



FINANCIAL CRIMES ENFORCEMENT NETWORK

Check one: Issuance Bulletin Manual Supplement Amendment Revision

SUBJECT: AWARDS AND RECOGNITION PROGRAM

1. PURPOSE:

The Financial Crimes Enforcement Network acknowledges the importance of recognizing those employees who perform beyond expectations. These employees make significant contributions to the efficiency and effectiveness of Government operations. Employee recognition and award decisions should provide incentives; demonstrate a direct relationship between performance recognition and strategic plans, goals, and results; and be made in a timely manner to maximize the meaningfulness of recognition.

Appropriate recognition for performance beyond expectations is critical to high employee morale and the efficiency of the organization. This program is intended to: (1) improve individual and organizational effectiveness by relating pay levels, pay adjustments, and awards to individual and organizational performance; and (2) recognize individual or group efforts for noteworthy achievements and extra effort above and beyond normal expectations.

2. SCOPE:

This policy applies to all Financial Crimes Enforcement Network employees except Senior Executive Service and Attorney employees. Contract employees are not eligible to receive monetary incentive awards. Awards may be granted under this program to Federal employees, other appropriate persons or groups of persons, separated employees and the legal heirs or estates of deceased Federal employees. The definitions, approval authorities, and general award provisions developed pursuant to this policy are attached. Charts setting forth the specific details for each award-type are also attached.

3. OFFICE OF PRIMARY INTEREST:

Management Programs Division, Human Resources.

/s/
William J. Fox
Director

AWARDS AND RECOGNITION PROGRAM

1. PROGRAM DEFINITIONS:

- a. Approving Official. Individual who has authority to approve the award and expend the funds to pay the award. The Approving Official cannot be the Recommending Official. See “Approval Authorities” for more information.
- b. Basic pay. If an award is calculated as a percentage of “basic pay,” basic pay is the annual salary *not including* locality pay or geographical adjustments.
- c. Honorary award. A Special Act Award in the form of a letter, certificate, plaque, citation, or similar non-monetary item. Also known as a non-monetary award.
- d. Monetary award. Any award paid in the form of cash or time off.
- e. Non-monetary award. See definition of “Honorary Award.”
- f. On-the-Spot Award. A smaller Special Act Award for which there is an expedited approval and payment process. Unlike other awards, the awardee receives the full amount of a Spot Award. (Spot Awards are “grossed-up” in the payroll system to cover taxes.)
- g. Performance Award. An award that is based on a rating of record. This includes cash awards and Quality Step Increases (QSIs).
- h. Quality Step Increase (QSI). An increase in basic pay from one step of the GS/GC pay scale to the next in recognition of sustained, excellent performance. This increase must be based on “Outstanding” performance on a rating of record.
- i. Recommending Official. The supervisor or manager who initiates an award. The Recommending Official must be classified as a supervisor and cannot also be the Approving Official.
- j. Special Act Award. A monetary or non-monetary award based on documentation of an individual’s or group’s exceptional contributions to a project, program, or activity. Monetary Special Act Awards can be paid in cash or time off. Non-monetary Special Act Awards are known as “Honorary Awards.”
- k. Time Off Award. A Special Act (including Spot) or Suggestion Award paid in the form of time off from duty without loss of pay or charge to leave.

2. APPROVAL AUTHORITIES:

- a. The Executive Board will meet every year and recommend to the Director for ratification budgets for Performance Awards, Special Act or Service awards and Directors Award programs. The Executive Board will determine Performance Award budgets for each Associate Director or equivalent Office head, and will also determine the Special Act and Director's Award budget for the Director. The Executive Board will also specify the award range that may be used for "Outstanding" and "Exceeded" performance ratings.
- b. All awards must be approved at a management level higher than the supervisor or manager who recommended the award. Exceptions would include when the Director is the recommending official, or for some On-the-Spot and time-off awards. (See Attachment 2 for summary chart of approving authorities.)
- c. Assistant Directors can approve for employees the Assistant Director supervises On-the-Spot awards in cash up to \$500 per person or group and time-off awards up to 16 hours per person or group.
- d. Associate Directors or Chief of Staff can approve for employees the Associate Director or Chief of Staff supervises:
 - (1) Performance Awards within the ranges set by the Executive Board.
 - (2) On-the-Spot awards up to \$500 per person or group.
 - (3) Time-off awards up to 40 hours per person per award, not to exceed 80 hours per person per year.
 - (4) Quality Step Increases (QSI's).
- e. The Deputy Director can approve for the employees the Deputy Director supervises and for employees recommended for awards by an Assistant Director or Associate Director who do not supervise that employee.
- f. The Director (or the Director's written delegate) can approve:
 - (1) Any individual or group cash award (Special Act or Performance), not to exceed \$10,000 per individual or group.
 - (2) Quality Step Increases (QSI's).
 - (3) Honorary Awards up to \$150.
 - (4) Director's Awards.
- g. Award Limitations:

