

Administrative Change

An administrative change to this Business Operating Procedure (BOP) was approved on 10-26-12. In accordance with the Departmental Directives System:

Administrative Changes are simple changes that do not substantively affect the BOP. Examples of such changes are nomenclature, changes to organization names or titles of officials, changes to legal citations, and minor reductions in requirements and responsibilities.

BUSINESS OPERATING PROCEDURE

BOP-66.001

Approved: 02-15-08
Admin Change 1: 10-26-12

IMMEDIATE RECOGNITION COINS



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Management and Budget

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

INITIATED BY:
Office of Business Operations

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IMMEDIATE RECOGNITION COINS

1. **PURPOSE.** The objective of this Business Operating Procedure (BOP) is to establish NNSA's immediate recognition coins program to honor, recognize and award exceptional achievements or performance. These coins are appropriate when the achievement or performance may not warrant a monetary award. However, these immediate recognition coins are not intended to substitute for cash awards when the employee or act performed are deserving of such an award. These immediate recognition coins include the Administrator's Bronze Coin and the NNSA Immediate Recognition Coin. The award of an NNSA Coin that can be displayed visibly represents specific recognition of an achievement or exceptional performance. Such recognition provides both motivation and support for employees, and others, ensuring that their efforts are valued. It is recommended that the NNSA Coin be presented in front of the recipient's peers for this reason.

NNSA Coins awarded under the provisions of this Business Operating Procedure are not personal gifts, souvenirs or mementos and must not be treated as such.

2. **CANCELLATIONS.** None.
3. **APPLICABILITY.** The provisions of this Business Operating Procedure (BOP) apply to all of the Administration's organizations and elements.
4. **REQUIREMENTS.**
 - a. The Administrator's Bronze Coin.
 - (1) **Basis.** This coin is granted in recognition of exceptional achievement or performance on an assigned task or effort of a nonrecurring nature that significantly affects NNSA operations, the demonstration of unusual initiative and personal commitment to duty or for any other notable achievement deemed worthy. This award consists of a small bronze coin that may be accompanied with a written certificate of the achievement or performance being honored.
 - (2) **Eligibility.** This coin is funded from the Administrator's Reception and Representation Fund and can be awarded to any individual deemed deserving by the NNSA Administrator.
 - (3) **Recommending and approving officials.**
 - (a) Nominations are not solicited for this coin; however, recommendations may be made in writing or verbally to the approving officials.

- (b) This coin must be approved by the Administrator, Principal Deputy Administrator, Chief of Staff, or the Executive Staff Director as appropriate.
 - (4) Procedures.
 - (a) The NNSA may grant this award concurrently with, or in addition to, any other type of award/recognition, including monetary awards for Exceptional Service, Special Act, and on the spot recognition under 5 U.S.C., part 430, subpart E, or part 540.
 - (b) This coin may be awarded to a group when the achievement or performance being recognized is a result of the efforts of more than one person.
 - (c) An individual may receive more than one coin within a fiscal year so long as each contribution meets the requirements of this section.
 - (d) Approving officials shall justify the approval of each coin in writing using the attached form (Attachment 1). These forms should be provided to the Office of Business Operations (NA-MB-20) in the Office of Management and Budget upon request.
 - (5) Timing. This coin should be presented at or near the completion of the achievement or performance being honored, but preferably not later than thirty (30) days after completion of the event or activity on which the nomination is based.
- b. NNSA Immediate Recognition Coins
- (1) Basis. This coin is granted in recognition of outstanding performance that contributes to the mission of NNSA. Awards may also be made where the achievement is unique and clearly contributes to the increased effectiveness of NNSA.
 - (2) Eligibility. This coin may only be awarded to U.S. Government employees.
 - (3) Approving Officials.
 - (a) This coin may be approved by Associate Administrators, Deputy Associate Administrators, Deputy Administrators, Principal Deputy Administrators, Site Managers, Deputy Site Managers, and the General Counsel.

- (b) Any of these senior level managers listed may delegate other senior managers to present coins to recipients on their behalf.
- (4) Approving officials shall justify the approval of each coin in writing using the attached form (Attachment 1). These forms should be provided to the Office of Business Operations.
- (5) Procedures.
 - (a) A maximum of 100 coins will be allocated to each Headquarters Element and Site Office per calendar year. By the end of the last week in October, each of the above offices shall inventory its coins and, if necessary contact the Office of Business Operations to order additional coins for the following year.
 - (b) NA-MB-20 shall procure coins on behalf of NNSA. NA-MB-20 will procure these coins using an approved vendor and specific identified funds for the coins. The Associate Administrator for Management and Budget is tasked with maintaining inventory and control of all NNSA coins.
 - (c) Coins will adhere to the NNSA Logo approved by the Fine Arts Commission. Each office shall have the option to customize the graphic on the reverse to reflect its unique mission and/or geographic location. Any changes to the design of the coin must be approved by the Associate Administrator for Management and Budget. All contact with the vendor will be made through the Office of Business Operations.
 - (d) If the Associate Administrators, Deputy Associate Administrators, Deputy Administrators, Principal Deputy Administrators, Site Managers, Deputy Site Managers, and the General Counsel would like to purchase more than the 100 coins provided they must contact NA-MB-20 for guidance.
 - (e) Under no circumstances shall any NNSA organization procure, acquire, or fabricate coins outside of this approved process.


5. ROLES AND RESPONSIBILITIES.

a. Associate Administrator for Management and Budget.

- (1) Implements and oversees the NNSA Immediate Recognition Coins, including approval of the design of the NNSA Immediate Recognition coins;

- (2) Maintains inventory and control of the NNSA Immediate Recognition coins; and
 - (3) Maintains records of award of the NNSA Immediate Recognition coins.
- b. Associate Administrators, Deputy Administrators, Site Managers, and the General Counsel.
- (1) May award NNSA Immediate Recognition coins for reasons stated in this policy; document and forward records of award of coins using Attachment 1; and request procurement of coins from NA-MB-20.
 - (2) Annually inventory their coins and confirm the need for additional coins for the following year.
6. CONTACT. The NNSA, Office of Business Operations, NA-MB-20, on 202-586-0631.

BY ORDER OF THE ADMINISTRATOR:


CINDY LERSTEN
Associate Administrator
for Management and Budget

Attachment 1: NNSA Coin Justification Form

NNSA Coin Justification Form



Recipient Name:	
Position/Organization:	
Coin is For Act of: <input type="checkbox"/> Exceptional Achievement or Performance <input type="checkbox"/> Contribution to Mission	
<input type="checkbox"/> Unique Act or Service <input type="checkbox"/> Other	
Brief Description of Notable Achievement or Service:	
Presented By:	
On:	In/At: