

**NNSA POLICY**

**NAP 332.2**

Approved: 01-05-23

Expires: 01-05-26

# **EMPLOYEE RECOGNITION AND INCENTIVE PROGRAMS**

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## **NATIONAL NUCLEAR SECURITY ADMINISTRATION** **Management and Budget**

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01-05-23

## EMPLOYEE RECOGNITION AND INCENTIVE PROGRAMS

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1. PURPOSE. To provide the requirements for the Employee Recognition and Incentive Programs used to acknowledge and reward the accomplishments and contributions of National Nuclear Security Administration (NNSA) employees or teams, based on special acts or service or other noteworthy achievements. This document outlines the specific policy to request and approve non-performance related incentive awards (monetary and non-monetary), retirement awards, and other forms of recognition commensurate with employees' accomplishments or contributions.
2. AUTHORITY. NNSA's directive program is established pursuant to 50 United States Code (U.S.C.) 2402(d). This law gives the Administrator authority to establish NNSA-specific policies, unless disapproved by the Secretary.
3. CANCELLATIONS.
  - a. BOP 332.2, *Employee Recognition Policy*, dated 6-11-2010.
  - b. NNSA ACD 332.2, *The John A. Gordon Award for Excellence and Innovation in the National Interest*.
4. APPLICABILITY.
  - a. Federal. This directive applies to all NNSA Federal employees.
  - b. Contractors. Does not apply to contractors; however, they may receive awards as detailed in this policy.
  - c. Equivalencies/Exemptions.
    - (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/Department of Energy (DOE) Naval Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
    - (2) Exemptions. None.

5. SUMMARY OF CHANGES.

- a. Revises Requirements, Responsibilities, Criteria, and Process for NNSA Administrator Honor Awards and NNSA Retirement Awards
- b. The following awards have been added to this NNSA Policy (NAP):
  - Career Appreciation Award
  - General John A. Gordon Award for Excellence and Innovation in the National Interest
- c. The Intangible and Tangible Award Scales have been revised to be more in alignment with the Department's Award scales.
- d. Moved *Types of Recognition* to Appendix A.
- e. Added Appendix D. *Definitions*.
- f. Added Appendix E. *Forms*.

6. BACKGROUND. The awards included in this NAP are in addition to an employee's performance-based awards described in the *NNSA Demonstration Project Policy and Procedures Manual*, dated 3/2017, and the *Excepted Service Employment Under the National Nuclear Security Administration Act* policy letter, BOP 329.1, dated 3/2002.

7. REQUIREMENTS.

- a. All award nominations must be signed by the nominator, supervisor(s) of the employee(s), and appropriate approving official.
- b. Cash and time-off award nominations must contain a justification that identifies and describes the scope of the act and demonstrates its significance to mission, goals, or objectives; supports the criteria for the type of award being recommended; includes an analysis of how the award amount was derived using the intangible or tangible benefits scales found in Appendixes B and C; and, for certain awards, shows that the action is beyond the scope of the employee's assigned job duties.
- c. Honorary award nominations must contain a justification that supports the criteria for the specific type of award(s) and citations to be used for engraving plaques, certificates, etc.
- d. Employees nominated for incentive awards must have a current performance rating of Fully Meets Expectations or above, or not currently be on a Performance Improvement Plan.

