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WITHDRAWAL SHEET

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File Folder: Assassination [Attempt-Awards for Secret Service Agents] (1) ~~GA2514~~ *Box 1*

Date: 03/02/00

DOCUMENT NO. & TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. report	chapter four personnel part 7 4.7 Incentive awards. (partial, p8)	n.d.	<i>BT 87</i>
2. notes	handwritten. partial back side of note	n.d.	<i>BT 87</i> <i>COB 12/6/00</i>

RESTRICTIONS

P-1 National security classified information [(a)(1) of the PRA].
P-2 Relating to appointment to Federal office [(a)(2) of the PRA].

P-3 Release would violate a Federal statute [(a)(3) of the PRA].
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].

C. Closed in accordance with restrictions contained in donor's deed of gift.

F-1 National security classified information [(b)(1) of the FOIA].
F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

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THE WHITE HOUSE

WASHINGTON

April 9, 1981

MEMORANDUM FOR MIKE DEEVER

FROM: KATE MOORE
OFFICE OF THE CHIEF OF STAFF

SUBJECT: Recognition of McCarthy and Parr (USSS)
and Delahanty (D.C. Police Officer)

Frank Hodsohl and I were thinking aloud about the potential recognition of those individuals who protected President Reagan last week, and I have done some work (via the Information Center and the Treasury Department) to discover any precedents.

Recognition of Secret Service

Secret Service agents who protected Kennedy, Johnson and Ford were granted Treasury Department awards. (See Attachment 1 for names of recipients, dates, and nature of award and ceremonies.)

Attached is a description of the kinds of awards offered by the Treasury Department to its employees. On first glance, it appears that McCarthy might be eligible for the Exceptional Service Award, while Parr might be eligible for the Meritorious Service Award. These medals, however, are awarded by the Treasury Department which of course has its own procedures for determining recipients.

Recognition of Local Police

To date, I have been unable to discover any awards given to local enforcement officials from the President or a Federal agency for their service in protecting the President. (In fact, I am not aware of any local officers serving notably in this capacity. Officer Trippett of Dallas was killed by Oswald but apparently was not honored officially by the President.)

It may be advisable to work with the Metropolitan Police awards officer to coordinate a presentation from the Police Department to Delahanty.

If I can be of any further assistance, please let me know.

cc: Frank Hodsohl

AWARDS TO SECRET SERVICE AGENTS FOR PRESIDENTIAL PROTECTION

President Kennedy

1. Recipient: Clinton J. Hill
Special Agent
U.S. Secret Service

Nature of Award

and Presentation: Exceptional Service Award - The highest award offered by the Treasury Department for shielding with his body the President and Mrs. Kennedy upon hearing initial shots fired on November 22, 1963. Award presented on December 3, 1963 by Secretary Dillon at the Main Treasury Building, with Mrs. Jacqueline Kennedy, Hill's family, and officials of Treasury and Secret Service, and others (totalling 75) present.

2. Recipient: Rufus Youngblood

Nature of Award

and Presentation: Exceptional Service Award, the highest award offered by the Treasury Department for shielding with his body Vice President Johnson upon hearing initial shots fired on November 22, 1963. Award presented by Secretary Dillon on December 4, 1963, in the Rose Garden, in the presence of President Johnson, Treasury and Secret Service officials, Youngblood's family and others.

President Ford

1. Recipient: Larry Buoendorf
Special Agent,
U.S. Secret Service

Nature of Award

- and Presentation:
- 1) Secret Service Valor Award (an internal award of the Secret Service) for his role in taking away from Squeaky Fromm the 45-caliber pistol she attempted to fire at the President on September 5, 1975. The award was presented November 25, 1975 by the Director of the Secret Service in his office. The President was not present at the ceremony.
 - 2) Meritorious Service Award, (for September 5 actions) presented by the Secretary of the Treasury in the Treasury Building in February, 1976. The President was not present at the ceremony.

SUBCHAPTER VI. HONOR AWARDS

1. BASIS FOR AWARDS. Honor Awards are designed to bestow singular honor on selected individuals or organizations as an official recognition of achievement and as an incentive to further accomplishment.

2. HONOR AWARDS CONFERRED BY SECRETARY ON INDIVIDUALS.

- a. Meritorious Service Award (Granted one time only to any individual)

- (1) Criteria. The Meritorious Service Award is conferred by the Secretary on those who render meritorious service within or beyond their required duties. Examples of service which should be considered for such recognition are:

- (a) The performance of assigned tasks in such an exemplary manner as to set a record of achievement that will inspire other employees to improve the quantity and/or quality of their work.

- (b) The demonstration of unusual initiative in the development of new and improved work methods and procedures that result in substantial savings in manpower, time, space, materials, or other items of expense.

- (c) Unusual achievements in improving work performance in an organization unit of the Department.

- (d) The exercise of unusual courage or competence in an emergency situation while on official duty.

- (2) Recognition. Employees honored with this award receive a silver medal and lapel emblem or pin, a certificate (Exhibit B), enclosed in a navy blue fabrikoid folder with white silk lining, and a miniature Treasury flag.

- (3) Procedure. Recommendations for the Meritorious Service Award will be forwarded by bureau heads to the Secretary through the Director of Personnel. They should be fully documented and should be accompanied by the nominee's official personnel folder. Bureaus should also submit a draft of a proposed citation to accompany the certificate. This should be double spaced and not to exceed 20 lines. Bureaus will be billed for the medals and lapel emblems and pins. If the award is posthumous, it is made to the next of kin.

b. The Exceptional Service Award (Granted one time only to any individual).

- (1) Criteria. The Exceptional Service Award is conferred by the Secretary on employees who distinguish themselves by exceptional service within or beyond their required duties. This is the highest award which may be recommended to the Secretary. Examples of service which should be considered for such recognition are:

- (a) The accomplishment of assigned duties in such an outstanding manner as to be clearly exceptional among all those who have performed similar duties.
- (b) The development and improvement of methods and procedures which have accomplished extraordinary results for the Department of the Treasury.
- * (c) The demonstration of outstanding courage and voluntary risk of personal safety, in the face of danger, while on official duty.
- (d) The performance of a special service in the public interest, related to employment and over and above normal position requirements of an outstanding and distinctive character.

- (2) Recognition. Employees honored with this award receive a gold medal and lapel emblem, a certificate (Exhibit C), enclosed in a navy blue morocco leather folder with white silk lining, and a miniature Treasury flag.

- (3) Procedure. Recommendations for the Exceptional Service Award will be forwarded by bureau heads to the Secretary through the Director of Personnel. They should be fully documented and should be accompanied by the nominee's official personnel folder. Bureaus should also submit a draft of a proposed citation to accompany the certificate. This should be double spaced and not exceed 20 lines. Bureaus will be billed for medals and lapel emblems and pins. If the award is posthumous, it is made to the next of kin.

c. The Alexander Hamilton Award.

- (1) Criteria. The Alexander Hamilton Award is conferred by the Secretary for outstanding and unusual leadership in the work of the Department of the Treasury. The Secretary designates persons to be honored with this award; nominations are not made to him. (The Secretary has in general restricted the

granting of this award to two or three of the highest officials of the Department who have worked closely with him for a substantial period of time and who have demonstrated outstanding leadership during that period.)

- (2) Recognition. Those who are honored with the Alexander Hamilton Award receive a gold medal, a certificate (Exhibit D), enclosed in a navy blue padded morrocco leather folder with white silk lining, signed by the Secretary, and a miniature Treasury flag.

d. The Distinguished Service Award.

- (1) Criteria. The Distinguished Service Award is the highest recognition which may be conferred upon an individual citizen who is not an employee of the Department. The award consists of a gold medal, a certificate signed by the Secretary and a citation in support of the award. Following are examples of the types of achievements which may be honored with the Distinguished Service Award:

- (a) An especially meritorious contribution to sound fiscal policy as implemented and administered by the Department of the Treasury.
- (b) A nationally recognized professional achievement in a field of tax administration or law enforcement which was of great benefit to the Department of the Treasury.
- (c) An outstanding personal contribution which significantly served to improve administration procedures, work methods, manufacturing techniques, or programs bearing directly on the accomplishment of Treasury's responsibilities.

- (2) Procedures.

- (a) Nominations for the Distinguished Service Award may be submitted to the Secretary by the head of a bureau or office, subject to the concurrence of the Office of the Secretary official to whom the bureau or office head reports.
- (b) Nominations should be forwarded to the Secretary in memorandum form through the Director of Personnel.

- (c) Nominations should be documented fully to include a complete description of the service rendered and benefit of that service to the Department.
- (d) A proposed citation, double spaced and no more than 20 lines in length, should accompany each recommendation.

3. THE EQUAL EMPLOYMENT OPPORTUNITY AWARD-OF-THE-YEAR

- a. Criteria. This award is designed to give distinct recognition to the principle of Equal Employment Opportunity and to raise it to a level of dignity and honor. This award will be given annually to the one individual or one organization who has done the most to advance the principle of Equal Opportunity in the Department for women and minorities. The following are the types of achievements which may be honored:
 - (1) Removing structural, programmatic and/or individual barriers impeding full implementation of Equal Employment Opportunity.
 - (2) Supporting in a dynamic or extraordinary way or utilizing in an innovative fashion existing programs, resources and authorities to implement the Equal Employment Opportunity concept.
 - (3) Developing and implementing new and significant ideas for bringing about full equal employment opportunities.
 - (4) Enabling the organization (system, Department) to identify or promote minorities and women who are presently capable of assuming responsibilities and performing specific jobs effectively.
 - (5) Assisting or counseling individuals so that they may acquire skills and/or qualify for better jobs. By so doing, the individuals will be able to rise in government service, improve their economic positions and increase their career opportunities and job satisfaction.
- b. Recognition. Employees or organizations honored with this award receive a hand engraved plaque and a certificate (exhibit E) enclosed in a navy blue morrocco leather folder with silk lining.
- c. Procedures. Each bureau may nominate one individual or group through the Director of Personnel for recognition. It is not necessary for the person to be an EEO Specialist. They may be supervisors, managers or employees who have made significant

contributions to the program in their bureau or Department. The Treasury Awards Committee will review all bureau nominations and select one individual or group for approval by the Assistant Secretary (Administration).

NOTE: This award is designed to apply to individuals and/or groups regardless of race, color, creed, religion, sex, national origin, age, marital status, physical condition or sexual preference.

4. OUTSTANDING HANDICAPPED EMPLOYEE OF THE YEAR. This honor award recognizes an outstanding Departmental employee whose achievements have surmounted a serious handicap.

The awardee is the Department's nominee to OPM for Outstanding Federal Handicapped Employee of the Year.

5. OTHER DEPARTMENTAL HONOR AWARDS. The Department may establish from time to time additional awards recognizing achievements in areas of special interest to the Administration.

6. BUREAU HONOR AWARDS.

- a. Criteria. An honor award may be established for outstanding and significant service in the public interest related to the factor activities of a bureau. It may be given to bureau employees, other government employees, private citizens, or public and private groups or organizations. The award will be the highest form of recognition within the authority of the bureau head. It will be given only in those exceptional cases when the bureau head's personal appreciation cannot be expressed fully in a lesser award and the recommendation of a higher Treasury award is not appropriate. The following examples serve as guides as to the type and level of contribution which warrants consideration for a bureau honor awards.

- (1) A notable professional achievement by a private citizen or employee in a technical or scientific field which materially assisted the bureau in carrying out its mission.
- (2) Outstanding competence in accomplishing an important phase of the bureau program.
- (3) Leadership, skill, or ability in administration or in performance of duty which was of great value to the bureau.

- (4) An act or service of significant benefit to the bureau which involved unusual personal effort, competence, or bravery during an emergency or under very adverse conditions.
- (5) A major program improvement of high value to the bureau.
- (6) An outstanding accomplishment with respect to facilitating equal opportunity in government through excellence of leadership or skill, imagination and perseverance.
- b. Recognition. The award will consist of a certificate signed by the bureau head, a citation in support of the award and at the option of the bureau concerned, a specially designed lapel emblem or pin.
- c. Procedures. Recommendations for these awards should be documented to illustrate the accomplishments on which they are based and to demonstrate that recognition of this kind is warranted by the bureau head. Only the bureau head may approve these awards. If this honor award is established within a bureau, a copy of the directive establishing the award will be forwarded to the Director of Personnel.

7. OTHER BUREAU HONOR AWARDS

- a. Criteria. Awards such as those described above serve a highly useful purpose, but there are other voluntary actions and efforts of private citizens that make modest contribution to the functions of the Department. Bureaus are authorized and encouraged to establish one additional level of formal recognition for private citizens and organizations not otherwise warranting the above-mentioned award. Examples of the types of actions or contributions of individuals or organizations for which these awards should be considered include:
 - (1) Exemplary service in an advisory capacity to a governmental commission, committee, program, project, etc.
 - (2) Direct assistance to agencies through actions or useful ideas which are beneficial in eliminating or minimizing problems or in actively contributing to mission accomplishment.
 - (3) Assistance to Government of a significant nature through the cooperative use of facilities, equipment, or manpower.

