

ORDER

FS 3450.1A

FLIGHT STANDARDS RECOGNITION SYSTEM



March 10, 2004

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

RECORD OF CHANGES

DIRECTIVE NO.

FS 3450.1A

[illegible]

FOREWORD

In November 1991, the Flight Standards Service Quality Management Council chartered a quality action team to design and implement an honorary recognition process for the Flight Standards organization. The team developed the prototype guide for the National Flight Standards Recognition System and the process was put in place.

It is important that all Flight Standards Service employees know that this awards system is ours. It is totally employee managed. Each year, regional coordinators meet to discuss the employee recommendations and determine program direction. This document was developed based on the results of those meetings.

All employees at all levels in the organization may participate. It is dynamic and unique. Nominations can be submitted at any time. There is no annual call for nominations and there are no nominating committees.

Flight Standards employees excel at doing their jobs. I encourage everyone to take advantage of this opportunity to honor the achievements of our coworkers.

/s/ John M. Allen for
James J. Ballough
Director, Flight Standards Service

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(EXCERPTS)**

CHAPTER 1. GENERAL

1. PURPOSE. This order establishes the Flight Standards Recognition System and provides guidelines and procedures for implementation and administration.

2. DISTRIBUTION. This order is distributed to all Flight Standards employees.

3. CANCELLATION. Order FS 3450.1, Flight Standards Service Recognition System, dated December 2, 1996, is canceled.

4. BACKGROUND.

a. In November 1991, the Flight Standards Quality Management Council chartered a quality action team (QAT) to design and implement an honorary recognition process for the Flight Standards Service. This was in response to employee responses to the Survey Feedback Action program. It is in keeping with management's commitment to provide immediate recognition to an individual(s) for extraordinary performance. This system is unique in that supervisors, peers, or subordinates can immediately acknowledge any employee(s) of the organization for his/her significant contribution and/or special act in various categories of job requirements or mission-related activities. Additionally, it allows for expression of appreciation to a non-Flight Standards individual or a group contribution to the Flight Standards mission. This system operates year-round for all Flight Standards employees.

b. This order incorporates and supersedes the National Flight Standards Recognition System Prototype Guide dated November 18, 1992.

c. This recognition system is not intended as a substitute for management awards, such as time-off awards, monetary awards, etc.

d. Nominations submitted under this program may also be used as a basis for agency or organizational submissions to other internal or external award programs. However, care must be taken to ensure that all eligibility and category criteria are met for each award program.

5.-8. RESERVED.

CHAPTER 2. RESPONSIBILITIES

9. FLIGHT STANDARDS MANAGERS AND SUPERVISORS.

a. The Director, Flight Standards Service, shall establish a national selection committee to review regional submissions and identify national award winners. This committee is not a standing committee and must be appointed annually.

b. The Deputy Director, Flight Standards Service, AFS-2, shall designate a Local/Regional Program Coordinator to serve the Washington headquarters region.

c. Division Managers.

(1) Regional Division Managers shall designate a Regional Program Coordinator (RPC). The RPC may be stationed at any facility in the region.

(2) Headquarters Division Managers shall identify at least one person to serve on the Headquarters selection committee.

d. Managers and supervisors at all levels shall publicize, support, and encourage participation in this system and shall—

(1) Establish local selection committees. Every effort shall be made to seek volunteers. However, it may be necessary to appoint personnel.

(2) Identify persons willing and able to serve on regional and national selection committees, as applicable.

(3) Ensure compliance with appropriate collective bargaining requirements.

(4) Ensure no adverse action or performance issues preclude the nominee(s) from receiving any award. This may be accomplished by signing the certification on the nomination form, by electronic mail, or by another written means (route slip, memorandum, etc.).

(a) Managers may not judge the nomination or nominee. There is no requirement for the nomination to be submitted to a manager or supervisor, only the name of the nominee(s).

(b) If there is an adverse action or performance issue that warrants withholding certification, the committee should be advised that certification cannot be granted at this time. No further explanation is needed.

(5) Ensure that all nominees are recognized on a timely basis at an appropriate awards presentation.

(6) Ensure appropriate award ceremonies at all levels and present award mementos to winners at local and regional levels.

(7) Thank nominators for input and support of the system.

(8) Provide funding for the following:

- (a) Training of local and regional committees;
- (b) Award presentation ceremonies at the local and regional levels;
- (c) Travel for winners to attend local and regional award ceremonies; and
- (d) Travel for persons serving on the national selection committee.

(9) Nominate employees for awards. Managers and supervisors also are eligible to receive awards under this program. Persons in managerial and supervisory positions are not eligible to serve on selection committees.

(10) At his or her discretion, managers may supplement the program by awarding mementos to nominators, providing cash or time off awards to nominees, establishing special local or regional award categories, etc.

(11) Ensure that Letters of Commendation are issued and that they are filed in the Employee Performance File or equivalent.

10. ORGANIZATIONAL RESOURCES AND PROGRAM MANAGEMENT DIVISION, AFS-100. This division serves as the national program manager for the Recognition System. In this capacity, the division shall:

- a. Promote and publicize the system.
- b. Provide program direction. This includes establishing policies, resolving discrepancies, providing annual training to Regional Program Coordinators, training local committees upon request, and encouraging participation by all employees at all levels of the organization.
- c. Procure, maintain, and distribute all local, regional, and national awards. Mementos shall reflect differences between regional and national levels of achievement.
- d. Convene a national selection committee on an annual basis.
- e. Coordinate all efforts associated with national awards presentation ceremony.
- f. Prepare Letters of Commendation to all nominees considered by the national selection committee.

- g. Provide funding for travel for national winners to attend the national awards ceremony.
- h. Provide a means for employees to provide input to the program.
- i. Ensure the program is evaluated annually and updated to keep it dynamic and valid for all employees.
- j. Develop and maintain a web site for this program.
<http://interweb.faa.gov/avr/afs/awards/awards.htm>
- k. Provide funding for the Headquarters regional-level awards ceremony.

11. REGIONAL PROGRAM COORDINATORS (RPC). Regional Program Coordinators serve as the division manager's representative for administering the program throughout their respective region. (AFS-2 shall select an RPC to represent the Washington headquarters region.) The RPC may be stationed at any facility within the region. The RPC should serve as a working member of the regional selection committee but may not serve on a local or national committee. The RPC receives guidance and training from AFS-100 and is responsible for the following:

- a. Serving for at least 2 years unless circumstances preclude that person from serving on a committee (e.g., leave Flight Standards, become supervisor, transfer to another office with an established committee, etc.). There is no limit to the number of years a person may serve as RPC.
- b. Serving as liaison among the local selection committees, the division manager, the national program manager, and other RPCs.
- c. Recommending to the division manager an assistant or co-coordinator who would be able to take over as RPC with little or no disruption to the system. The co-coordinator shall be fully trained and able to take over the duties of the RPC whenever necessary.
- d. Training local selection committees as often as necessary but not less than once every 2 years.
- e. Directing the activities of the regional selection committee.
- f. Serving as the focal point for ordering, receiving, and distributing local and regional award mementos from AFS-100.
- g. Forwarding national nominations to AFS-100 by the established due date. Nominations shall be forwarded in an electronic format so it can be read and formatted using a standard word processing program.

h. Ensuring Letters of Commendation are prepared and issued by the division manager to each nomination considered by the regional selection committee that is NOT forwarded to the national selection committee.

i. Acknowledging receipt of each nomination, in writing, as soon as it is received. This may be accomplished electronically, such as by sending an electronic mail message.

12.–17. RESERVED.

CHAPTER 3. SELECTION COMMITTEES

18. GENERAL.

a. Selection committees evaluate each nomination and discharge the responsibilities described in paragraph 21.

b. There shall be no nominating committees. While a group of employees may develop and submit a nomination, nominating committees, whether formal or informal, may inhibit individual employees from submitting nominations.

19. SELECTION COMMITTEE COMPOSITION.

a. Selection committees are critical to the success of this system. The specialty areas represented by committee members should reflect the diversity of the potential nominees, e.g., technical, staff, and administrative. Regional selection committees shall include both regional and field personnel.

b. Local and regional selection committees should be standing committees.

c. Supervisor personnel may not serve on selection committees.

d. Local selection committees should consist of a minimum of three members. Regional selection committees should consist of at least three members. The national selection committee should consist of six members.

e. Local and regional selection committees shall meet as often as necessary throughout the year to evaluate nominations as they are received, to issue local awards, and to promote the program.

f. Each region shall establish a local selection committee to process nominations submitted by employees working in regional offices. The focus of this committee is to ensure that regional employees can actively participate in the program. Nominations submitted to this local committee may roll up to the regional committee.

g. The Organizational Resources and Program Management Division, AFS-100, shall solicit names from each division and staff manager to establish the national selection committee. The national selection committee shall be comprised of nonsupervisory personnel and should consist of six members: three from field offices, two from regional offices, and one from Washington headquarters. It should represent the various specialties of the work force. If there are enough volunteers, field and regional representatives shall be from different regions (i.e., no two members of the national selection committee should be employed within the same region). National selection committee members may not be nominees or nominators for a national award and they can not have served on a local or regional committee during the award period.

20. SELECTION COMMITTEE MEMBERS.

a. Members of local and regional selection committees serve for the entire calendar year awards cycle. Rotation of committee members is encouraged in subsequent award cycles; however, members may serve indefinitely depending on the needs of the organization. The national selection committee is established annually. A person shall not serve on more than one selection committee during the same award cycle.

b. Committee members shall be discreet regarding nominations and outcomes. A committee member shall refrain from evaluating any and all nominations in a category if he/she submitted a nomination in that category or if he/she is a nominee in that category.

c. Committee members must recognize that the nominator is of the opinion that the nominee deserves the award and should approach each evaluation from that perspective.

d. Committee members shall actively promote the system throughout the year and shall meet as often as necessary to review nominations and issue Star Quality awards.

e. Committee members are eligible to receive awards and to nominate others. However, they shall not evaluate any nominations in any category in which they are a nominator or a nominee.

