



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

FWS/HR

JUN 18 2002

Memorandum

To: Service Directorate

From: Director *Steve Williams*

Subject: Honor and Monetary Awards

In light of the Office of the Inspector General reviews of the Fish and Wildlife Service incentive awards program, the Service Incentive Awards Committee (SIAC) has expressed the need for a more active and involved role in their review of honor and monetary awards. Therefore, the SIAC will meet on a monthly basis to review nominations for honor awards and monetary awards in excess of \$4,000. Effective July 1, awards must be received by the Division of Human Resources by the 5th of each month to be reviewed and voted on the following Tuesday by the SIAC. Award nominations received after the 5th will be held and considered at the next monthly meeting.

Honor and monetary award nominations must contain sufficient justification to make a determination that the awards are deserved. Some recent award nominations forwarded to the Washington Office for approval have contained inadequate information concerning the contributions or achievements for which the nominations are made. Although the nomination form contains a section for the justification, it may be necessary to continue the narrative on a separate, blank page to fully capture the employee's contributions. The justification must reflect the employee's accomplishments resulting from his/her performance, including the details and benefits of these accomplishments. Award amounts should be commensurate with the employee's contributions, considering the overall benefit to the organization. If, in view of the Committee, the justification is insufficient, the nomination will be returned via a memorandum stating the reason(s) and any recommendations.

If you have any questions or need additional information, please contact Kimm Slayton at (202) 208-5950.