



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI HRD/PDB
NUMBER 3451.05
DATE October 28, 2016

Awards Program, Incentive Awards

/s/

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PURPOSE AND SCOPE

The purpose of the Bureau of Prisons Incentive Awards Program is to recognize and promptly reward 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.

a. **Program Objectives.** The expected results of this program are:

To increase the efficiency and effectiveness of Bureau operations.

b. **Summary of Changes**

Policy Rescinded

P3451.04 Bureau of Prisons Awards Program, Incentive Awards (7/10/01)

Chapter 1 is updated to add a notation clarifying that in the event approved award recommendations are deferred or denied due to budget curtailment, the employee will be notified. A letter indicating the award type that would have been given will be placed in the eOPF and will have the same point value as a cash award for merit promotion purposes. It clarified that PHS Officers are eligible for awards under Chapter 8.

Chapter 2 is updated to clarify that a SSP given for an Outstanding evaluation should receive a higher amount than that for an Exceeds; adds a section on Letters of Commendation; removes the award amounts table; and removes all reference to purchased incentive awards items.

Chapter 5 is modified to remove the section on expedited incentive awards.

Chapter 7 is updated to add a provision that PHS staff who are eligible to receive a retirement annuity after service with the BOP may also receive a plaque and a congratulatory letter, and changes the nomination procedures for recognition for service of deceased employees. The Consolidated Benefits Unit orders and ships the mantle clock, the U.S. flag, and the flag case.

Chapter 9 is modified to change the award criteria for SES Distinguished and Meritorious Executive awards.

Chapter 10 is updated to eliminate the sections on Presidential Management Improvement Awards and Presidential Letters of Commendation.

c. **Institution Supplement.** Required. Human Resource Offices for institutions, Human Resource Servicing Center (HRSC), Designation and Sentence Computation Center (DSCC), training centers, Regional Offices, and the Central Office (for Central Office employees) are to have a written local supplement detailing all aspects of their Incentive Awards Program, including a description of awards granted locally, the criteria/ documentation requirements for each, and nomination/approval procedures. Any awards established must be consistent with this policy and current legal and regulatory authorities.

REFERENCES

Program Statements

- P1237.13 Information Security Programs (3/31/06)
- P1237.14 Personal Computers and Network Standards (5/7/07)
- P2200.02 BOP Temporary Duty (TDY) Travel Regulation (2/12/16)
- P3420.11 Standards of Employee Conduct (12/6/13)
- P4100.05 Bureau of Prisons Acquisition Policy (3.3.16)

BOP Forms

- BP-A0172 Nomination for Bureau-Wide Awards
- BP-A0372 Ideas are Dollars
- BP-A0832 Voluntary Leave Transfer (VLTP) and Voluntary Leave Bank (VLBP) Recipient Application
- BP-A0926 BOP Secure Portal Request and Agreement Form
- BP-A1100 Suggested Self-Identification Form
- BP-A1101 Travel Savings Award

ACA Standards

None.

Records Retention

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.

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Chapter 1. GENERAL ADMINISTRATION

100. LEGAL BASIS AND REGULATORY REQUIREMENTS

Title 5 U.S. Code Chapters 43, 45, 53 and 55

5 CFR Part 430

5 CFR Part 531, Subpart E

5 CFR Part 451

DOJ Order 1200.1, Part 2, Compensation

Electronic Commissioned Corps Issuance System (eCCIS), 511.01

101. PURPOSE OF PROGRAM

The purpose of the Bureau of Prisons Incentive Awards Program is to recognize and promptly reward 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.

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

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 that 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.

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.

103. DELEGATION OF APPROVING AUTHORITY AND RESPONSIBILITY

a. The **Attorney General** has overall responsibility for the Incentive Awards Program in the Department of Justice. He/she 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, and to approve cash awards of more than \$7,500.

b. The **Deputy Attorney General** retains 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.

c. The **Office of Attorney Personnel Management** has delegated the authority to the Director, Federal Bureau of Prisons, to approve awards up to \$7,500 for non-SES attorneys at the GS-15 level and below (or equivalent), as well as law clerks and law students.

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

- Recommends employees for awards that require DOJ approval or concurrence.
- Delegates approval authority for cash awards up to \$3,000 to Assistant/Regional Directors and up to \$1,500 to Wardens, Training Center Directors, and Chief, HRSC.
- Approves cash awards of more than \$3,000 and up to \$7,500 for all Bureau employees.
- Approves the Bureau-wide awards selections.
- Approves all forms of recognition presented on behalf of the Director, Federal Bureau of Prisons.

e. **Assistant Directors** are delegated the responsibility for:

- Overseeing the operations of the Incentive Awards Program within their divisions.
- Approving Quality Step Increases (QSIs), Time Off Awards (TOAs), and cash awards up to \$3,000 for all employees in their divisions.
- 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.

- Approving all Bureau-wide divisional awards.