21. COMMITTEE RESPONSIBILITIES. Each local and regional selection committee is responsible for:

a. Screening each nomination against the selection criteria for the category. The selection committee may change the category if it determines that the achievement belongs in another category. Changes should be coordinated with the nominator.

b. Returning nominations that do not meet selection criteria to the submitter. Reasons for the return shall accompany the nomination package. Nominations should be returned in a timely manner to allow the nominator an opportunity to rewrite and resubmit the nomination during the current award cycle.

c. Ensuring no nominee receives more than one award for essentially the same achievement. It is likely that an individual or team may receive more than one nomination for an accomplishment. Even if the nominations are for different categories and were submitted by different employees, no person can be recognized more than once for the same achievement. The committee should select the best nomination or consolidate the nominations, taking care to ensure each nominee and each nominator is noted on the consolidated or selected nomination.

d. Maintaining the anonymity of the nominator, if requested.

e. Notifying the nominator of his/her nominee's recognition. If the nominator wishes to remain anonymous, discretion may dictate that notification is not in the best interest of the nominator.

f. Selecting nominations that merit consideration for higher level awards. Only one nomination in each category may be forwarded to the national level.

g. Coordinating all nominations with the manager prior to processing to ensure no adverse action precludes the nominee(s) from receiving the award (reference paragraph 9 d (4)).

h. If it is determined that the nomination will not be forwarded, the committee and the manager shall ensure that a Letter of Commendation is issued to the nominee.

i. Assisting in preparing letters to nominees and in planning awards ceremonies.

j. Critiquing this awards system, as required. Suggestions for improvement should be forwarded to AFS-100.

k. Developing and submitting to management an annual budget for the program. The budget should include the costs of award presentation ceremonies, training travel for committee members, and the cost of any supplemental awards that management has approved.

l. Establishing a due date for receiving awards for the award period. The date should allow time to review nominations and consult with the nominator if a rewrite is needed. It should allow time to forward the nomination to another office or region, as necessary (ref. paragraph 36 d).

m. Selection committees at all levels must ensure that all nominees are apprised of the status of the nomination. If a nominee is located in another office, the committee must make a special effort to ensure that the nominee is aware of the nomination and receives proper recognition. This is particularly important in the case of team nomination, where team members may be located in other offices, regions, or Washington Headquarters. In some cases, it may be necessary to coordinate presentation ceremonies through other regional coordinators.

22.–25. RESERVED.

CHAPTER 4. NOMINATION AND SELECTION PROCEDURES

SECTION 1. NOMINATION PROCESS

26. AWARD CATEGORIES. Award categories, criteria, eligibility, and selected characteristics are listed in Appendix 1.

27. ELIGIBILITY.

a. A Flight Standards employee is an individual who is employed on the Flight Standards payroll at the time he/she participated in the activity that supports the nomination. The individual's recognition is based on achievements attained during the current calendar year, except the Distinguished Service Award.

b. Flight Standards employees are eligible for all categories except the Good Friend Award, which is awarded to a person or persons employed outside the Flight Standards work force who have supported the Flight Standards mission.

c. Contract employees are not eligible for any award in this program, including Good Friend and local awards.

d. Nominations Have No Boundaries. Any Flight Standards employee may nominate any other individual or a group, even if the nominee is in another region.

e. Employees may be nominated for more than one award category PROVIDED each nomination reflects a different achievement.

28. PREPARING NOMINATIONS.

a. Basic Information.

(1) The nomination form in Appendix 2 requests basic information on the nominee and the nominator. It may be reproduced locally. Other formats may be used provided all of the information shown on the nomination form is provided. Selection committees shall make every effort to maintain the anonymity of the nominator, if requested. However, a point of contact must be identified in case additional information is needed during the selection process.

(2) If a team award includes more than three nominees or more than three offices, nominee information (full name, address, phone, etc.) should be continued on a separate sheet.

(3) Verify spelling of the names of the nominees. This information will be used to prepare official letters of commendation, plaques, certificates, etc. The nomination must contain the official names(s); nicknames may be shown in parenthesis and may be used in the justification for the nomination.

b. Justification for the Nomination.

(1) Nominations shall cover activities and achievements that occurred during the award year (calendar year), taking into consideration that the time it takes to accomplish the activity may span several months or years. In the case of a group award, it may be more appropriate to submit the nomination after the project or activity is completed. The only exception is the Distinguished Service Award, which honors a Flight Standards employee for service over an extended period of time (5 years or more). It is preferable, however, that the nomination be submitted to the local selection committee while the individual is still employed by Flight Standards. This will allow for the presentation of the local award (Star Quality Award) on a timely basis.

(2) The justification portion of the nomination may not exceed two pages. (This does not include the cover sheet/nomination form.) There shall be no attachments or photographs. The nomination must be typed using a type style no smaller than 10 points, and have at least a 1-inch margin on each edge.

(3) Appendix 3, Suggestions for Preparing Nominations, provides general guidance to be used when preparing a nomination. These guidelines are not intended to be all-inclusive, as there may be other questions/matters which merit consideration. A job aid is provided to assist in identifying key elements of a nomination.

29. SUBMITTING NOMINATIONS.

a. Employees are encouraged to submit nominations at any time in any category listed in Appendix 1.

b. Nominations must be submitted to a member of the local committee. This includes nominations for individuals and teams located in other offices.

c. In addition to submitting a printed document, the justification for each nomination forwarded to the national committee for consideration must be submitted electronically. The justification section must be in Word format and may not contain any special formatting, such as tables, password protection, etc. This is necessary so the text can be used to develop commendations, speeches, etc.

30. DATES.

a. Nominations may be submitted to the local selection committee at any time. There is no "call" for nominations. Local awards should be presented throughout the year.

b. Local selections must be forwarded to the next higher screening level by a date to be established by the Regional Program Coordinator (recommend not later than February 1 of the year following the award period).

c. Nominations for national level consideration must be forwarded to AFS-100 not later than March 1 for preparation for the national selection committee's review.

d. National selections should be made by April 10. National winners will be notified through their division managers before their names are released to the work force.

31.–35. RESERVED.

SECTION 2. SELECTION PROCESS

36. LOCAL SELECTION COMMITTEE.

a. The local selection committee reviews every nomination and determines eligibility for the award and the category.

b. The local committee shall determine where the nomination should be evaluated. For example if the nomination depicts an achievement that was for work performed in another office, the nomination most likely should be evaluated by the other office. Likewise, if the nominee is located in another office but the achievement was for work accomplished on behalf of the nominator's office, the latter is in the best position to validate the achievement. If there is any question on where the nomination should be evaluated, contact your regional coordinator

c. If the nominee is not eligible, the nomination is returned to the nominator with an explanation and the process ends. The nominator may rewrite the nomination and resubmit it to the committee. This begins the process again.

d. If the nominee is eligible, management must be advised of the name of the individual to ensure that there is no adverse action that precludes the individual from receiving an award (reference paragraph 9 d.(4)).

(1) A Star Quality or Good Friend certificate and pin are issued by the office manager. The Star Quality or Good Friend certificate is issued only at the local level to provide immediate recognition and should be issued within 30 days of receiving the nomination.

(2) The committee determines if the nomination could compete at the next higher level. If so, the nomination is forwarded to the regional level for consideration.

(3) The committee should advise nominators of the status of their nominations.

e. If the committee receives two or more nominations for the same nominee(s) that are based on the same achievement, the committee shall contact the nominators and arrange to combine the nominations into one nomination. In some cases, the nominations may have been in different categories, and may include different groups of individuals. However, each nominee is eligible to receive only one award for any specific task/achievement. If, however, an individual or group is nominated for a different achievement, the nomination may be processed.

Example: "John" is nominated by "Mary" for the Visionary Award for identifying the need to perform a special inspection, and for establishing, training, and managing a team which performed the special inspection. At the same time, "Harold" nominates John and the members of the team for the Commitment to Safety Award for their extraordinary efforts in conducting the inspection and resulting impact on aviation safety. It is not

appropriate for “John” to receive two awards for virtually the same achievement. However, “John” could be nominated for Field Inspector of the Year, Supervisor of the Year, etc., in addition to the team award PROVIDED the nomination was not based on achievements associated with the special inspection.

f. Each nominee who meets award criteria but whose nomination is not forwarded to the regional level will receive a letter of commendation (reference paragraph 21h).

g. The local selection committee may work with nominators to enhance the quality of the nomination or to select an appropriate category. However, they must ensure that the nomination meets the criteria for the new category and that the new category must be reflected on the nomination form.

37. REGIONAL SELECTION COMMITTEE.

a. The regional selection committee ensures criteria and eligibility are met and selects regional winners in each category except the Star Quality Award category.

b. The regional selection committee may change award categories (with the nominator's concurrence) or return nominations for rewrite to the nominator, through the local selection committee, with an explanation. However, the nomination **MUST** meet the criteria for the new category and the nomination form shall reflect the change.

c. The regional committee shall ensure that no individual receives two awards under this program for the same achievement.

d. A Letter of Commendation is issued by the division manager to each nominee(s) considered by the regional committee but is not forwarded to the national level.

e. The selection committee ensures that regional winners are notified, including those that may be in other regions or Washington headquarters. This should be done before a general announcement is issued.

f. Only one nomination per category may be forwarded to the national level.

38. NATIONAL SELECTION COMMITTEE.

a. Each regional nomination submitted for national consideration is “sanitized,” i.e., names and other information that may identify the nominee are blocked from the nomination. The nominations are then submitted to the national selection committee.

b. National winners are notified through their division managers.

c. A Letter of Commendation is sent to each nominee submitted for national consideration.

39.–40. RESERVED.

CHAPTER 5. AWARDS PRESENTATIONS

41. GENERAL. There should be an appropriate presentation ceremony at every level of the award system. A presentation that includes family members or an individual of the award recipient's choosing is strongly encouraged. Travel accommodations for a family member may be funded based on availability of funds¹. Appendix 5 provides excerpts from Comptroller General Decisions and other regulations regarding awards programs and ceremonies.

a. Local awards ceremonies should be held throughout the year to provide immediate recognition. They should precede regional awards presentations, if possible.

b. Regional awards ceremonies should be timely and, if possible, should precede the national awards presentations.

42. AWARD WINNER TRAVEL EXPENSES.

a. Award recipients will be authorized necessary travel and per diem to participate in the conferring of awards away from their duty station.

b. Invitational travel authorizations will be issued for non-FAA personnel (winners only) required to attend the ceremonies, e.g., the Good Friend Award winner, retirees, etc. (reference paragraphs 9i and 10g).

c. In the case of team awards, every effort should be made for team members to attend regional and national ceremonies. However, fiscal constraints and work programs may require limiting the number of team members who can travel to attend award ceremonies. In determining which team members will be funded, individuals who are not eligible to travel in conjunction with their work program (such as conducting in-flight inspections, etc.) shall not be precluded from traveling at government expense.

43. PRESENTATION OF AWARDS. Every award category at each level carries its own special award memento. The award mementos are ordered and funded by the Organizational Resources and Program Management Division, AFS-100.

44. LETTERS OF COMMENDATION. A Letter of Commendation is issued to each nominee that meets eligibility criteria for the award and the category. A manager issues the letter at the point where the nomination stops (see Table 5-1 and Appendix 4). A copy of the letter of commendation shall be placed in the employee's performance file.

¹ Award ceremonies should be open to all individuals who desire to attend. However, appropriations law limits the expenditure of operations funds to an individual related by blood or affinity. 5 USC 630.201 defines family member as follows:

Family member means the following relatives of the employee:

(1) Spouse, and parents thereof; (2) Children, including adopted children and spouses thereof; (3) Parents; (4) Brothers and sisters, and spouses thereof; and (5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Table 5-1: Issuing Letters of Commendation

Nomination Goes To	But NOT	Commendation Issued By
Local Selection Committee	Regional Selection Committee	Local office manager (field or branch manager)
Regional Selection Committee	National Selection Committee	Division Manager
National Selection Committee	Selected as national winner	Director, Flight Standards Service
National Winner		Associate Administrator for Regulation & Certification

45. NATIONAL WINNERS. National winners are honored at the annual awards ceremony. In addition, they are honored on a plaque on display in Washington headquarters.

46.–50. RESERVED.

**APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY,
AND SELECTED CHARACTERISTICS**

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS

INDIVIDUAL AWARDS

CATEGORY	ELIGIBILITY	CRITERIA	SELECTED CHARACTERISTICS ²
Manager of the Year (Includes Assistant Managers)	All Flight Standards Managers/Assistant Managers (Individual) (Acting managers officially detailed by personnel action (Standard Form 50) may be considered in this category)	Honors a Flight Standards manager or assistant manager who is regarded by his or her coworkers and/or subordinates to have displayed excellence in leadership, made noteworthy contributions of major significance, and demonstrated quality managerial attributes valued by the FAA, such as instilling pride in work accomplishments, development of people and employee involvement in change/decision processes.	Accomplishments/Results Communication techniques Customer focus Empowerment Integrity Leadership (guiding, directing, encouraging, moving forward) Mentoring Partnership Planning Proactive Visionary
Supervisor of the Year	All Flight Standards Supervisors (Individual) (Acting supervisors officially detailed by personnel action (Standard Form 50) may be considered in this category)	Honors a Flight Standards supervisor who is regarded by his or her coworkers and/or subordinates to have made exceptional contributions to human resource management, demonstrated effective communications with their employees, effectively balancing organizational and employee needs, and achieves the organization's goals through employee participation. An assistant manager is eligible for this award while in a supervisory role.	Communication techniques Contributions to the organization Customer focus Empowerment Integrity Leadership (guiding, directing, encouraging, moving forward) Management support Mentoring Partnership Planning Proactive
Field Inspector of the Year (Operations; Maintenance; Avionics)	All Flight Standards Nonsupervisory Field Inspectors (3 Individuals) (Cabin safety inspectors and Dispatchers are included in the operations category. Field office employees only.)	Honors a Flight Standards nonsupervisory field inspector who has demonstrated skills which exemplify the highest degree of technical excellence, and has brought credit to his or her profession, and to the FAA. This employee has not only performed his or her duties in a truly professional manner, but also has contributed in such a way as to further enhance aviation safety.	Impact on aviation safety Scope of organizational impact Personal development Technical contributions

²These characteristics are not a part of the award category criteria. They are examples of some of the qualities which may be associated with a nominee in the particular category, and may be used by both nominators and selection committees. The lists are not all inclusive and should only be used as a tool to assist in determining if the nominee meets the award criteria. Items are arranged alphabetically.

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	SELECTED CHARACTERISTICS
Staff Employee of the Year	<p>All Flight Standards Staff Personnel:</p> <p>(Individual)</p> <p>All Computer Spec. All LAN Admin All Analysts (ORA, Program/ Mgt Analysts, etc.) All AST Inspectors in regions and headquarters Other Regional & HQ Staff employees</p>	Honors a Flight Standards staff employee who has exhibited significant levels of staff skills. This would include, but is not limited to, superior program oversight, multilevel program coordination and analysis, preparation and presentation of complex staff studies, complex problem solving and demonstration of comprehensive technical knowledge.	<p>Communication techniques Demonstrated staff skills (programs directed, analyzed, problems solved)</p> <p>Initiative Political sensitivity Respect/Reputation Scope of organizational impact</p>
Administrative Employee of the Year	<p>All Flight Standards Administrative Personnel</p> <p>(Individual)</p> <p>Administrative Officers, Secretaries, ASA, Program Support Specialists, etc.</p>	Honors a Flight Standards employee in the administrative field whose commitment to excellence has substantially contributed to the overall success of the Flight Standards mission. Additionally, qualities of this honoree include demonstrated exemplary performance, superior quality of work and a total dedication to excellence.	<p>Dedication to excellence Impact on the organization Initiative Interrelationship with customers, management, & coworkers Personal growth Respect/Reputation</p>
Distinguished Service Award	<p>All Flight Standards Personnel</p> <p>(Individual)</p>	Honors a Flight Standards employee who has displayed distinguished service over a substantial period of time, sustained dedication, and has made significant contributions to the Flight Standards mission. This honor shall not be given for any specific, one-time contribution.	<p>Contributions to the organization for 5 years or more Interrelationship with customers, management, & coworkers Personal growth Respect/Reputation Scope of organizational impact</p>
Excellence in Public Awareness	<p>All Flight Standards Personnel</p> <p>(Individual)</p>	Honors a Flight Standards employee who most effectively publicized and promoted the FAA story to the public through sponsoring/attending public forums and media events, participating in aviation education activities, authoring articles, and/or briefing FAA customers/community user groups.	<p>Communications skills Creativity Customer focus Demonstration of increased public/user awareness Persuasiveness Publications Respect/Reputation Results</p>

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	SELECTED CHARACTERISTICS	
Excellence in Human Relations	All Flight Standards Personnel (Individual)	Honors a Flight Standards employee who has enhanced human and interpersonal relations within all levels of the Flight Standards work force. Service as a team player should be characterized by sharing knowledge with others, being sensitive to the needs of others, avoiding blaming others and helping others in difficult situations. In addition, nominees should have set a positive example through such personal characteristics as trustworthiness, enthusiasm, friendliness, and patience.	Communications skills Initiative Integrity Mentoring Sensitivity Respect/Reputation Results/Impact	
Mentor of the Year	All Flight Standards Personnel (Individual)	Honors a Flight Standards employee who has displayed notable leadership as a mentor or role model, by inspiring and encouraging less experienced personnel to develop to their full potential.	Awareness Diversity Growth/Development Initiative Respect/Reputation	Role model Responsibility Integrity Results/Impact
Innovations in Cultural Diversity	All Flight Standards Personnel (Individual)	Honors a Flight Standards employee who has demonstrated superior accomplishments in activities that advance and promote cultural diversity and/or model work environment	Awareness Encouraging Integrity Respect/Reputation Mentor Results/Impact	Creativity Initiative Proactive Sensitivity EEO Outreach
Barrier Breaker Award	All Flight Standards Personnel (Individual)	Honors a Flight Standards employee who has overcome substantial obstacles, either organizational or regulatory, in furtherance of the Flight Standards mission. Such accomplishments may illustrate the skills necessary to cut through red tape, overcome bureaucratic barriers and effectively manage political, community or organizational issues.	Communications skills Effective use of resources Personal management skills Political sensitivity Scope of organizational impact	Leadership Persistence Proactive Risk taking

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	SELECTED CHARACTERISTICS
Mission Possible Award	All Flight Standards Employees (Individual)	Honors a Flight Standards employee for significant acts, services or achievements that substantially aid the successful accomplishment of the Flight Standards mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishment of a particularly difficult or important mission, operation or assignment, in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the Flight Standards mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.	Customer focus Initiative Persistence Risk taking Scope of organizational impact Visionary
Visionary Award	All Flight Standards Employees (Individual)	Honors a Flight Standards employee who has exhibited unique talent in leading the Flight Standards organization to meet future aviation demands. Such accomplishments may illustrate courage or perseverance against great odds or difficulties, great strides in scientific or technological advancement, and distinctive application of the principles of quality management through innovative risk taking.	Communication skills Customer focus Leadership Respect/Reputation Risk taking Creativity Initiative Persuasiveness Proactive
Strategic Management Award	All Flight Standards Personnel (Individual)	Honors a Flight Standards employee who has exhibited superior achievement in establishing future program direction while keeping pace with current demands and adapting to changing circumstances. The achievement is characterized by significant improvements in conducting the Flight Standards mission.	Communication skills Political sensitivity Proactive Effective use of Resources Supports organizational goals Respect/Reputation Leadership Planning Visionary

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS (Continued)

GROUP AWARDS:³

CATEGORY	ELIGIBILITY	CRITERIA	SELECTED CHARACTERISTICS	
Commitment To People Award	Two or more Flight Standards employees and members of the group outside the Flight Standards organization (if any) who have made significant contributions in support of the group's achievements (Group)	Honors a group of individuals who have enhanced human and interpersonal relations among all levels of the Flight Standards work force.	Customer friendly Communications skills Results and impact Trustworthiness Awareness Risk taking Growth and development (self & others) Reflects diversity/model work environment	Partnership Persuasiveness Sensitivity Integrity Mentoring Innovation
Commitment to Safety	Two or more Flight Standards employees and members of the group outside the Flight Standards organization (if any) who have made significant contributions in support of the group's achievements. (Group)	Honors a group of individuals who have made a significant contribution to further enhance aviation safety.	Impact on safety Scope of impact Risk assessments Economic sensitivity Persuasiveness Communications skills Technical contributions	Creativity Visionary Education Innovation Partnership Proactive
Commitment To Quality Service And Productivity	Two or more Flight Standards employees and members of the group outside the Flight Standards organization (if any) who have made significant contributions in support of the group's achievements (Group)	Honors a group of individuals who have substantially enhanced productivity or contributed to technological advancements. Achievement is characterized by significant improvements in the process by which Flight Standards fulfills its mission.	Customer focus Overcoming barriers Political sensitivity Persistence Communications Improved processes Scope of organizational impact Effective use of resources Dedication to excellence	Visionary Risk taking Responsiveness Results Integrity Partnership

³ For these categories, a group may include individuals who are not Flight Standards employees, provided there are at least two or more Flight Standards employees in the group.