- (4) Courageous or heroic actions in support of a Federal activity or mission.
- (5) Significant contributions in the form of voluntary presentations or valuable consultation.

Where a commercial or profitmaking relationship exists between the recipient and the bureau, the contributions must be substantially beyond that specified or implied within the terms or contract establishing this relationship, and further, it must clearly be in the public interest. To maintain the honor and significance of these awards, they should never be granted to several organizations or individuals performing the same service on a repetitive or continuing basis based solely on precedent. Rather, each case should be considered on its own merit and recognized accordingly.

- b. Form of Recognition. The award may consist of a suitable certificate, a token of nominal value, or a plaque. In addition to the formal recognition bureaus are encouraged to express their appreciation for contributions received from individuals, groups, organizations or associations within private industry or universities with letters from the bureau head or other appropriate officials within the bureau. Bureaus with regional or comparable organizations may provide for the approval and granting of such awards at the regional level.
- c. Procedure. Two copies of the issuance implementing such awards should be furnished to the Director of Personnel.
- d. Publicity. The public information activity of the bureau should play a strong role in effectively and appropriately publicizing all bureau awards. Widespread and imaginative publicity should be given to them. Newspapers, local radio and TV stations, the employee newsletter, as well as the recipient's professional and other associations, employer, etc., may be useful in publicizing the award.



Personnel Management MANUAL TRANSMITTAL NOTICE

Transmittal No.

36

Date

2/19/80

INSERT

REMOVE

TPMM Chapter 451, Incentive Awards Program
Table of Contents (both pages)
I-3 to 8, II-3 and 4, III-1, 2, and 7, IV-1 to 6, VI-3 to 7, VII-1 to 4

TPMM Chapter 451, Incentive Awards Program
Table of Contents (both pages)
I-3 to 8, II-3 and 4, III-1, 2, 7, and 8, IV-1 to 6, VI-3 to 5, VII-1 to 5

REMARKS:

These pages have been revised to incorporate the major change in the delegation of awards authority to bureaus from \$2,500 (\$5,000 to groups) to \$10,000, and also the following changes suggested by the Office of Personnel Management.

- (1) On page II-3, last sentence before Table II, "intangible" changed to "tangible".
- (2) On page III-1, definition changed to include paperwork reduction, as provided by CSRA. Also, item (6) deleted and item (9) changed to encourage recognition for energy conservation benefits.
- (3) On page III-7, section 8, the basis for determining cash awards for suggestions has been changed to include consideration of either the tangible or intangible benefits scales, or both.
- (4) On page IV-1, a clearer distinction has been made between Sustained Superior Performance (SSP) awards and special acts as bases for awards. Clarifications have also been made between SSP awards and OSI's on page IV-3. On page IV-4, item b(4) has been deleted. It was more appropriate as criteria for a SSP award than for a special act or service award.
- (5) On page IV-5, section 4b(2), the basis for determining cash awards for special achievement awards for special acts or service (as distinct from SSP awards) has been changed to include consideration of either the tangible or intangible benefits scales, or both.

These revised pages also: (1) formally incorporate into the TPMM the EEO and Outstanding Handicapped Awards established at the last Annual Awards Ceremony; (2) editorially combine and clarify the treatment of two levels of bureau honor awards formerly discussed in VI-4, section 3a, and VII-4, section 4; and (3) update and clarify information on the Annual Awards Ceremony. "CSC" has been changed to "OPM" on all revised pages.

Approved by (type name and title)

Henry C. DeSequirant

Director of Personnel

Signature

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the public business better. Normal management review and control processes should be used to identify areas of potential improvement for inclusion in the Management Improvement Program (OMB Circular A-44), and to identify program or operational areas where superior work results warrant award consideration. Managers should also request supervisors to identify employees who have made special contributions and to consider submitting award recommendations. This should not preclude supervisors from submitting other award recommendations on their own initiative.

- c. In carrying out the program, "motivation" and "innovation" will be stressed, including innovation in administration of the Incentive Awards Program.
 - d. It is within the framework of the program to recognize those persons who contribute to Government through superior efforts in extending equal opportunity with respect to those desiring Federal employment or by assisting those already within the Federal service to achieve their highest potential and productivity. Recognition to deserving supervisors, employees, or groups is required and merited when there are clear and demonstrated significant achievements in providing equal employment opportunity. Treasury Personnel Management Manual Chapter gives detailed guidance for providing such recognition.
 - e. The success of the Incentive Awards Program depends largely upon prompt review of contributions. Action should normally be completed in a matter of days. Where a longer period may be unavoidable because of the very nature of the contribution, special procedures should be established to follow up on the action.
4. CONTRIBUTIONS WARRANTING RECOGNITION. The following types of contributions by employees warrant recognition under the Incentive Awards Program:
- a. A suggestion which may be adopted;
 - b. An idea, method or device usable by the Government;
 - c. A special achievement (this includes superior individual or group performance or a special act or service);

SUBCHAPTER I. GENERAL PROVISIONS

1. INTRODUCTION.

- a. Chapter 45 of Title 5, USC, authorizes the head of an agency to pay a cash award to, and incur necessary expense, for the honorary recognition of an employee, and provides for the issuance of regulations and instructions for conducting agency incentive awards programs.
- b. Section 451.201 of the Civil Service Rules and Regulations directs the head of each agency to establish and operate a plan to use incentive awards as an integral part of supervision and management.
- c. Department of the Treasury Order No. 79 (Revised), dated December 22, 1954, delegates to the Assistant Secretary for Administration (Administrative Assistant Secretary) the functions of the Secretary of the Treasury with respect to incentive awards except for those awards granted by the Secretary.
- d. This directive establishes a Treasury Incentive Awards Program administered in cooperation with and through Incentive Awards Programs of the bureaus of the Department.

2. PURPOSE. The Incentive Awards Program is designed to encourage employees to take an active part in improving Government operations; to reward those whose individual or group efforts contribute to efficiency, economy, or increased productivity; and to provide recognition to employees for achievements of a significant nature relating to their official employment. These objectives of the Incentive Awards Program are sought through the use of commendations, cash, service and honor awards to employees.

3. POLICY.

- a. It is the policy of the Department to encourage employees at all levels to participate in the program, as all share responsibility for the quality of the Department's operations.
- b. Management at all levels must utilize the program as a means of motivating employees to make full use of their skills and ideas. Employees and management personnel must find ways in which to perform

- d. Noteworthy or distinctive services; and
 - e. Long and faithful service.
5. PERSONNEL RECORDS. Employees who receive awards for suggestions adopted under these regulations should have placed in their official personnel folder a record indicating the contribution made and the award granted. A record shall also be placed in the official personnel folder of each employee who receives a Special Achievement Award, Honor Award or award from outside the Department of the Treasury.
 6. PROMOTION POLICY AND EMPLOYEE CONTRIBUTIONS. The Department's promotion policy provides that, along with the other factors evaluated in promotion, consideration will be given to employees who, by their suggestions or other contributions, have demonstrated ingenuity, industry, skill, resourcefulness or analytical ability. Consideration will also be given to supervisors and officials at all levels who improve their unit's operation through constructive use of the Incentive Awards Program.
 7. DUPLICATE AWARDS. Two or more employees may not be granted awards for the same contribution except in shared or group awards. Supplemental awards are not considered duplicate awards. Awards paid at two or more local levels for similar ideas also are not considered duplicate awards.
 8. RELATIONSHIP TO JOB RESPONSIBILITIES.
 - a. Awards may be granted for contributions
 - (1) outside job responsibilities, or
 - (2) within job responsibilities.
 - b. When a contribution is determined to be within job responsibilities it must be so significant as to warrant SPECIAL recognition in order to merit a cash award.
 9. RESPONSIBILITIES AND AUTHORITIES.
 - a. The Assistant Secretary (Administration)
 - (1) Approves policies and regulations developed in consultation with the bureaus and the Treasury Awards Committee.

- (2) Provides appropriate delegation of authority to Director of Personnel.
- (3) Relies upon the Treasury Awards Committee for program review, recommendations on the program, and assistance in providing leadership.
- (4) Recommends to the Secretary action on those awards which require the approval or recommendation of the Secretary.
- (5) Recommends action on awards which involve payment of more than \$10,000 to an individual or a group.

b. The Treasury Awards Committee

- (1) The responsibilities of the Committee are to:
 - (a) Recommend policy and procedures governing the Department of the Treasury Incentive Awards Program.
 - (b) Make timely reviews of the Incentive Awards Program.
 - (c) Recommend to the Secretary the winners of the Secretary's Annual Awards.
 - (d) Sponsor the Department's Annual Awards Ceremony.
 - (e) Participate, upon request, in inter-bureau awards ceremonies at field locations.
 - (f) Review and make recommendations to the Secretary on important and/or external awards.
 - (g) Recommend action on awards which involve payment of more than \$10,000 to an individual or a group.
- (2) The Treasury Awards Committee is composed of the following:
 - (a) Chairperson - Director of Personnel
 - (b) Vice-Chairperson - Rotates among the remaining members
 - (c) Member - Deputy General Counsel
 - (d) Member - Director, Office of Revenue Sharing
 - (e) Member - Deputy Fiscal Assistant Secretary

- (f) Member - Deputy Assistant Secretary (Enforcement)
 - (g) Member - Assistant Commissioner (Resources Management), Internal Revenue Service
 - (h) Member - Comptroller, U.S. Customs Service
 - (i) Member - Chief, Management Analysis Division, Office of the Secretary
 - (j) Member - Chief, Office of Industrial Relations, Bureau of Engraving and Printing
- (3) The Chairperson and four members of the Committee will constitute a quorum. The Committee will meet at the call of the Chairperson.
- c. Ad Hoc Committee. On selective or specified awards, the Assistant Secretary (Administration) may request that an ad hoc committee, composed of top Department officials, meet to review nominations and make recommendations to the Secretary.
- d. The Director of Personnel.
- (1) Develops and issues policies and regulations for the conduct of the Incentive Awards Program.
 - (2) Provides staff assistance connected with the program for the Treasury Awards Committee, Assistant Secretary (Administration) and the Secretary.
 - (3) Provides advisory services to the bureaus.
 - (4) Maintains liaison with Treasury bureaus, the Office of Personnel Management, and other Government agencies on program and policy matters.
 - (5) Conducts studies and evaluative reviews of bureau programs.
 - (6) Fulfills reporting requirements for the program.
 - (7) Meets periodically with bureau Incentive Awards Officers to:
 - (a) Exchange program information;

- (b) Develop regulations and procedures for the Department's program; and.
- (c) Develop and implement phases of the program of specific interest to and applicable in more than one Treasury bureau.

e. Heads of Bureaus.

- (1) Develop and administer the Incentive Awards Program suitable to their bureaus which are in accordance with the framework provided by these regulations. Bureau heads should also provide reports and statistics indicating progress achieved in implementing the program. In administering the program, bureau heads are encouraged to innovate and to tailor the program to meet the specific needs of their bureaus, and in so doing shall:
 - (a) Delegate authority to the lowest practical level.
 - (b) Provide for the appointment of bureau Incentive Awards Officers and comparable positions in subordinate offices. Bureau heads should clearly define the responsibilities of administering the program to these officers. In order to maintain a high degree of coordination, provide a direct channel of communication, and assure consistency of practices throughout the Department, bureau Incentive Awards Officers and those in subordinate offices should normally report to the person responsible for the direction of the personnel program.
 - (c) Provide for the participation of employees in the development and evaluation of the program.
 - (d) Provide for prompt evaluation of contributions and adequate recognition of contributors.
 - (e) Inform supervisors and employees of the importance and value of the program and of the need for their participation in it.
 - (f) Emphasize the quality and integrity of the program.
 - (g) Publicize and promote the program at national level and field offices through media such as: press releases, discussions at staff meetings, house organs, posters, bulletin boards, appearances

at awards presentations, field conferences, conventions of employee groups, and special bulletins on the subject.

(h) Provide for adequate coverage of the purpose and objectives of the Incentive Awards Program in orientation, on-the-job, supervisory, and other training programs.

(i) Provide for periodic review of bureau Incentive Awards program operations.

(2) Bureau heads are authorized to:

(a) Approve and pay awards up to and including \$10,000 to any one individual or group.

(b) Make recommendations on awards which require the approval of or action by the Secretary or the designee (e.g., over \$10,000 to an individual or group, Exceptional Service Award, Meritorious Service Award, external awards, SES Presidential ranks, etc).

