

# BPA Human Resources Desk Reference

## Employee Recognition

HR Desk Reference: 410-08-01

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<b>Organization</b> BPA HRSC		<b>Title</b> Employee Recognition and Awards		<b>Unique ID</b> 410-08-01	
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# 1. Purpose & Background

This HR Desk Reference aligns with and implements [DOE Order 331.1D and BPA Supplement for Employee Recognition](#).

## A. Introduction:

1. **Governance model:** This HR Desk Reference is part of a tiered approach to the DOE-BPA Human Resources Service Center (HRSC) governance model. The first tier is the DOE-BPA Policy provides broad DOE-BPA guidelines and standards for making specific Human Resources-related decisions and specifies who in BPA is the delegated decision-making authority.

The second tier consists of an HR Desk Reference that covers detailed instructions concerning program administration, and processes. This second-tier document will be published as an extension of the specific policy.

The third tier consists of a Standard Operating Procedure applicable to a specific business process. Standard Operating Procedures may stand alone or be encompassed in an HR Desk Reference.

2. **Design of the HR Desk Reference:** To support the overarching guidance contained in the relevant DOE-BPA policy, this HR Desk Reference provides a standardized and consistent approach to BPA-HRSC administration of the programs and processes contained in this HR Desk Reference.
3. **Using the HR Desk Reference:** Implementing instructions and procedures are essential for all business functions at BPA and as such are considered as an asset of the agency that must be managed, based on content and the circumstances surrounding the function. Users of this HR Desk Reference are likely to reference a specific function or procedure, rather than reading it in its entirety. This HR Desk Reference has been structured to reflect this type of use.

## B. Purpose/Objectives:

This HR Desk Reference provides procedures to be followed to recognize employees for their accomplishments, milestones, and contributions to further BPA's mission. It also provides information and clarification about BPA's recognition programs and opportunities to support the goal of a recognition-rich culture.

## C. Background:

DOE and BPA view performance management and recognition programs as strategic tools to increase individual success and accountability, achieve agency and organizational goals, and improve efficiency. A program that works well, helps supervisors recognize the full performance potential of their employees by identifying and differentiating high achievement from areas requiring improvements; thereby, assisting with meeting BPA's and DOE's missions and goals.

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DOE-BPA’s three-tier recognition system provides the foundation to recognize individuals, groups, and organizational achievements. The variety of programs and venues provide opportunities to enhance the recognition culture, increase engagement, and express appreciation throughout the year through timely, specific, and sincere recognition.

It is important to give recognition in a fair and consistent manner. A recognition-rich culture increases employee engagement, morale, and productivity. Favorable recognition, when it is not earned or explained, often reduces an employee’s pride in his or her work. On the other hand, when recognition is not given where it is deserved, employees may become discouraged and lose their incentive to do a better job.

## 2. Applicability

These program requirements, guidelines, and procedures apply to recognition and awards for all BPA managers and employees. Senior Executive Service (SES) members are only eligible for certain types of awards and recognition covered in this guide (See [Appendix H](#) guidance for coverage of SES members).

## 3. Terms & Definitions

- A. **Award:** Something bestowed, or an action taken, to recognize and reward an individual or team achievement that contributed to meeting organizational goals or improved the efficiency, effectiveness, and economy of the government, or is otherwise in the public interest. Such awards include but are not limited to: employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules
- B. **Casual meals:** Meals that include such items as pizza, sandwiches, or barbeques, but do not include meals that the public would consider to be excessive or extravagant.
- C. **eCards:** Cards sent electronically to recognize the achievements of other employees at BPA.
- D. **Honorary recognition:** Honorary items are to have lasting trophy value if practical; symbolize the employee-employer relationship if possible; be appropriate for public use and be consistent with appropriate expenditure of public funds; and should be something the recipient will value while not conveying a sense of monetary value of their own.
- E. **Hours in Pay Status:** Regular time worked and hours in paid leave status, such as annual leave, sick leave, credit hours, compensatory time-off, excused absence, military leave, and “continuation of pay” time under FECA.

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- F. **HRmis awards:** Awards that require processing of an official personnel action. These are documented in an employee's eOPF and paid or reflected on an employee's leave and earning statement.
- G. **Informal awards:** Non-monetary items intended to recognize contributions of lesser scope that might otherwise go unrecognized. The items must be of nominal value and must take an appropriate form to be used in the public sector, and be consistent with the appropriate expenditure of public funds. These awards also include some safety awards.
- H. **Light refreshments:** Incidental refreshments that include, but are not limited to, items such as doughnuts, bagels, fruit, pretzels, cookies, chips, muffins, and non-alcoholic beverages such as coffee, tea, milk, juice, and soft drinks.
- I. **Monetary award:** A monetary award is a one-time payment awarded to an individual, or a group of employees for an outstanding accomplishment, or contribution that produces tangible savings or intangible benefits to the government, for effective performance, or for their part in helping the agency or organization meet the performance targets.
- J. **Pay pool:** The funding allocated for awards.
- K. **Performance award:** A lump-sum cash or a time-off award based on a fully successful (meets expectations) or higher rating of record.
- L. **Positive net revenue:** Positive net revenue occurs when BPA's combined Power and Transmission net revenues are positive for the fiscal year.
- M. **Quality Increase or Quality Step Increase (QSI):** An increase in an employee's rate of basic pay from one step, or rate of the grade of his/her position, to the next higher step of that grade or subsequent higher rate within the pay band.
- N. **Recognition:** Acknowledging contributions through monetary and non-monetary means.
- O. **Recognition Celebration:** An opportunity to formally recognize employees' accomplishments. It may or may not include speeches and awarding of certificates of accomplishments. Examples of accomplishments that qualify for recognition include project completions, major milestones, completion of significant work efforts, safety award celebrations, and other comparable achievements.
- P. **Relative:** An individual who is related to the employee as a spouse, father, mother, son, daughter, brother, half-brother, sister, half-sister, grandfather, grandmother, grandson, granddaughter, uncle, aunt, first cousin, nephew, or niece, as well as step-relatives and in-law relatives. This definition is outlined in the Employee Referral Program.

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- Q. **Retirement Coffee:** An opportunity to celebrate an employee who is retiring with coffee and cake, or other light refreshments.
- R. **Service computation date (SCD):** A service computation date is a date that is used to credit employee service time toward benefits such as accrual of leave, retirement eligibility, and computation of retirement benefits.
- S. **Success Share:** A monetary payout to eligible employees based on BPA accomplishments of one or more BPA Success Share targets established for the fiscal year.
- T. **Time-Off Awards:** Time off awarded – in lieu of a cash award or a QSI – based on the end-of-year performance rating or in lieu of a cash award as non-performance-based recognition.
- U. **Acronyms:**

Acronym	Description
AEA	Administrator’s Excellence Awards
CAO	Chief Administrative Officer
COO	Chief Operating Officer
CWSO	Chief Workforce Strategy Officer
CFR	Code of Federal Regulations
DOE	Department of Energy
EE	Exceeds Expectations
eOPF	Electronic Official Personnel File
FME	Fails to Meet Expectations
GS	General Schedule
HRSC	Human Resources Service Center
HRD	Human Resources Director
I/GR	Individual/Group Results
ME	Meets Expectations
HE	Employee/Labor Relations & Benefits
OPM	Office of Personnel Management
QSI	Quality Step Increase
P2P	People-to-People
SAS	Special Act or Service
SE	Significantly Exceeds
TAC	Transmittal for Administrator/CEO Action
TOA	Time-Off Award

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## 4. Responsibilities

### A. BPA Administrator:

1. Approves the funding of BPA's recognition system.
2. Sponsors the Administrator's Excellence Awards program.
3. Approves all Administrator's Excellence Awards.
4. Notifies/congratulates AEA awardees; and
5. Hosts the AEA ceremony and receptions.

### B. Chief Workforce and Strategy Officer, Chief Administrative Officer, and/or Chief Operating Officer:

1. Approve BPA Success Share targets, as decided by key Executive Board members, including the Chief Financial Officer.
2. Determine whether BPA Success Share targets were met and whether the criteria specified in this HR Desk Reference are satisfied in order to issue a payout.
3. Make a Success Share payout recommendation to the Administrator.
4. Approve Success Share celebrations coordinated by Strategic Communications and Engagement (formerly Public Affairs).
5. Co-sponsor the Administrator's Excellence Awards program and approve policy and high-level program changes.
6. Arrange for the Recognition Council to evaluate AEA nominations and make recommendations.
7. Assist the Administrator in reviewing AEA honoree recommendations.
8. Co-host the AEA ceremony and receptions; and
9. Provide recognition, at their discretion, for employees critical to the deployment of AEA, e.g., panel rating and recommendation process.

### C. Executives and Managers with delegated authority to manage the administration of BPA's recognition system:

1. Monitor the operation of recognition plans throughout their organizations to ensure effectiveness according to the HR Desk Reference and DOE Order 331.1D and BPA Supplement.
2. Ensure employees are informed in writing of how the recognition system is administered in their organizations (e.g., whether the organization will use Organizational Honorary recognition, etc.).

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3. Ensure expenditures are monitored and do not exceed the amounts of applicable funding pools, and ensure adequate funds are available to cover recognition-related expenses charged to their organizations' accounts.
4. Ensure the annual limit on individual monetary recognition is not exceeded.
5. Ensure informal recognition items, including expenses for light refreshments and casual meals, are of nominal value, appropriate for public use consistent with wise spending of public funds, and consistent with provisions of this HR Desk Reference.
6. Approve or appoint organization representation on the Recognition Council and facilitate two-way communication with Recognition Council representative(s).
7. Support the AEA program by complying with processes and deadlines.
8. Ensure recognition is timely, specific, and sincere within their organizations; and
9. Ensure any Success Share payout celebrations are coordinated with Strategic Communications and Engagement (formerly Public Affairs) and meet the requirements established by this HR Desk Reference.

