence of Award. The Pecora Award will consist of three forms of recognition. Each recipient will (1) receive a citation jointly signed by the Administrator and the Secretary; (2) receive a suitable plaque; and (3) have his or her name inscribed and appropriately displayed as a "William T. Pecora Fellow."

D. Presentation. Presentation of the William T. Pecora Award is made at an appropriate ceremony by the Administrator and/or the Secretary or their representative(s).

4.13 SECRETARY'S ANNUAL SAFETY PROGRAM AWARD. This award is presented to one bureau or office each year in recognition of outstanding achievement in safety and environmental health management. The award consists of a plaque and a letter of commendation signed by the Secretary. Criteria and the selection process are found in 485 DM 6.3.

4.14 CERTIFICATE OF SAFETY ACHIEVEMENT AWARD. The Department recognizes outstanding safety achievements of any organizational unit of a bureau where (1) 500,000 or more employee hours of exposure have been completed without a lost workday due to injury or illness and (2) 500,000 or more miles of driving exposure have been completed without a motor vehicle fleet accident. These awards consist of a certificate, signed by the Assistant Secretary - Policy, Budget and Administration, transmitted by a memorandum signed by the bureau head.

A. Nomination. Nominations may be initiated by any official of a bureau or office and are subject to the concurrence of the bureau or office head. A memorandum of nomination should be prepared and submitted through normal channels (original and one copy) to the Department Safety Manager for consideration. The nominating memorandum should state the type of award being proposed, the outstanding safety achievement, and the organizational unit being given recognition.

B. Processing Nomination. Following the approval of the nomination by the Department Safety Manager, a certificate bearing the signature of the Assistant Secretary - Policy, Budget and Administration will be sent to the bureau or office Safety Manager for appropriate lettering and signature of the bureau or office head. In addition, a copy of the nominating memorandum will be returned marked "Approved."

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C. Presentation. A presentation is made by an official of the office or bureau at an appropriate ceremony.

4.15 SAFETY COUNCIL AWARD OF MERIT. This award is given by the Interior Safety and Health Council (Council), when an individual, group, or bureau or office organizational unit has performed an outstanding service for or made a contribution of unusual value to the Department's safety and environmental health program. This award is given only when no other type of Department award is appropriate to recognize the accomplishment.

A. Nomination. Nominations may be initiated by anyone. However, the formal nomination and supporting documents will be prepared and submitted through supervisory channels to the bureau or office safety manager who serve as members of the Council. Only employees, groups of employees, and organizational units of the Department are considered for this award.

B. Basic Data Required. The nomination should be based on the performance of an outstanding service for or contribution of unusual value to the Department's safety and environmental health program by an individual, group, or bureau or office organizational unit. The nomination of an individual will be based solely on his or her contributions while an employee of the Department.

C. Time Limitation. The Council will not consider individual nominations received more than six months after the date of retirement or separation of an employee, unless special justification is provided.

D. Preparation of Nomination. A memorandum of nomination citing all facts of the nominee's contribution of unusual value or outstanding service to the Department's safety and environmental health program will be prepared and forwarded, through bureau or office channels, to the bureau or office safety manager.

E. Processing of Nomination. There are two levels of review and approval required for Safety Council Award of Merit nominations.

(1) Bureau or Office. The initial review and action is taken by the bureau or office safety manager. The nomination requires the concurrence of the head of the bureau or office. It is then forwarded to the Department Safety Manager, through appropriate channels.

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(2) Office of the Secretary. After the nomination is received, the Department Safety Manager will present the nomination to the Interior Council for action. If the nomination is approved by the Council, it will be returned to the bureau or office for presentation at a ceremony. If the nomination is not approved by the Council, the bureau or office will be so advised.

F. Evidence of Award. Each recipient of the Safety Council Award of Merit receives a certificate signed by the Designated Agency Safety and Health Official and the Chairman of the Council. It bears the Departmental seal on a gold embossment. In addition, a letter signed by the Designated Agency Safety and Health Official containing a statement of the outstanding service or unusual contribution meriting this award is presented.

G. Presentation. Presentation is made at the bureau or office level.

4.16 BUREAU SAFE DRIVER AWARD PLAN. Bureau or office heads may wish to adopt a plan for awarding individual proficiency in safe driving by "operators" and "incidental operators" over a prescribed period of time. The standards for a safe driver award plan will be compatible with those of the National Safety Council's "Safe Driver Award Plan." Bureau heads have the option to purchase the complete Motor Transportation Accident Prevention Service of the Council, using award certificates, forms, and safe driving literature on the Federal Support Schedule of the General Services Administration.

4.17 CAREER SERVICE RECOGNITION. Length-of-Service emblems are awarded for 10, 20, 30, 40, and 50 years of Government service. Bureaus and offices may award 15, 25, 35, and 45 years of Government service if desired. Personnel Officers shall provide incentive awards committees with lists of employees entitled to receive length-of-service recognition. Each incentive awards committee is responsible for issuing service recognition and scheduling presentations. The employee's service computation date is to be used for determining eligibility. Bureaus and offices may use Departmental emblems or the Federal emblem as desired. Federal emblems will be used for 15, 25, 35, or 45 years of service since the Department will not have these manufactured. Bureaus and offices may develop their own length of service certificates or may order Federal certificates. Federal certificates and emblems may be ordered from the General Services Administration through FED STRIP. Departmental emblems for 10, 20, 30, 40 and 50 years of service are to be ordered annually by bureau headquarters incentive awards coordinators.

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370 DM 451,4.18

4.18 Equal Employment Opportunity. The Department has provided recognition of superior accomplishment in fostering the objectives of equal employment opportunity within the framework of the Meritorious and Distinguished Service Awards criteria. Bureaus and offices may establish an award to honor those who have achieved outstanding results through effective leadership, skill, imagination, innovation, and perseverance in extending equal employment opportunities to men and women seeking employment with or who are already employed within the Department.

4.19 Retirement. Bureaus and offices may develop retirement recognition for retiring employees. Federal retirement certificates and emblems are available through FED STRIP from the General Services Administration.

4.20 Forms. Forms DI-401, Award for Valor Nomination; DI-402, Honor Award Nomination and Personal History Record; and DI-405, Unit Award for Excellence of Service, are available from standard supply sources.