APPENDIX 1. AWARDS CATEGORIES, CRITERIA, ELIGIBILITY, AND SELECTED CHARACTERISTICS (Continued)

NON-FLIGHT STANDARDS INDIVIDUAL OR GROUP

Good Friend Award	An individual or group of individuals not employed within the Flight Standards Service	<p>Honors a non-Flight Standards member or members of the public, government organization, or other external body who has in some significant way promoted, enhanced, or supported the Flight Standards mission.</p> <p>Cannot be a contract employee.</p> <p>Good friends that are members of a team nomination in another category are awarded in the team category. There can be only one good friend winner at the national level.</p>	<p>Communication skills</p> <p>Creativity</p> <p>Initiative</p> <p>Leadership</p> <p>Persuasiveness</p> <p>Proactive</p> <p>Respect/Reputation</p> <p>Scope of organizational impact</p>
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LOCAL AWARD

The following award is issued by local selection committees throughout the year. This award serves a twofold purpose. First, it is used to provide immediate recognition to individuals and groups who meet the criteria for any of the award categories described above. Second, it is used to honor individuals for activities that do not fall in any other award category. In the latter case, the nomination is NOT forwarded to the regional selection committee for consideration and the letter of commendation is issued by the local office manager.

Star Quality Award	<p>All Flight Standards Personnel</p> <p>(Individual or group)</p>	Honors a Flight Standards employee or group of employees at the field office, regional, or headquarters level for exemplary accomplishment in any award category. This is the local level award which provides immediate recognition and gratitude for superior efforts in behalf of the Flight Standards mission.
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APPENDIX 2. NOMINATION FORM**NOMINEE INFORMATION**

AWARD CATEGORY: _____

ALTERNATE CATEGORY: _____

FULL NAME OF NOMINEE OR TEAM NAME:* _____

POSITION: _____

ADDRESS: _____

WORK TELEPHONE: _____ EXTENSION: _____

E-MAIL ADDRESS: _____

*** IF TEAM AWARD, SHOW CATEGORY & TEAM NAME ABOVE AND INCLUDE A SEPARATE SHEET WITH FULL NAME, PHONE, E-MAIL, ETC. OF EACH TEAM MEMBER**

IF GOOD FRIEND CATEGORY, PLEASE INCLUDE THE FOLLOWING:

COMPANY NAME: _____

ADDRESS: _____

During what timeframe (dates) did this achievement occur?

NOMINATOR INFORMATION

NAME OF NOMINATOR: _____

ADDRESS: _____

WORK TELEPHONE: _____ EXTENSION: _____

E-MAIL ADDRESS: _____

May we identify you to the nominee? ☐ Yes ☐ No

Signature of Nominator: _____ Date: _____

Management Certification: I certify that there is no adverse action or performance issue that precludes the nominee(s) from receiving this award.

Manager/Supervisor Signature

Title

JUSTIFICATION FOR NOMINATION (Attach separate sheet)

- Describe how the nominee(s) meet award criteria
- Use 1-inch margins; no less than 10-point type style
- Spell out acronyms the first time they are used
- Limit to three pages including this page
- Do not include attachments or photos to the justification

APPENDIX 3. SUGGESTIONS FOR PREPARING NOMINATIONS

1. Include the full, official name and business address of each nominee. This is necessary to prepare formal Letters of Commendation. **IDENTIFY FIELD OFFICES BY NAME, NOT NUMBER.**
2. In determining the award category, identify the best category. **DO NOT** submit more than one nomination for any single activity. There may be cases where the activity involved significant contributions in several award categories. For example, accomplishing a task ("Mission Possible") may have required new innovative techniques ("Barrier Breaker"). In such a case, submit the nomination in the category that **BEST** describes what the employee(s) accomplished, but do not submit a nomination in each category for that activity.
3. The nominator must want the nominee to win. Aim high. Prepare the nomination as if it is being reviewed for national consideration. The national selection committee will not know the nominee(s) so it is important that the committee be given all the facts that support the selection criteria for the award category.
4. Detail the specific accomplishment and the road that led to the accomplishment. What did the nominee do that was above and beyond job requirements? What was the scope -- did it have (or have potential for) local, regional, national, or international impact? Who was impacted (FAA employees, the agency, industry, safety, the public, etc.)? What makes the manager, supervisor, inspector, staff employee, or administrative employee exceptional and worthy of national recognition. Don't just say the employee does outstanding work. Tell what it is about the work or accomplishment that makes it outstanding.
5. Review the nomination (or have someone else review it) without names or other identifying information (names of offices, regions, operators, etc.). If you were on the selection committee, would this be a potential winner?
6. Be aware that national winners receive commendations from the Associate Administrator for Regulation and Certification. Others receive commendations from the Director, Flight Standards Service. When preparing your nomination, ask yourself if the achievement reflects this level of recognition and if the information provided is sufficient to prepare a letter of commendation. If it does not, but you still want to recognize the accomplishment, consider the Star Quality Award category, which is presented at the local level.
7. **DON'T BE INTIMIDATED BY THESE SUGGESTIONS.** They are only suggestions. You do not have to be a great writer to submit a winning nomination. You do not need a lot of ruffles and flourishes. In fact, keeping it short and sweet may help selection committees identify pertinent actions and characteristics of the nominees. Use bullets if you desire. Remember, all nominees are winners.

**FLIGHT STANDARDS RECOGNITION SYSTEM
NOMINATOR JOB AID**

Category: _____

Eligibility: ☐ Flight Standards Employee
☐ Non-Flight Standards Employee (Good Friend – Individual or Team)
☐ Both (Team of Flight Standards & Non-Flight Standards)

Nominee(s): _____

Name of Team _____

What did the nominee do to earn the nomination? Identify program(s) or activities that warrant this nomination.

Identify some characteristics that the nominee exhibited in accomplishing the activity. Be sure you can justify the characteristics by describing what the nominee(s) did.

What was “above and beyond” what is expected or required of the nominee in his or her position?

Was the activity accomplished during award period?

- Must have been accomplished during the specified calendar year
- May have begun in prior year(s), but substantially completed during calendar year of award
- Exception: Distinguished Service must be at least 5 years of service to Flight Standards

☐ Yes ☐ No ☐ Unable to determine

B

ased on the above, what is the best category for this nomination?

Are any other categories appropriate?

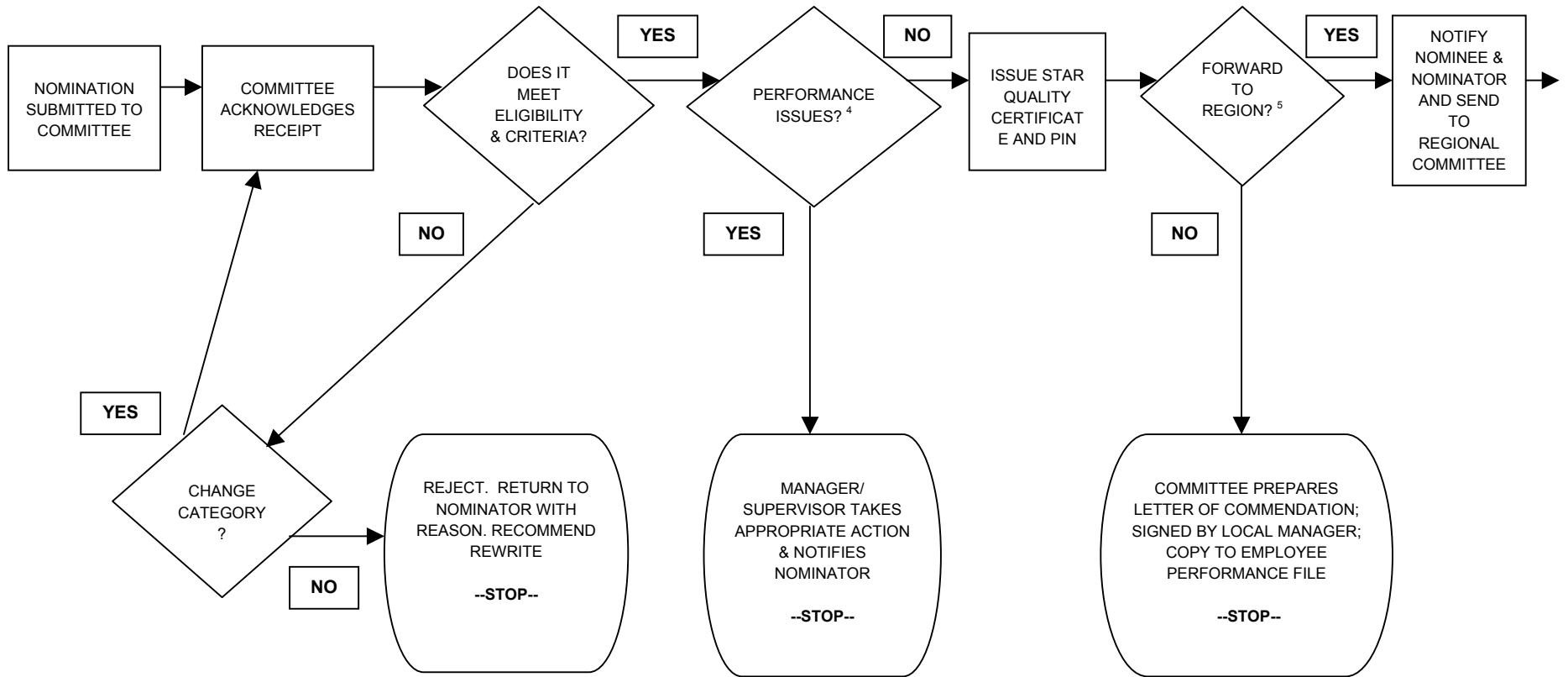
☐ Yes

☐ No

If yes, list other appropriate category or categories.

