

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1400-451 (OR-953) P

June 19, 2003

EMS TRANSMISSION 06/20/2003
Information Bulletin No. OR-2003-186

To: DMs, DSDs, Staff and Branch Chiefs

From: Associate State Director

Subject: Incentive Awards Program

Bureau of Land Management Oregon/Washington employees have a long history of service and demonstrated outstanding performance in a variety of positions throughout the organization. One indicator is the fact that so many employees from our two states are tapped to fill positions that are national level assignments and/or details to fill critical vacancies at all levels of the organization. Our employees work above and beyond the expectations that we have established, and consistently do so in an outstanding manner. Often times, and for a variety of reasons, these extra efforts go unrecognized and we should seek to remedy that. I am requesting that you personally review these opportunities to nominate individuals and/or units for formal recognition. The Branch of Human Resources has outlined these various awards and summarized the schedule for nominations below. During the next fiscal year, I challenge each office to nominate at least one employee or unit where recognition is appropriate and deserved, during the next fiscal year.

Attachment (1) is Information Bulletin No. OR-2003-011, dated October 22, 2002, that contains incentive award summary information which will provide you with the necessary background and instructions regarding general purpose, procedures and use of awards. Please note the other "outside" awards which are announced on a recurring basis annually and are sponsored by other organizations, or co-sponsored with the Department of the Interior. These awards identified are listed in the Departmental Awards and Recognition Handbook and indicate the approximate due dates. However, these dates are subject to change and may vary annually.

Awards which nominations are generally requested for during the upcoming months are:

1. Award for Outstanding Achievements in Water and Energy Conservation and Energy Efficiency
2. Earl Chiles High Desert Award and Donald M. Kerr Awards

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3. Executive Excellence Award
 4. President's Quality Award
 5. William T. Pecora Award
 6. GEICO Public Service Award
 7. Federal Engineer of the Year Award

8. Public Lands Foundation Award
9. Arthur S. Fleming Award
10. Roger W. Jones Award

Please note all of the above award due dates can be found in the above referenced Information Bulletin No. OR-2003-011, dated October 22, 2002. In addition, you may also refer to the Departmental Awards and Recognition Program Handbook, dated February, 1996, for more detailed information. This document can be accessed on our Bureau of Land Management intranet website: <http://web.or.blm.gov/OR953/> by clicking on the awards link.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment

1 - [IB No. OR-2003-11](#) (7 pp)

Distribution

WO-700 (5628-MIB)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208**

In Reply Refer to:

1400-451 (OR-953) P

October 22, 2002

EMS TRANSMISSION 10/22/2002

Information Bulletin No. OR-2003-011

To: DMs, DSDs, Staff and Branch Chiefs

From: Associate State Director

Subject: Incentive Awards Program

As the Incentive Awards Program is designed to improve efficiency and effectiveness by motivating employees to increase their productivity and creativity while rewarding them for their dedication and hard work, I am strongly encouraging managers to provide their employees with prompt recognition as we make great strides to recognize their special accomplishments. Monetary and Non-Monetary awards can be used as an important tool to enhance the effectiveness of our Incentive Awards Program.

Attached you will find summary information which will provide you with the necessary background and instructions regarding the general purpose, procedures and use of awards.

This document will also assist you with identifying the various types of awards and recognition available when nominating internal employees and external partners for an award. Such positive recognition for achievements are recognized through: Monetary Awards, Continuous Improvement Incentives, Non-Monetary recognition and Informal Honors, Honor Awards and Outside Awards. Nominations and/or recommendations for these awards can be documented and submitted using Award Certification Form DI-451, (or as otherwise stated), to or by the recipient's supervisor and the recipient's supervisor approves and transmits the award nominations to the official delegated approval authority. These recommendations may be submitted at anytime throughout the year, with the exception of Quality Step Increases (only one QSI within a 52-week period) and Outside Awards (announced by the Department annually). Also, all honorary awards initiated by the nominating official must be forwarded to the Branch of Human Resources (OR953) for review and further processing, prior to being submitted to the State Director's Office for final concurrence. In addition, you may also refer to the Departmental Awards and Recognition Program Handbook, dated February, 1996, for more detailed information. This document can be accessed on our BLM intranet website: <http://web.or.blm.gov/OR953/> by clicking on the awards link.

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If you have questions or need additional information, please contact Alina Malray, Branch of Human Resources (OR953) at (503) 808-6242.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Tiffany R. Young
Acting Management Assistant

1 - Attachment

1 - [Awards Summary](#) (5 pp)

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Awards Summary

Monetary Awards:

Special Thanks for Achieving Results (STAR) Awards

This award is a cash award of \$50 up to \$5,000 for an individual or group.

Quality Step Increase (QSI) which is a pay increase that provides faster than normal progression through the steps for permanent General Schedule employees.

Continuous Improvement Incentives:

Productivity Improvement Award

A cash award or other recognition for process improvement, cost-saving suggestions, streamlining, or the elimination of non-value added processes. The award shares some portion of actual savings resulting from cost reduction or productivity gains with the employee(s) who recommends or achieves the savings.

Interior Innovation Award

Issued to teams or individuals to recognize outstanding achievements in reducing costs, reinventing work processes, and improving service to customers. An award of \$1,000 is transferred to the individual's or team's operating budget to be used for project support such as training, books, software, or office equipment.

Invention/Patent Award

Automatic \$500 (gross) compensation awarded upon the actual filing of a patent application. An additional \$800 (gross) will be awarded if the patent is granted. Further recognition based on the benefit of the contribution may be granted through the use of an additional cash award.

Non-Monetary Recognition and Informal Honors:

Nominal value (up to \$25 cash value); such items as coffee cups, key chains, pens, paperweights, plaques, gift certificates, etc.