(c) Redelegate authority to administer the program and redelegate authority to take action on and make cash awards up to and including \$10,000.

f. Bureau Incentive Awards Officers. Bureau Incentive Awards Officers provide advice and staff assistance to the bureau head on the development, promotion, and administration (including evaluation and reporting) of the bureau's Incentive Awards program.

g. Supervisory Personnel. In order to insure continuing success of the program, each supervisor is responsible for:

(1) Being sure that all aspects of the program are known and understood by all and that subordinates are informed of the opportunities it offers for personal and group recognition.

(2) Motivating subordinates to submit suggestions for improving operations and assisting them in developing or perfecting their

ideas when appropriate; accepting their suggestions as an indication of interest in helping to make improvements or reduce expenses and as a measure of confidence in their supervisor's objectivity.

- (3) Reviewing operations and evaluating results for the purpose of identifying employees whose individual or group efforts result in superior achievement and initiating recommendations for appropriate awards.
- (4) Making timely and objective appraisals of suggestions received and adopting/recommending adoption of those which will prove beneficial; evaluating suggestions for their applicability to other Government activities; giving adequate recognition to award recipients when selecting or recommending employees for promotion.

- h. Employees. Employees should strive to be informed about the program and of the potential benefits to the Government and themselves from active participation. Every employee should endeavor to make a contribution or contributions to any phase of Treasury or other Government operations of such significance as to warrant recognition under the Incentive Awards Program.
- i. Documentation of Action Taken. All persons evaluating or approving contributions under the program have the responsibility for seeing that action taken is fully justified and adequately documented. The awards file on an approved contribution, resulting in tangible benefits, should contain data supporting the determination of dollar benefits. For example, demonstrable benefits may be in terms of lower unit cost on increased volume of production. However, reductions in unit cost are not considered benefits if they are the result of outside factors such as less complex work items being received, or are the result of or the cause of less effective operations or poorer quality production or service.

- 10. RECOGNITION OF EMPLOYEES OUTSIDE THE ORGANIZATION. Whenever a bureau wishes to recognize an employee of another bureau or of another Federal agency with an award authorized in this directive, exclusive of a suggestion award, the concurrence of the employing agency shall first be obtained. In addition, in those instances in which it is proposed to recognize an attorney under the jurisdiction of the General Counsel, the concurrence of the appropriate Chief Counsel or the General Counsel shall first be obtained.

SUBCHAPTER II. CASH AWARDS FOR CONTRIBUTIONS

1. BASIS FOR CASH AWARDS.

- a. A cash award may be granted for a contribution approved as submitted or approved in part to an employee, former employee or the employee's estate. The contribution must have been made while employed in the Department.
- b. In the field of Equal Employment Opportunity, an honorary award would normally be appropriate to confer distinctive recognition. However, cash awards should not be precluded as a complementary recognition in those outstanding cases in which the entirety of the contribution extends beyond equal opportunity to include other benefits to the Government.
- c. Cash awards for employee contributions shall be determined on the basis of tangible or intangible benefits in accordance with the Treasury Awards scales set forth in Tables I and II in this section, or in the case of performance awards, on the basis of grade level or annual salary as provided in Subchapter IV.

2. CONTRIBUTOR'S AGREEMENT. In accordance with 5 USC 4502(c), a cash award under this chapter is in addition to the employee's regular pay. A Treasury employee's acceptance of a cash award constitutes an agreement that the use of any idea, method or device by the United States or the Government of the District of Columbia (whether or not patentable by the employee of the United States) for which the award is made will not form the basis of further claim of any nature upon the Government of the United States or the Government of the District of Columbia by the person, heirs, or assigns.

3. AWARDS FOR TANGIBLE SAVINGS OR BENEFITS.

- a. Whenever a suggestion or other contribution will result or has resulted in tangible dollar savings of \$250 or more, the following scale shall be used to determine the amount of the award.

TABLE I

AWARD SCALE FOR TANGIBLE BENEFITS

Tangible Benefits	Amount of Award
\$250 to \$1,000	10 percent of tangible benefits.
\$1,001 to \$10,000	\$100 for the first \$1,000 in benefits plus \$5 for each additional \$100 or fraction thereof.
\$10,001 to \$20,000	\$550 for the first \$10,000 in benefits plus \$5 for each additional \$200 or fraction thereof.
\$20,001 to \$100,000	\$800 for the first \$20,000 in benefits plus \$5 for each additional \$1,000 or fraction thereof.
\$100,001 or more	\$1,200 for the first \$100,000 in benefits plus \$5 for each additional \$5,000 or fraction thereof.

- b. The amount of the award shall normally be based on the estimated net monetary benefits for the first full year of operation following use of the contribution. When there are substantial nonrecurring costs in adopting a contribution which will be useful for a number of years, and the amount of the award on the basis of the net first year benefits would be an inadequate reward, it would be desirable to base the award on an average of the estimated net benefits over a period of years.

4. AWARDS FOR INTANGIBLE BENEFITS. A cash award may be made when an employee contribution does not lend itself to appraisal on the basis of monetary

5. EXCEPTIONS TO STANDARD AWARD SCALES. Under unusual circumstances, departure from standard awards may be justified. In such cases, an appropriate award, which will give proper recognition for benefits received or expected, may be authorized or recommended. If a cash award is made, it must be for at least \$25. In any case, the reasons for such deviation should be documented as part of the case file.

6. LIMITATIONS ON MONETARY AWARDS.

- a. The award scales issued in these regulations apply to all contributions.
- b. Cash awards in excess of \$10,000 to any one person individually or a group must be reviewed by the Treasury Awards Committee, recommended by the Secretary, and approved by the Office of Personnel Management.
- c. It is especially important in cases where more than one person in a given functional or organization area is being considered for an award, that a determination be made designating the award as an individual or group contribution. If the latter is the situation, the total amount paid to the individuals involved cannot exceed the amount specified in the award scales for the contribution.

7. GROUP AWARDS.

- a. An important objective of the Incentive Awards Program is to encourage team work in improving operations and reward each member of the team for his/her contribution to rewardable group achievements. Cash awards may be divided in equal shares or in different amounts to recognize varying degrees of employee contribution to the accomplishment. All employees contributing, including supervisors, may share in cash benefits.

benefits, or results in combined tangible and intangible benefits. The amount of such a cash award shall be determined on the basis of its value or benefit to Government operations after full consideration of such factors as extent and scope of application, significance of the contribution, and importance of programs affected. Table II will be used in making cash awards for contributions involving intangible benefits. However, the minimum cash award of \$25 will not be granted unless the contributions compare favorably with those receiving the minimum cash award for tangible benefits.

TABLE II

SCALE FOR GUIDANCE IN DETERMINING CASH AWARDS FOR SUGGESTION OR OTHER CONTRIBUTIONS HAVING INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General
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.		Affects functions, mission, or personnel of several offices, facilities or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area or command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
Moderate Value. Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	25-50 ¹	50-100	100-200	200-400
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.	50-100	100-200	200-400	400-1000
High Value. Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	100-200	200-400	400-1000	1000-2500
Exceptional Value. Initiation of a new principle or procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	200-400	400-1000	1000-2500	2500-5000

¹ The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparably high standard. In determining cash awards for contributions with intangible results, the value to the Government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.

SUBCHAPTER III. SUGGESTION PROGRAM

1. DEFINITION OF A SUGGESTION. A suggestion (which includes an invention) warranting recognition under this program is an idea which, when put into effect, will directly contribute to the economy and efficiency or directly increase effectiveness in carrying out Government programs or missions, or achieve a significant reduction in paperwork.
2. EXCLUSIONS.
 - a. The following are excluded from consideration as suggestions under the Incentive Awards Program:
 - (1) Complaints, grievances or other proposals which do not include a constructive and specific means for improving operations of the Department of the Treasury.
 - (2) Proposals to correct typographical errors in printing.
 - (3) Proposals which call attention to the need for routine maintenance and repair work.
 - (4) Proposals to improve working conditions, e.g., air conditioning, decorations, furniture, or mirrors.
 - (5) Proposals which call for ROUTINE or normal safety practices.
 - (6) Proposals where it is obvious that the potential benefits from adoption would not offset the cost of processing.
 - (7) A proposal to change the legislative definitions affecting coverage of amounts involved in the collection of revenue. However, any change in methods or techniques in the collection of revenue which is adopted for use shall be considered for an award.
 - (8) Proposals for services and benefits to employees, e.g., vending machines, cafeteria services, rest room facilities, parking facilities, or holidays, unless the proposal would result in energy conservation.

- b. For Suggestion or Special Achievement Awards, the total amount of the award for a group generally should be the same amount as would have been authorized for that type of award if the contribution was made by one person. However, where the individual shares of the group cash award appear inappropriate, deviations from the tables in paragraphs 3 and 4 may be made. The reasons for deviation should be documented in support of the action taken.
- c. When group awards are given for performance exceeding job requirements as set forth in Part IV, paragraph 4, the award should not exceed the total amount which could have been given if each employee in the group had been individually recognized.
8. AVAILABILITY OF FUNDS. Each contribution approved for a cash award shall bear the certification of a responsible official that funds are available to pay the award. Under no circumstances shall the approval of payment of an award be construed as authority to incur a deficiency or over-obligate an appropriation, apportionment, allotment or sub-allotment.
9. SUPPLEMENTAL AWARDS. Supplemental awards may be paid when benefits actually derived from employee contributions during the first full year of operation exceed those on which an initial award is based.
10. JUSTIFICATION FOR CASH AWARDS. The justification for a cash award shall be presented in a manner which clearly and specifically relates the achievement or benefit to the appropriate provisions of the applicable award scale.

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 - (3) Proposals which call attention to the need for routine maintenance and repair work.
 - (4) Proposals to improve working conditions, e.g., air conditioning, decorations, furniture, or mirrors.
 - (5) Proposals which call for ROUTINE or normal safety practices.
 - (6) Proposals where it is obvious that the potential benefits from adoption would not offset the cost of processing.
 - (7) A proposal to change the legislative definitions affecting coverage of amounts involved in the collection of revenue. However, any change in methods or techniques in the collection of revenue which is adopted for use shall be considered for an award.
 - (8) Proposals for services and benefits to employees, e.g., vending machines, cafeteria services, rest room facilities, parking facilities, or holidays, unless the proposal would result in energy conservation.

- b. Employee proposals which are excluded from the program should, of course, receive any attention that is desirable or necessary through regular administrative channels or as an employee relations matter.
- c. An idea which is not new or original or which is handled under b. above and is accepted for use by the benefiting organization may be recommended for a Special Achievement Award if the benefits are so significant that they warrant an award (see Part IV). However, there must be a positive relationship between the suggestions and the action taken before recognition can be given under the program.

3. SUBMITTING A SUGGESTION.

- a. The person making a suggestion is encouraged to submit it to her/his supervisor, discuss it with the supervisor, and if necessary obtain assistance or advice in developing or perfecting the idea. This procedure is recommended in order to improve supervisor-employee relations, provide more timely evaluation and adoption of ideas, improve quality of suggestions, and increase participation. If preferred, the suggester may submit the suggestion directly to the local Incentive Awards representative.
- b. Employees should submit suggestions on Form TD F 64-51.1, Employee Suggestion, in accordance with the instructions on that form.
- c. The suggestion must clearly indicate:
 - (1) What the idea or proposal is, and its relationship to existing practice or procedure, if any.
 - (2) How it will work, in detail.
 - (3) What benefits will accrue to the Government if it is adopted.
- d. An informal recommendation may be submitted by the original suggester as a formal suggestion for consideration for award within six months following adoption of the idea. If the formal suggestion is submitted after adoption, the date of informal recommendation shall be stated and verified by a person knowing of the original informal recommendation.

- e. Employees may submit suggestions anonymously; however, this is not encouraged.

4. PROCESSING SUGGESTIONS.

- a. Acknowledgement. A record is to be made of each suggestion received, and an Acknowledgement of Receipt (see TD F 64-51.1) should be sent to the suggester within five working days.

b. Evaluation.

- (1) Suggestions should receive prompt and adequate consideration. A reasonable timetable for evaluation of suggestions follows:

- (a) Contributions local in applicability, 30 days total.
- (b) Contributions regional in applicability, 60 days total.
- (c) Contributions which are Departmental, interdepartmental, or national in scope, 90 days total.

If a suggestion cannot be evaluated within the above time-frame, an interim memo or letter should be sent to the suggester explaining the delay and giving the expected completion date.