Note: Assistant Directors must obtain Executive Staff concurrence for 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.

f. The **Assistant Director for Federal Prison Industries** is delegated responsibility as outlined in section e., 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.

g. The **Assistant Director, Office of General Counsel (OGC)** is delegated responsibility as outlined in section e., 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.

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

- Approval of Regional Director's Awards under the Bureau-wide awards program. **Note:** Regional Directors must obtain Executive Staff concurrence.
- Providing recommendations on all nominations for Bureau-wide awards.
- Approving suggestions for region-wide implementation 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 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.

i. **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 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.

j. **Training Center Directors and Chief of HRSC** are delegated the responsibility for ensuring there is a comprehensive and equitable Incentive Awards Program operating at training centers and HRSC 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 and HRSC 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 and Chief of HRSC 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.

k. **Redelegation of Authority.** The approving official of awards may redelegate 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

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

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

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

d. 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.

e. **Supervisors** at all levels have primary responsibility for the successful conduct and promotion of the Incentive Awards Program by keeping themselves informed about all aspects of the program, encouraging employees, and informing 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.

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 expectations is displayed. In these instances, the supervisor should submit a recommendation for a superior accomplishment award or encourage/assist the employee to submit the idea through the suggestion program.

f. **Human Resource Managers and Regional Human Resource Administrators** will:

- Ensure proper maintenance of records on awards and suggestions.
- Provide management officials with adequate information to ensure their compliance with this Program Statement and the effective functioning of the program.
- Determine eligibility for awards.
- Process awards in accordance with law, regulation, and the direction provided by this Program Statement.
- Publicize award selections.

g. **Employees** 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

Incentive Award Planning and Review Committees must be operational at each institution, training center, regional office, HRSC, DSCC, and at the Central Office. Committees may review the overall effectiveness of the program and 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.

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

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 meets on an “as needed” basis or as stated in the institution supplement.

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

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

106. RECORDS AND REPORTS

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

a. **Incentive Awards Log.** Each award nomination and employee suggestion is assigned a number and recorded in an Incentive Awards Log. The Log should be maintained on a fiscal year basis and include sufficient information to track the status of awards and suggestions. At a minimum, the Log must include the employee’s name, grade, type of award nomination, date received, date approved/denied, dollar amount for cash awards, and 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; 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.

b. **Official Personnel Folder.** A Notification of Personnel Action (SF-50) must be processed for each QSI, TOA, and all cash awards. Any SF-50s generated for TOAs and cash awards is filed on the temporary side of the electronic Official Personnel Folder (eOPF) and retained for five years or until an employee leaves the agency, whichever comes first. SF-50s for QSIs must be filed on the permanent side of the eOPF.

c. **Other Award Filing Requirements.** The following award materials must be maintained for two years:

- The nomination, with written justification and approval of a higher-level manager, is maintained in a file established for monetary awards.
- Letters of appreciation/thanks not associated with the monetary award can be maintained in the files as indicated above.
- Copies of approved and disapproved suggestions are maintained in a file established for his purpose.
- If non-monetary awards still exist, an inventory must be maintained. The nomination, with written justification and approval of a higher-level manager, is maintained in a file established for this purpose.

107. PUBLICITY AND CEREMONIES

Human Resource Offices are encouraged to publicize awards through newsletters, recalls and the Sallyport News Main Page. 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* (BOP-IPP/Monday Morning Highlights).

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.

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 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 permission from the employee.

108. NOMINATION FORMS

Most awards are submitted in memorandum form. Local forms may be developed where appropriate.

To ensure uniformity in the Bureau-wide award nomination process, there is only one standard nomination form. The Nomination for Bureau-Wide Awards (BP-A0172) is used for all

nominations as indicated during the annual call for these awards. This form may be reproduced locally.

Form BP-A0372, Ideas are Dollars, is recommended for submitting employee suggestions, although its use is not mandatory.

109. FUNDING

Funds will be issued to each facility at the beginning of each fiscal year. Each facility may be held to specific award funding limitations (as determined annually by BOP Leadership, DOJ, and/or OPM based on administration decisions as well as funding constraints). Should a facility feel the need for funding above the established funding level/limitations imposed, the CEO would need to request additional funding from the Central Office through the Regional Director.

Note: Approved award recommendations with the exception of QSIs may be deferred or denied due to budget curtailment or other unforeseen factors. In such cases, the affected employees will be informed. A letter indicating the award type that would have been given will be placed in the eOPF and will have the same point value as a cash award for merit promotion purposes.

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.

Note: If funding is not available, letters will be issued. The letter will indicate the award type that would have been given and will be placed in the eOPF. The award letter will have the same point value as a cash award for merit promotion purposes.

110. REQUESTS FOR PURCHASE

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.

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

“I certify that the item(s) on this purchase request represent(s) incentive awards and will be distributed in accordance with 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 is responsible for providing periodic training to managers, supervisors, and employees on the Incentive Awards Program (e.g., Introduction to Correctional Techniques Phase I and Principles of Leadership Phase I). 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/FACILITY SUPPLEMENTS

Human Resource Offices for institutions, training centers, HRSC, DSCC, Regional Offices, and the Central Office (for Central Office employees) are to have a written supplement detailing all aspects of their Incentive Awards Program, including a description of awards granted locally, the criteria/documentation requirements for each, and nomination/approval procedures. Any awards established must be consistent with this policy and current legal and regulatory authorities.