**D. BPA Human Resource Director or designee:**

1. Develops and implements BPA's Employee Recognition policy and HR Desk Reference. Provides advice to management on the provisions of the policy.
2. Evaluates the effectiveness of the recognition policy and its administration by others, as needed, and follows through with appropriate action to address significant problems.
3. Sponsors and advises the Recognition Council; and approves the Chair and Vice-chair.
4. Manages the Employee Referral Program awards administered by BPA HRSC; and
5. Funds certain recognition programs (e.g., P2P, Career Service).

**E. BPA Recognition Council:**

1. Reviews overall effectiveness of BPA's Recognition program and provides recommendations to the Human Resources Director (HRD) of needed changes, or areas of increased emphasis.
2. Provides two-way communication between represented organizations, unions, groups, and the Council; and
3. Rates nominations for Administrator's Excellence Awards and recommends selections to the Administrator.

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**F. BPA Managers and Supervisors:**

1. Recommend and/or approve awards according to the procedures in this HR Desk Reference.
2. Ensure any celebrations for Success Share payout is in coordination with Strategic Communications and Engagement (formerly Public Affairs) and is consistent with provisions of this HR Desk Reference.
3. Grant informal recognition to employees according to procedures in this HR Desk Reference and applicable operating instructions from their organizations.
4. Ensure the purchase and intended use of light refreshments/casual meals for recognition-related celebrations, and for retirement coffees, are in accordance with this HR Desk Reference and applicable operating instructions from their organizations; and
5. Strive continuously to express timely, specific, and sincere appreciation to employees for accomplishments, in order to reinforce a recognition-rich culture.

**G. BPA employees:**

1. Recommend employees for awards according to the procedures in this HR Desk Reference.
2. Present informal recognition to other employees according to procedures in this HR Desk Reference and applicable operating instructions from their organizations.
3. Recognize employees through BPA's peer recognition programs, P2P and eCards, according to procedures in this HR Desk Reference; and
4. Strive continuously to express timely, specific, and sincere appreciation to employees for their accomplishments, in order to reinforce a recognition-rich culture.

## **5. Performance Award Requirements and Guidance**

This section of the Desk Reference covers recognition for employee end-of-year (EOY) performance awards. Individual/group awards and other forms of honorary and informal recognition are contained in Section 6.

### **5.1 Individual Performance and Recognition Awards Funding**

- A. BPA recognition funding is based on separate funding pools. See Appendix A for funding amounts and allocation of funds within pools.
- B. The performance award funding pool for General Schedule (GS) managers and supervisors is separate from all other employees.

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- C. The method used to calculate the total award pool dollar amounts is contained in Appendix A, and the method of calculating performance award share amounts is contained in Appendix F of this HR Desk Reference.

## 5.2 Performance Awards

- A. **General:** Performance awards are linked directly to the summary performance rating on the employee's rating of record for the appraisal period for which the award is granted.
- B. **Eligibility:** To be eligible for an individual performance award, an employee must be on the employment rolls on the last day of the performance appraisal period (September 30<sup>th</sup> for annual managers and supervisors, and October 31<sup>st</sup> for all other employees) and have a qualifying rating of record.
- Performance awards are mandatory for the following ratings:
    - Significantly Exceeds (SE), if the employee did not receive a Quality Step Increase (QSI).
    - Exceeds Expectations (EE); and
    - Meets Expectations (ME), unless the employee has an active performance improvement plan (PIP) at the end of the appraisal period.
  - Employees who receive a Fails to Meet Expectations (FME) summary rating of record are ineligible to receive a performance award.
- C. **Relation to other awards:** Employees may receive other awards (e.g., OTS/SAS) for any performance goals directly identified in the employee's performance plan.

## 5.3 Quality Step Increase (QSI)

- A. **Relation to Within-Grade Increase (WGI):** A Quality Step Increase will not affect the timing of an employee's next regular WGI, unless the QSI places the employee in step 4 or step 7 of their grade. In these cases, the waiting period is increased by an additional 52 weeks. The time that an employee has already waited counts towards the next increase, but the employee must complete the full waiting period of the new step.
- B. **Eligibility:** Quality Step Increases (QSI) may be granted to General Schedule (GS) employees with a "significantly exceeds expectations" rating of record (See DOE Order 331.1D and BPA Supplement) in lieu of a cash or time-off award, if the following criteria are met for the entire annual appraisal period (Note: An employee's QSI will be delayed up to the beginning of the first pay period in April when on a non-competitive temporary promotion (see Section 7.3)):
- The employee is at the full performance level of a career ladder position.

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2. The employee has not been permanently promoted, including a transfer that results in a promotion<sup>1</sup>.
3. The employee has been in the same grade or pay band level.
4. The employee must be below step 10 of his/her grade level (for GS employees).
5. The employee has received a Significantly Exceeds Expectations (SE) summary rating.
6. The employee has demonstrated sustained performance of outstanding quality.
7. The employee has not received a QSI within the preceding 52 consecutive calendar weeks.
8. The employee occupies a “permanent position” (i.e., not a temporary appointment).
9. Recommending managers must follow nomination procedures in this HR Desk Reference.

<sup>1</sup>When an employee is permanently promoted after the end of the performance year, but before the effective date of a QSI, the QSI is applied to the promoted grade.

**C. Funding and Limitations:**

1. A QSI is funded from Business Unit budgets. Re-allocation from a Business Unit Recognition Program budget is strictly prohibited.
2. Business Units shall give no more QSIs than allowed per limits established based on budget restrictions and/or OMB/OPM/DOE guidance.
3. Business units shall not give QSIs to more than 10 percent of the total number of annual employees eligible to receive awards for the fiscal year; and
4. HRSC is responsible for notifying Business Units of the number of QSIs available for each performance year.

## 5.4 Time-Off Award

- A. Eligibility:** An employee may be given a time-off award in lieu of a cash award or QSI based on the summary rating (See DOE Order 331.1D). No award will be given if the employee has an active Performance Improvement Plan (PIP) at the end of the appraisal period. Time-off awards may be granted in one-hour increments.

The number of TOA hours awarded is determined based on the shares awarded from the employee’s summary rating level. The TOA hours awarded may not exceed the maximum number of hours for the employee’s rating level shown in the table below (Section 7.3 (C) contains procedures determining TOA amounts and limitations):

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Rating	Time-Off Award
SE	50 hours
EE	40 hours
ME	30 hours (when the majority of weighed elements rated ME)
ME	20 hours (when all weighted elements rated ME)
ME	10 hours (when all weighted elements are ME, and supervisor awards 1 shared)

## 6. Individual/Group Monetary (OTS, SAS, etc.) and Non-Monetary Awards

- A. **General:** These awards are used at the manager's discretion during the year. An employee may receive a combination of a monetary and Time Off Award (TOA) for the same contribution.

The following applies to monetary awards:

1. A current DOE employee with current rating of record of ME or above (from DOE or other federal agency) that is not on a PIP is eligible to receive an SAS award or TOA.
2. Employees within the first 90 days of federal employment are not eligible for individual/group monetary awards or TOA. A new federal employee is eligible for individual/group monetary awards or TOA when on board for at least 90 days and performing at the ME level (certified by first-level supervisor).
3. An employee may receive a monetary award (SAS or TOA) and a performance-based award for the same contribution in a single year.
4. A SAS award is a cash award to recognize a one-time significant contribution (i.e., accomplishment) that is clearly above and beyond expected job performance and is performed in the public interest in connection with or related to their official employment. The contribution may be within or outside the employee's normal job responsibilities.
5. A SAS award is not allowed to recognize employees who volunteer to support activities and events; volunteers should be recognized through a non-monetary acknowledgment.

### B. On-the-Spot (OTS):

1. **Purpose:** This award recognizes a noteworthy contribution accomplished over a short period of time. This program may be used as a vehicle for organizational team or group awards as well as for individuals, within OTS parameters. Any BPA team or individual employee is eligible. This award should be presented as soon as possible after the accomplishment.

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2. **Award Amounts:** BPA Supplement to DOE Order 331.1D establishes the minimum and maximum amounts of each award. The amount of an OTS award must be based on applying the Monetary Awards Scale criteria contained in Appendix B of the BPA Supplement to DOE Order 331.1D.
3. **Limits:** There is no limit for a team as long as the individual team members do not receive more than the maximum. There is no limit to the number of OTS awards an employee may receive.
4. **Approval:** The immediate supervisor is the approving official for OTS awards. If the nominator is not the immediate manager, the nominator must recommend the award to the supervisor.

**C. Special Act or Service (SAS):**

1. **Purpose:** This award may be given to an employee or a group of employees for the continued achievement of work results that support business goals and are significantly above and beyond expectations.
2. **Award amounts:** BPA Supplement to DOE Order 331.1D establishes the minimum and maximum amounts of each award. The amount of a SAS award must be based on applying the Monetary Awards Scale criteria contained in Appendix B of the BPA Supplement.
3. **Limits:** There is no maximum amount for a group award; however, the individual award limit does apply. There is no limit to the number of SAS awards an employee may receive. The BPA Front Office must approve individual awards greater than \$1,000 and group awards of \$10,000 or more.
4. **Approvals:** This award requires approval by the recipient's immediate supervisor and second-level manager. For awards with an employee(s) in other organizations, the nominating supervisor will need the approvals of the recipient's supervisor and second-level manager.

