

EMPLOYEE RECOGNITION AND AWARDS

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding employee recognition and awards.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory procedures on employee recognition and awards. The pages in this issuance replace the corresponding page numbers in VA Handbook 5017. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5017 that is maintained on the [Office of Human Resources Management Web site](#). This revision adds an internal honor award and reorganizes the list of internal and external honor awards.
- 3. RESPONSIBLE OFFICE:** The Employee Relations and Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5017, Employee Recognition and Awards.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Roger W. Baker
Assistant Secretary for
Information and Technology

/s/Rafael A. Torres
Acting Assistant Secretary for
Human Resources and Administration

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2. INTERNAL AND EXTERNAL HONOR AWARDS

Following is a listing of Honor Awards programs sponsored by the Secretary of Veterans Affairs and outside organizations to recognize VA employees or organizations for their contributions to public service. The list is not all-inclusive as there are many local and regional awards programs which are not included. Please consult your local human resources office or human resources liaison for additional information on these awards.

Olin E. Teague Award (VA)

A VA award program to recognize the achievements in the rehabilitation and improvement in the quality of life of war-injured veterans. The award is honorary.

[Secretary's Annual Alternative Dispute Resolution (ADR) Excellence Award

A VA award program to acknowledge employees, managers, and organizations within the Department who excelled in promoting and making significant contributions to the Department's ADR Program. It recognizes and highlights programs established to implement ADR in an innovative manner to include quality improvement techniques that contribute to the fair, efficient and effective resolution of disputes. This award may be a plaque, a certificate, and/or a cash award.

Secretary's Annual Diversity and Inclusion Excellence Awards

A VA award program to recognize and highlight the achievements made by a VA employee, manager, or team who promotes equal employment opportunity, diversity, and inclusion in the VA workforce to enhance work processes, workplace quality, organizational culture, and stakeholder satisfaction. The award maybe a plaque or cash award, or both.

Secretary's Award for Outstanding VA Employee with Disabilities (VA)

To recognize a VA employee who has performed in a consistently outstanding manner despite physical limitations.

Secretary's Hands and Heart Award (VA)

A program to recognize an employee in each medical facility who consistently does the most to provide emotional support, help, and guidance to patients, above and beyond the call of duty. It is emphasized that eligibility for this award encompasses the whole spectrum of personnel involved in direct patient care. The awards are honorary.

Secretary's Outstanding Volunteer Awards
(VACO only)

To recognize an individual or group of Central Office employees whose contributions to volunteer activities within their communities serve as examples of public involvement by Federal employees. The awards are honorary.

**Air Force Association's VA
Employee of the Year Award**

To recognize significant contributions to the mission of VA/Air Force Association by an employee or group of employees, with emphasis on the achievements of VA employees in serving America's veterans. It increases public knowledge and appreciation of the dedication and personal commitment of VA employees and encourages VA employees to strive for excellence in their daily work. No announcement is issued. Candidates for this program are individuals who received consideration for other internal/ external award programs. VACO manages this program. The award is a plaque, presented at the annual AFA convention in Washington, DC.

**Arthur S. Flemming Awards/Downtown
Jaycees of Wash., D.C.**

To honor outstanding Federal employees (under 40 years of age) who have performed meritorious work for the Government. The purpose of these awards is to attract outstanding persons to the Federal Government, to encourage high standards of performance in the Federal service, and to enhance appreciation of our form of Government and the opportunities it represents. The awards are honorary.

**Awards for Achievement in Information
Technology/American Management Systems**

To provide special recognition of senior executives and professionals who have made significant contributions to their organizations through especially effective use of computer systems and communications technology. The awards are honorary.

**Common Cause Annual Public Service
Achievement Awards/Common Cause**

To recognize public servants, citizen activists, elected officials at all levels of government reporters, or other citizens who have made an outstanding contribution to the public interest in the areas of government performance and integrity. The awards are honorary.

PART IV

APPENDIX A

Donald L. Scantlebury Memorial Awards/
Joint Financial Management Improvement
Program

To recognize senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in Federal, state, or local government. The awards are honorary.

Emmett Leahy Award/Institute of
Certified Records Managers

To recognize outstanding individual accomplishments and professional contributions which have significantly advanced the information and records management profession. This award is honorary.

Executive Excellence Awards/
Senior Executives Association

To recognize career senior executives who have made significant contributions to improving the efficiency, effectiveness and productivity of the Federal Government as well as those whose performance has improved the image of the career Senior Executive Service. The awards are honorary.

