



Draft Order

Draft 2451.1

TBD

Subject: GAO AWARDS PROGRAM

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Chapter 1. Purpose and General Information

1. Purpose.

The purpose of the GAO Awards and Recognition Program is to recognize individuals and teams for noteworthy achievements and extra effort above and beyond what is normally expected and recognized through the performance-based compensation system. These achievements may be recognized through honorary recognition, **monetary awards**, gifts, paid time-off, written expressions of appreciation, plaques or combinations thereof. Examples of noteworthy achievements may include the following:

- a. work results, products, or services that substantially contribute to GAO's mission, strategic goals, objectives, and core values.
- b. successful application of innovative technologies, management approaches, or mission support processes resulting in improved quality, productivity, services, and/or dollar savings;
- c. exceptional leadership in managing human resources;
- d. outstanding service to GAO's internal and external clients demonstrated by timely, responsive, proactive delivery of high-quality information, products, and services;
- e. extraordinary leadership or support to improve communication, foster teamwork, enhance client satisfaction, and provide community service; and
- f. contributions to public service over a sustained period of time or a career.

2. Scope and **Applicability**.

- a. Unless specifically excluded, the GAO Awards and Recognition Program applies to all current and former GAO employees whose noteworthy achievements were accomplished or commenced while serving as GAO employees. Any employee who receives a performance rating with an acceptable level of performance (no more than one below "Sustained Quality Performance" for any competency) or higher is eligible to be nominated for an award. Reemployed annuitants may not receive awards for achievements accomplished under that appointment.
- b. **Senior Executive Service (SES)** and **Senior Level (SL)** employees may receive a monetary award when approved by the Executive Committee (EC) as described in ch. 3, "Results Through Teamwork Awards" and ch. 4, "Executive Awards." Under ch. 5, "Unit Awards," SES and SL employees are not eligible for monetary unit awards, but are eligible for nonmonetary unit awards.
- c. With the exception of certificates or letters of appreciation for Results through Teamwork Awards or Unit Awards, contractors are ineligible for GAO awards.
- d. The GAO Personnel Appeals Board (PAB) is not covered by this order, but the PAB has the authority to grant, without outside approval, performance awards and time off with pay to PAB staff consistent with this order.
- e. As provided in 31 U.S.C. § 705(b)(3), the Inspector General may not receive any monetary award or bonus, including any awards under chapter 45 of title 5, United States Code.

3. Supersession.

This order supersedes GAO Order 2451.1, GAO Awards Program, dated October 25, 2012.

4. Budget Allocation.

Each year, the Chief Administrative Officer (CAO) will allocate funds and hours to each organization for monetary and time-off awards, respectively, and issue guidance regarding recommendations for other awards.

5. Definitions.

- a. Award means something bestowed or an action taken to recognize and reward an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the government or is otherwise in the public interest.
- b. Monetary award means an award in which the recognition is a cash payment that does not increase the employee's rate of basic pay.
- c. Time-off award means an award in which time off is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.
- d. Unit head means, for headquarters-based staff, a managing director or an SES-level office head; for field-based staff assigned to a team, the unit head is the team managing director; and for field-based staff not assigned to a team, the unit head is the managing director for field operations.

Chapter 2. GAO-Wide Honor Awards

1. Purpose.

- a. GAO-wide honor awards are GAO's most prestigious recognition presented to individuals and teams throughout GAO for their noteworthy achievements and extra effort in areas not recognized through the performance-based compensation system and provides incentives for employees to strive for greater achievements. Recipients of these awards may include current or former GAO employees whose noteworthy achievements were accomplished or commenced while serving as GAO employees.
- b. Honor awards consist of plaques, certificates, or other media and (for individual recipients) may include monetary or time off recognition based on annual guidance from the CAO. SES and SL employees are not eligible to receive monetary recognition or time off awards under this program. However, SES and SL contributions will be considered by the EC for annual performance and compensation determinations.

2. Responsibilities.

- a. *Comptroller General (CG)*. The CG makes final selections for all awards and retains the discretion to approve additional awards beyond formal nomination processes.