**D. Time-Off Award (TOA) (Non-Performance-Based)**

1. **Purpose:** This award is for employee achievements that contribute to the quality, efficiency, or economy of operations. It may be presented in lieu of or in combination with an OTS or SAS award. The TOA is non-monetary by definition, and it is not reflected in the recipient's pay.
2. **Amounts of awards:** The amount of a TOA award must be based on applying the Time-Off Award Scale contained in Appendix C of BPA Supplement to DOE Order 331.1D, Employee Recognition and Awards. The TOA awards are given in whole-hour increments. The maximum TOA for a full-time employee for a single instance of non-performance-based recognition may not exceed 40 hours.

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The amounts are pro-rated for a part-time employee based on the average number of hours in the employee's biweekly scheduled tour-of-duty (e.g., if an employee's scheduled tour of duty is 48 hours biweekly, then they may be granted up to 48 hours (performance and non-performance) in a fiscal year and cannot exceed 24 hours for a single instance of non-performance-based achievement).

3. **Limits:** An employee may not receive more than 160 hours per fiscal year (performance and non-performance) or 480 hours in a 3-year period.
4. **Approvals:** The immediate supervisor may approve the award, subject to any operating instructions from his or her organization.
5. **Scheduling and use:** A TOA must be used within 3 years (i.e., 78 pay periods) from the date given, i.e., the effective date on the SF-50, Notification of Personnel Action. In order to reinforce the connection between the accomplishment and the TOA, the manager is encouraged to approve the use of the award as soon as possible after the award is received. A TOA may be taken in half-hour increments. A TOA will not, under any circumstances, convert to a cash payment.
6. **Transfer between agencies:** BPA will honor a TOA that has not yet been used by an employee who is hired from another federal agency (see criteria in DOE Order 331.1D and BPA Supplement). A TOA may be transferred to another federal agency; however, transferring a TOA to another agency is not an entitlement, and transfer is contingent upon the gaining agency accepting the TOA.

## 6.1 Honorary Recognition

A. **General:** BPA honorary recognition commemorates extraordinary accomplishments ranging from career milestones to demonstrated and sustained excellence in support of the agency's mission.

B. **Retirement:**

1. **Purpose:** To symbolize BPA's appreciation and provide a lasting commemoration of the BPA-employee relationship, BPA recognizes employees for their accomplishments and service to BPA and the federal government with a plaque or gift item (employee preference). BPA also presents a service certificate, if applicable, and may present a letter of appreciation.
2. **Limits:** This is a one-time commemorative recognition at retirement that meets 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.
  - b) The item must have a lasting trophy value.

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- c) The item must clearly symbolize the employer-employee relationship in some fashion; and
- d) The item must take an appropriate form to be used in the public sector, and to be purchased with public funds.

3. **Requirements:** See [Appendix D.](#)

4. **Retirement coffee:** Organizations may also host a retirement coffee, i.e., light refreshments, etc., using up to \$50 from the organization's Non-Monetary Award allocation and complying with celebration requirements. Organizations may honor more than one retiring employee at a retirement coffee; however, the total cost cannot exceed the total allowed if celebrating separately and complying with all celebration requirements. The organization's Non-Monetary Award pool funds any such celebrations.

**C. Length of service:**

1. **Purpose:** To commemorate service milestones with the federal government. Every employee achieving those milestones receives a certificate, signed by the Chief Workforce and Strategy Officer, and may order an honorary item. The HRD or designee coordinates the length of service awards.
2. **Limits:** One honorary item every five years on the anniversary of employment, which meets 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.
  - b) The item must have a lasting trophy value.
  - c) The item must clearly symbolize the employer-employee relationship in some fashion; and
  - d) The item must take an appropriate form to be used in the public sector and to be purchased with public funds.
3. **Requirements:** See [Appendix D.](#)

**D. Distinguished career service**

1. **Purpose:** To recognize and honor employees who have made extraordinary and steadfast contributions to BPA and the government, i.e., a distinguished career. This plaque, signed by the Administrator, is the highest level of recognition of career service to the government. The Administrator, or manager, presents it upon retirement. It is not linked to other BPA awards and is not intended to be given in lieu of other honorary awards.

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2. **Limits:** This one-time commemorative recognition is reserved for employees with documented, extraordinary careers. Years of service alone are not justification for this award.
  3. **Requirements:** At least 20 years of creditable service (SCD-Retirement) that include superior career achievements as recognized by two or more of the following criteria:
    - a) Presidential or agency incentive awards.
    - b) Performance appraisals at the highest rating level (when assigned under a system other than a pass/fail system).
    - c) Quality step increases.
    - d) Administrator's Excellence Award or the equivalent.
    - e) DOE recognition or national recognition from external entities; and
    - f) Other appropriate evidence. (Note: Commendations or certificates of appreciation are not equivalent evidence for this purpose).
- E. **Secretary of Energy Awards:** The Secretary's Awards Program is designed to recognize the career service and contributions of DOE employees to the mission of the Department and to the benefit of our Nation. The Program is comprised of three award types:
1. The Secretary's Honor Awards represent the highest internal non-monetary recognition that our employees can receive.
  2. The Secretary's Appreciation Awards are given to individuals and groups for superlative contributions to the agency's mission; and
  3. The Secretary's Departure Awards recognize notable career dedication and outstanding service to the Department and the American public.

A full description of awards, guidelines, and nomination information is located at the following link: [Secretarial Awards Program](#). Completed nomination forms should be submitted to the BPA HRSC Recognition coordinator at [RecognitionCoordinator@bpa.gov](mailto:RecognitionCoordinator@bpa.gov) for processing.

## 6.2 Administrator's Excellence Awards

### A. General:

BPA honors employees and others annually during the Administrator's Excellence Award (AEA) ceremony. Awards are presented in various distinct categories described further below.

Generally, those honored must exemplify the characteristics of BPA's four core values: operational excellence, trustworthy stewardship, collaborative relationships, and

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safety, in addition to the eligibility criteria of the specific award category. There is no minimum or maximum number of recipients per award category for any of the honorary awards. Employees, including managers, and contract workers may initiate nominations at any time.

There are no limits or restrictions on the following:

1. Number of nominations an employee may submit.
2. Number of times an individual may be nominated; and
3. Number of awardees from any organization or any demographic group for any of the honorary awards listed in C below.

**B. Guidelines:**

There are some limits, beyond those of eligibility and criteria for each award, including the following:

1. Employees cannot nominate themselves.
2. A nomination may only be withdrawn by the nominator, or the nominee once submitted.
3. Employees cannot be recognized more than once for the same contribution. Note: Previous AEA awards may be referenced in subsequent nominations (e.g., in Meritorious Service and Exceptional Service categories); and
4. Employees cannot receive the Unsung Hero award more than once.

**C. Award categories:**

1. **BPA Meritorious Service Award:** BPA's highest honorary award. It is given to recognize employees for extended (at least 10 years of BPA service), extraordinary service, and achievements. It is not a career award to be earned and presented only at the end of a career (e.g., at retirement). Any BPA employee or recent retiree is eligible, regardless of grade. Groups are not eligible for this award.

Nominations in this category may be considered for the BPA Exceptional Service Award, also. There is no need to submit nominations in both categories.

The award is bestowed upon an individual who has made extraordinary contributions to BPA's mission or achievements of regional or national importance. Contributions must meet one of the following criteria:

- a) The award recipient should have an extensive record of consistently demonstrating outstanding leadership in public service and should exhibit the highest levels of integrity, professionalism, and dedication to BPA's core values; or

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- b) Extraordinary and sustained contributions to BPA’s mission through unusual initiative; innovation; outstanding collaborative relationships with constituents or stakeholders; superb leadership; advancing equality and fairness; significant positive financial results; improvement of safety or health; or support of strategic goals.

2. **BPA Exceptional Service Award:** BPA’s second-highest honorary award. It is given to recognize employees for superior service and achievement extending over two or more years of BPA service or in compelling circumstances, special service characterized by extraordinary achievement throughout a complex series of events covering at least one year. Any BPA employee is eligible, regardless of grade. Groups are not eligible for this award. The basic criteria are the same as for the BPA Meritorious Service Award (above). The difference between the two awards is a matter of degree and time. Both represent the recognition of significant achievements and contributions.

The award is bestowed upon an individual who has made extraordinary contributions to BPA’s mission or achievements of national or regional importance. Nominations in this category may be considered for the BPA Meritorious Service Award. There is no need to submit nominations in both categories.

- a) The award recipient should have consistently demonstrated professionalism, leadership, and dedication to BPA’s core values. OR
- b) Superior and consistent contributions to BPA’s mission through unusual initiative, innovation, outstanding customer/client service, enhanced relationships with constituents or customers, demonstration of leadership and management skills, devotion to duty, advancing equality and fairness, significant cost-savings or cost-avoidance, or improvement of safety or health, or support of strategic goals.

3. **Unsung Hero Award:** Recognizes individuals who have made steadfast contributions to BPA’s success through consistent effort and positive attitude. They perform functions that are essential yet are not high profile or high visibility. Their contributions may result in considerable cost-savings or cost-avoidance through streamlining processes, efficiencies, cost-effective approaches to operations, or fiscal prudence. Long-term service – at least 5 years with BPA (and may include service as a contractor), with at least 5 consecutive years as a federal employee at the time of the nomination. Groups are not eligible for this award.

The award is bestowed upon an individual whose performance of essential functions has directly supported the agency’s mission and reflected agency values.