Awards over \$10,000 per individual or group must be submitted to Treasury for review, then:

- (1) The Office of Personnel Management (OPM) can approve awards from \$10,001 to \$25,000.
- (2) The President can approve awards exceeding \$25,000.

3. GENERAL PROGRAM PROVISIONS:

- a. Awards must be recommended by employees who are classified as supervisors or managers. All employees are encouraged to make appropriate staff aware of exceptional performance or special acts, but they cannot initiate awards as Recommending Officials on award recommendations, except as provided by the Director's Award Program.
- b. All award documentation is generated and maintained within the HRConnect system.
- c. A supervisor or manager who recommends an award for an employee not under his or her permanent supervisory control must contact the employee's supervisor of record to obtain concurrence prior to approval and processing of the award.
- d. Employees should be recognized as closely as possible to the specific actions or events that warranted the award, but no later than one calendar year after. Prompt recognition and reward is preferable.
- e. The effective date of special acts, on-the-spot, and time-off awards may not precede the date(s) the award recommendation was signed by recommending and approving officials.
- f. Cash awards are subject to budget limitations.
- g. Cash awards are in addition to regular pay. They are subject to taxes.
- h. An employee can receive any number of awards provided each award is for a special act or service except for specific award limits as specified in this policy.
- i. Performance awards are not payable in the form of time off.
- j. Recommending officials may discuss with the employee the desirability of an On-the-Spot versus a time-off award.

4. PROGRAM RESPONSIBILITIES:

- a. The Director and Deputy Director provide the overall direction for the Awards and Recognition Program. The Management Programs Division and the Office of Outreach and Workplace Solutions operationally manage the Awards and Recognition Program. The Director will make the final decision on any Director's Award. Further, the Director, or the Director's written delegate, will review and approve Special Act and group award recommendations quarterly.
- b. The Chief, Office of Outreach and Workplace Solutions works with Director on the Director's Award program, including the development of the categories of the awards and recognition that may be made that year. The Chief solicits nominations for each category; receives nominations for each category and prepares memorandum for Executive Board recommendations; and the Chief organizes an award ceremony. In addition, the Office of Outreach and Workplace Solutions prepares an Analysis of Award data in conjunction the Federal Agency Annual EEO Program Status Report.

- c. The Chief of Staff, Associate Directors, and Assistant Directors, are responsible for managing the awards programs consistently across their organization. Associate and Assistant Directors are responsible for promoting a proactive employee awards and recognition program. They:
 - (1) Ensure that all managers and supervisors, within their area of responsibility, comply with the guidelines and procedures described in this directive,
 - (2) Assure equal opportunity for all employees to earn awards,
 - (3) Ensure prompt action on all employee performance award recommendations, and
 - (4) Manage award funding within annual targets approved by the Executive Board.

- d. The Assistant Director, Financial Management is responsible for:
 - (1) Requesting adequate funds for the program through the Federal Budget Process,
 - (2) Developing an annual funding proposal to include targets for Executive Board approval, and
 - (3) Monitoring award expenditures.

- e. The Assistant Director, Human Resources, is responsible for:
 - (1) Administering the Awards and Recognition Program in accordance with established policies and procedures,
 - (2) Reviewing awards for technical accuracy and consistency, and
 - (3) Processing awards, including ensuring that time-off awards are credited to the employee.

- f. Supervisors and Managers are responsible for:
 - (1) Recognizing employee contributions in a fair and equitable manner,
 - (2) Encouraging employee excellence,
 - (3) Recommending and approving awards in accordance with the delegations of authority for incentive awards,
 - (4) Notifying employee of award in a timely manner, and
 - (5) Obtaining concurrence from the supervisor of record when nominating an employee for an award for which he or she does not permanently supervise.

- g. Employees are responsible for:
 - (1) Understanding Financial Crimes Enforcement Network's Awards and Recognition Program, and
 - (2) Bringing noteworthy accomplishments of fellow employees to his or her supervisor's attention.