**APPENDIX 4. AWARDS SELECTION
PROCESSES: FLOW CHARTS**

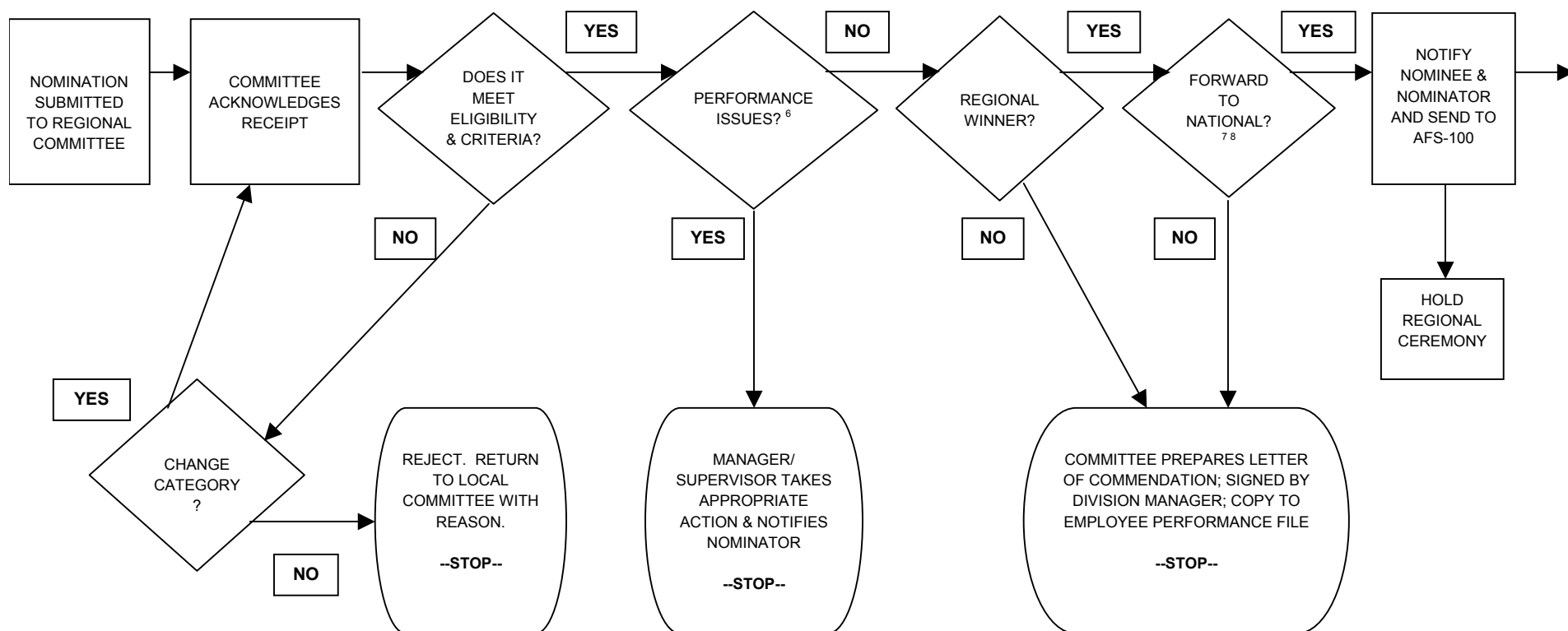
LOCAL SELECTION PROCESS



⁴ Manager must certify that there are no performance issues that preclude nominee from receiving the award. Committee should provide manager with list of names of nominees or Nomination Form; they do not need to see the justification. If an issue is identified, the committee should defer all actions and questions to the manager.

⁵ Ensure the nomination meets the criteria for the category and that the justification warrants recognition at the regional or national level.

REGIONAL SELECTION PROCESS

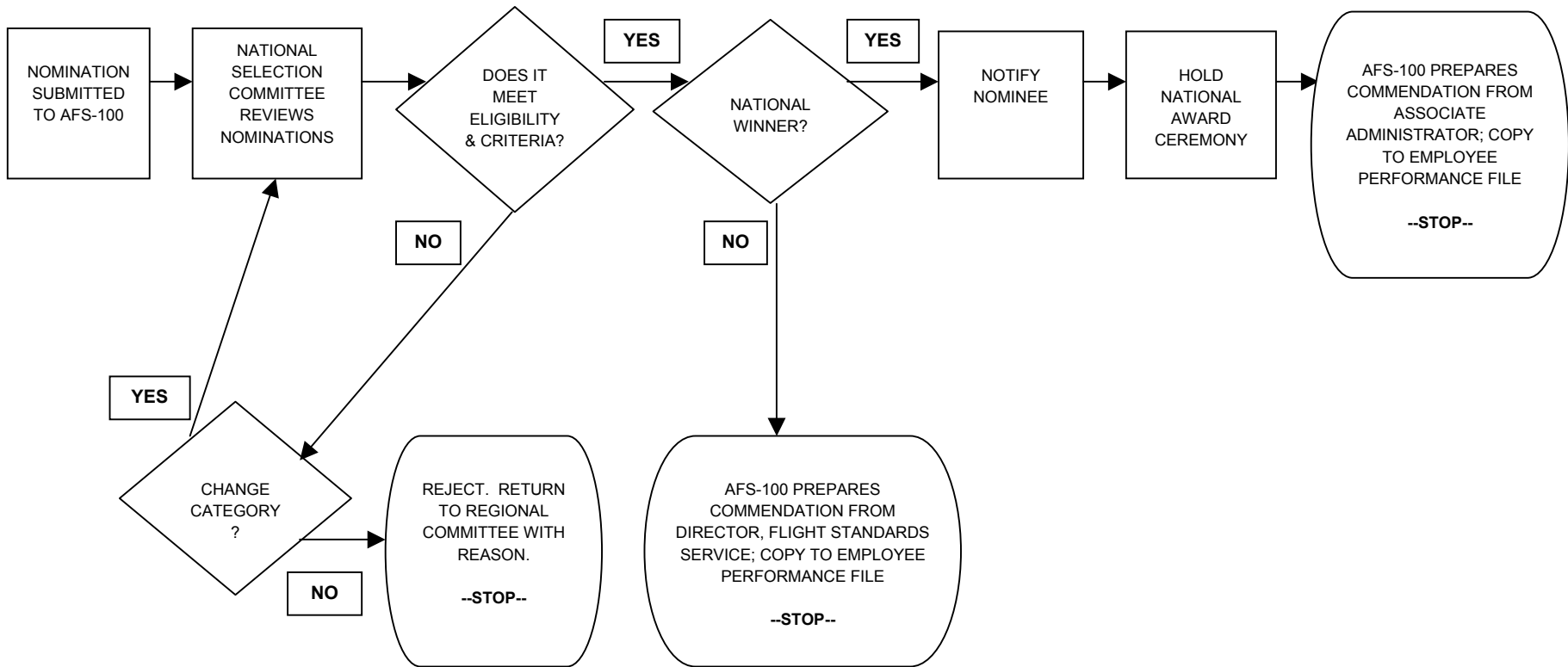


⁶ Manager must certify that there are no performance issues that preclude nominee from receiving the award. If there is no evidence that local committee obtained this information, regional committee should contact the local office manager for verification.

⁷ Ensure the nomination meets the criteria for the category and that the justification warrants recognition at the national level.

⁸ For regional winners that are NOT competing at national level, provide AFS-100 with the name, category, and team name of winners, as they are to appear on plaques. For regional winners that are competing at national level, provide AFS-100 with a paper copy of each nomination and an electronic copy of the justification.

NATIONAL SELECTION PROCESS



APPENDIX 5. REFERENCE MATERIALS

The Incentive Awards Act (5 U.S.C. 4506) authorizes each agency to develop an awards program. An integral element of an awards program is a proper ceremony in that the statutory objectives are better met by presenting an award along with a measure of public recognition.

Refreshments, Travel and Miscellaneous Expenses

A Comptroller General Decision, B-23319 dated July 21, 1986, determined that refreshments materially enhance the effectiveness of an awards ceremony and that the cost of those refreshments may be considered a necessary expense under 5 U.S.C. 4503. Thus, the cost may be charged to operating appropriations and not need to be charged to a reception and recreation account.

In a memorandum between the Chief Counsel and the Assistant Administrator for Budget and Accounting dated October 5, 1992, Subject: Refreshments at Meetings and Conferences, and another memorandum between the OST Director of Acquisition and Grants Management and all Administrative Management Council Members dated November 17, 1992, Subject: Appropriated Funds, the matter of food served at awards ceremonies are discussed. Both of these memos are reprinted in Section 1 of this appendix for your information and reference.

Pages 4-128 through 4-139 of the United States General Accounting Office, "Principles of Federal Appropriations Law," GAO/OGC-91-5 Volume I, Chapter 4, section 8, discuss the matter of Gifts and Awards. These pages are reprinted in Section 2 of this appendix for your convenience in reference. While subsection a., Gifts, may not seem appropriate to this order, the information will be useful to the reader when considering periphery activities to the Flight Standards Recognition System. Pages 4-136 and 4-137 are of most interest regarding travel, miscellaneous expense, and refreshments for award ceremonies.

SECTION 1. INTERNAL FAA AND OST GUIDANCE
REGARDING REFRESHMENTS



U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: **ACTION:** Refreshments at Meetings
and Conferences

Date: **OCT 5 1992**

From: Chief Counsel

Reply to
Attn. of:

To: Assistant Administrator for Budget
and Accounting, ABA-1

I have reviewed your draft memorandum, and I offer the following comments.

The principles stated in your draft memorandum are generally correct. There is no "free" lunch, coffee, or party (i.e. free to the employee at government expense). This is because of a general statutory prohibition on benefits beyond pay. However, I believe that the conclusions in your memorandum are overbroad, because there are various well-established statutory and case law exceptions to the general rule.

The exceptions occur in situations involving: travel, award ceremonies, reception and representation, separate meal charges for a narrowly restricted class of meetings, non-severable meal charges for certain meetings, training sessions, meals contributed by non-federal parties, and emergencies.

Some of the exceptions are bounded by somewhat arbitrary limits defined by regulations and GAO case law. therefore, having reviewed the regulations and the case law, we offer the recommendations stated below, and we suggest that your memorandum reflect these recommendations.

The results stated below are derived from decisions of the Comptroller General. the Comptroller General only recognizes his own decisions (and those of the judiciary) as definitive. Where the Comptroller General's decisions are not specifically on point, we have stated a probable rule, based on related decisions. If necessary, a definitive opinion may be requested from the Comptroller General.

The following situations involve exceptions to the rule against Government-furnished meals or refreshments. In applying the exceptions, the basic issue is always whether appropriated funds may be used. Whether they are used to pay a hotel, restaurant, or other provider directly, or to reimburse an employee for his or her payment to such entities, does not affect the outcome. When we speak of providing refreshments or meals, we mean those that are provided with appropriated funds (except as otherwise stated). We recognize that refreshments may be provided in other circumstances using funds provided by the participants personally. Except where travel status is discussed, the following rules apply to employees who are at their permanent duty station.

Travel.

- o When an employee is in travel status, he may be reimbursed for meals and refreshments. Thus, for example, at a headquarters meeting, for which appropriated funds would generally not be available for refreshments, an employee in travel status could recover any expense for refreshments if the travel is authorized on an actual subsistence expense basis. If the travel were authorized only on a per diem basis, the employee would not be able to recover the expense. Employees whose permanent duty station is Washington who attend the same meeting generally could not be reimbursed. (But see the following exception.)

Certain meetings with separate meal charges.

- o The Comptroller General has established by case law a very restricted class of meetings regarding which employees at their permanent duty station may be reimbursed for meal (and probably for refreshment) expenses. To paraphrase the detailed requirements (which are attached as Appendix A), these are meetings that --
 - o do not involve the consideration of routine agency business;
 - o have separate meal (or refreshment) charges in addition to any registration fees;
 - o cover at least a full day; and
 - o require participation in the session at which the meals (or refreshments) are served.

