

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

FDA EQUAL OPPORTUNITY ACHIEVEMENT AWARD

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1. PURPOSE AND NATURE OF AWARD

This Guide provides information on the FDA Equal Opportunity Achievement Award which is granted by the Commissioner in recognition of outstanding accomplishments in fostering the objectives of the Federal Government's Equal Opportunity Program. This award is honorary in character and consists of a plaque and a certificate signed by the Commissioner. Members of groups who receive the FDA Equal Opportunity Achievement Award will be given individual certificates signed by the Commissioner and, in most cases, one plaque for each group.

2. REFERENCES

- A. Federal Personnel Manual Chapter 713, Equal Employment Opportunity.

- B. Federal Personnel Manual Chapter 451, Incentive Awards.
- C. HHS Instruction 451-1, Incentive Awards.
- D. Staff Manual Guide FDA 3113.2, FDA Local Incentive Awards Officers.

3. BACKGROUND AND OBJECTIVES

- A. The Office of Personnel Management established provisions within the framework of the Incentive Awards Program to recognize employees, supervisors, and managers who actively contribute to the Government's equal opportunity program.
- B. This recognition serves to:
 - 1. Encourage active and effective participation in activities to promote equal opportunity.
 - 2. Provide Agency honor and distinction to those employees who excel in their efforts to advance equal opportunity.
 - 3. Emphasize the Federal Government's policy of providing equal opportunity to its employees and the public.
 - 4. Give impetus to the Agency's equal opportunity program by publicizing superior accomplishments toward the goals of the program.

4. POLICY

Through implementation of the FDA Equal Opportunity Affirmative action Plan and other positive actions, FDA seeks to provide equal opportunity for all regardless of race, color, religion, sex, age, national origin, or handicap. The FDA Equal Opportunity Achievement Award is granted to recognize those who have made exceptionally outstanding contributions toward that goal.

5. ELIGIBILITY

Any FDA civilian or Commissioned Corps employee or group of employees, past or present (except special Government employees) is eligible to receive this award. Those employees who retire during the calendar year preceding the FDA Awards Ceremony at which this award is presented, and retired employees who contributed to a group effort being recognized by this award are also eligible. Nomination is not limited to "on-the-job performance" but extends to services rendered in the community. Although employees of the Office of Equal Opportunity and Civil Rights are not precluded from nomination, their outstanding contributions to the program would normally be

through outstanding performance of their assigned duties and would be more appropriately recognized by the FDA Commendable Service Award or the FDA Award of Merit. There is no limit on the number of awards that can be granted in any one year.

6. CRITERIA

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

- A. Achieving unusual effectiveness in motivating employees, through direct encouragement and assistance, to develop the full potential and utilization of skills. Positive results in this area might be demonstrated by outstanding skills development activities which evidence concern for providing equal opportunity: the upward mobility of lower graded and underutilized employees as evidenced through promotions and job restructuring; and/or recognition and awards for achievements and suggestions of the organization's lower level employees.
- B. Providing excellent leadership and creative development of highly successful training programs for lower graded and underutilized employees.
- C. Achieving outstanding success in working with educational institutions and curriculum development activities to qualify minority group persons, women, and/or handicapped or disabled employees for jobs where few such persons are now employed.
- D. Realizing outstanding success through the nominee's direct involvement in a community activity or project directed toward raising the quality of life in that community. This might include efforts directed toward providing equal opportunity in housing which may eliminate barriers to recruitment, adequate transportation where this has been a deterrent to acceptance of employment, and/or child day-care centers which may assist persons to obtain and retain employment.

7. PREPARATION AND REVIEW OF RECOMMENDATIONS

- A. Who May Nominate. All FDA employees may nominate co-workers, subordinates, supervisors, or managers for the FDA Equal Opportunity Achievement Award. Self nominations will not be accepted.
- B. Routing of Nominations. Nominations are to be prepared in the format shown in Attachment B and transmitted by individual memorandum shown

in Attachment A to the FDA Awards Coordinator, Division of Human Resources Management, HFA-430.