- e. An award nomination that does not meet compliance requirement criteria must be returned to the originating office with an explanation of why it is being returned.
- f. When nominating an employee outside of the nominator's organization for a monetary award, the nominator must include the funding organizations' appropriation code and organizational code on the NNSA Award Nomination form. If the nominator intends for the awardees' organization to provide the funding, the nominator is responsible for coordinating that arrangement prior to submitting the award.
- g. Multiple Forms of Recognition: Care must be exercised to ensure that employees receiving recognition through incentive awards covered by this NAP are not also compensated in their performance award for the same accomplishment. If the activity is covered in the performance plan, position description, or statement of duties, every effort must be made to determine the single most appropriate form of monetary recognition, or if an employee receives a monetary or time-off award for the same recognition, the employee's performance award amount must be reduced by the incentive award amount.
- h. Non-Administrator Award records must be maintained by fiscal year and be retained for a period of 4 years. Records retention requirements for awards issued by the NNSA Administrator are currently under development. Therefore, these records are categorized as *unscheduled* and must be retained until a schedule has been approved by the National Archives and Records Administration.
- i. 5 U.S.C. 4508 prohibits non-career Senior Executive Service (SES) employees, or appointees in confidential or policy determining (Schedule C) positions, from receiving monetary awards during a Presidential election period. However, these individuals may receive honorary or informal recognition awards of symbolic value (an honor bestowed) rather than monetary worth (cash value). This period is from June 1 of any year in which there is a Presidential election through January 20 of the following calendar year. Presidential appointees confirmed by the Senate in Executive Schedule positions, or whose pay is set in statute by reference to the Executive Schedule, cannot receive cash awards.
- j. This NAP does not preclude the Administrator from using the same forms of non-monetary or honorary recognition (such as plaques, coins, etc.) to present to contractors, provided an appropriate authority exists under other statutes, policies, or regulations to do so.

8. RESPONSIBILITIES.

a. Administrator.

- (1) Establishes and approves NNSA Awards/Recognition Programs.

- (2) Annually approves the allocation of funds to be used for award purposes.
- (3) Approves monetary awards for NNSA employees above \$7,500 to \$10,000.
- (4) Recommends approval of NNSA nominations for awards that require approval or endorsement by the Secretary of Energy, Office of Personnel Management, the President, or external organizations.
- (5) Approves all NNSA Administrator's Honor Awards, NNSA Retirement Awards, the Linton F. Brooks Medal for Dedication to Public Service, and the General John A. Gordon Award for Excellence and Innovation in the National Interest.

b. Heads of NNSA Elements.

- (1) Approve monetary awards up to \$7,500; Time-off Awards up to 40 hours per occurrence, up to 80 hours per fiscal year; or an equivalent combination of both cash and time-off. As appropriate delegates within the organization, in accordance with NAP 110.1, *Delegations and Designations*, awards up to \$3,000 or 36 hours of time-off. When using the award delegation option conducts compliance reviews.
- (2) Provide a copy of Individual Office Award proposals to Office of Human Resources (HR), Employee Management Relations Division (NA-MB-17), for review and approval. Ensure that employees are given notice about these types of awards and opportunities to participate. When requested by HR, provide information on the administration of Individual Office Award programs.
- (3) Approve or disapprove extensions of up to 90 days on a case-by-case basis for unavoidable reasons that have prevented or will prevent employees using time-off award hours.
- (4) Identify and endorse pre-determined group incentive awards program criteria as referenced in Appendix A.
- (5) Review and provide recommendations to the Administrator on level of NNSA Administrator Honor Awards, and NNSA Retirement Awards, and sign the nomination forms.
- (6) Ensure award implementation is kept within the annual award allocations and approved expenditures.
- (7) Track organization fund allocations to ensure that funds are available for

award obligations.

c. Associate Administrator for Management and Budget.

- (1) Recommends approval of NNSA Awards/Recognition Programs.
- (2) Requests the Administrator's approval for NNSA Administrator's Honor Awards, NNSA Retirement Awards, the Linton F. Brooks Medal for Dedication to Public Service, and the General John A. Gordon Award for Excellence and Innovation in the National Interest.
- (3) Approves any award nomination request for work performed in a prior fiscal year.

d. Director, Office of Human Resources.

- (1) Assesses the effectiveness of the NNSA Employee Recognition and Incentive Awards program.
- (2) Develops the NNSA Employee Recognition and Incentive Awards program policies and procedures.
- (3) Oversees all award compliance reviews.
- (4) Approves establishment of individual office awards.
- (5) Concurs on all NNSA Administrator's Honor Awards.
- (6) Concurs on all NNSA Retirement Awards.
- (7) Ensures record disposition schedules are met.
- (8) Requests and reviews information on the administration of individual office awards.
- (9) Reviews and approves group incentive award programs.

e. Human Resources Consultants (Employee Management Relations Division).

- (1) Provide advice and guidance on incentive award and recognition programs.
- (2) Conduct award compliance reviews (of nominations and justifications) against regulations and this policy to ensure compliance with regulations.
- (3) Ensure awards are processed and all records are maintained according to

record disposition schedule.

f. NNSA Executive Resources Board (ERB).

