

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**PERSONNEL**

**INCENTIVE AWARDS**

**FDA LOCAL INCENTIVE AWARDS OFFICERS**

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**1. PURPOSE**

This Guide sets forth the role of the local FDA incentive awards officers.

**2. REFERENCES**

- A. Staff Manual Guide FDA 3113.7, Quality Increases.
- B. Staff Manual Guide FDA 3113.8, Cash Awards for Sustained Superior Performance and Special Acts or Services.
- C. Staff Manual Guide FDA 3113.3, FDA Award of Merit.
- D. Staff Manual Guide FDA 3113.4, FDA Commendable Service Award.
- E. Staff Manual Guide FDA 3113.5, Commissioner's Special Citation.
- F. Staff Manual Guide FDA 3113.6, FDA Equal Opportunity Achievement Award.

**3. BACKGROUND**

In 1971 local incentive awards officers were designated because of the then recent redelegations of authority for approval of quality increases, and the then pending redelegation of authority for approval of cash awards. A local incentive awards officer was named by the Associate Commissioner for Administration to serve the entire Office of the Commissioner with the exception of EDRO. Local incentive awards officers were also named by Bureau Directors, the Executive Director of Regional Operations, the Director,

National Center for Toxicological Research, and the Deputy Regional Food and Drug Directors. A listing of the current incentive awards officers may be obtained from the Division of Personnel Management.

#### **4. RESPONSIBILITIES**

**A. Quality Increases.** Local incentive awards officers promptly review quality increase recommendations to insure adherence to standards and consistent and effective use of the quality increase authority within their respective organizations. Incentive awards officers sign FD Form 1607, "Recommendation for Quality Increase," indicating that the recommendation meets the requirements or they make suggestions to improve the recommendation. They also advise recommending and approving officials and keep the organization head informed of the status of the program within their organization.

**B. Cash Awards.** Local incentive awards officers promptly review cash award recommendations to insure consistent and effective use of the cash award approval authority throughout their respective organizations. They sign HEW Form 171, "Recommendation for Cash Award," indicating that the recommendation meets the requirements, or they make suggestions to improve the recommendation. They advise recommending and approving officials and keep the organization head informed of the status of the program within their organization. Incentive awards officers keep accurate records (on a fiscal year basis) for inclusion in the annual report prepared by the Division of Personnel Management.

**C. FDA Honor Awards.** Local incentive awards officers promptly review FDA honor award recommendations for format and content. They advise recommending officials on these awards.