- o Support staff assisting a conference at their permanent duty station may not receive reimbursement for meals. Only actual meeting participants may.

Meeting with a meal or refreshment charge inseparable from the overall registration fee, and meeting does not consist only or primarily of the session at which the meal is served.

- o Employees may be reimbursed for the entire fee, even where it covers a cocktail party as part of an extended meeting.
- o An employee who is on per diem travel status and is reimbursed for the registration fee should deduct from his or her per diem claim the standard value of any meal received. A standard meal value table is presented in DOT Travel Manual ¶ 4-0302.
- o Support staff assisting a conference at their permanent duty station may not receive reimbursement for meals. Only actual meeting participants may.
- o Note: The DOT Travel Manual (¶ 8-0112a) prohibits DOT agencies from charging registration fees to DOT employees. Thus, no DOT employee should be in the position of paying a registration fee which includes a nonseverable meal charge at a DOT-run conference. A separate meal charge should be established for DOT employees at such conferences.

Award ceremonies.

- o Where there is a formal award ceremony under the Government Employees Incentive Awards Act, appropriated funds may be provided for "refreshments." It is unclear whether full meals are permitted.

Receptions.

- o When persons who are not Federal employees are invited, refreshments may be provided to those guests and to invited Federal employees only when the funds are derived from the appropriation for "Official Representation Expenses, Office of the Assistant Secretary for Budget and Programs."

Training.

- o Meals may be provided at bona fide training sessions, if "providing the meal is necessary to achieving the objectives of the training program." This means that the training should continue during the meal, or that it is otherwise impractical to conduct the training without providing the meal.
- o It is not proper to mischaracterize a regular program meeting as a training meeting in an attempt to justify meal expense.

Contributed meals or refreshments.

- o A tax-exempt organization sponsoring a meeting may provide meals or refreshments to FAA employees under 5 USC 4111. Any employee on per diem travel status must deduct the value of the meals received (use the standard meal value table).
- o Organizations that are other than organizations declared tax-exempt can provide meals to FAA employees under FAA's gift acceptance authority (49 USC 326, and FAA Order 2700.20A). The FAA Order specifies formal gift acceptance procedures. Any employee on per diem travel status must deduct the value of the meals received (use the standard meal value table).
- o In some cases, hotels may offer to include free coffee (or some other refreshment) with meeting facilities. We mean in this case that the hotel specifically refuses to lower the cost of the meeting facility if the refreshment service is declined. That refusal can be documentable and should be documented. Technically, this is a gift of the refreshment, which the Comptroller General holds improper absent the gift acceptance authority. FAA does have gift acceptance authority, as noted above. While this is a small item, it would close a gap if FAA Order 2700.20A were amended to delegate authority to accept gifts of coffee and similar items from hotels. This exception does not apply where there is a refreshment charge that is separate, or is lumped into the billing for the meeting facility and that billing would be reduced if the refreshment service were omitted.

Emergency overtime.

- o Employees working overtime to provide safety services during an emergency involving the safety of human life or federal property can probably be reimbursed for meals and refreshments. This is a limited exception, and does not apply to ordinary overtime work, even when it is necessary for safety. There must be a significant emergency.

Kenneth P. Quinn

Appendix A

Standards for Reimbursing Employees
for Meal and Refreshment Costs
Incurred at Meetings
at their Permanent Duty Station

Because the issue is simply whether the expense is the Government's, or is the employee's, the rules discussed below appear to apply whether the meeting is organized by a federal agency or a non-federal organization. It is immaterial whether the meals were furnished directly by the Government, by a government contractor, or by an independent hotel or restaurant.

Rule: Where there is a separate meal charge in addition to or in place of a registration fee at a meeting satisfying all the following tests, a federal employee attending the meeting who is at his or her permanent duty station may -- contrary to the usual prohibition -- be reimbursed for the meal charge.

Test No. 1: The meeting is formal and does NOT involve merely routine internal business primarily related day-to-day operations and concerns. What constitutes non-day-to-day concerns must be determined on a case-by-case basis in the light of case law. Case law indicates that a formal conference involving non-federal and federal personnel where issues of interest to both classes of attendees are discussed probably does qualify. Another example of a qualifying meeting was a 3-day annual meeting of the President's Commission on Employment of the Handicapped.

Test No. 2: The meal must be part of a conference that includes not only speeches or other business carried out during a seating at a meal, but also includes substantial functions that take place separately from the meal. Generally, this means a full day session; the claimant must demonstrate his presence at the full day session.

Test No. 3: The meal must be "incidental" to the meeting.

Test No. 4: The employee's attendance at the meal must be necessary for full participation in the business of the meeting.

Test No. 5: The employee must not have been free to obtain the meal elsewhere without being absent from essential business.

The same rules would seem to apply to fees for refreshments, although I find no case law clarifying this.

3/10/04



U.S. Department of
Transportation
Office of the Secretary
of Transportation

Memorandum

Subject **INFORMATION:** Appropriated Funds

Date November 17, 1992

From Linda M. Higgins *Linda M. Higgins*
Director of Acquisition
and Grants Management

Reply to
Attn of

To Administrative Management Council Members

The purpose of this memorandum is to provide guidance to program offices on acquisition policy, including payments for food and membership fees, with appropriated funds.

The basis of this guidance is contained in the "Principles of Federal Appropriations Law," first issued by the General Accounting Office (GAO) in 1982 and partially revised in 1991, and referred to as the "Red Book." The Red Book is a comprehensive treatment of the law governing the expenditure of appropriated funds. However, it is a reference work which must be supplemented by applicable statutes, regulations, and current Comptroller General Decisions.

Items which frequently generate questions include:

A. Food

1. Government employees. Generally, in the absence of specific statutory authority, the Government is prohibited from furnishing free food, including snacks and refreshments, to employees at their official duty stations. A few recognized exceptions are discussed below:
 - a. Training: Under the Government Employees Training Act, as amended, 5 U.S.C. §§ 4101-4119, the Government can pay for meals if it determined that the providing of meals is necessary to achieve the objectives of the training program, i.e., training must occur during the meals. Training, as defined in the Act, requires "a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education" in

- 2 -

fields directly related to the employee's performance of official duties. Meetings organized to discuss internal agency business or informational meetings involving the day-to-day operations of the Government are not training. For employees in a travel status, travel orders should reflect a reduced per diem for meals provided as part of training.

b. Meetings and conferences:

- i. Non-Federally sponsored: For meetings not sponsored by a Federal entity, if a single fee is charged covering both attendance and meals and no separate charge is made for meals, the Government may pay the full fee if funds are otherwise available for attendance. If a separate charge is made for meals, the government may pay for meals if there is a showing that (1) the meals are incidental to the meeting, (2) attendance at the meals is necessary to allow for full participation in the business of the meeting, and (3) the employee is not free to take the meals elsewhere without being absent from essential formal discussions, lectures, etc.
 - ii. Federally sponsored meetings: The prohibition against providing free food to employees at their duty stations normally applies.
- c. Award ceremonies: Under the Government Employees Incentive Awards Act, as amended, 5 U.S.C. §§ 4501-4507, operating appropriations may be used to provide refreshments at award ceremonies for Federal employees if it is determined that refreshments will materially enhance the effectiveness of the ceremony.
- d. Cultural awareness programs: Appropriated funds may be used to purchase samples of ethnic foods to be served during agency EEO awareness programs. Samples are of minimal proportion and must be distinct from meals which are unauthorized. Live artistic performances are also authorized if part of a formal program intended to advance EEO objectives.

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2. Non-Government employees. Appropriated funds are generally not available to provide food to non-Government employees. Official reception and representation funds are the main exception.

B. Membership fees

Memberships in private and professional organizations can be purchased in the name of the Department if the membership primarily benefits DOT and is necessary to carry out an authorized function. The test can be met if membership results in permitting access to publications, information, or needed facilities not otherwise available. Memberships may not be purchased in an individual's name under any circumstances.

C. Non-cash awards

Under authority of the Government Employees Incentive Awards Act, honorary awards, such as plaques, pins, medallions, etc., may be given to Government employees for acts or service related to official business.

Procurement requests for purchase of any of the above items must include a justification, specifying the purpose of and authority for the item being procured. Each justification must be approved in accordance with Operating Administration procedures. If you have concerns about a particular acquisition, please contact Mary Ackerman, M-65, 366-5739. Also, we urge you to consult with your legal counsel for additional guidance concerning expenditure of appropriated funds.

cc: Inspector General
PMCs
M-61
M-65

SECTION 2. PRINCIPLES OF FEDERAL APPROPRIATIONS LAW
VOLUME I, CHAPTER 4, AVAILABILITY OF APPROPRIATIONS: PURPOSE
GAO/OGC-91-5
SECTION 8, GIFTS AND AWARDS

8. Gifts and Awards

- a. Gifts Appropriated funds may not be used for personal gifts, unless, of course, there is specific statutory authority. 68 Comp. Gen. 226 (1989). To state the rule in this manner is to make it appear rather obvious. If, for example, a General Counsel decided it would be a nice gesture and improve employee morale to give each lawyer in the agency a Christmas turkey, few would argue that the expense should be borne by the agency's appropriations. Appropriated funds could not be used because the appropriation was not made for this purpose (assuming, of course, that the agency has not received an appropriation for Christmas turkeys) and because giving turkeys to lawyers is not reasonably necessary to carry out the mission at least of any agency that now exists. Most cases, however, are not quite this obvious or simple.

The cases generally involve the application of the necessary expense doctrine, and the result is that items in the nature of gifts can rarely be justified. In making the analysis, it makes no difference whether the "gift items" are given to federal employees or to others. The connection is either there or, far more commonly, it is not. In each of the cases in which funds have been found unavailable, there was a certain logic to the agency's justification, and the amount of the expenditure in many cases was small. The problem is that, were the justification sufficient, there would be no stopping point. If a free ashtray might generate positive feelings about an agency or program or enhance motivation, so would a new car or an infusion of cash into the bank account. The rule prohibiting the use of appropriated funds for personal gifts reflects the clear potential for abuse and the impossibility of drawing a rational line.

In 53 Comp. Gen. 770 (1974), a certifying officer for the Small Business Administration asked GAO to rule on the propriety of an expenditure for decorative ashtrays which were distributed to federal employee participants of a conference sponsored by that agency.

Chapter 4
Availability of Appropriations: Purpose

By passing out ashtrays, the agency intended that they would generate conversation concerning the conference and thereby further the SBA's objectives by serving as a reminder of the purposes of the conference. The decision held that the justification given by the agency was not sufficient because the recipients of the ashtrays were federal officials who were already charged by law to cooperate with the objectives of the SBA. Thus, there was no necessity that ashtrays be given away. The ashtrays were properly designated as personal gifts.