- (1) Makes recommendations to the Administrator regarding monetary award actions affecting employees appointed under DOE Excepted Service authority (EJ/EK) at Pay Band V, and Senior Level (SL) employees with SES-equivalent pay.
- (2) In accordance with the NNSA ERB Charter, reviews and approves SES and Excepted Service (EN) monetary awards (e.g., special act or group awards, time-off awards).

g. Supervisors/Managers.

- (1) Submit award nominations and accompanying documentation timely (e.g., in the fiscal year the work is performed).
- (2) Notify award recipients only after an award has been approved and processed by HR.
- (3) Monitor employee time-off award hours to preclude possible forfeiture.
- (4) Ensure employees are recognized on an equitable basis.
- (5) Verify that employees do not receive dual compensation for the same accomplishment based on an incentive award and a performance award.

h. Office of Naval Reactors; and Human Resources Officer, Naval Reactors Pittsburgh Office.

- (1) Administers the Recognition Program for applicable NNSA Federal employees.
- (2) Advises management on employee recognition issues.
- (3) Publicizes and provides training on the program.
- (4) Processes monetary and time-off incentive awards and ensures conformance with statutes, regulations, and this policy.

i. Employees. Monitor and use time-off award hours to preclude possible forfeiture.

9. DEFINITIONS. See Appendix D.



10. REFERENCES.

- a. 5 U.S.C. Chapter 45, Incentive Award.
- b. 5 U.S.C. Title 5, 4508 – Section i.
- c. 5 CFR, Part 451, Awards.
- d. [DOE Secretarial Award Program](#).
- e. NNSA NAP 110.1, *Delegations and Designations*.
- f. NNSA ERB Charter, March 2017 (or successor).

11. CONTACT. Human Resources, Employee Management Relations Division,  
[NNSAAwardNominations@nnsa.doe.gov](mailto:NNSAAwardNominations@nnsa.doe.gov).

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby  
Administrator

**Appendixes:**

- A. Types of Recognition.
- B. Monetary Awards Scale for Intangible Benefits Table.
- C. Time-off Awards Scale for Intangible Benefits Table.
- D. Definitions.
- E. Award Forms.

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## APPENDIX A: TYPES OF RECOGNITION

1. INTRODUCTION. The purpose of this Appendix is to provide information and criteria on submitting the various types of Awards available under National Nuclear Security Administration (NNSA) Policy.
2. TYPES OF AWARDS.
  - a. Monetary or Time-Off Awards. Special Act or Service Awards and On-the-Spot Awards can consist of either cash, time-off, or a combination, if the total value of the award is commensurate with the contribution being recognized. These awards are not to be used to compensate an employee for working hours outside their normal work schedule. A cash award under this subpart is a lump sum payment, is not basic pay for any purpose, subject to applicable tax rules, such as withholding, and subject to the aggregate limitation on total pay equal to the rate of pay for Executive Level I (5 U.S.C. 45; 5 CFR 451). For more information on determining commensurate value and the use of time-off awards, see Appendixes B and C.
  - b. National Nuclear Security Administration (NNSA) Incentive Awards.

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

**Eligibility:** Federal employees.

**Description:** Recognizes achievements or accomplishments in connection with, or related to, official employment, but outside of an employee's assigned job duties or day-to-day requirements, is non-recurring in nature and clearly exceeds the recognition afforded through the issuance of a performance award. This type of award can consist of either a lump sum cash payment, time-off, or a combination of both if the total value of the award is commensurate with the contribution being recognized.

**Criteria:** Based on a suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork or a special act or service in the public interest in connection with or related to official employment. More than one person can be nominated for a special act or service award for a single accomplishment, e.g., team projects

The total amount of a special act or service award to multiple employees is based on the value of the tangible and intangible benefits accruing from the contribution. The total amount of the award may not exceed the amount that would be authorized if the contribution had been made by one individual. Accomplishments must have substantially exceeded normal expectations for the employees as a whole; cash or time-off may be

divided equally or allotted according to each person's share of contribution. If different amounts are recommended, an explanation of the differences is required.

