

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	4451.6	9/24/93
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NON-MONETARY AWARD RECOGNITION

I. PURPOSE

This directive provides policy and guidelines for non-monetary award recognition within the Incentive Awards Program. Non-monetary items granted as awards may be effective in motivating employees to improve performance by recognizing their achievements.

II. CANCELLATION

This directive cancels Part Four, Paragraphs I. and II. of FSIS Directive 4451.1, dated 11/8/78. FSIS Directive 4451.1 will be reissued to remove provisions on non-monetary awards.

III. REASON FOR ISSUANCE

This directive defines:

- A. Procedures for granting non-monetary awards.
- B. Delegations of authority to approve non-monetary award programs and awards.
- C. Non-monetary award items.

IV. REFERENCES

FSIS Directive 1020.1, Delegation of Personnel Authority
FSIS Directive 4430.2, Monetary Awards Based on the Performance
Rating of Record
FSIS Directive 4451.1, Incentive Awards Program

DISTRIBUTION:
ALL OFFICES

OPI:
PD- Program Evaluation and Safety Branch

V. ABBREVIATIONS

The following will appear in their shortened form in this directive:

ASD	Administrative Services Division
IO	Inspection Operations
PD	Personnel Division
PESB	Program Evaluation and Safety Branch, PD

VI. POLICY

It is FSIS policy to:

- A. Recognize employees with non-monetary awards for contributions which are above and beyond normal job requirements but do not meet the requirements for cash awards.
- B. Ensure that consideration for awards is:
 - 1. Made without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disability or age.
 - 2. Not based on personal favoritism or patronage.

VII. ELIGIBILITY

- A. **Employees** may receive non-monetary awards for superior accomplishment.
- B. **Private citizens or organizations** may receive non-monetary awards for voluntary contributions that benefit the Agency or public service

VIII. TYPES OF NON-MONETARY AWARDS

The award item can be a certificate, citation, medal, plaque, badge, or other item that has an **award or honor** connotation. The **type of award reflects** the **significance** of the contribution and should be meaningful to the organization and the recipient.

- A. **Distinction between "Gifts" and Non-monetary Award Items.**
Non-monetary award items are nominal in value. The primary value of items should be as forms of recognition and not as objects with monetary value. Items having intrinsic or monetary value (such as TV's, radios, cameras and similar items) are classified as merchandise or gift items and should not be used as non-monetary awards.

B. Requirements for Non-monetary Award Items. Award items should:

1. Be of nominal value, and cost no more than a framed certificate, engraved plaque, or other item of honorary value.
2. Bear the USDA seal or other Departmental or Agency identification, and be suitable to wear, display, or use in a work environment.
3. Reflect, where possible, an appropriate message or citation to identify the employee's contribution

C. Suitable Non-monetary Awards.

1. **Letters of Appreciation or Commendation** are cost-effective forms of recognition and may be issued at any time at any level in an organization. (NOTE: Letters or memorandums expressing admiration, approval, or gratitude for an employee's normal performance of duty are not filed in the Official Personnel Folder or Employee Performance Folder.)
2. **Certificates of Appreciation or Commendation** may be granted to eligible employees and shall be signed by individuals with delegated award authority (see Subparagraphs X. A. and B.). The certificate may be enhanced by hand-lettering or computer graphics, or by mounting in a frame or on a plaque.
3. **Mementos and tokens** may be used to recognize employees for their achievements. Appropriate items include engraved paperweights, plaques, medals, coffee mugs, emblems, desk sets, and key chains. (NOTE: For guidance on the suitability of other items, contact PESB.)

IX. **GRANTING AND PRESENTING NON-MONETARY AWARDS**

A. **Recognition of Contribution.** A non-monetary award may be granted only to recognize an achievement related to official employment or public service.

B. **Non-monetary Award In Lieu of Cash Award.** A non-monetary award shall not be granted in lieu of a cash award if all requirements for a cash award are met, except when budgetary constraints preclude the payment of a cash award.

C. **Presentation of Award.** A non-monetary award:

1. Should be personally presented to the employee in an appropriate ceremony that reflects the importance of the contribution or achievement being recognized.

2. May be presented alone.

3. May accompany a cash award and be presented with a Certificate of Merit to enhance the honorary recognition.

D. **Frequency of Recognition.** Employees may receive non-monetary awards as frequently as their contributions are considered worthy of recognition.

X. **RESPONSIBILITIES**

A. **Delegations of Authority.** The following officials have authority to approve award programs and awards:

- Administrator
- Deputy Administrators
- Director, Information and Legislative Affairs Staff
- Director, Policy Evaluation and Planning Staff
- Associate Deputy Administrator, IO
- Assistant Deputy Administrator, Inspection Management Program, IO
- Assistant Deputy Administrator, Regional Operations, IO
- Regional Directors, IO
- Associate Deputy Administrator, Regulatory Programs

B. **Redelegation of Authority.** Officials with delegated award authority may redelegate the authority to approve non-monetary awards, in writing, to individuals under their supervision. Officials shall forward a copy of redelegations to PESB.

C. **Approval Process.** When granting non-monetary awards, supervisors and managers shall:

1. Obtain approval from a program or staff official with delegated award authority. (**EXCEPTION:** Letters of Appreciation and Commendation.?)
2. Obtain non-monetary award items through existing procurement procedures and authorities Some award items may be stocked and available for immediate requisition from ASD supply rooms.
3. Submit procurement requests for specialized award items to ASD procurement offices in:
 - a. **Washington, DC**, for headquarters personnel.
 - b. **Minneapolis, MN**, for field personnel.

D. **Equity Considerations.** When granting non-monetary awards, supervisors and managers should:

1. Ensure that awards are granted fairly and equitably. Non-monetary awards should not be granted too liberally or too stringently. Either extreme could undermine confidence in the Incentive Awards Program and adversely impact employee morale.
2. Exercise careful judgment in selecting an appropriate award item. Questions about the appropriateness of an item should be directed to PESB.

E. **Documentation and Reporting Requirements.** Each program or staff with delegated award authority shall:

1. **Maintain** adequate records. Documentation should include, at a minimum, the name, position, and grade of the recipient; the date and type of award granted (Examples: certificate, plaque, mug); and the nature of the employee's contribution. Records should be retained for 3 years.
2. **Report** the number and types of non-monetary awards granted during the fiscal year, when requested by the Director, PD.
3. **Exclude** Letters of Appreciation and Commendation from the documentation and reporting requirements.

XI. **APPEALS**

Non-receipt of a non-monetary award may not be appealed.

A handwritten signature in black ink that reads "Joseph A. Powers". The signature is written in a cursive style with a large initial "J" and a distinct "A" and "P".

Assistant Deputy Administrator
Administrative Management