Similarly, in 54 Comp. Gen. 976 (1975), specially made key chains which were distributed to educators who attended seminars sponsored by the Forest Service were determined to be personal gifts despite the Department of Agriculture's claim that their distribution would generate future responses from participants. That decision stated:

"The appropriation . . . proposed to be charged with payment for the items in question is available for . . . expenses necessary for forest protection and utilization. . . . Since the appropriation is not specifically available for giving key chains to individuals, in order to qualify as a legitimate expenditure it must be demonstrated that the acquisition and distribution of such items constituted a necessary expense of the Forest Service."

The decision concluded that the key chains were not necessary to implement the appropriation and were, therefore, improper expenditures.

This line of reasoning was also used in 57 Comp. Gen. 385 (1978). There it was held that novelty plastic garbage cans containing candy in the shape of solid waste which were distributed by the Environmental Protection Agency to attendees at an exposition were personal gifts. The agency's argument that the candy was used to attract people to its exhibit on the Resource Conservation and Recovery Act and therefore to promote solid waste management was not sufficient to justify the expenditure.

In B-195247, August 29, 1979, the Comptroller General held that an expenditure of appropriated funds for the cost of jackets and sweaters as Christmas gifts to corpsmen at a Job Corps Center with the intent of increasing morale and enhancing program support was unauthorized. It was determined that these were not a necessary

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and proper use of appropriated funds and therefore were personal gifts.

The following cases are additional illustrations of expenditures which were found to be in the nature of personal gifts and therefore improper:

- T-shirts stamped with Combined Federal Campaign logo to be given to employees contributing a certain amount. 70 Comp. Gen. (B-240001, February 8, 1991).
- Winter caps purchased by National Oceanographic and Atmospheric Administration to be given to volunteer participants in weather observation program to create “esprit de corps” and enhance motivation. B-201488, February 25, 1981.
- Photographs taken at the dedication of the Klondike Gold Rush Visitor Center to be sent by the National Park Service as “mementos” to persons attending the ceremony. B-195896, October 22, 1979.
- “Sun Day” buttons procured by the General Services Administration and given out to members of the public to show GSA’s support of certain energy policies. B-192423, August 21, 1978.
- Agricultural products developed in Department of Agriculture research programs (gift boxes of convenience foods, leather products, paperweights of flowers imbedded in plastic) to be given to foreign visitors and other official dignitaries. B-151668, June 30, 1970.
- Cuff links and bracelets to be given to foreign visitors by the Commerce Department to promote tourism to the United States. B-151668, December 5, 1963; B-151668, June 12, 1963 (same case).

As a number of the preceding cases point out (e.g., B- 151668, December 5, 1963), while the agency’s administrative determination of necessity is given considerable weight, it is not controlling.

Some expenditures which resemble personal gifts have been approved because they were found necessary to carry out the purposes of the agency’s appropriation. For example, in B-193769, January 24, 1979, it was held that the purchase and distribution of pieces of lava rocks to visitors of the Capulin Mountain National Monument was a necessary and proper use of the Department of the Interior’s appropriated funds. The appropriation in question was for “expenses necessary for the management, operation, and maintenance of areas and facilities administered by the National Park Service” The distribution of the rocks furthered the

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objectives of the appropriation because it was effective in pre-serving the Monument by discouraging visitors from removing lava rock elsewhere in the Monument. Thus, the rocks were not considered to be personal gifts.

Similarly, GAO concluded in B-230062, December 22, 1988, that the Army could use its appropriations to give away framed recruiting posters as “prizes” in drawings at national conventions of student organizations. The students had to fill out cards to enter the drawings, and the cards would provide leads for potential recruits. Also, the Army is authorized to advertise its recruitment program, and posters are a legitimate form of advertising.

Another case in which GAO found adequate justification is 68 Comp. Gen. 583 (1989), concluding that the United States Mint may give complimentary specimens of commemorative coins and medals to customers whose orders have been mishandled. Since customers who do not receive what they paid for may be disinclined to place further orders, the goodwill gesture of giving complimentary copies to these customers would directly contribute to the success of the Mint’s commemorative sales program.

b. Contests

(1) Entry fees

The Comptroller General has held that payment of an entry fee to enter agency publications in a contest sponsored by a private organization is improper and cannot be justified as a necessary expense, at least where the prize is a monetary award to be given to the editors of the winning publications. B-164467, June 14, 1968. However, payment of a contest entry fee may be permissible where the prize is awarded to the agency and not to the individuals and where there is sufficient justification that the expense will further the objects of the appropriation. B-172556, December 29, 1971. The Comptroller General pointed out in that decision that whether appropriated funds may be used to enter a contest will depend on the nature of the contest, the nature of the prizes and to whom they are awarded, and the sufficiency of the administrative justification. Thus, the Bureau of Mines could use its appropriations to enter an educational film it produced in an industrial film festival where entry was made in the Bureau’s name, awards would be made to

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the Bureau and not to arty individuals, and there was adequate justification that entry would further the Bureau's function of promoting mine safety. B-164467, August 9, 1971.

(2) Government-sponsored contests

In an early case, the Navy wanted to use its appropriation for naval aviation to sponsor a competition for the design of amphibious landing gear for Navy aircraft. Cash prizes would be awarded for the two most successful designs. The Comptroller General ruled, however, that the proposed expenditure was unauthorized because the prizes were not related to the reasonable value of the services of the successful contestants and because the appropriation contemplated that the design and development work would be performed by Navy personnel. 5 Comp. Gen. 640 (1926).

While 5 Comp. Gen. 640 maybe said to express a general rule, later decisions have permitted agencies to, in effect, sponsor contests and competitions where artistic design was involved. Thus, in A-13559, April 5, 1926, the Arlington Memorial Bridge Commission wanted to invite several firms to submit designs for a portion of the Arlington Memorial Bridge. Each design accepted by the Commission would be purchased for \$2,000, estimated to approximate the reasonable cost of preparing a design. Since the \$2,000 was reasonably related to the cost of producing a design, GAO viewed the proposal as amounting to a direct purchase of the satisfactory designs and distinguished 5 Comp. Gen. 640 on that basis. A significant factor was that the bridge was intended not merely as a functional device to cross the river but "as a memorial in which artistic features are a major, if not the primary, consideration."

This decision was followed in 9 Comp. Gen. 63 (1929), holding that the Marine Corps could offer a set sum of \$1,000 for an acceptable original design for a service medal. The Comptroller General stated:

"Competition in the purchase of supplies or articles for Government use in its most common form is for the purpose of securing specified supplies or articles at the lowest possible price. Where, however, the purpose is the selection of the most suitable and artistic design ... , the primary value of the subject being in its design, the ordinary procedure may be reversed and the amount to be expended fixed in advance at a sum considered to be the reasonable value of the services solicited and the bidders requested to submit the best design which they can furnish for that sum." Id. at 65. —

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The concept of A-13559 was followed and applied in several later decisions. See 19 Comp. Gen. 287, 288 (1939) (design of advertising literature for savings bonds); 18 Comp. Gen. 862 (1939) (plaster models for Thomas Jefferson Memorial); 14 Comp. Gen. 852 (1935) (bronze tablets and memorials for Boulder Dam); A-37686, August 1, 1931 (monument at Harrodsburg, Kentucky, as first permanent settlement west of the Allegheny Mountains); A-35929, April 3, 1931 (ornamental sculptured granite columns for the Arlington Memorial Bridge).

Thus, a prize competition per se is generally unauthorized in accordance with 5 Comp. Gen. 640. However, the procedure in A-13559 and its progeny is permissible where artistic features are the major consideration and the amount awarded is related to the reasonable cost of producing the design.

Apart from the artistic design line of cases, an agency may be authorized to sponsor a contest under the necessary expense theory, if the expenditure bears a reasonable relationship to carrying out some authorized activity. For example, in B-158831, June 8, 1966, prizes were awarded to enrollees at a Job Corps Conservation Center in a contest to suggest a name for the Center newspaper. GAO held the expenditure permissible because the enabling legislation authorized the providing of "recreational services" for the enrollees and the contest was viewed as a permissible exercise of administrative discretion in implementing the statutory objective.

In another case, the National Park Service sponsored a cross-country ski race in a national park, and awarded trophies to the winners. The cost of the trophies could not be charged to appropriations for management, operation, and maintenance of the national park system. However, the Park Service also received appropriations for recreational programs in national parks, and the trophies, could properly have been charged to that account. B-214833, August 22, 1984. See also B-2300062, December 22, 1988.

c. Awards

A number of early decisions established the proposition that, absent specific statutory authority, appropriations could not be used to purchase such items as medals, trophies, or insignia for the purpose of making awards. The rationale follows that of the gift cases. The prohibition was applied in 5 Comp. Gen. 344 (1925) (medals for winners of athletic events) and 15 Comp. Gen. 278

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(1935) (annual trophies for Naval Reserve bases for efficiency). In 10 Comp. Gen. 453 (1931), the Comptroller General held that a general appropriation could be used to design and procure medals of honor for air mail flyers where the awarding of the medals had been authorized in virtually concurrent legislation. The general appropriation was viewed as available to carry out the specifically expressed intent of Congress and the express authorization obviated any need for a more specific appropriation.

The rule was restated in 45 Comp. Gen. 199 (1965) and viewed as prohibiting the purchase of a plaque to present to a state to recognize 50 years of achievement in forestry. While the voucher in that case was paid because the plaque had already been presented, the decision stated that payment was for that instance only and that congressional authority should be sought if similar awards were considered desirable in the future. A more recent case applying the prohibition is B-223447, October 10, 1986.

As with the gift cases, an occasional exception will be found based on an adequate justification under the necessary expense doctrine. One example, prompted perhaps by wartime considerations, is B-31094, January 11, 1943, approving the purchase of medals or other inexpensive insignia (but not cash payments) to be awarded to civil defense volunteers for heroism or distinguished service.

Similarly, the Comptroller General held in 17 Comp. Gen. 674 (1938) that an appropriation, one of whose purposes was "accident prevention," was available to purchase medals and insignia (but not to make monetary awards) to recognize mail truck drivers with safe driving records. There was sufficient discretion under the appropriation to determine the forms "accident prevention" should take. However, the discretion in recognizing safe job performance does not extend to distributing "awards" of merchandise selected from a catalogue. B-223608, December 19, 1988.⁷⁰ The same decision disapproved the distribution of ice scrapers imprinted with a safety message, based on the lack of adequate justification.

The prohibition does not apply to a government corporation with the authority to determine the character and necessity of its expenditures, 64 Comp. Gen. 124 (1984). (The expenditure in the case cited was to be made from donated funds.)