5. **CONFIDENTIALITY:**

Performance award nominations contain privileged information that should be made available only to those involved in the decision process and certain other officials on a need-to-know basis. Recommending officials should not discuss award recommendations with nominees until

the award has been approved or, in the case of external award nominations (i.e., awards sponsored by private organizations), until the nominee has been selected by the Director as the candidate for that award. However, when nominations for external awards require personal information (e.g., date of birth, home address, professional affiliations, employment history, etc.) be furnished, permission must be obtained from the nominee before such information is furnished to the private sector.

6. PROGRAM EVALUATION:

Periodic evaluations of the Awards and Recognition Program will be made through a regularly scheduled Human Resources (HR) evaluation process or as deemed appropriate by HR to assure requirements of law are effectively implemented and to identify areas in need of improvement.

APPROVAL AUTHORITIES

An X indicates approval authority.

Type of Award	Assistant Director	Chief of Staff/Assoc. Director	Deputy Director	Director	Comments
Performance awards for: “O” and “E” (range to be approved yearly)		X	X	X	Provided total awards in a given year are within the approving official’s budget. Requests to exceed budget require approval at the next higher level as depicted on this table.
Special Act and Group awards				X	May be approved up to a maximum of \$10,000. Awards that would grant \$10,001-\$25,000 to an individual employee require OPM approval. Awards that would grant more than \$25,000 to an individual require OPM review and approval and final approval by the President.
On-the-Spot up to \$500 per person or group	X	X	X	X	Provided total awards in a given year are within the approving official’s budget. Requests to exceed budget require approval at the next higher level as depicted on this table.
Time-Off Award Up to 16/18 hours per person or group	X	X	X	X	May not exceed 80 hours per person per year
Time-Off Award over 16/18 hours and up to 40 hours per person per award		X	X	X	May not exceed 80 hours per person per year
Quality Step Increase (QSI)		X	X	X	May not exceed one in a 52-week period
Directors Awards Honorary Awards Letter of Commendation				X	Process highlighted in Attachment 6

PERFORMANCE AWARDS

- General Information**
1. Performance Awards are granted in cash.
 2. To qualify for a Performance Award, the summary rating on the current rating of record must be at least “Exceeded.”
 3. The award is based on a current rating of record.
 4. The performance must have occurred during the 12-month period prior to the date of the recommendation.
 5. Awards are considered approved when the Recommending and Approving Official have forwarded the award action in HRConnect to HR. (See Attachment 2 for summary chart of approving authorities.)
 6. The employee must not have received another cash performance award within the six months preceding the date of nomination. (Note: An award for a special act or service during the six month period is not disqualifying.)

Amount of Award The amounts of performance awards will be determined on an annual basis by the Executive Board.

QUALITY STEP INCREASES

General Information A Quality Step Increase (QSI) is an increase in basic pay from one step of the GS pay scale to the next. It can be granted in recognition of sustained, excellent performance when all of the following are true:

1. The employee has received a summary rating of record of “Outstanding”.
2. The employee must have been performing in that position, at that grade, for a minimum of six months and there is an expectation that the performance will continue at that level for a minimum of an additional six months. Performance recognized cannot be performed during a detail. It must be certified in the justification that the same high level of performance is expected to continue in the future.
3. The employee is not about to be promoted or has not received a promotion which recognizes the same performance the QSI would recognize.
4. When considering giving a QSI, the manager can contact HR to ensure that the timing of the QSI is beneficial.
5. The employee is in the GS/GG pay plan.
6. The employee is not a step 10.
7. The employee has not received a QSI in the preceding 52 consecutive calendar weeks.
8. The QSI must be approved in HRConnect by the appropriate approving official and forwarded to HR.

QSI's and Cash Performance Awards A QSI should not normally be granted if a cash Performance Award is granted for the same time performance or same time period. However, if either award alone would not be sufficient recognition for the level of performance, both may be granted. The reasons for the additional recognition must be part of the QSI justification in the HRConnect award action. Unlike other forms of monetary recognition, a QSI permanently increases an employee's rate of basic pay by one step.

Effect of QSI on Within-Grade Waiting Period Approval of a QSI does not change the employee's waiting period for the next within-grade increase. If the QSI places the employee in step 4 or 7 of the pay scale, however, the employee must complete the new, longer waiting period for the next step increase. Any time worked at the previous step will count toward this waiting period. The time an employee has already waited counts towards the next increase, but they must wait the full period that the new step requires. Example: An employee has worked 6 months at step 3 when he is granted a QSI to step 4. The waiting period to move from step 4 to step 5 is 24 months, so the employee must wait 18 months before moving to step 5.