4.21 Outside Awards. Outside Awards are recognitions sponsored by non-Federal organizations. Federal employees may be eligible. See Appendix 3.

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Subchapter 5. Awards for Disclosures of Fraud, Waste, and
Mismanagement

5.1 Purpose. To inform employees of the Department that in order to encourage disclosures of fraud, waste, or mismanagement, the Department of the Interior will make cash awards to Department employees for disclosures to the Inspector General of fraud, waste or mismanagement where such disclosures have resulted in cost savings to the Department.

5.2 Legal Authority. Under the provisions of 5 U.S.C. 4512, the Inspector General may grant monetary awards for employee disclosures of fraud, waste, and mismanagement which result in cost savings to an agency. The amount of an award may not exceed the lesser of \$10,000 or an amount equal to one percent of the agency's total cost savings attributable to the employee's disclosure.

5.3 Confidentiality for Employees Who Make Disclosures and Protection Against Reprisals. Section 7 of the Inspector General Act of 1978 (5 U.S.C. App.) prohibits the Inspector General from revealing the identity of an employee who discloses information to the Inspector General concerning fraud, waste or mismanagement, unless the Inspector General determines that revealing such identity is unavoidable during the course of the investigation. Section 7 also prohibits reprisals against employees for making a complaint or disclosing information to the Inspector General, unless the complaint was made or the information was disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

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Subchapter 6. Productivity Awards

6.1 Purpose. This subchapter provides guidance and defines responsibilities for establishment of Productivity Awards Plans.

6.2 Policy. Managers at any level may establish and pursue awards programs consistent with bureau directives for improving performance and cost effectiveness and for increasing productivity. Productivity Awards Plans for measured increases in productivity and in work output directly attributable to employee efforts (rather than technological changes) may be established as part of the Incentive Awards Program. Officials assigned responsibility for Performance Awards Plans must assure that such plans include valid systems of measurement, meaningful criteria and realistic, quantifiable objectives, both for individual or group achievement.

6.3 General Guidance.

A. Applicability. Productivity Awards Plans are particularly appropriate to job situations where:

- (1) the work can be measured objectively;
- (2) valid performance standards can be developed;
- (3) performance is tied directly to a specific individual or group;
- (4) work is recurring in nature; and
- (5) the pace of work is controlled by the individual.

B. Staff Expertise. Productivity Awards Plans should be developed under the guidance of individuals trained in the analysis and interpretation of productivity data. Where such expertise does not exist in-house, appropriate staff members may be trained or outside professional help sought, so that productivity can be measured accurately and realistic standards established. When developing the plan, employee input should be solicited concerning productivity measurements and standards, amounts and types of awards, and frequency of payment or recognition, to enhance support of the local program. Labor unions, where officially recognized as representatives of the affected employees, should be consulted and their input solicited.

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C. Types and Amounts of Awards. Motivation to increase productivity should be most pronounced when individuals believe that such improvement will be in their own best interest as well as that of the organization. Recognition can take many forms, including money, honorary awards, special privileges, etc. Whatever the form, the recognition must be significant enough to be motivating to the worker. Where case awards are prescribed, they should be a share of the savings generated when measured output exceeds established performance norms or standards. The amount of shared savings should not constitute a fiscal burden on the organization, but should be of sufficient value to motivate personnel to exceed the standard norm of productivity. The maximum sharing rate will be no more than 20 percent of the tangible savings. The minimum dollar amount of an individual award and the frequency of payment should be determined in the plan so as not to create an unreasonable or costly administrative burden, while at the same time maintaining credibility of the plan as a motivating factor for its participants.

6.4 Approval Authority. Approving officials of Productivity Awards Plans under bureau incentive awards programs will assure that the plans are in writing, that records are maintained on costs and benefits, both tangible and intangible, and that provision is made for periodic evaluation of overall effectiveness of the plans. A copy of each approved plan will be furnished to the Director of Personnel for information purposes.

APPENDIX 1. AWARDS SCALES

1. Awards Based on Tangible Benefits or Savings.

General. Normally, awards for contributions which result in tangible benefits or savings are based on an estimate of the first-year dollar savings or benefits. An estimate of savings should be used in most cases to permit timely recognition of the contribution. If actual savings are used to calculate the award, bureaus are encouraged to pay an initial award at the time the contribution is approved, with the balance paid in a supplemental award at the time actual savings are determined. The minimum award granted is to be \$50, based on either tangible savings of \$500 or intangible benefits of limited application and moderate value.

Tangible Benefits or Savings Awards Scale

Estimated First-Year Benefits	Amount of Award
Up to \$10,000	10% of benefits
\$10,001 to \$100,000.....	\$1,000 to the first \$10,000, plus 3% of benefits/savings over \$10,000.
\$100,000 or more	\$3,700 for the first \$100,000, plus .5% of benefits/savings over \$100,000.

(See the attachment for a Quick Guide for Determining Awards for Tangible Benefits.)

2. Awards Based on Intangible Benefits.

General. Whenever possible, evaluating or recommending officials should identify dollar savings or benefits resulting from the contribution and base an award on tangible benefits. When dollar benefits cannot be determined, the amount of award may be derived using the attached scale for intangible benefits. In recommending awards based on intangible benefits, recommending officials should consider the savings that would have been required using the tangible benefits scale to merit an award amount. For example, an employee contribution savings \$100,000 earns the employee an award of \$3,700. Another employee made a contribution which does not lend itself to dollar measurement. The recommending official, while not being able to identify dollars, must use judgement to establish the value of the contribution to the organization and the extent of application of the contribution.

Intangible Benefits Awards Scale. See the attached scale which reflects the value of the contribution and the extent of application.

3. Awards Based on Tangible and Intangible Benefits

General. Certain contributions produce dollar benefits and significant intangible benefits. In those instances, recommending officials may base the award on both types of benefits and grant an award based on its total value to the organization. The amount of the award for intangible benefits will be added to the amount of the award for tangible benefits to derive the total award.

