Region V’s #1 asset is our employees...

[And the award goes to......]
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Introduction

Region V’s #1 asset is our employees working hard every day to make a difference in the lives of working men and women in our nation. Recognizing outstanding performance and achievement is an essential management responsibility critical to stimulating and sustaining high levels of proficiency and productivity. This is fundamental to the mission of OSHA and ensures that OSHA continues as the foremost safety and health agency in the world.

The Region V Recognition Committee is represented by a cross-section of Region V employees including an area director, assistant area director(s), compliance officer(s), and representative of the regional office.

The Recognition Committee’s purpose is to review the present award system, to simplify the award process, and to address employee concerns in regards to recognizing both individual and team achievements.

The efforts of the Recognition Committee have resulted in the formation of this Region V Employee Recognition Manual. The manual contains a reference summary of the types of individual employee awards for management to use to recognize an employee’s exemplary effort at any time during the year, and Region V’s annual awards for individuals and/or teams exemplary performance throughout the entire year. Many of Region V’s annual award categories are also annual OSHA national award categories, and recipients of the Region V annual awards in those categories are considered for recognition at the national level.

The Department of Labor (DOL) also has an awards program at the department level designed to improve government operations by motivating and rewarding excellence by members of the workforce. A summary of the national level DOL awards can be found at:

http://labornet.dol.gov/me/Awards/employeeawardsprogram.htm
Individual Employee Recognition Awards

Individual employee recognition throughout the year is an important aspect of the overall employee recognition program. Employees can be recognized for their exemplary contributions at any time through management’s submission of the following awards to the Regional Office:

**Time-Off Award**  
**Instant Good Job Award**  
**Special Act or Service**

A quick reference sheet outlining the three awards can be found at:


Access to individual recognition award forms is as follows.

Access the DOL LABOR NET utilizing Microsoft Explorer  
Select DOL LABOR NET  
Select Workplace Resources  
Select DOL Forms  
Select either Automated Forms or Automated Forms (Non-ECN/remote Users)  
Select Human Resources tab  
Select Awards  
Double click on the award you are requesting (i.e. Recommendation for Time-Off Award - DL2165).
Time-Off Award

Purpose: To recognize employees for superior accomplishments or other personal efforts that contributes to the quality, efficiency or economy of government operations.

Criteria: When an employee contributes to the quality, efficiency or economy of government operations, for example:

- Making a high quality contribution involving a difficult or important project or assignment.
- Displaying special initiative and skill in completing an assignment or project before the deadline.
- Using initiative and creativity in making improvements in a product, activity, program, or service.
- Ensuring mission completion during a difficult period by successfully completing additional work or a project assignment while maintaining own workload.

Eligibility: All Department of Labor employees are eligible.

Nomination Procedure: Supervisors may nominate employees in writing using form DL 1-2165, the Recommendation for Time-Off Award. Area directors are the recommending officials. Send a signed original form to the Regional ARA of Administrative Programs.

Form and Frequency: Time off will be given in proportion to the benefits realized by the government from the employee’s contribution. Full-time employees working regular tours of duty may receive up to eighty (80) hours per leave year and up to forty (40) hours for a single contribution. (Part-time employees or employees with uncommon tours of duty, up to the average number of hours of work in the biweekly scheduled tour of duty per annum and up to one-half of the amount for a single contribution.) The award may be granted alone or in addition to monetary recognition, such as a performance award or Special Act or Instant Good Job Award. The award may be given anytime throughout the year.

NOTE: Supervisors can nominate internally in writing for up to 8 hours. More than 8 hours must come from the Regional Office. (Send to the Regional ARA of Administrative Programs).
**Instant Good Job Award**

**Purpose:** To recognize employees for relatively small but noteworthy achievements that might go unrecognized under the normal awards procedure.

**Criteria:** When an employee has gone beyond the normal to provide courteous and responsive service to the public, produce a noteworthy product or put forth other extra effort that deserves special recognition. The achievement or effort must be:

- a single event,
- of short duration, and
- of limited scope.

**Eligibility:** All Department of Labor employees are eligible. Generally an employee may not receive more than two such awards per calendar year.

**Nomination Procedure:** Supervisors nominate employees by preparing DI 1-2113, *Recommendation for Instant Good Job Award*, as soon as possible after an employee’s effort is recognized, normally within 24 hours. Area directors are the recommending officials. Send a signed original form to the Regional ARA of Administrative Programs.