- (2) Suggestions that must be referred to higher organizational levels should be sent through normal administrative channels whenever this will expedite action on the suggestion. Procedures should provide for a review at a level high enough to give meaningful attention to the issues involved; however, they should not be overly elaborate or create excessive handling.
- (3) Suggestions may be referred to other Treasury bureaus and to other Departments and agencies as appropriate. All suggestions which are to be referred to other bureaus or Departments should be sent to the Assistant Director of Personnel (Training, Development and Recognition) for referral. A suggestion should be referred to another bureau or Department when:

- (a) It has been adopted and there is reason for believing it has potential use in the other bureau or agency.
 - (b) The originating bureau recommends its adoption by other bureau or agency.
 - (c) The Incentive Awards Officer has made a specific decision that there appears to be sufficient merit to warrant referral outside the bureau in which it originated.
 - (d) The originating bureau determines that another bureau or agency is a more appropriate sponsor if the suggestion requires legislation. If the suggestion requires legislation, the originating agency provides a statement of the need and utility of the proposed legislation and the estimated costs and benefits within its own organization. The originating agency should also be willing to support the proposal through testimony at legislative hearings when needed.
- (4) If the responsibility for the decision on an employee contribution clearly rests with only one Department, it should be sent directly for referral to that Department by the Departmental Incentive Awards Officer. If, however, the responsibility does not clearly rest with only one Department, the Departmental Incentive Awards Officer will forward the suggestion to the Civil Service Commission for appropriate referral. Specific information as to the activities in other Departments where it is believed the employee contribution can be used should be submitted with this file. A suggestion with Treasurywide and possible governmentwide application should be referred to Treasury bureaus before it is sent to the Civil Service Commission.
- (5) Suggestions should be acted upon by the official having authority and responsibility for the subject matter involved. The evaluation of a suggestion should reflect careful and thoughtful analysis of the employee's suggestion, and should indicate clearly why the suggestion can or cannot be adopted.

c. Approval.

- (1) The person approving the suggestion should indicate:

- (a) How and when the suggestion will be put into operation.
 - (b) An estimate of the first year savings and/or other benefits and the method used in determining benefits.
- (2) A suggestion shall be considered adopted for use when it has been put into operation or when a commitment has been made to put it into operation. A suggestion which may constitute an invention should be handled in accordance with paragraph 10 of this part.

d. Disapproval.

- (1) If a suggestion cannot be adopted, the employee should be so advised in terms of specific and justifiable reasons for nonacceptance. Where possible, this should be done in person and then be confirmed in writing. The principle involved is that of saying "No" to the sincere and conscientious employee in such a way as to show real appreciation for the suggestion and to provide encouragement for submission of more and better suggestions.
- (2) Suggestions which fall under one of the categories listed in "Exclusions" should be sent to the appropriate operating officials as they are deserving of consideration even if not eligible under the suggestion program. The operating official having cognizance in the area of the idea should acknowledge receipt to the employee and report on any action that might be taken.

- e. Duplicate Suggestions. A suggestion which essentially duplicates in subject content one which is currently under consideration or previously considered and not adopted is not eligible for consideration during a two-year period following date of rejection of the first suggestion. If a second suggestion, while similar to an earlier rejected suggestion, is based on different conditions and provides different justification, the second suggestion may be processed at any time and the second suggester is eligible for the award. However, there may be cases where a variation in

the substance of the later suggestion or other circumstances result in the re-evaluation of the original suggestion and adoption of the proposal. In such a case, an administrative decision may be made as to the part the later suggestion played in the adoption and the award divided between the suggesters.

5. WITHDRAWING SUGGESTIONS. A suggester may withdraw his/her suggestion at any time prior to its final acceptance or rejection upon written notice to the supervisor or local Incentive Awards representative. A withdrawn suggestion shall be considered as having never been received.
6. APPEALS AND REOPENED SUGGESTIONS.
 - a. Appeals by individual employees may be submitted in the same way that suggestions are submitted. The appeal should be sent to the person or persons who made the decision in the case and should be submitted within one year from the date of rejection. The final decision on the appeal should normally be made by the next higher organizational level responsible in the functional area. However, when the initial decision was made by the Department or bureau authority with final responsibility in the matter concerned, that organization will reconsider the suggestion upon appeal.
 - b. If management takes an action within two years following the rejection of a suggestion, the case may be reopened. If there is any relationship between the suggestion and the ultimate action, an appropriate award will be made on the basis of savings effected.
7. SUGGESTIONS RECEIVED FROM OTHER BUREAUS OR DEPARTMENTS.
 - a. Processing and Adopting Suggestions. Treasury bureaus receiving an employee contribution which originated in another bureau or Department shall give it full and timely consideration. Upon final decision by the bureau, the file shall be returned to the office from which it was received, with a statement as to the action taken. When a suggestion received from another Department has been adopted or rejected, a copy of the reply to the originating Department shall be sent to the Treasury Incentive Awards Officer.
 - b. Payment of Awards on Suggestions Referred from Other Bureaus and Departments. If a bureau adopts a suggestion which originated in another Treasury bureau or another Department, payment of award shall be made in accordance with instructions contained in Treasury Directives Manual Chapter, Budget and Program Analysis section.

When more than one bureau or Department decides to pay an award for the same contribution, each should prepare statements of tangible and intangible benefits together with the amount of award determined to be appropriate in its organization. Then, the total award justifiable under established award scales in line with the estimated benefits to each is determined and prorated. The decision on prorated amounts will be made by:

- (1) originating bureau (where more than one Treasury bureau is involved, the originating bureau should clear with the Office of Personnel before taking final action); or
 - (2) the Office of Personnel Management Incentive Awards Office where two or more other departments or agencies are involved.
8. CASH AWARDS FOR SUGGESTIONS. Cash awards should be based on an evaluation in terms of the tangible benefits scale (Table 1 in Subchapter II), the intangible benefits scale (Table II), or a combination of the two.
 9. OTHER RECOGNITION. All cash awards made under this part will be accompanied by a certificate of award with a red seal "Adopted Suggestion Award." This certificate and seal may be awarded without cash for those unusual instances where an award is deserved and a cash payment is either inappropriate or not feasible. A navy blue fabrikoid folder with blue cloth lining is available and may be used in presenting such awards to employees. Folders and seals can be obtained through normal printing and publications channels.
 10. EMPLOYEE INVENTIONS. Regulations providing procedures for processing Treasury employees' inventions are included in the Code of Federal Regulations, Title 31, Subtitle A, Part 7. It is especially important that any employee to whom a cash award is being given, for performance which constitutes an invention, be advised of paragraph 2 of Subchapter II. A suggestion which appears to be an invention should not be put to use or publicly disclosed until advice is received from the General Counsel's office.

- (4) Unit costs are reduced by such direct actions as minimizing waste or spoilage of materials, highly expert and efficient performance of assigned tasks, better utilization of manpower or facilities, better office layout and more efficient arrangement of work flow, or revised operating procedures or unusual skill in the application of present procedures.
- (5) Other exemplary performance in one or more significant phases of assigned duties is demonstrated which is deserving of special recognition.
- (6) Temporary employees who excel in their tasks,

c. Performance Ineligible for Payment. Awards for exceeding job requirements ARE NOT PAYABLE if:

- (1) A high rate of production results solely from innovations and improvements installed by higher echelon or management for the purpose of increasing production, or resulted from a suggestion or recommendation for which an award has already been paid or is to be paid.
- (2) Reduction in unit costs is attributable solely to an increased volume of work.

d. Relationship of Sustained Superior Performance to Quality Increase (QSI).

- (1) An individual employee paid under the General Schedule can be granted a quality increase for high quality performance above that normally found in the type of position concerned. This performance must have been sustained over a reasonably sufficient period of service in the same job, and be expected to continue at the high level in the same position. The following provisions must be met:
 - (a) All of the most important job elements have been performed in a manner substantially exceeding normal requirements.
 - (b) Performance of other job elements has exceeded normal requirements.
 - (c) The employee has not received a Quality Increase during the past 52 weeks.

SUBCHAPTER IV. SPECIAL ACHIEVEMENT AWARDS

1. BASIS FOR AWARDS. A Special Achievement Award may be granted to an individual or a group of employees for:
 - a. Performance exceeding normal job requirements that is sustained over a significant period of time, or
 - b. Special act or service in the public interest connected with or related to official employment which clearly warrants special recognition.
2. PERFORMANCE EXCEEDING JOB REQUIREMENTS - SUSTAINED SUPERIOR PERFORMANCE
 - a. Performance is considered to exceed job requirements when it is sufficiently superior to that which is normally expected and/or to that of others doing similar work under similar conditions.
 - b. A contribution should be considered for award if:
 - (1) An outstanding performance rating is granted.
 - (2) The production of an individual or group of employees substantially surpasses, while maintaining adequate quality, the production of other individuals or groups engaged in the same type of work and producing a normally acceptable quantity and quality of work. In other words, the top producing individuals in a group or the top producing group of several groups may be paid Special Achievement Awards for superior work performance. Two types of group awards are contemplated:
 - (a) Where a group of employees materially increases its own production over a prior period; and
 - (b) Where several groups of employees are producing in competition with each other, and one or more of the groups materially exceeds the production of the other groups.
 - (3) Quality standards are surpassed substantially while production standards are maintained.

- (d) The employee is not at the top rate for the grade on the pay schedule.
 - (e) The employee is not about to be promoted or has not received a promotion which recognized the same performance the Quality Increase would recognize. The employee is not on detail to another position.
 - (f) The performance gives promise of continuing at the same high level in the same position (i.e., the award is based on both past and projected performance in the job).
- (2) If the employee is not a General Schedule employee or is in the tenth step of the grade, then a special achievement award for sustained superior performance is more appropriate. The level of performance required for a sustained superior performance award is not as high as for a QSI. A sustained superior performance award does not have to consider anticipated future performance. It is a lump sum cash award rather than an increase in base pay and thus does not impact on future pay, life insurance, or annuity computations.

e. Relationship of Outstanding Performance Ratings to Quality Increases.

- (1) By law, an Outstanding Rating may be approved only when all aspects of performance, not only exceed normal requirements, but are outstanding and deserve special commendation. Normally, when an Outstanding Rating is approved, a quality step increase will be granted, unless circumstances would make the award inappropriate.
- (2) An employee may receive a quality increase without receiving an Outstanding Rating, as long as all of the most important functions of the job are performed in a manner substantially exceeding normal requirements.

3. SPECIAL ACTS OR SERVICES.

- a. A Special Achievement Award, based on a special act or service, may be granted to individuals or groups of employees for performing a special act or service in the public interest in the course of their official employment. This act should be so significant that special recognition is clearly justified. A special act or service is a single action or series of actions within a short timeframe, within or outside of the normal duties performed and distinguishable from superior performance where sustained overall performance is involved.

b. Examples of special acts or services which may be considered for a Special Achievement Award are:

- (1) Performance which has involved overcoming unusual difficulties.
- (2) Creative efforts that make important contributions to science or research.
- (3) Performance of assigned duties with special effort or special innovation that results in significant economies or other highly desirable benefits.
- (4) Exemplary or courageous handling of an emergency situation related to official employment.

4. RECOGNITION.

a. Cash Awards for Performance Exceeding Job Requirements- Sustained Superior Performance. Cash awards given for employee job performance that exceeds normal requirements and is sustained over the significant period of time shall be in accordance with the following:

- (1) For grades GS-1 through 15, the award may be up to the amount of a pay step within the grade. The amount of the award will be based upon consideration of both the duration and quality of the performance.

For grades GS-16 through 18, the contribution should be evaluated in accordance with the provisions of paragraph 4b, inasmuch as performance of an employee at this level justifying cash recognition would normally be based upon a specific contribution.

- (2) Application of the above to positions under other pay systems will be made by aligning the GS and WG position according to the representative or prevailing rates of the pay schedules. For wage positions, the hourly rate will be multiplied by 2080 to obtain an annual pay that can be equated with the nearest first step of a grade in the general schedule. The total amount paid to an individual during any 12-month period shall not exceed the amount specified above. If more frequent awards

5. TIME LIMITS.

- a. Time limits for submitting Special Achievement Awards are within SIX MONTHS following the contribution for which recognition is being recommended.
- b. Recommended time limits within which performance award recommendations should be processed to conclusion are within 30 days for cases which can be approved locally, 60 days where they require a higher level approval, and 90 days for local or regional cases which require Washington Headquarters approval.

are desirable, the award amounts must be reduced. An exception from this scale may be made in cases of unusual merit and the unique reason for the exception should be made a matter of record. Such an exception may also be applied to an incentive production plan where appropriate and the reason is adequately set forth in the plan.

b. Cash Awards for Special Acts or Service.