Quick guide for calculating awards based on dollar benefits

Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	80,000	3,100	600,000	6,200
11,000	1,030	81,000	3,130	650,000	6,450
12,000	1,060	82,000	3,160	700,000	6,700
13,000	1,090	83,000	3,190	750,000	6,950
14,000	1,120	84,000	3,220	800,000	7,200
15,000	1,150	85,000	3,250	850,000	7,450
16,000	1,180	86,000	3,280	900,000	7,700
17,000	1,210	87,000	3,310	950,000	7,950
18,000	1,240	88,000	3,340	1,000,000	8,200
19,000	1,270	89,000	3,370	1,050,000	8,450
20,000	1,300	90,000	3,400	1,100,000	8,700
21,000	1,330	91,000	3,430	1,150,000	8,950
22,000	1,360	92,000	3,460	1,200,000	9,200
23,000	1,390	93,000	3,490	1,250,000	9,450
24,000	1,420	94,000	3,520	1,300,000	9,700
25,000	1,450	95,000	3,550	1,350,000	9,950
26,000	1,480	96,000	3,580	1,400,000	10,200*
27,000	1,510	97,000	3,610	1,450,000	10,450
28,000	1,540	98,000	3,640	1,500,000	10,700
29,000	1,570	99,000	3,670	1,600,000	11,200
30,000	1,600	100,000	3,700	1,700,000	11,700
31,000	1,630	101,000	3,705	1,800,000	12,200
32,000	1,660	102,000	3,710	1,900,000	12,700
33,000	1,690	103,000	3,715	2,000,000	13,200
34,000	1,720	104,000	3,720	2,100,000	13,700
35,000	1,750	105,000	3,725	2,200,000	14,200
36,000	1,780	106,000	3,730	2,300,000	14,700
37,000	1,810	107,000	3,735	2,400,000	15,200
38,000	1,840	108,000	3,740	2,500,000	15,700
39,000	1,870	109,000	3,745	2,600,000	16,200
40,000	1,900	110,000	3,750	2,700,000	16,700
41,000	1,930	111,000	3,755	2,800,000	17,200
42,000	1,960	112,000	3,760	2,900,000	17,700
43,000	1,990	113,000	3,765	3,000,000	18,200
44,000	2,020	114,000	3,770	3,100,000	18,700
45,000	2,050	115,000	3,775	3,200,000	19,200
46,000	2,080	116,000	3,780	3,300,000	19,700
47,000	2,110	117,000	3,785	3,400,000	20,200
48,000	2,140	118,000	3,790	3,500,000	20,700
49,000	2,170	119,000	3,795	3,600,000	21,200
50,000	2,200	120,000	3,800	3,700,000	21,700
51,000	2,230	125,000	3,825	3,800,000	22,200
52,000	2,260	130,000	3,850	3,900,000	22,700
53,000	2,290	135,000	3,875	4,000,000	23,200
54,000	2,320	140,000	3,900	4,100,000	23,700
55,000	2,350	145,000	3,925	4,200,000	24,200
56,000	2,380	150,000	3,950	4,300,000	24,700
57,000	2,410	155,000	3,975	4,340,000	25,000**
58,000	2,440	160,000	4,000		
59,000	2,470	165,000	4,025		*An award over \$10,000
60,000	2,500	170,000	4,050		requires the approval
61,000	2,530	175,000	4,075		of the Office of
62,000	2,560	180,000	4,100		Personnel Management.
63,000	2,590	185,000	4,125		
64,000	2,620	190,000	4,150		**An award in excess
65,000	2,650	195,000	4,175		of \$25,000 may be
66,000	2,680	200,000	4,200		approved by the
67,000	2,710	225,000	4,325		President.
68,000	2,740	250,000	4,450		
69,000	2,770	275,000	4,575		
70,000	2,800	300,000	4,700		
71,000	2,830	325,000	4,825		
72,000	2,860	350,000	4,950		
73,000	2,890	375,000	5,075		
74,000	2,920	400,000	5,200		
75,000	2,950	425,000	5,325		
76,000	2,980	450,000	5,450		
77,000	3,010	475,000	5,575		
78,000	3,040	500,000	5,700		
79,000	3,070	550,000	5,950		

SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, missions or personnel of one office, facility, installation, or an organizational element. Affects a small area of science or technology.	Affects functions, missions or personnel of several offices, facilities or installations. Affects an important area of science or technology.	Affects functions, missions or personnel of an entire region or several regions, or an entire bureau.	Affects functions, missions or personnel of several bureaus, an entire Department, or is in the public interest throughout the nation or beyond.
MODERATE Change or modification to an operating principle or procedure with limited impact or use. Contribution may represent completion of a project or an assignment in a very successful manner.	\$50-100	\$100-500	\$500-1000	\$1,000-3,000
HIGH VALUE Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service. Contribution may represent completion of a project or an assignment in a highly successful manner.	\$100-500	\$500-1000	\$1,000-3,000	\$3,000-5,000
EXCEPTIONAL VALUE Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product activity, program or service to the public. Contribution may represent completion of a project or an assignment in an outstanding manner.	\$500-1,000	\$1,000-3,000	\$3,000-5,000	\$5,000-10,000

