

NNSA POLICY LETTER

BOP-64.001

Approved: 06-11-10

EMPLOYEE RECOGNITION POLICY



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Management and Administration**

AVAILABLE ONLINE AT:
<http://hq.na.gov>

INITIATED BY:
Office of Management & Administration

EMPLOYEE RECOGNITION POLICY

1. **PURPOSE:** To provide general policy on the Department of Energy (DOE) and National Nuclear Security Administration (NNSA) awards used to primarily recognize NNSA employees and, in some cases, contractors. These awards are in addition to performance awards described in the NNSA Performance Management and Performance Pay Manual, dated September 2008. The purpose of the NNSA and DOE Awards/Recognition Program is to recognize and reward the accomplishment and contributions of individuals and/or teams based on performance, special acts or service, or other noteworthy achievements. In all situations, recognition should be commensurate with the employees' performance. It is incumbent upon supervisors to provide written justifications stating the work-related accomplishments for the award. Details regarding nomination requirements, including forms to be used to justify and process the various awards, can be found in the Processing Guidance for Recognition Awards.
2. **CANCELLATIONS:** This will replace NNSA's Performance Management and Recognition Manual dated October 1, 2006.
3. **APPLICABILITY:** This Business Operating Policy (BOP) applies to all NNSA Federal employees. Contractor employees are only eligible for certain non-monetary awards (various plaques and certificates) as described in the sections below. Eligibility coverage of employees as applied to specific awards is addressed in each section when applicable.
4. **REQUIREMENTS:**
 - a. **Multiple Forms of Recognition:** Employees may not receive more than one form of monetary recognition for the same accomplishment or achievement. If the activity is covered in the performance plan, every effort should be made to determine the single most appropriate form of monetary recognition or to reduce the performance award amount by the amount received in the other form of recognition.
 - b. **Establishing and Granting Individual Office Awards:** Heads of Offices may establish other forms of non-monetary recognition as long as they are consistent with the policies and principles reflected in this BOP. These recognition programs must indicate the achievement being recognized, the type of recognition (the nominal value must not exceed \$50.00), and the criterion that must be met to receive the recognition. Heads of Offices may establish such recognition and approve individual awards. A copy of the document establishing the award **must** be provided to the Office of Human Capital Management Programs through the servicing Human Resources Office.¹

¹ Naval Reactors, Civilian Programs Division contact:
<http://hq.na.gov/HR/default.aspx?L=PAGE&ITEM=19036&CA=9&PI=1025>

If an office, establishing such recognition, wishes to include a monetary award or time off award as a component of the program, the Director of the Office of Human Capital Management Programs **must** approve the criteria for and amount of the monetary award to ensure regulatory compliance. If approved, the servicing Human Resources Office will process the monetary/time-off component upon granting the individual award.

5. RESPONSIBILITIES:

a. Administrator, NNSA:

- (1) Establishes NNSA Awards/Recognition Programs.
- (2) Annually designates the percentage of payroll to be used for award purposes.
- (3) Approves monetary awards for NNSA employees greater than \$7,500 up to \$10,000.
- (4) Recommends approval of NNSA nominations for awards that require approval or endorsement by the Secretary of Energy.
- (5) Approves all NNSA Honor Awards (Distinguished Service Gold, Distinguished Service Silver, Excellence - Bronze Medal, Distinguished Career Service, Flag of the United States, Linton F. Brooks Medal for Dedication to Public Service).

b. Associate Administrator for Management and Administration: Approves the Recognition program Policies and Procedures.

c. First-tier Managers (includes Deputy/Associate Administrators, Service Center Director, and their Deputies):

- (1) Approve monetary awards up to \$3,000; Time-off Awards up to 27 hours; or an equivalent combination of both cash and time off. This authority may be redelegated, as appropriate, within each organization. Delegations must be written in memorandum form with a copy submitted to the Workforce Planning and Policy Division (NA-641) and the Office of Human Capital Management Services. Compliance reviews are required by the Program Offices.
- (2) Approve monetary awards greater than \$3,000 but less than or equal to \$7,500; Time-off Awards for 28 to 40 hours; or a combination of both cash and time off. This authority may not be redelegated. Compliance reviews are required by the servicing Human Resources Office.

