

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

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1. Purpose
2. Coverage
3. Policy
4. Types of Awards and References

1. PURPOSE

This Guide sets forth general information on incentive awards and provides references to specific information.

2. COVERAGE

All employees are eligible for some form of incentive award and in certain cases nonemployees are eligible.

3. POLICY

An inherent part of the management function is the careful and regular appraisal of employees' work. The policy of the Food and Drug Administration is to use incentive awards as an important means of recognizing employees who, by their outstanding achievements, superior performance, adopted suggestions, special acts or services, or other personal efforts, contribute to improving FDA, PHS, HEW, and/or Government operations. Effective use of incentive awards to recognize employees involves the application of the following principles:

1. Awards should be made on a timely basis, i.e., as soon as possible following notable work accomplishment or special acts.
2. Awards should be made judiciously, i.e., each recognition action should be based on a careful evaluation of the employee's accomplishments to insure that the work merits special recognition.

3. Awards should be made in the appropriate form, i.e., a cash award, an honor award, or both, and should be commensurate with the value and importance of the accomplishment.

4. TYPES OF AWARDS AND REFERENCES

A. Monetary Recognition. Receiving a cash award does not preclude granting an honor award for the same achievement and vice versa.

1. **Cash Awards Based on Deeds or Performance.** All civilian employees are eligible to receive a cash award for sustained superior performance (at least 3 months in one or more major job function, and satisfactory in all other job functions). References include SMG FDA 3113.8 and SMG FDA 1431.11.
2. **Cash Awards Based on Special Acts or Service.** All civilian employees are eligible to receive a cash award for a special act or service (a single action or series of actions performed either within or outside normal duties, such as a project of a "one-time" nature; an act of heroism; etc;). References include SMG FDA 1431.11 and SMG FDA 3113.8.
3. **Cash Awards for Adopted Suggestions.** All employees appointed to full-time or part-time positions (except special Government employees) may receive cash awards for their adopted suggestions. References include SMG FDA 2430.4 and SMG FDA 1415.4.
4. **Quality Step Increases.** All general schedule employees are eligible to receive a quality increase in recognition of performance of the most important job elements which substantially exceeds normal requirements and performance of other job elements which exceeds normal requirements (for at least 3 months in same position and grade level). References include SMG FDA 3113.7 and SMG FDA 1431.3.

B. Food and Drug Administration Honor Awards.

1. **FDA Award of Merit.** Highest FDA honor award. Civilian FDA employees, or groups of employees, past or present, (except special Government employees) are eligible. In addition, staff of the Assistant General Counsel, Food and Drug Division, are eligible. It is granted for achievements and/or accomplishments which deserve the highest Agency recognition. All FDA employees and employees of the staff of the Assistant General Counsel, FDA Division, may make nominations. For complete details see SMG FDA 3113.3.

2. **FDA Commendable Service Award.** Second level FDA honor award. Civilian FDA employees, or groups of employees, past or present (except special Government employees) are eligible. In addition, staff of the Assistant General Counsel, FDA Division are eligible. It is granted for achievement/contributions which are worthy of high level recognition, but that do not warrant the highest Agency honor. All FDA employees and employees of the staff of the Assistant General Counsel, FDA Division may make nominations. For complete details see SMG FDA 3113.4.
3. **FDA Equal Opportunity Achievement Award.** Civilian FDA employees, or groups of employees, past or present, (except special Government employees) are eligible. It is granted in recognition of unusually effective results in equal opportunity. All FDA employees may make nominations. For complete details see SMG FDA 3113.6.
4. **Commissioner's Special Citation.** This is the Commissioner's award and it will be granted at his discretion to anyone for any achievement or contribution he deems appropriate. Only FDA Policy Board members may submit nominations. Any employee, however, may make a recommendation to a Policy Board member. For complete details see SMG FDA 3113.5.

C. Other Honor Awards. There are a number of other honor awards for which nominations can be submitted. These include:

1. HEW honor awards. (Reference HEW Supplement to FPM 451)
2. PHS honor awards. (Reference PHS Supplement to FPM 451)
3. PHS Commissioned Corps awards. (Reference PHS Commissioned Corps Manual Chapter 27 and SMG FDA 3113.10)
4. Awards sponsored by other segments of the Government. (Reference FPM 451)
5. Non-Government awards. (Reference FPM 451)

In addition to the references listed above, the Division of Personnel Management periodically publishes a Calendar of Awards which gives basic descriptions and eligibility requirements for all awards. Headquarters and Headquarters field activities employees may contact their local incentive awards officer or the FDA Awards Coordinator for more information. FDA field employees should contact their local incentive awards officer or their HEW Regional Awards Coordinator.

- D. Career Service Recognition.** Career service emblems and certificates are presented by all Government agencies in recognition of completion of predetermined lengths of service. Length of service is arrived at by using the service computation date. Servicing personnel offices will identify those persons who are eligible for this recognition and will provide career service certificates and emblems to management officials for an appropriate presentation. Career service recognition is usually presented in the spring for the service period completed during the previous year ending December 31.
- E. Other Recognition.** When an employee's contribution does not meet the standards for a cash and/or honor award, but is deserving of formal recognition, a letter of appreciation or commendation may be issued in a form considered appropriate by the management official.