

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

FDA GROUP RECOGNITION AWARD

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1. PURPOSE AND NATURE OF AWARD

This Guide contains Agency policy and procedures for the FDA Group Recognition Award. This award is an honorary award presented to groups of individuals and consists of a certificate signed by the Commissioner of Food and Drugs which is issued to each group member. Each awardee also receives a personal letter or memorandum from the Commissioner.

2. REFERENCES

- A. Federal Personnel Manual, Chapter 451, Incentive Awards.
- B. HHS Instruction 451-1, Incentive Awards.
- C. DHHS/PHS-CC Personnel Instruction, Chapter CC-27, Recognition and Awards.

- D. Staff Manual Guide FDA 3113.1, Incentive Awards.
- E. Staff Manual Guide FDA 3113.2, FDA Local Incentive Awards Officers.
- F. Staff Manual Guide FDA 3113.3, FDA Award of Merit.
- G. Staff Manual Guide FDA 3113.4, FDA Commendable Service Award.
- H. Staff Manual Guide FDA 3113.5, FDA Commissioner's Special Citation.
- I. Staff Manual Guide FDA 3113.10, Commissioned Officers' Recognition Program.
- J. Staff Manual Guide FDA 1431.11, Authority for Incentive Awards Based on Deeds, Performance, or Length of Service.
- K. Staff Manual Guide FDA 3113.14, Formats for FDA Honor Awards Nominations.

3. BACKGROUND AND OBJECTIVES

The FDA Group Recognition Award was established in 1987 by the FDA Commissioner and Policy Board based upon recommendation from the FDA Awards Subcommittee. The Award was developed to recognize groups comprised generally of ten (10) or more individuals for achievements that warrant honorary recognition by the Agency.

4. POLICY

The FDA Group Recognition Award is the Agency's award for recognition of most groups comprised generally of ten (10) or more individuals. In addition, if a nomination is submitted for the FDA Award of Merit, FDA Commendable Service Award, or FDA Commissioner's Special Citation for a group comprised of ten (10) or more individuals, it will automatically be considered for the FDA Group Recognition Award. Exceptions to the automatic consideration for the FDA Group Recognition Award may be made by consensus of the Awards Subcommittee.

When Commissioned Officers are part of a group that is nominated for the FDA Group Recognition Award, a separate PHS nominating form for either the PHS Outstanding Unit Citation or PHS Unit Commendation, as appropriate, for each Officer must be attached to the Group Recognition Award nomination. (See SMG 3113.10 for the format prescribed by the Division of Commissioned Personnel.)

5. ELIGIBILITY

All civil service employees (both in and out of FDA), PHS Commissioned Corps Officers, and non-Government employees and representatives, are eligible to receive the FDA Group Recognition Award. (See above for Commissioned Officer eligibility.) Only groups are eligible for this award.

6. CRITERIA

The criteria for this award are as follows:

- A. Exceptional outstanding leadership that contributed to the successful accomplishment of FDA's mission or the redirection of FDA objectives; or
- B. Exceptional performance which brought tribute to FDA, the Public Health Service, the Department, or the Federal Government; or
- C. Significant and exceptional performance of a single, one-time achievement or service benefiting the public or resulting in major advances in an FDA program; or
- D. Sustained superior performance of duties that sets an unusual record of achievement warranting special recognition; or
- E. Superior performance of a special act or service in the public interest, related to employment, which far exceeds normal position requirements.

7. PREPARATION AND REVIEW OF NOMINATIONS

- A. Who May Nominate. All FDA employees may nominate co-workers, subordinates, supervisors, or managers for the FDA Group Recognition Award. Staff of the Office of the General Counsel, Food and Drug Division, may also make nominations. Self nominations will not be accepted.
- B. Nomination Format. Nominations are to be prepared in the format specified in Staff Manual Gift FDA 3113.14 and transmitted by individual memorandum (also specified in Staff Manual Gift FDA 3113.14) to the FDA Awards Coordinator, Division of Human Resources Management, HFA-410.
- C. Performance Appraisal. Each group member's current performance appraisal summary rating of record must be annotated on the nomination. Copies of appraisals need not be provided.
- D. Review of Nominations.