**Approval:** Heads of NNSA Elements approve monetary awards up to \$7,500; Time-off Awards up to 40 hours (80 per fiscal year); or an equivalent combination of both cash and time off. Awards up to \$3,000 or 36 hours of time-off may be redelegated as appropriate within each organization. Delegations must be written in accordance with NNSA Policy (NAP) 110.1, *Delegations and Designations*. When using the award delegation option, organizations must conduct compliance reviews.

Cash awards above \$7,500 up to \$10,000: Nominations are endorsed by Heads of NNSA Elements and approved by the Administrator.

Cash awards greater than \$10,000: Nominations are endorsed by Heads of NNSA Elements, concurred on by the Administrator, DOE Secretary, and approved by the Office of Personnel Management (OPM).

Cash awards of more than \$25,000: Nominations endorsed by Heads of NNSA Elements; concurred upon by the Administrator, DOE Secretary, and OPM; requires Presidential approval.

All Senior Executive Service (SES) non-performance incentive-based awards must be reviewed by the DOE and NNSA Executive Resources Boards (ERBs).

## (2) **Group Incentive Program Awards.**

**Eligibility:** NNSA and DOE Federal employees.

**Description:** A group incentive award program allows a group of employees to share in cash or time-off awards by meeting pre-determined program goals approved by Heads of NNSA Elements. Cash and time-off amounts are based on the benefits accruing from the achievement of the program goal and must be within the guidelines found in Appendixes B and C.

**Criteria:** Group incentive program award criteria includes:

- Measurable performance (not part of the employees' normal performance plan), expressed in quantitative, qualitative, or financial terms.
- Specified period, e.g., annually, quarterly.

- Threshold for payments based on goals established at the beginning of the period.
- Clear, understandable payout formulas.

**Approval:** Heads of NNSA Elements review and endorse group incentive program goals and shared cash and time-off amounts less than \$7,500 or 36 hours that are approved by the Director, Human Resources.

Shared cash awards of \$7,500 up to \$10,000 are reviewed and endorsed by Heads of NNSA Elements, approved by the Administrator.

All SES non-performance incentive-based awards must be reviewed by the DOE and NNSA ERBs.

**(3) On-the-Spot Award.**

**Eligibility:** Federal employees.

**Description:** Intended to provide immediate recognition. The Award consists of either a lump sum payment, time-off, or a combination, if the total value of the award given reflects the value of the contribution being recognized.

**Criteria:** A significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances. Nominations for multiple employees for an on-the-spot award must clearly show how each individual meets the on-the-spot criteria.

**Approval:** Up to \$500 or Time-off Award up to 9 hours. Approval is granted by Heads of NNSA Elements. This authority may be re-delegated to the nominee's second line supervisor (unless nominator is the Administrator or Head of NNSA Element).

All SES non-performance incentive-based awards must be reviewed by the DOE and NNSA ERBs.

**(4) Time-Off Award.**

**Eligibility:** Federal employees.

**Description:** A time-off award is time-off from duty, without loss of pay or charge to leave, granted to a Federal civilian employee as a form of incentive or recognition in lieu of monetary recognition. Employees may not receive more than 40 hours per award, or 80 hours of time off in a

fiscal year. Time off awards must be used within 1 year of the effective date of the action granting the award to avoid forfeiture of hours.

A time-off award can be combined with a cash award if the total value of the award is commensurate with the contribution being recognized. See Appendix C for more information on determining commensurate value and use of time off.

**Criteria:** For accomplishments that meet the requirements for a special act or service, on-the-spot, or group incentive program award.

**Approval:** Heads of Elements have been delegated authority to approve up to 40 hours of time-off per occurrence, up to 80 hours per fiscal year.

All SES non-performance incentive-based awards must be reviewed by the DOE and NNSA ERBs.

c. NNSA Administrator's Honor Awards.

The Administrator's Honor Awards are intended to reflect the highest standards of performance and contribution to the missions of the NNSA. These Administrator's Honor Awards are not to be confused with retirement awards (see section d). The Administrator's Honor Awards consist of medallions, or certificates and are bestowed solely at the discretion of the Administrator. Eligibility criteria must be met for the specific award.

(1) **The Administrator's Distinguished Service Gold Award.**

**Eligibility:** Federal employees, non-Federal individuals (including active duty military personnel) whose work supports NNSA missions.