- b. *Executive Committee (EC)*. The EC is composed of the Comptroller General, the Chief Operating Officer, the CAO, and the General Counsel who assists the CG in making final award selections.
- c. *Honor Awards Planning Committee ("Committee")*. The Chief Human Capital Officer (CHCO), Controller, and Managing Director, Field Operations co-chair the committee. The committee oversees all aspects of the annual GAO-wide honor awards program and ceremony.
- d. *Honor Awards Screening Panel ("Screening Panel")*. A Screening Panel selected by the EC reviews nominations and makes recommendations to the EC for designated awards described in paragraph 5 of this chapter. The Screening Panel is composed of two SES level co-chairs and a cohort of other members representative of mission teams, mission support, and field operations.
- e. *Chief Administrative Officer (CAO)*. CAO, in coordination with the CHCO, will develop annual guidance addressing the number of honor awards recipients, the number of team/unit employees who may be nominated for the Meritorious Service Award, as described below, and any monetary or time off recognition that may accompany honor awards.
- f. *Infrastructure Operations (IO) and Financial Management & Business Operations (FMBO)*: IO and FMBO provide coordination and logistical support to the honor awards program.
- g. *Unit Heads*. Unit heads, where designated, provide nominations for the awards described in paragraph 5 of this chapter. Staff offices reporting to the CAO will make nominations to the CAO who, in turn, will review the nominations and make recommendations to the Screening Panel.
- h. *Submissions*. Nominations are submitted through an online GAO-Wide Honor Awards Nomination form.

3. Considerations.

The Screening Panel, EC, and CG will carefully review and consider nominations for Honor Awards and will ensure that Honor Award recipients reflect favorably upon GAO. In determining who should receive an Honor Award, the EC and CG may consider a nominee's performance, conduct, and other information deemed pertinent covering the 2-year period prior to the nomination.

4. Ceremonies.

GAO-wide Honor Awards are presented by the CG or designee at a ceremony scheduled annually. Publicity concerning ceremonies and award recipients appears in the GAO Management News and GAO Notices.

5. Awards Categories, Criteria, and Nominations.

- a. Comptroller General's Award.

The CG directly selects the recipients of this award, either an individual or team, based on exceptional effort and achievement of results in support of Congress and the American people over a sustained period, which exemplify GAO core values.

b. Integrity Award.

The CG directly selects the recipients of this award, which is granted from time to time and recognizes a GAO employee(s) who has made an extraordinary commitment to GAO's core value of integrity in carrying out an assignment of major impact.

c. Distinguished Service Award.

Unit heads may submit these award nominations to the Screening Panel. This award is granted for sustained exceptional contributions and extra effort of major significance to GAO's mission or to the nation. An individual may not receive two Distinguished Service Awards within a 5-year period.

d. Meritorious Service Award.

Unit heads may submit these award nominations directly to the EC. This award is granted for superior accomplishments and extra effort well above those ordinarily expected of individuals at their levels of experience, band, or grade in support of GAO's core values and its strategic goals and objectives. An individual may not receive two Meritorious Service Awards within a 3-year period.

e. Big Picture Award.

Unit heads may submit these award nominations to the Screening Panel. This award recognizes a significant project achievement by an individual or team that best exemplifies and capitalizes on GAO unique competitive advantages—the ability to look longer, broader, and more strategically at a particular issue. Nominees are those who have made a unique and outstanding contribution to furthering GAO's mission, goals, objectives, and professional reputation through GAO audits, studies, or analyses or mission support for clients.

f. Equal Employment Opportunity, Diversity, and Inclusion Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes significant achievements and extra effort in advancing equal opportunity, fostering an understanding of diversity, improved communication and teamwork, and setting a personal example in the workplace. Nominees are those who have achieved outstanding results through unusually effective leadership, skill, imagination, innovation, and perseverance in GAO activities in extending equal opportunity to employees and fostering diversity without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or over), disabling condition, genetic information, political affiliation, marital status, sexual orientation, or gender identity.

g. Customer Service Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes GAO employees who have made important contributions and extra effort to servicing the needs of internal GAO customers by demonstrating unusual commitment, expertise, innovation, and positive attitude and effort that ensures the fulfillment of customer needs.

h. Client Service Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes GAO employees who have made important contributions and extra

effort to servicing the needs of GAO clients by demonstrating unusual commitment, expertise, innovation, and positive attitude and effort that ensure the fulfillment of client needs.

