



Program Statement

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SUBJECT: Bureau of Prisons
Awards Program,
Incentive Awards

1. **PURPOSE AND SCOPE.** To recognize and promptly reward exemplary contributions to the organization's efficiency and effectiveness. Merit shall be the sole basis for granting any award. The provisions of this Program Statement apply to all BOP employees at all organizational levels.

This Program Statement establishes the Incentive Awards Program as a key component within the BOP. In addition to presenting new incentive awards initiatives, the Program Statement also incorporates previously published policy and instructions into a logically structured guide to be used by Human Resource officials and supervisors in fulfilling their responsibilities in human resource management.

2. **SUMMARY OF CHANGES**

a. Chapter 1 is updated to reflect the current legal basis and regulatory requirements; to require that the Director approve all forms of recognition presented on his or her behalf; to increase the award approval amounts for Assistant/Regional Directors, Wardens, and Training Center Directors; to allow human resource offices the option of using the Employee Awards System (EASY) program as the incentive awards register; to reflect new filing requirements for SF-50s; to require an inventory be maintained of purchased items to be used as incentive awards; and to reflect minor changes in other parts of Chapter 1.

b. Chapter 2 modifies the evaluation criteria for Quality Step Increases (QSI) and Sustained Superior Performance (SSP) Awards. QSIs will no longer be precluded because of reassignments.

(**Note:** There is no change in the QSI policy regarding promotions.) The waiting period for receiving SSPs has been reduced from one year to six months.

Approving officials may now only approve nominations for employees who are within one month of eligibility for QSIs or SSPs. The changes for granting QSIs and SSPs will be effective for the rating period ending March 31, 2001.

c. Chapter 3 is updated to outline the Bureau's policy and procedures for granting time off awards. The one-year limitation for use of a time off award will remain in effect.

d. Chapter 5 is updated to clarify that Recruitment Awards should be processed as Individual Cash Awards; to specify that a shadow box display case may be used to mount the medals and lapel pins in the Honorary Service Medals section; and to clarify that employees cannot trade or assign their frequent flyer incentives to another employee in order to receive an award under the Travel Savings Awards Program.

e. Chapter 6 is updated to eliminate the criteria, form of recognition, and timeframes for the Bureauwide awards program. This information will be announced during the annual call for nominations.

Regional Offices should forward no more than two nominations for each Bureauwide award category to the Central Office. All nominations received at Regional Offices must be maintained for a period of two years.

f. Chapter 7 is updated to change the ordering procedures for Career Service Insignia and Career Service Certificates; to include instructions for requesting a service pin and a congratulatory letter signed by the Director for members of the Executive Staff and Chief Executive Officers; to change the procedures for requesting retirement timepieces and a retirement letter signed by the Director and to provide a new format for requests; to add a provision that a re-employed annuitant would not generally be eligible for a retirement plaque, timepiece, and a letter signed by the Director; to change the retirement plaque to include total Federal service or total Bureau service, whichever the employee chooses; and to eliminate the requirement for an engraved brass plate to be affixed to the flag box under the form of recognition in the Deceased Employee section.

g. Chapters 9 and 11 were reordered and Chapter 10 eliminated. The new Chapter 9 now addresses awards under the Senior Executive Service, including a change to the Distinguished and Meritorious Executive Awards. The new Chapter 10 addresses Miscellaneous Other Awards.

The names, evaluation criteria, and form of recognition for the Attorney General's Awards Program were eliminated since this information will be announced during the annual call for nominations.

3. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 3451.03 Awards Program, Incentive Awards, Bureau of
 Prisons (5/10/94)

b. **Directives Referenced**

PS 3000.02 Human Resources Management Manual (11/1/93)

4. **STANDARDS REFERENCED.** None.

5. **EMPLOYEE ACCESS.** Employees may have access to any and all information in this Program Statement and may have copies of any portion. All Human Resource Managers shall assure that the Human Resource office copy of this Program Statement is current at all times and is readily available to employees.

/
Kathleen Hawk Sawyer
Director

TABLE OF CONTENTS

CHAPTER 1: GENERAL ADMINISTRATION

100	Legal Basis and Regulatory Requirements	1-1
101	Purpose of Program	1-1
102	Eligibility	1-2
103	Delegation of Approving Authority and Responsibility	1-2
104	Administrative Responsibilities	1-5
105	Incentive Award Planning and Review Committee	1-6
106	Records and Reports	1-7
107	Publicity and Ceremonies	1-8
108	Nomination Forms	1-9
109	Funding	1-9
110	Requests for Purchase	1-10
111	Training of Supervisors and Employees	1-10
112	Institution Supplements or Operating Guidelines	1-10
113	Comptroller General Decisions	1-11

CHAPTER 2: GUIDELINES FOR MONETARY AND NON-MONETARY AWARDS

200	General Information	2-1
201	Quality Step Increases	2-1
202	Special Achievement Award for Sustained Superior Performance	2-2
203	Superior Accomplishment Award Based on Special Acts or Service	2-4
	Tangible Benefits Award Table	2-7
	Intangible Benefits Award Table	2-8
	Award Table Based on Intangible Benefits	2-9

CHAPTER 3: TIME-OFF AWARDS

300	General Information	3-1
301	Time-Off Awards	3-1
	Information for Timekeepers	3-4
	Notification to Timekeepers and Employees	3-5
	Summary of Pertinent Provisions	3-6

CHAPTER 4: SUPERIOR ACCOMPLISHMENT AWARDS FOR ADOPTED SUGGESTIONS

400	General Information	4-1
401	Program Description and Procedures	4-1

CHAPTER 5: MISCELLANEOUS OTHER BUREAU-SANCTIONED AWARDS PROGRAMS

500	General Information	5-1
501	Local Awards	5-1
502	Bureau of Prisons Recruitment Award Program	5-2
503	Superior Accomplishment Award for Foreign Language Skills	5-5
504	Expedited Incentive Awards	5-6
505	BOP Honorary Service Medals	5-7
506	Public Service Award	5-9
507	Correctional Workers Week Observance	5-10
508	Gainsharing: Travel Savings Award Program	5-10
509	Factory Gainsharing Award	5-14

CHAPTER 6: BUREAUWIDE AWARDS

600	Introduction	6-1
601	Bureauwide Awards	6-1
602	Nomination and Selection Procedures	6-1

CHAPTER 7: CAREER SERVICE RECOGNITION

700	General Information	7-1
701	Career Service Insignia (Pins)	7-1
702	Career Service Pins for Executive Staff, Deputy Assistant Directors, Deputy Regional Directors, and Chief Executive Officers	7-2
703	Career Service Certificate	7-2
704	Significant Accomplishment Award - Transfer/Separation	7-3
705	Retirement Plaques	7-4
706	Retirement Timepieces	7-4
707	Retirement Letters	7-5
708	Recognition for Service of Deceased Employees	7-6
	Request for Presidential Retirement Letter	7-7
	Request for Retirement Letter and Timepiece	7-8

CHAPTER 8: PUBLIC HEALTH SERVICE COMMISSIONER OFFICERS AWARDS AND DECORATIONS

800	General Information	8-1
801	Award Types	8-1

CHAPTER 9: SENIOR EXECUTIVE SERVICE AWARDS

900	General Information	9-1
901	Distinguished and Meritorious Executive Awards	9-1
902	SES Performance Awards (Bonuses)	9-3
903	SES Superior Accomplishment Incentive Awards	9-3

CHAPTER 10: MISCELLANEOUS OTHER AWARDS

1000	Attorney General Awards	10-1
1001	Other Awards	10-1
1002	The President's Award for Distinguished Federal Civilian Service	10-2
1003	Presidential Management Improvement Awards	10-3
1004	Presidential Letters of Commendation	10-4

CHAPTER 1: GENERAL ADMINISTRATION

100. LEGAL BASIS AND REGULATORY REQUIREMENTS

1. Title 5 U.S. Code Chapters 43, 45, 53 and 55
2. 5 CFR Part 430
3. 5 CFR Part 531, Subpart E
4. 5 CFR Part 451
5. DOJ Order 1430.3A (4/14/87)
6. DOJ Order 1451.1A (12/14/78)
7. Public Health Service Commissioned Corps Personnel Manual, Instruction 1 of Subchapter CC27.1 and Instruction 1 of CC27.9
8. DOJ Policies, Guidance and Procedures on Time-Off Awards (6/9/92)

101. PURPOSE OF PROGRAM

1. The purpose of the Bureau of Prisons Incentive Awards Program is to recognize and reward promptly employees who perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of Bureau operations and to honor those who have served the government faithfully and well.

The integrity of the program will be preserved when meritorious awards are given expeditiously and only to those who are truly deserving of recognition. Merit will be the sole basis for granting any award. This will diminish inequities that could undermine the credibility of the awards program. Awards should be granted without regard to grade level or type of position.

Awards received within the past five years will be a factor when considering all employees for a promotion through the competitive merit promotion procedures.

2. Employee recognition is extremely important to encourage and maintain employee morale and a high level of achievement. Unfortunately, this can have a negative impact on all employees if the recognition is awarded indiscriminately, without a clear connection between the award and the contributions made to the Bureau.

We need to ensure that in our efforts to recognize employees, we also remain cognizant of our public trust and fiscal responsibilities. In the interest of all taxpayers, it is of the utmost importance that we maintain the integrity of the incentive awards program. We must not indiscriminately grant awards. Always consider factors such as: impact, perception of others, and cost savings of the contribution being rewarded.

102. ELIGIBILITY

1. The Incentive Awards Program is applicable to all employees of the Federal Bureau of Prisons. Awards may be granted to former employees or to the estate of deceased employees if the contribution which serves as the basis for the award was made while the employees were in the service of the government. Honorary awards of moderate value may be granted to private citizens or organizations for significant contributions that benefit the Federal Bureau of Prisons.

2. United States Public Health Service (PHS) Officers assigned to Federal Bureau of Prisons facilities may receive awards under the PHS Commissioned Officers' Recognition Program, as described in Chapter 8. They may be granted non-monetary, honorary recognition; however, they are not eligible for cash awards.

103. DELEGATION OF APPROVING AUTHORITY AND RESPONSIBILITY

1. The **Attorney General** has overall responsibility for the Incentive Awards Program in the Department of Justice. She/He retains the authority to approve the Department's top honorary awards; to nominate other employees for awards granted by agencies and organizations other than the Department of Justice; to approve cash awards of more than \$5,000 and up to \$10,000; and to recommend to the Office of Personnel Management cash awards of more than \$10,000.

2. The **Deputy Attorney General** retains the approval authority on cash awards for SES employees, including SES attorneys. This authority does not pertain to awards that require the Attorney General's approval.

3. The **Office of Attorney Personnel Management** has delegated the authority to the Director, Federal Bureau of Prisons, to approve awards up to \$5,000 for non-SES attorneys at the GS-15 level and below (or equivalent), as well as law clerks and law students.

4. The **Director, Federal Bureau of Prisons**, is responsible for assuring effective administration of the Incentive Awards program within the Federal Bureau of Prisons. The Director:

a. recommends employees for awards that require DOJ approval or concurrence;

b. delegates approval authority for cash awards up to \$3,000 to Assistant/Regional Directors and up to \$1,500 to Wardens and Training Center Directors;

c. approves cash awards of more than \$3,000 and up to \$5,000 for all Bureau employees;

d. approves the Bureauwide awards selections; and

e. approves all forms of recognition presented on behalf of the Director, Federal Bureau of Prisons.

5. The **Assistant Directors** are delegated the responsibility for:

a. overseeing the operations of the Incentive Awards Program within their respective divisions;

b. approving Quality Step Increases (QSIs), Time Off Awards (TOAs), and cash awards up to \$3,000 for all employees in their divisions;

c. approving suggestions having Bureau-wide impact and suggestion awards when their division is the lead or is primarily impacted by the implementation of an approved suggestion; and

d. approving all Bureau-wide divisional awards.

Note: Assistant Directors must obtain Executive Staff concurrence for all Bureau-wide divisional awards.

Assistant Directors may also approve superior accomplishment (cash) awards for special acts or service of up to \$3,000 for employees outside of their own division (for accomplishments that benefit their divisions). It is advisable to obtain concurrence from the employee's Warden, Regional Director, or Assistant Director.

6. The **Assistant Director for Industries, Education and Vocational Training (IE&VT)** is delegated responsibility as outlined in paragraph 5, above. Approving authority is also delegated for all awards for UNICOR employees in institutions at the Assistant Department Head level and higher, along with Central Office controlled positions.