**Description:** This is the highest honorary award granted by NNSA and is awarded solely at the discretion of the Administrator. The award consists of a Gold medallion that displays the NNSA emblem and a commemorative certificate with citation.

**Criteria:** The Gold awards make up the smallest percentage of all of NNSA's awards and are reserved for individuals whose outstanding contributions are of national importance or directly impact the successful achievement of the NNSA's missions and the Nation. The award recipient should have an extensive record (7 years or more) of consistently demonstrating outstanding leadership in public service and should exhibit the highest levels of integrity, professionalism, and dedication throughout their service to NNSA.

**Approval:** A concise action memorandum from the Head of NNSA Element to the Administrator (see template at Appendix E) describing the

accomplishments of the individual must be submitted for the Administrator's approval. Once the Administrator approves the level of the award, the nominating office will submit a complete award package to the HR team.

(2) **The Administrator's Distinguished Service Silver Award.**

**Eligibility:** Federal employees, non-Federal individuals (including active duty military personnel) whose work supports NNSA missions.

**Description:** This is the second highest honorary award granted by NNSA is bestowed solely at the discretion of the Administrator. The award consists of a Silver medallion that displays the NNSA emblem and a commemorative certificate with citation.

**Criteria:** The Silver awards are reserved for recognizing individuals whose accomplishment(s) demonstrate(s) a high level of performance and outstanding leadership in public service. The award recipient should have a record (5 years or more) of contributions and achievements that exceed the normal expectations for the position, and must substantially benefit NNSA's missions.

**Approval:** A concise action memorandum from the Head of NNSA Element to the Administrator (see template at Appendix E) describing the accomplishments of the individual must be submitted for the Administrator's approval. Once the Administrator approves the level of the award, the nominating office will submit a complete award package to the HR team.

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

**Eligibility:** Federal employees, non-Federal individuals (including active duty military personnel) whose work supports NNSA missions.

**Description:** This is the third highest honorary award granted by NNSA and is bestowed solely at the discretion of the Administrator. Bronze medallion that displays the NNSA emblem and a commemorative certificate with citation.

**Criteria:** The bronze awards are reserved for recognizing individuals whose accomplishment(s) demonstrate(s) outstanding service or an established record of achievement. The award recipient should have an record (3 years or more) of consistently contributing to the missions of the NNSA throughout their service.

**Approval:** A concise action memorandum from the Head of NNSA Element to the Administrator (see template at Appendix E) describing the

accomplishments of the individual must be submitted for the Administrator's approval. Once the Administrator approves the level of the award, the nominating office will submit a complete award package to the HR team.

(4) **General John A. Gordon Award for Excellence and Innovation in the National Interest.**

**Eligibility:** NNSA Federal employees.

**Description:** The General John A. Gordon Award for Excellence and Innovation in the National Interest consists of an engraved plaque or medal bearing the likeness of NNSA's first Administrator, General John A. Gordon, and may be combined with a monetary Special Act or Service Award as referenced in Appendix A,1.a.(1). The award is presented by the Administrator in an annual ceremony.

**Criteria:** Recognizes an individual or team for demonstrated excellence and innovation in one or more categories: science, technology, management, for demonstrated leadership in executing tasks in such a manner the effectiveness and efficiency of the tasks are improved. This includes doing things differently, smarter, more efficiently, and in a cost-effective manner, resulting in the organization being more responsive, accountable, and constantly improving how it does business. This improvement can be demonstrated either in task execution or task cost reduction.

**Approval:** Nominations are initiated by the employee's supervisor during the annual call for nominations with concurrence by the Heads of NNSA Elements. Nomination packages should be sent to the [NNSA Award Nominations](#) mailbox for compliance review. Complete nomination packages are reviewed by an Award Review Panel made up of a cross-section of NNSA Senior Executive Service or Pay Band V employees facilitated by the Office of Human Resources and overseen by an Equal Employment Opportunity (EEO) observer. The Award Review Panel recommendation is provided to the Administrator through eDOCS for approval or disapproval. Generally, there will be one award each year, though when the situation warrants, more than one nominee may be selected.