i. Community Service Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes current or former GAO employees who unselfishly provide community service and outreach (e.g., tutoring, mentoring, assistance to poor or elderly citizens, service to other GAO employees through an employee service organization, or other public service). Preference may be given to those employees who have shown a sustained commitment to service over a significant length of time.

j. The Grand Finale Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes former GAO employees who retired during the past year after a distinguished career, who maintained a very high level of commitment and support for GAO values and work objectives up to the very last days of their GAO career, and who gave the fullest measure of service during their final workdays at GAO.

k. Richard J. Hillman Human Capital Management Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award recognizes dedication to excellence in leadership, supervision, and personal commitment to the best in human capital management (e.g., recruiting, training, employee development, employee counseling or assessment, performance management, or quality of work life improvements).

l. John Henry Luke Mentoring Award.

Any GAO staff member may submit these award nominations to the Screening Panel. This award is granted to an individual for contributions and efforts in mentoring employees leading to improved performance and mission accomplishments.

6. Travel and Reimbursement.

The employee's team or unit will fund travel for recipients of GAO-wide honor awards who are not in the commuting area of the ceremony, budget permitting. CAO may fund travel of retired staff members who do not reside in the commuting area of the ceremony, budget permitting.

Chapter 3. Results through Teamwork Awards

1. Purpose.

These awards are presented throughout the year to matrixed teams for accomplishments and extra effort above and beyond what is normally expected and recognized through the performance-based compensation system. They may be in the form of a certificate, time off, or a monetary award. A commemorative plaque or certificate may accompany the awards.

2. Eligibility.

Mission teams, mission support teams, or a combination of the two will be eligible, provided (1) their project involves a matrixed team effort from at least two different units within GAO and (2) the team's work or the project is above and beyond what is normally expected. Nominees must be GAO employees or must have been GAO employees during the completion period of the work for which they are being nominated. In addition, nominees' cannot be deemed to have an unacceptable level of performance (have no rating of Unacceptable Performance and no more than one Marginal Performance rating on the most recent rating of record). SES and SL staff may be nominated for these awards.

3. Criteria.

Unit heads submitting nominations must document whether and to what extent their nominated teams meet the following five criteria:

- a. High risk and/or high value;
- b. Supportive of GAO's strategic plan and core values;
- c. Likely to result in financial or non-financial accomplishments that meet or exceed those of other GAO projects of similar size and complexity;
- d. Highly visible within or outside of GAO; and
- e. Resulted in a significant contribution institutionally, either internally or externally.

4. Nominations/Selection.

Unit heads should submit their team nominations to the Results through Teamwork Program Coordinator, CAO, who will prepare them for the EC's review. Any nomination of an individual serving on another team must be coordinated with the represented unit head(s) in advance. Unit heads of nominees are responsible for ensuring that their employees meet the performance portion of the eligibility requirement.

5. Award.

The EC will determine which team will receive the awards, the amount of the awards (if time off or money is involved), and the form of recognition.

Chapter 4. Executive Awards

1. Purpose.

SES or SL employees may receive monetary or nonmonetary recognition to recognize a suggestion, superior accomplishment, extra effort, productivity gain, special act or service in the public interest in connection with official employment, or other personal effort that contributes to the economy, efficiency, or other improvement in government operations.

2. Eligibility.

SES and SL employees are eligible for this award.

3. Award.

The EC will determine when an award should be granted, the amount of the award and form of recognition.

Chapter 5. Unit Awards

1. Purpose.

The purpose of unit awards is to provide a flexible, simple, and rapid means to reward deserving individuals or teams for extra effort above and beyond what is normally expected and recognized through the performance-based compensation system. Rewards may include monetary awards, paid time off, and written expressions of appreciation, or combinations thereof. This chapter applies only to current GAO employees with the exception of SES and SL employees who are not eligible for monetary awards, but are eligible for non-monetary awards (gift and time-off) as described in this chapter.

2. Budget Allocation.

Each year, CAO will allocate funds and hours to each organizational unit for monetary and time-off awards, respectively. Units will be expected to fund all monetary awards, time-off awards, plaques, and presentation ceremonies from their budget allocation.