Service Center/Site Offices contact page: <http://scweb.na.gov/hr/contact.shtm>

NA-1/SES contact page: <http://hq.na.gov/HR/default.aspx?L=PAGE&ITEM=19036&CA=9&PI=1025>

Headquarters Office of Human Capital Management Programs contact page:
<http://hq.na.gov/HR/default.aspx?L=PAGE&ITEM=19036&CA=9&PI=1025>

- d. Director, Office of Human Capital Management Programs:
- (1) Develops a Performance Management and Recognition Program, policies, and procedures.
 - (2) Periodically assesses the effectiveness of the Performance Management and Recognition Program.
 - (3) Approves establishment of individual office awards that include a monetary or time-off component.
- e. NNSA Executive Resources Board (ERB): Makes recommendations to the Administrator with regard to monetary award actions affecting employees appointed under Excepted Service authorities at Pay Band V and for those Excepted Service Pay Band IV employees with SES-equivalent pay.
- f. Heads of Offices (Office Directors, Site Office Managers): **Must** provide a copy of any individual office award document that establishes an award for their respective office to the Office of Human Capital Management Programs through the servicing Human Resources Office.
- g. Supervisors/Managers (Requesting Officials):
- (1) Use the NNSA processing guidance to complete the nomination package in accordance with the Processing Guidance for Recognition Awards document (nomination form, justification, and citation); obtain required approval/signatures; forward nomination package to the servicing Human Resources Consultant for compliance review (when required) and processing.
 - (2) For non-monetary awards, follow the guidance specific to those individual awards.
 - (3) Obtain commemorative certificate and present the award to recipient after processing is completed.
- h. Directors, Office of Human Capital Management Services, NNSA Service Center; Executive Resources and Office of the Administrator Services Division; Civilian Programs Division, Office of Naval Reactors; and Human Resources Officer, Naval Reactors Pittsburgh Office:
- (1) Administer the Recognition Program for applicable NNSA organizations.
 - (2) Advise management on recognition issues.
 - (3) Publicize and provide training on the program.
 - (4) Process monetary awards and ensure they are in conformance with statutes, regulations, and this BOP.

- i. Human Resources Consultants: Provide advice and guidance, conduct compliance review when required, and ensure award is processed and records are maintained.

6. TYPES OF RECOGNITION:

- a. DOE and NNSA Monetary Awards:

- (1) **Special Act or Service Award**

Description: Award can consist of either money, time off, or a combination of both as long as the total value of the award given reflects the value of the contribution being recognized. Maximum of \$10,000 per award unless approved by the Secretary of Energy and the Office of Personnel Management (OPM). Maximum of 40 hours per time-off award; maximum of 80 hours in any given year per employee. Time off must be taken within 1 year of when the award was granted in order to avoid forfeiture. See Attachment 1 or 2 to determine the dollar or time-off amount that is appropriate.

Criteria: Recognizes achievements or accomplishments in connection with or related to official employment, but outside of an employee's normal job duties or day-to-day requirements and non-recurring in nature.

Approval: Monetary Awards up to \$3,000; Time-off Award Up to 27 Hours: Approval has been *delegated* to First-tier managers and can be re-delegated, as appropriate, in each organization and as in compliance with Paragraph 4.c.1) above. Compliance review conducted by the Program Office.

Monetary Awards Greater than \$3,000 but less than or equal to \$7,500; Time-off Award 28 to 40 Hours: Approval by First-tier Managers. Compliance review conducted by the servicing Human Resources Office.

Monetary Awards Greater than \$7,500 up to \$10,000: Nominations endorsed by First-tier Managers, compliance review conducted by the servicing Human Resources staff, approval by the NNSA Administrator.

Monetary Awards Greater than \$10,000: Nominations endorsed by First-tier Managers, compliance review conducted by the servicing Human Resources staff, approval by the NNSA Administrator, DOE Secretary, and OPM.

Awards in Excess of \$25,000: Nominations endorsed by First-tier Managers; compliance review conducted by the servicing Human Resources staff; approval by the NNSA Administrator, DOE Secretary, and OPM. Requires Presidential approval.

Eligibility: NNSA and DOE Federal employees.

(2) **On-the-Spot Award**

Description: Award can consist of either money, time off, or a combination of both as long as the total value of the award given reflects the value of the contribution being recognized. Maximum of \$500 **or** 16 hours per award (maximum of 80 hours time off in any given year). Time off must be taken within 1 year of when the award was granted in order to avoid forfeiture.

Criteria: Recognizes a significant deed or accomplishment performed with exceptional speed and quality under difficult or unusual circumstances.

Approval: Up to \$500 **or** Time-off Award up to 16 hours. Approval has been *delegated* to nominee's second-line supervisor (unless nominator is the Administrator or First-tier Manager).

