

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

FDA COMMISSIONER'S SPECIAL CITATION

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1. PURPOSE AND NATURE OF AWARD

This Guide contains Agency policy and procedure concerning recognition granted by bestowal of the FDA Commissioner's Special Citation. The Commissioner's Special Citation is honorary in character and consists of a paperweight and a certificate. Group recipients of the Commissioner's Special Citation will receive a group certificate.

2. ELIGIBILITY

Anyone is eligible to receive the Commissioner's Special Citation.

3. CRITERIA

To insure the Commissioner the intended flexibility, no criteria is established for this award. It will be granted at the Commissioner's discretion for contributions and accomplishments which he deems appropriate.

4. RESPONSIBILITIES, PROCEDURES, AND PRESENTATION

Recommendations for the Commissioner's Special Citation may be made **only** by Policy Board members; however, anyone in the Agency may bring the name of a deserving individual or group to the attention of a Policy Board member for consideration for nomination. Members of the Policy Board should direct recommendations to the FDA Awards Coordinator, Division of Personnel Management, HFA-400, for referral to the Commissioner. The recommendation should be in memorandum form and should include: complete identification of the nominee(s), complete address of the nominee, a

brief description of the contribution or achievement and a proposed citation of twenty-five (25) words or less. Recommendations may be made at any time during the year and will be presented at the Commissioner's convenience. When appropriate, presentations will be made at the Agency's Annual Honor Awards Ceremony which is usually held in the spring in the Washington, D.C., metropolitan area.