

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

FDA OUTSTANDING ACHIEVEMENT AWARD

Transmittal Number: 85-188 -- Date: 09/16/1985

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1. PURPOSE AND NATURE OF AWARD

To recognize employees from each major FDA component (OC Office, Center, Region) in grade GS-9 or below (or wage grade equivalent) whose function is basic in achieving the goals and mission of the Agency and whose personal attributes, attitudes, job performance, and/or job knowledge characterize excellence.

2. ELIGIBILITY

Any General Schedule or Wage Grade full- or part-time employee who has worked for FDA for one consecutive year is eligible to be considered for this award. Eligible employees shall be at the GS-9 level or below (or wage grade equivalent). In addition, staff of the Assistant General Counsel, Food and Drug Division, are eligible. Groups of employees and Commissioned Corps members are ineligible for this award.

3. CRITERIA

Employee recognition should be based on evidence of the employee's performance that deserves special commendation. Nominations for the award should:

- A. Reflect the quantity and timeliness of work products as well as the quality of work and the impact this has on the overall responsibilities of the particular component of FDA.
- B. Reflect the personal characteristics, such as initiative, persistence, and adaptability, which the employee has demonstrated in performing his/her duties.
- C. Highlight skill proficiencies in the following activities: planning, organizing, informing, listening, overall job knowledge.
- D. Reflect the employee's ability to work as a team member.

4. PREPARATION AND REVIEW OF NOMINATIONS

- A. Who May Nominate. All FDA employees may nominate co-workers, peers, or supervisors for the FDA Outstanding Achievement Award. Staff of the Assistant General Counsel, Food and Drug Division, may also make nominations. Self nominations will not be accepted.
- B. Routing of Nominations. Nominations prepared in the format shown in Attachment A are to be transmitted by memorandum (Attachment B) and should be addressed to the FDA Awards Coordinator, Division of Human Resources Management, HFA-430. Nominations of headquarters and National Center for Toxicological Research employees go through the nominee's supervisory channels up to and including, as appropriate, an Associate Commissioner; OC Office Director: a Center Director: or the Director, NCTR, for signature acknowledging the nomination and indicating endorsement, nonendorsement, and/or comment, if appropriate. Nominations of Field employees must be signed by the appropriate District Director and/or Regional Director before they are forwarded to the Associate Commissioner for Regulatory Affairs. All nominations, whether endorsed or non-endorsed, are to be forwarded to the FDA Awards Coordinator. In addition, nominations should be routed through the nominee's local incentive awards officer for review to insure consistency with the prescribed guidelines and to assure proper and adequate format and content.
- C. Performance Appraisals. A copy of the nominee's current performance appraisal must be attached with the nomination.
- D. Who Reviews Nominations. The FDA Subcommittee reviews nominations for the FDA Outstanding Achievement Award and presents recommendations to the FDA Policy Board for decision.

5. DUE DATE FOR SUBMISSION OF NOMINATIONS

Properly prepared and routed nominations for the FDA Outstanding Achievement Award are due to the FDA Awards Coordinator, Division of Human Resources Management, HFA-430, no later than January 1 of each year for presentation at the annual honor awards ceremony. However, nominations will be accepted at any time.

6. APPROVAL OF NOMINATIONS AND PRESENTATION OF AWARDS

The Division of Human Resources Management will notify recommending individuals of the approval or disapproval of award nominations. Those awards which are approved will normally be presented by the Commissioner at the Agency's annual honor awards ceremony which will usually be held in the spring in the Washington, D.C., Metropolitan area.

ATTACHMENT A

Format for FDA Outstanding Achievement Award Nominations

Prepare an information sheet. The instructions in parentheses describe the information to be entered. **Do not exceed one page.**

(Actual size 8 1/2" x 11")

NOMINATION FOR FDA (INSERT NAME OF AWARD)

1. Name and organization of nominee: (Use name exactly as it should appear on certificate. Include any doctoral degree used. Also indicate Miss, Ms., Mrs., Mr., as appropriate.)
2. Title, series, and grade of current position: (Example - Clerk Typist, GS-322-4)
3. Brief statement of current duties:
4. Length of Government service:
Length of HHS service:
Length of FDA service:
5. Listing of previous honors and awards: (Example - Quality Increase 1978)
6. Brief summary of education:
7. Brief summary of work experience:
8. Proposed citation: (Twenty-five [25] words or less summarizing the service or achievement which serves as the basis for this nomination. Begin the citation with, "In recognition of..." --or-- "For..." and do not include personal pronouns such as "her" or "his."

Prepare a narrative justification (single-spaced). The instructions in parentheses describe the information to be entered. **Do not exceed three pages.**

(Actual size 8 1/2" x 11")

ATTACHMENT A

NARRATIVE STATEMENT

(Describe the employee's achievement or distinguished service, showing clearly the manner in which the nominee has met the award criteria. This statement should include sufficient detail to provide reviewing and advising boards with enough information to effectively evaluate the nominee's contribution. Some points to include, if applicable, are: impact of the achievement on Agency mission, function, or activity affected; level of effectiveness before and after improvement actions were taken; results obtained by the nominee's actions, including any quantifiable evidence of improvement; and, degree of ingenuity, innovation, or exceptional skill demonstrated by the nominee's attributes, attitudes and job knowledge.)

ATTACHMENT B

EXAMPLE OF TRANSMITTAL MEMORANDUM FOR FDA AWARD OF MERIT

Each nomination must have its own transmittal memorandum showing all necessary endorsements. The information in parentheses describes the kind of information to be entered.

MEMORANDUM

Date:

From: (Nominator's title & organization)

Subject: Nomination for Outstanding Achievement Award - (Nominee's name)

To: FDA Awards Coordinator, HFA-430

Through: (Nominee's supervisory channels up to and including, as appropriate, the OC Office Director; Associate Commissioner; Center Director; or Director, National Center for Toxicological Research. Nominations of Field employees go through the appropriate District Director; Regional Food and Drug Director; The Director, Office of Regional Operations; and the ACRA.)

It is my pleasure to forward the nomination of (nominee's name) for the Outstanding Achievement Award.

(Signature of Nominator)

Attachment

ENDORSEMENTS/COMMENTS

(Prepare a space for each official listed in the through line to endorse, nonendorse, and/or make comments. Example:

Title _____ Endorse _____ Nonendorse _____
Date _____)