Eligibility: Federal employees.

(3) **Linton F. Brooks Medal for Dedication to Public Service**

Description: A monetary award may be given along with a medal, bearing the likeness of former NNSA Administrator Linton F. Brooks, and an engraved plaque. The award is presented by the NNSA Administrator and Ambassador Brooks in an annual ceremony.

Criteria: Recognizes employees who have served no more than 5 years of civilian Federal service and provided an extraordinary contribution to a highly critical or highly sensitive product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity of a program.

Approval: An Award Selection Committee comprised of a cross-section of NNSA Senior Executives recommends a recipient to the NNSA Management Council and the NNSA Administrator who approves/disapproves Selection Committee's recommendation.

Eligibility: Federal employees who have served no more than 5 years of civilian Federal service.

b. Non-monetary Awards:

- (1) DOE. The Department provides for many monetary and non-monetary awards including the Secretarial Honor, Appreciation, and Departure awards which NNSA employees are eligible to receive. These awards are described in DOE Order 331.1B Chg 1, dated June, 27, 2001, the latest Secretary's Award Program overview document, and the NNSA

Processing Guidance for Recognition Awards. In addition to the awards mentioned above, DOE also offers the following:

(a) **Length of Service Recognition Award**

Description: A pin and certificate depicting years of service.

Criteria: Recognizes employees who have completed milestones (10, 20, 25, 30, 35, 40, 45 years of service) in Federal Service.

Approval: Not required. Servicing Human Resources Office or Program Office is required to verify years of service and request pin and certificate for presentation to employee.

Eligibility: Federal employees.

(b) **Going the Extra Mile (GEM) Award**

Description: Gift cards in the amount of either \$25 or \$50. May not exceed \$125 in a calendar year for an employee. The employee selects the gift card.

Criteria: Recognizes Headquarters employees whose accomplishments represent steps toward achievement of organizational goals. Usually given by peers.

Approval: Approval delegated to nominator's and recipient's supervisors as long as funds are certified as being available from the NNSA Office of Programming, Planning, Budget and Evaluation.

Eligibility: DOE and NNSA Federal employees (**Headquarters only**).

(2) NNSA

(a) Administrator Honor Awards

1 **The Administrator's Distinguished Service Gold Award**

Description: Gold medal which bears the NNSA emblem and commemorative certificate with citation.

Criteria: Recognizes consistently outstanding leadership or other sustained achievements accomplished over an extended period of time, usually a year or more, and deemed by the Administrator to merit NNSA's highest award. This is the highest honorary award granted by NNSA.

Approval: Requested by Deputy/Associate Administrator of the organization proposing the award.

Eligibility: Federal and contractor employees.

2 **The Administrator's Distinguished Service Silver Award**

Description: Silver medal which bears the NNSA emblem and commemorative certificate with citation.

Criteria: Recognizes achievements which substantially contribute to the accomplishment of the mission or major programs of NNSA. This is the second highest honorary award granted by NNSA.

Approval: Requested by Deputy/Associate Administrator of the organization proposing the award.

Eligibility: Federal and contractor employees.

3 **The Administrator's Award of Excellence – Bronze Medal**

Description: Bronze medal which bears the NNSA emblem and commemorative certificate with citation.

Criteria: Recognizes outstanding service or an established record of achievement in the conduct or improvement of NNSA programs or operations; accomplishment of assigned responsibilities in an exemplary manner; the demonstration of unusual initiative in contributing to efficiency or improved management; outstanding executive or technical ability; or unusual devotion to duty under adverse conditions.

Approval: Requested by Deputy/Associate Administrator of the organization proposing the award.

Eligibility: Federal and contractor employees.

4 **The Administrator's Bronze Coin**

For information on the Administrator's Bronze Coin, refer to BOP 66.001.

5 **Retirement – Flag of the United States**

Description: U.S. flag that has been flown over all installations within the NNSA complex and commemorative certificate with citation.

Criteria: Recognizes senior-level employees leaving or retiring from Federal service after a long and distinguished career. Highest tribute that can be given to a departing senior NNSA employee.

Approval: Bestowed solely at the discretion of, and presented by, the Administrator. Concurrence of appropriate first-tier manager; approval by the NNSA Administrator.

Eligibility: Senior-level NNSA Federal employees (GS-15 equivalent and above) leaving or retiring after long and distinguished career exceeding 20 years in service to their country.

6 **Distinguished Career Service Award**

Description: Retirement plaque

Criteria: The highest level of recognition for career service to the Government. Granted upon retirement to employees who have made significant contributions during their Government career.