Chapter 2. GUIDELINES FOR MONETARY AND NON-MONETARY AWARDS

200. GENERAL INFORMATION

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.

An award should be discussed with the nominee only after the award has been approved by the approving official.

201. QUALITY STEP INCREASES (QSI)

a. **Introduction.** QSIs are additional within-grade increases that augment the employee's 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).

b. **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.** If an employee will receive a career ladder promotion or within grade

increase within 60 days, it would be more beneficial to wait for the career promotion or regular within-grade increase, then nominate the employee for a QSI.

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

d. **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 a cover memorandum or local form.

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

e. **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)

a. **Introduction.** This is a lump sum cash award granted in recognition of an employee's sustained superior performance that 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.

b. **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 that 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.

c. **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.

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 SSP given for an outstanding evaluation should receive a higher amount than that for an exceeds.

d. **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 established 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 submitted in narrative format. 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.

e. **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) 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

a. **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 letter of commendation.

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 that fall within the parameters of this award authority.

b. **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.

c. **Form of Recognition.** The amount of the monetary award must be based upon tangible savings and/or intangible benefits to the Government (see Attachment A, Awards Tables, 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.

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

d. **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 submitted in simple narrative format, with emphasis on results achieved and, if possible, identification of benefits that can be measured and converted into monetary benefits. The Award Tables should be consulted in determining the dollar amount.

e. **Selection Procedures.** The approving official (see Chapter 1) makes 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). This does not preclude individual recognition for

group achievements; however, separate nominations must be submitted, describing individual contributions to the Government.

Recommendations disapproved by the approving official will be discussed with the supervisor and returned to him/her.

204. LETTERS OF COMMENDATION

- a. **Introduction.** This is a non-monetary 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.

- b. **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; or 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.

- c. **Form of Recognition.** A letter or certificate of commendation signed by the CEO.

Chapter 3. TIME OFF AWARDS

300. GENERAL INFORMATION

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

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.

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

301. TIME OFF AWARDS (TOAs)

a. **Introduction.** Time Off Awards are the granting of time off without charge to leave or loss of pay to an employee as an individual or member of a group. The following outlines the Bureau's policy and guidance for granting time-off awards.

b. **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:

- Making a high-quality contribution involving a difficult or important project or assignment.
- Displaying special initiative and skill in completing an assignment or project before deadline.
- Using initiative and creativity in making improvements in a product, activity, program, or service.
- 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.
- Producing additional benefits to the Government as the result of especially effective and timely evaluation of an employee suggestion.
- 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 TOA and another award, unless the TOA or other award is clearly inadequate to recognize the value of the employee's contribution.

c. **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 120 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; 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 TOA.

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.

d. **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 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 not transferrable between DOJ components.

e. **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.

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

g. **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 the employee with written information regarding the effective date, the number of TOA hours approved, and the expiration date.

Chapter 4. SUPERIOR ACCOMPLISHMENT AWARDS FOR ADOPTED SUGGESTIONS

400. GENERAL INFORMATION

Suggestions are based on two fundamental concepts:

- The individual closest to the job is in the best position to recommend improvements (suggestions) for that particular function, process, or operation.
- No one individual employee, supervisor, or manager has all the good ideas in any organization.

New ideas are frequently used 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 incentive awards programs.

Suggestion awards are one type of superior accomplishment award described in Chapter 2.

401. PROGRAM DESCRIPTION AND PROCEDURES

a. **Suggestion Criteria.** 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 or efficiency, or directly increases the effectiveness of Government operations.

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 it is within the normally expected duties of the position.

b. **Suggestion Processing Procedures.** Form BP-A0372, Ideas Are Dollars – Suggestion Blank is available and its use is encouraged, but it is optional.

Upon receipt in the Human Resource Office, the suggestion is forwarded to personnel having responsibility for the subject matter and to other personnel who might be affected by the implementation of the suggestion. They 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, is then 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.

All suggestions must be logged and recorded as discussed in Chapter 1. Suggestions that are forwarded to the Regional or Central Office retain the original local number; however, the Regional or Central Office may assign their own log numbers for internal control purposes only.

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

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

Suggestions that 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. Suggestions 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 include the local evaluations and recommendations outlined above, be reviewed at the regional level, and include:

- A summary of the evaluations and recommendations of the regional subject matter experts.
- Recommendations of the Incentive Awards Committee.
- Recommendations of the Regional Director.

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

Any referred suggestions should be accompanied by the suggestor's name, job title, and last four digits of his/her Social Security number so that he/she may be notified promptly of the action taken by the committee and to process a check for suggestions that are adopted.

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 that can be implemented within the same organizational segment in which they originated, 60 days for those that would require approval at the regional level, and no more than 90 days for cases that must be sent to the Central Office. Suggestions and related awards that require extensive evaluation, are disputed, or must be referred to multiple subject matter experts (or other agencies) may take longer to process.