- a) Such accomplishments may be reflected through consistent performance or through work above and beyond normal job requirements. Contributions may

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also demonstrate a positive attitude, collaboration, and teamwork that supports organizational performance and morale. OR

- b) Steadfast contributions to BPA’s mission through unusual initiative; innovation; outstanding collaborative relationships with clients, constituents, or stakeholders; leadership; enhancing equality, and fairness; cost avoidance or savings; improvement of safety or health; or support of strategic goals.

- 4. **BPA Eugene C. Starr Award for Technical Achievement:** The award commemorates Eugene C. Starr’s many contributions to BPA and the electric utility industry at the regional, national, and/or international level. It commemorates his role as a teacher and mentor to many individuals who made significant contributions to the utility industry in engineering, scientific, and industrial technology fields of endeavor as well. Current and recent (separated in the last year) employees of BPA, utilities, and educational institutions in the Pacific Northwest are eligible. Individuals must be, or recently have been, practicing in the engineering, scientific, and industrial technology areas. Groups are not eligible for this award.

Original and innovative contributions to the advancement of the electric utility industry in the Pacific Northwest (e.g., utility planning and operations, generation and grid enhancements, efficiencies of electrical energy use, mitigation of environmental, fish, and wildlife effects). Summarize and describe contributions, focusing on recent achievements and their impact on the industry, including relevant publication and patent information.

- a) Exemplary participation in professional and technical societies, e.g., leadership, technical committee assignments, peer recognition, awards, and honors.
- b) Exemplary contributions to the academic community and/or participation in civic and community activities. Provide examples of courses/seminars taught, papers given, volunteer activities, etc.
- c)

- 5. **Workplace or Technology Innovation Award** is for a current federal employee or recent retiree and is based on achievements.

A demonstrable innovative approach to improving BPA’s operations and systems or elsewhere in the workplace. Examples may include some of the following:

- a) New technology innovation with exceptional potential to benefit BPA and its stakeholders.
- b) Revolutionary breakthrough and change (not changes that are evolutionary or incremental).
- c) Technical solution to a problem or for a new idea.

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- d) Creative application to a technical situation, beyond standard methodology or practice.
- e) Revolutionary creative solution or remedy for workplace obstacle to the delivery of service, directly or indirectly, with long-term benefit to BPA and stakeholders.

This award is not intended to recognize agency-level initiatives or programs designed by external contractors.

6. **Jo Jeter Equal Employment Opportunity Award** is for a current federal employee or recent retiree and is based on achievements. Groups are eligible for this award.

The award recognizes exemplary contributions or leadership behaviors that ensured a work environment representative of the community at-large and supports equal opportunity. The nominee must meet three or more of the four following criteria:

- a) Fostered an innovative and collaborative relationship between BPA and the communities they serve; for example, partnering with an external organization to bring awareness of BPA STEM careers to youth.
- b) Displays exceptional character that distinguishes them as an outstanding leader, role model, or mentor for creating opportunities that contribute to the mentorship, development, advancement, or retention of the BPA workforce. Created opportunities that contribute to the selection of women, minorities, and individuals with disabilities in areas of underrepresentation congruent with civilian labor force statistics. For example, participating in an outreach event dedicated to bringing awareness to BPA careers for underrepresented communities.
- c) Partnered with the Office of Civil Rights and Equal Employment Opportunity Program to host workforce training/educational topics that bring awareness to overcoming discrimination and eliminate barriers hindering equal opportunity.
- d) Improved their organization/business line or the agency by eliminating barriers that hinder equal opportunity within the workforce through partnerships with BPA's Special Emphasis Programs and/or employee resource groups.

7. **Employee Development Award** is for a current federal employee or recent retiree and is based on achievements. Groups are not eligible for this award.

Outstanding results in the development of BPA employees or in critical and strategic knowledge transfer. Examples may include some of the following:

- a) Provided developmental opportunities through details, cross training, or assignments.
- b) Mentored and/or coached.

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- c) Created and achieved Occupation Development Plans, Individual Development Plans, or other development tools.
- d) Accomplished knowledge transfer to work groups or individuals in support of succession plans, retention plans, or other means of preserving institutional knowledge of functions, fields, utility, or political relationships.
- e) Transferred knowledge achievements supporting succession plans, retention plans, or other means of preserving institutional knowledge of functions, fields, utility, or political relationships.
- f) Partnered across organization lines to support employee development.
- g) This award is not intended to recognize agency-level initiatives or programs designed by external contractors.

8. **George Bell Community Outreach Award** is for a current federal employee or recent retiree and is based on achievements. Groups are not eligible for this award.

Significant, positive impact on the community (either through long-term services or through short-term, extraordinary accomplishments that should reap long-term results). Impact was the result of the nominee's voluntary work. Most of the service was performed off-duty, as a volunteer (i.e., no monetary compensation).

This award may be presented for quality of life, charitable, or cultural contributions.

9. **Exemplary or Courageous Act Award** is for a current federal employee contract personnel or recent retiree, and there is no BPA service requirement. Groups are eligible for this award.

- a) Significant contribution to an effort to save a life (even if the effort was not successful); AND
- b) The effort was to save the life of a person who was not a member of the nominee's immediate family.

*\*When contract personnel contribute to such an effort, outside a group environment, they must be nominated in the Special Service category.*

10. **Special Service Award is for a BPA contractor or consultant** and one-year minimum BPA service requirement. Groups are not eligible for this award.

This award nomination may reflect the same justification that would be used for Exemplary or Courageous Act, Unsung Hero, Exceptional Service, Courageous Act, Safety Excellence, or any other award category.

- a) Extraordinary service to BPA; and

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- b) Consistently has gone the extra mile and created additional value beyond contract expectations.

11. **Exceptional Public Service Award** is for private citizens, groups, or entities. No BPA service requirement. Groups are eligible for this award.

Advancement of some of the same purposes that BPA serves in the Pacific Northwest. Contributions may include, but are not limited to:

- a) Assistance in the development or delivery of policies or programs that have advanced or aided the BPA mission.
- b) Enhancement of BPA's public image and credibility.
- c) Assistance in the improvement or effectiveness of BPA's programs or operations.

12. **Safety Excellence Award** is for federal employees, contract personnel, or recent retirees. The award is based on achievements or results. Groups are eligible for this award.

The nominee's contribution must support BPA's safety core value, must be for at least one of the following, and must provide long-term benefit or results:

- a) **Innovation:** significant contributions to following BPA's core safety value by improvement of workforce (including supplemental workforce) health or safety through new approaches, methods, and technology.
- b) **Prevention:** proactive elimination of a hazard that likely would have resulted in one or more injuries or fatalities.
- c) **Influencing culture:** leadership and education to improve awareness or understanding of a particular safety hazard, concern, or preventative measure.
- d) **Leadership:** stellar performance in creating an open, trusting environment and feedback loop with the nominee's co-workers or staff that resulted in significant improvements for the workgroup, the entire business line, or the agency.

This award is not intended to recognize assigned agency-level initiatives or programs. This award is not intended to recognize actions in response to an injury or fatality, see Exemplary or Courageous Act Award.

*\*When contract personnel contribute to such an effort, outside a group environment, they must be nominated in the Special Service category.*

13. **Roy Hunter Sampsel Tribal Achievement Award** is for nominees that are external to BPA. The award is based on achievements, and groups are eligible for this award.

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Consistent with BPA’s mission and reinforces relationships between BPA and Tribes of the region.

- a) The nominee has achieved a significant accomplishment/contribution which:
  - (1) Is consistent with BPA’s mission.
  - (2) Reinforces the quality of BPA’s relationships with tribes in the region.
  - (3) Enhances collaboration with tribes on issues/initiatives of mutual interest (including fish and wildlife programs, cultural resource protection, Transmission, Power Services, environmental compliance, and other major regional issues).
- b) Work/accomplishments represent contributions over an extended period or may recognize a single project or event that creates an exceptional and lasting contribution. A nominee displays the following characteristics:
  - (1) Widely recognized/respected for quality of work.
  - (2) Innovative approach that helps BPA and its partners overcome difficult operational or relationship challenges.
  - (3) Consistently goes the extra mile and creates additional value beyond expectations.
- c) Tribal partners endorse/affirm this person’s achievement(s); and
- d) Achievements could include a wide range of skills, such as coaching and mentorship, facilitation, problem-solving, relationship-building, leadership, and conflict resolution.

14. **Outstanding Team Achievement Award** is for a team that may include federal employees, contract personnel, and/or recent retirees. The award is based on achievements or results. Groups are eligible for this award.

The award is bestowed to smaller (not to exceed 20 individuals), cross-agency teams that added significant value to their organizations, BPA, the industry, and the region. The accomplishments and contributions shall reflect efforts that went beyond normal work duties and performance expectations for the team. This nomination must include written support from the team’s director or VP. The following are examples of achievements that warrant an Outstanding Team Achievement Award:

- a) Significant team accomplishments that enhance BPA’s strategic goals and execution of its mission and responsibilities, improve internal processes, and save time or reduce costs at the benefit of BPA’s mission and long-term success.
- b) Completion of a major project on time or before the deadline after overcoming extraordinary challenges and pressure.

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- c) Contribution to a one-time, outstanding effort that benefited our organization and BPA’s service to the region; this effort may or may not be part of a formal project.
- d) Teamwork exemplifies collaboration and creates value beyond expectations by delivering exceptional customer service.

