



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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July 31, 2014

**In reply refer to:**

1400-400 (CA-944/945) P

EMS TRANSMISSION: 8/6/14

Instruction Memorandum No. **CA-2014-029**

Expires: 9/30/2016

To: All Managers and Supervisors

From: DSD, Support Services

Subject: Non-monetary Recognition Awards

While financial rewards are important, studies have shown that people are motivated to perform, and perform at a higher level, when they receive thoughtful and personal recognition that signifies true appreciation for a job well done.

This IM updates guidance for Non-monetary Recognition Awards, referencing the Department of Interior (DOI) issued Memorandum, dated 11/21/2012, and Information Bulletin No. CA-2013-008, dated 4/15/2013 (attached).

### **Dollar Amounts**

The DOI nominal threshold for Non-monetary Recognition Awards is a \$50 cash value annually per employee. Items that exceed \$50 cash value may not be provided as a non-monetary award.

### **Paying for a non-monetary award**

Non-monetary award items should be purchased through normal procurement channels.

### **Appropriate non-monetary awards**

Non-monetary award items should include those that can be used in an office setting such as business card holders, portfolio type case, lapel pins, paperweights, and pen and pencil sets. Where appropriate, a non-monetary award item should contain the Bureau name, logo, award title, and/or mission.

### **Inappropriate non-monetary awards**

Gift cards or other items that can be easily converted to cash (i.e., gift certificates, gift cards, U.S. Savings Bonds, tickets, or similar items) may **not** be used for non-monetary awards. Consistent with Executive Order 13589, *Promoting Efficient Spending*, and DOI policy, *Restriction on the Purchase of Promotional Items*; promotional items may **not** be used for non-

monetary awards. This includes for example, watches, fruit baskets, balloons, coffee cups, key chains, jackets, caps, T-shirts, clocks, plaques, or similar items.

Non-monetary Recognition Awards allow managers and supervisors options other than monetary awards for recognizing good work and contributions to the BLM. 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.

If you have any questions regarding information contained in this IM, the attachments, or if you are not certain about the appropriateness of an award, please contact Tiffany Williams, Human Resources, 916-978-4471, or Wilma Kominek, Fiscal and Business Services, 916-978-4511.

Signed by:  
Karen L. Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment – 2

1 - DOI Memo dated 11/21/12 (2 pp)

2 - IB No. CA-2013-008 dated 4/15/13 (1 p)