Factors in considering whether to grant a QSI or a performance award.

1. QSI may not be given if the employee is in the tenth step of the grade. As a result, other means must be used to provide performance recognition. For example, the level of performance required for performance award is not as high as the level of performance and other criteria required to warrant a QSI. A performance award does not have to consider anticipated future performance. It is a lump sum cash award, rather than an increase in base pay, and thus does not impact on future pay, life insurance, or annuity computations.
2. Since the QSI is a continuing benefit, recommending and approving officials should consider carefully the continuing cost to the Government and the taxpayer versus the motivational value to the employee.
3. A QSI is not an appropriate form of recognition when the employee is changing jobs or the job itself is changing, when the employee is detailed to the job for only a short period of time, or when the employee is on detail to another job or special project during the performance period being recognized. These circumstances are inconsistent with a determination that the high-level performance is a characteristic of the individual's performance and is expected to continue.

SPECIAL ACT OR SERVICE AWARDS

General Information

1. Special Act Awards, including On-the-Spot and Honorary Awards, may be granted when an employee or group performs beyond expectations on a one-time project or activity. If employees' contributions result in improved efficiency, economy, or other improvement to government operations, Special Act Awards may be appropriate.
2. A special act or service may be a single action or a series of actions of a relatively short duration performed either within or outside normal duties; or exceptional job performance of a short duration by an employee or group of employees in the course of their official employment which is so significant that special recognition is clearly justified.
3. The special act or service must have occurred during the 12-month period prior to the date of recommendation. The award should be granted as soon as possible, but not later than three months after the occurrence of the special act or service.
4. Examples of a special act or service of a short duration or of a nonrecurring nature which may be considered for an award are: (1) Performance which has involved overcoming unusual difficulties, (2) performance of assigned duties with special effort or special innovation that results in significant economies or other highly desirable benefits, (3) exemplary or courageous handling of an emergency situation related to official employment, or (4) performance of assigned tasks so that one or more important job requirements are significantly exceeded, provided all other aspects of job performance are fully successful.

The manager will enter the justification for the special act or service in the "Comment" block in the "Award Data" section in the HRConnect request. The justification should describe the employee's achievement or contribution and explain why the achievement or contribution warrants special recognition. The amount of the award (monetary or time-off) and the time frame for the award are also required to be entered in the "Award Data" section.

Justifications should be comprehensive enough to sustain the award request but should also have a brief statement that synthesizes the justification and could be used for public recognition.

5. Special Act Awards can be monetary, time-off, or non-monetary (honorary). This section is dedicated to monetary and time-off awards. For information on Honorary Awards, see Attachment 6.

6. Special Act Awards can be granted when all of the following requirements are met:
 - a. The contribution is not likely to be reflected in performance appraisals/awards granted to the individual(s) involved.
 - b. The HRConnect award action includes:
 - (1) a justification;
 - (2) the time period during which the contribution, act, or service occurred;
 - (3) the recommended award amount(s), in cash or time-off.; and
 - (4) the award is approved by the appropriate official and forwarded to HR.

Amount of Award

1. Special Act Awards, whether cash or time-off, should reflect the value of the contribution to the government.
2. Awards up to \$500 or 16/18 hours per individual can be processed under On-the-Spot Award procedures.

Group Awards

1. All employees, including supervisors, who are involved in a team effort, are entitled to an award. The award may be divided equally or in proportion to the degrees of contribution. However, if the divided amounts seem inappropriate, exceptions may be made if they are fully documented.

When more than one person is being considered for an award, it must be decided whether each employee made a distinct and identifiable contribution or whether there was a single contribution. If it is determined that a single contribution was made, then the total amount paid should be the same as would have been authorized for a single person who made that contribution.

2. If the amounts granted to members of a group are not equal, the award justification should support the differences.
3. As a courtesy, awards involving employees from more than one Division should be reviewed by each employee's Associate Director before being forwarded for final approval.
4. Unless otherwise requested, group awards paid in the form of cash are paid from the Recommending Official's cost code.

