

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**PERSONNEL**

**INCENTIVE AWARDS**

**FDA COMMENDABLE SERVICE AWARD**

Transmittal Number 76-65 -- Date: 09/24/1976

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Commendable Service Award

**1. PURPOSE AND NATURE OF AWARD**

This Guide contains Agency policy and procedure concerning recognition of employees for outstanding public service in the Food and Drug Administration through bestowal of the FDA Commendable Service Award, the Agency's second highest award. The FDA Commendable Service Award is honorary in character and it consists of a plaque and certificate. Group recipients of the FDA Commendable Service Award will receive a group plaque and a group certificate and each person in the group will receive a personal letter from the Commissioner.

**2. ELIGIBILITY**

All individual civilian employees or groups of employees of the Food and Drug Administration, past or present, (except special Government employees) are eligible to be nominated for the FDA Commendable Service Award. In addition, staff of the Assistant General Counsel, Food and Drug Division, are eligible. There is no limit on the number of awards that can be granted in any one year. The FDA Commendable Service Award may be granted in addition to, or in lieu of, another award.

### **3. CRITERIA**

Following are examples of achievements which may receive consideration for the FDA Commendable Service Award. These few examples are not all inclusive and other significant achievements or accomplishments may also warrant consideration for this award:

- A. Outstanding supervisory ability evidenced by effective use of manpower and technical resources which contributes to the successful accomplishment of an FDA program, e.g.,
  - 1. Highly effective supervisory leadership in training and utilizing employees in a manner that maximized their career development.
  - 2. Superior ability in solving difficult work flow problems in spite of severe personnel and equipment constraints.
- B. Sustained superior performance of duties that sets an unusual record of achievement warranting special recognition, e.g., exemplary accomplishment, far exceeding performance standards, in the timely processing of heavy workloads with outstanding accuracy.
- C. Superior performance of a special act or service in the public interest, related to employment, which far exceeds normal position requirements, e.g.,
  - 1. Intensive round-the-clock efforts during and after a natural disaster to prevent serious health hazards to the public.
  - 2. Unique and exceptional performance in the course of a food and drug inspection.

### **4. PREPARATION AND REVIEW OF NOMINATIONS**

- A. Who May Nominate. All FDA employees may nominate co-workers, supervisors, or managers for the FDA Commendable Service 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 and should be addressed to the FDA Awards Coordinator, Division of Personnel Management, HFA-400. Nominations are to go through the nominee's supervisory channels up to and including, as appropriate, an OC Office Director; an Associate or Assistant Commissioner, the Directors National Center for Toxicological Research; a Bureau Director; a Regional Food

and Drug Director; a Deputy Regional Food and Drug Director; or the Executive Director of Regional Operations, for signature acknowledging the nomination and indicating endorsement, nonendorsement, and/or comment, if appropriate. All nominations whether endorsed or nonendorsed 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. Who Reviews Nominations. The FDA Policy Board reviews nominations for the FDA Commendable Service Award and presents its recommendations to the Commissioner for decision. When a Policy Board member is nominated for the FDA Commendable Service Award, the selection will be made by the Commissioner with the advice and consent of those he may consider appropriate.

## **5. DUE DATE FOR SUBMISSION OF NOMINATIONS**

Properly prepared and routed nominations for the FDA Commendable Service Award are due to the FDA Awards Coordinator, Division of Personnel Management, HFA-400, no later than January 1 of each year for presentation at the Annual Honor Awards Ceremony; however, nominations will be accepted year-round.

## **6. APPROVAL OF NOMINATIONS AND PRESENTATION OF AWARDS**

The Division of Personnel Management will notify recommending individuals of the Commissioner's 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 COMMENDABLE SERVICE AWARD

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 COMMENDABLE SERVICE AWARD

1. Name and organization of nominee:  
  
(Use name exactly as it should appear on certificate. Include any doctoral degree used. For a group nomination, indicate the name of the group.)
2. Title, series, and grade of current position:  
(Example - Consumer Safety Officer, GS-0696-12)
3. Brief statement of current duties:
4. Length of Government service:
5. Length of service with the Department and with FDA:
6. Listing of previous honors and awards:
7. Brief summary of education:
8. Brief summary of work experience:
9. Proposed citation: (Twenty-five (25) words or less summarizing the service or achievement which serves as the basis for this nomination.)

\*NOTE: When a group is nominated, items 2 and 4 through 8 may be omitted, but a complete and accurate alphabetical listing of the names of each member of the group is to be attached indicating Mr., Mrs., Ms., Miss, D.V.M., M.D., Ph.D., etc.; for each person. The brief statement of current duties for group nominations (#3) may be indicated as the duties of the group rather than for each individual.

Prepare a narrative justification (single-spaced). The instructions in parentheses describe the information to be entered. Do not exceed three pages and do not attach written testimonials or endorsements.

## **ATTACHMENT A**

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

### **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.)