**Form and Frequency:** Cash or a U.S. Treasury check negotiable at $100, $200, or $300 after taxes will be given to the employee. When an employee’s achievement warrants an award of more than $300, a Special Act or Service Award should be given instead.
Special Act (under $2,500)

**Purpose:** To recognize employees for special one-time accomplishments or contributions on a non-recurring nature.

**Criteria:** When an employee contributes to the quality, efficiency or economy of government operations, for example:

- Performance which has involved overcoming unusual difficulties.
- A scientific achievement.
- Performance of assigned duties with special innovation that results in significant increases in productivity, economy or other highly desirable benefit.
- Exemplary or courageous handling of an emergency situation related to official employment.

**Eligibility:** All Department of Labor employees who have not received a performance award for the same contribution.

**Nomination Procedure:** Supervisors may nominate employees using form DL 1-427, *Recommendation for Special Act or Service Award*. The supervisor should estimate the dollar amount of benefit to the government for the first year of implementation (if applicable), discuss and rate the value of non-monetary benefits and describe who or what was affected. Review levels are higher levels of management with the agency.

**Form and Frequency:** Cash awards based on benefits to the government. See: *Scale of Awards Based upon Intangible Benefits to the Agency*.

Award can be given any time during the year.
Letters to Accompany Individual Employee Recognition Awards

A letter of appreciation for *Good Job Awards* and *Time-Off Awards* will be handled at the local office level. Each area director will be responsible for his or her own letters of commendation.

A letter of appreciation from the Regional Administrator will accompany *Special Act Awards*. When submitting a nomination package for a *Special Act Award*, please include a letter of appreciation for the Regional Administrator to sign.

**NOTE: Do Not Transfer Award Nominations Electronically.** All individual award nominations should have an original signature from the area director and be sent to the Regional ARA of Administrative Programs for review and processing.
Special Act Award Sample Letter

U.S. Department of Labor
Occupational Safety and Health Administration
230 South Dearborn Street, Room 3244
Chicago, Illinois 60604
(312) 353-2220

Month Date, Year

Employee Name
USDOL – OSHA
Area Office Street Address
City, State Zip Code

Dear ______________________:

I wish to congratulate you on the receipt of the ____________________ award for your involvement in _______________________. Your expert knowledge of __________________ and your strong commitment to safety and health are greatly appreciated. Your efforts to afford a safe and healthful workplace for all working people go hand in hand with the Department’s goal of providing excellent customer service. Once again, thank you for a job well done.

Sincerely:

Nick A. Walters
Regional Administrator

cc: Area Director
Annual Region V Awards

Annual Region V Award’s Selection Committee and Nomination Process

The Region V Selection Committee is chaired by the area director of the office that received the Area Office of the Year Award in the preceding fiscal year. The Region V Selection Committee Chair’s responsibilities include:

- Coordinating with Administrative Programs to ensure the National OSHA awards nomination deadlines are met.
- Notifying the area directors of the annual nomination submission requirements.
- Organizing the Selection Committee, setting the meeting dates, and selecting the award recipients.
- Reporting the Selection Committee’s award recipient recommendations to the Regional Administrator.
- Developing the presentation to announce the award recipients at the annual Area Director/Assistant Area Director meeting.

The committee is comprised of no more than five participants including the area director, at least one non-bargaining unit member (assistant area director and/or management program assistant), at least one bargaining unit member (CSHO GS-12), and one outside agency member. Outside agency committee members may include representatives from OSHA On-Site Consultation, Wage & Hour, Solicitor’s Office, State Plans or another agency within the Department of Labor. The members of the committee should not be from the same area office and there should be committee member representation from all OSHA states within Region V.

This committee will meet annually to review the nominations and select the recipients for all of the awards, with exception of the William Q. Wierhdt Customer Service of the Year Award.