7. The **Assistant Director for General Counsel and Review (OGC)** is delegated responsibility as outlined in paragraph 5, above. In addition, approving authority is also delegated for cash awards up to \$3,000 for attorneys at the GS-15 level and below (or equivalent), as well as law clerks and law students. Attorney awards must be endorsed by the Regional Counsel and approved by the Assistant Director, OGC; similarly, the Director must approve awards ranging from \$3,001 to \$5,000. Time Off Awards for attorneys must be endorsed by the Regional Counsel and approved by the Assistant Director, OGC.

8. The **Regional Directors** are delegated the responsibility for overseeing the operations of the Incentive Awards Program within their regions, including:

a. the approval of Regional Director's Awards under the Bureauwide awards program;

Note: Regional Directors must obtain Executive Staff concurrence.

b. providing recommendations on all nominations for Bureau-wide awards, and

c. approving suggestions for Region-wide implementation and/or referral of suggestions for Bureau-wide implementation.

The Regional Director is the approving authority for QSIs, TOAs, and cash awards up to \$3,000, for regional and community corrections personnel, and for institution staff when the award exceeds the Warden's delegated authority (except for attorneys, law clerks/students and UNICOR employees at the Assistant Department Head level and higher).

Regional Directors may establish other requirements for award approvals in their regions.

9. **Wardens** are delegated responsibility for ensuring there is a comprehensive and equitable Incentive Awards Program operating at the institution level, with an Institution Supplement outlining all local policies and procedures. They are the approving authority for QSIs, TOAs, and cash awards up to \$1,500 for all institution employees except for those employees delegated to the Assistant Director, OGC and to the Assistant Director, IE&VT. Recommendations for awards exceeding \$1,500 will be forwarded to the Regional Office for action at that level.

Wardens are also responsible for approving suggestions implemented at their institutions and for referring suggestions to the Regional Office for region-wide or Bureau-wide implementation consideration.

10. **Training Center Directors** are delegated the responsibility for ensuring there is a comprehensive and equitable Incentive Awards Program operating at training centers, with a supplement outlining all local policies and procedures. They are the approving authority for QSIs, TOAs, and cash awards up to \$1,500 for all training center employees (except for those employees listed above). Recommendations for awards exceeding \$1,500 will be forwarded for approval to the Assistant Director for Human Resource Management.

Training Center Directors are also responsible for approving suggestions implemented at their training centers and for referral of suggestions to the Central Office for Bureau-wide implementation consideration.

11. **Re-delegation of Authority.** The approving official of awards may re-delegate approval authority to an official serving in an acting capacity. In no instance may the approving official also be the recommending official, except when the recommending official is the Director.

Note: The approving official must be at a management level higher than the recommending official.

104. ADMINISTRATIVE RESPONSIBILITIES

1. The **Assistant Director, Human Resource Management Division** has been delegated the responsibility for the overall administration of the Incentive Awards Program.

2. The **Deputy Assistant Director, Human Resource Management Division** provides the central administrative direction and review necessary for an effective awards program.

3. The **BOP Incentive Awards Coordinator**, Employee Relations Section of the Human Resource Management Division will be the focal point of all issues concerning the Incentive Awards Program within the Bureau, serve as an information resource, and coordinate the collection and processing of Bureauwide, Attorney General, and Government-wide awards.

4. The **Senior Executive Service (SES) Coordinator** will be the focal point for SES awards, including Presidential Rank Awards, performance awards (bonuses), and SES superior accomplishment incentive awards.

5. **Supervisors** at all levels have primary responsibility for the successful conduct and promotion of the Incentive Awards Program by assuring that they keep themselves informed of all aspects of the program, encourage employees and inform them of the opportunities the program offers for personal and group recognition (which includes the employee suggestion program). They must review their own operations and evaluate results for the purpose of identifying employees whose individual or group contributions have led to significant improvements.

6. New ideas and suggestions are frequently instituted without undergoing the formalities of the suggestion program. Supervisors are responsible for recognizing situations of this type in which initiative surpassing their expectation is displayed. In these instances, the supervisor should submit a

recommendation for a superior accomplishment award and/or encourage/assist the employee in submitting the idea through the suggestion program.

7. Regional Human Resource Managers and Institution Human Resource Managers will:

- a. ensure proper maintenance of records on awards and suggestions,
- b. provide management officials with adequate information to ensure their compliance with this Program Statement and the effective functioning of the program,
- c. determine eligibility for awards,
- d. process awards in accordance with law, regulation, and the direction provided by this Program Statement, and
- e. publicize award selections.

Institution, Training Center, and Regional Incentive Awards Coordinators should be designated.

8. **Employees** all share the responsibility for efficient and economical Government operations. Every employee should aspire to make contributions to Government operations of such significance as to warrant recognition through this program.

105. THE INCENTIVE AWARD PLANNING AND REVIEW COMMITTEE

1. Incentive Award Planning and Review Committees must be operational at each institution, training center, regional office, and at the Central Office. Committees may review the overall effectiveness of the program and may make recommendations to the Chief Executive Officer (or Assistant Director, Human Resource Management Division, for Central Office) regarding the development of program policy, procedural issues, and promotional activities. All committees should have Union representation as required by the Master Agreement. (**Note:** The Central Office committee services Central Office employees only. A separate Bureau Committee has Bureau-wide responsibilities.)

2. Committees will serve as the reviewing body for suggestions and in making written recommendations as to approval, disapproval, nature and/or amount of suggestion awards. Committees may also review local awards as designated in institution supplements or operating guidelines.

3. The Bureau Committee (referred to as the Bureau Suggestion Committee) will include the Incentive Awards Coordinator, one member from each division, and a Union representative. The committee will meet on an "as needed" basis.

4. The Regional Office Committees will include the Regional Incentive Awards Coordinator and representation from the major program areas. Institution Committees will include the Institution Incentive Awards Coordinator, representation from the local union, and any others designated by the Chief Executive Officer.

5. Each Central Office division may establish a committee to make recommendations to their respective Assistant Director.

106. RECORDS AND REPORTS

1. The central clearance and records point for the Incentive Awards Program will be the Human Resource Manager at each organizational location.

2. **Incentive Awards Register.** Each award nomination and employee suggestion is to be assigned a log number and recorded in an Incentive Awards Register. The register should be maintained on a fiscal year basis and include sufficient information to track the status of awards and suggestions. At a minimum, the register must include the employee's name, grade, type of award nomination, date received, date approved/denied, the dollar amount for cash awards and the number of hours for TOA awards. Written documentation is required for each incentive award, whether approved or disapproved.

Records of incentive award actions must reflect the status and disposition of each case initiated, and processed awards must include the actions and recommendations of Incentive Awards Committees. Specific documentation requirements are described in the section for each type of award. Files must be maintained to substantiate expenditure of funds.

The **Employee Awards System (EASY)** automated tracking system may be used as the incentive awards register for awards and suggestions.

3. **Reports.** The Employee Relations Section (ERS), Central Office will request an annual statistical report on Foreign Language and Recruitment Awards and will include the required format and due dates. Human Resource Managers are to submit the reports to their respective Regional Human Resource Administrators. Each Regional Human Resource Administrator will submit a consolidated report to ERS, following the instructions in the annual request. (The reports from the Central Office

Human Resource Office and the Training Center Human Resource Offices will also follow the instructions in the annual request for these statistics.) ERS will gather statistics on other awards through the personnel automation system.

4. Official Personnel Folder. A Notification of Personnel Action (SF-50) must be processed for each QSI, TOA, and all cash awards. Except for QSIs, SF-50s for TOAs and all cash awards must include a remark indicating the reason for the award. Example remark: "Time Off Award for initiating cost saving procurement practices."

Any SF-50s generated for TOAs and cash awards will be filed on the left side of the Official Personnel Folder and will be retained for a period of five years or until an employee leaves the agency, whichever comes first. SF-50s for QSIs must be filed on the Official Personnel Folder's right side and maintained as a permanent record.

5. Other Award Filing Requirements. The following award materials must be maintained for a period of two years:

a. The nomination, with written justification and approval of a higher level manager, will be maintained in a file established for monetary awards or in the Employee Performance Folder (EPF).

b. Letters of appreciation/thanks not associated with the monetary award can be maintained in the files as indicated in a. above.

c. Copies of approved and disapproved suggestions are to be maintained in a file established for this purpose.

d. An inventory will be maintained of all purchased incentive award items (non-monetary). The nomination, with written justification and approval of a higher level manager, will be maintained in a file established for this purpose.

107. PUBLICITY AND CEREMONIES

1. All human resource offices are encouraged to publicize awards through newsletters and recalls. Employees of the Month/Quarter/Year, and Supervisors of the Quarter/Year selections, should be submitted to the Information, Policy, and Public Affairs Division for inclusion in the Monday Morning Highlights. (Use BOPNet GroupWise ID: BOP-IPP/PUBLIC INFORMATION)

2. Privileged information contained in award nominations should not be publicized or otherwise discussed with anyone not involved in the selection process, except on a "need-to-know" basis. **Award nominations should not be discussed with the nominee until the award has been approved.**

3. **Impact of the Privacy Act.** Routine data for promotion and publicity purposes (e.g., name, grade, organizational location, photograph of awardee, type and amount of award, and description of contribution) is considered public information and, therefore, is not subject to the Privacy Act. Personal information (e.g., date of birth, home address, professional affiliations, employment history) may not be publicized without prior permission from the employee.

108. NOMINATION FORMS

1. Most awards are submitted on a memorandum form. Local forms may be developed, where appropriate.

2. To ensure uniformity in the Bureauwide award nomination process, there is only one standard nomination form. The Bureauwide awards form (BP-S172.034) is to be used for all nominations as indicated during the annual call for these awards. This form can be found on BOPDOCS and may be reproduced locally.

3. Personnel Form 19 is recommended for submitting employee suggestions, although use of this form is not mandatory.

109. FUNDING

1. Funds will be issued to each facility at the beginning of each fiscal year. Should a facility require additional awards funding, other budgetary institution resources must be utilized.

Note: Approved award recommendations may be deferred or denied due to budget curtailment or other unforeseen factors. In such cases, the affected employees should be so informed.

2. Central Office will fund the Bureau-wide awards program. Human Resource Managers will receive instructions regarding the cost center to which each of these awards should be charged.

110. REQUESTS FOR PURCHASE

1. In order to ensure that each item purchased as an incentive award is used as intended, each purchase request for an award must be certified by the local Human Resource Manager. A copy of signed purchase requests and documentation of the distribution of incentive award items must be maintained by the Human Resource Manager.

2. Each Human Resource Manager will be required to sign the following statement which must be on each purchase request, to include purchase requests for retirement plaques:

"I certify that the item(s) on this purchase request represent(s) incentive awards and will be distributed to employees only in accordance with the Office of Personnel Management, Department of Justice, and Federal Bureau of Prisons regulations on awards."

See Chapter 2, Superior Accomplishment Awards based on Special Acts or Service for more information about the purchase and distribution of incentive awards items.

111. TRAINING OF SUPERVISORS AND EMPLOYEES

The Human Resource Manager, in conjunction with the Employee Development Manager, is responsible for providing periodic training to managers, supervisors, and employees on the Incentive Awards Program (i.e., Institution Familiarization Training, Introduction to Supervision, and Core Skills). All employees should know the purpose, scope, and operation of the program.

Supervisors should have a common understanding of the criteria used in granting awards. Employees should be aware of job expectations and requirements for excellent and outstanding performance.

112. INSTITUTION SUPPLEMENTS OR OPERATING GUIDELINES

All human resource offices for institutions, training centers, regional offices, and the Central Office (for Central Office employees) are to have a written local supplement or operating guideline detailing all aspects of their Incentive Awards Program, to include a description of awards granted locally, the criteria/documentation requirements for each, and nomination/approval procedures. Any awards established must be consistent with current legal and regulatory authorities.

113. COMPTROLLER GENERAL (CG) DECISIONS AND OTHER RELATED INFORMATION

1. B-227559 (March 23, 1988) - The CG agrees with the Office of Personnel Management's disapproval of incentive awards programs to **reduce sick leave usage**. OPM's rationale is that sick leave is a statutory entitlement available to all government employees for use in appropriate circumstances, and awards for non-use are inappropriate.

2. B-233607 (October 26, 1989) and FPM Letter 451-7 (July 25, 1989) - The Director may authorize **travel expenses for attendance at a major award ceremony** of award recipients and one individual related to the recipient by blood or affinity, whose close association with the employee is the equivalent of a family relationship.

3. 65 Comp. Gen. 738 (1986) and 5 USC 4503 - While it is recognized that appropriated funds may not generally be used to provide free food to government employees, **refreshments** may be purchased and considered as a "necessary expense" **for an awards ceremony reception** if the agency determines that the reception with refreshments would materially enhance the ceremony.