- (1) Cash awards from \$25 to \$25,000 may be granted. (Awards above \$10,000 must be approved by the Office of Personnel Management.) The amount is in proportion to the benefits realized by government. When the award is for a group, all members of the group, including any participating supervisors, may receive equal shares, or the total may be divided in proportion to the individual contribution to the group effort. However, the total amount of the award may not exceed the amount authorized for that type of contribution if it were being awarded to an individual. An honor award may be given in addition to or instead of a cash award if it better serves the purpose of matching the award to both the contribution and the employee.
- (2) Cash awards for special acts or service should be based on an evaluation in terms of the tangible benefits scale (Table I) in Subchapter II, or the intangible benefits scale (Table II), or both.

c. Other Recognition. All cash awards made under this part will be accompanied by a certificate of award with a blue seal "Special Achievement Award". This certificate and seal may be awarded without cash for special achievements in those unusual instances where the award is deserved and a cash payment is neither appropriate nor feasible. A navy blue fabrikoid folder with blue cloth lining is available and may be used in presenting such awards to employees. If a Quality Increase is granted under provisions of Chapter 531 of the Personnel Management Manual, bureaus are authorized at their option to issue a certificate of award with a gold seal inscribed "Quality Pay Increase" affixed. Folders and seals can be obtained through normal printing and procurement channels.

d. Cash Awards Initiated by other than the Employing Bureau or Agency. Bureau should be guided by Personnel Management Manual Chapter 451 (see Subchapter III, paragraph 7b).

- (2) Recommendations of employees who have been a subject of disciplinary action or retire while one was pending, shall be routed directly to the Director of Personnel for review. All such requests should contain information as to any disciplinary action and favorable accomplishments in sufficient detail to permit an overall evaluation of the employee's service record.
- (3) When a recommendation is submitted for a posthumous award, the memorandum should clearly state that such is the case.

3. LENGTH-OF-SERVICE AWARDS.

- a. Criteria. Length-of-service awards are granted employees on the basis of their total Federal service, determined by using the service computation date. All creditable Federal service, including civilian and honorable military service, will be counted when computing eligibility for length-of-service awards. As a minimum, awards will be granted to employees upon completion of 15 and 30 years of service.
- b. Recognition. The Department of the Treasury has adopted the Federal Career Service emblems as the symbols of recognition of service to the Federal Government. The emblems are available as lapel buttons or pins, charms, and tie-tacs, in the following categories:
 - (1) Bronze emblems - 15 years of service
 - (2) Silver emblems - 20 and 25 years of service
 - (3) Gold emblems - 30, 35, 40, 45, and 50 years of service, with gemstones—ruby, sapphire, and diamond respectively—to distinguish the latter three milestones.
- c. The Federal Career Service emblems are the official length-of-service awards for all components of the Department of the Treasury. No other length-of-service emblems are authorized for use.

SUBCHAPTER V. AWARDS FOR CAREER SERVICE

1. GENERAL. Continuing faithful service of employees is recognized at significant points in their careers by length-of-service emblems. In addition, the Secretary confers the Albert Gallatin Award upon the retirement or death of employees who meet the quality and length-of-service requirements in the Department.
2. THE ALBERT GALLATIN AWARD.
 - a. Criteria. The Albert Gallatin Award is the Department's highest career service award and is named for Albert Gallatin who served as Secretary of the Treasury for a longer period of time than any other man. It is conferred upon retirement from the Federal Government to any Federal Service employee who has (1) served twenty or more years in the Department of the Treasury and (2) whose record reflects fidelity to duty.
 - b. Recognition. The award consists of a certificate bearing the likeness of Albert Gallatin (Exhibit A) and a biographical sketch. At a bureau's option, it may be presented in a navy blue fabrikoid folder with blue cloth lining, which may be procured through normal printing and publications channels.
 - c. Procedure.
 - (1) Recommendations of employees who meet the criteria without record of disciplinary action should be submitted by memorandum from the Bureau Head or the designee to the Secretary of the Treasury, Attention: Director of Personnel. The memorandum should, whenever possible, be submitted monthly bearing the names of all eligible employees at least 30 days prior to their dates of retirement. The memorandum should contain for each recommended employee:
 - (a) full name,
 - (b) number of years of service in the Department of the Treasury,
 - (c) the date of retirement, and
 - (d) a certification that the criteria for the award have been met.

- c. When the Gallatin and Secretary Honor Awards are made to field personnel, an appropriate Office of the Secretary official should be invited to make the presentation on behalf of the Secretary.

3. THE TREASURY ANNUAL AWARDS CEREMONY.

- a. Each year the Department holds an Annual Awards Ceremony in Washington. This ceremony honors outstanding award winners for the preceding fiscal year including the bureaus or bureau winning the Secretary's Annual Awards for the best results in the Incentive Awards Program and the Safety Program.
- b. Those normally receiving personal recognition by the Secretary of the Treasury at the ceremony are recipients of:
 - (1) The Alexander Hamilton, Distinguished Service, Exceptional Service and Meritorious Service Awards.
 - (2) EEO Award-of-the-Year, Outstanding Handicapped Employee of the Year Award, other Department or major external awards and Suggester of the Year Award.
 - (3) Cash special achievement awards for outstanding contributions to the Department. Cash awards should not be held back pending either an interbureau or Department of the Treasury ceremony.
- c. Persons selected to receive recognition at the Department's Annual Awards Ceremony will be invited to participate and will be in an official duty status. They are authorized to travel at Government expense in so doing. Travel costs will be borne by the bureaus in which the employees work.
- d. Bureau heads nominate for Department recognition a select number of employees who have received bureau awards for outstanding Suggestion and Special Achievement contributions during the fiscal year. Requests for these and certain honor awards nominations, and details concerning each ceremony, are announced by memorandum from the Director of Personnel.
- e. Annual Awards to Bureaus for Participation in Incentive Awards Program.
 - (1) Criteria. The Secretary traditionally presents honorary awards in the form of plaques each year to the bureau showing the best

SUBCHAPTER VII. CEREMONIES

1. PRINCIPLES.

- a. Employees should be recognized for their contributions through the presentation of awards at appropriate ceremonies. Normally, the award should be presented by the person approving the award or the designee. The recipient's supervisor and fellow employees should be present and, when appropriate, members of his/her family should be invited.
- b. In terms of recognition and program promotion, contributions and awards should be made known to as many Treasury employees as possible. The public should also be made aware so it can better appreciate the Treasury employee's service.

2. INTERBUREAU CEREMONIES AT FIELD LOCATIONS.

- a. Where there is a concentration of Treasury personnel at a geographic location, interbureau award ceremonies on an annual or semi-annual basis are encouraged. Such ceremonies should be arranged and coordinated at the local level. Advantages of this type of activity are:
 - (1) More widespread recognition by fellow employees.
 - (2) Better publicity through the assistance of bureaus and offices having frequent contact with press, radio and television.
 - (3) Participation in such ceremonies by bureau and/or Departmental representatives.
- b. The level of awards to be given at such ceremonies should be agreed upon locally and in advance. Examples of awards that might be presented at such ceremonies are:
 - (1) Cash awards of \$100 or more.
 - (2) Length-of-Service Awards for 20 years or more.
 - (3) Bureau Honor Awards.
 - (4) The Albert Gallatin Award.
 - (5) Secretary's Honor Awards.

results in the suggestion phase of the Incentive Awards Program and to the bureau showing the best results in the performance phase of the program.

(a) The Suggestion Award. The basic factor in determining the winner of the Secretary's Suggestion Award Plaque will be a ranking in the following:

1. Number of suggestions adopted per 100 employees on the rolls.
2. Estimated savings per 100 employees on the rolls.

In recommending the award winner, the Treasury Awards Committee will consider the above factors as well as others such as program improvement over the previous year, program development, and the total significance of contributions.

(b) The Special Achievement Award. The basic factor in determining the winner of the Secretary's Award Plaque will be a ranking derived from:

1. Number of recipients of Special Achievement Awards per 100 full-time employees on the rolls.
2. The estimated savings per 100 full-time employees on the rolls.
3. The average award paid per 100 full-time employees on the rolls.
4. The number of recipients of high-quality pay increases per 100 Classification Act employees (or those under similar pay systems) on the rolls.

In recommending the award winner, the Treasury Awards Committee will consider other factors such as program improvements over the previous year, total significance of contributions, and program development.

(2) Recognition.

- (a) The Treasury Awards Committee will recommend to the Secretary through the Assistant Secretary (Administration) the bureau which in its best judgment shows the best results in the two phases of the program for the fiscal year.
- (b) The Secretary will consider the Committee's recommendation and will award two plaques, suitably inscribed, at the Annual Awards Ceremony. These plaques are to be retained permanently by the bureaus.

f. Special Interest Area Achievements. From time to time the Secretary recognizes bureaus for special achievements or excellence in other areas of special interest.

- (2) Outstanding competence in accomplishing an important phase of the Bureau program.
- (3) Leadership, skill, or ability in administration or in performance of duty which was of great value to the bureau.
- (4) An act or service of significant benefit to the bureau which involved unusual personal effort, competence, or bravery — during an emergency or under very adverse conditions.
- (5) A major program improvement of high value to the bureau.
- (6) An outstanding accomplishment with respect to facilitating equal opportunity in government through excellence of leadership or skill, imagination and perseverance.

SUBCHAPTER VIII. PROMOTION AND ADMINISTRATION

1. GENERAL. Guidelines for promoting and administering the Incentive Awards Program are set forth in Chapter 451, Appendix A, of the Federal Personnel Manual.

2. PROMOTION.

a. Posters.

(1) The Department's Office of Personnel will be the central coordinating point on purchase of posters either through approved commercial outlets or by riding requisitions for posters prepared by other agencies. Details concerning the purchase of commercially prepared posters will be from time to time as they become available. Requests are sent to the Civil Service Commission who will prepare the Government Printing Office requisition. Orders should be submitted through normal requisitioning channels. Requisitions from those bureaus which order through the Office of Administrative Programs should normally be submitted five days prior to the deadline shown on the notice.

(2) Bureaus may originate posters and other promotional material. Where this is done and the material might be used by other bureaus, the originating bureau should transmit information about the promotional material to other bureaus and the Departmental Personnel Office prior to publication or ordering so that other bureaus will be able to benefit by riding the requisitions. In all cases two copies of the material should be sent to the Departmental Office for information.

b. Pamphlets, Movies and Guides. As such material becomes available, the Director of Personnel will issue information regarding its purchase or loan.

3. FORMS.

a. Forms prescribed for use in the Department's Incentive Awards Program and information on their use follows.

- (1) TD 64-51.1 Employee Suggestion is to be used by employee to submit a suggestion. The Notice of Receipt of Suggestion (which is a perforated attachment to the Employee Suggestion Form) is to be used for acknowledgment of receipt of a suggestion by Incentive Awards Officers.
- (2) TD 64-51.2, Recommendation for Performance Recognition is used in recommending and processing Special Achievement Awards. Additional use may also be made of the form by using it for recommending "Outstanding" performance ratings.
- (3) Certificate of Award is a multi-purpose certificate to be used in recognizing an employee for his contribution, i.e., an adopted suggestion, Special Achievement Award, or High Quality Pay Increase.
- (4) Standard Form 69 - Incentive Awards Program Annual Report is to be used in making annual reports on the program.

- b. Exceptions to the use of the forms may be made only with the approval of the Director of Personnel.
- c. Treasury awards forms should be obtained through normal bureau distribution and supply channels.

4. REPORTS.

- a. Annual Reports are to be made to the Department, ATTN: Assistant Director of Personnel (Training, Development and Recognition) as of September 30 of each year. The reports should be submitted on SF 69 (Incentive Awards Program Annual Report) by October 30. A narrative report on the Incentive Awards Program is to be transmitted along with the October report. Details of this report are given on the reverse side of the SF 69. IRC No. 1059-CSC-AN, Incentive Awards Program, is submitted to the Civil Service Commission.
- b. Special Reports. From time to time, special reports on the program may be requested by the Departmental Personnel Office. These special reports will be held to an absolute minimum and will be requested only to meet Departmental needs or to comply with requirements externally imposed.

United States
Department of the Treasury



ALBERT GALLATIN AWARD

To

SAMPLE

Upon your retirement from the Federal Service, this award is presented as evidence of the esteem in which you are held by the Department of the Treasury, which has been the principal beneficiary of your labors for so many years.

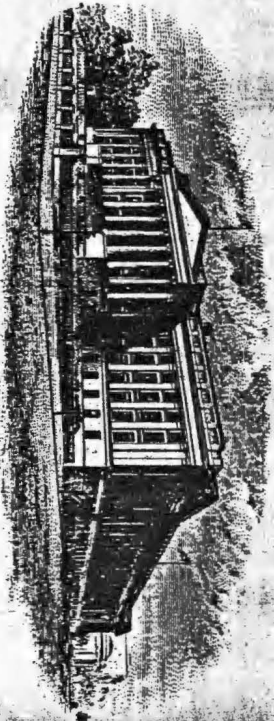
The fine contribution you have made to the public service and the merit of this commendation of your Government.