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

**Eligibility:** NNSA Federal employees with 5 years or less of Federal service.



**Description:** The Linton F. Brooks Medal for Dedication to Public Service consists of a medal bearing the likeness of former Administrator Linton F. Brooks, an engraved plaque, and may be combined with a monetary Special Act or Service award as referenced in section Appendix A,1.a.(1). The award is presented by the Administrator and Ambassador Brooks (if available) in an annual ceremony. Nominations are accepted during a specified time frame on an annual basis.

**Criteria:** Recognizes employees who have demonstrated a commitment to public service by achieving and exemplifying one or more of the following:

- A significant contribution to improving an NNSA mission objective, program goal, or business function;
- A willingness to accept responsibility or take risks, to resolve and overcome an intractable programmatic problem, or functional inefficiency;
- An exceptional willingness to lead by example in embracing and inculcating changes in the way an organization operates and functions to better achieve mission objectives and program goals; or
- A significant contribution to achieving and realizing a substantial fiscal savings in government operations and expenditures.

**Approval:** Nominations are initiated by the employee's supervisor during the annual call for nominations with concurrence by the Heads of NNSA Elements. Nomination packages should be sent to the [NNSA Award Nominations](#) mailbox for compliance review. Complete nomination packages are reviewed by an Award Review Panel made up of a cross-section of NNSA Senior Executive Service or Pay Band V employees, facilitated by Office of Human Resources and overseen by an EEO observer. The Award Review Panel recommendation is provided to the Administrator through eDOCS for approval or disapproval. Generally, there will be one award each year, though when the situation warrants, more than one nominee may be selected.

d. NNSA Retirement Awards.

Retirement Awards consist of plaques, certificates, and/or the U.S. Flag and are bestowed solely at the discretion of the Administrator. Eligibility criteria must be met for the specific award.

(1) **Flag of the United States.**

**Eligibility:** NNSA Federal employees retiring after more than 20 years of Federal service (includes military and civilian service).

**Description:** United States Flag and a commemorative certificate with citation.

**Criteria:** Retiring after a distinguished career exceeding 20 years of service to their country. A written justification summarizing the work history of the individual and describing their accomplishments must be attached with the nomination.

**Approval:** Nominations are endorsed by Heads of NNSA Elements and approved by the Administrator.

(2) **Distinguished Career Service Award.**

**Eligibility:** Retiring NNSA Federal employees who have a minimum of 20 years of Federal service (includes military and civilian service).

**Description:** Retirement plaque engraved with a citation.

**Criteria:** Granted upon retirement to employees who have consistently provided substantive contributions during their government career. A written justification summarizing the work history of the individual and describing their accomplishments, and a citation that will be used for the plaque, must be included with the nomination.

**Approval:** Nominations are endorsed by Heads of NNSA Elements and approved by the Administrator.

(3) **Career Appreciation Award.**

**Eligibility:** A retiring NNSA Federal employee with less than 20 years of Federal service (includes military and civilian service).

**Description:** Retirement plaque engraved with a citation.

**Criteria:** Granted upon retirement to employees who have diligently and efficiently contributed to the Federal Government during their career. A written justification summarizing the individual's employment history, and a citation that will be used for the plaque, must be included with the nomination.

**Approval:** Nominations are endorsed by Heads of NNSA Elements and approved by the Administrator.

e. Informal Recognition.

(1) **Length of Service Recognition Award.**

**Eligibility:** NNSA Federal employees.

**Description:** Pin, charm, or similar form of recognition; or certificate depicting years of service is presented to the employee who has completed service milestones.

**Criteria:** Have completed milestones (5, 10, 15, 20, 25, 30, 35, 40, 45 years of service) of creditable Federal service (includes military and civilian service). Human Resources confirms employee length of service on a bi-weekly basis.

(2) **Individual Office Awards.**

Heads of NNSA Elements may establish other forms of non-monetary recognition for their respective programs, if they are consistent with the policies and principles reflected in this NAP.

While the Individual Office Award recognition program guidelines are not official policy, the office must document the process and requirements for the individual office award. This documentation must include:

- Employee(s) eligible to receive the award.
- Purpose of the award and the basis of the recognition.
- Nomination and selection procedures.
- Items to be used as non-monetary awards, including their cost/value.
- Name of individual responsible for administering the award program.