On-the-Spot Awards

1. On-the-Spot Awards are smaller Special Act Awards that can be approved by Assistant Directors. They are paid more quickly than regular Special Act Awards, and the employees receive the full recommended amount of the award. The On-the-Spot Award process can be used for Special Act Awards up to and including \$500 per person or group.
2. On-the-spot awards are designed to provide quick feedback and special monetary recognition to employees who make extra efforts to perform duties or special assignments in an exemplary manner. They should be granted within a reasonable time frame after the occurrence of the special act or service. Examples of worthy performance are: (1) making a high-quality contribution to a difficult or important project or assignment; (2) producing exceptionally high quality work under a tight deadline; (3) performing added or emergency assignments in addition to regular duties; (4) demonstrating exceptional courtesy or responsiveness in dealing with the public, client agencies, or colleagues; or (5) exercising extraordinary initiative or creativity in addressing a critical need or difficult problem.
3. On-the-Spot Award amounts:
 - a. Individual awards: \$50 to \$500 (in increments of \$50). The Recommending official should use EXHIBIT 1 to determine the amount to be awarded.
 - b. Group awards:
 - (1) The group total may not exceed \$500.
 - (2) Individual members of a group can receive a minimum of \$25.
 - (3) Individual award amounts must be clearly indicated.
 - c. The approved cash award amount is automatically increased to cover necessary taxes when the award is processed through the personnel/payroll system.

Time-Off Awards

1. Time-off Awards are the granting of time-off without charge to leave or loss of pay to an employee as an individual or member of a group. The value of a Time-off award is time, not money and may not be converted to cash under any circumstance.
2. These awards are normally used as an alternative to special act or cash awards. A Time-off Award recognizes superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations.
3. They should be used to recognize contributions that are of a one-time, non-recurring nature, and may also be used to recognize sustained high-level performance.

4. They should not be used to circumvent the statutory limits placed on the granting of performance awards.
5. A Time-off Award is not an appropriate means for: Recognizing an employee for performing additional duties when the employee has received a temporary promotion for performing the duties; compensating an employee for perceived discrepancies or inadequacies in the pay system; compensating or rewarding employees for working outside of the basic workweek or in lieu of premium pay, such as overtime; or recognizing an employee for the same achievements or contributions for which the employee has already received or will receive a monetary award or merit pay increase.
6. The minimum time-off award that can be granted is four hours. The Recommending official should use EXHIBIT 1 to determine the amount to be awarded.
7. A Time-off award is effective at the beginning of the pay period following approval of the award. Time-off can be used (with proper approval) any time after the timekeeper is given notice of the award. Use of time-off is subject to approval by management under the same criteria established for the use of accrued annual leave. Time-off must be used within one year after the effective date of the award. If not used within a year, remaining time is forfeited. Timekeepers are encouraged to notify employees if they are approaching forfeiture of the time. Time-off should be scheduled and used prior to any accrued annual leave, unless annual leave is subject to forfeiture. Sick leave may be used instead of time-off if illness occurs while using time-off granted under this program.
8. Time-off awards can never be converted to cash payments. Employees who have been granted time-off awards are responsible for using the time-off prior to separation or transfer to another agency. Failure to do so will result in forfeiture of the awarded time-off.

Limits:

- a. Single Award: For full-time employees, a single time-off award may not exceed 40 hours. For part-time employees, a single award may not exceed one-half of the average number of hours in the biweekly scheduled tour of duty. (See Attachment 1 for the approval required for various amounts of time-off.)
- b. Multiple Awards: For full-time employees, the total amount of time-off granted during a leave year may not exceed 80 hours for multiple awards. For part-time employees, the total amount granted during a leave year may not exceed the average number of hours in the biweekly scheduled tour of duty.

ON-THE-SPOT AWARDS SCALE

Amount	Activity Examples
\$ 50 - \$200	<ul style="list-style-type: none"> Accomplishing high-quality work on a particular assignment or project. Demonstrating sensitivity, courtesy, or responsiveness to customer needs and requirements. Meeting a critical deadline on short notice while continuing to perform normal work obligations in a satisfactory manner.
\$220 - \$360	<ul style="list-style-type: none"> Successfully performing additional work assignments over a short-term period while continuing to successfully complete primary work assignments in a timely manner. Independently completing a complex work assignment or special project without negatively affecting primary work assignments and deadlines. Displaying initiative and creativity to address a long-standing or difficult problem. Displaying exceptional knowledge and/or organizational skills in completing an assignment or project before the deadline or with outcomes that surpass what was expected. Presenting an exemplary presentation to a group, and professionally responding to complex and sensitive questions and comments.
\$380 - \$500	<ul style="list-style-type: none"> Displaying extraordinary creativity or initiative to resolve a difficult or long-standing problem or to address a critical or sensitive issue. Independently developing and implementing an idea that resulted in increased customer satisfaction, operating efficiencies, or improvements in the quality of work products or services. Demonstrating exceptional collaboration across organizational boundaries to accomplish a special assignment or initiative.

