



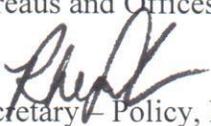
United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

NOV 21 2012

Memorandum

To: Heads of Bureaus and Offices

From: Rhea S. Suh 
Assistant Secretary - Policy, Management and Budget

Subject: Non-Monetary Awards Policy

The purpose of this memorandum is to clarify and communicate changes to the Department's awards policy found in 370 DM 451.5 as it pertains to non-monetary awards. Non-monetary recognition awards are granted to employees to recognize their contributions to the Department that may include superior accomplishment of regularly assigned duties, exceptional achievements of project goals, noteworthy accomplishments over a sustained period, or specific contributions to an organization's mission.

The President's Executive Order *Promoting Efficient Spending* has caused us to re-evaluate policies on the use of non-monetary recognition. We have worked with the human resources, budget and finance communities within the Department and evaluated the practices in place in other agencies in order to develop these revised policies on non-monetary awards.

Effective immediately the following changes apply to the policy found in 370 DM 451.5 concerning non-monetary awards. We urge managers to recognize and reward employees for noteworthy accomplishments. There continue to be many ways to do this in compliance with this new guidance.

- Approving officials should exercise care in selecting an appropriate item for non-monetary recognition to avoid potential appearance of misuse of government funds. The approving official should consider whether this is an appropriate use of public funds and exercise fiscal prudence in the use of non-monetary awards. Bureaus and offices should carefully review spending on non-monetary awards to ensure items purchased are cost effective. If there is some level of discomfort or concern, the supervisor should always check with the servicing human resources office for guidance.
- The upper limit for non-monetary recognition within the Department of the Interior is \$50 cash value annually per employee. Items that exceed \$50 cash value may not be provided as a non-monetary award.

- Please consider using letters or certificates of appreciation to recognize achievements. Items that can be provided as non-monetary awards include those that can be used in an office setting such as business card holders, portfolios, lapel pins, pens, paperweights, pen and pencil sets. Where appropriate, a non-monetary award item should contain the bureau or Departmental name, logo, award title, and/or mission.
- Gift cards or other items that can be easily converted to cash (i.e., gift certificates, gift cards, U.S. Savings Bonds, tickets, or similar items) may not be used for this purpose. Consistent with Executive Order 13589, *Promoting Efficient Spending*, and DOI policy, *Restriction on the Purchase of Promotional Items*, March 29, 2012, promotional items may not be used for this purpose, including for example, watches, fruit baskets, balloons, coffee cups, key chains, jackets, caps, T-shirts, clocks, plaques or similar items.

A revised Departmental Manual chapter, 370 DM 451.5 will be issued. Bureaus must establish guidelines and controls for granting informal recognition and awards consistent with these changes in policy.

If you have any questions, please consult your Servicing Personnel Office or Darrell Hoffman at 202-208-6754 or darrell_r_hoffman@ios.doi.gov.

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