Nominations shall be sent to the chairperson of the Selection Committee, or his or her designated representative, no later than date to be announced; as it may change yearly.
The formatting for Region V award nominations is required as follows:

- Submitted in written narrative format to the Selection Committee Chair
- No longer than five (5) typed pages
- Typed using font “Times New Roman” size “12 point”
- Have one inch margins all around

All nominations should be accompanied with photographs of the nominee(s).
Annual Region V Award Categories

- Area Office of the Year
- Area Office Team
- Administrative Support Person of the Year
- Champion of the Year
- Ed Rearick – Innovator(s) of the Year Award
- Field Support Team
- Leadership Award
- Outreach Award
- Safety and Health Award
- William Q. Wierdt Customer Service of the Year Award (Nominations should be forwarded to the ARA of Cooperative Programs to be selected prior to the OSHA Family Meeting.)
Area Office of the Year Award

**Purpose:** Award is used to recognize an area office that demonstrates the best overall performance towards meeting OSHA’s safety and health goals during the fiscal year. The OSHA Area Office of the Year will be chosen from offices selected for Area Office of the Year distinction by each region.

**Criteria:** Area office’s overall knowledge and program experience. This will be reflected by a review of quantitative indicators such as:

- Achieved field operations program objectives *(i.e. Area office performance plan goals)*
- Violations per inspection
- Percent of serious, willful, and/or repeat violations
- In-compliance rate *(i.e. Area office rate)*
- Any other area office performance measures adopted by the Agency *(i.e. lapse time, etc.)*

Non-enforcement factors to be considered include:

- Customer service reputation and performance
- Overall outreach activity
- Response to media issues which results in a favorable public image
- Innovativeness and service, quality and/or process improvement initiatives
- Human resource management experience
- Management of other resources: including bottom line budgets
- State plan liaison and monitoring (as appropriate)
- Special contributions to attain OSHA’s safety and health mission and goals

Because of inherent differences in performance demands, state monitoring area offices may be considered on the same criteria set forth for federal enforcement area offices or other criteria, as deemed appropriate at the regional and national levels.

**Eligibility:** All area offices are eligible except the previous year’s winning area office.

**Nomination Procedure:** Nominations are to be submitted following Region V’s formatting requirements, addressing the factors listed above and any other performance measures established for the year regionally. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** The monetary award of $1000 will be awarded for the purchase of a work related team or area office need, or professional group activity to be determined by the team recipients.

★**NOTE:** The recipient’s nomination will be sent forward for the national award.
Area Office Team Award

**Purpose:** Award is used to recognize team efforts in an area office.

**Criteria:** Team efforts which resulted in the accomplishment of team goals.

**Eligibility:** Any area office team; strategic intervention team, response team, or a combined team.

**Nomination Procedure:** Nominations are to be submitted following Region V’s formatting requirements, addressing the factors listed above and any other performance measures established for the year regionally or nationally. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a **PLAQUE** and will be given out **ANNUALLY.** The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** The monetary award of $500 will be awarded for the purchase of a work related team or area office need, or professional group activity to be determined by the team recipients.

★**NOTE:** The recipient’s nomination will be sent forward for the national award.
Administrative Support of the Year Award

**Purpose:** To recognize an administrative support staff person that has achieved the highest standards in his or her profession.

**Criteria:** Unusual efforts or leadership on an individual assignment, or on outstanding work resulting in a significant contribution to the accomplishment of the Agency’s safety and health mission, or demonstrate a high degree of competence, integrity, and dedication.

**Eligibility:** Region V support staff in a GS-8 position or below. Candidates must have served in their current position for at least one year and have worked for the federal government at least three years.

**Nomination Procedure:** Employees meeting the requirements will be identified by a team leader, immediate supervisor, or a higher level official. Nominations are to be submitted following Region V’s formatting requirements and forwarded to the Regional Selection Committee. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** The monetary award of $250 will be awarded to an individual.

★**NOTE:** The recipient’s nomination will be sent forward for the national award.
OSHA Champion of the Year Award

Purpose: To recognize OSHA employees who have demonstrated exceptional performance in support of the Agency’s goals during the previous fiscal year.

Criteria: Performance contributes to successful accomplishment of OSHA’s safety and health mission and goal(s) or organizational work plans. Performance should include one or more of the following:

- Leadership or initiative beyond that normally required of the job
- Innovation and creativity beyond that normally expected in contribution to improvements in worksite safety and health and worker protection, or in improving the quality or process of safety and health program delivery.
- Outstanding customer service and relations with one or more of OSHA’s customers (employers, public, federal agencies, or local/state governments.)
- Substantial improvement in the quality of work, efficiency and/or responsiveness of service or important savings in the use of time, money, materials, or equipment.