4. B-236040 (October 9, 1990) - An agency may pay a fee, which includes a luncheon, for attendance at a Federal Executive Board regional award ceremony by agency employees who had been selected for awards as well as their supervisors.

5. B-240001 (February 9, 1991) - The Incentive Awards Act does not authorize giving T-shirts to Combined Federal Campaign contributors.

6. 56 Comp. Gen. 57 (1976) - A labor relations arbitrator may order an agency to prepare and submit an award recommendation, but cannot order the agency to actually grant the award.

CHAPTER 2: GUIDELINES FOR MONETARY AND NON-MONETARY AWARDS

200. GENERAL INFORMATION

1. All award nominations must be submitted in writing and be approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

2. An award should be discussed with the nominee only after the award has been approved.

201. QUALITY STEP INCREASES (QSI)

1. **Introduction.** QSIs are additional within-grade increases which augment the employees' basic pay and reward future performance. A QSI is appropriate when faster than normal advancement is warranted. Only General Schedule employees are eligible for QSIs. (Wage grade and temporary employees are not eligible for QSIs.)

2. **Evaluation Criteria.** A QSI may be considered only when the employee's most current overall performance rating of record is "outstanding."

This level of achievement must have been sustained for at least six months prior to nomination. The same period of performance may not be used as justification for more than one QSI.

The employee must not have received a QSI during the past 52 weeks.

A QSI is inappropriate for an employee who has been selected or is about to receive or just received a promotion, except for career ladder promotions or reclassifications.

The approving official may grant QSIs for employees who receive reassignments. The approving official must reasonably expect that the same high level of performance will continue.

Some employees who are eligible for QSIs may actually benefit more from an SSP. In many circumstances when the employee is about to be promoted, the employee will benefit more from an SSP award than from a QSI because the latter may not provide a greater step in the grade to which they will be promoted. This should be discussed with the recommending official. An employee who is close to retirement will only benefit from a QSI for a short time. (Being close to retirement does not preclude an employee from receiving a QSI, but consideration should be given to the benefit to the employee.)

An employee who receives a QSI does not start a new waiting period to meet the time requirements for a regular within-grade increase; however, **if a QSI places an employee in the fourth or seventh step of the grade, the waiting period for a regular within-grade increase is extended by 52 weeks.** In the latter case it may, at times, be more beneficial to wait for the regular within grade increase, then nominate the employee for a QSI.

3. **Form of Recognition.** A pay action which permanently increases the employee's rate of basic pay equivalent to a within-grade increase.

4. **Nomination Procedures.** Normally, a QSI is recommended concurrent with the annual performance appraisal. The immediate supervisor is responsible for initiating the recommendation and obtaining information on the employee's eligibility for a QSI.

Nominations should be submitted using either of the methods described below:

When the performance evaluation contains substantial documentation of the employee's performance in relation to the performance standards, the supervisor can submit a copy of the performance evaluation and a cover memorandum (or local form) which recommends the QSI.

If the performance evaluation does not contain substantial documentation of the employee's performance as described above, the supervisor must submit a narrative justification which substantiates the employees' outstanding performance.

If the appraisal is more than 60 days old, a supplemental written statement of the reasons for granting the QSI will be required.

5. **Selection Procedures.** Only nominations for employees who are within one month of eligibility for a QSI may be submitted to the approving official. The approving official (in accordance with Chapter 1) will make the determination regarding the nominations. Disapproved recommendations will be discussed with the supervisor and returned.

202. SPECIAL ACHIEVEMENT AWARD FOR SUSTAINED SUPERIOR PERFORMANCE (SSP)

1. **Introduction.** This is a lump sum cash award granted in recognition of an employee's sustained superior performance which exceeds normal job requirements for a period of at least six months.

Temporary employees may be eligible for SSP awards, if all requirements are met.

Guidance on awards for members of the SES is contained in Chapter 9.

2. **Evaluation Criteria.** An SSP award may be given only to an individual (rather than a group).

One or more job elements of an employee's position must be performed for a period of at least six months in a manner which clearly exceeds normal job requirements. The SSP award must be supported by a current performance rating of "**exceeds**" or **higher**.

The employee must not have received another cash performance award, i.e., SSP or QSI, within six months preceding the date of nomination. The same period of performance may not be used as justification for more than one SSP or QSI award.

An award for Special Act or Service during the six month period is not disqualifying.

3. **Form of Recognition.** Recipients of these awards may receive up to 15% of their rate of basic pay. The full amount for an SSP award may be granted only once in any six-month period. Amounts received for Special Act Awards are **not** counted toward the 15% limit.

To provide managers with flexibility in choosing award amounts, the following table is provided:

GS 1-4	\$100 up to 15% of basic salary
GS 5-8	\$150 up to 15% of basic salary
GS 9-11	\$200 up to 15% of basic salary
GS 12-13	\$250 up to 15% of basic salary
GS 14-18	\$300 up to 15% of basic salary

The Bureau recommended (not mandated) dollar range for these awards is 1% to 3% of the basic pay rate. An SSP award has significant meaning; therefore, it is recommended (not mandated) that the amount of these awards be not less than 1% of the basic pay rate, unless budgetary restraints require a lower amount be granted. (For wage grade positions, the hourly rate will be multiplied by 2,087 to obtain an annual pay that can be equated with the nearest first step of a grade in the General Schedule.)

In determining the dollar amount of an SSP, it should be noted that a step increase (QSI or within-grade increase) is approximately 3% of basic pay and a promotion is equivalent to approximately 6% or more of basic pay for positions in the General Schedule (GS).

4. **Nomination Procedures.** Nominations for these awards are accepted at all times, although the most appropriate time to submit a performance award nomination is at the end of the appraisal cycle. The immediate supervisor is responsible for initiating the nomination in memorandum format or the locally establishment format, indicating the type of award, and dollar amount being recommended. The immediate supervisor must also obtain information on the employee's SSP eligibility.

When the performance evaluation contains substantial documentation of the employee's performance in relation to the performance standards, only a cover memorandum will be required as a nomination. Otherwise, nominations are to be submitted in narrative format. All nominations must be supported by the employee's most recent performance appraisal.

If the appraisal is more than 60 days old, a supplemental written statement of the reasons for granting the SSP will be required.

5. **Selection Procedures.** Only nominations for employees that are within one month of eligibility for an SSP may be submitted to the approving official. The approving official (in accordance with Chapter 1 of this Manual) will make the determination regarding the recommendations. Disapproved recommendations will be discussed with the supervisor and returned.

203. SUPERIOR ACCOMPLISHMENT AWARD BASED ON SPECIAL ACTS OR SERVICE

1. **Introduction.** This award may be monetary or non-monetary. The monetary award is a lump sum cash award given for a one-time or non-recurring contribution by an employee or a group of employees in the public interest connected with or related to official employment. The non-monetary award is a medal, certificate, plaque, citation, badge, or other similar item that has an award or honor connotation.

An inventory will be maintained of all purchased incentive award items. The nomination, with written justification and approval of a higher level manager, will be maintained in a file established for that purpose.

All employees are eligible for this award, including SES employees, although Special Act or Service Awards for SES employees are inappropriate when they are based on duties covered by the performance work plan.

Temporary employees are eligible for Special Act or Service Awards.

Chapters 5, 6, and 7 offer a variety of awards which fall within the parameters of this award authority.

2. **Evaluation Criteria.** This type of recognition is appropriate when an employee or group of employees perform(s) substantially beyond expectations on a specific assignment, aspect of an assignment, or job function; for a single scientific achievement; an act of heroism or similar one-time special act of a non-recurring nature. This award may also be presented to any employee or group of employees for disclosure of fraud, waste, or abuse in the Federal Government that resulted in tangible benefits to the Government.

3. **Form of Recognition.** The amount of the monetary award will be based upon tangible savings and/or intangible benefits to the Government. (Refer to the Awards Tables in Chapter 2, pages 2-7 through 2-9 for additional information.) Amounts less than those in these tables may be granted.

In determining the amount of a group award, the value of the contribution should be evaluated first and the amount divided among the group members, either equally or in proportion to the contribution of each member. An exception may be made when the amount to be shared would be too small to be meaningful and motivating.

A non-monetary award may include: Letters of Commendation, Certificates of Appreciation, medals, plaques, citations, badges, or other similar items that has an award or honor connotation. Purchased items must:

- a. be of nominal value (under \$25);
- b. contain Bureau and/or other BOP affiliated insignia or logo; and
- c. be something that can be worn or displayed.

The purchase of non-monetary items costing more than \$25 must be approved by the Regional/Assistant Director.

Note: Regional/Assistant Directors may establish general cost limitations for purchasing plaques which would not require further approval by the Regional/ Assistant Director.

Examples of other appropriate types of items include: tee shirts, pens, coffee mugs, paper weights, baseball-type caps, etc. Examples of inappropriate types of items include: television sets, fishing rods/reels, coffee makers, radios, dinner certificates, trips, gift certificates, and sporting event tickets.

Incentive award items may not be purchased for general distribution to employees nor may they be distributed merely for attending a particular function (such as a conference or a training session). Items that are made available for general distribution to participants are not in the spirit of an incentive award. These types of purchased items (for general distribution) should only be made available at the personal expense of the participants.

Note: The Human Resource Manager must sign all purchase requests certifying that items purchased will be distributed in accordance with incentive award regulations (see Chapter 1).

There is no limit to the number of these awards that an individual can receive in a given period.

4. **Nomination Procedures.** Nominations for these awards are accepted at all times. The immediate supervisor (or other management official aware of employee contributions) is responsible for initiating the recommendation. Justifications are to be submitted in simple narrative format with emphasis on results achieved and, if possible, identification of benefits which can be measured and converted into monetary benefits. The Award Tables in Chapter 2, pages 2-7 through 2-9 should be consulted in determining the dollar amount of the award.

5. **Selection Procedures.** The approving official (in accordance with Chapter 1 of this Manual) will make the determination regarding the recommendations.

For group awards, when one nomination is submitted to justify awards for more than one employee, the total dollar amount recommended must be added together to determine the appropriate approving official (see Chapter 1, Delegation of Authority). This does not preclude individual recognition for group achievements; however, separate nominations must be submitted, describing individual contributions to the government.

Disapproved recommendations will be discussed with the supervisor and returned to him/her.

A remark must be placed on the SF-50 which indicates the justification for the award. Example remark: "Special Act Award for designing and implementing the institution's strategic plan for reduction in employee turnover."

AWARD TABLE
FOR CONTRIBUTIONS WITH TANGIBLE BENEFITS
(SUGGESTIONS, INVENTIONS, AND SPECIAL ACTS OR SERVICES)

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

AWARD TABLE BASED ON INTANGIBLE BENEFITS

The following definitions will assist in interpreting the attached chart:

EXTENT OF APPLICATION

LIMITED - Affects functions, mission or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.

EXTENDED - Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.

BROAD - Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.

GENERAL - Affects functions, mission, or personnel of several regional areas or commands, or an entire department of a large independent agency, or is in the public interest throughout the nation or beyond.

VALUE OF BENEFIT

MODERATE VALUE

Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public.

SUBSTANTIAL VALUE

Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public.

HIGH VALUE

Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, program, or service to the public.

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.

AWARD TABLE BASED ON INTANGIBLE BENEFITS

EXTENT OF APPLICATION

	LIMITED	EXTENDED	BROAD	GENERAL
MODERATE VALUE	\$25 -\$125	\$125-\$325	\$325-\$650	\$650-\$1,300
SUBSTANTIAL VALUE	\$125-\$325	\$325-\$650	\$650-\$1,300	\$1,300-\$3,150
HIGH VALUE	\$325-\$650	\$650-\$1,300	\$1,300-\$3,150	\$3,150-\$6,300
EXCEPTIONAL VALUE	\$650-\$1,300	\$1,300-\$3,150	\$3,150-\$6,300	\$6,300-\$10,000 ²

(1) This scale is a "recommendation only"; agencies have the authority to develop scales that meet their needs. Agencies should adapt the terminology used in the scale to make it more relevant to their organization and mission. Also, agencies may provide for some exceptions to these amounts to provide management with flexibility in rewarding employees. Agencies may also consider the suggested award amounts as baseline reductions in the real dollar value of the awards.

(2) An award of more than \$10,000, up to \$25,000, may be granted with the approval of OPM. An award above \$25,000 may be granted with the approval of the President. Such awards should normally not exceed \$50,000.

CHAPTER 3: TIME OFF AWARDS

300. GENERAL INFORMATION

1. Time-Off Awards (TOAs) provide managers with further flexibility in providing recognition to employees.

2. All award nominations must be submitted in writing and be approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

3. Recommendations for any award should be discussed with the nominee only after the award has been approved.

301. TIME OFF AWARDS (TOAs)

1. **Introduction.** The Department of Justice (DOJ) issued policies, guidance, and procedures to implement "Time Off Duty as an Incentive Award" on June 9, 1992. The provisions of this issuance will remain in effect until superseded by a revision of DOJ Order 1451.1A, Incentive Awards Program. The following is the Bureau's policy and guidance for granting a time-off award.