If an award is approved, the employee who submitted the suggestion is notified by the approving authority of the type of award and the amount, if monetary. Generally, the office approving the suggestion processes 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 determine who will write the letters informing staff of unapproved suggestions. The local Human Resource Office is also 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 on a regional or nationwide basis.

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 benefits scales in Chapter 2 for assistance in determining an appropriate amount. The minimum cash award is \$25 for an adopted suggestion resulting in tangible benefits of at least \$250. 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 is issued to the employee.

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

Chapter 5. MISCELLANEOUS OTHER BUREAU-SANCTIONED AWARDS PROGRAMS

500. GENERAL INFORMATION

A number of superior accomplishment awards are given annually or at various times throughout the year. They are significant awards and are included in this policy. These awards may vary in their funding from the local, regional, or national levels.

The remaining sections within this chapter describe each of these awards. Since the awards in this chapter are superior accomplishment awards for special acts or service, the regulatory requirements in Chapter 2 must be followed.

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

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.

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

501. LOCAL AWARDS

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 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; implementation remains optional at the local level.** Recognition may be monetary or non-monetary.

a. **Employee of the Month, Quarter, and Year.** This award program allows an opportunity to identify an individual each month, quarter, and year for exceptional service. The 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, or similar privileges.

b. **Supervisor of the Quarter and 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 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 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 non-recurring.

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 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.

The award programs outlined above are not all-inclusive. They are merely ideas that might be incorporated into the local supplement.

502. BUREAU OF PRISONS RECRUITMENT AWARD PROGRAM

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

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

c. **Form of Recognition.** The employee (recruiter) who recruits a new employee into a hard-to-fill position to the BOP may receive up to \$250 cash award after the new employee successfully completes one year of service with the BOP, excluding any obligated service due under a service agreement, **or** \$150 for any person recruited for any other position.

d. **Nomination Procedures.** Implementation of this program is optional at the discretion of the Warden, Regional Director, Training Center Director, or 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

supplements within the guidelines of this Program Statement. Human Resource offices are responsible for administering and tracking this program.

e. **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; the 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 NRB (non-rating based), Nature of Action Code 849. The SF-50 should be electronically filed on the temporary side of the eOPF.

503. SUPERIOR ACCOMPLISHMENT AWARD FOR FOREIGN LANGUAGE SKILLS

a. **Introduction.** The 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.

b. **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. Employees for whom the foreign language capability is a condition of employment may not receive foreign language awards. Listed below are examples of factors that should be used in measuring the value of the individual's contribution to the Bureau's mission:

- Amount of time and frequency an employee spends using the foreign language skill.
- Effectiveness of the employee when using the foreign language;
- How the time spent using the foreign language skill to interpret at hearings or translate documents affects 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).
- 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 enhanced staff-inmate relationships.

c. **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.

d. **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.

e. **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 \$7,500).

Note: Foreign Language Skills awards should be keyed as an Individual Cash Award NRB (non-rating based), Nature of Action Code 849. The SF-50 should be electronically filed on the temporary side of the eOPF.

505. HONORARY SERVICE MEDALS

a. **Introduction.** The purpose of these awards is to provide honorary recognition to BOP employees for significantly contributing to the mission of the Federal Bureau of Prisons.

b. **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 forwards any nominations through the Regional Director, who forwards them to the Assistant Director, Health Services Division, Central Office.

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

d. BOP Distinguished Service Medal (BOP DSM)

(1) **Evaluation Criteria.** The BOP DSM is to be presented to an individual 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 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, 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.

e. BOP Meritorious Service Medal (BOP MSM)

(1) **Evaluation Criteria.** The BOP MSM is to be presented to an individual 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, 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 who has demonstrated a 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, 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 may be considered in addition to this award.

506. PUBLIC SERVICE AWARD

a. **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.

b. **Evaluation Criteria.** The Public Service Award may be conferred on any citizen of the United States of America or to an organization located within the 50 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:

(1) **Service.** Having acted in an advisory capacity for a Bureau of Prisons project, program, or function.

(2) **Participation.** Taking part in any Bureau of Prisons-sponsored program.

(3) **Assistance.** Assisting the Bureau of Prisons through the cooperative use of facilities, equipment, or manpower.

(4) **Courageous Act.** Having been involved in an act of courage in support of a Bureau of Prisons activity or mission.

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

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

d. **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, Staffing and Employee Relations Section, HRMD. 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.

e. **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 the requirements in Chapter 2. (A minimum of 30 days should be allowed for plaque requests from the Central Office.)

507. CORRECTIONAL WORKERS WEEK OBSERVANCE

In recognition of the contributions of Correctional Officers and all other correctional workers, the Bureau of Prisons typically observes Correctional Workers Week during the first full week in May each year.

