



**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**



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To: All Managers and Supervisors  
From: DSD, Support Services  
Subject: Non-monetary Recognition Awards

Non-monetary recognition awards provide managers and supervisors a wide range of options other than cash awards for recognizing employees' good work. While monetary awards are important, studies have shown that people are motivated to perform at a high level when they receive thoughtful and personal recognition that signifies true appreciation for a job well done. The motivation is even stronger if the form of recognition creates a story that can be told to family, friends and associates for years to come.

This IM reissues BLM California guidance for non-monetary awards. In addition, current BLM guidance on non-monetary awards is included (see WO-IB-2008-109 which transmits the BLM Awards Handbook, attached). **Please note that the BLM Awards Handbook has not been updated to reflect the decision made at the national level that BLM will no longer authorize the purchase of gift cards/gift certificates for any purpose. The new national policy is in concert with existing California policy that prohibits purchase of any non-monetary awards that do not have "lasting trophy value".**

Points to remember when considering use of non-monetary awards include:

❖ **How do I pay for the non-monetary award?**

*Non-monetary award items may be purchased through normal procurement channels or by an authorized individual using a government charge card with purchase authority.*

❖ **How much is too much?**

*Non-monetary awards may not exceed \$250.00 and any non-monetary award must have a "lasting trophy value", meaning that it can be shown to coworkers, friends, and family as a "trophy."*

❖ **What can I purchase? What is appropriate?**

*The Approving Official should consider if public disclosure of the non-monetary award would cause embarrassment to the agency. If it is determined that the non-monetary award being considered is not appropriate, make another choice or consider a monetary award as an alternative. For BLM California, only the following or directly comparable items are approved for purchase as non-monetary awards with public funds:*

***Above \$50:*** plaques, pen and pencil sets, clocks, desk organizers, jackets, watches, brief cases (require completion of a DI-451).

***Below \$50:*** balloons, lapel pins, coffee cups, key chains, pens, paperweights, pen and pencil sets, clocks, plaques, jackets, caps, t-shirts, watches, and other appropriate items meeting the “lasting trophy value” criterion.

Wherever appropriate, a non-monetary award should contain the BLM name, logo, award title and/or mission.

Consider the following best management practices for using non-monetary awards:

- ❖ Use non-monetary awards to build or reinforce a sense of unity and value among employees in a specific location or working on a specific project. There’s still nothing quite like a special t-shirt that commemorates work done well to emphasize the ties that make a good team.
- ❖ Share your ideas with other supervisors and managers...don’t keep successful initiatives to yourself.
- ❖ Provide opportunities for others to benefit from “start-up” costs, such as design set-up for logos, etc., by adding to quantities produced. Or work out cooperative arrangements with other managers/supervisors to share the start-up costs, decreasing everyone’s overall costs.

Non-monetary recognition awards should be in every supervisor’s tool box of appropriate ways to thank employees for a job well done. If you have any questions regarding information contained in this IM, please contact Julie Lang, Fiscal & Business Services (916-978-4527) or Virginia Horton, Human Resources (916-978-4472).

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Johnny Facio  
Administrative Support Assistant

Attachment: <http://web.blm.gov/internal/wo-500/directives/dir-08/ib2008-109.html> (1p)