2. **Evaluation Criteria.** TOAs are intended to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations. They should be used principally to recognize contributions that are of a one-time, non-recurring nature, but may also be used to recognize sustained high-level performance.

However, when recognizing sustained superior performance, you must ensure that time-off awards are not being used as a substitute for performance awards or to circumvent the statutory limits placed on granting performance awards.

Types of eligible contributions:

a. making a high-quality contribution involving a difficult or important project or assignment;

b. displaying special initiative and skill in completing an assignment or project before a deadline;

c. using initiative and creativity in making improvements in a product, activity, program or service;

d. ensuring the Bureau's mission is accomplished during a difficult period by successfully completing additional work or a project assignment while still maintaining one's own workload;

e. producing additional benefits to the Government as the result of especially effective and timely evaluation of an employee suggestion; and

f. sustained high-level performance.

Before recommending/granting a TOA, **consideration should be given to the cost of a TOA to the government in terms of overtime expenditures and lost hours of productivity. Consideration should also be given to the value of the TOA when compared to the monetary value of the incentive award that may otherwise have been granted.**

Other types of awards should be used instead of TOAs for employees in positions where the workload is so heavy or demanding that requests for approved absences are frequently denied or the employee's absence could adversely affect efficient operations.

Receipt of prior cash, honor, or other incentive award is not disqualifying. However, the same contribution should not be used as the basis for a time-off award and another award, unless the time-off award or other award is deemed clearly not adequate to recognize the value of the employee's contribution.

3. Form of Recognition. A full-time employee may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution meeting the criteria. The total amount of time-off a full-time employee may be granted during any one leave year is 80 hours.

The maximum amount of time off that can be granted during any one leave year to a part-time employee or employee with an uncommon tour of duty is the average number of hours of work in the employee's biweekly scheduled tour of duty and the maximum amount that can be granted for any single contribution is one-half of the total leave year maximum. The average number of hours of work in the biweekly scheduled tour of duty for such employees should be calculated, if possible, upon their work schedules during one year preceding the granting of the time-off award.

The minimum TOA is four hours (for both full-time and part-time employees). TOAs must be used in increments of four hours or more, except when an employee has less than a four-hour balance.

4. Limitations. Supervisors should encourage employees to use the TOA within 120 calendar days after approval.

If the total amount of a TOA is not used within **one year** after its approval, any unused TOA is forfeited and is not eligible for restoration. A TOA cannot be converted to cash under any circumstances, and therefore, cannot be converted to a lump-sum payment upon an employee's separation.

A TOA is not transferrable to another Federal agency if the employee has unused time off to his/her credit at the time of separation from the DOJ. A TOA cannot be recredited to an employee's account if he/she separates and returns after a break in service of more than three calendar days. TOA balances are transferrable between DOJ components.

5. Relationship to Leave Programs. TOAs to an employee's credit will affect an employee's eligibility to receive donated annual leave under the Voluntary Leave Transfer Program (VLTP) and the Department of Justice Voluntary Leave Bank Program (VLBP). Annual leave cannot be transferred to an approved leave recipient under VLTP or VLBP until his/her TOA balance has been exhausted. Since TOAs are not annual leave, TOA balances cannot be transferred to approved leave recipients.

6. Nomination Procedures. Nominations for TOAs must be submitted in writing and must specify the justification for the nomination.

7. Selection Procedures. Selections will be made in accordance with the delegation of authority in Chapter 1. After the award is approved, a Notification of Personnel Action (SF-50) must be processed. For each approved TOA, the personnel office must provide the timekeeper and employee with written information regarding the effective date, the number of TOA hours approved, and the expiration date. (A sample form is provided on page 3-5 or a locally developed format may be used with all the required information.) Further information regarding TOAs as indicated on page 3-4 should also be provided to the timekeeper.

A remark must be placed on the SF-50 indicating the justification for the award. (Example remark: "Time Off Award for initiating procedures for improved quality of meals provided to inmates.") File the SF-50 on the left side of the Official Personnel Folder.

Page 3-6, contains a brief summary of this award program that may be helpful as a handout in notifying supervisors/employees about the program.

**TIME OFF FROM DUTY AS AN INCENTIVE AWARD
INFORMATION FOR TIMEKEEPERS**

When a Time-Off Award (TOA) is approved, the personnel office will provide the timekeeper with a form indicating the employee's name, number of TOA hours approved, effective date, and expiration date. See sample form (Chapter 3, page 3-5).

The timekeeper must manually maintain the time off resulting from a TOA. To record time-off usage and maintain the account accurately, TOAs and balances must be maintained in a separate account that is documented in the "Remarks Section" of the Time and Attendance Report.

Timekeepers will:

(1) Record TOA usage on the Time and Attendance with the appropriate Transaction Code;

(2) Make an entry in the "Remarks Section" showing the number of TOA hours granted. Since an employee may have more than one occurrence of a TOA, the timekeeper must ensure accounts are separately maintained;

(3) Carry the total used entry to the "Leave Record" Section;

(4) Maintain documentation of the approved TOAs, along with the original approved SF-71, Application for Leave, and any other supporting documentation in the employee's Time and Attendance file.

**Time-Off Awards (TOA)
Notification to Timekeepers and Employees**

TO: _____
(Timekeeper)

(Employee)

Employee Name	TOA Effective Date	No. of Hours Granted	TOA Expiration Date*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature _____
Human Resource Manager

Date _____

*Employees are encouraged to use their TOA within 120 days from the effective date of the award. If the total amount of a TOA is not used within **one year** after the effective date, any unused TOA hours are forfeited and are not eligible for restoration.

A TOA cannot be converted to cash under any circumstances and cannot be converted to a lump-sum payment upon separation of an employee from the Department of Justice.

TIME-OFF AWARDS (TOAs)
(Summary of Pertinent Provisions)

This awards program allows agencies to grant time off from duty, without loss of pay or charge to leave, as an incentive award.

TOAs should be used principally to recognize contributions that are of a one-time, non-recurring nature (usually involving an important project or assignment).

All supervisors may nominate employees for TOAs. The award must be approved in writing by a higher level official. Approval authority generally is as listed below. Please see PS 3451.03, Chapter 1 for exceptions.

Institution Employees - Warden
Regional Office/Community Corrections Employees -
Regional Director
Training Center Employees - Training Center Directors
Central Office Employees - Assistant Directors
SES Members - Deputy Attorney General

A full-time employee may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution that meets the criteria (no more than 80 hours during any one leave year). The minimum TOA is 4 hours and TOAs must be used in increments of 4 hours or more, unless the TOA balance is less than 4.

The use of TOAs must be planned and scheduled to avoid forfeiture. Employees should make every attempt to use the time off within 120 calendar days after approval. TOA hours will be forfeited if they are not used within **one year**. A TOA cannot be converted to cash under any circumstances and cannot be converted to a lump-sum payment upon separation of an employee from the Department of Justice.

Other types of awards should be used instead of TOAs for employees in positions where the workload is so heavy or demanding that requests for approved absences are frequently denied or the absence of an employee could adversely affect efficient operations.

TOAs will be documented in the employee's OPF and the timekeeper will monitor TOA time as it is used. As with all leave, an SF-71 must be submitted to the supervisor to request approval for TOA leave usage.

CHAPTER 4: SUPERIOR ACCOMPLISHMENT AWARDS FOR ADOPTED SUGGESTIONS

400. GENERAL INFORMATION

1. Suggestions are based on two fundamental concepts:
 - a. The individual closest to the job is in the best position to recommend improvements (suggestions) for that particular function, process, or operation, and
 - b. no one individual employee, supervisor, or manager has all the good ideas in any organization.
2. New ideas are frequently utilized without going through the formalities of the suggestion program. In these circumstances, supervisors are responsible for ensuring that employees are properly recognized through the performance evaluation and/or incentive awards programs.
3. Suggestion awards are one type of superior accomplishment award described in Chapter 2.

401. PROGRAM DESCRIPTION AND PROCEDURES

1. **Suggestion Criteria**
 - a. To be considered as a suggestion, the idea must be a constructive proposal, submitted in writing by one or more employees, that directly contributes to economy, efficiency, or directly increases the effectiveness of government operations.
 - b. Suggestions must be submitted in writing to the employee's Human Resource Manager. Suggestions should not be considered for an award if the suggestion would obviously not produce benefits sufficient to offset processing costs, the proposal simply suggests normal maintenance, housekeeping, working conditions, or routine repair work, or is within the normally expected duties of the position.
2. **Suggestion Processing Procedures**
 - a. **Personnel Form BP-372(34) - Suggestion Blank.** This form is available and its use is encouraged, but it is optional.
 - b. Upon receipt in the Human Resource Office, the suggestion will be forwarded to personnel having responsibility for the subject matter and to other personnel who might be affected by the implementation of the suggestion. They will make an evaluation as to the nature and degree of benefit to the government, recommend whether adoption is warranted, and specify

the dollar amount of any recommended cash award. The suggestion, along with subject matter expert comments, will then be reviewed by the Incentive Awards Committee.

Since determining the subject matter expert(s) for some suggestions may not always be clear, the suggestion may alternatively be presented to the Incentive Awards Committee to determine the most appropriate subject matter expert(s) for evaluation and recommendation.

Suggestions recommended for approval by the Incentive Awards Committee must be forwarded promptly to the approving authority for final action.

c. All suggestions will be controlled with the automated log system (**EASY**). Suggestions that are forwarded to the Regional Office and/or Central Office will retain the original local number; however, the Regional Office and/or Central Office may assign their own log numbers for internal control purposes only.

d. The Human Resource Manager is responsible for periodically reviewing suggestions to ensure that those adopted have, in fact, been implemented. The Human Resource Manager is also responsible for attempting to ensure that no suggestion which has been rejected is subsequently implemented without appropriate recognition of the employee.

A suggestion shall be considered active and the suggester eligible for an award for 24 months after the date of disapproval if the idea is later implemented.

e. Suggestions which are submitted at an institution may have application on a Regional or Bureau-wide basis. This should be determined by the institution subject matter experts, the Incentive Awards Committee, and the Warden.

Suggestions forwarded from institutions must be reviewed at the regional office level prior to submission to the Central Office. All suggestions that are forwarded for Regional level consideration must include a summary of the evaluation and recommendation of the local subject matter experts, as well as the recommendation of the local Incentive Awards Committee and the Warden. **Only suggestions that are recommended for implementation by the Warden should be referred for review at higher levels.**

Similarly, suggestions forwarded to Central Office must:

- (1) include the local evaluations and recommendations outlined above.
- (2) be reviewed at the regional level and include the following:
 - (a) a summary of the evaluations and recommendations of the regional subject matter experts;
 - (b) recommendations of the Incentive Awards Committee;
 - (c) recommendations of the Regional Director.

Only suggestions that are recommended for implementation by the Regional Director should be referred to the Central Office.

f. Any referred suggestions should be accompanied by the suggester's name, job title, and social security number in order that the suggestor may be notified promptly of the action taken by the committee and to process a check for suggestions that are adopted.

g. The administrative time to process a suggestion must be kept to a minimum. Processing time for suggestions should be no more than 30 days for cases which can be implemented within the same organizational segment in which they originated; 60 days for those which would require approval at the regional level; and no more than 90 days for cases which must be sent to the central office.

Suggestions and related awards which require extensive evaluation, are disputed, or must be referred to multiple subject matter experts (or other agencies) may take longer to process.

h. If an award is approved, the employee who submitted the suggestion will be notified by the approving authority of the type of award and the amount of the award, if monetary. Generally, the office approving the suggestion will process any resulting award.

If a suggestion is not approved, its author should be so notified, in writing, and given recognition for having participated in the program. Local procedures will determine who will write the letters informing staff of unapproved suggestions. The local Human Resource Office will also be notified of the disposition of all suggestions referred to a higher level.

The implementation of an approved suggestion (and the granting of a suggestion award) should not be delayed at the local or regional levels, pending approval at a higher level, unless higher level approval is required for implementation of the suggestion.

Any previous suggestion award recognition received by the employee should be considered when the same suggestion is later implemented at the regional or nationwide basis.

i. If a suggestion is adopted, a cash award may be granted when either the minimum tangible or intangible benefits are met. Please refer to the tangible and intangible benefits scales in Chapter 2, pages 2-7 through 2-9 for assistance in determining an appropriate amount for a cash award. The minimum cash award is \$25 for an adopted suggestion resulting in tangible benefits of at least \$250. In order to qualify for the minimum cash award of \$25, a suggestion having intangible benefits must meet the moderate value/limited application criteria outlined in the Intangible Benefits scale.