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

508. GAINSHARING: TRAVEL SAVINGS AWARD PROGRAM

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

This program awards the frequent traveler or other employees who assist travelers in establishing 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 d.

b. **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.

c. **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 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:

- Seating space is unavailable on the contract carrier.
- Contract flights are not available in time to accomplish the purpose of the travel.
- Available contract flight times require significant travel outside normal work hours.
- Lower cost unrestricted coach fares offered to the general public are available.
- 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 promotional fares carry strict penalties that must be paid if reservations are canceled or changed. It is good practice to limit use of such fares strictly to 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.

d. **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 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 that 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 receives 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 that the Government would have borne. The maximum annual award amount per awardee is \$2,000 for travel performed within a given fiscal year. Savings are determined by the appropriate fare in effect when travel was performed.

e. **Nominations and Submission Procedures.** The traveler must complete the Travel Savings Award Program form BP-A1101 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 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 processes the travel voucher for payment, verifies the award value, signs the award form, and forwards the award form to the Human Resource Office for processing and payment. The Human Resource Manager must ensure annual awards do not exceed \$2,000 per individual each fiscal year.

f. **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.

g. **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 must ensure that unnecessary official travel is not authorized or performed for the purpose of earning frequent flyer points or travel savings awards.

509. FACTORY GAINSHARING AWARD

a. **Introduction.** The Federal Prison Industries has established a factory gainsharing award plan that rewards the performance of individual factories. Specific performance objectives for all factories will be established annually (on a fiscal year basis).

b. **Evaluation Criteria.** A factory must meet criteria established by the Program Statement **Factory Gainsharing Award, FPI.**

c. **UNICOR National Gainsharing Award Committee.** The Assistant Director, FPI, appoints 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 reviews the performance of all factories and makes award recommendations to Corporate Management based upon established criteria.

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

d. **Factory Award Distribution.** After Corporate Management notifies the factory location of the award, a Local Incentive Award Distribution Committee develops a plan to distribute the award. The Committee must include the following staff members: Factory Manager, Business

Manager, Union Representative (designated by the local union president), and Human Resource Manager.

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

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

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.

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

When the Local Distribution Committee completes the award distribution plan, it is submitted to the Warden and Regional Director for approval, then forwarded to the Assistant Director, FPI, for final review and approval.

e. **Funding.** FPI Central Office bears all costs associated with the Gainsharing Award Plan.

f. **Processing of Awards.** Staff cash awards are processed through the civilian payroll system. Once the final approval is made by the Assistant Director (FPI), the approved list is forwarded to the local Human Resource Office for processing. The effective date is the beginning of the next pay period after the approval.

Note: The SF-50 should reflect Nature of Action Code 841 – Group Cash Award. This award is not awarded points for consideration on promotion boards.

Chapter 6. BUREAU-WIDE AWARDS

600. INTRODUCTION

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 29 categories (A - J); each BOP facility is encouraged to submit nominees who are worthy of this special recognition.

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

601. NOMINATION AND SELECTION PROCEDURES

Bureau-wide award nominations are to be prepared using form BP-A0172, Nomination for Bureau-wide Awards, and must be accompanied by a one-page justification. Properly endorsed award nomination forms are to be electronically submitted, with justifications forwarded as Word attachments. Nominations must contain the following information for each nominee, including each member of any group nomination: award title and alphanumeric code for award; full official name (include employee's salutation of choice in a parenthetical reference (i.e., Dear Tim,); title and grade (working title: e.g., Case Manager, not Correctional Treatment Specialist; location (employee's duty station); and last four digits **ONLY** of the Social Security number.

Nominations for institution and Regional Office staff must be endorsed by Wardens and Regional Directors prior to submission to the Staffing and Employee Relations Section. Nominations for Central Office staff require the endorsement of the Assistant Director.

Assistant and Regional Directors are asked to submit no more than three nominations per category with a cover memorandum, to include: name (s) of nominated employee (s) (or institution and department for group award) by award category; and the recommended selectee identified by placing an asterisk beside the employee's name or group for each category.

Note: Human Resource Offices are asked to closely review the quality of nominations prior to forwarding for consideration. Poorly written nominations and those lacking substantive merit should be revised before submission.

To maintain program integrity, prior recognition for the same accomplishment should be weighed when considering nominees for further recognition.

Upon approval by the Assistant or Regional Director, properly endorsed nominations are to be electronically forwarded to the Staffing and Employee Relations Section at BOP-HRM/SEERS.

Chapter 7. CAREER SERVICE RECOGNITION

700. GENERAL INFORMATION

The Federal Bureau of Prisons has established several vehicles to recognize significant milestones in the careers of our employees. These come in the form of service pins, service certificates, plaques, mantle clocks, and letters. Each is designed to express the Bureau's appreciation for continued service on the part of our staff. Requirements for each of the above are described on the following pages.

