

Letters of Commendation

Award Eligibility: Letters of Commendation may be awarded for any above average achievement or performance or for an act or service, which exceeds the normal expectation, which does not meet the criteria for monetary or honorary recognition but is sufficiently valuable to warrant official commendation. Such instances may include, but are not limited to, an adopted suggestion where, because of job responsibility, the employee is not eligible for a cash award; above average work performance while on a specific assignment; non-DLA recognition of outstanding DLA programs which reflect credit on the employee's contributions; or, exceptional participation in civic or professional activities related to official employment. Letters of Commendation should contain a complete and concise description of the work performance, act, suggestion, or service being recognized.

Award Approved by: Signed by the Heads of Field Activities, the Director's Staff Group, or management official designated by the Corporate Board as appropriate.