If a suggestion is adopted, and a cash award is not approved, a "Thank You" letter for program participation will be issued to the employee.

j. Copies of suggestions (approved and disapproved) are to be maintained for two years in a file established for that purpose.

CHAPTER 5: MISCELLANEOUS OTHER BUREAU-SANCTIONED AWARDS PROGRAMS

500. GENERAL INFORMATION

1. There are a number of superior accomplishment awards that are given annually, or at various times throughout the year. They are significant awards and are included in this Manual.

2. These awards are different in that they may vary in their funding from the local, regional, and/or national levels.

3. The remaining sections within this Chapter describe each of these awards. It should be noted that since the awards in this Chapter are superior accomplishment awards for special acts or service, the regulatory requirements described in Chapter 2 must be followed.

4. Institutions that have developed innovative local incentive award programs, which they believe to have potential for Bureau-wide application, are encouraged to submit information concerning these programs to the Bureau Incentive Awards Coordinator.

5. All award nominations must be submitted in writing and approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

6. Recommendations for any award should be discussed with the nominee only after the award has been approved.

501. LOCAL AWARDS

1. Within the framework of the regulations for superior accomplishment awards (based on special acts or service) is flexibility to establish criteria to meet specific needs. The ultimate responsibility for designing a program to meet local needs rests at that level. The following are several award programs that have been instituted at some Bureau facilities and have been very successful in bolstering the effectiveness of the Incentive Awards Program. **These are only suggestions and implementation remains optional at the local level.** The type of recognition may be monetary or non-monetary.

a. **Employee of the Month, Quarter, and/or Year.** This award program allows an opportunity to identify an individual each month, quarter, and/or year for exceptional service. The type of recognition may be monetary or non-monetary, and may include display of the employee's picture in a prominent location. Forms

of non-monetary recognition, may include a Letter of Commendation from the Warden; the use of a reserved parking space for the recipient of this award; or other such privileges.

b. **Supervisor of the Quarter and/or Year.** The Bureau of Prisons continues to stress development of a first-rate group of supervisory employees. This award encourages the reinforcement of positive supervisory behavior. Recognition similar to that of the Employee of the Month (i.e., photo and cash award) is recommended.

c. **Rookie of the Month and/or Year.** Since the growth in the number of new employees continues at a rapid pace, the recognition of new employees who are doing an exceptional job can be a great morale booster and helpful to retention.

d. **Correctional Officer of the Year.** Correctional Services is ordinarily the largest department in the institutional setting. This award allows the recognition of this important group, and is usually presented in conjunction with the Annual Correctional Workers' Week Program. In addition, a Correctional Worker (who is not a Correctional Officer) could be recognized.

e. **Extra Effort - Extra Mile - Extra Step Award.** This award can be used to recognize employee contributions that are generally short-term and are of a non-recurring nature.

f. **Honor Graduate - FLETC - Introduction to Correctional Techniques.** Although recognition is given during the graduation ceremonies at FLETC, many institutions provide additional recognition to these individuals when they return to their respective institutions. Some form of monetary or non-monetary recognition is recommended. If a cash award is granted, it is recommended that the amount not exceed 1% of the employee's base pay rate.

These award programs (outlined above) are not expected to be all inclusive of possible programs. They are merely ideas which might be incorporated into the local supplement.

502. BUREAU OF PRISONS RECRUITMENT AWARD PROGRAM

1. **Introduction.** The purpose of the Recruitment Award Program is to reward employees who contribute to the Bureau of Prisons by recruiting new employees.

2. **Evaluation Criteria.** Executive Staff members, Wardens, Associate Wardens, Human Resources Management Staff, Superintendents of Industries, and any staff members involved in organized recruitment activities are excluded from this award program. All other employees will be eligible.

3. **Form of Recognition.** The employee (recruiter) who recruits a new employee to the Bureau of Prisons (BOP) can receive up to a \$250 cash award after the new employee successfully completes his/her one year of service with the BOP.

4. **Nomination Procedures.** Implementation of this program will be optional at the discretion of the Warden, Regional Director, Training Center Director, or the Assistant Director, Human Resource Management Division (for Central Office employees) to motivate recruitment efforts, where needed. Bureau facilities implementing this program are responsible for the preparation of local policy within the guidelines of this policy statement. Human Resource offices will be responsible for administering and tracking this program. It is recommended that a new form be added to each new employee orientation packet identifying new employees as having been recruited and their respective recruiter. A copy of a suggested form is on page 5-4.

5. **Selection Procedures.** This award is a special use of the authority for Superior Accomplishment Awards (refer to requirements in Chapter 2). The human resource manager or other manager must nominate the employee in writing for this award and the awards approving official must provide signatory authorization. (Also refer to the delegation of authority in Chapter 1.)

Note: This award should be keyed as an Individual Cash Award, Nature of Action Code 840. Each SF-50 should contain a remark indicating the award recognizes recruitment efforts. The SF-50 should be filed on the left side of the Official Personnel Folder.

SUGGESTED SELF-IDENTIFICATION FORM

In order for us to evaluate our recruitment efforts and to recognize employee referrals, we ask that you to take a moment to tell us how you heard about the position with the Bureau of Prisons. Please check the appropriate response below:

_____ **Newspaper Ad**
Name of Newspaper: _____

_____ **OPM Announcement**
_____ **Recruitment team from the Bureau of Prisons**
Where Contacted _____
Approximate Date: _____

_____ **Referral from BOP Employee**
Name of Employee: _____
Approximate Date: _____

_____ **Other**
Explain: _____

Your Name: _____

Your Position Title: _____

Date: _____

503. SUPERIOR ACCOMPLISHMENT AWARD FOR FOREIGN LANGUAGE SKILLS

1. **Introduction.** The Federal Bureau of Prisons has initiated an Incentive Awards Program to reward staff who significantly contribute to the orderly running of the agency through their use of foreign language skills.

2. **Evaluation Criteria.** Staff members who make substantial use of one or more languages, other than English, in the performance of official duties should be nominated for this award. The appropriate measure for granting this award should be the degree of effectiveness and level of impact the individual's contribution has had on the Bureau. The award should not be granted solely because an individual possesses a foreign language skill. Listed below are examples of factors that should be used in measuring the value of the individual's contribution to the Bureau's mission:

a. the amount and frequency of time an employee spends utilizing the foreign language skill;

b. the effectiveness of the employee when utilizing the foreign language;

c. how the time spent using the foreign language skill to interpret at hearings or translate documents impacts the employee's ability to carry out regularly assigned duties (i.e., a caseworker having to leave his job for four hours to interpret as opposed to a correctional officer having to leave a tower assignment for the same period);

d. the extent to which the employee presents a professional demeanor, i.e., how the utilization of the foreign language allows for effective inmate management and the simultaneous enhanced staff-inmate relationships.

3. **Form of Recognition.** Recipients of this award may receive a lump sum cash award of up to five percent (5%) of basic pay each year (any given 12-month period). The award may also be non-monetary.

4. **Nomination Procedures.** Nominations for this award may be accepted at all times or only when designated by the particular BOP facility. The immediate supervisor is responsible for submitting the nomination via memorandum or local format to the Human Resource Manager. Please refer to Section 203, Superior Accomplishment Awards.

5. **Selection Procedures.** The approval authority for these awards is outlined in Chapter 1. (Wardens and Training Center Directors may approve up to \$1,500; Regional/Assistant Directors

may approve up to \$3,000; and the Director may approve up to \$5,000.)

Note: Foreign Language Skills awards should be keyed as an Individual Cash Award, Nature of Action Code 840. Each SF-50 should contain a remark that indicates the award recognizes foreign language skills. The SF-50 should be filed on the Official Personnel Folder's left side.

504. EXPEDITED INCENTIVE AWARDS

1. **Introduction.** The purpose of this award is to provide prompt honorary recognition to employees. **Cash awards are not permitted under this program.**

2. **Evaluation Criteria.** All employees may be recognized for submitting employee suggestions, assisting co-workers, or for any other action that benefits the government and is worthy of recognition. As with other honorary or special act/service awards, this program should not be used as a substitute for cash performance awards or Quality Step Increases.

3. **Form of Recognition.** Forms of recognition include: Letters of Commendation, certificates, or purchased items. The items purchased to give to award recipients must:

- a. be of nominal value (\$25 or less);**
- b. contain the DOJ, BOP, and/or institution name or emblem;
and
- c. be something that can be worn or displayed.

**Requests for purchase of items costing more than \$25 each must be approved by the Regional/Assistant Director.

Note: **Regional/Assistant Directors may establish a "blanket" cost limitation for the purchase of plaques exceeding the \$25 limit indicated above.**

Examples of appropriate types of items include tee-shirts, pens, coffee mugs, paper weights, baseball-type caps, etc. Examples of inappropriate types of items include television sets, fishing rods/reels, coffee makers, radios, dinner certificates, trips, gift certificates, and theater/sporting event tickets.

Conference and Training Sessions. Purchased items may be used to recognize the achievements of some individuals (a small number) at conferences and training sessions if they meet the evaluation criteria above. Items that are made available for every participant are not in the nature of an incentive award. These types of purchased items (for every employee) should only be made available at the personal expense of the participants.

Note: The human resource manager must sign all purchase requests certifying that items purchased will be distributed in accordance with incentive award regulations (see Chapter 1).

4. **Nomination and Selection Procedures.** Implementation of this type of incentive award program is optional, at the discretion of each office (institution/regional office/Central Office). The human resource management office will be responsible for administering and tracking this program and for ensuring that the local procedures are covered in an institution supplement or operating guideline.

Issuance of purchased items requires written justification, and approval must be obtained in writing from a management level higher than the nominating official. The regulatory/legal requirements for this program are the same as for all Superior Accomplishment Awards, Special Act or Service Awards (see Chapter 2).

505. HONORARY SERVICE MEDALS

1. **Introduction.** The purpose of these awards is to provide honorary recognition to BOP staff (civil service and Public Health Service [PHS]) for significantly contributing to the mission of the Federal Bureau of Prisons.

2. **Nomination Procedures.** Nominations for these awards may be accepted at any time. The immediate supervisor is responsible for submitting the nomination via memorandum to the Warden. The Warden will forward any nominations through the appropriate Regional Director, who will forward them to the Assistant Director, Health Services Division, Central Office.

3. **Selection Procedures.** Nominations for the highest award, the BOP Distinguished Service Medal (BOP DSM), will be reviewed by the Executive Staff and approved only by the Director of the Federal Bureau of Prisons. The Assistant Director, Health Services Division, will be the approving official for the other two awards, the BOP Meritorious Service Medal (BOP MSM) and the BOP Commendation Medal (BOP CM).

a. BOP Distinguished Service Medal (BOP DSM)

(1) **Evaluation Criteria.** The BOP DSM is to be presented to an individual (civil service or Public Health Service) who has realized the highest level of achievement. To be a recipient of the BOP DSM, an individual must have a genuine sense of public service and have made outstanding contributions to the mission of the Bureau. The contributions may range from an outstanding accomplishment in a significant aspect of the Bureau, to an initiative resulting in a major national impact on the health

care in the Bureau, to a one-time heroic act resulting in a great saving of life, health, or property. The BOP DSM is the highest non-cash award given to a Bureau employee for contributions in health care.

(2) **Form of Recognition.** The BOP DSM consists of a gold-finished BOP medal suspended from a blue ribbon divided by a 1/4" red center stripe, a 1/8" red stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire. A shadow box display case may be provided to exhibit the medal.

b. BOP Meritorious Service Medal (BOP MSM)

(1) **Evaluation Criteria.** The BOP MSM is to be presented to an individual (civil service or Public Health Service) who has demonstrated meritorious service on the basis of a highly significant achievement in research or administration, a continuing period of meritorious service throughout an individual's career, high quality, initiative in leadership, or exhibition of great courage in hazardous work or in an emergency. The BOP MSM is the second highest non-cash award given to a BOP employee for contributions in care and custody.

(2) **Form of Recognition.** The BOP MSM consists of a silver-finished BOP medal suspended from a blue ribbon divided by a 1/4" white center stripe, a 1/8" red stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire. A shadow box display case may be provided to exhibit the medal.

c. BOP Commendation Medal (BOP CM)

(1) **Evaluation Criteria.** The BOP CM is to be presented to an individual (civil service or Public Health Service) who has demonstrated a high level of proficiency and dedication distinctly greater than that expected of the average employee. The BOP CM acknowledges sustained high quality of work, creative or unique approaches, or resolutions to issues, and noteworthy technical and professional contributions that are significant to a limited area.