The Individual Office Award proposal must be sent to the NNSA Employee Relations and Performance Management Division for review (e.g., ethics, Federal appropriation law, Government Accountability Office decisions, Equal Employment Opportunity, and tax issues) and approval before the award is implemented. Offices may be requested to provide information on the implementation and maintenance of their Individual Office Award programs for review or modifications, as needed.

(3) **Certificates of Appreciation.**

Offices develop and present Certificates of Appreciation to individuals in recognition of outstanding contributions, superior accomplishments, or appreciation of services that merit recognition. This certificate recognizes NNSA or DOE Federal employees or non-Federal individuals who have performed an outstanding contribution or service for the organization/agency.

(4) **DOE Awards.**

DOE offers many non-monetary honor awards including the Secretarial Honor, Appreciation, and Departure awards, which NNSA Federal employees are eligible to receive. The award eligibility criteria is described in [DOE's Employee Performance Management and Recognition Program document](#).

## APPENDIX B: MONETARY AWARDS SCALE FOR TANGIBLE/INTANGIBLE BENEFITS

**INTRODUCTION.** The purpose of this Appendix is to describe the process of justifying the amount of a monetary award based on tangible or intangible benefits.

### Monetary Award Scale for Tangible/Intangible Benefits from suggestions, inventions, special acts, or services

The amount of a cash award for a special act or service is based on tangible or intangible benefits. All nominations must contain a justification for the amount of the award. The following tangible and intangible benefits scales are recommended unless other scales are available from the Office of Human Resources (HR). When a contribution results in both tangible and intangible benefits, the amount of the award is in proportion to the total value of the contributions to the Government based on the combination of tangible and intangible benefits.

Value of Benefit	Extent of Application		
	Limited	Extended	General
	A <b>limited</b> contribution that affects the duties, work assignments, and employees of <b>one</b> division or office.	A <b>substantial</b> contribution that affects the duties, work assignments, and employees of <b>multiple</b> divisions or offices.	An <b>extensive</b> contribution that affects the duties, work assignments, and employees of <b>multiple agencies or NNSA-wide</b> .
<b>Moderate Value</b>  A <b>limited</b> contribution to a product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  A <b>modification</b> to operating principles or procedures.	Up to \$500	Up to \$1000	Up to \$3000
<b>High Value</b>  A <b>superior</b> contribution to a <b>critical or sensitive</b> product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  A <b>complete revision</b> of operating principles or procedures.	Up to \$1000	Up to \$3000	Up to \$6000

<b>Exceptional Value</b>  An <b>extraordinary</b> contribution to a <b>highly critical</b> or <b>highly sensitive</b> product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  Initiation of a new principle or major procedure with <b>extensive</b> impact.	Up to \$3000	Up to \$6000	Up to \$10000  (\$7500 and above requires approval from the Administrator)
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MONETARY AWARDS SCALE FOR TANGIBLE BENEFITS	
SAVINGS TO GOVERNMENT	AWARD AMOUNT
Up to \$10,000	10 percent of the benefits
\$10,001 - \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3% of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus 0.5% of benefits over \$100,000 Award; amount should not exceed recipient's annual salary.

Examples of combining award types:

A nomination for \$250 and 4.30 hours of time-off meets the commensurate 100% total because: \$250 divided by \$500 is 50%, and 50% of 9 hours is 4.30 hours. A combined nomination for \$250 and 8 hours would equate to too many hours to equal 100%. In this scenario, either the monetary award or the time off hours would need to be adjusted to equal a combined 100%.

## APPENDIX C: TIME OFF AWARDS SCALE FOR TANGIBLE/INTANGIBLE BENEFITS

**INTRODUCTION.** The purpose of this Appendix is to describe the process of justifying the amount of a time-off award based on tangible or intangible benefits.