Significant value (from \$26 to \$250 cash value); such items as pen-and-pencil sets, clocks, desk organizers, fruit baskets, gift certificates, jackets, or other appropriate items.

Informal Honors letters of commendation, certificates, "thank you" notes, or other similar items.

Time-Off-Recognition

A excused absence awarded to an employee without charge to leave. The minimum time off recognition is 1 hour. There is no maximum time off recognition. (This should be granted within reason.)

Length-of-Service Recognition

Certificates and/or pins awarded at various milestones in an individual's career. This recognition is usually in 10 - year increments.

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Honor Awards:

Highest Honors:

The highest Departmental honor awards presented to career employees or non-employee partners-in mission (Public and private-sector organizations and their employees, customers, volunteers, private citizens, etc., whose contributions directly or indirectly support the mission of the Department). The recipient must have demonstrated extremely significant contributions to departmental programs.

Distinguished Service Award

For career employees of the Department typically those who have received the Meritorious Service Award.

Conservation Service Award

For private citizens or organizational partners-in-mission.

Mid-Level Honors:

The second highest of departmental honor awards presented to individual employees or groups that have demonstrated exceptional continuing contributions to departmental or bureau mission accomplishments.

Meritorious Service Award

For career employees of the Department, typically in mid-career, who may have received one or more Superior Service Awards.

Unit Award for Excellence of Service

For recognition of employee group, unit, or team contributions.

Outstanding Service Award

For departmental political appointees.

Initial Level Honors:

The first level of recognition in the series of departmental honor awards presented to career employees or partners, including volunteers, who have made a significant contribution to the Department through service to a bureau program.

Superior Service Award

For career employees of the Department of the Interior

Citizen's Award for Exceptional Service

Bureau specific awards for private citizens or organizational partners, including volunteers.

Heroic Act Honors:

Honorary recognition granted to employees or private citizens by the Department for heroic acts or unusual bravery in the face of danger.

Valor Award

For employees of the Department who risk their lives while attempting to save the life of another.

Citizen's Award for Bravery

For private citizens who risk their lives to save the life of a departmental employee serving in the line of duty or the life of any other person, while on property owned by or entrusted to the Department.

Exemplary Act Award

For employees who attempt to save the life of another or for private citizens who attempt to save the life of a departmental employee serving in the line of duty or any other person while on property owned by or entrusted to the Department, when risk to their own lives is not an issue.

Other Awards:

While this list is not conclusive and other outside awards exist, the following list captures those awards which are announced on a recurring basis. These awards are sponsored by other organizations, or are co-sponsored with the Department of the Interior.

The Department provides criteria, due dates, and other pertinent information to the Bureau personnel offices; which distributes this information to the field offices when awards are announced each year. The following listing is listed in chronological order, according to the calendar month in which they are due.

Federal Environmental Engineer Award

Recognition of outstanding environmental engineers. Approximate Due Date: **February**

Federal Technology Leadership Award

Recognition of federal projects and programs which have made exceptional contributions to the public through the use of automated information systems.

Approximate Due Date: **May**

GSA Achievement Award for Real Property Management

Recognition for accomplishments in the categories of Best Innovative Policy and Practices in property management. Approximate Due Date: **May**

OPM Director's PILLAR Award

Recognition for Performance, Incentives, and Leadership Linked to Achieve Results and how effective performance management supports organizational success.

Approximate Due Date: **May**

Award for Outstanding Achievements in Water and Energy Conservation and Energy Efficiency.

Recognition of contributions in innovative practices of technology, cost savings, significant energy reduction and efficiency, planning and partnering on significant energy consumption reduction and other significant achievements having a positive effect on public, Departmental/Bureau conservation efforts . Approximate Due Date: **June**

Earl Chiles High Desert Award and Donald M. Kerr Awards

Recognition of vital contributions in sustainable resource management made by lay people working primarily within their own communities throughout the High Desert region. Approximate Due Date: **June**

Executive Excellence Award

Recognition for significant contributions to public service and the image of the career executive service. Approximate Due Date: **June**

President's Quality Award

Recognition of accomplishments that further the administrations objectives in the Presidents management agenda. Approximate Due Date: **June**

William T. Pecora Award

Recognition of contributions towards understanding the earth by means of remote sensing. Approximate Due Date: **July**

GEICO Public Service Award

Recognition of outstanding achievements in substance abuse prevention and treatment; fire prevention and safety; physical rehabilitation; and traffic safety and accident prevention. Approximate Due Date: **August**

Federal Engineer of the Year Award

Recognition of an outstanding federal engineer. Approximate Due Date: **October**

Public Lands Foundation Award

Recognition for professionalism in public land management, specifically in the areas of Technical/Operational and Managerial/Administrative arena's. Approximate Due Date: **November**

Arthur S. Fleming Award

Recognition for outstanding and meritorious work. Approximate Due Date: **December**

Roger W. Jones Award

Recognition of executives who demonstrated superior leadership that resulted in outstanding organizational achievements. Approximate Due Date: **December**

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WISE (Women in Science and Engineering) Award

Recognition of federal women scientist and engineers.

Approximate Due Date: **Late December or Early January**

Innovation in Management, Performance and Public Service Award

Recognition of employees who help us improve our service to the American people and advance the President's Management and Performance Agenda.

Approximate Due Date: **Anytime throughout the year**

The Four Cs Award

Recognition of those within BLM and outside the agency whose performance exemplifies Secretary Norton's Four Cs philosophy of consultation, cooperation, and communication all in the service of conservation.

Approximate Due Date: **Anytime throughout the year**

Unsung Hero Award

Recognition of "behind the scene" contributions to accomplish the Department's mission.

Approximate Due Date: **Anytime throughout the year**

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Attachment 1-7