

EMPLOYEE RECOGNITION AND AWARDS

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding employee recognition and awards.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive contains VA policy on recognizing and rewarding employees. The pages in this issuance replace the corresponding page numbers in VA Directive 5017. Revised text is contained in [brackets]. These changes include the addition of a paragraph listing the regulations promulgating title 38 awards as well as a legal reference authorizing the eligibility for Superior Performance Awards to non-supervisory/non-managerial title 38 employees. These changes will be incorporated into the electronic version of the VA Handbook 5017 that is maintained on the [Office of Human Resources Management Web site](#).
- 3. RESPONSIBLE OFFICE:** The Employee Relations and Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED HANDBOOK:** VA Handbook 5017, Employee Recognition and Awards.
- 5. RESCISSIONS:** None.

CERTIFIED BY:

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

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

/s/
John U. Sepúlveda
Assistant Secretary for Human
Resources and Administration

ELECTRONIC DISTRIBUTION ONLY

EMPLOYEE RECOGNITION AND AWARDS

1. PURPOSE. This directive establishes VA's policy on employee recognition and awards. It also establishes policy for special advancements for achievement and performance for title 38 and title 38 hybrid employees as well as cash awards for registered nurses and nurse anesthetists. Procedures for implementing the policies in this directive are found in VA Handbook 5017, Employee Recognition and Awards.

2. POLICY

a. It is the policy of the Department to recognize individual employees who make contributions in support of the mission, organizational goals and objectives, and VA's Strategic Plan.

b. [The Department shall provide the opportunity for full-time, part-time and intermittent physicians, dentists, podiatrists, optometrists, chiropractors, registered nurses, nurse anesthetists, physician assistants and expanded-function dental auxiliaries appointed under authority of 38 U.S.C. 7401(1) or 7405(a)(1)(A) to be considered for a superior performance award as authorized by 38 U.S.C. 7421(a).

c.] The Department shall also provide advancement opportunities for full-time, part-time and intermittent podiatrists, optometrists, chiropractors, registered nurses, nurse anesthetists, physician assistants and expanded-function dental auxiliaries appointed under authority of 38 U.S.C. 7401(1) or 7405(a)(1)(A); and, title 38 hybrid employees appointed under 38 U.S.C. 7401(3) or 7405(a)(1)(B). Such advancement opportunities shall be predicated on the recognition of quality service rendered, additional experience and professional attainment as determined by an examination of the employee's individual record. Advancement opportunities shall include Special Advancements for Achievement and Performance. In addition, VA's recognition and awards programs shall include cash awards for full time, part time, and intermittent registered nurses and nurse anesthetists appointed under 38 U.S.C. 7401(1) and 7405.

[d.] VA's recognition and awards programs will be administered using the following principles and practices:

(1) Recognition has its greatest impact when it is provided as soon as possible following the contribution or achievement.

(2) The views of employees and employee representatives are critical to the program's effectiveness in motivating employees.

(3) The form of recognition used should be appropriate to the contribution that was made.

(4) When a desired outcome results from a group or team effort, all contributing members of the team should be recognized. The amount of recognition per team member may vary depending on the level of contribution.

(5) Appropriate presentation and adequate publicity are important to the program.

(6) Employee representatives should be involved in the development, implementation, and review of specific recognition programs.

f. **Managers, Supervisors and Group and Team Leaders.** Being in the best position to identify achievements and improvements in customer service, managers, supervisors and group and team leaders are responsible for:

(1) Being knowledgeable about the employee recognition and awards program and sharing this knowledge with employees to support the achievement of organizational goals.

(2) Identifying and recommending awards promptly for employees whose performance, contributions or ideas merit formal recognition.

(3) Supporting the employee recognition and awards program by utilizing awards in a consistent and equitable manner.

(4) Encouraging employees to submit suggestions and assisting in the development and testing of ideas when requested.

[4. AUTHORITIES. The provisions for awards for title 38 employees are regulations promulgated pursuant to 38 U.S.C. §§ 7304, 7306, 7401, 7403, 7405, 7421(a) and 7452.]

5. REFERENCES

a. 5 U.S.C., chapter 45

b. 5 CFR, part 451

c. 5 U.S.C. 5336

d. 5 CFR, part 531, subpart E

e. 5 U.S.C. 5307

f. 5 CFR, part 530, subpart B

g. 38 U.S.C. 7304, 7306, 7401, 7403, 7405[, 7421(a)] and 7452