3. Types of Awards.

The following describes the types of awards available under this program:

- a. Annual Awards are monetary awards of no more than \$2,000 presented each year to individuals or teams for major contributions in achieving team/unit goals, administration or other special acts that have occurred during the year. These awards may be accompanied by a plaque or other commemorative item.
- b. Spot Awards are monetary (of no more than \$1,000), gift (value of no more than \$100), or time-off awards presented to individuals or teams throughout the year. These awards are intended to follow specific actions or performance as soon as possible after the performance occurred. Gifts may be given in accordance with guidelines set forth by the CHCO, and can include items such as lucite cubes, pens, mugs, plaques, or shirts with the GAO or team logo. Letters of appreciation for peer recognition may also be used.
- c. The CHCO issues guidelines for unit awards, including award amounts and processing instructions, periodically.

4. Approval Level for Awards.

Unit awards must be approved as follows:

- a. Annual Awards must be approved by the Unit Head.
- b. Spot Awards - Monetary awards are the responsibility of the Unit Head. However, the Unit Head may delegate this authority, but not lower than the Assistant Director level (Managerial Supervisory (MS)-II in staff offices).
- c. Spot Awards – Gifts are the responsibility of the Unit Head. However, the Unit Head may delegate this authority, but not lower than the Assistant Director level (MS-II in staff

offices). Unit heads are responsible for ensuring gifts given are consistent with CHCO guidelines.

- d. Spot Awards – Time-off Awards are the responsibility of the Unit Head. However, the Unit Head may delegate this authority, but not lower than the Assistant Director level (MS-II level in staff offices). Time-off awards shall not be less than 4 hours nor more than 40 hours for a specific act, and no individual can be awarded more than 40 hours per calendar year under this program. The number of hours granted is dependent upon the significance of the contribution. A time-off award must be used within 1 year of its effective date, and is not payable should the employee leave GAO before using it. Unused time-off awards will be forfeited and will not be restored or converted to cash.

Note: Other informal recognition (letters of appreciation) can be initiated and presented by any staff member or team to any other staff member or team without formal approvals or other documentation.

5. Program Responsibilities.

Units have the following responsibilities:

- a. CAO will monitor the operation of the incentive awards program.
- b. Unit Heads will:
- (1) develop a process to make award decisions that ensures that all staff are fairly considered, and that awards are based on performance, contributions, and extra effort above and beyond what is normally expected and recognized through the performance-based compensation system;
 - (2) maintain appropriate documentation (including GAO Form 429 (as appropriate) and a brief description of the performance/contribution) for monetary and time-off awards;
 - (3) provide specific rationale supporting each award, demonstrating the outstanding performance and contributions being recognized;
 - (4) provide awards in a timely manner and in a prominent forum, as appropriate;
 - (5) purchase spot gift awards;
 - (6) be responsible for purchasing plaques/engravings;
 - (7) be accountable for all awards transactions; and
 - (8) consult with other applicable unit heads if they wish to present an award to a staff member in another unit. Time-off awards to staff in another unit must be approved by the head of the recipient's unit. Unit heads should coordinate and consult with regional and field office directors or their designees to the fullest extent practicable in choosing award recipients, and vice versa.
- c. HCO will:
- (1) provide program and procedural guidance;
 - (2) notify Unit Heads when an employee on their team has been nominated for an award;
 - (3) advise and assist units in processing monetary and time-off awards through the National Finance Center;

- (4) ensure that personnel actions documenting awards are placed in the employee's Official Personnel Folder; and
 - (5) periodically review and monitor the awards program for consistency and fairness GAO-wide.
- d. FMBO/Budget will notify units of their award budgets (monetary and time-off) and balances.
 - e. IO will provide assistance to units in printing certificates of appreciation or other documents as necessary.

6. Submissions.

Units must initiate monetary and time-off award actions in HR Connect. GAO Form 429, Unit Awards Request is the exception when unable to initiate a monetary or time-off award in HR Connect.

7. Ceremonies.

Each unit may schedule an appropriate awards presentation ceremony.

