Non-Monetary Recognition Items

Catalog

Recognize great employees based on their level of contribution!

May 2018
ELIGIBILITY—All employees of USDA who meet the definition of "employee" are eligible for non-monetary recognition items regardless of appointment type or work schedule. In addition, former employees whose contribution occurred while they were employed with the USDA are eligible to receive non-monetary recognition.

USAGE—Non-monetary recognition is an alternative to or can be in addition to monetary recognition for specific achievements.

HOW IT WORKS—Supervisor completes request for individual employee or groups of employees who have made a contribution that impacts public interest ensuring that recognition is distributed equitably and based on appropriate justification.

⇒ Supervisor completes FSIS Form 4451-9, Request for Recognition Items, obtaining item number and name from this catalog.
⇒ Supervisor emails completed form to FSISawards@fsis.usda.gov. If program areas have a protocol for submissions it should be followed.
⇒ The item requested must match the level of employee contribution.
⇒ The item is mailed through the Office of Administrative Services (OAS) to the supervisor within 2 weeks.
⇒ The supervisor presents the recognition item to the employee.

LEVEL OF CONTRIBUTION that impacts the public interest:
◊ LOW—benefits a specific work unit or division
◊ MID—benefits several work units or the entire Program Area (OFO, OPHS, OPPD, OPACE, etc.)
◊ HIGH—benefits more than one Program Area or the entire Agency
LOW — Level of contribution benefits a specific work unit or division.

ITEM NAME — LAPEL PIN
Die struck with safety clasp

ITEM # — LOW 1

ITEM NAME — DRAWSTRING BACKPACK
Lime green, nylon with cinch closure, 17” W x 20” H

ITEM # — LOW 24
MID — Level of contribution benefits several work units or the entire agency.

ITEM NAME — DENIM SHIRT
Blue, light-weight, button-up, long-sleeved

ITEM # - MID 10A - Large
ITEM # - MID 10B - XL
ITEM # - MID 10C - 2XL

ITEM NAME — POLO SHIRT SHORT-SLEEVED

ITEM # - MID 11F - Small, Navy Blue
ITEM # - MID 11E - Medium, Navy Blue
ITEM # - MID 11C - 2XL, Navy Blue
ITEM # - MID 11D - 3XL, Navy Blue

ITEM # - MID 12F - Small, White
ITEM # - MID 12E - Medium, White
ITEM # - MID 12A - Large, White
ITEM # - MID 12B - XL, White
ITEM # - MID 12C - 2XL, White
ITEM # - MID 12D - 3XL, White
MID (CONT.) — Level of contribution benefits several work units or the entire agency.

ITEM NAME—POLO SHIRT LONG-SLEEVED

ITEM # - MID 13F - Small, Navy Blue
ITEM # - MID 13E - Medium, Navy Blue
ITEM # - MID 13A - Large, Navy Blue
ITEM # - MID 13B - XL, Navy Blue
ITEM # - MID 13C - 2XL, Navy Blue
ITEM # - MID 13D - 3XL, Navy Blue

ITEM # - MID 14F - Small, White
ITEM # - MID 14E - Medium, White
ITEM # - MID 14A - Large, White
ITEM # - MID 14B - XL, White
ITEM # - MID 14C - 2XL, White
ITEM # - MID 14D - 3XL, White

HIGH — Level of contribution benefits more than one agency or the entire USDA.

ITEM NAME—DEMIJUM JACKET
Black, long-sleeved

ITEM # - HIGH 7D - Medium
ITEM # - HIGH 7A - Large
ITEM # - HIGH 7E - XL
ITEM # - HIGH 7B - 2XL
POLICY

It is USDA’s policy to establish an Employee Awards and Recognition Program to recognize organizational, individual, and group performance that exceeds performance and/or public service expectations, especially that which contributes to the core values, mission, and goals of FSIS. Actual awards and recognition will be commensurate with the purpose and intent of the award granted, provide for special acknowledgement of the accomplishments, and given as close to the time of achievements as possible. The Program will be administered in accordance with the principles set for in 5 U.S.C. 2301-Merit System Principles and the provisions of Departmental Regulation 4040-451-1.