Approval: Concurrence of first-tier manager (the Service Center Director or a Deputy/Associate Administrator); approval by the NNSA Administrator.

Eligibility: Retiring Federal employees who have a minimum of 20 years of service.

(b) **Immediate Recognition Coins.** For information on Immediate Recognition Coins, refer to BOP 66.001.

(c) **Service Center Awards and Individual Office Awards.** For information on these awards, refer to the NNSA Processing Guidance for Recognition Awards.

(3) Other Federal Agencies/Private Sector Awards

Description: Various types of plaques and coins.

Criteria: NNSA employees may be eligible for awards bestowed by other Federal agencies and by private sector organizations. Examples: Service to America Medal, Federal Engineer of the Year Award.

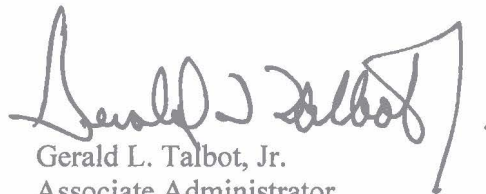
Approval: OPM's website includes a calendar of honorary awards which includes information about when nominations are due and links to websites for each award.

Eligibility: Federal employees.

7. REFERENCES:

- a. Employee Performance Management System, DOE Order 331.1B, Chg 1, located at: <https://www.directives.doe.gov/directives/current-directives/331.1-BOrder-bc1/view>
- b. 2008 Secretary Award Program Overview document signed by Secretary Bodman, or the successor document, located at: http://humancapital.doe.gov/resources_awards_dept.htm
- c. NNSA Processing Guidance for Recognition Awards located at: <http://hq.na.gov/HR/default.aspx?L=PAGE&ITEM=3264&CA=9&OT=118&PI=19212>
- d. Immediate Recognition Coins, BOP – 66.001 located at: <http://hq.na.gov/default.aspx?L=ITEM&ITEM=19658&CA=30&OT=86&PI=18732>
- e. Performance Management and Performance Pay Manual, September 2008 located at: <http://hq.na.gov/HR/default.aspx?L=ITEM&ITEM=3277&CA=9&OT=86&PI=3264>

8. POINT OF CONTACT: Office of Human Capital Management Programs (NA-64), Workforce Planning and Policy Division (NA-641).



Gerald L. Talbot, Jr.
Associate Administrator
for Management and Administration

Attachments:

1. Monetary Award Scale for Intangible Benefits
2. Time-off Awards Scale for Intangible Benefits

Monetary Award Scale for Intangible Benefits			
Value of Benefit	Extent of Application		
	Limited A limited contribution which affects the duties, work assignments, and employees of one division or office.	Extended A substantial contribution which affects the duties, work assignments, and employees of multiple divisions or offices.	General An extensive contribution which affects the duties, work assignments, and employees of multiple agencies or NNSA-wide .
<p>Moderate Value</p> <p>A limited contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>A modification to operating principles or procedures.</p>	Up to \$500	Up to \$1000	Up to \$3000
<p>High Value</p> <p>A superior contribution to a critical or sensitive product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>A complete revision of operating principles or procedures.</p>	Up to \$1000	Up to \$3000	Up to \$6000
<p>Exceptional Value</p> <p>An extraordinary contribution to a highly critical or highly sensitive product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>Initiation of a new principle or major procedure with extensive impact.</p>	Up to \$3000	Up to \$6000	Up to \$10000 (\$7500 and above requires approval from the Administrator)

Time Off Awards Scale for Intangible Benefits			
Value of Benefit	Extent of Application		
	Limited A limited contribution which affects the duties, work assignments, and employees of one division or office.	Extended A substantial contribution which affects the duties, work assignments, and employees of multiple divisions or offices.	General An extensive contribution which affects the duties, work assignments, and employees of multiple agencies or NNSA-wide .
<p>Moderate Value</p> <p>A limited contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>A modification to operating principles or procedures.</p>	Up to 16 Hours	Up to 27 Hours	Up to 32 Hours
<p>High Value</p> <p>A superior contribution to a critical or sensitive product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>A complete revision of operating principles or procedures.</p>	Up to 27 Hours	Up to 32 Hours	Up to 40 Hours
<p>Exceptional Value</p> <p>An extraordinary contribution to a highly critical or highly sensitive product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service.</p> <p>Initiation of a new principle or major procedure with extensive impact.</p>	Up to 32 Hours	Up to 40 Hours	Up to 40 Hours