

**BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
INTERIM POLICY DOCUMENT**

Effective Date: JAN 19 2013

IPD No.:

2013 - 6 -

Series: Administrative

Title: Director's Award

Originating Office: Human Resources Division (HRD), Office of Administration

1. Purpose. This document provides policy and guidance to the Bureau of Safety and Environmental Enforcement (BSEE) on the Director's Award. This award is to recognize individual or group achievement and acknowledge contributions that lead to organizational excellence.

2. Scope. All BSEE employees.

3. Limitations. There are prohibitions on awards for certain Federal employees, such as political employees (Schedule C and non-career Senior Executive Service members) who are not eligible to receive awards between June 1 of any year in which there is a Presidential election and January 20 of the following year (see 5 CFR §451.105).

4. Objective. The objective of the awards program is to recognize outstanding performance. Timely recognition encourages improvement in individual, team, and organizational performance.

5. Policy. The Director's Award is the most prestigious in the organization. It is presented to individuals for outstanding contributions and exceptional service to BSEE and its mission.

Achievements should be recognized at the time of accomplishment, and acknowledgement of progress toward achieving individual, team, or organizational results should be a continuous process. This award is designed to bestow singular honor on an individual or group as an official recognition of achievement.

This award is a non-monetary form of recognition.

Employees must have at least five years with the Bureau to be nominated, and they can receive more than one BSEE Director's Award during their tenure with the organization.

A one-page citation is recommended in support of the award.

Award ceremonies will be conducted in the Washington, D.C., area to acknowledge recipients on a bi-annual basis.

Travel expenses to the awards' ceremony will be paid by the Bureau for only the awardee if the awardee is located outside the Washington, D.C., area. Travel accommodations are only provided for days that are to conduct official business and attendance at the awards ceremony.

Refreshments may be purchased with operating appropriations when it is determined that the effectiveness of an official award ceremony would be materially enhanced by serving light refreshments.

Employees in receipt of the Director's Award can also be nominated for the Department of the Interior Honor Awards.

6. Procedures. Nominations are initiated using the form DI-451. The form DI-451 should be signed by the Recommending Individual and/or the first-level Reviewing Official in the nominee's chain of command and accompanied by the draft citation in Microsoft Word format. An outline of the citation is attached.

Nomination packages are sent to the HRD. The HRD will check for any unfavorable information related to the nominee with the Ethics Officer and the Equal Employment Opportunity Division. Additionally, the HRD will review the nominee's electronic Official Personnel Folder (eOPF) for any derogatory information and check with the Human Resources Specialist for employee relations. This process is referred to as vetting.

In the evaluation of unfavorable information, the HRD will consider the timing, seriousness, relationship to the award, notoriety and impact of the incident, and other relevant factors.

Once the vetting has been completed, the nomination package will be sent through the chain of command to the Director for final approval. The nomination package will be signed and returned to the HRD.

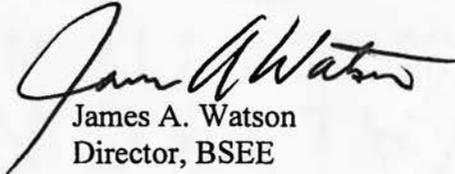
The office of the recipient will input a personnel action into Federal Personnel Payroll System to be processed by the HRD. The personnel action will flow into the eOPF and become a part of the employee's record.

The Director's Award ceremonies will be planned by the HRD with consultation from the Director's Chief of Staff Office.

Recipients will receive a citation, a plaque, and photo with the Director.

7. Responsibility. Managers should apply a consistent approach in the review, evaluation, and recommendation of the award nomination. These mechanisms should also provide oversight of equity and cultural diversity to ensure that employees at all levels of the organization are considered for the award.

8. Cancellation. This policy will remain in effect until incorporated into the BSEE Manual.


James A. Watson
Director, BSEE

Attachment

CITATION FORMATTING AND PROCESSING OF DEPARTMENTAL HONOR AWARDS

AWARD CITATIONS:

The citation must be clearly written, in plain language, with sufficient detail so that a layman can easily understand the contributions of the recipient. Specific examples of accomplishments should be included with limited laudatory expressions.

CITATION FORMAT:

- Margins: 1 inch
- Text: Justified
- Font: Times New Roman
- Font Size: 12 point
- Citation Length: 1 page (approximately 350 words) to include signature block.
- Do not date the citation. The BSEE Director's Office will date it.

The Heading

- The citation heading should be in bold capital letters and centered on the page as follows:

CITATION
[Double Space]
FOR THE BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
DIRECTOR'S AWARD
[Double Space]
JOHN D. DOE

- The award recipient(s) name may be an individual or a group.
- Triple space between full name and first paragraph.

The Body

- The body of the citation consists of two paragraphs.
- The first paragraph always begins, "In recognition of his/her..." and ends with the bureau name. For example: "In recognition of his outstanding leadership of international resource programs for the Bureau of Safety and Environmental Enforcement."
- The citation must reflect formal reference to the nominee, i.e., Dr. Brown, Mrs. Jones, Mr. Smith - not John, Barbara, or Henry. Always use the formal reference except in the last sentence of the second paragraph where the full name must be used.
- When the bureau name is first used in citation, spell out the bureau name. Use the word "Bureau" or "Service" for all subsequent references to the bureau instead of spelling it out. Do not use acronyms. Use action verbs in the citation.

- Citations should be checked for correct spelling (including nominee's name), grammar, punctuation, and sentence structure prior to sending to the Human Resources Division.
- Citations should be clear and concise.
- Eliminate large gaps in spacing on citations.
- The final sentence of the second paragraph will read: "For (full name) is granted the Bureau of Safety and Environmental Enforcement Director's Award."
- If the nominee is deceased, and is receiving an award, the citation should follow normal procedure and the closing statement should read as follows, "For his contributions to the (insert bureau or office), (Insert name) is posthumously granted the Bureau of Safety and Environmental Enforcement Director's Award."

Signature Block

- The signature block will be six spaces below the body of the citation and will begin at the center of the page. The citation is signed by the BSEE Director.