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

701. CAREER SERVICE INSIGNIA (PINS)

- a. **Introduction.** The purpose of the Career Service Insignia is to recognize and reward employees for their years of service to the Bureau.
- b. **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 45 years. Employees whose BOP service was interrupted by military service receive credit for such service toward receipt of the appropriate service insignia. (Otherwise, military service is not credited.)
- c. **Form of Recognition.** This award consists of a BOP pin.
- d. **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 Staffing and Employee Relations Section, HRMD, will place orders for pins for presentation the following year. Pin orders are 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, Staffing and Employee Relations Section (SERS). The request must have:

- Full name.
- Preferred nickname.
- Institution location.
- Year increment pin needed.
- Bureau entry on duty date.

SERS forwards the pin directly to the requesting office. Presenting the pin is at the supervisor's discretion. Requests may be submitted via email to "BOP-HRM/SEERS".

Note: Chief Executive Officers receiving service pins will be recognized at the next Wardens Training Session.

703. CAREER SERVICE CERTIFICATE

a. **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.

b. **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 50 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 for military retirees, and the determination for the appropriate certificate will have to be based upon a review of personnel records and the FSCD.

c. **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).

d. **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.

SERS orders Certificates in conjunction with “Rider Info” printing requests from the Office of Personnel Management. Once printed, certificates are forwarded to each regional Human Resource Office and the Training Center servicing Human Resource Office for distribution.

704. SIGNIFICANT ACCOMPLISHMENT AWARD – TRANSFER/SEPARATION

a. **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.

b. **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.

c. **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 (see Attachment A) for awards for intangible benefits of limited scope and moderate value (currently \$25 - \$100). The funding of this award is at the local level.

d. **Nomination Procedures.** The immediate supervisor submits a nomination in simple narrative format or a locally established format. It is then routed through the normal procedures (i.e., for funding authorization) to the approving official. Authority for approving this award may be redelegated to the Human Resource Manager.

e. **Limitation.** This is 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

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

- b. **Evaluation Criteria.** All employees who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement plaque. PHS staff who are eligible to receive a retirement annuity after service with the BOP may also receive a plaque. (Generally, re-employed annuitants would not receive a retirement plaque upon separation.)
- c. **Form of Recognition.** This award consists of a plaque with a citation signed by the Director. The plaque will include total Bureau service.
- d. **Ordering Procedures.** The Consolidated Benefits Unit is responsible for ordering the retirement plaque.

706. RETIREMENT MANTLE CLOCK

- a. **Introduction.** The retirement mantle clock will be available to all employees who retire from the BOP.
- b. **Evaluation Criteria.** All employees who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement mantle clock. PHS staff who are eligible to receive a retirement annuity after service with the BOP may also receive a clock. (Generally, re-employed annuitants would not receive a retirement mantle clock upon separation.)
- c. **Form of Recognition.** The award consists of a mantle clock.
- d. **Ordering Procedures.** The Consolidated Benefits Unit is responsible for ordering the retirement mantle clock.

707. RETIREMENT LETTERS

- a. **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.
- b. **Evaluation Criteria.** All 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 30 years of Federal service are eligible to receive a letter from the President. PHS staff who are eligible to receive a retirement annuity after service with the BOP may also receive a congratulatory letter. (Generally, a re-employed annuitant would not receive a letter from the Director upon separation.)
- c. **Form of Recognition.** This recognition consists of letters signed by the Director and the President.

d. **Nomination Procedures.** The Consolidated Benefits Unit is responsible for requesting letters from the Director and the President.

708. RECOGNITION FOR SERVICE OF DECEASED EMPLOYEES

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

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

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

d. **Nomination Procedures.** The Consolidated Benefits Unit is responsible for ordering and shipping the mantle clock, the U.S. Flag, and the flag case.

Note: The employee's Human Resource Department is responsible for notifying the Consolidated Benefits Unit of an employee's death via the Benefits Request form "Death of a Staff Member" located on the Consolidated Benefits Unit Sallyport page. The mantle clock, U.S. Flag, and flag case are shipped to the deceased employee's Human Resource Office after receiving notification.

Chapter 8. PUBLIC HEALTH SERVICE COMMISSIONED OFFICERS AWARDS AND DECORATIONS

800. GENERAL INFORMATION

United States Public Health Service (USPHS) Commissioned Corps Officers detailed to the Federal Bureau of Prisons (BOP) are not permitted to receive monetary or Time Off awards for performing their assigned duties (5 USC 45). USPHS officers can receive cash awards only for inventions, suggestions, and special acts of scientific achievement, which should be coordinated with the BOP Commissioned Corps Liaison Officer in the Health Services Division (42 USC 213a(a)(15) and 10 USC 1124). There are, however, awards and decorations available through the BOP and USPHS for which they can be nominated.

The purpose of including USPHS awards and decorations in this Manual is to:

- Improve familiarity of officers, supervisors, and administrators with the awards program.
- Encourage greater utilization of the program to give deserving officers recognition for performance of outstanding, noteworthy, or unique significance to the BOP and the USPHS.

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

- Recognize officers for outstanding, noteworthy, or unique performance or service meriting recognition.
- Encourage maximum performance among personnel.
- Improve esprit de corps.