Eligibility: Any Region V employee.

Nomination Procedure: Any OSHA employee may nominate. Nominations are to be submitted following Region V’s formatting requirements describing the accomplishment and submitted to the Regional Selection Committee. Selection will be made by the Regional Selection Committee.

Form and Frequency: This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

Monetary Value: The monetary award of $250 will be awarded to an individual.

★NOTE: The recipient’s nomination will be sent forward for the national award.
Ed Rearick – Innovator (s) of the Year Award

**Purpose:** Award is used to recognize employees and teams which suggest, develop, and implement innovative approaches or new, valued and needed projects, methods or processes. This includes suggesting developing, and/or implementing better ways of doing work, i.e. streamlined processes or ways of cutting red tape. The award can be used to recognize novel concepts that contribute to successful accomplishment of OSHA’s safety and health mission through improved workers’ safety.

**Criteria:** Creativity, uniqueness, value, impact, and timeliness of the innovation. The result must have been a successful improvement of significant impact or a better way of doing business that makes exemplary use of re-invention principles. Considerations will include:

- Originality
- Revolutionary approach
- Boldness
- Ingeniousness
- Level of risk by the originator(s)
- Level of resistance overcome by the originators
- Degree of entrepreneurial involvement

**Eligibility:** All Region V employees and teams.

**Nomination Procedure:** Any OSHA team leader, supervisor, or higher level official may nominate. Nominations are to be submitted following Region V’s formatting requirements and forwarded to the Regional Selection Committee. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** An individual recipient will receive a monetary award of $250. A team recipient will receive the monetary award of $250 for the purchase of a work related team or area office need or professional group activity to be determined by the team recipients.

★**NOTE:** The recipient’s nomination will be sent forward for the national award.
Field Support Team Award

**Purpose:** Award is used to recognize team efforts in regional, state plan, or district offices.

**Criteria:** Team efforts which resulted in the accomplishment of team goals.

**Eligibility:** Any State Plan Area Office, or Administrative Programs, Cooperative State Programs, Enforcement Program Unit or Whistleblower Protection Program within the Regional Office.

**Nomination Procedure:** Nominations are to be submitted following Region V’s formatting requirements, addressing the factors listed above and any other performance measures established for the year regionally or nationally. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a PLAQUE and will be given out **ANNUALLY.** The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** The monetary award of $500 will be awarded for the purchase of a work related team or area office need, or professional group activity to be determined by the team recipients.
Outreach Award

Purpose: To recognize an individual or group that makes significant contributions in planning, establishing, or administering outreach work for the Agency.

Criteria: Nominations for this award will be evaluated based on the following criteria:

✓ The creation of innovative methods and strategies that help employers comply with Agency rules and regulations.

✓ Achieving positive results within Agency programs by demonstrating exemplary efforts in applying the combination of compliance assistance and strong enforcement that achieves positive results with the Agency.

✓ The development of practical tools and techniques that provide business with the knowledge needed to help workers comply with Federal rules and regulations.

✓ The accomplishment(s) must have had a significant impact on Agency programs that clearly measure success in the outreach area.

✓ Written justification must document the significant impact made by the nominee(s).

Eligibility: Any Region V employee or group of employees who have demonstrated a strong commitment to outreach activities.

Nomination Procedure: Nominations may be submitted by supervisors, subordinates, or peers. Nominations are to be submitted following Region V’s formatting requirements, addressing the factors listed above. Selection will be made by the Regional Selection Committee.

Form and Frequency: This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

Monetary value: An individual recipient will receive a monetary award of $250. A team recipient will receive the monetary award of $250 for the purchase of a work related team or area office need, or professional group activity to be determined by the team recipients.
Leadership Award

**Purpose:** To recognize OSHA employees and/or a team which made significant contributions to their profession through the exercise of leadership within OSHA or in professional, community or volunteer organizations, educational or civic associations, or the like.

**Criteria:** One or more of the following:

- Demonstrates exceptional leadership within his/her work unit resulting in improvements in worker protection, a higher level of customer service, improved operations, or both contributions which advance the mission and goals of the Agency.