*The nomination should include detailed examples of how team efforts tie into leadership behaviors and how team members demonstrated excellent performance. Regular work groups belonging to a single organization are not eligible for this award.*

## 6.3 Organizational

### A. General:

- 1. At their own discretion, executives and managers with delegated authority to manage administration of BPA’s recognition system may establish honorary awards specific to their organization’s mission and objectives. These awards are in addition to the BPA honorary awards (i.e., AEA, etc.).
- 2. Employees (supervisory or non-supervisory) may not give organizational awards, to any supervisor or manager in their chain of command. Supervisory or managerial employees may not accept recognition from any subordinate within their chain of command. See BPA Supplement to DOE Order 331.1D.

### B. Requirements:

- 1. BPA award titles may not be used in organizational awards.
- 2. Individual organizations are responsible for the establishment of the criteria, nominations, sections, and acquisition of honorary items. These must conform to the general guidance contained in this Desk Reference, including:
  - 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.
  - b) The item must have a lasting trophy value.
  - c) The item must clearly symbolize the employer-employee relationship in some fashion.
  - d) The item must take an appropriate form to be used in the public sector and to be purchased with public funds.

Examples of honorary items may include certificates (excluding gift certificates with a monetary value) of appreciation lapel pins, medals, plaques, badges, corsages, boutonnieres, jackets, T-shirts, hats, mugs, and other items that have the BPA logo, insignia, or other inscription to clearly indicate their purpose as employee recognition materials.

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- C. **Limits:** One or more items may be given for any single accomplishment (total cost cannot exceed \$75), provided all items have a BPA logo, insignia, or other inscription to denote their purpose as recognition materials. Informal recognition costing \$10 or less per accomplishment is considered de-minimis (Internal Revenue Service, IRC Section 132 (3)) and does not require branding but must meet the criteria for appropriate recognition (i.e., commemorative, lasting value; and appropriate for public use and appropriate use of public funds).

## 6.4 Informal Recognition

### A. General:

1. BPA informal recognition can be an effective tool to promote a recognition-rich culture. These can include organizational or agency awards, including peer programs that are appropriate for public use and consistent with wise spending of public funds.

Employees (supervisory or non-supervisory) may not give informal recognition, including P2P awards, to any supervisor or manager in their chain of command. Supervisory or managerial employees may not accept such recognition from any subordinate within their chain of command. See BPA Supplement to DOE Order 331.1D.

### B. Organizational:

1. **Purpose:** At their own discretion, executives and managers with delegated authority to manage the administration of BPA's recognition system may use their non-monetary awards budget to provide informal recognition to promote a culture of recognition (*Note: Gift cards cannot be purchased for non-monetary informal recognition*). Informal recognition may include items such as appreciation lapel pins, medals, plaques, badges, corsages, boutonnieres, jackets, T-shirts, hats, mugs, and other items that have the BPA logo, insignia, or other inscriptions to clearly indicate their purpose as employee recognition materials.
2. **Limits:** One or more items may be given for any single accomplishment as long as the total cost does not exceed \$75, provided all items have a BPA logo, insignia, or other inscription to denote their purpose as recognition materials. Events such as bowling, theater tickets, or activities with a specific date or time are not allowed. Note: Informal recognition, with a total cost of \$10 or less per accomplishment, is considered de-minimis and does not require branding, but still must meet the following criteria for appropriate recognition: commemorative, lasting value; appropriate for public use, and appropriate use of public funds. Reference IRS citation for de minimis noncash awards is found in IRC Section 132 (3).

### C. People to People (P2P):

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The P2P program is a peer recognition program. The program is designed for employees to recognize other BPA employees in a timely and specific way to acknowledge contributions. The following guidelines apply to P2P awards:

1. **Requirements:** Participants must be BPA employees. P2P recognition must acknowledge appreciation, work results beyond expectations, quick responses, modeling good leadership behaviors, and safe behaviors. (Note: At least two must recognize safe behaviors).
2. **Funding:** This program is funded by HRSC. On approximately October 1 of each year, an identical number of P2P awards are deposited in each employee's virtual P2P award account.
  - a) BPA prorates deposits for employees entering on-duty during the year by reducing the number of P2P awards by one each quarter.
  - b) P2P awards not presented by September 30<sup>th</sup> each year expire (i.e., cannot be carried over to the next fiscal year).
3. **Limitations and restrictions:** Employees can recognize other employees by presenting a P2P award. The following limits and restrictions apply to presenting and receiving P2P awards:
  - a) Employees cannot present a P2P to any supervisor in their chain of command.
  - b) Supervisors shall not accept a P2P award from any subordinate employee within their chain of command. If a supervisor receives a P2P from such an employee, the supervisor must decline (not accept) the award.
  - c) SES members may present P2P awards to non-SES employees (i.e., SES members are ineligible to receive P2P awards. SES members must decline/not accept a P2P award, if received.).
  - d) Employees cannot present more than one P2P for the same contribution.
  - e) Employees can present no more than two P2P to an employee on the same day. If two P2P awards are presented to the same employee, the awards must be for different contributions; and
  - f) The exchange or trade of P2P between employees is prohibited, i.e., "I'll give you one, if you give me one."
4. **Approvals:** The P2P program was designed to give employees the ability to recognize other BPA employees' contributions without supervisory approvals.
5. **Declination:** P2P recipients may accept or decline P2P. A P2P award declined by a recipient is returned to the sender's P2P account when the award and declination occur in the same P2P award year (i.e., fiscal year).

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6. **Deadline for awards to be issued:** The P2P program aligns with the FY. All FY P2P awards must to be distributed by September 30th of each year. Any unissued P2P awards will automatically be forfeited.
7. **Deadline for award redemption:** P2P usage and redeeming is based on the applicable year therefore any unredeemed P2Ps will expire on December 31st of the applicable year. Any unredeemed allocations will be automatically forfeited.

**D. Safety Awards:**

BPA Safety Awards Programs are administered by the Safety Office. Information may be found in the Safety and Occupational Health Program Manual located on BPA Connection [Job Safety](#) page

## 6.5 Light Refreshments/Casual Meals

**A. General:**

1. Each BPA organization's executive or manager who has delegated authority to manage the administration of BPA's recognition system (See BPA Supplement to DOE Order 331.1D. Appendix D) has the discretion to authorize the use of recognition funds for light refreshments/casual meals. The non-monetary awards budget is used for this purpose.
2. Light refreshments and casual meals may be provided for celebrations at any time throughout the year expressly for the purpose of recognizing and celebrating employee and/or group accomplishments, e.g., completion of significant project, local community service project sanctioned by BPA, and other comparable achievements. Holiday gatherings, employee showers, or similar gatherings are not considered appropriate events.
3. SES members are excluded from participating in casual meals and must pay out of pocket to participate. This includes informal organizational lunches as well as the All Managers Meeting luncheon-type functions.

**B. Cost limits:**

There is a limit on the cost per person (BFTE), per event (including gratuity, if applicable, any preparation/serving cost, incidental costs, etc.) as established in Appendix E, Instructions for Recognition Celebrations.

**C. Location:**

Light refreshments or casual meals should be provided on BPA-owned or leased premises, whenever possible. Off-site locations may be used as a last resort when there are no appropriate on-site locations. When off-site locations are approved by management, participants should be cognizant of public perception.

**D. Authorization:**

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Supervisors should follow established operating instructions from the organization, as applicable. Supervisors must complete BPA Form 2200.1e and obtain approval prior to the expenditure or financial obligation in accordance with procedures established in Appendix E, Instructions for Recognition Celebrations.

## 6.6 Referral Bonus (Employee Referral Program [ERP])

### A. Purpose:

This program enhances recruitment for difficult-to-fill jobs/positions by providing an opportunity for monetary awards for employees who refer outside applicants. BPA vacancy announcements indicate eligibility for the ERP.

### B. Criteria:

BPA employees are eligible to receive a monetary award for such referrals, with the following exceptions:

1. HRSC employees directly involved in recruiting and hiring processes, including support employees; and
2. Employees who refer an applicant who is a relative (See Definitions).

### C. Award amounts:

Employees are eligible for a total cash award of \$1,500: \$500 for referral and hiring; and \$1,000 if the referred applicant/employee remains with BPA for one year OR employees may select a 32-hour time-off award: 8 hours for referral and hiring; and 24 hours if the referred applicant/employee remains with BPA for one year.

### D. List of difficult-to-fill positions:

BPA establishes the list of difficult-to-fill positions that qualify for the Employee Referral Program in each fiscal year's HR Annual Hiring Plan. See Appendix C, List of Difficult-to-Fill Positions/Jobs Qualifying for Employee Referral for more information.

## 6.7 BPA Success Share

### A. General:

1. BPA Success Share program is based on BPA's accomplishment of one or more pre-designated targets established each fiscal year.
2. The maximum amount of funds available for payout is contained in Appendix A.
3. A BPA-wide, BPA-funded celebration may be held each year concurrent with the payout. Field organizations may participate in a separately funded event, provided such events are coordinated with Strategic Communications and Engagement staff. If there is no payout for a given year, a celebration will not be sponsored.

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4. SES members are not eligible to receive Success Share payout.

**B. Success Share Targets:**

1. BPA Success Share targets are determined each fiscal year, and the content and number may vary from year to year. The process for establishing targets includes consideration of input provided by bargaining units.
2. The CWSO, CAO, or COO, in consultation with key Executive Board members, as appropriate, approve BPA Success Share targets.
3. Each BPA Success Share target may identify a range of results, provided that the lower end reflects high performance, and the upper end reflects extraordinary performance.
4. Targets that relate to the results of employee surveys may not be established for Success Share.
5. Progress toward accomplishment of targets will be assessed periodically and reported to the workplace during the year.