DEPARTMENT OF THE INTERIOR HONOR AWARDS

TYPE OF AWARD	DESCRIPTION	ELIGIBILITY	NOMINATING PROCEDURES	APPROVAL AUTHORITY	EVIDENCE OF AWARD
Distinguished Service Award	The highest Departmental honorary award. Recognizes an outstanding contribution to science, outstanding skill or ability in the performance of duty, an eminent career in the Department, an outstanding record in administration, an outstanding contribution equal opportunity in Government, an outstanding contribution to energy conservation, or any other exceptional contribution to the public service.	With the exception of consultants, any employee who has previously received the Meritorious Service Award.	Prepared and submitted by employee most familiar with the employee's performance, through the BIAC.	Through BIAC to BIAC.	Certificate and citation both signed by Secretary and a gold pin and medal.
Meritorious Service Award	The second highest Departmental honorary award. Made for an important contribution to science or management; a notable career; superior service in administration or in the execution of duties; initiative in devising new and improved work methods & procedures; superior achievement in improving safety or health of workers or employee morale; superior accomplishments in fostering the objective of equal employment opportunity of important contributions to ENERGY CONSERVATION.	With the exception of consultants, any employee.	Prepared and submitted by employee most familiar with the employee's performance, through the BIAC.	Through BIAC to BIAC.	Certificate and citation signed by Secretary and a silver pin and medal.
Superior Service Award	Given at any time during career (preferably early in career) for significant acts, services, or achievements that materially aid or affect the successful accomplishment of the Department's mission. Should be given at the time a superior contribution is made and is often used as a stepping stone to Meritorious Service Award.	With the exception of consultants, any employee.	By supervisor who is most familiar with the employee's performance.	BIAC	Letter and certificate both signed by the Director and a pin.
Unit Award for Excellence of Service	Granted to a group of employees working as a unit to perform a service so far above and beyond that normally expected that it is considered to be superior. The period covered by the performance ordinarily would not exceed two years.	With the exception of consultants, any employee.	By supervisor who is most familiar with group contribution. Must be received by BIAC within three months after the superior performance.	Through BIAC to BIAC.	Certificate and citation signed by Secretary.
Valor Award	Granted to employees who demonstrate unusual courage involving a high degree of personal risk in the face of danger. No requirement that the act be related to official duties or occur at the work site.	With the exception of consultants, any employee.	By any individual or group of individuals (public or private) submitted to BIAC within six months from the date of the heroic act.	Through BIAC to BIAC.	Citation signed by Secretary and a gold medal.
Exemplary Act Award	Granted to employee or groups of employees whose prompt decision or action significantly contributed toward the saving of a life or helping another person in need of physical assistance. This emergency or critical situation would be one that did not necessarily involve personal risk as in Valor Award criteria. No requirement that the act be related to official duties.	With the exception of consultants, any employee. Private citizens or groups in exceptional instances	By any individual or group of individuals (public or private) submitted to BIAC within six months of act	BIAC	Letter or citation and certificate signed by Director

PURPOSE AND SCOPE OF THE CARNEGIE HERO FUND

Andrew Carnegie, industrial leader and philanthropist, established the Carnegie Hero Fund in 1904 for the purpose of recognizing acts of heroism by awarding medals which often are accompanied by pecuniary awards.

Bronze medals are awarded honoring acts in which conclusive evidence may be obtained showing that the person performing the act voluntarily risked his or her life to an extraordinary degree in saving, or attempting to save, another person, or sacrificed himself or herself in a heroic manner for the benefit of others.

Mr. Carnegie's primary purpose in creating the Fund was to make provisions to give pecuniary assistance to persons disabled in heroic efforts to save human life or to dependents of persons who lost their lives in this manner. In such cases, monthly allowances often are granted. Monetary grants for educational expenses and for other worthy purposes also may be made to heroes and heroines and as the Carnegie Hero Fund Commission thinks advisable.

Acts of rescue can be reported directly by writing to the Carnegie Hero Fund, 606 Oliver Building, Pittsburgh, Pennsylvania 15222. Preliminary investigation by correspondence is made to determine whether reported cases merit field investigation; and if so, to facilitate the work of the Fund's field representative in their investigation. Detailed reports of the field investigations are the basis of all awards made by the Commission, which is comprised of 21 individuals representing various business and civic interests.

Four times a year the Commission meets in Pittsburgh to take final action in award cases. The awards are promptly announced by the media and summaries of the heroic acts recognized are published annually in a booklet which is sent to public libraries. Copies of the booklet also can be obtained from the Pittsburgh office.

The Commission considers acts performed in the United States and Canada, or the waters thereof, by persons the nature of whose duties in following their regular vocations does not require them to perform such acts. Only rescues brought to the attention of the Commission within three years of the date of the act are eligible for consideration. Acts in which the rescuer is related to the rescued by close family ties, or those performed while the rescuer is in the Armed Service, do not come within the scope of the Fund.

As of December 31, 1980, the Commission had awarded 6,498 medals accompanied by more than \$13,900,000 on monetary grants to heroes and their dependents. A relief bust of Mr. Carnegie is on front side of the medal, and the reverse side is inscribed with the name of the rescuer and a brief description of his or her act. The medal measures three inches in diameter.

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GEICO Public Service Awards	6
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CALENDER OF DUE DATES TO THE DEPARTMENT -- MAJOR AWARDS SPONSORED BY
NON-FEDERAL ORGANIZATIONS

January	William A. Jump Award
February	Justice Tom C. Clark Award
March	Association of Government Accountants Distinguished Leadership Award Interagency Committee on Automatic Data Processing Awards
April	Training Officers Conference Distinguished Service Awards
May	Congressional Award for Exemplary Service to the Public Outstanding Handicapped Federal Employees of the Year Awards Warner W. Stockberger Achievement Award Younger Federal Lawyer Award
June	Presidential Design Awards
July	William T. Pecora Award
August	Geico Public Service Award
September	Federal Environmental Engineer Award National Medal of Science
October	John E. Fogarty Award
November	Common Cause Public Service Achievement Award Horace Hart Award National Public Service Awards Alan T. Waterman Award
December	Federal Engineer of the Year Award Arthur S. Flemming Award Roger W. Jones Award Donald L. Scantlebury Award

MAJOR AWARDS SPONSORED BY NON-FEDERAL ORGANIZATIONS

General Policy. It is the policy of the Department of the Interior to endorse nominations for outside awards submitted by Heads of Bureaus and Offices. Since these outside awards are recognitions sponsored by non-Federal organizations and are competitive throughout the Federal Government, only nominations of the highest caliber should be considered for endorsement. The appropriate Assistant Secretary should concur with the Heads of Bureaus or Offices before submission to the Interior Incentive Awards Committee.

The Department will continue to solicit nominations for outside awards as nominations are requested from the individual non-Federal organizations. Current criteria and appropriate information will be issued through a Personnel Management Bulletin along with submission instructions and actual deadlines.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS DISTINGUISHED LEADERSHIP AWARD

Sponsor: Federal Government Accountants Association of Washington.

Purpose: (1) To formally recognize Government employees who have demonstrated sustained outstanding leadership and notable contribution to Financial Management,
(2) To encourage increased interest, growth, development and distinctive leadership in the field of Financial Management.

Criteria: Outstanding leadership must have been sustained over a period of years and must have been demonstrated both on the job and by significant contribution to the profession.

Factors to be considered are:

- o Innovative thinking,
- o Notable authorship,
- o Creative research
- o Exceptional efficiency,
- o Marked initiative that has resulted in important savings or effectiveness in use of money, time, materials, personnel, or equipment, and
- o Distinctive activity which evidences the highest traditions of professionalism.

Award: Plaque and formal citation to be presented annually at the Association's National Symposium.