⁷⁰Merchandise in that case was distributed to more than 80% of the work force at one project.

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Several statutes now authorize the making of awards in various contexts. Perhaps the most important is the Government Employees Incentive Awards Act, enacted in 1954⁷¹ and now found at 5 U.S.C. §§4501-4507. The Act authorizes an agency to pay a cash award to an employee who “by his suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork” or performs a special act or service in the public interest related to his or her official employment. The agency may also incur “necessary expenses” in connection with an incentive award. Awards and related expenses under the Act are paid from appropriations available to the activity or activities benefited. The Office of Personnel Management is authorized to prescribe implementing regulations. OPM’s regulations are found in 5 C.F.R. Parts 451 and 540, and Chapter 451 of the Federal Personnel Manual. A provision added in 1990, 5 U.S.C. § 4505a, authorizes cash awards for employees with fully successful performance ratings.⁷²

The Incentive Awards Act applies to civilian agencies, civilian employees of the various armed services, the District of Columbia Government, and specified legislative branch agencies. 5 U.S.C. §4501. Within the judicial branch, it applies to the Administrative Office of the United States Courts⁷³ and the United States Sentencing Commission. *Id.*⁷⁴ While it does not apply to members of the armed forces, the Defense Department has very similar authority for military personnel in 10 U.S.C. §1124.

GAO has issued a number of decisions interpreting the Government Employees Incentive Awards Act. Thus, where an award is based

⁷¹ 68 Stat. 1112. This was an expansion of similar but more limited authority enacted in 1946 (60 Stat. 809). GAO reviewed the Act’s effectiveness in its report Federal Workforce: Federal Suggestion Programs Could Be Enhanced, GAO/GGD-89-71 (August 1989). Certain supervisory and management officials are excluded from the Incentive Awards Act, but are covered by virtually identical provisions in 5 U.S.C. §5407.

⁷² Section 207 of the Federal Employees Pay Comparability Act of 1990 (FEPCA), section 529 of the FY 1991 Treasury-Postal Service-General Government appropriation act, Pub. L. No. 101-509 (November 5, 1990), 104 Stat. 1389, 1457. The authority is effective only to the extent provided for in advance in appropriation acts. FEPCA §301, 104 Stat. 1461.

⁷³ B-170804, February 2, 1971 (Administrative Office could make award to a judicial branch employee not directly covered by the Act, for exemplary work on a special assignment on behalf of the Administrative Office).

⁷⁴ The Sentencing Commission had not been covered prior to a 1988 amendment to the statute. See 66 Comp. Gen. 650 (1987).

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on a suggestion resulting in monetary savings, the savings must be to government rather than non-government funds. 36 Comp. Gen. 822 (1957). Applying this principle, GAO found that a suggestion for changes in procedures that would decrease administrative expenses of state employment security offices would effect a savings to an appropriation for unemployment service administration grants to the states. Therefore, the appropriation was available to make an award to the employee who made the suggestion. 38 Comp. Gen. 815 (1959). An agency may make an award to an employee on detail from another agency. 33 Comp. Gen. 577 (1954). An agency may also make an award to one of its employees for service to a Federal Executive Board. B-240316, March 15, 1991. See also 70 Comp. Gen. _____ (B-236040, October 9, 1990).

An interesting situation occurred in B-192334, September 28, 1978. There, an employee made a suggestion that resulted in monetary savings to his own agency, but the savings would be offset by increased costs to other agencies. The decision concluded that, if the agency wanted to make an award on the basis of tangible benefits, it must measure tangible benefits to the government, that is, it must deduct the increased costs to other agencies from its own savings. However, the agency could view the suggestion as a contribution to efficiency or improved operations and make a monetary award based on intangible benefits.

As noted, the Act authorizes an agency to incur "necessary expenses" incident to its awards program. Thus, an agency may pay travel and miscellaneous expenses to bring recipients to Washington to participate in award ceremonies. These expenses are not chargeable against the statutory award ceiling (currently \$10,000). 32 Comp. Gen. 134 (1952). The agency may also pay travel expenses for the recipient's spouse. 69 Comp. Gen. 38 (1989), overruling 54 Comp. Gen. 1054 (1975). In response to 69 Comp. Gen. 38, OPM issued FPM Letter 451-7 (July 25, 1990), extending the concept to "any individual related by blood or affinity." Travel and miscellaneous expenses may also be paid to a surviving spouse to receive an award on behalf of a deceased recipient. B-111642, May 31, 1957. Where a recipient is handicapped and cannot travel unattended, the travel and miscellaneous expenses of an attendant, whether or not a family member, may be paid. 55 Comp. Gen. 800 (1976).

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The Act does not authorize “necessary expenses” incident to the receipt of an award from a non-federal organization. 40 Comp. Gen. 706 (1961). However, in limited situations where an award from a non-federal organization is closely related to the recipient’s official duties, it maybe possible to pay certain related expenses on other grounds. See 55 Comp. Gen, 1332 (1976).

In a case previously discussed in our section on entertainment, the Comptroller General held that the “necessary expense” language of the Incentive Awards Act may include refreshments at an agency’s awards ceremony. 65 Comp. Gen. 738 (1986). See also B-167835, November 18, 1969. A 1990 decision applied the rationale of 65 Comp. Gen. 738 and held that an agency could pay a fee, which included a luncheon, for attendance at a Federal Executive Board regional award ceremony by agency employees who had been selected for awards and their supervisors. 70 Comp. Gen. (B-236040, October 9, 1990).

Awards under the Act may take forms other than cash. Thus, in 55 Comp. Gen. 346 (1975), the Comptroller General held that the Army Criminal investigation Command could award marble paperweights and walnut plaques to Command employees, including those who had died in the line of duty, if the awards conformed to the Act and applicable regulations. In situations not covered by the statute (e.g., presentations to non-government persons to recognize cooperation and enhance community relations), however, such awards would be personal gifts and therefore improper. Similarly authorized as “honorary” awards are desk medallions (B-184306, August 27, 1980); telephones of nominal value (67 Comp. Gen. 349 (1988)); and \$50 jackets bearing agency insignia (B-243025, May 2, 1991). Administrative leave can also be awarded if and to the extent authorized in OPM’S implementing regulations. 5 U.S.C. § 4502(e) (2).⁷⁵ See also B-208766, December 7, 1982. Awards of merchandise to be selected from catalogues, however, are not authorized. B-223608, December 19, 1988 (citing OPM regulations). Whether the award is monetary or non-monetary, the act or service prompting it must be related to official employment. 70 Comp. Gen. (B-240001, February 8, 1991) (Incentive Awards Act does not authorize giving T-shirts to Combined Federal Campaign contributors).

⁷⁵ Added by FEPCA, supra note 72, § 20L, 104 Stat at 1455.

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The Act does not authorize cash awards based merely on length of service or upon retirement. However, honorary non-cash awards are permissible. For example, the Department of Agriculture wanted to present to retiring members of its Office of Inspector General engraved plastic holders containing their credentials. GAO found this authorized by the Act. 46 Comp. Gen. 662 (1967). The use of incentive awards for good sick leave records is inappropriate. 67 Comp. Gen. 349 (1988).

The making of an award—and therefore the refusal to make an award—under the Government Employees Incentive Awards Act is discretionary. Rosano v. United States, 9 Cl. Ct. 137, 144-45 (1985). As such, it is reviewable only for abuse of discretion. E.g., Shaller v. United States, 202 Ct. Cl. 571 (1973), cert. denied, 414 U.S. 1092. A labor relations arbitrator may order an agency to prepare and submit an award recommendation, but cannot order the agency to actually make the award. 56 Comp. Gen. 57 (1976).

In B-202039, April 3, 1981, affirmed upon reconsideration, B-202039, May 7, 1982, two employees filed a claim where their agency had given them a cash award several years after implementing their suggestion. They claimed interest on the award, lost imputed investment earnings, an inflation adjustment, and compensation for higher income taxes paid as a result of the delay. The claim was denied. In the May 1982 decision, GAO pointed out that an agency's own regulations can have the effect of limiting the discretion it would otherwise have under the statute. See also Griffin v. United States, 215 Ct. Cl. 710 (1978). Thus, agency regulations can commit the agency to making an award if it adopts a suggestion. However, this does not create an entitlement to interest.

Finally, the Government Employees Incentive Awards Act is limited to government employees. Since no similar authority exists for persons other than government employees, an award may not be made to a nongovernment employee who submits a suggestion resulting in savings to the government. B-160419, July 28, 1967. The limitation to government employees is also noted in two internal GAO memoranda. B-224071-O. M., August 3, 1987 (GAO appropriations not available for cash awards to contract security guards); B-176600-O. M., August 18, 1978 (appropriations of agencies funding the Joint Financial Management Improvement Program not available to make cash awards to other than federal employees).

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In addition to the Government Employees Incentive Awards Act, several other statutes authorize various types of awards. Some examples are:

- 5 U.S.C. § 5384: authorizes lump-sum cash performance awards to members of the Senior Executive Service. Some representative decisions are 68 Comp. Gen. 337 (1989); 64 Comp. Gen. 114 (1984); and 62 Comp. Gen. 675 (1983).
- 10 U.S.C. § 1125 and 14 U.S.C. § 503: authorize the Defense Department and the Coast Guard, respectively, to award trophies and badges for certain accomplishments. The Coast Guard statute includes cash prizes. The statutes have been narrowly construed as limited essentially to proficiency in arms and related skills. 68 Comp. Gen. 343 (1989) (Coast Guard); 27 Comp. Gen. 637 (1948) (discussing predecessor of 10 U.S.C. § 1125).
- 5 U.S.C. §§ 4511-4514: Inspector General of an agency may make cash awards to employees whose disclosure of fraud, waste, or mismanagement results in cost savings for the agency. For an agency without an Inspector General, the agency head is to designate an official to make the awards. The President may make the awards where the cost savings accrue to the government as a whole. GAO reviews under this legislation indicate that the authority has been used sparingly, but that actual or projected cost savings appear reasonable in those cases where awards have been made.⁷⁶ The legislation was scheduled to expire on September 30, 1990. Even if it is not renewed, as the Office of Personnel Management pointed out in connection with an earlier sunset (FPM Letter 451-5, November 21, 1984), similar awards can be processed under the Incentive Awards Act.

⁷⁶Federal Workforce: Low Activity in Awards Program for Cost Savings Disclosures, GAO/GGD-88-22 (December 1987); Executive Agencies' Employee Cash Awards Program for Disclosure of Fraud, Waste, or Mismanagement, GAO/GGD-84-74 ((May 8, 1984).