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## 7. Procedures

### 7.1 BPA Recognition Council

- A. **Appointment:** The Recognition Council is established by the HRD and made up of representatives throughout BPA.
- B. **Communications/Recommendations:**
1. The Council provides two-way communication between represented organizations and resource groups.
  2. The Council evaluates nominations for the Administrator's Excellence Awards and recommends selections to the Administrator in accordance with AEA requirements and procedures.

### 7.2 Recognition Funding

- A. **Funding:** The funding for BPA recognition programs is allocated as a percentage of aggregate salaries for Individual/Group awards, except some are centrally funded (i.e., P2P, Success Share Celebration) or funded at a fixed amount (e.g., non-monetary awards such as celebrations). See Appendices A and C.
- B. **Budget:** Each executive or manager with delegated authority to manage the administration of BPA's recognition system (see BPA Supplement to DOE Order 331.1D, Appendix D) has the responsibility for determining the respective, projected base payroll for the year, considering projected FTE, and the prorated value of expected adjustments to General Schedule and negotiated pay rates used centrally by Finance for budget and other purposes.

### 7.3 Individual Performance Awards

- A. **General:**
1. Management will consider the employee's preference for the type of individual performance award: Cash, TOA, or if an SE rating a QSI.
  2. The sum of all monetary awards for an individual employee may not exceed the annual limitation (see DOE Order 331.1D).
  3. Approved performance awards are processed in the same manner as individual/group results awards (i.e., HRmis).
  4. Employees receive the payout of awards in wage/salary payments.
  5. Payout is made through the accrual process using funds from the prior fiscal year.
  6. SES employees receive Performance awards that are managed, requested, and approved at the DOE level.

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## B. Cash Award

1. **Shares:** Cash awards will be determined based on the summary rating and shares multiplied by the share value of the applicable pay pool and the employee's salary as follows (see Appendix F for sample calculations):

Rating	Shares	Criteria
SE	5	All performance elements are rated EE.
EE	4	The majority of weighted elements are rated EE, and no element is rated FME.
ME	3	One-half or less of the weighted elements are rated EE, with the rest weighted ME. No elements are rated FME.
	2	All the weighted elements are rated ME
	1	When all the weighted elements are rated ME and management elect to offer this award. <i>(Note: The supervisor must provide the employee with the basis for electing 1 share for an ME rating. For example, if the employee had been under a Performance Improvement Period (PIP) during the year.)</i>
FME	0	Fails to meet expectations rating (FME) or employee is on active PIP at the end of the current appraisal period.

2. **Pro-Ration:** A cash award is pro-rated for employees who are in a pay status for less than 2,080 hours on October 31, (September 30 for annual supervisory and HR employees). The hours in a pay status and the employee's salary are used to calculate the pro-rated cash award. Employees on military duty and those receiving workers' compensation are treated as if they are in a pay status for those periods.
3. **Calculation of Cash Awards:** See worksheets in Appendices C and D.

## C. Time-Off Award Procedures

1. **General:** The number of TOA hours awarded is determined based on the shares awarded from the employee's summary rating (hours awarded may not exceed the maximum for the rating level) multiplied by 10, rounded up to the nearest hour. For example, if an employee's rating is EE, the employee's TOA award is 40 hours (i.e., 4 shares multiplied by 10 hours).
2. **Pro-Ration:** A TOA will be pro-rated if the employee was in a pay status for fewer than 2,080 hours on October 31 (September 30<sup>th</sup> for annual supervisory and HR employees). To calculate a pro-rated TOA award, multiply the TOA earned in Step 1 above, by the percentage of hours worked out of 2,080 hours, rounded up to the nearest whole hour. For example, if an employee's rating is EE, and the employee worked 1,040 hours, the employee's TOA award is 20 hours (4 shares multiplied by 10, then multiplied by 50%).

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3. **Limitation:** The total number of TOA hours may not exceed the maximum number of hours permissible for each rating level (i.e., SE-50 hours, EE-40 hours, etc.) or the annual limitation contained in DOE Order 331.1D and BPA Supplement to DOE Order 331.1D.

#### D. Quality Step Increase (QSI) Procedures

##### 1. Nomination procedures:

- a) The recommending supervisor must prepare a BPA F 3450.01e, Award Nomination, and a justification statement that specifically describes:
  - (1) The expected work results.
  - (2) The actual results achieved and their linkage to established targets; and
  - (3) How the results exceeded the performance standards.
- b) The nomination must carry the signature of the highest-level official from that organization. Once all approvals are obtained, the form should be forwarded to the appropriate HRSC processing unit for final processing.

##### 2. QSI effective dates: The QSI will be effective at the start of the pay period following approval by the highest-level official in the employee's organization.

###### a) Deferral Period for Within-Grade Increases

- (1) The effective date of the QSI must be delayed up to 120 days after the end of the annual appraisal period to allow an employee to receive a scheduled WGI to Step 4 or 7 (only) prior to the QSI becoming effective, or to ensure the employee has a minimum of 52 consecutive calendar weeks between QSIs.
- (2) HRSC will notify the applicable supervisor that their employee has a WGI due during the permissible deferral period.

###### b) Deferral Period for Temporary Promotions

The effective date of a QSI will be deferred until no later than the first pay period that begins in April in order for employees to complete temporary promotions that began prior to the QSI nomination process

## 7.4 Individual/Group Results Monetary Awards

### A. General:

The HRSC performance management function is responsible for the administration of the Individual Performance Awards program.

### B. Funding/Budget:

These awards are charged against the recipient's organization's I/GR Award allocation (See Appendix A for funding and budget allocations)

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**C. Limitations and Certifications:**

1. Approving officials are required to read and certify that the award criteria have been met prior to submission.
2. HRSC reviews award nominations for compliance with the award criteria. Awards submitted that do not meet the criteria will be disapproved.

**D. Procedure for Submittal of On the Spot, Special Act, or Time-Off-Award:**

1. Use HRmis Manager Quick Links or navigate to Manager Self-Service>Job and Personal Information> Personnel Action Requests to initiate awards requests (Transmission Field Services see below). The following are instructions:
  - a) [Award Request and Approval – Step-by-Step Instructions](#)
  - b) [Award process flow diagram](#)
  - c) [Automated Personnel Actions for Awards – FAQ](#)
2. Awards may be initiated on behalf of managers by authorized staff.
3. An appropriate level management official must approve requests.

## **7.5 Honorary Recognition**

**A. Retirement:**

1. Employees verify the effective retirement date with an HRSC Benefits Specialist.
2. Employees complete BPA Form 3450.02e for retirement gifts or plaques.
3. Employees send the form to the HRSC Recognition Program Coordinator (contact information is on the form) with your selection.
4. Employee provides home address and email address. Gifts are not delivered to a work address; and
5. BPA Connection publishes employees' length of service anniversaries and retirements each month.

**B. Distinguished Career Service:**

1. Managers initiate this award nomination by completing the Honorary Award Nomination form, BPA F 3450.12e, and providing a justification of 2 pages or less. The nomination is sent to the Recognition Program Coordinator who is responsible for verifying the award criteria are met prior to completing a TAC (BPA F 1325.68e) that is routed for approval. Refer to Section 5.4 (D) for eligibility and criteria.
2. Contact the Recognition Program Coordinator when approval is received. The plaque will be delivered to the manager, which can take 4-6 weeks to arrive.

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### C. Administrator's Excellence Awards (AEA)

#### 1. Nominations:

- a) AEA nominations must be submitted using the web-based nomination process located on BPA Connection [Administrator's Excellence Award](#) page.
- b) Prior to submitting a nomination, it is recommended that individuals view the following on the web-based nomination page:
  - (1) Award category eligibility and criteria to determine which category is the best fit for the nomination; and
  - (2) Resources for writing successful AEA nominations.
- c) Nominators will receive an e-mail confirmation when the nomination is submitted.
- d) Nominators should send inquiries to Administrator's Excellence Award (aeaward@bpa.gov), if a confirmation e-mail is not received after nomination is submitted.

#### 2. Timeline:

- a) The AEA recognition period is from January 1<sup>st</sup> to December 31<sup>st</sup> each year. The annual deadline for submitting nominations is midnight on the second Friday of January of the following year (e.g., the 2024 deadline is Friday, January 10, 2025).
- b) Nominations posted after the deadline will not be accepted.

#### 3. Review and Rating:

- a) AEA nominations are reviewed by two management levels to determine the validity of the nomination.
  - If the nomination requires SME review, the nomination is sent for review by an appropriate SME prior to first-level management review.
  - The Level 1 manager reviews the nomination. The manager will concur or not concur with the nomination validity and provide any appropriate comments, if needed.
  - The nomination is forwarded to the Level 2 manager who will concur or not concur with the validity of the nomination providing any appropriate comments, if needed.
- b) Award nominations are assigned to raters, normally consisting of BPA Recognition Council members, who provide a preliminary rating for each nomination.

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- c) AEA nominations are reviewed and ranked (i.e., scored) by all raters as a group (Ranking Day meeting).
- d) The top-scoring nominations are prepared and forwarded to the Administrator, CWSO, CAO, and COO for review and consideration.
- e) AEA award recipients are selected by the Administrator, CWSO, CAO, and COO.

## 7.6 Informal Recognition

### A. People to People (P2P):

The presentation and redeeming of P2P awards are completed through a web-based automated system. Instructions on presenting P2P awards and access to the web-based system can be found on the BPA Connection P2P home page.