1. Nominations of Headquarters and Headquarters Field Activity Employees. Nominations are to go through the nominees supervisory channels up to and including, as appropriate, the respective Associate Commissioner; OC Office Director; or Center Director for signature on the transmittal memorandum acknowledging the nomination and indicating endorsement, nonendorsement, and/or comment, if appropriate.
2. Nominations of Field Employees. Nominations of Field employees must go through the appropriate District and/or Regional Food and Drug Director before they are forwarded through the Director, Office of Regulatory Resource Management, and the Associate Commissioner for Regulatory Affairs.
3. Nominations of Employees from Other than Nominating Organization. If an organization nominates an employee of another FDA organization (outside of the nominating organization), the nomination must be routed through the nominee's employing organization for endorsement/nonendorsement prior to submission to the FDA Awards Coordinator.

It should also be understood by the nominating organization that travel expenses for awardees who travel to the awards ceremony from outside the Washington, D.C., Metropolitan area are borne by the nominating organization.

8. ENDORSEMENT AND NONENDORSEMENT OF NOMINATIONS

- A. Endorsed Nominations. All nominations endorsed at the Center Director/Associate Commissioner/OC Office Director level are to be forwarded to the FDA Awards Coordinator.
- B. Nonendorsed Nominations. It is the policy of the FDA Awards program that all award nominations will be reviewed by every organizational level through the nominee's Center Director/Associate Commissioner/OC Office Director. It is further the policy that all award nominations will be annotated to reflect endorsement or nonendorsement at all supervisory levels. If a nomination is not endorsed at any level, the nomination, regardless of the organizational level where the initial nonendorsement took place, will proceed through all remaining levels to the Center Director/Associate Commissioner/OC Office Director for final determination about endorsement.

If a nomination is not endorsed at the Center Director/Associate Commissioner/OC Office Director level, it will generally be considered

disapproved and will not be forwarded to the Awards Subcommittee for review and approval determination.

- C. Review of Nominations by Local Incentive Awards Officers. Prior to submission to the Division of Human Resources Management, all nominations must be submitted to the nominating organization's Local Incentive Awards Officer for review of format, content and technical sufficiency.

9. SUBMISSION AND PRIORITIZATION OF NOMINATIONS

As mentioned above, each nomination must be transmitted separately under cover of a memorandum. In addition, when more than one nomination for the FDA Group Recognition Award is submitted from one organizational unit, the organization will be required to rank them in priority order. The nomination with the highest priority to the nominating organization will be ranked #1, the next priority #2, etc.

10. DUE DATE FOR SUBMISSION OF AWARD NOMINATIONS

Properly prepared and routed nominations for the FPA Group Recognition Award are due to the FDA Awards Coordinator, Division of Human Resources Management, HFA-410, no later than January 2 of each year for presentation, if approved, at the next Annual FDA Honor Awards Ceremony.

11. REVIEW AND APPROVAL/DISAPPROVAL OF NOMINATIONS

The FDA Awards Subcommittee reviews nominations for the FDA Group Recognition Award and presents recommendations to the Policy Board and the Commissioner for final decision. However, if the Subcommittee is in unanimous agreement on their recommendations, they may send their recommendations directly to the Commissioner.

12. NOTIFICATION ABOUT AND PRESENTATION OF AWARDS

The Division of Human Resources Management will notify Associate Commissioners/Center Directors/OC Office Directors/and appropriate Incentive Awards Officers of the approval or disapproval of award nominations. Those awards which are approved will normally be presented by the Commissioner to a designated member of the group at the Agency's Annual Honor Awards Ceremony which will usually be held in the Spring in the Washington D.C., Metropolitan area.

The nominating organization (Center/Associate Commissioner/OC Office level) will be responsible for preparation and distribution of FDA Group Recognition Awards letters/memorandums and certificates to awardees

following approval of the nomination by the Commissioner or Policy Board, as appropriate. Proofreading of letters/memorandums and certificates to ensure accuracy of names, major advanced degrees, etc., will be the responsibility of the nominating organization. The FDA Awards Office will coordinate and assist with the preparation by providing certificates, citations, etc., to preparing organizations.