- An individual or team that demonstrates leadership in improving worker protection in an industry sector, community or geographic area by developing and executing model outreach program(s) such as community awareness seminars and programs, relating to safety and health issues.

- A person or team willing to assume the duties and responsibilities as an executive officer in a professional, community, or educational organization. An individual or team that performs a leadership function in the design and implementation of a major project, such as holds a committee chair for any of the above mentioned types of organization or plan and implement annual training or professional development conferences, etc.

**Eligibility:** All Region V employees and teams.

**Nomination Procedure:** Nominations may be initiated by an individual employee, team, or team leader, immediate supervisor, or higher level official. Consideration for this award is based on the individual’s accomplishments during the previous 12 months. Nominations are to be submitted following Region V’s formatting requirements and forwarded to the Regional Selection Committee. Selection will be made by the Regional Selection Committee.

**Form and Frequency:** This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

**Monetary Value:** The monetary award of $250 will be awarded to an individual.

★**NOTE:** The recipient’s nomination will be sent forward for the national award.
Safety and Health Award

Purpose: To recognize an individual or team whose outstanding accomplishments demonstrate an exemplary commitment to the development and/or implementation of their Area Office’s or Regional Safety and Health Program. Nominations are to include specific examples of how this was accomplished (i.e., the development of field information bulletins, training programs, work-related procedures) and the results or impact identified.

Criteria: Creativity, uniqueness, value, impact, and timeliness of the action. The result or impact identified must directly affect OSHA personnel.

Eligibility: Any Region V employee or team whose outstanding accomplishments demonstrate an exemplary commitment to the development and or implementation of their Area Office’s or Regional Safety and Health Program.

Nomination Procedure: Nominations may be submitted by supervisors, subordinates, or peers. Nominations are to be submitted following Region V’s formatting requirements, addressing the factors listed above. Selection will be made by the Regional Selection Committee.

Form and Frequency: This award is in the form of a PLAQUE and will be given out ANNUALLY. The award will be presented by the Regional Administrator at the annual Area Director/Assistant Area Director meeting.

Monetary Value: An individual recipient will receive a monetary award of $250. A team recipient will receive the monetary award of $250 for the purchase of a work related team or area office need, or professional group activity to be determined by the team recipients.
William Q. Wierhdt Customer Service Award
Selection Committee and Nomination

The nominations for this award are to be submitted to the ARA of Cooperative and State Programs (CSP) **one month** before the annual OSHA Family Meeting. The ARA for CSP’s responsibilities include:

- Organizing the Selection Committee, setting the meeting dates, and selecting the award recipients
- Reporting the Selection Committee’s award recipient recommendations to the Regional Administrator
- Developing the presentation to announce the award recipients at the annual Family Meeting

Nominations are to be submitted following Region V’s formatting requirements. Nominations should address the criteria outlined for the award and any other performance measures established for the year regionally.

The William Q. Wierhdt Customer Service Award Selection Committee should be comprised of three participants:

- ARA for CSP
- State Plans Monitoring/Consultation Staff member
- Bargaining unit member (CSHO GS-12 or GS-13)
William Q. Wiehrdt Customer Service of the Year Award

**Purpose:** To recognize innovative customer service efforts of Area Offices, Regional Office units, State Plan States, or On-Site Consultation Programs in Region V.

**Criteria:** Nominations for this award will be evaluated based on the following criteria:

- Nominee presents new and innovative approaches to customer service (describe innovation).
- Customer service efforts represent excellent examples of how public programs can reach specific program goals or to reach specific target groups (i.e. employees, employers, specific industries, occupations, etc.).
- Explanation of how customer service innovation was determined to be effective in achieving its goal.
- Customer service innovations are outstanding in their use of new approaches, techniques, or strategies to increase effectiveness.

**Eligibility:** Area Offices, Regional Office units, State Plan State, or On-Site Consultation Programs within Region V are all eligible.

**Nomination Procedure:** Nominations are to be submitted following Region V’s formatting requirements. Nominations should address the factors listed above and any other performance measures established for the year regionally or nationally and sent to the ARA in CSP on a date to be determined by the ARA/CSP.

**Form and Frequency:** This award is in the form of a *PLAQUE* and will be given out *ANNUALLY* by the Regional Administrator at the Annual Region V Family Meeting.

**Regional Monetary Value:** None.