Approximate
Due Date to
Department: March

JUSTICE TOM C. CLARK AWARD

Sponsor: District of Columbia Chapter of the Federal Bar Association

Purpose: To give public recognition to career lawyers who have performed outstanding work for the U.S. Government or for the Government of the District of Columbia, or in the field of Federal public law generally; to stimulate the interest of the public and the legal profession in the diversified opportunities and responsibilities of career lawyers, and in the significant contributions made by them; and to encourage a high standard of performance by career lawyers.

Criteria: 1. General accomplishments -- outstanding legal ability, scholarship, and performance over a sustained period even though the specific accomplishments are not related, or
2. Specific accomplishments -- one which results in significant benefit to the Government or to the legal profession and which constitutes a contribution to the development of public law. The accomplishments of the nominee should be reasonably related in time to the year preceding the nomination.

Award: Framed Certificate.

Approximate
Due Date To February
Department:

COMMON CAUSE PUBLIC SERVICE ACHIEVEMENT AWARD

Sponsor: Common Cause.

Purpose: To recognize those individuals who have made an outstanding contribution to the public interest in the areas of government performance and integrity.

Criteria: The award recognizes any citizen who by force of imagination, initiative, and perseverance has made an outstanding contribution to the public interest in the areas of government performance and integrity.

Award: Certificate presented at special luncheon in Washington, D.C.

Approximate
Due Date to November
Department:

CONGRESSIONAL AWARD FOR EXEMPLARY SERVICE TO THE PUBLIC

Sponsors: Congressmen Elliott H. Levitas and Benjamin A. Gilman.

Purpose: To recognize and publicize exemplary and courteous service to the public, to encourage a concerned and responsive attitude toward the public among Government personnel, and to underscore the interest of the President and the Congress in the importance of courtesy throughout Government.

Criteria: The nominee must have demonstrated a degree of courtesy in dealing with the public that clearly exceeds normal expectations and the contribution being recognized must have been in connection with a Federal program or function.

Award: Winners receive a certificate and U.S. Flag flown over the Capitol at a special Capitol Hill ceremony.

Approximate
Due Date To
Department: May

EXCALIBUR AWARD

Sponsor: Congressman Michael D. Barnes.

Purpose: To recognize and honor outstanding contributions made by Federal civilian and military personnel; to publicize such achievements and thereby enhance public appreciation of the merit and performance of government employees; to help counter the negative views and erroneous criticism of government commonly voiced today; to encourage initiative and excellence in performance by government employees, to help attract talented persons to the Federal service.

Criteria: Unusual efforts or leadership in solving problems at local, national, or international levels; outstanding scientific, technical or administrative achievements; superior service to the public, such as the improvement of efficiency including simplification of government regulations; ability to overcome obstacles to organizational objectives, such as making substantial savings in expenditures; high personal integrity and moral character and courage in dealing with difficult or sensitive problems; and the degree of individual effort, imagination and initiative involved in a specific achievement and the impact of the contribution on the agency and the public.

Award: The award is granted periodically in the form of a citation and an American flag that has been flown over the Capitol, which is presented by Congressman Barnes at a Capitol Hill ceremony with the presence of other members of Congress, officials of the executive branch, members of the award selection committee, and members of the press.

Approximate
Due Date to
Department: Nominations may be submitted at any time; however, the Department will call for nominations at least once a year.

FEDERAL ENVIRONMENTAL ENGINEER AWARD

Sponsor: Conference of Federal Environmental Engineers

Purpose: To recognize exemplary work and accomplishments by environmental engineers in the Federal service.

Criteria: The candidate shall be an environmental engineer employed in a professional capacity in the Federal service.

The candidate shall have accomplished a tangible, substantial and significant record of achievement or sustained leadership of outstanding caliber meeting the following conditions:

1. Contributes to the task of the Federal Government in controlling and improving the environment for protection and promotion of man's health and well-being.
2. Furnishes inspiration to and enhances the prestige of his/her professional colleagues.

The following are examples of the type of accomplishments considered suitable for the award:

1. The engineering of a system, process or item of equipment characterized by initiative and imagination to an unusual degree and resulting in an advance of the art, a new application to environmental engineering, or which shall contribute significantly to the solution of an important and difficult problem.
2. The development of a major improvement in a management procedure which increases efficiency, reduces cost, saves time or otherwise contributes in large measure to the accomplishment of an important task.
3. Record of achievement or sustained exemplary leadership in the management of environmental engineering programs.

The award is intended to recognize leadership and meritorious accomplishment rather than a candidate's position within the Federal service. Therefore, factors relating to accomplishment and leadership shall predominate over position or title, grade or rank, age, and length of service.

Approximate
Due Date to
Department: September

FEDERAL ENGINEER OF THE YEAR AWARD

Sponsor: National Society of Professional Engineers

Purpose: To honor outstanding engineers in the Federal Government.

Criteria: Winner is selected on the basis of educational and collegiate achievements; professional and technical society activities; civic and humanitarian activities awards or honors received; registration of continuing competence during the last 3 years; and engineering achievements.

Award: Each agency candidate receives a plaque designating him/her the Outstanding Engineer of the Year from that particular agency.

Approximate
Due Date to
Department: December

ARTHUR S. FLEMMING AWARD

Sponsor: The Downtown Jaycees of Washington, D.C.

Purpose: To recognize those who have performed outstanding and meritorious work for the Federal Government; to attract outstanding persons to the Federal Government; to encourage high standards of performance in the Federal service; and to enhance appreciation of our form of government and the opportunities and responsibilities that it presents.

Criteria: Administrative nominees should have demonstrated exceptional ability in administration in any field, such as personnel, labor or law. Scientific nominees should have demonstrated exceptional ability and performance in their field either by carrying out research, by applying technical skills, or by active participation in projects under their supervision. In both categories, a nominee also should have participated in community activities for the enhancement of the community at large.

Award: Winners receive an engraved plaque.

Approximate
Due Date to
Department: December

JOHN E. FOGARTY AWARD

Sponsor: President's Committee on Employment of the Handicapped

Purpose: To honor an outstanding public agency employee for contributing to the hiring of disabled people in the agency in which he or she is employed.

Criteria: Nominee must have contributed toward employment of the disabled in his or her agency -- Federal, State, county, municipal, judiciary, or public college or school -- by finding suitable jobs for disabled people in his or her agency.