TIME-OFF AWARDS SCALE

Amount	Description
4 to 9 Hours (e.g., up to one day for employees on 9 hour work schedule)	<p>A contribution to a program, priority, project or service that is of sufficient value to merit recognition.</p> <p>A beneficial change or modification of processes or practices that results in more efficient and effective operations.</p>
10 to 20 Hours	<p>An important contribution to a program, priority, project or service.</p> <p>A significant change or modification of processes or practices that results in more efficient and effective operations.</p>
21 to 30 Hours	<p>Serving as a sole or key contributor to an important Financial Crimes Enforcement Network effort.</p> <p>Complete revision of processes or practices with considerable impact on efficiency and effectiveness of operations.</p>
31 to 40 Hours	<p>Serving as a key participant or leader of a major organizational effort that resulted in a significant contribution to Financial Crimes Enforcement Network, which more than likely had Financial Crimes Enforcement Network-wide impact.</p> <p>Initiation of a new process or major practice with significant impact on efficiency and effectiveness of operations.</p>

HONORARY AWARDS

General Information

1. Honorary Awards are usually non-monetary awards that can be granted in recognition of any exceptional service or performance. They include any type of certificates, plaques, letters, etc., that are perceived as awards.
2. Because Honorary Awards represent symbolic formal recognition, items presented must meet all of the following criteria:
 - a. The item must be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value. The primary value should be as a form of recognition and not as an object with monetary value. If monetary recognition is intended, then a cash award should be provided instead.
 - b. The item must have a lasting trophy value. An honorary award is intended to have abiding symbolic value, so it must not be intangible or transitory (vouchers or tickets to events are not appropriate).
 - c. The item must clearly symbolize the employer-employee relationship in some fashion, for example by affixing an agency or department seal or logo and appearing suitable for office use or display. However, affixing a logo on an otherwise inappropriate item would not meet this criterion.
3. The item must take an appropriate form to be used in the public sector and to be purchased with public funds; purchases must show good judgment and preserve the credibility and integrity of the awards program.
4. For the following Honorary Awards, the Director or Deputy Director may authorize honorary award products that cost up to \$150.

Director's Awards and Recognition Program

The Director's Award and Recognition Program gives Financial Crimes Enforcement Network a unique opportunity to publicly honor Federal employees, state and local law enforcement personnel, detailees, military personnel, contract personnel, the financial community, private citizens, and organizations that have provided Financial Crimes Enforcement Network invaluable assistance or exhibited extraordinary effort.

An employee of Financial Crimes Enforcement Network, or another Federal agency, may receive a monetary award provided justification is

not for an identical achievement for which the nominee was paid. Supplemental awards that are paid because of wider application or greater benefits than originally estimated are permitted. Financial Crimes Enforcement Network or Federal employees previously compensated may still be recognized as part of a team or group for that contribution.

Albert Gallatin Award

This Treasury award may be granted upon retirement or death to an employee who has at least 20 years of loyal, dedicated Treasury service.

Length of Service Awards

These awards are represented by certificates and pins denoting the length of federal service from 5 to 50 years, in five-year increments. The Director signs all certificates.

HR will maintain a listing of employees eligible for length of service award recognition and will be responsible for preparing the appropriate recognition.

Other Honorary Awards

Departing Employees. Honorary Awards may be presented to employees and/or detailees departing from the organization. These employees must have a minimum of three years of service at FinCEN, have been a recipient of at least one performance or Special Act or Service Award, and made a noteworthy contribution while assigned to FinCEN.

Retirement from Federal Service. Honorary award products may be presented to employees upon retirement from federal service or when departing after a minimum of three years of service at Financial Crimes Enforcement Network.

External Contributions. Honorary Awards may be presented to official persons outside of FinCEN, who are not considered dignitaries but who, through their official duties, have made a noteworthy contribution to FinCEN. Honorary Awards may also be presented to distinguished persons and dignitaries outside of FinCEN in recognition of their noteworthy contribution to FinCEN's mission.

Certificates or Letters of Appreciation

May be presented to employees who are on short-term assignments, i.e., detailees, summer interns, Co-op students, etc.

May be presented to non-Financial Crimes Enforcement Network employees for their significant contributions to Financial Crimes Enforcement Network.

A token item of nominal value may also be presented along with the certificate or letter of appreciation.