Signed in the City of Washington, D.C.

Secretary

UNITED STATES

DEPARTMENT OF THE TREASURY



MERITORIOUS SERVICE AWARD

SAMPLE

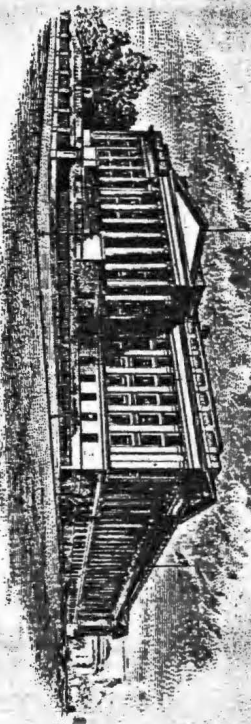
TO

*In recognition of meritorious service in the
Treasury Department*



Secretary of the Treasury

UNITED STATES
DEPARTMENT OF THE TREASURY



EXCEPTIONAL SERVICE AWARD

To

SAMPLE

*In recognition of exceptional service in the
Treasury Department*



Secretary of the Treasury

United States
Department of the Treasury



ALEXANDER HAMILTON AWARD

To
SAMPLE

*Recognition of Distinguished Lend Lease in the
Department of the Treasury*

Signed in the City of Washington, D.C.

Secretary

D

CHAPTER 4 PERSONNEL
PART 7
4.7 INCENTIVE AWARDS

4.7.1 Secret Service Policy. It is the policy of the Secret Service to actively seek ideas, encourage excellence of performance, and accordingly reward employees through the Incentive Awards Program, with the goals of improved employee morale and increased Government efficiency.

4.7.2 Program Responsibility. The Assistant Director, Administration is responsible for the overall direction and supervision of the Incentive Awards Program of the U. S. Secret Service. Supervisors at all levels are responsible for understanding the total program, informing subordinates of its opportunities, encouraging suggestions, and using the various provisions of the program in conjunction with other aids to personnel management.

4.7.3 Advice and Assistance. Information concerning the Incentive Awards Program may be provided in training sessions and periodically through personnel memoranda or other issuances.

Questions pertaining to performance awards should be directed to the Personnel Division, Employee Relations Branch. Additional information concerning the Suggestion Program can be obtained from the Office of Public Affairs.

monetary → 4.7.4 Special Achievement Awards. A Special Achievement Award may be granted to an individual or a group of employees for:

(1) Performance exceeding job requirements either as a one-time occurrence or over a sustained period, or

(2) Special act or service in the public interest connected with or related to official employment which clearly warrants special recognition.

The Personnel Division, assisted by the Special Achievement Awards Committee, is responsible for providing and assuring reasonable consistency in monitoring the approval of Special Achievement Awards.

4.7.4.1 Performance Exceeding Job Requirements. Performance is considered to exceed job requirements when it is sufficiently superior to that which is normally expected and/or to that of others doing similar work under similar conditions.

4.7.4.1(A) Performance Eligible for Payment. A contribution should be considered for award under one or more of the following circumstances:

(1) An outstanding performance rating is granted.

- (2) The production of an individual or group of employees substantially surpasses, while maintaining adequate quality, the production of other individuals or groups engaged in the same type of work and producing a normally acceptable quantity and quality of work. In other words, the top producing individuals in a group or the top producing group of several groups may be recognized through Special Achievement Awards for superior work performance.
- (3) Quality standards are surpassed substantially while production standards are maintained.
- (4) Unit costs are reduced by such direct actions as minimizing waste or spoilage of materials, highly expert and efficient performance of assigned tasks, better utilization of manpower or facilities, better office layout or more efficient arrangement of work flow, or revised operating procedures or unusual skill in the application of present procedures.
- (5) Other exemplary performance in one or more significant phases of assigned duties is demonstrated which is deserving of special recognition.

4.7.4.1(B) Performance Ineligible for Payment. Awards for exceeding job requirements are not payable if:

- (1) A high rate of production results solely from innovations and improvements installed by higher echelon of management for the purpose of increasing production, or resulted from a suggestion or recommendation for which an award has already been paid or is to be paid.
- (2) Reduction in unit costs is attributable solely to an increased volume of work.

4.7.4.1(C) Relationship of Within-grade Increases for High Quality Performance. In instances where performance exceeding job requirements has been sustained for a reasonable period and is expected to continue at a high level, a high quality within-grade increase may be more appropriate. (See section 4.7.7 on Quality Step Increases.)

4.7.4.2 Special Acts or Services. A Special Achievement Award based on a special act or service may be granted to individuals or groups of employees for performing a special act or service in the public interest in the course of their official employment which is so significant that special recognition is clearly justified. A special act or service is a single action or series of actions of

relatively short duration either within or outside the normal duties performed as distinguished from superior performance where sustained overall performance is involved. Examples: performance involving overcoming unusual difficulties; courageous handling of an emergency situation; etc.

4.7.5 Procedures for Granting Awards.

4.7.5.1 Recommendation for Awards. Supervisors at all levels are responsible for recommending performance awards when appropriate. Award nominations, explicitly documented on Form TD 64-51.2, shall be made at or above the SAIC or Division Chief level and submitted through the responsible Assistant Director, Assistant to the Director, or the Legal Counsel to the Personnel Division, Employee Relations Branch, for technical review. (Awards should not be signed as approved by the Assistant Director, Assistant to the Director, or Legal Counsel until after they have been reviewed by the Special Achievement Awards Committee.)

The Committee will meet during the first week of each month. Therefore, award nominations must be received and have passed a technical review by the Personnel Division before the 20th day of each month in order to be considered at the Committee's next meeting. Supervisors and management officials are cautioned not to discuss award recommendations with nominees until the award has been approved.

4.7.5.1(A) Specimen TD 64-51.2, Recommendation for Performance Recognition.

4.7.5.1(B) Appendix - Guide for Recommending Performance Awards.

4.7.5.2 Technical Review of Awards. Upon receipt of TD 64-51.2, the Personnel Division will conduct a review of the award for the purpose of assuring compliance with the technical procedures and administrative directives as required by the Department of the Treasury Incentive Awards Program. If the award nomination passes the technical review, TD 64-51.2 will be signed by the Personnel Division Reviewer and forwarded to the Special Achievement Awards Committee. If the award nomination does not meet technical requirements, the Personnel Division will advise the submitting supervisor of the technical deficiencies. The technical review will not include substantive matters. All considerations of substance and merit are reserved for the Special Achievement Awards Committee, the responsible AD/ATD/Legal Counsel, and the Deputy Director.

4.7.5.3 Committee Review of Awards. The Personnel Division will forward copies of TD 64-51.2 to each member of the Special Achievement Awards Committee for consideration prior to its meeting. The Committee will consist of senior agency personnel representing the office of each Assistant Director and Assistant to the Director and

the Legal Counsel. It will be chaired by the Chief, Personnel Division, or his designee. A quorum of at least five members will be required in order for the Committee to act. The Committee will recommend the proper adjudication of each award with a determination as to approval, rejection, or remanding the award for further action before forwarding it to the appropriate AD, ATD, or the Legal Counsel for review and signature. In a case in which further action or study is required, the Committee representative from the submitting AD, ATD, or Legal Counsel's office will be responsible for further conduct of the action required.

4.7.5.4 Final Disposition of Awards. Recommendations to approve or disapprove awards made by the Committee and reviewed and signed by the appropriate AD, ATD, or the Legal Counsel will then be forwarded to the Deputy Director. In any instance in which the Committee's recommendation is contrary to the wishes of the submitting AD, ATD, or Legal Counsel, the Deputy Director will be so advised.

The Deputy Director will approve or disapprove each performance award and so indicate on TD 64-51.2. The Assistant Director, Administration will then certify to the approval of payment for cash awards as prescribed under the regulations of the Treasury Incentive Awards Program. Confirmation of availability of funds and obligation to voucher the payment of an award will be the responsibility of the Financial Management Division.

The Chairman will act on all final decisions of the Committee or Deputy Director in preparation and processing of the award for presentation. Upon completion of the processing of the award, it will be forwarded by the Personnel Division to the appropriate Assistant Director, Assistant to the Director, or to the Legal Counsel for presentation.

4.7.6 Recognition.

4.7.6.1 Cash Awards for Job Performance Exceeding Job Requirements. Cash awards given for employee job performance that exceeds normal requirements and is sustained over a significant period of time shall be in accordance with the following.

For grades GS-1 through GS-15, the award may be up to the amount of a pay step within the grade. The amount of the award will be based upon consideration of both the duration and quality of the performance.

Application of the above to positions under other pay systems such as officer positions of the Uniformed Division and wage grade positions will be made by comparing the entrance pay to that of the comparable GS grade. For wage positions, the hourly rate will be multiplied by 2080 to obtain an annual pay that can be equated with the nearest first step of a grade in the General Schedule. The

total amount paid to an individual during any 12-month period shall not exceed the amount of a within-grade step increase of a comparable GS grade. An exception from this scale may be made in cases of unusual merit and the unique reason for the exception should be made a matter of record.

4.7.6.2 Cash Awards for Other Special Achievements. Cash awards for special achievements other than those covered above should be based on an evaluation first in terms of the tangible benefits scale (Appendix - Award Scales, Table I). If this is not possible, the intangible scale (Appendix - Award Scales, Table II) should be used. The full amount specified for award should not be granted more often than once in any 12-month period.

All cash awards made under this section will be accompanied by a certificate of award with a seal "Special Achievement Award".

4.7.6.2(A) Appendix - Table I, Awards for Tangible Savings or Benefits.

4.7.6.2(B) Appendix - Table II, Awards for Intangible Benefits.

4.7.7 Quality Step Increases - Policy. The policy of the Secret Service is to give maximum recognition to high quality performance in order to motivate and maintain continuing high-level performance. To recognize employees who display continuous high-level performance a Quality Step Increase, which consists of an additional within-grade increase, may be awarded to General Schedule (GS) personnel. However, no more than one quality increase may be granted within any period of 52 calendar weeks.

Employees not subject to the General Schedule, such as wage grade personnel and officers of the Uniformed Division, are not eligible to receive a quality step increase. However, when the conditions for a quality increase are met, a supervisor may submit a recommendation for a lump sum award (see section 4.7.6).

4.7.8 Requirements for Quality Step Increases. An individual employee paid under the General Schedule can be granted a quality increase for high quality performance above that normally found in the type of position concerned. This performance must have been sustained over a reasonably sufficient period of service in the same job, and be expected to continue at the high level in the same position. The following provisions must be met:

- (1) All of the most important job elements have been performed in a manner substantially exceeding normal requirements.
- (2) Performance of other job elements has exceeded normal requirements.

- (3) The employee has not received a Quality Increase during the past 52 weeks.
- (4) The employee is not at the top rate for the grade on the pay schedule.
- (5) The employee is not about to be promoted or has not received a promotion which recognized the same performance the Quality Increase would recognize.
- (6) The performance gives promise of continuing at the same high level in the same position (i.e., the award is based on both past and projected performance in the job).
- (7) The employee is not on detail to another position.
- (8) The contribution is described in writing and submitted within six months of its occurrence.

Although otherwise merited, a quality increase is not appropriate when:

- (1) The employee is nearing retirement and would benefit only for a limited period; or
- (2) The employee is transferring to another position within or outside the agency.

4.7.8.1 Appendix - Distinguishing Between Sustained Superior Performance and Quality Increase Recognition.

4.7.9 Relationship of Outstanding Performance Ratings to Quality Increases. By law, an Outstanding Rating may be approved only when all aspects of performance not only exceed normal requirements, but are outstanding and deserve special commendation. Normally, when an Outstanding Rating is approved, a quality step increase will be granted, unless circumstances would make the award inappropriate.

An employee may receive a quality increase without receiving an Outstanding Rating, as long as all of the most important functions of the job are performed in a manner substantially exceeding normal requirements.

4.7.10 Recommendation and Approval of QPI's. The recommendation for a high quality increase shall be made and show how the work fully meets all of the requirements of the definition. This recommendation and a certification that the high quality performance is expected to continue will be made by the supervisor who evaluates the work of the employee.

Procedures for granting Quality Step Increases are outlined in Section 4.7.5.

4.7.11 Suggestion Program. Suggestions are ideas which, when put into effect, will directly contribute to productivity, economy or efficiency or directly increase effectiveness in carrying out Government programs or missions. Responsibility for the coordination of the Secret Service Employee Suggestion Program lies with the Office of Public Affairs. The Assistant to the Director, Office of Public Affairs, serves as Chairperson of the Employee Suggestion Program.