1. Performance Appraisal. A copy of the nominee's summary rating sheet from the current performance appraisal must be attached with the nomination. For nominations of groups, a copy of each group member's current performance appraisal must be included.
 2. Nominations of Headquarters and Headquarters Field Employees. Nominations are to go through the nominee's supervisory channels up to and including, as appropriate, the respective Associate Commissioner; OC Office Director; Center Director; or Director, National Center for Toxicological Research, for signature acknowledging the nomination and indicating endorsement, nonendorsement and/or comments.
 3. Nominations of Field Employees. Nominations of Field employees must go through the Associate Commissioner for Regulatory Affairs as well as the Director, Office of Regional Operations and the appropriate Regional Food and Drug Director.
 4. All Nominations. All nominations, whether endorsed or nonendorsed, are to be forwarded to the FDA Awards Coordinator. Nominations should also be routed through the nominee's local incentive awards officer for review at the earliest opportunity to insure consistency with the prescribed guidelines and to assure proper and adequate format and content.
- C. Who Reviews Nominations. The FDA Awards Subcommittee reviews nominations for the FDA Equal Opportunity Achievement Award and presents recommendations to the FDA Policy Board. The Policy Board reviews the Subcommittee's recommendations and then makes recommendations to the Commissioner for decision. The FDA Director of Equal Employment and Civil Rights is a member of the Awards Subcommittee and the FDA Policy Board and participates during the review and consideration of nominations for this award. When a Policy Board member is nominated for the FDA Equal Opportunity Achievement Award, the selection will be made by the Commissioner, with the advice and consent of those considered appropriate by the Commissioner.

8. DUE DATE FOR SUBMISSION OF AWARD NOMINATIONS

Nominations for the FDA Equal Opportunity Achievement Award must be submitted to the FDA Awards Coordinator, Division of Human Resources Management, HFA-430, by January 1 of each year for presentation at the

Annual Honor Awards Ceremony. However, nominations will be accepted throughout the year.

9. APPROVAL OF NOMINATIONS AND PRESENTATION OF AWARDS

The Associate Commissioner for Management and Operations will notify Center/Office heads 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.

10. ELIGIBILITY FOR HHS EQUAL OPPORTUNITY ACHIEVEMENT AWARD

Recipients of the FDA Equal Opportunity Achievement Award are eligible to be nominated for the Department's Equal Opportunity Achievement Award.

ATTACHMENT A

**TRANSMITTAL MEMORANDUM
FDA EQUAL OPPORTUNITY
ACHIEVEMENT AWARD**

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 (insert name of 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.)

This memorandum transmits the nomination of (nominee's name) for the (name of 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 _____

ATTACHMENT B

FORMAT FOR FDA EQUAL OPPORTUNITY ACHIEVEMENT 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 EQUAL OPPORTUNITY ACHIEVEMENT 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. 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:

Length of HHS service:

Length of FDA service:

5. Listing of previous honors and awards:

(If member of a group award, indicate name of award, name of group, and year received.) Example:

Quality Increase 1978

Commendable Service Award, Administrative Review Group, 1983

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 his, their, etc. When formulating the proposed citation, take special care to assure that it not only states what the award recognizes, but also that it is identifiable with the award criteria.

9. Identification of criteria under which nominated:

(Example - Criteria B)

ATTACHMENT B

*NOTE: When a group is nominated, items 2 through 7 may be omitted, but a complete and accurate alphabetical listing of the name and titles indicating Mr., Mrs., Ms., Miss, D.V.M., M.D., Ph.D., etc.; the organization for each person; and a brief statement beside each name describing the role each individual played in the particular effort, is to be attached.

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.

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

NARRATIVE STATEMENT

(Describe the employee's contribution or service and results achieved in sufficient detail to provide reviewing and advisory officials with enough information to make an effective evaluation. Include such factors as: (1) benefits resulting from the nominee's contributions (include number of persons affected and monetary benefits, if applicable); (2) the degree of ingenuity, innovation, or exceptional skill demonstrated by the nominee; (3) the specific role of the nominee in accomplishing the achievement [if others are also involved]; (4) amount of time spent in activity, if applicable; (5) recognition nominee has received from professional, local government or community organizations [excerpts from letters from public and private officials, publications, etc., may be used to support statements of merit.]