Award: A plaque bearing the seal of the President's Committee, and facsimile signature of the President; and engraved plates with the name of the award and the name of the recipient.

Approximate
Due Date to
Department: October

GEICO PUBLIC SERVICE AWARD

Sponsor: The Government Employees Insurance Company (GEICO)

Purpose: To publicly recognize four Federal employees and one retiree for their special achievements and contributions in the public good.

Criteria: The recipients are judged principally on their contributions to the public good, and the extent to which they served as an inspiration to others, thereby bringing credit to the Federal service and themselves. An award will be made to one individual in each of four areas: Fire Prevention/Safety; Traffic Safety/Accident Prevention; Physical Rehabilitation; and Alcoholism. The program also will recognize a retired Federal employee for achievements in one of the four designated areas.

Award: A plaque commemorating their outstanding accomplishments and a cash award of \$2,500.

Approximate
Due Date to
Department: August

INTERAGENCY COMMITTEE ON AUTOMATIC DATA PROCESSING AWARDS

- Sponsor: Interagency Committee on Automatic Data Processing
- Purpose: To recognize Federal Government employees who have made significant contributions in the information resources management field during the past year.
- Criteria: There are three categories of awards:
- A. Executive Excellence
 - Sustained contribution over a period of years in a senior managerial or leadership role.
 - Significant professional achievement in the Federal information resources executive community, reaching beyond the nominee's agency or area of responsibility.
 - B. Technical Excellence
 - Innovative uses of information technology.
 - Noteworthy application of technical skills.
 - C. Management/Administrative Excellence
 - Noteworthy achievements in operational project management.
 - Significant accomplishment in the support of information management projects or activities (e.g., training, procurement, policy, or legal).

The following are suggested areas of consideration. Any one or a combination of these, as well as additional areas, may be used to support to nomination:

1. Specific accomplishments as a senior manager in policy, planning, management, or utilization of information technology resources.
2. Specific accomplishments resulting in the improved delivery of Government services through use of information technology.
3. Specific accomplishments in meeting Federal program objectives through innovative and cost-effective use of information technology.
4. Specific accomplishments resulting in significant cost savings to the Federal Government through use of information technology.
5. Specific accomplishments resulting in innovative advancements in the state-of-the-art of information technology application.
6. Substantial contributions over the long term (at least ten years in the field of information technology).

Approximate
Due Date to
Department:
6/28/84 FPM-334
New

March

HORACE HART AWARD

Sponsor: Horace Hart.

Purpose: Because of the importance of printing and publishing in every aspect of human endeavor -- science and the the arts, education and culture, commerce and industry, government and private affairs -- this Award has been established for individuals employed in Government service to encourage and stimulate an interest in the field of printing and publishing.

Criteria: Will recognize those individuals who have contributed in any way to one or more of the following:

1. Made a significant contribution in the field of printing and publishing.
2. Aided in the development of educational and training programs in the printing and publishing field at the craft, managerial or professional levels.
3. Assisted in the expansion of printing and publishing by private enterprise through ideas, recommendations, and suggestions.
4. Made notable contributions to the increase of knowledge of printing and publishing.
5. Contributed to greater understanding of the present and future manpower needs, skills, training and qualifications in printing and publishing.
6. Developed products, techniques or processes to advance the technology of printing and publishing.
7. Improved the design and appearance of government publications and reports.
8. Distinguished themselves in public service over a long period in the field of printing and publishing.

Award: A suitably framed scroll.

Approximate Due Date to Department: November

ROGER W. JONES AWARD

Sponsor: The American University, College of Public and International Affairs, School of Government and Public Administration, Washington, D.C.

Purpose: Assuring first-rate leadership by career executives in the Federal government is a high priority issue requiring constant attention. The decision arena for career executives includes complexity, conflicting forces, options, and opportunities to contribute to

national purpose. In furtherance of the compelling purpose, and because of its interest in public affairs, the American University presents the award to two career executives each year.

Criteria: To honor Federal career executives whose superior leadership has resulted in outstanding organizational achievement and who have successfully fostered the development of managers and executives for career service.

Award: A bronze plaque and citation which are presented at the annual Spring Honors Convocation.

Approximate
Due Date to
Department: December

WILLIAM A. JUMP AWARD

Sponsor: U.S. Department of Agriculture

Purpose: To recognize outstanding service in administration and notable contributions to the efficiency and quality of public service.

Criteria: Nominee must be a career employee of the Federal government who has not reached his/her 37th birthday. Work performance of the employee over a considerable period of time in either a line or staff position must demonstrate unusual competence and interest in any area of public administration; endowment for leadership in the direction or development of programs; creativity and resourcefulness; close adherence to the basic principles of enlightened public service; and integrity and dedication to duty.

Award: A gold key and a certificate of merit presented at the annual Department of Agriculture Honor Awards Ceremony.

Approximate
Due Date to
Department: January

NATIONAL MEDAL OF SCIENCE

- Sponsor: President's Committee on the National Medal of Science
- Purpose: To award individuals deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences.
- Criteria: The following guidelines were established by the Committee:
- The total impact of an individual's work on the present state of physical, biological, mathematical, engineering or social and behavioral sciences is to be the principal criterion.
 - In addition, achievements of an unusually significant nature will be considered and judged in relation to the potential effects of such achievements on the development of scientific thought.
 - Distinguished service in the general advancement of science and engineering, when accompanied by substantial contributions to the content of science at some time, may be recognized.

Approximate
Due Date to
Department: September

Sponsor: The American Society for Public Administration and the National Academy of Public Administration

Purpose: To pay tribute to public service practitioners whose careers exhibit the highest standard of excellence, dedication and accomplishment. The awards seek to provide recognition for outstanding individuals and to underscore the need to have creative and highly skilled individuals as managers of complex and demanding government functions.

Criteria: Up to five awards are presented annually to public service practitioners who currently work or who have spent the primary part of their careers working in the public service. Awards will recognize individuals who have made outstanding contributions on a sustained basis rather than those who have performed a single exceptional public service deed. Nominees should have responsibility for accomplishing or causing to be accomplished significant programs or projects within his/her area of responsibility, to the ultimate benefit of the general public. Since the awards are to focus on practitioners currently involved in the public service, individuals who have retired from a public career are ineligible. Persons holding elected offices will be evaluated on the basis of their career in public service excluding their time as an elected official.