(2) **Form of Recognition.** The BOP CM consists of a bronze-finished BOP medal suspended from a blue ribbon divided by a 1/4" white center stripe, a 1/8" white stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire. A shadow box display case may be provided to exhibit the medal.

Note: Monetary recognition (for non-PHS staff) may be considered in addition to this award.

506. PUBLIC SERVICE AWARD

1. **Introduction.** The purpose of this award is to promptly recognize private citizens and organizations whose outstanding acts have made significant contributions in improving communications, affairs, and activities of the Bureau of Prisons' functions, services, or operations in accomplishing the Bureau's mission.

2. **Evaluation Criteria.** The Public Service Award may be conferred on any citizen of the United States of America or to an organization located within fifty states who, by their actions, have made significant contributions to the accomplishment of the Federal Bureau of Prisons' mission within the community. The criteria for persons receiving this award are:

a. **Service** - having acted in an advisory capacity for a Bureau of Prisons' project, program, or function.

b. **Participation** - taking part in any Bureau of Prisons' sponsored program.

c. **Assistance** - assisting the Bureau of Prisons through the cooperative use of facilities, equipment, or manpower.

d. **Courageous Act** - having been involved in an act of courage in support of a Bureau of Prisons' activity or mission.

3. **Form of Recognition.** There are two forms of recognition available for Public Service Award recipients:

a. Public Service Award Certificates, signed by the Director, Assistant Director, Regional Director or Warden as appropriate, are usually given to individuals.

b. UNICOR-produced plaques with appropriate inscription are available for large organizations.

For example, a local fire department receives a plaque and individual firemen would receive certificates. Plaques may also be presented to individuals for extraordinary service. (Cash awards are not authorized for non-employees.)

4. **Nomination Procedures.** In most circumstances, Wardens may authorize locally-produced certificates signed by the Chief Executive Officer. In particularly meritorious circumstances, the Warden may, with the Regional Director's concurrence, request certificates or plaques bearing the Director's signature. These requests are to be sent to the Central Office Incentive Awards

Coordinator. The nomination should include the full name of the individual(s) or organization, dates of the achievement or contribution, name and address of the employer, and a one-page justification for the award.

5. **Selection Procedures.** The individual whose signature appears on the certificate/plaque, must approve the award. This award is a special use of the authority for non-monetary Superior Accomplishment Awards. Please refer to these requirements in Chapter 2. (A minimum of 30 days should be allowed for plaque requests from the Central Office.)

507. CORRECTIONAL WORKERS WEEK OBSERVANCE

1. In recognition of the contributions of Correctional Officers and all other Correctional Workers, the Bureau of Prisons will observe Correctional Workers' Week during the first full week in May of each year.

2. During this week, each Bureau facility is encouraged to plan activities that will serve to reinforce the Bureau's appreciation of its fine staff. These activities may include the selection and announcement of a Correctional Officer and/or Correctional Worker of the Year. These activities may also include the involvement of employee clubs in organizing after work social events, such as picnics.

508. GAINSHARING: TRAVEL SAVINGS AWARD PROGRAM

1. **Introduction.** The purpose of this award is to reward employees who achieve or assist in achieving travel savings for the Bureau.

This program awards the frequent traveler or other employees who assist the travelers to establish frequent flyer accounts, earn frequent flyer credits for official travel, and use these credits to obtain free coach class tickets for future official travel.

Note: If administrative support staff assist in managing employee frequent flyer redemptions, they also share the award as explained in Section 508, Paragraph 4.

2. **Background.** The airlines offer frequent flyer programs through agreements between the travelers and the airlines, excluding the government itself from participation. Government employees are encouraged to participate in frequent flyer programs. However, participation in these programs is entirely voluntary. If employees choose to enter frequent flyer programs, they may be reimbursed for the cost to enter when entering the

program is expected to result in a savings to the Government. This is further explained in the Federal Travel Regulation, 41 CFR 301-1.

3. **Selection of Airlines for Official Travel.** Employees are advised that use of the government air fare contracts, which award specific routes to specific airlines, is mandatory. This travel awards program does not alter that requirement. Selection of airlines and/or routes must not be made for the purpose of potentially enhancing or receiving an award, and no deviation from the mandatory air contracts is permitted to accumulate frequent traveler benefits. Further, employees may not use personal miles or credits for the benefit of the government in conjunction with this awards program.

Allowable exceptions to the use of the mandatory air contracts are explained in the Federal Travel Regulation, 41 CFR 301-15.27. Employees on official travel may use non-contract carriers or discount fares only when:

- a. seating space is unavailable on the contract carrier;
- b. contract flights are not available in time to accomplish the purpose of the travel;
- c. available contract flight times require significant travel outside the normal work hours;
- d. lower cost unrestricted coach fares offered to the general public are available;
- e. lower cost restricted or "discount" fares are offered to the general public and are suitable for the official travel, taking into account potentially applicable penalties.

Employees are cautioned that discount and/or promotional fares carry strict penalties which must be paid if reservations are canceled or changed. It is good practice to limit use of such fares strictly to those situations when the employee and authorizing official can determine with significant certainty that the trip will not be rescheduled or canceled and no deviations to the itinerary will occur. All use of non-contract air fares must be specifically authorized.

4. **Form of Recognition.** Employees who obtain or help to obtain free coach or equivalent class tickets through frequent flyer programs and use the free tickets for official travel may receive awards.

Note: **Employees cannot trade or assign their frequent flyer incentives to another employee in order to enhance their ability to receive an award through this program.**

The award amount is to be 50% of the Government contract fare or, when no contract fare is offered, 50% of the lowest available unrestricted coach or equivalent class fare which would have been used for the travel. When travelers earn awards with the predominant assistance of a specific support staff individual who assists with ticketing and mileage redemptions, that person will receive a minimum of 25% of the award.

Awards are made on a per ticket basis and are split among the traveler and support staff. The maximum per ticket award may not exceed 50% of the fare which the government would have borne. The maximum annual award amount per awardee is \$2,000 for travel performed within a given fiscal year. Savings shall be determined by the appropriate fare in effect when travel was performed.

5. Nominations and Submission Procedures. The traveler must complete the Travel Savings Award Program form on Page 13 of this Chapter and submit it with the travel voucher to the travel approving official. The traveler's and support staff's names must be listed in number 5 on the travel savings award program form.

The travel approving official must review the award form to ensure the appropriate support staff member is listed as an awardee along with the traveler. The travel authorizing official must then sign the voucher and award form and forward them to the business office.

The business office shall process the travel voucher for payment, verify the award value, sign the award form, and forward the award form to the human resource office for processing and payment. The Human Resource Manager shall ensure annual awards do not exceed \$2,000 per individual each fiscal year.

6. Selection Procedures. To avoid possible violations of financial conflict of interest laws, the awards are not an automatic employee entitlement. The granting of the award, and the decision as to the award being shared, is discretionary by the travel approving official upon consideration of all factors deemed relevant.

The SF-50 should reflect Nature of Action Code (NOAC) 845 - Travel Savings Incentive. In conjunction with NOAC 845, use C002 (Official Travel Incentive) Award Code.

7. Travel Authorization. Travel authorizing officials and employees are cautioned that they must not make recommendations or decisions with respect to their official travel for the sole purpose of enhancing the potential for an award. Travel authorizing officials and travelers shall ensure that unnecessary official travel is not authorized or performed for the purpose of earning frequent flyer points and/or travel savings awards.

TRAVEL SAVINGS AWARD PROGRAM

1. Traveler's Name: _____ SSN: _____
2. Travel Authorization Number: _____
3. Government Contract or Available Fare: \$ _____
4. Award Amount (NTE 50% of #3): \$ _____
5. Awardees:

	<u>Name</u>	<u>SSN</u>	<u>Amount</u>
a. Traveler	_____	_____	\$ _____
b. Support Staff	_____	_____	\$ _____
c. Support Staff	_____	_____	\$ _____
TOTAL AMOUNT (NTE #4)			\$ _____
6. Travel Approving Official: _____
7. Certifying Officer: _____
8. Personnel Officer: _____

TO BE COMPLETED BY THE HUMAN RESOURCE OFFICE:

1. Awardee: _____
Prior Awards this Fiscal Year: \$ _____
This Award: \$ _____
Total (NTE \$2,000) \$ _____
2. Awardee: _____
Prior Awards this Fiscal Year: \$ _____
This Award: \$ _____
Total (NTE \$2,000) \$ _____
3. Awardee: _____
Prior Awards this Fiscal Year: \$ _____
This Award: \$ _____
Total (NTE \$2,000) \$ _____

If additional awardees are listed in number 5., compute the year-to-date award amount on the reverse side of form.

509. FACTORY GAINSHARING AWARD

1. **Introduction.** The Industries, Education and Vocational Training (IE&VT) Division has established a factory gainsharing award plan which rewards the performance of individual factories. Specific performance objectives for all factories will be established annually (on a fiscal year basis).

2. **Evaluation Criteria.** A factory must meet criteria as established by the Program Statement pertaining to Factory Incentive Program, FPI.

3. **UNICOR National Gainsharing Award Committee.** The Assistant Director, IE&VT, shall appoint a Committee consisting of representatives from Program Management, Engineering, Sales, Financial Management, Material Management, a Union representative (selected by the President of the Council of Prison Locals), and a representative from the Human Resource Management Division. This Committee shall review the performance of all factories and make award recommendations to Corporate Management based upon established criteria.

Upon completing the review process, the Committee shall submit its recommendations to Corporate Management, who then gives final approval and notifies the union and the appropriate field locations of the award amounts for each factory.

4. Factory Award Distribution

a. After Corporate Management notifies the factory location of the award, a Local Incentive Award Distribution Committee shall develop a plan to distribute the award. The Committee shall include the following staff members: Associate Warden (I&E)/Superintendent of Industries, Factory Manager, Business Manager, Union Representative (as designated by the local union president), and Human Resource Manager.

b. Cash awards shall be distributed equally among all FPI staff in that operation (including support staff). Award amounts for support staff at multiple factory locations shall be based upon the factory's annual overhead distribution rate.

c. Cash incentives shall not exceed \$2,000 per employee. Cash incentives shall not be distributed based upon grade level, position, or seniority.

d. Staff members outside FPI who have clearly and significantly contributed to the success of the factory (i.e., Rear Gate Officer), depending upon the Committee recommendation, may share in the award distribution under this plan. The Committee may instead recommend via memorandum that this individual be recognized through the normal award process as outlined in current Bureau policy.

e. Award monies shall be prorated for staff who have transferred in and out, retired, or resigned (not related to misconduct or poor job performance) during the year.

f. When the Local Distribution Committee completes the award distribution plan, it shall be submitted to the Warden and Regional Director for approval, and then forwarded to the Assistant Director, IE&VT, for final review and approval.

5. **Funding.** FPI Central Office shall bear all costs associated with the Gainsharing Award Plan.

6. **Processing of Awards.** Staff cash awards shall be processed through the civilian payroll system. Once the final approval is made by the Assistant Director (IE&VT), the approved list will be forwarded to the respective local human resource office for processing. The effective date will be the beginning of the next pay period after the approval.

Note: The SF-50 should reflect Notice of Action Code 874 - Gainsharing Award. This award will not be awarded points for consideration on promotion boards.

CHAPTER 6: BUREAUWIDE AWARDS

600. INTRODUCTION

1. The purpose of this awards program is to give national recognition to selected employees who have demonstrated superior accomplishments during the course of the year. These awards are divided into 11 categories (A - K) and each BOP facility is encouraged to submit nominees who are worthy of this special recognition.

2. Public Health Service employees are eligible to receive these awards; however, they are not eligible to receive the cash that accompanies the award.

601. BUREAUWIDE AWARDS

Selections are made for Bureauwide awards once each year. The criteria, form of recognition, and due dates will be announced in the annual call for nominations.

602. NOMINATION AND SELECTION PROCEDURES

1. The nomination form for all Bureauwide Awards can be found on BOPDOCS (BP-S172.034 - Nomination for Bureauwide Awards). A one page justification must be **stapled** to each award nomination. All nomination forms are to contain the following information for each nominee (including each member of any group nomination): correctly spelled name (as the employee would want it to appear on a plaque), social security number, title and grade, and institution.

Institutions should generally submit only one nominee per award category. The alpha/numerical code associated with each award category must also be indicated on the form (i.e., A-2 for the James V. Bennett Award, E-3 for the Psychology Services Staff Member of the Year).

The accuracy of the information on the nomination form and the justification is critical as it will be used to inscribe plaques and prepare congratulatory letters.