Time-off Awards Scale for Intangible Benefits			
Value of Benefit	Extent of Application		
	Limited	Extended	General
	A <b>limited</b> contribution that affects the duties, work assignments, and employees of <b>one</b> division or office.	A <b>substantial</b> contribution that affects the duties, work assignments, and employees of <b>multiple</b> divisions or offices.	An <b>extensive</b> contribution that affects the duties, work assignments, and employees of <b>multiple agencies or NNSA-wide</b> .
<b>Moderate Value</b>  A <b>limited</b> contribution to a product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  A <b>modification</b> to operating principles or procedures.	Up to 9 Hours	Up to 18 Hours	Up to 27 Hours
<b>High Value</b>  A <b>superior</b> contribution to a <b>critical or sensitive</b> product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  A <b>complete revision</b> of operating principles or procedures.	Up to 18 Hours	Up to 27 Hours	Up to 36 Hours
<b>Exceptional Value</b>  An <b>extraordinary</b> contribution to a <b>highly critical or highly sensitive</b> product, activity, program, or service that improves the effectiveness, efficiency, quality, productivity, or service.  Initiation of a new principle or major procedure with <b>extensive</b> impact.	Up to 27 Hours	Up to 36 Hours	Up to 40 Hours

## APPENDIX D: DEFINITIONS

- a. Administrator's Honor Award. An award presented to an individual or group, for conduct, action, or behavior that exemplifies the values, ethics, and character that NNSA fosters in its employees. Awards consist of medallions, plaques, or certificates and are approved solely at the discretion of the Administrator.
- b. Cash Award. A lump sum cash award granted to an employee, individually or as a member of a group, in recognition of accomplishments that contribute to the efficiency, economy, or other improvement of Government operations. Agencies may grant up to \$10,000 without external approval, up to \$25,000 with Office of Personnel Management (OPM) approval, and in excess of \$25,000 with Presidential approval.
- c. Incentive Award. A non-performance-related award (monetary and non-monetary), commensurate with employees' accomplishments or contributions. Employees nominated for incentive awards must have a current performance rating of Fully Meets Expectations or above, or not currently be on a Performance Improvement Plan.
- d. Informal Recognition Award. Non-monetary award used to recognize contributions of lesser scope that might otherwise go unrecognized. In addition, informal recognition awards typically have more informal approval procedures and presentation settings than honorary awards. Informal recognition awards must meet the following criteria:
  - (1) The item must be of nominal value (under \$50).
  - (2) The item must take an appropriate form to be used in the public sector and to be purchased with public funds.
- e. Non-Monetary Awards. Information Recognition Award, Letters of Achievement or Commendation, certificates, plaques, citations, or similar non-monetary items. The Departmental non-monetary awards include Secretarial Honor, Appreciation, and Departure awards.
- f. Performance Improvement Plan. A formal memorandum notifying an employee that their performance is at an unacceptable level. The notice identifies specific performance deficiencies; communicates the potential consequences of continued unacceptable performance; informs the employee how performance must be demonstrated; and establishes a timeframe for observing and reevaluating performance.
- g. NNSA Retirement Award. An award presented to an individual retiring from the federal services whose conduct, action, or behavior that exemplifies the values, ethics, and character that NNSA fosters in its employees. Awards consist of plaques, certificates, and/or the U.S. flag, and are approved solely at the discretion of the Administrator.
- h. Time-Off Award. Time granted off from duty without charge to leave or loss of pay as an award to individuals or groups of employees.



## **APPENDIX E: AWARDS FORMS**

### **NNSA Administrator Honor Awards:**

- [Action Memo to the Administrator](#)
- [Nomination Form](#)
- [Gold](#), [Silver](#) and [Bronze](#) Medallions
- [General John A. Gordon Nomination Coversheet \(Individual\)](#)
- [General John A. Gordon Nomination Coversheet \(Team\)](#)
- [General John A. Gordon Nomination Coversheet \(Team – Up to 105 Nominees\)](#)
- [General John A. Gordon Nomination Narrative](#)
- [Linton Brooks Nomination Form](#)

### **NNSA Retirement Awards**

- [DCS Citation](#) (employee's retiring with 20+ years)
- [CAA Citation](#) (employees with less than 20 years)
- Spousal Certificates – [Husband](#), [Wife](#)
- [U.S. Flag Certificate](#)

### **S-1 Appreciation/Departure Awards:**

- [Nomination Form](#)
- [Action Memo](#)
- [Justification/Citation](#)
- [DOE Questions](#)
- [Information Spreadsheet](#)