Features to be considered include:

- complexity of the problems addressed and the organizations directed.
- measurable improvements in management technology or methodology, resulting from the nominee's accomplishments.
- use of original, innovative or creative approaches in difficult situations.
- impact of contributions: extent of long-term or lasting benefit of the nominee's accomplishments on the efficiency, effectiveness, and economy of governmental operations.
- demonstrated commitment to policies and programs which foster effective human and organizational relationships including equality of opportunity.

Approximate
Date Date to
Department: November

OUTSTANDING HANDICAPPED FEDERAL EMPLOYEES OF THE YEAR AWARD

Sponsor: U.S. Office of Personnel Management.

Purpose: To recognize the versatility, value and wide range of Federal job duties being performed by persons with physical disabilities.

Criteria: Exceptional job performance inspite of severely limiting disabling factors -- physical or mental, and community involvement. Ten nominees are selected each year.

Award: A plaque bearing the Presidential seal and facsimile signature of the President and the Director, U.S. Office of Personnel Management.

Approximate
Due Date to
Department: May

WILLIAM T. PECORA AWARD

Sponsor: The National Aeronautics and Space Administration and the Department of the Interior.

Purpose: In recognition of outstanding contributions of individuals or groups toward the understanding of the earth by means of remote sensing.

Criteria: The award recognizes contributions of those in the scientific and technical community as well as those involved in the practical application of remote sensing. Consideration will be given to sustained or single contributions of major importance to the art or science of the understanding of the earth through observations made from space.

Award: Each recipient receives a citation signed by the Administrator and Secretary, along with a plaque with the recipient's name inscribed and appropriately displayed as a "William T. Pecora Fellow."

Approximate
Due Date to
Department: July

PRESIDENTIAL DESIGN AWARDS

Sponsor: Federal Design Improvement Project, Design Arts Program of the National Endowment for the Arts

Purpose: To recognize Federal design accomplishments and to honor individuals who have made outstanding contributions to Federal design.

Criteria: The awards will recognize Federal design achievements in Architecture, Engineering Design, Graphic Design, Interior Design, Landscape Architecture, Product/Industrial Design and Urban Design and Planning.

Any completed or implemented design work for which the Federal Government is primarily responsible is eligible. Applicants must demonstrate that the design work was a direct result of the purpose and mission of the Federal office responsible for its creation.

The following principals should be used as guidelines:

1. Purpose. The undertaking must make a contribution that improves the Federal Government's ability to fulfill its mission.
2. Leadership. The undertaking should establish exemplary design practices, standards or guidelines that can serve as models for Federal design activities.
3. Cost. The undertaking should be cost-efficient on a life-cycle cost basis, and should demonstrate careful design and planning without sacrificing performance or quality.
4. Aesthetics. The undertaking must demonstrate aesthetic sensibility and be appropriate in image, form, and context.
5. Performance. The undertaking must demonstrate a high level of technical and functional proficiency in all aspects of performance.

Approximate
Due Date to
Department: June

DONALD L. SCANTLEBURY AWARD

Sponsor: General Accounting Office, Department of the Treasury, Office of Management and Budget and the Office of Personnel Management.

Purpose: To recognize senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in Federal, State or local government.

Criteria: Sustained, high quality leadership in financial management over the years considering:

1. Measurable improvements in financial management technology or methodology resulting from the nominee's accomplishments.
2. The extent to which the improvements would have been impossible or significantly lessened without the nominee's involvement.
3. Originality of nominee's accomplishments.
4. The impact of the nominee's accomplishments on governmental financial management policies and practices.
5. The extent of long-term or lasting benefit of the nominee's accomplishments on the efficiency, effectiveness, and economy of governmental operations.

The committee will also consider a series of specific accomplishments for which the nominee is primarily responsible and where the results can be measured specifically in terms of improvement in service, substantial savings, or significant technological progress adaptable to a wide range of governmental financial management operations.

Award: An engraved plaque presented at the annual Financial Management Conference in Washington, D.C.

Approximate
Due Date to
Department:

December

WARNER W. STOCKBERGER ACHIEVEMENT AWARD

Sponsor: International Personnel Management Association Awards Committee.

Purpose: To recognize and honor a person in public or private life who has made an outstanding contribution to public personnel management in terms of any of the following:

- o Encouraging acceptance of personnel administration principles as an aid to better management.

- o Skillful application of personnel administration principles to any group of employees.
- o Leadership in favor of sound personnel principles by developing, sponsoring, or promoting progressive legislation strengthening personnel management in the public service.
- o Leadership in developing creative responses to new and unusual challenges in personnel management.
- o Distinguished teaching, authorship, or research.

Award: Plaque.

Approximate
Due Date to May
Department:

TRAINING OFFICERS CONFERENCE DISTINGUISHED SERVICE AWARDS

Sponsor: Training Officers Conference.

Purpose: To stimulate improved training programs through the recognition of individuals making significant contributions to the fields of training and human resource development. Awards will be given in the following six categories.

Criteria: Needs Assessment - Individual or group recognition for completing and publishing within the past 18 months a needs assessment project which contributed to the technical skill, knowledge or available tools of the training community.

Training Design - Individual or group responsible for designing a training course/experience or implementing a program within the past 18 months which has improved the effectiveness or efficiency of the organization for which it was designed and which utilizes new or unique approaches, knowledge, methods/technology of significance to the training community.

Management of the Training Function - A manager or group of managers whose outstanding contributions to the accomplishment of the mission of the organization were made through management of the training activity.

Career Development - Individual or group who designs or operates a career development system/program which represents the highest standards of the training community.

Evaluation - Individual or group responsible for an evaluation project being completed or published within the past 18 months which has contributed to the technical skill, knowledge or available tools of the training community.

Research - Individual or group responsible for a research project completed or published within the past 18 months which has contributed to the theoretical foundation, knowledge or available tools of the training community.

Approximate
Due Date to
Department: April

ALAN T. WATERMAN AWARD

Sponsor: National Science Foundation

Purpose: To recognize an outstanding young scientist in the forefront of science.

Criteria: Candidates must be 35 years or younger, or not more than 5 years beyond receipt of the Ph.D. degree of the year in which nominated. Nominees should have completed sufficient scientific or engineering research to have demonstrated, through personal accomplishments, outstanding capability and exceptional promise for significant future achievement. In addition, nominees should exhibit quality, innovation, and potential for discovery in their research.