2. After review and approval by Regional Directors and Training Center Directors, the nominations are to be forwarded to the:

Central Office
Human Resource Management Division
Employee Relations Section
Incentive Awards Coordinator
320 First Street NW, Room 442
Washington DC 20534.

Each Regional Director is asked to submit no more than two nominations for each Bureauwide award category to the Central Office. A copy of all nominations received will be maintained in the Regional Office for a period of two years. The cover memorandum transmitting the nominations should:

- list the names of all nominated employees (or institution for a group award) by award category, and
- indicate the Regional Director's recommended selectee, by category.

Note: The Regional Offices are requested to review the quality of the nominations closely prior to forwarding them. Nominations that are poorly written or lack substantive merit should be revised.

Central Office nominations are to be submitted together with a cover memo from each Assistant Director listing the names of nominated employees and delivered to the Employee Relations Section, HOLC Building, Room 442.

CHAPTER 7: CAREER SERVICE RECOGNITION

700. GENERAL INFORMATION

1. The Federal Bureau of Prisons (BOP) has established several vehicles to recognize significant milestones in the career of our employees. These come in the form of service pins, service certificates, plaques, timepieces, and letters. Each is designed to express the Bureau's appreciation for continued service on the part of our staff.

2. Requirements for each of the above are described on the following pages.

3. Cash awards, Quality Step Increases, and Time-Off Awards are not authorized for the purpose of recognizing length of service.

701. CAREER SERVICE INSIGNIA (PINS)

1. **Introduction.** The purpose of the Career Service Insignia is to recognize and reward employees for their years of service to the Bureau.

2. **Evaluation Criteria.** All employees are eligible to receive a Career Service Insignia upon completion of 5 years of BOP service and thereafter in multiples of 5 years up to 35 years. Employees whose BOP service was interrupted by military service will receive credit for such service toward receipt of the appropriate service insignia. (Otherwise, military service is not credited.)

3. **Form of Recognition.** This award consists of a BOP pin.

4. **Nomination Procedures.** The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is eligible for a service pin and for ensuring the correct pin is in supply.

Note: Once each year the Employee Relations Section (ERS), HRMD, will place orders for pins for presentation the following year. Pin orders will be forwarded to each regional office and training center servicing human resource office for distribution.

702. CAREER SERVICE PINS FOR EXECUTIVE STAFF, DEPUTY ASSISTANT DIRECTORS, DEPUTY REGIONAL DIRECTORS, AND CHIEF EXECUTIVE OFFICERS

Note: For this section's purposes, Executive Staff means Assistant Directors and Regional Directors.

Human Resource Managers should send a request for a service pin one month prior to the eligibility date to the Human Resource Management Division, Employee Relations Section (ERS).

The request must have the following information:

1. the full name;
2. preferred nickname;
3. institution location;
4. year increment pin needed; and
5. Bureau entry on duty date.

ERS will produce a letter, obtain the Director's signature, and forward the letter with a pin directly to the employee's supervisor. Presenting the letter and pin will be at the supervisor's discretion. In addition, those Chief Executive Officers receiving service pins will be recognized at the next Wardens Training Session. Requests may be submitted via BOPNet GroupWise to "BOP-HRM/Employee Relations."

703. CAREER SERVICE CERTIFICATE

1. **Introduction.** This certificate is awarded in recognition of all creditable Federal Government service (Bureau, military, and other federal agencies). This award is particularly significant for employees who have transferred between agencies and may not otherwise receive recognition.

2. **Evaluation Criteria.** All employees are eligible to receive a Career Service Certificate upon completion of five years of creditable federal service and thereafter in multiples of five up to 40 years. Creditable service will be determined by using the federal service computation date - leave (FSCD).

Note: There are some instances where the FSCD will not work, such as military retirees, and the determination for the appropriate certificate will have to be made based upon a review of personnel records and the FSCD.

3. **Form of Recognition.** This award consists of an embossed certificate reflecting the appropriate years of federal service. Career Service Certificates are significant milestones of an employee's career and should be presented, when feasible, at a ceremony attended by his/her peers (i.e., Warden's recall).

4. **Nomination Procedures.** The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is eligible for a Career Service Certificate, and for ensuring the correct certificate is on hand.

Note: This award should be presented in addition to the BOP Service Insignia.

The ERS orders Certificates in conjunction with "Rider Info" printing requests from the Office of Personnel Management. Once printed, certificates will be forwarded to each regional human resource office and the training center servicing human resource office for distribution.

704. SIGNIFICANT ACCOMPLISHMENT AWARD - TRANSFER/SEPARATION

1. **Introduction.** The purpose of the Significant Accomplishment Award is to recognize and reward an employee's individual contribution to a specific facility at time of transfer or separation.

2. **Evaluation Criteria.** All employees who leave their current duty location may be eligible upon recommendation of their immediate supervisor and approval of the local Chief Executive Officer or designee. The separation may be by transfer, reassignment, retirement, or resignation. The immediate supervisor is responsible for submitting a justification of the contribution the employee has made.

Exceptions. Any employee transferred as a result of an adverse or disciplinary action would not be eligible to receive the award nor would any employee whose most recent performance appraisal reflected a rating of less than fully successful.

3. **Form of Recognition.** This is non-monetary recognition. Each institution is encouraged to establish its own award design. It is intended for the item of recognition to become a standard that can be recognized throughout the BOP as representative of the institution. The cost may not exceed the awards table guidelines for awards for intangible benefits of limited scope and moderate value (currently \$25 - \$100). The funding of this award is at the local level.

4. **Nomination Procedures.** The immediate supervisor will submit a nomination in simple narrative format or a locally established format. It will then be routed through the normal procedures (i.e., for funding authorization) to the approving official. Authority for approving this award may be re-delegated to the human resource manager.

5. **Limitation.** This will be the **only** award authorized for purchase through appropriated funds that an employee may receive in recognition of separation, except for retirees who are eligible for other career service recognition described elsewhere in this Chapter.

705. RETIREMENT PLAQUES

1. **Introduction.** This award is given to all employees who retire from the Federal Bureau of Prisons.

2. **Evaluation Criteria.** All employees, including Public Health Service (PHS) employees, who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement plaque. (Generally, re-employed annuitants would not receive a retirement plaque upon separation.)

3. **Form of Recognition.** This award consists of a plaque with a citation signed by the Director. The plaque will include total Federal service or total Bureau service, whichever the employee chooses.

4. **Nomination Procedures.** The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is retiring and for ensuring the plaque and citation are in supply upon the employee's retirement.

Note: Plaque requests must be routed through the procurement office to UNICOR's Customer Service Center. The purchase order must include the Retirement Plaque Requisition form (BP-S376.034), on BOPDOCS. The ordering institution is to absorb the cost of plaques and charge them to administrative expenses. (Refer to Chapter 1, Section 110, Requests for Purchase.)

706. RETIREMENT TIMEPIECES

1. **Introduction.** Retirement Timepieces are available to all employees who retire from the BOP. Each retiring employee may choose either a watch or a mantle clock.

2. **Evaluation Criteria.** All employees, including PHS employees, who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement timepieces. (Generally, re-employed annuitants would not receive a retirement timepiece upon separation.)

3. **Form of Recognition.** These awards consist of a wrist watch or a mantle clock.

4. **Nomination Procedures.** The servicing Human Resource Office is responsible for notifying the employee of the availability of the timepieces, and for ordering the timepiece from the Employee Relations Section (ERS), Human Resource Management Division. Pictures of the timepieces are available in each Human Resource Office to assist the employee in making his/her choice.

Note: A timepiece selection must be made on the "**Request for Retirement Letter**" form. Please do not submit separate requests for a timepiece. The Requests for Retirement Letter should be made at least 30 days in advance of the date it is needed, if different from the retirement date.

707. RETIREMENT LETTERS

1. **Introduction.** Congratulatory letters from the Director and the President (if eligible) should be presented to all employees upon retirement in recognition of their service to the BOP and the United States.

2. **Evaluation Criteria.** All employees, including PHS employees, who are eligible to receive a retirement annuity (disability or otherwise) are eligible to receive a congratulatory letter from the Director. Employees with at least 20 years of Federal service are eligible to receive a letter from the President. For employees with less than 20 years, the White House staff will determine the eligibility on a case-by-case basis. (Generally, a re-employed annuitant would not receive a letter from the Director upon separation.)

3. **Form of Recognition.** This recognition consists of letters signed by the Director and the President.

4. **Nomination Procedures.** The servicing human resource manager is responsible for requesting letters from the Director and the President.

Note: Requests for letters from the Director **must** be faxed or sent via BOPNet GroupWise to ERS (BOP-HRM/Employee Relations) at least 30 days prior to the date of presentation and include all information requested on Page 8 in this Chapter.

To request a letter from the President, a letter should be mailed to the:

Office of Presidential Greetings
Old Executive Office Building, Room 39
Washington DC 20502.

These requests should include the retiree's:

- name,
- number of years of service,
- retirement date,
- brief work history,
- name of the agency,
- employee's home address, and
- the name and address of the person presenting the letter.

If the employee is retiring on a disability, the nature of the disability should also be included. Page 7 in this Chapter contains a sample form letter for requesting letters from the President. The "Request for Retirement Letter" form should be attached to this letter. The telephone number for the Office of Special Letters is (202) 456-7610.

708. RECOGNITION FOR SERVICE OF DECEASED EMPLOYEES

1. **Introduction.** The BOP will recognize the service of deceased employees.

2. **Evaluation Criteria.** An appropriate family member of an individual who dies while employed with the BOP, including PHS employees, will receive recognition for their service, whether the death was job-related or non job-related.

3. **Form of Recognition.** This recognition consists of a mantle clock and a U.S. Flag (which has been flown over the U.S. Capitol Building) displayed in a mahogany flag box.

4. **Nomination Procedures.** The servicing human resource office is responsible for ordering the timepiece, the U.S. Flag, and the flag box from the ERS, Human Resource Management Division, via fax or GroupWise WAN ID, "BOP-HRM/Employee Relations." The request is to include the employee's name, date of death, and institution. These requests should be made as soon as possible after the employee's death.

(SAMPLE LETTER - PLEASE USE APPROPRIATE LETTERHEAD PAPER)

Office of Presidential Greetings
Old Executive Office Building, Room 39
Washington DC 20502

Dear Sir or Madam:

We would like a congratulatory letter, signed by the President, for (retiree's name) who will be retiring on (retirement date).

(Retiree's name) has worked for the Department of Justice, Federal Bureau of Prisons for (number of years) in various positions. Currently, (he/she) is a (position title) at the (full name of institution and location). A short employment history is attached for your review. (Page 7-7 should be completed and attached.)

(Retiree's name) home address is (retiree's home address). However, we would like the letter mailed to (name of person presenting the letter), (address of person presenting the letter).

Thank you for your assistance in this matter.

Sincerely,

Human Resource Manager

REQUEST FOR RETIREMENT LETTER AND TIMEPIECE

1. NAME:
2. NICKNAME/NAME FOR SALUTATION: (Dear _____:)
3. INSTITUTION:
4. CURRENT WORKING TITLE:
 - a) NUMBER OF POSITIONS IN YOUR INSTITUTION WITH SAME WORKING TITLE: _____
5. TYPE OF RETIREMENT: Voluntary/Disability/Mandatory
6. DATE OF RETIREMENT:
7. DATE OF PROPOSED LETTER PRESENTATION:
8. TOTAL YEARS BOP SERVICE (Do not include sick leave):
9. LAW ENFORCEMENT SERVICE COMPUTATION DATE:
10. LIST OF BOP DUTY STATIONS INCLUDING TITLES AND DATES OF SERVICE:

Date From	Date To	Title	Duty Station Location
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11. TOTAL YEARS OF CIVILIAN GOVERNMENT SERVICE, NAMES OF EACH AGENCY AND DATES OF EMPLOYMENT (Creditable Service):
12. IF EMPLOYEE SERVED IN MILITARY, LIST BRANCH, YEARS, AND DATES OF SERVICE (Creditable Service):
13. TOTAL FEDERAL GOVERNMENT SERVICE INCLUDING BOP, MILITARY, AND CIVILIAN GOVERNMENT (Creditable Service):
14. RETIREMENT SERVICE COMPUTATION DATE (including all creditable civilian and creditable military service):
15. LIST ANY SIGNIFICANT AWARDS (i.e., SES, Attorney General, Bureauwide, etc.):
16. SIGNIFICANT BOP CONTRIBUTIONS:
17. RETIREMENT PLANS:
18. RETIREMENT TIMEPIECE:

**CHAPTER 8: PUBLIC HEALTH SERVICE COMMISSIONED OFFICERS AWARDS
AND DECORATIONS**

800. GENERAL INFORMATION

1. Public Health Service (PHS) Commissioned Officers detailed to the Bureau of Prisons are not permitted to receive monetary awards for performing their assigned duties. There are, however, awards and decorations available through the Public Health Service for which they can be nominated.