The submission of a suggestion by an employee and its acceptance by the Secret Service causes the suggestion to become the property of the U. S. Government. Employees who have submitted suggestions will receive a status report every thirty days until advised of the final action taken on the suggestion. Any suggestion, or portion thereof, that is put into effect by the Secret Service will be considered an adopted suggestion.

4.7.11.1 General Criteria. Employees should research, analyze, and develop the suggestions to the best of their ability. Diagrams, photographs, scale drawings, prototypes, etc. should be forwarded with the suggestion whenever practical. Generally, the suggestion should have wide application, or benefit large areas of the Service as opposed to benefiting only one field office or division. Generally, the suggestion must be beyond the scope and expectancy of the employee's assigned duties and responsibilities. Suggestions of employees in key supervisory or managerial positions, and suggestions of those in occupations concerned with organizational methods, systems or product improvement, will be considered for an award only if the suggestions are so superior or meritorious as to have Service-wide or Departmental import. Such employees are expected to initiate or recommend operational improvements in the normal course of their duties.

4.7.11.2 Exclusions. Not appropriate for consideration under the employee suggestion program are complaints and proposals such as the following: to correct typographical errors in printing; to make minor repairs; to establish routine or normal safety practices; to enforce existing rules; to accomplish something when potential benefits would not offset processing costs; to obtain employee benefits and services, such as vending machines, more holidays; complaints, grievances or other proposals which do not include a constructive and specific means for improving operations of the Service or the Government.

4.7.11.3 Submission Procedures. Employees are to submit suggestions to the Office of Public Affairs on Form TD 64-51.1. Two or more employees may submit a suggestion jointly and share equally in all benefits. Employees are encouraged to discuss their ideas with their supervisors for possible additional input; however, the submission of suggestions through supervisory channels is not required. Supervisors should assist employees with suggestions, if requested, and add written comments to any suggestions received directly. All

suggestions received by supervisors must be forwarded to the Office of Public Affairs as soon as practicable.

4.7.11.3(A) Specimen TD 64-51.1, Employee Suggestion.

4.7.11.4 Processing and Evaluation. Each suggestion will be logged in and recorded by the Office of Public Affairs. Written acknowledgement will be sent to the sender notifying the employee of the suggestion's arrival at Headquarters. The Chairman of the Suggestion Committee, ATD - Public Affairs, will act on the consensus of the appropriate members of the Director's Staff pertaining to the adoption or rejection of a suggestion.

4.7.11.5 Cash Awards for Suggestions. All employees are eligible for cash awards for suggestions, the amount to be based upon the scales contained in Specimen 4.7.6.3 and the concurrence of the appropriate AD or ATD or the Legal Counsel. The minimum amount awarded for each adopted suggestion will be \$25.00. For some suggestions, the first year benefits may not be readily recognizable; therefore, if additional savings or benefits are recognized after the initial award, a final award will be determined and presented to the employee within a maximum of twelve months after the suggestion is implemented.

4.7.12 Other Awards. Continuing faithful service of employees is recognized at significant points in their Federal careers by length-of-service emblems (As a minimum, upon completion of fifteen and thirty years of service). Also, the Secretary of the Treasury confers the Albert Gallatin Award upon the retirement or death of employees who meet the quality and length-of-service requirements (twenty years or more) in the Department.

Honor awards may be conferred on individuals and organizations by the Department, and the Director of the Secret Service may present honor awards to organizations or citizens (see SSM, Section 914). Still other awards are available from outside of Treasury.

✓ Valor Award

see

2.b. Performance (Continued)

(If more space is needed, continue on separate sheet)

DATE	SIGNATURE AND TITLE OF INITIATING OFFICIAL
------	--

3. REVIEWS — If there is disagreement with the recommendation, attach separate statements explaining in full. Indicate agreement by endorsement.

SIGNATURE AND TITLE OF REVIEWING OFFICERS	RECOMMENDATION (ENTER DATE)		AWARD RECOMMENDED
	APPROVE	DISAPPROVE	
			\$

SIGNATURE AND TITLE OF APPROVING OFFICIAL	DATE	ACTION <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	AMT. OF AWARD \$
---	------	--	---------------------

4. AUTHORIZATION OF PAYMENT OF AWARD — A cash award is approved under the regulations of the Incentive Awards Program. This is not an authority to exceed an appropriation, allotment, suballotment, apportionment or reappropriation. Check delivery instructions are below.

AMT. OF AWARD \$	DATE	SIGNATURE AND TITLE
---------------------	------	---------------------

DELIVER CHECK TO:

5. FISCAL OFFICE — Funds are available and obligated to pay this award.

OFFICE	ACTIVITY	APPROPRIATION TO BE CHARGED
--------	----------	-----------------------------

DATE	SIGNATURE AND TITLE
------	---------------------

6. PAYROLL OFFICE

SCHEDULE NUMBER	DATE OF SCHEDULE	PAY PERIOD
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DEPT. OF THE TREASURY

RECOMMENDATION FOR PERFORMANCE RECOGNITION

1. TYPE OF RECOMMENDATION (Check)

SPECIAL ACHIEVEMENT

☐ SUSTAINED SUPERIOR PERFORMANCE☐ SPECIAL ACT OR SERVICE

OTHER RECOGNITION

☐ OUTSTANDING PERFORMANCE RATING☐ QUALITY PAY INCREASE☐ (Specify) _____

RECOMMENDATION FOR (Check one)

☐ GROUP☐ INDIVIDUAL

COVERS PERIOD

FROM _____ TO _____

BUREAU

ORGANIZATIONAL UNIT

OFFICE ADDRESS (Street, City, State, ZIP Code)

NAME AND TITLE OF EMPLOYEES	SOC. SEC. NO.	GRADE	SAVINGS	AWARD
			\$	\$

(If more space is needed, continue on separate sheet)

2. JUSTIFICATION OF RECOMMENDATION

a. Summarize Job Requirements and Standards

b. Describe How Performance Exceeds Requirements

(Continue on Reverse)

GUIDE FOR RECOMMENDING PERFORMANCE AWARDS

- I. GENERAL. In recommending performance awards (quality increases and cash awards for performance exceeding job requirements), you must identify the following on Form TD 64-51.2:

- A. The major job requirements and standards (Section 2a of TD 64-51.2).

How the normal performance requirements were actually exceeded - Adjectives and superlatives will not accomplish this (Section 2b of TD 64-51.2). Explicit examples of how the employee's performance exceeded the standards for the position and which contain specific details and relevant statistics (when applicable) should be cited.

II. SOME CONSIDERATIONS IN RECOMMENDING AWARDS.

- A. Actual performance must be above the level normally expected. It is not enough that productive effort is maintained consistently.
- B. Describe precisely how performance exceeds requirements. Adjectives and superlatives don't really describe what is being done.
- C. The fact that an employee puts in extra hours does not in itself make high quality performance.
- D. High quality performance on a special assignment or a non-recurring situation does not warrant a quality increase. It may, however, warrant a commendation or a cash award.
- E. Quality increases and performance cash awards must be based on the employee's performance and on the basis of the position's normal requirements. The limitations on maximum grades in a given series are obviously a consideration in the granting of quality increases. However, the fact that the classification standards won't permit a higher grade for a particular position should not be controlling in the deliberations of recommending and approving officials.

III. TASK EXAMPLES.

- A. Good. The sample below illustrates how one major task of a secretarial position was handled in a well documented recommendation for a quality increase.

Major Task. Receives personal and telephone callers. Answers questions or refers them to her supervisor. (Requires giving callers accurate and complete information).

How Performance Exceeds Requirements. Mrs. _____ has learned the functions of her office so well rarely does she need to refer general inquiries to her supervisor. Officials throughout the agency have come to rely on her as "the source of information" on processes and procedural matters related to the functions of the office. It is not unusual for her to advise callers in depth on such matters. The information given has always been accurate.

- B. Poor. A common failing in the presentation of documentary evidence of high quality performance is the use of adjectives and superlatives as illustrated below. The "How Performance Exceeds Requirements" paragraph in the example in "A" above would be inadequate if it read as follows:

How Performance Exceeds Requirements. Mrs. _____ has consistently demonstrated outstanding interest in her work. By her own interest and independent study she has equipped herself in a superior manner to handle her responsibilities. Her ability to do excellent work has expedited the work of the office.

- IV. EXAMPLE OF COMPLETED TD 64-51.2. For reference, a completed TD 64-51.2 is illustrated on pages 3 and 4 of this guide. This is a sample only. Each recommendation must be based upon the specific job requirements and the specific performance of the employee recommended.

RECOMMENDATION FOR PERFORMANCE RECOGNITION SAMPLE ONLY

1. TYPE OF RECOMMENDATION (Check)

SPECIAL ACHIEVEMENT

☐ SUSTAINED SUPERIOR PERFORMANCE☐ SPECIAL ACT OR SERVICE

OTHER RECOGNITION

☐ OUTSTANDING PERFORMANCE RATING☒ QUALITY PAY INCREASE☐ (Specify) _____

RECOMMENDATION FOR (Check one)

☐ GROUP☒ INDIVIDUAL

COVERS PERIOD

FROM November, 1976 TO December, 1977

BUREAU

U. S. Secret Service

ORGANIZATIONAL UNIT

Office of Investigations, Forgery Division

OFFICE ADDRESS (Street, City, State, ZIP Code)

Washington, D. C. 20223

NAME AND TITLE OF EMPLOYEES

SOC. SEC. NO.

GRADE

SAVINGS

AWARD

Ms. Lee Curtis, Secretary

296-23-8688

GS-6/3

\$ N/A

\$ Quality
Pay Incr.

(If more space is needed, continue on separate sheet)

2. JUSTIFICATION OF RECOMMENDATION

a. Summarize Job Requirements and Standards

1. Receives personal and telephone callers. Answers questions or refers them to her supervisor (Requires giving accurate and complete information to callers and supervisor).
2. Makes commitments and maintains supervisor's calendar of appointments (Requires good judgment and good communication with supervisor).
3. Receives incoming mail. Prepares replies, developing or securing data or material requested. If attention of supervisor is required, attaches pertinent material (Requires careful review of incoming mail and accurate preparation of replies; prompt notification of supervisor on matters requiring his attention).
4. Makes administrative arrangements for intra-bureau conferences (Requires attention to all details: reference material, physical arrangements, travel, hotel reservations, etc.).

b. Describe How Performance Exceeds Requirements

1. Ms. Curtis has learned the functions of the office so well rarely does she need to refer general inquiries to her supervisor. Officials throughout the Secret Service have come to rely on her as "the source of information" on matters related to the functions of the division. The information given has always been accurate.

(Continue on Reverse)

Guide for Recommending Performance Awards

2.b. Performance (Continued)

2. She has shown a faculty for scheduling her supervisor's time so that he has been able to meet commitments without sacrifice to regular workload and deadlines. When the "press" of his work load requires, she has been able to graciously relieve him of a commitment until an opportune time.
3. Her complete knowledge of the office activity permits her to give all incoming mail prompt attention. Rarely, if ever, is her supervisor required to advise her on replies.
4. Conferences involving large and diversified groups are held frequently during the year. She has always been prepared with material, space, and other arrangements. At the conclusion of each conference she has been commended on the effectiveness of arrangements and her ability to meet all situations including emergencies relating to travel and hotel reservations.

Ms. Curtis has never received a quality increase. She received a cash award for sustained superior performance in July, 1971.

I am fully confident that Ms. Curtis' high quality performance will continue.

(If more space is needed, continue on separate sheet)

DATE 12-16-77	SIGNATURE AND TITLE OF INITIATING OFFICIAL /s/	SAIC, Forgery Division
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3. REVIEWS — If there is disagreement with the recommendation, attach separate statements explaining in full. Indicate agreement by endorsement.

SIGNATURE AND TITLE OF REVIEWING OFFICERS	RECOMMENDATION (ENTER DATE)		AWARD RECOMMENDED
	APPROVE	DISAPPROVE	
/s/ Personnel Division			\$
/s/ AD - Investigations			

SIGNATURE AND TITLE OF APPROVING OFFICIAL /s/ Deputy Director	DATE	ACTION <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	AMT. OF AWARD \$
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4. AUTHORIZATION OF PAYMENT OF AWARD — A cash award is approved under the regulations of the Incentive Awards Program. This is not an authority to exceed an appropriation, allotment, suballotment, apportionment or reapportionment. Check delivery instructions are below.