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

801. AWARD TYPES

a. **Distinguished Service Medal (DSM).** Criteria include outstanding contributions to the mission of the USPHS. Such achievement may range from the management of a major health program to an initiative resulting in a major impact on the health of the Nation. Can also be conferred for a one-time heroic act resulting in great savings to life, health, or property.

b. **Meritorious Service Medal (MSM).** Presented in recognition of meritorious service of a single, particularly important achievement, career-notable accomplishments in technical or professional fields, or unusually high-quality and initiative in leadership.

The level of accomplishment meriting this award may include a highly significant achievement in research program direction or program administration, a series of significant contributions, a continuing period of meritorious service, or exhibition of great courage in hazardous work in an emergency.

(These awards are equivalent to BOP employees' Senior Executive Service Awards.)

c. **Outstanding Service Medal (OSM).** Presented in recognition of continuous outstanding leadership in carrying out the mission of the Bureau or USPHS, or the performance of a single accomplishment that had a major effect on the health of the Nation, or the performance of a heroic act resulting in the preservation of health or property.

The level of accomplishment meriting this award may include 20-year retirement with 10 or more years in the BOP service with sustained above-average dedication to duty.

d. **Commendation Medal (CM).** Presented for a level of proficiency and dedication distinctly greater than that expected of the average officer.

The level of accomplishment recognizes: sustained high-quality work achievement in scientific, administrative, or other professional fields; application of unique skill or creative imagination to the approach or solution of problems; noteworthy technical and professional contributions that are significant to a limited area; or upon retirement or transfer from BOP or an institution after five years of service with sustained above-average dedication to duty.

(These awards are equivalent to BOP employees' Supervisor of the Year, Employee of the Year, Correctional Officer (Worker) of the Year, and Administrative Support Staff of the Year.)

e. **Achievement Medal (AM).** Presented for excellence in accomplishing a program's mission. This could be in recognition of the advancement of program objectives, or sustained above-average dedication to duty over a relatively short period of time (6-12 months), including upon transferring from an institution or the BOP after two years of sustained above-average dedication of duty.

(These awards are equivalent to BOP employees' Supervisor of the Quarter, Employee of the Quarter, Extra Effort, Extra Mile, Extra Step, Sustained Superior Performance, and Suggestion Awards and FLETC Introduction to Correctional Techniques Honor Graduate.)

f. **Public Health Service Citation (CIT).** Presented in recognition of a specific and noteworthy achievement, generally for a short period of time. This could include contribution toward accomplishing a program objective or high-quality achievement within a short period of time (1- 6 months).

(These awards are equivalent to BOP employees' Employee of the Month, Rookie of the Month, Special Act, or Service Excellence Awards, equivalent of Time Off Awards.)

g. **Outstanding Unit Citation (OUC).** Awarded to USPHS officers and BOP civil service employees of a unit that exhibits superior service toward achieving the goals and objectives of the USPHS. To merit this award, the unit must provide exceptional service of national or international significance.

h. **Unit Commendation (UC).** Awarded to USPHS officers and BOP civil service employees of a unit for an outstanding accomplishment by a designated organization unit within the USPHS or BOP that has demonstrated a significant level of performance well above that normally expected.

i. **Hazardous Duty Service Ribbon.** For 200 exposure hours over 180 consecutive days in a position requiring frequent risk to the officer's safety. Specific assignments include, but are not limited to, required contact with inmates/detainees at certain BOP facilities. The officer or supervisor should e-mail the BOP Commissioned Corps Liaison Officer for assistance.

j. **Foreign Duty Service Ribbon.** For service of 30 consecutive or 90 nonconsecutive days in a foreign duty post on temporary or permanent assignment (not in training status).

k. **Special Assignment Service Ribbon.** For service of 30 consecutive days on a detail via official personnel orders as authorized by USPHS instruction. This does not include details under blanket detail agreement (BOP, USCG, EPA, NOAA, NPS, USUHS, HIS, USMS, etc.).

l. **Isolated Hardship Service Ribbon.** For service of 180 consecutive days in an area designated as isolated, remote, insular, or constituting a hardship duty assignment. Locations are designated in USPHS Personnel Policy Memorandum 06-006 or case-by-case consideration by the USPHS Director of the Division of Commissioned Corps Personnel and Readiness.

m. **Nomination Procedures.** Nomination information can be obtained through the Commissioned Corps Liaison Officer in the Health Services Administrator's office, Central Office, or from the Electronic Commissioned Corps Issuance System (eCCIS), Instruction 511.01, Awards Program, or Instruction 831.10, Awards Pamphlet.

n. **Award Presentations.** The award is usually presented by the Warden. If the Medical Director is in the area at the time of the presentation, the Medical Director may wish to present the award.

Chapter 9. SENIOR EXECUTIVE SERVICE AWARDS

900. GENERAL INFORMATION

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. Payments and forms of recognition include Presidential Distinguished and Meritorious Rank Awards; agency performance awards (bonuses); and superior accomplishment incentive awards. In deciding an appropriate award, the particular purpose of each award should be kept in mind.

