



**USDA, Food Safety and  
Inspection Service**

# **Non-Monetary Recognition Items**

▶ **Catalog**

Recognize great employees based on their  
level of contribution!

**May 2018**



## **Non-Monetary Recognition Program**

**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 445 I -9, Request for Recognition Items](#), obtaining item number and name from this catalog.
- ⇒ Supervisor emails completed form to [FSISawards@fsis.usda.gov](mailto: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 I**



**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**

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**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 I3F - Small, Navy Blue**  
ITEM # - **MID I3E - Medium, Navy Blue**  
ITEM # - **MID I3A - Large, Navy Blue**  
ITEM # - **MID I3B - XL, Navy Blue**  
ITEM # - **MID I3C -2XL, Navy Blue**  
ITEM # - **MID I3D - 3XL, Navy Blue**

ITEM # - **MID I4F - Small, White**  
ITEM # - **MID I4E - Medium, White**  
ITEM # - **MID I4A - Large, White**  
ITEM # - **MID I4B - XL, White**  
ITEM # - **MID I4C - 2XL, White**  
ITEM # - **MID I4D - 3XL, White**

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

ITEM NAME—**DENIM 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.



Program Management Branch  
Human Resources Business Systems Division  
Office of Human Resources

Phone: 202-720-9850  
Fax: 202-260-8004  
E-mail: [FSISawards@fsis.usda.gov](mailto:FSISawards@fsis.usda.gov)