2. The purpose of including PHS awards and decorations in this Manual is:

a. to improve familiarity of officers, supervisors, and administrators with the awards program; and

b. to encourage greater utilization of the program to give deserving officers recognition for performance of outstanding or unique significance to the Bureau and the Public Health Service.

3. The Commissioned Officer's Recognition Program was established in 1961 and offers an excellent opportunity to:

a. Recognize officers for outstanding performance or service meriting recognition;

b. Encourage maximum performance among personnel; and

c. Improve esprit de corps.

4. A commissioned officer's performance may be recognized with any of the awards found in the following section.

801. AWARD TYPES:

Distinguished Service Medal

Meritorious Service Medal

Outstanding Service Medal

Commendation Medal

Achievement Medal

Public Health Service Citation

Outstanding Unit Citation

Unit Commendation

Foreign Duty Service Ribbon

Hazardous Duty Service Ribbon

Isolated Hardship Service Ribbon

Special Assignment Service Ribbon

Officer in Charge Insignia

Public Health Service Lapel Device

1. **Nomination Procedures.** Nomination information can be obtained through the Health Service Administrator's office in the Central Office or from the Commissioned Corps Personnel Manual (CCPM), Instruction 1 of Subchapter CC27.1, and Instruction 1 of Subchapter CC27.9.

2. **Award Presentations.** Except for the Public Health Service Lapel Device, the award will usually be presented by the Warden. If the Medical Director is in the area at the time of presentation, the Medical Director may wish to present the award to the officer.

CHAPTER 9: SENIOR EXECUTIVE SERVICE AWARDS

900. GENERAL INFORMATION

1. The law authorizes granting special recognition, awards and incentive payments to members of the Senior Executive Service (SES) to help attract, retain, recognize, reward, and motivate highly competent executives.

2. Payments and forms of recognition include: Presidential Distinguished and Meritorious Rank Awards; agency performance awards (bonuses); and superior accomplishment incentive awards.

3. In deciding an appropriate award, the particular purpose of each award should be kept in mind.

4. The President may pay a cash award to, and incur necessary expense for the honorary recognition, of employees. Specific types of recognition have been established for this purpose.

901. DISTINGUISHED AND MERITORIOUS EXECUTIVE AWARDS

1. **Introduction.** Presidential Rank Awards are the most prestigious awards granted to career SES members. The Meritorious Executive and Distinguished Executive rank awards entitle the recipients to cash awards of 20% and 35% of basic annual pay, respectively.

2. **Evaluation Criteria.** A nominee for either award must:

- hold a career SES appointment; and
- have completed three years of career or career-type federal civilian service at the SES or an equivalent level.

The service need not have been continuous. An individual may not receive the same award again for five years from the date the President approved the award. There is no restriction on receiving one award and then the other at a closer interval.

All nominations must list and address the five criteria in the order designated below. Special examples of the nominee's accomplishments in these areas must be provided. It must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, and personal conduct of a level that has established and maintained a high degree of public confidence and trust. The five award criteria are:

a. **Leading Change.** Displayed the highest level of creativity, initiative, flexibility, and innovation to produce results that are important to the American people.

b. **Results Driven.** Has an exceptional record of achieving important program results.

c. **Leading People.** Demonstrated unusual success in building and maintaining a workforce that is diverse, well-trained, highly motivated, and productive.

d. **Business Acumen.** Managed the program's human, financial, material, and information resources in a manner which instilled the utmost public trust and advanced the organization's mission.

e. **Building Coalitions/Communications.** Showed an unusual level of cooperative effort with others, including those in federal agencies, other government jurisdictions, and the private and non-profit sectors.

3. **Form of Recognition.** The Distinguished Executive Award will consist of a lump-sum cash payment of 35% of the employee's basic annual pay. Traditionally, the Office of Personnel Management has hosted a reception to honor the awardees.

The Meritorious Executive Award will consist of a lump-sum cash payment of 20% of the employee's basic annual pay. Traditionally, there has been a Department of Justice reception to honor the awardees.

4. **Nomination Procedures.** The Office of Personnel Management (OPM) will issue an annual call for nominations which the Department of Justice will forward to the Bureau. The deadline date will be contained in this specific call. Nominations must be submitted with a cover letter from the head of the agency. Each nomination must contain:

- a. Presidential Rank Awards Program Nomination Form;
- b. a concise one-page summary of the nomination;
- c. a justification statement, not to exceed three pages;
and
- d. a five-year salary, promotion, and bonus history.

5. **Selection Procedures.** Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator. The Director will submit nominations to the Department of Justice Senior Executive Resources Board (SERB).

The SERB makes recommendations to the Attorney General who transmits the Department's award nominees to OPM. OPM reviews the award nominations and transmits them to the President as final nominations for his consideration.

902. SES PERFORMANCE AWARDS (BONUSES)

1. **Introduction.** Performance awards, commonly called bonuses, recognize and reward excellence over a one-year performance appraisal cycle by career SES appointees.

2. **Evaluation Criteria.** To be eligible for such awards, an individual must:

a. be an SES career appointee as of the end of the performance appraisal period; and

b. have at least a "fully successful" rating in the most recent performance rating of record.

Considerable judgment should be exercised when determining the appropriate amount of bonuses for SES career appointees with less than a full year of service.

3. **Form of Recognition.** A bonus may not be less than 5% nor more than 20% of basic pay as of the end of the performance appraisal period.

4. **Nomination Procedures.** Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator.

5. **Selection Procedures.** The Director will submit nominations to the SERB. The SERB makes recommendations to the Attorney General.

903. SES SUPERIOR ACCOMPLISHMENT INCENTIVE AWARDS

1. **Introduction.** These awards may be given at any time when circumstances warrant this recognition. All SES members, regardless of appointment, are eligible.

2. **Evaluation Criteria.** These awards recognize a suggestion, an invention, or a special act or service (a non-recurring contribution, a scientific achievement, or an act of heroism) that has significant tangible and/or intangible benefits.

3. **Form of Recognition.** These awards may be monetary or non-monetary. The tangible and intangible benefits charts (found on pages 7 through 9 of Chapter 2) should be used to determine the appropriate dollar amount. Superior accomplishment awards may not be used to circumvent either the statutory or regulatory provisions concerning the limitations on eligibility for performance bonuses, the limitations on the size of individual performance bonuses, or the limitations on the total amount of funds available to pay performance bonuses.

4. **Nomination Procedures.** Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator.

5. **Selection Procedures.** The Director will submit nominations to the SERB. The SERB makes recommendations to the Attorney General.

**CHAPTER 10: ATTORNEY GENERAL AWARDS AND MISCELLANEOUS
OTHER AWARDS**

1000. ATTORNEY GENERAL AWARDS

1. **General Information.** The Department of Justice announces the Attorney General Awards annually. Short descriptions and nomination criteria for the Attorney General's Awards will be sent along with the annual solicitation for nominations. Individuals may not be nominated simultaneously for more than one award. However, the Department of Justice Incentive Awards Board will consider Exceptional Service Award nominees for the Distinguished Service Award automatically.

2. **Nomination Procedures.** The Department of Justice will establish time frames in its annual solicitation. Only one nominee for each type of Attorney General Award or category within an Attorney General Award from the Bureau will be submitted to the Department of Justice unless there is a compelling reason to expand the number of nominees.

The Bureau Incentive Awards Coordinator will forward specific solicitation information to institutions and regional offices as soon as it is available. Nominations are to be submitted only in accordance with the annual solicitation received from the Bureau Incentive Awards Coordinator.

3. **Selection Procedures.** Each nomination will be endorsed by the institution's Warden through the Regional Director, or by the Section Chief/Branch Manager in the Central Office through their respective Assistant Director, then forwarded to the Bureau Incentive Awards Coordinator. The Bureau Incentive Awards Coordinator is to collect all nominations and forward them to the Director for selection of the Bureau nominee(s).

These nominees will be submitted to the Department of Justice Awards Committee for final selection.

1001. OTHER AWARDS

1. **General Information.** At various times throughout the year, many different organizations will ask the Bureau for nominations for their awards. Examples of these organizations are the American Correctional Association, Federal Law Enforcement Officers Association, North American Association of Wardens and Superintendents, American University, and Correctional Industries Association, to name a few.

2. **Nomination Procedures.** The Assistant Director, Human Resource Management Division (HRMD) will announce the nomination as each organization sends its request for nominations. The Assistant Director, HRMD, will establish deadlines to comply with each organization's request. Institutions are to obtain the CEO's approval before submitting nominations to their respective regional human resource office. The regional office will obtain the Regional Director's approval before submission to the Assistant Director, HRMD.

1002. THE PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

1. **Introduction.** The President's Award for Distinguished Federal Civilian Service is the highest honor the Federal Government can bestow upon a career employee to recognize exceptional achievements that are of unusual benefit to the Nation. This award recognizes individuals whose outstanding achievements have improved Government operations or served the public interest, and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Government.

2. **Evaluation Criteria.** The award may be presented for the best achievements having current impact in improving Government operations or serving the public interest. These achievements must exemplify one or more of the following:

- imagination in developing creative solutions to problems in Government;
- courage in persevering against great odds and difficulties;
- high ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country; and
- a long and distinguished career service.

The importance of the achievements to the Government and to the public interest are to be so outstanding that the employee is deserving of greater public recognition than the agency head in which he or she is employed can grant.

3. **Form of Recognition.** The individual selected to receive this award will receive a gold medal, a citation signed by the President, and a lapel rosette made from the ribbon on which the medal is suspended. Normally, only five such awards are granted

annually and presented by the President, "with profound appreciation, highest esteem, and great personal satisfaction."

4. **Nomination Procedures.** OPM will request nominations for the awards through the Department of Justice. The Bureau Incentive Awards Coordinator is responsible for notifying all CEOs in a timely manner when nominations are being accepted and for providing the necessary nomination forms. Nominations of individuals of all grade levels may be generated.

5. **Procedures.** Each nomination will be endorsed by the institution Warden, routed to the Regional Director and then to the ERS, HRMD, Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for approval and then to the Department of Justice. The President selects award recipients.

1003. **PRESIDENTIAL MANAGEMENT IMPROVEMENT AWARDS**

1. **Introduction.** The Presidential Management Improvement Awards are designed to encourage and recognize Federal civilian and military personnel for their ideas and other achievements beyond job requirements that result in significant benefits to the Government.

2. **Evaluation Criteria.** These awards are granted to those individuals, small working groups, and teams or task forces, recommended by their respective agencies that have most improved Government operations and services to the public. In addition to verified tangible benefits of \$250,000, any or all of the following criteria will be applied to screen nominations:

- a. reduction of operating costs;
- b. better use of staff or material resources;
- c. elimination of fraud, waste, or abuse;
- d. reduced budget requests (from previous levels);
- e. widespread or Government-wide application;
- f. degree of simplification, improved performance, or creativity involved; and
- g. increased output, especially to the public.

Candidates for Presidential Management Improvement Awards must have received or have been recommended for a Presidential Letter of Commendation, at the time of nomination.

3. **Form of Recognition.** The individuals selected to receive these awards will receive engraved plaques presented by the Vice-President.

4. **Nomination Procedures.** OPM will request nominations for these awards through the Department of Justice. The Bureau Incentive Awards Coordinator is responsible for notifying all CEOs in a timely manner when nominations are being accepted and for providing the necessary nomination forms and information.

5. **Selection Procedures.** Each nomination will be endorsed by the institution Warden, routed to the Regional Director, and forwarded to ERS, HRMD, Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for approval and then to the Department of Justice. The President selects award recipients.

1004. **PRESIDENTIAL LETTERS OF COMMENDATION**

1. **Introduction.** Presidential Letters of Commendation are designed to recognize civilian and military personnel for suggestions, inventions, or special achievements beyond job requirements.

2. **Evaluation Criteria.** This award will recognize civilian and military personnel (at all levels) whose contributions (suggestions, inventions, special acts or achievements) are beyond job requirements and result in tangible benefits of \$250,000 or more; or present exceptional management improvement contributions of equal benefit to the Government in areas that have Presidential interest and concern.

3. **Form of Recognition.** The individuals selected to receive these awards will receive personal letters of commendation signed by the President which are sent to the agency head for appropriate presentation.

4. **Nomination Procedures.** Nominations for Presidential letters may be submitted at any time.

5. **Selection Procedures.** Each nomination will be endorsed by the institution Warden, routed to the Regional Director, and forwarded to ERS, HRMD, Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for approval and then forwarded to the Department of Justice who, in turn, will forward it to OPM. The President selects recipients of the letters.