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

a. **Introduction.** Presidential Rank Awards are the most prestigious awards granted to career SES members and recognize extraordinary long-term achievements. There are two categories of rank awards available. Distinguished Executive rank awards are conferred to leaders who achieve sustained extraordinary accomplishments, and Meritorious Executive rank awards are conferred to leaders for sustained accomplishments. The Meritorious Executive and Distinguished Executive rank awards entitle the recipients to cash awards of 20% and 35% of basic annual pay, respectively.

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

- Hold a career SES appointment.
- 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 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 nomination criteria are:

(1) **Program Results.** The executive has an exceptional record of achieving major program goals and exceeding customer expectations by marshaling internal and external resources to attain high-quality outcomes that are technically sound and cost-effective, and that yield rewards commensurate with the level of risk.

(2) **Executive Leadership.** The executive possesses a sound strategic overview of the public sector environment and has shown creativity, adaptability, and resilience in aligning program efforts with the organization's vision, mission, and goals, and in partnering with stakeholders inside and outside the organization. The executive has also demonstrated the ability to lead people effectively by fostering employee development, cooperation, and teamwork, and making optimal use of human, financial, and information resources.

c. **Form of Recognition.** The Distinguished Executive Award consists of a lump-sum cash payment of 35% of the employee's basic annual pay. Awardees also receive a gold pin and a framed certificate signed by the President.

The Meritorious Executive Award consists of a lump-sum cash payment of 20% of the employee's basic annual pay. Awardees also receive a silver pin and a framed certificate signed by the President.

d. **Nomination Procedures.** The Office of Personnel Management (OPM) issues an annual call for nominations that the Department of Justice forwards to the Bureau. The deadline date is contained in this special call.

Nominations must be submitted with a cover letter from the head of the agency. Each nomination must contain:

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

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

902. SES PERFORMANCE AWARDS (BONUSES)

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

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

- Be an SES career appointee as of the end of the performance appraisal period.
- Have at least an “achieved results” 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.

c. **Form of Recognition.** A bonus may not be less than 5% or more than 20% of basic pay as of the end of the performance appraisal period.

d. **Nomination Procedures.** Nominations are submitted to the Director through the Human Resource Management Division SES Coordinator.

e. **Selection Procedures.** The Director submits nominations to the SERB. The SERB makes recommendations to the Attorney General.

903. SES SUPERIOR ACCOMPLISHMENT INCENTIVE AWARDS

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

b. **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 or intangible benefits.

c. **Form of Recognition.** These awards may be monetary or non-monetary. Attachment A, Awards Tables, 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 bonuses, the size of individual bonuses, or the total amount of funds available to pay bonuses.

d. **Nomination Procedures.** Nominations are submitted to the Director through the Human Resource Management Division SES Coordinator.

e. **Selection Procedures.** The Director submits 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

a. **General Information.** The Department of Justice announces the Attorney General Awards annually. Short descriptions and nomination criteria for these awards are 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.

b. **Nomination Procedures.** The Department of Justice establishes 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 forwards specific solicitation information to institutions and Regional Offices as soon as it is available. Nominations are submitted only in accordance with the annual solicitation received from the Bureau Incentive Awards Coordinator.

c. **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 the Assistant Director, then forwarded to the Bureau Incentive Awards Coordinator. The Bureau Incentive Awards Coordinator collects all nominations and forwards them to the Director for selection of the Bureau nominee(s). The nominees are submitted to the Department of Justice Awards Committee for final selection.

1001. OTHER AWARDS

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

b. **Nomination Procedures.** The Assistant Director, Human Resource Management Division (HRMD) will announce the nomination as each organization sends its request, then establish deadlines to comply with each request. Institutions must obtain the CEO's approval before submitting nominations to the regional Human Resource Office. The Regional Office must obtain the Regional Director's approval before submission to the Assistant Director, HRMD.

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

a. **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.

b. **Evaluation Criteria.** The award may be presented for the best achievements that have 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.
- A long and distinguished career service.

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

c. **Form of Recognition.** The individual selected to receive this award receives an inscribed gold medal suspended from a blue and white ribbon, a lapel rosette made from the ribbon, and a certificate signed by the President.

Normally, only five such awards are granted annually and presented by the President, “with profound appreciation, highest esteem, and great personal satisfaction.”

d. **Nomination Procedures.** OPM requests nominations for the awards through the Department of Justice. The Bureau Incentive Awards Coordinator is responsible for notifying 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.

e. **Procedures.** Each nomination is endorsed by the institution Warden, routed to the Regional Director, and then sent to SERS. Central Office Administrators forward their nominations through their Assistant Directors. The nominations are forwarded to the Director for approval, then to the Department of Justice. The President selects award recipients.

Attachment A. Award Tables

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.

1. 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.

2. Value of Benefit

MODERATE VALUE. Change or modification of an operating principle or procedure that 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

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.

SUGGESTED SELF-IDENTIFICATION FORM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

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: _____

TRAVEL SAVINGS AWARD

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

1. Traveler's Name: _____ SSN (last four): _____

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 the form.