Award: A medal and a grant of up to \$50,000 per year for a period of up to three years for scientific research or advanced study in the biological, mathematical, medical, engineering, physical, social, or other sciences at the institution of the recipient's choice.

Approximate
Due Date to
Department: November

YOUNGER FEDERAL LAWYER AWARD

Sponsor: Federal Bar Association.

Purpose: To encourage younger Federal lawyers throughout the Nation and overseas to attain high standards of professional achievement and to accord public recognition for outstanding performance.

Criteria: A. Professional Achievements -- outstanding legal ability and performance over a sustained period, or because of specific accomplishment for which he or she is primarily responsible. Regardless of whether the achievements are of a general or a specific nature, they should have resulted in a significant benefit to the Federal Government and the legal profession and contributed to the development of public law.
B. Professional and Community Responsibility -- a nominee may also be qualified because of a significant contribution to the legal profession and/or community not necessarily required by the nominee's government position.

Award: Plaque.

Approximate
Due Date to
Department: May



**U.S. DEPARTMENT OF THE INTERIOR
OUTSIDE AWARDS PLANNING GUIDE
MAJOR AWARDS SPONSORED BY NON-FEDERAL ORGANIZATIONS**

AWARD	SPONSOR	PURPOSE	CRITERIA	RECOGNITION	DUE TO DEPT
ASSOCIATION OF GOVERNMENT ACCOUNTANTS DISTINGUISHED LEADERSHIP AWARD.	Federal Government Accountants Association of Washington	Recognize Federal employees who have demonstrated outstanding leadership and contributions to financial management	Outstanding leadership over period of years demonstrating significant contribution to the profession and on the job.	Plaque and formal citation	March
JUSTICE TOM C. CLARK AWARD	District of Columbia Chapter of the Federal Bar Association	Recognize career lawyers performing outstanding work for Government; encourage high standards of performance by career lawyers	General or specific accomplishments benefiting Government or legal profession which constitutes a contribution to development of public law. Employee must have 3 years of service.	Framed Certificate	February
COMMON CAUSE PUBLIC SERVICE ACHIEVEMENT AWARD	Common Cause	Recognize individuals contributing to public interest in areas of Government performance and integrity	Individual must demonstrate outstanding contributions to public interest in areas of government performance and integrity by demonstrating imagination, initiative and perseverance.	Certificate	November
CONGRESSIONAL AWARD FOR EXEMPLARY SERVICE TO THE PUBLIC	Congressmen Elliott H. Levitas & Benjamin A. Gilman	Recognize and publicize exemplary and courteous service to the public; encourage responsive attitude toward the public among Government personnel	Nominee must demonstrate degree of courtesy in dealing with the public that exceeds normal expectations; must be in connection with Federal program or functions.	Certificate and U.S. Flag flown over the Capitol	May
EXCALIBUR AWARD	Congressman Michael D. Barnes	Recognize outstanding contributions by Federal civilian and military personnel; publicize achievements and enhance public appreciation of Government employees	Unusual efforts or leadership in solving problems; outstanding scientific technical or administrative achievement, superior service to the public.	Citation and U.S. Flag flown over the Capitol	Nominations may be submitted anytime.
FEDERAL ENGINEER OF THE YEAR AWARD	National Society of Professional Engineers	Honor outstanding engineers in the Federal Government	Based on educational and collegiate achievement; professional and technical society activities; engineering achievements; civic and humanitarian activities; honors and awards received.	Plaque to each agency designating awardee as Engineer of the year from that agency	December (only one nominee from each bureau employing 250 engineers)
FEDERAL ENVIRONMENTAL ENGINEER AWARD	Conference of Federal Environmental Engineers	Recognize exemplary work and accomplishments by environmental engineers in Federal service	Environmental engineer must accomplish tangible, substantial and significant record of achievement or sustained leadership of outstanding caliber		July

AWARD	SPONSOR	PURPOSE	CRITERIA	RECOGNITION	DUE TO DEPT
ARTHUR S. FLEMMING AWARD	The Downtown Jaycees of Washington, D.C.	Recognize outstanding workers in Federal Government; attract outstanding persons to Government; encourage high standards of performance; enhance appreciation of our form of Government	Administrative nominees must demonstrate exceptional ability in administration in any field; Scientific nominees must demonstrate exceptional ability and performance in their field; participate in community activities.	Engraved Plaque	December
JOHN E. FOGARTY AWARD	President's Committee on Employment of the Handicapped	Honor employee for contributing to hiring disabled people in agency in which employed	Contribute to employment of disabled in his or her agency by finding them suitable jobs	Plaque	October
GEICO PUBLIC SERVICE AWARD	The Government Employees Insurance Company (GEICO)	Recognize four Federal employees and one retiree for special achievements and contributions in the public good	Contributions to public good in one of four areas: Fire Prevention/Accident Prevention; Physical Rehabilitation; and Alcoholism.	Plaque and Cash Award of \$2,900	August
HORACE HART AWARD	Horace Hart	Encourage interest in the field of printing and publishing	Notable contributions in field of printing and publishing; improved design and appearance of Federal publications; distinguished public service over a long period.	Framed Scroll	November
INTERAGENCY COMMITTEE ON AUTOMATIC DATA PROCESSING AWARDS	Interagency Committee on Automatic Data Processing	Recognize significant contributions in the information resource management field in 3 categories: Executive Excellence, Technical Excellence or Management/Administrative Excellence	Demonstrate specific accomplishments as senior manager in information technology; improved government services; innovative and cost effective contribution; advancements in the field.		March
ROGER W. JONES AWARD	The American University, College of Public and International Affairs, School of Government and Public Administration	Recognize two career executives who have demonstrated outstanding leadership	Superior leadership resulting in outstanding organizational achievement; fostering development of managers and executives for career service.	Bronze Plaque and Citation	December
WILLIAM A. JUMP AWARD	U.S. Department of Agriculture	Recognize outstanding service in administration and notable contributions to efficiency and quality of public service	Must be career employee and not reached 37th birthday; performance in line or staff position demonstrating unusual competence in public administration; creativity and resourcefulness, integrity, dedication.	A gold Key and Certificate of Merit	January