AMT. OF AWARD \$	DATE	SIGNATURE AND TITLE /s/ AD - Administration
---------------------	------	--

DELIVER CHECK TO:

5. FISCAL OFFICE — Funds are available and obligated to pay this award.

OFFICE	ACTIVITY	APPROPRIATION TO BE CHARGED
DATE	SIGNATURE AND TITLE /s/ Chief, Financial Management Division	

6. PAYROLL OFFICE

SCHEDULE NUMBER	DATE OF SCHEDULE	PAY PERIOD
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RECOMMENDATION FOR PERFORMANCE RECOGNITION SAMPLE ONLY

1. TYPE OF RECOMMENDATION (Check)

SPECIAL ACHIEVEMENT

☒ SUSTAINED SUPERIOR PERFORMANCE

☐ SPECIAL ACT OR SERVICE

OTHER RECOGNITION

☐ OUTSTANDING PERFORMANCE RATING

☐ QUALITY PAY INCREASE

☐ (Specify) _____

RECOMMENDATION FOR (Check one)

☐ GROUP

☒ INDIVIDUAL

COVERS PERIOD

FROM January 1, 1977 TO January 1, 1978

BUREAU ORGANIZATIONAL UNIT
U. S. Secret Service Office of Investigations, Washington Field Office

OFFICE ADDRESS (Street, City, State, ZIP Code)
1900 Pennsylvania Avenue, N. W., Washington, D. C. 20226

NAME AND TITLE OF EMPLOYEES	SOC. SEC. NO.	GRADE	SAVINGS	AWARD
Mr. Chris Taylor, Special Agent	007-07-0007	GS-12/2	\$ N/A	\$ 250.00

(If more space is needed, continue on separate sheet)

2. JUSTIFICATION OF RECOMMENDATION

a. Summarize Job Requirements and Standards

1. Conducts complex investigations which include: (a) suppression of the manufacture and distribution of counterfeit currency, coins, etc., and (b) stolen and forged and fraudulently negotiated obligations such as U. S. Treasury checks and savings bonds.
2. Prepares complete and accurate reports concerning investigations including case reports presented to the U. S. Attorney for prosecution purposes.
3. Protects the President and his family, the Vice President and other protectees as provided by statute.
4. Participates in protective surveys with responsibility for intensive exploration of areas assigned.

b. Describe How Performance Exceeds Requirements

1. During that period of time, Agent Taylor closed 120 check cases with 89% closed cleared (office average is 75%). He made 30 arrests, all prosecuted and convicted (average arrests number 18).
2. Investigative reports prepared by Agent Taylor are always thorough and complete and submitted on a timely basis. The exemplary manner in which he has performed

(Continue on Reverse)

2.b. Performance (Continued)

investigations has been commended by the U. S. Attorney's office.

3. Agent Taylor has consistently performed at a level which exceeds the requirements of the position. This is particularly evident in the manner in which he handles protective assignments. On three separate details, Agent Taylor functioned as the site supervisor and did an excellent job. (This particular function is usually reserved for GS-13 agents.)
4. Detail leaders have consistently remarked on Agent Taylor's thoroughness and completeness in performing all advance work assignments. They further expressed a reliance on Agent Taylor's dependability and excellent judgment in handling difficult situations.

(If more space is needed, continue on separate sheet)

DATE 1-16-78	SIGNATURE AND TITLE OF INITIATING OFFICIAL /s/ SAIC, Washington Field Office
-----------------	---

3. REVIEWS — If there is disagreement with the recommendation, attach separate statements explaining in full. Indicate agreement by endorsement.

SIGNATURE AND TITLE OF REVIEWING OFFICERS	RECOMMENDATION (ENTER DATE)		AWARD RECOMMENDED
	APPROVE	DISAPPROVE	
/s/ Personnel Division			\$
/s/ AD - Investigations			

SIGNATURE AND TITLE OF APPROVING OFFICIAL /s/ Deputy Director	DATE	ACTION <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	AMT. OF AWARD \$
--	------	--	---------------------

4. AUTHORIZATION OF PAYMENT OF AWARD — A cash award is approved under the regulations of the Incentive Awards Program. This is not an authority to exceed an appropriation, allotment, suballotment, apportionment or reapportionment. Check delivery instructions are below.

AMT. OF AWARD \$	DATE	SIGNATURE AND TITLE /s/ AD - Administration
---------------------	------	--

DELIVER CHECK TO:

5. FISCAL OFFICE — Funds are available and obligated to pay this award.

OFFICE	ACTIVITY	APPROPRIATION TO BE CHARGED
DATE	SIGNATURE AND TITLE /s/ Chief, Financial Management Division	

6. PAYROLL OFFICE

SCHEDULE NUMBER	DATE OF SCHEDULE	PAY PERIOD
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TABLE I
AWARDS FOR TANGIBLE SAVINGS OR BENEFITS

For suggestions or other contributions that result in minimum dollar savings of \$250 for the first full year of operation following the contribution, a minimum award of \$25 will be granted, with increasing awards based on the following scale:

Tangible Benefits	Amount of Award
\$250* - \$1,000	10% of tangible benefits
\$1,001 - \$10,000	\$100 for the first \$1,000 in benefits plus \$5 for each additional \$100 or fraction thereof
\$10,001 - \$20,000	\$550 for the first \$10,000 in benefits plus \$5 for each additional \$200 or fraction thereof
\$20,001 - \$100,000	\$800 for the first \$20,000 in benefits plus \$5 for each additional \$1,000 or fraction thereof
\$100,001 or more	\$1,200 for the first \$100,000 in benefits plus \$5 for each additional \$5,000 or fraction thereof

Awards in excess of \$5,000 must be certified to the CSC for approval.

Appendix 4.7.6.2(B)

TABLE II
AWARDS FOR INTANGIBLE BENEFITS

A cash award may be made when an employee contribution does not lend itself to appraisal on the basis of monetary benefits, or results in combined tangible and intangible benefits. The amount of such a cash award shall be determined on the basis of its value or benefit to Government operations after full consideration of such factors as extent and scope of application, significance of the contribution, and importance of programs affected. The following scale will be used in determining cash awards for suggestions or other contributions having intangible benefits:

Value or Benefit	Limited	Extended	Broad	General
Moderate	\$25-\$50**	\$50-\$100**	\$100-\$200**	\$200-\$400**
Substantial	\$50-\$100	\$100-\$200	\$200-\$400	\$400-\$1000
High	\$100-\$200	\$200-\$400	\$400-\$1000	\$1000-\$2500
Exceptional	\$200-\$400	\$400-\$1000	\$1000-\$2500	\$2500-\$5000

See Page 2 of this appendix for notes and definitions

NOTES AND DEFINITIONS

*The minimum award for tangible benefits can be granted only when the benefits reach or exceed \$250. The minimum award for intangible benefits should require a comparably high standard. In determining cash awards for contributions with intangible results, the value to the Government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.

**Smaller cash awards than those shown above may be granted for certain moderate value contributions which have extended, broad, or general application. The \$25 minimum award or higher as considered appropriate may be granted at the discretion of the agency when the contribution barely meets the definition of moderate value, but nevertheless has extended, broad or general application.

The degrees of benefit and extent of application are defined below:

Moderate Value - Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value or 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 or 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.

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

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

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

Careful judgment must be exercised to assure that the criteria for determining eligibility for a cash award are neither too liberal nor too stringent, as either extreme could lead to a lack of employee confidence in the awards program.

DISTINGUISHING BETWEEN SUSTAINED SUPERIOR PERFORMANCE
AND QUALITY INCREASE RECOGNITION

Quality Increase (General Schedule employees). During the period of service being recognized:

- (a) All of the most important job elements must be performed in a manner substantially exceeding normal requirements; and
- (b) Performance of other job elements must exceed normal requirements.

Since a quality increase--

will indefinitely raise the employee's future salary, and

is comparatively more expensive in the long run*--

the employee's performance, in addition to meeting the criteria outlined in (a) and (b), above, must give promise of continuing at the same high level in the same position.

Special Achievement Award for Sustained Superior Performance. During the period of service being recognized:

- (a) One or more of the most important job elements must be performed in a manner substantially exceeding normal requirements; and
- (b) The employee's total performance must be of sufficient level to merit a regular within-grade increase.

Since a special achievement award for sustained superior performance--

is a one-time, lump-sum cash award*, and

is based solely on past performance--

the employee's level of future performance is not a major consideration.

*Based on a 1974 Civil Service Commission study, it is estimated that the average annual cost of a quality increase is \$418, and 71 percent of quality increases surveyed provided benefits for at least four years. The current average one-time cost of a lump-sum cash award is \$205.

Dept. of the Treasury

EMPLOYEE SUGGESTION

FOR OFFICIAL USE

DATE RECEIVED

SUGGESTION NO.



INSTRUCTIONS

- A. Complete and sign. It is suggested you retain a copy.
B. Include any sketches or pictures or other material that will clarify your suggestion.
C. You may submit the suggestion to your supervisor or awards representative.

1. NAME AND TITLE (PRINT OR TYPE)

GRADE

SOCIAL SECURITY NO.

BUREAU

ORGANIZATIONAL UNIT

OFFICE ADDRESS (STREET, CITY, STATE, ZIP CODE)

SUPERVISOR'S NAME AND TITLE

2. SUBJECT OF THE SUGGESTION

3. DESCRIBE PRESENT PROCEDURES OR CONDITIONS

4. EXPLAIN YOUR SUGGESTION (HOW IT WILL WORK, WHAT IT WILL DO AND WHERE IT CAN BE USED)

(If more space is needed, continue on separate sheet)

5. STATE BENEFITS TO GOVERNMENT (SHOW SAVINGS WHERE POSSIBLE)

ESTIMATED ANNUAL SAVINGS

SALARIES

\$

SUPPLIES

EQUIPMENT

TOTAL

\$

Any cash award resulting from this suggestion is in addition to your regular pay and no further claim can be made against the Government in accordance with 5 USC 4502 (c).

PRIVACY ACT NOTICE

AUTHORITY: Chapter 45 of Title 5 U.S. Code is the legal basis for the Incentive Awards Program. Treasury Personnel Manual Chapter 451 requires the use of this form. PURPOSE AND USES: To provide employees with a format for making suggestions. To provide evaluators and reviewers with a format for evaluating and reviewing suggestions, recommending awards, approving or disapproving, authorizing payment, obligating funds and making payment. EFFECTS OF NONDISCLOSURE: Supplying the personal information in voluntary, however, failure to furnish the information will result in no way for the payroll office to make payment of a cash award for an approved suggestion.

DATE

SUGGESTER'S SIGNATURE

ACTION ON SUGGESTION

1. INITIAL EVALUATION OF SUGGESTION – Include results expected and show savings where possible.

ESTIMATED ANNUAL SAVINGS	
SALARIES	\$
SUPPLIES	
EQUIPMENT	
TOTAL	\$

(If more space is needed, continue on separate sheet)

AWARD RECOMMENDED \$	DATE	EVALUATOR'S SIGNATURE AND TITLE
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2. REVIEWS – If there is disagreement with the suggestion, the evaluation or the benefits expected, attach separate statements explaining in full. Indicate agreement with prior statements by endorsement.

SIGNATURE AND TITLE OF REVIEWING OFFICERS	RECOMMENDATION (ENTER DATE)		AWARD REC- OMMENDED	ESTIMATED ANNUAL SAVINGS
	APPROVE	DISAPP.		
			\$	\$
SIGNATURE AND TITLE OF APPROVING OFFICIAL	ACTION <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPP.		AMT. OF AWARD \$	DATE

3. AUTHORIZATION OF PAYMENT OF AWARD – A cash award is approved under the regulations of the Incentive Awards Program. This is not an authority to exceed an appropriation, allotment, suballotment, apportionment or reappropriation. Check delivery instructions are below.

AMT. OF AWARD \$	DATE	SIGNATURE AND TITLE
---------------------	------	---------------------

DELIVER CHECK TO:

4. FISCAL OFFICE – Funds are available and obligated to pay this award.

OFFICE	ACTIVITY	APPROPRIATION TO BE CHARGED
DATE	SIGNATURE AND TITLE	

5. PAYROLL OFFICE

SCHEDULE NUMBER	DATE OF SCHEDULE	PAY PERIOD
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THE WHITE HOUSE
WASHINGTON

1) What are range of awards given?

→ x for y

→ 2 for a, etc -

by DOT + SS.

2) History:-

to

- S.J. More incident

- others for S.F.?

→

3) Local awards

4) Nature of presentation for any of
the above...

Larry
Nov 25, 1975
Sept 5.

Clinton Hill

rec'd award - exceptional service
from Sec. Dillon (T.D.)
at Treasury Bldg.
LBJ not present.

R. Youngblood

rec'd exceptional service award
from Sec. Dillon
in WH garden
LBJ present.

L. Booden dorf.

honorary award

Public
affairs -
(re Meyerowitz
initiate)

SS. valor award
from Director S.S.
in Director's office

Pres. M

William Simon

- also rec'd
meritorious award by
Sec. Treasury Feb. 76
in Treasury Bldg.
Pres. not here for
presentation.

REDACTED

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