1. Receipt and redemption:
  - a) Recipients receive a congratulatory e-mail, which includes the reason for the award.
  - b) The recipient accepts or declines the award by following the instructions provided. Awards that have not been accepted or declined by December 31<sup>st</sup> of each year will be forfeited. BPA HRSC publishes an annual reminder prior to the end of each calendar year.
  - c) Recipients that accept the award receive a second email with instructions to redeem the award for an electronic gift card by accessing the BPA vendor's (third-party) website and following instructions for selecting and ordering an electronic gift card.
2. **Error Messages and Order Problems:** To obtain assistance, employees must contact BPA's vendor, CA Shorts, directly. To speak to a representative telephone 800-535-5690 Monday through Friday 8:00 a.m. to 6:00 p.m. (Eastern Standard Time) or e-mail [help@peopleareeverything.com](mailto:help@peopleareeverything.com).

## 7.7 Referral Bonus (Employee Referral Program)

- A. The BPA vacancy announcement will indicate eligibility for the ERP.
- B. Employees recruit applicants for hard-to-fill positions.
- C. Applicant applies for an eligible position with BPA.
- D. The employee who recruited the applicant completes the Employee Referral Program Form, [B3330.01e](#), and submits it to HR Help.
- E. HRSC staffing verifies eligibility. The following applies in determining eligibility:
  1. If more than one employee refers the same applicant, the referral received first will be the employee eligible for an award; and

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2. The referring employee's eligibility to receive the award is not impacted by his/her retirement prior to the referred employee's completion of one year of employment.

F. HRSC Staffing organization tracks and arranges for the processing of the ERP awards.

## 8. Performance & Monitoring

HRSC collects data and reports on recognition program participation to provide accountability and information about recognition programs and their usage.

Finance reports on Individual/Group Results spending/actuals. The Recognition Council has established metrics for realistic actuals:

I/GR Spending Goals in Fiscal Year	
Quarter of Fiscal Year	% of I/GR Allocation Spent
1 <sup>st</sup> (Oct. – Dec.)	10%
2 <sup>nd</sup> (Jan. – Mar.)	25%
3 <sup>rd</sup> (Apr. – June)	50%
4 <sup>th</sup> (Jul. – Sep.)	95-100%

## 9. Authorities & References

- A. [DOE Order 331.1D, Employee Performance Management and Recognition Program, and BPA Supplement to DOE Order 331.1D.](#)
- B. [5 U.S.C., Chapter 45](#), Incentive Awards
- C. [5 U.S.C., Chapter 53](#), Subchapter III, General Schedule Pay Rates
- D. [5 CFR, Part 531](#), Pay Under the General Schedule
- E. [5 CFR, Part 451](#), Awards
- F. IRC, Section 132(e)
- G. BPA Safe Worker Recognition Program
- H. DOE Policy Memorandum, [#118A](#), Secretary's Awards Programs

## 10. Contacts

- A. For information on recognition programs, contact recognition SME(s), BPA-HRSC- HE.
- B. For information on submitting HRmis awards (SA/OTS/TO), contact HR Help, BPA HRSC.
- C. For information on Safety Awards, contact the Safety Office, NF.

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## 11. Revision History

- A. This HR Desk Reference will be maintained on the [BPA Internal Policy Library](#) website and updated as program elements change.
- B. Revisions are documented as follows:

Version Number	Issue Date	Description of Change or Review
1.0	4/18/2016	Initial issuance.
2.0	10/02/2017	Issuance of DOE Order 331.1.D and BPA adoption of performance award system.
2.1	05/07/2018	Modify the definition of positive net revenue based on a change to the HR Directive; modify references to celebration spending limits (Appendix 5); and minor editorial clean-up/formatting.
3.0	01/25/2019	Cancellation of HR Desk Reference 410-08-02, and incorporation of content into this DRG. Modifications for issuance of DOE Order 331.1D and cancellation of HR Directive 410-08-01. Elimination of Team Share and reallocation of funds.
4.0	02/02/2022	Recruitment bonuses added.
4.1	09/03/2024	Issuance of DOE Order 331.1D, chg. 2.; P2P & AEA changes; informal recognition amount increase; SES clarification, organizational nomenclature changes, AEA program changes; increase to allowable deferral periods for QSIs; requiring management to delay a QSI for the included circumstances; and editorial changes.
4.2	09/25/2024	Additional clarification regarding informal/organizational awards supervisory limitations.
4.3	01/27/2025	Modification of AEA awards to comply with DEI Directive, clarify incomplete eligibility criteria for new employees that was incomplete.
5.0	02/14/2025	Revisions to comply with new EO's.

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## Appendix A: Funding Amounts for Award Pools and Allocations

### A. Recognition Pools

Tier Program <sup>1</sup>	Funding/Payout
BPA Success Share	Maximum payout is equal to \$950 per FTE
Individual/Group Monetary Awards	3.25% of aggregate salary
Non-Monetary Awards	\$93 per FTE

<sup>1</sup> The Administrator retains sole authority and discretion to determine if expenditures are prudent in light of BPA's financial condition and may choose to discontinue their use in the event of serious financial difficulties.

For each organization listed separately in Appendix D, of BPA Supplement to DOE Order 331.1D, Employee Recognition and Awards, the Individual/Group Monetary Awards amount must be allocated as shown in B below.

### B. Performance/Individual/Group Monetary Award Pool Allocation

The portion allocated for performance awards is calculated and administered separately for annual managers and supervisors than all other employees:

1. Performance Awards are equal to 3.0% of salary (i.e., end-of-year awards).
2. Individual/Group Monetary Awards are equal to 0.25% of salary (i.e., during the year awards such as OTS, SAS, etc.)

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## Appendix B: List of Award Types & Various Expenses

The table below lists the award types and their corresponding budget sources and whether the award amounts count against individual monetary award annual limitations.

Item	Individual Limitation <sup>1</sup>	Funding Pool	Budget
<b>Individual/Group Results Awards and Forms of Recognition</b>			
Performance Awards (EOY)	Yes	I/Group	Each Organization
<ul style="list-style-type: none"> <li>▪ On the Spot</li> <li>▪ Special Act</li> <li>▪ Time-Off</li> </ul>	Yes	I/Group	Each Organization
Employee Referral Bonus	Yes	N/A	Org. with vacancy
Organizational Honorary and Informal Recognition	No	Non-Monetary	Each Organization
Organizational Celebrations/ Light Refreshments/Casual Meals/Retirement Coffee	No	Non-Monetary	Each Organization
Career Service Commemorative Items, Plaques, Length of Service, Retirement, Distinguished Career Service	No	N/A	HRSC
<b>BPA-wide Recognition</b>			
BPA Honorary Recognition (Administrator's Excellence Awards Ceremony and program costs)	No	N/A	Public Affairs
BPA Informal Recognition – P2P	No	N/A	HRSC
<b>Special Category Recognition</b>			
BPA Success Share	Yes	Success Share	Each Organization
AEA cross-agency, i.e., Rating Day	Yes	COO	COO

**Note:** For information on safety awards see the Safety and Health Manual

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## Appendix C: List of Difficult-to-Fill Positions/Jobs Qualifying for Employee Referral Bonus

BPA's Employee Referral Program list of positions and jobs is updated and announced each year. BPA HRSC maintains each year's listing of positions that are eligible for the program here: [Employee Referral Program List of Positions.](#)

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## Appendix D: Length of Service & Career Recognition Available for Employees

Length of Service and Career Recognition								
Type of Recognition	During Career		Retirement Honorary Recognition					Resignation <sup>1</sup>
	<ul style="list-style-type: none"> <li>Length of Service;</li> <li>Gift; and</li> <li>Framed Cert.</li> </ul>	DOE Exceptional Service Plaque <sup>2</sup>	Letter of Appreciation Highlighting Key Contributions <sup>3</sup>		Career Appreciation Plaque or Gift	Service Certificate	Distinguished Career Service Plaque <sup>4</sup>	
			VP Signature	CEO Signature				
<b>Federal Service</b>								
<b>Less than 5 years</b>	No	No	Yes (Letter optional)	No (Not Required)	No	Yes	No	Yes (Letter of Appreciation signed by VP)
<b>5 years up to 10 years</b>	Yes	No	Yes (Letter is optional)	No (Not Required)	No	Yes	No	Yes (Letter of Appreciation signed by VP)
<b>10 years up to 20 years</b>	Yes (5-year intervals at 10, 15)	Yes (Requires CEO, CWSO, CAO, or COO Approval)	Yes (Letter is Recommended)	No (Not Required)	Yes	Yes	No	Yes (Letter of Appreciation signed by VP)
<b>20 or more years</b>	Yes (5-year intervals at 20, 25, 30, etc.)	Yes (Requires CEO, CAO, CWSO, or COO Approval)	Yes (Letter is optional)	Yes (Mandatory)	Yes	Yes (Framed Cert. by the CEO)	Yes (Manager initiates, VP approves; CWSO and/or COO recommends to CEO) CEO Bestows	Yes (Letter of Appreciation signed by VP and/or CEO or Framed certificate signed by the CEO)

HRSC coordinates length-of-service (LOS) & retirement gift processes. HRSC funds and automatically provides framed certificates signed by the CEO.

<sup>1</sup> Resignation: Optional

<sup>2</sup> DOE Exceptional Service Plaque: Acknowledges Extraordinary Contributions

<sup>3</sup> Letter of Appreciation: Personalized; not a recitation of positions held during federal career. Employee's organization prepares letter.

<sup>4</sup> Distinguished Career Service Plaque: Highest level career service recognition

## Appendix E: Instructions for Recognition Celebrations

Managers may use their Non-Monetary Award budget for the purpose of celebrating organizational achievements, completion of projects, etc. Celebrations may occur anytime during the fiscal year.