Executive of the Year Award/Federal
Executive Institute Alumni Association

To recognize extraordinary achievement in executive management and leadership in Federal, state and local governments. The award is honorary.

Frontrunner Awards
sponsored by the Sara Lee Corporation

To recognize outstanding women who have excelled in four areas: the arts, business, government and the humanities. One recipient in each category will receive a specially-designed crystal and copper sculpture. In addition, \$25,000 per winner will be donated to a not-for-profit women's organization of the recipient's choice.

FTS 2000/General Services Administration

To recognize those individuals and groups who, in their use of FTS services (including local telecommunications services), have improved the quality and/or cost effectiveness of telecommunication services for their agency or FTS program.

GEICO Public Service Awards/
Government Employees
Insurance Company (GEICO)

To recognize career Federal employees for significant achievement and contribution in each of the following categories: (1) Substance Abuse Prevention Treatment; (2) Fire Prevention and Safety; (3) Physical Rehabilitation; and (4) Traffic Safety and Accident Prevention. A plaque and a \$2,500 cash award are presented to the winner in each of the four categories.

Henry Betts/Prince Charitable Trusts

This award honors an individual who has made significant contributions to the quality of life for people living with physical disabilities. The recipient will receive a \$50,000 prize and a commemorative crystal.

Innovations in American Government

To recognize various programs, sponsored by the Ford Foundation and particularly those which involve the John F. Kennedy School of Government interagency collaboration at Harvard University, tap the creativity of frontline employees, reshape agency missions and routines, or entail significant policy departures. Grants of \$100,000 will be awarded to the top 15 programs chosen by the National Selection Committee. Fifteen finalists will receive grants of \$20,000.

**IPMA Leading Edge Awards/
International Personnel Management
Association (IPMA)**

To recognize Federal employees in the personnel administration career field for singular accomplishments, and to encourage greater achievement among all Federal employees in the personnel administration field. The awards are honorary.

**Mary D. Pinkard Leader in Federal
Equity Award/Federally Employed Women
Legal and Education Fund**

To recognize Federal employees whose contributions have advanced the cause of equity in Federal employment, at personal and professional risk to themselves, and who have provided a positive role model to other Federal employees. The awards are honorary.

**National Capital Area Chapter of
ASPA Awards/American Society of
Public Administration (ASPA)**

To recognize outstanding contributions to the field of public administration and to the Chapter. There are four categories of awards: (1) the Outstanding Public Service Awards; (2) the Elmer B. Staats Award for accountability in Government; (3) the Chapter Service Awards; and (4) the Special Recognition Awards. The awards are honorary.

**National Public Service Awards/American
Society for Public Administration
National Academy of Public Administration**

To pay tribute to public service and practitioners whose careers exhibit the highest standard of excellence, dedication and accomplishment. These awards underscore the need to have creative and highly skilled individuals as managers of complex and demanding government functions. The awards are honorary.

PART IV

APPENDIX A

OPM Director's Awards for Outstanding Federal Health/Fitness Programs/ Office of Personnel Management (OPM)

To (1) recognize Federal organizations which provide effective health/fitness programs for their employees; (2) encourage the establishment/improvement of quality health/fitness programs; and (3) identify and publicize exemplary health/fitness programs that may serve as models for other organizations. Ten honorary awards are given annually.

OPM Work and Family Programs

To recognize those Federal organizations that are: providing innovative and effective work and family programs. Organizations will receive a plaque and a congratulatory letter.

Public Service Excellence Awards

To pay tribute to public organizations whose achievements exhibit the highest standard of excellence, innovation and accomplishments. The awards are honorary.

Roger W. Jones Award for Executive Leadership/The American University

To recognize career executives in the Federal Government whose Leadership has resulted in outstanding organizational achievement and who have successfully fostered the development of managers and executives for career service. The awards are honorary.

The William A. Jump Memorial Award/
The William A. Jump Memorial Foundation

To recognize and encourage outstanding and deserving career employees (under the age of 37) for sustained growth, development, integrity, and interest in the field of public administration. The awards are honorary.

Women in Science and Engineering Awards/Interagency Committee for Women in Science and Engineering

To recognize a specific or special scientific or technical contribution by a woman scientist or engineer in the Federal service in facilitating the advancement of women in science or engineering. The awards are honorary].

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