### A. Planning

#### 1. Logistics

- Who will attend?
- What will you recognize and celebrate?
- When? Celebrations may be held throughout the year -- most often at the end of a project, to celebrate FY accomplishments, or for retirements.
- Where will it be? Find a BPA room or facility. **Note:** You must hold recognition celebrations on-site whenever possible.

#### 2. Light Refreshments/Casual: Per finance directive, meal costs cannot exceed an average of \$20/BFTE (or \$50 total for retirement coffee/cake celebrations).

- What do you plan to serve? Check out merchants and prices.
- Determine the number of attendees. Base the number on BFTE and your best estimation of how many of them will attend. You will need this number and information to complete the required Request for Approval for Food and/or Refreshments, BPA F 2200.01e (food form).
- Will there be additional, related costs?
- Include the cost of decorations, table service, napkins, etc. in the \$20/BFTE limit. Note: If there is no BPA room available that will accommodate your organization, and you rent a room/facility, you must include the rental fee in the \$20/BFTE limit. If this is the case, document the reason you were unable to hold your recognition celebration at a BPA facility on the food form.

### B. Approval and Purchase Process

1. Prepare the food form and get the appropriate approval signature. Do not proceed with the following steps until the form is approved.
2. Order the food.
3. You pay when you pick up the food or it is delivered. You may use the following options:
  - a) Purchase with a P-card and attach the original, signed food form and receipts to the appropriate monthly P-card statement (Note: This option may not be used when purchasing food for non-BPA staff that will be paid for with personal funds.); or
  - b) Pay out-of-pocket (personally) for food or associated celebration supplies, i.e., paper plates, tablecloths, etc., and request reimbursement via BPA F 2230.06e, Claim for Reimbursement for Expenditures on Official Business.
4. The approved reimbursement form, receipts or invoices, and signed food form must be scanned into a pdf formatted file. The file is submitted for payment via e-mail to Accounts Payable FTD with the vendor (or employee) name and payment due date in the subject line of the e-mail. Questions can be addressed to Accounts Payable, 503.230.5787.

## Appendix F: Sample Performance Award Process

### Pay Pool Amount 3%

The following outlines the 4-step process used to determine an employee's full performance award. This process applies to performance awards for non-SES employees only.

#### STEP 1:

- Multiply each **Employee's Salary** by the number of **Award Shares** received for their summary rating to get each **Employee's Weighted Salary**. This is done for **every** employee in the paypool.
- Add all the employee salaries together to get the **Sum of Aggregate Salaries**. The **Sum of Aggregate Salaries** will be used in Step 2.
- Add all of the weighted salaries together to get the **Sum of Weighted Salaries**. The **Sum of Weighted Salaries** will be used in Step 3.

Employee's Salary	x	Award Shares	=	Employee's Weighted Salary
\$135,551	x	4 (EE)	=	\$542,204
\$135,551	x	3 (ME)	=	\$406,653
\$135,551	x	2 (ME)	=	\$271,102
\$44,288	x	5 (SE)	=	\$221,440
\$44,288	x	4 (EE)	=	\$177,152
\$44,288	x	3 (EE)	=	\$132,864
\$44,288	x	0 (FME)	=	\$0

Sum of Aggregate Salaries = \$583,805    Sum of Weighted Salaries = \$1,751,415

#### STEP 2:

- Multiply the **Sum of Aggregate Salaries** from Step 1 by the **Pay Pool Amount** to get the **Awards Pool**. The **Awards Pool** is used in Step 3.

Sum of Aggregate Salaries	x	Pay Pool Amount	=	Awards Pool
\$583,805	x	3%	=	\$17,514

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**STEP 3:**

- Divide the **Awards Pool** by the **Sum of Weighted Salaries** from Step 1 to get the **Share Value**. The **Share Value** will be used in Step 4.

Awards Pool	÷	Sum of Weighted Salaries	=	Share Value
\$17,514	÷	\$1,751,415	=	0.00999991435496441

**STEP 4:**

- For each employee in the pay pool, multiply the **Share Value** by the number of **Award Shares** by the **Employee's Salary** to get the employee's **Award Amount** (rounded up).

Share Value	x	Award Shares	x	Employee Salary	=	Award Amount
0.00999991435496441	x	4 (EE)	x	\$135,551	=	\$5,422
0.00999991435496441	x	3 (ME)	x	\$135,551	=	\$4,066
0.00999991435496441	x	2 (ME)	x	\$135,551	=	\$2,711
0.00999991435496441	x	5 (SE)	x	\$44,288	=	\$2,214
0.00999991435496441	x	4 (EE)	x	\$44,288	=	\$1,772
0.00999991435496441	x	3 (ME)	x	\$44,288	=	\$1,329
0.00999991435496441	x	0 (FME)	x	\$44,288	=	\$0

**\$17,514 (Total awards amount paid)**

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## Appendix G: Sample - Pro-Rated Cash Award Process

### PAY POOL AMOUNT 3%

Determining a pro-rated share value is a 5-step process. It includes an additional step to be completed after Step 3 of the full performance award process.

#### EXAMPLE:

Mr. Jones is a GS 15/2 with an annual salary of \$135,551. He was in a pay status for 600 hours during the appraisal period and received a summary rating of EE, which receives 4 Shares. Following steps 1-3, his PML determined that the organization's pay pool share value is 0.00999991435496441. To determine Mr. Jones' cash award, the PML must include Step 4 below:

#### STEP 1:

Employee's Salary	x	Award Shares	=	Employee's Weighted Salary
\$135,551	x	4 (EE)	=	\$542,204
\$135,551	x	3 (ME)	=	\$406,653
\$135,551	x	2 (ME)	=	\$271,102
\$44,288	x	5 (SE)	=	\$221,440
\$44,288	x	4 (EE)	=	\$177,152
\$44,288	x	3 (EE)	=	\$132,864
\$44,288	x	0 (FME)	=	\$0

**Sum of Aggregate Salaries = \$583,805 Sum of Weighted Salaries = \$1,751,415**

#### STEP 2:

Sum of Aggregate Salaries	x	Pay Pool Amount	=	Awards Pool
\$583,805	x	3%	=	\$17,514

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**STEP 3:**

Awards Pool	÷	Sum of Weighted Salaries	=	Share Value
\$17,514	÷	\$1,751,415	=	0.00999991435496441

**STEP 4: (ADDITIONAL STEP)**

Hours in Pay Status	÷	2080	=	Pro-Ration Factor	X	Share Value	=	Pro-Rated Share Value
600	÷	2080	=	0.288461538	X	0.00999991435496441	=	0.00288459067931666

**STEP 5:**

(Pro-Rated) Share Value	x	Award Shares	x	Employee Salary	=	Award Amount
0.00288459067931666		4 (ME)		\$135,551		\$1,564
0.00999991435496441	x	3 (ME)	x	\$135,551	=	\$4,066
0.00999991435496441	x	2 (ME)	x	\$135,551	=	\$2,711
0.00999991435496441	x	5 (SE)	x	\$44,288	=	\$2,214
0.00999991435496441	x	4 (EE)	x	\$44,288	=	\$1,772
0.00999991435496441	x	3 (ME)	x	\$44,288	=	\$1,329
0.00999991435496441	x	0 (FME)	x	\$44,288	=	\$0

**\$13,656 (Total awards amount paid)**

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## Appendix H: Senior Executive Service (SES) Recognition Guide

DOE Order 331.1D Employee Performance and Recognition Program does not apply to Senior Executive Service (SES) members in accordance with Section 3 (d)(1)(b). SES member performance and monetary awards are covered by other regulations, policies, and procedures. Information and Guidance for SES members awards can be found on DOE HCnet Executive Awards page.

[BPA Supplement to DOE Order 331.1D](#) and this Desk Reference contain non-monetary awards and other forms of recognition. SES members have responsibility for and participate in BPA Recognition Programs, and SES members are eligible for certain types of awards and recognition. The following identifies SES member participation in BPA non-performance and non-monetary recognition:

1. **Success Share:** SES members are ineligible for Success Share.
2. **People-to-People (P2P):** SES members are authorized to present P2P's. SES employees are prohibited from receiving P2P awards. If received, an SES employee must decline (not accept).
3. **eCards:** SES members are authorized to present and receive eCards.
4. **Honorary Recognition/Awards:** The nature of honorary recognition is that there is no monetary value associated with these types of awards. SES members may fully participate by nominating and receiving honorary recognition and awards, including:
  - Administrator Excellence Awards
  - Distinguished Career Service Award (DSCA)
  - Retirement Recognition
  - Secretary of Energy Awards
  - Length of Service
5. **Recognition Celebrations** (Light Refreshment/Casual Meals): SES members are excluded from receiving government funded no cost casual meals. To participate in celebrations, an SES employee must cover their own costs.
6. **Presidential Rank Award:** Career SES members are eligible for Presidential Rank Awards.
7. **Organizational Awards:** SES members may participate in an Organizational awards program. SES members are limited to receiving an organizational award of a non-monetary/informal nature (i.e., no cost associated with the award).

### Performance and Monetary Award Information for SES Members

- **Performance Awards:** SES performance awards are not covered by DOE Order 331.1D. SES performance awards are managed, requested, and approved at the DOE Headquarters level under a separate system. For more information, SES members should coordinate with the BPA HRSC SES Business Partner.
- **Monetary Awards:** SES members are eligible to receive non-performance-based awards, including special act, group, on-the-spot, and Time-Off Awards. Awards up to \$7,500 are approved by the DOE DASH-1 with Under Secretary concurrence and DOE Office of Corporate Executive Management (OCEM) review. Awards above \$7,500 must receive Executive Review Board (ERB) approval. For more information and guidance SES members should consult with the BPA HRSC SES Business Partner.

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