- a. Units may use the GAO purchase card to purchase refreshments and to pay for other expenses for an awards ceremony, without prior approval. Food costs should be minimal. A guideline is no more than \$5.00 per person annually. Expenses for awards ceremonies will be charged against the unit's awards budget.
- b. Appropriated funds generally cannot be used to purchase food for events other than awards ceremonies. Any requests for food purchases for other functions must be pre-approved by the Office of General Counsel. (Refer to GAO Order 625.1, Procurement Guidelines, section 12.) Units should submit any request for the purchase of food, other than for awards ceremonies, through Acquisition Management. The request can be in an email message or procurement request, and should indicate 1) the nature of the function for which the food is requested, 2) the number of people who are expected to attend, and 3) the amount that will be spent.

8. Documentation and Records Maintenance.

Generally, awards records are maintained in HR Connect. For awards initiated and processed using GAO Form 429, HCO will retain the award record for 7 years.

- a. Each award record should indicate:
 - (1) the name of the recipient;
 - (2) the award given, including the amount of cash or hours of time-off;
 - (3) a brief description of the reason for the award; and
 - (4) the name of the official approving the award.
- b. If written nominations are accepted, they should be maintained as part of the record.

Chapter 6. GAO Frequent Flyer Gain sharing Program

1. Purpose.

Section 1116 of the National Defense Authorization Act for FY 2002 provides that employees may retain frequent flyer benefits they earn while in official travel. This chapter implements a GAO Gain sharing Program to reward employees who use frequent flyer benefits for official travel resulting in savings to GAO. This program is entirely voluntary.

2. Policy.

Under the GAO program, employees may use frequent traveler benefits earned while in official travel for personal use, but employees are encouraged to apply their benefits to obtain free coach class tickets for future GAO official travel. Free tickets may be obtained only by using frequent flyer benefits earned from official GAO travel. Points earned from personal travel may not be used. In return, GAO will pay the employee a gain share award equal to up to one-half of the government contract fare of a coach class ticket minus applicable withholding taxes. This program is limited to frequent traveler benefits. FMBO issues travel program guidelines governing how employees will maintain and use their frequent traveler benefit accounts.

3. Form.

Units must use GAO Form 429, Unit Awards Request, for gain share awards. Instructions on how to process gain share awards will be issued by HCO.

4. Required Certification.

Requests for gain share awards must include the following employee certification. "I certify that the ticket(s) (copy attached) which I used for official GAO travel and for which I request an award under the GAO Gain sharing Program, were obtained with frequent traveler benefits received on official GAO travel and not on personal travel."

Chapter 7. Career Service and Retirement Recognition

1. Career Service Recognition.

Upon reaching 5 years of total federal service, which includes all creditable active military service, and at each 5-year interval thereafter, each current GAO employee will receive a certificate in recognition of contributions to public service over a sustained period of time. Each unit may conduct suitable presentation ceremonies for those who receive career service recognition.

2. Retirement Recognition.

Each current employee taking optional retirement will receive recognition of contributions to public service over their career. GAO will offer appropriate gifts to employees taking optional retirement. Unit heads decide, on a case-by-case basis, whether to recognize an individual retiring on disability, discontinued service, or under other special circumstances.

Appendix 1. References and Acronyms

1. References.

- a. 5 United States Code (U.S.C.) 45.
- b. 31 U.S.C. 705(b)(3).
- c. 4 Code of Federal Regulations (CFR) part 4.4.
- d. 5 CFR part 451.

2. Acronyms.

- a. CAO Chief Administrative Officer
- b. CG Comptroller General
- c. CHCO Chief Human Capital Officer
- d. EC Executive Committee
- e. FM Financial Management
- f. FMBO Financial Management and Business Operations
- g. HCO Human Capital Office
- h. IO Infrastructure Operations
- i. MS Managerial Supervisory
- j. PAB Personnel Appeals Board
- k. SES Senior Executive Service
- l. SL Senior Level

Appendix 2. Description of Changes

In addition to editorial changes, the following changes were made to the order:

a. In Chapter 1.

- (1) In paragraph 1, replaced “cash” with “monetary awards.”
- (2) In paragraph 2, in the heading, replaced “Coverage” with “Applicability.”
- (3) In paragraph 2a, replaced “meets expectations” with “Sustained Quality Performance.”
- (4) In paragraph 2a, added “Reemployed annuitants may not receive awards for achievements accomplished under that appointment.”
- (5) In paragraph 2b, replaced “recognition” with “a...award” and clarified that SES and SL employees are not eligible for monetary unit awards, but are eligible for nonmonetary unit awards.
- (6) In paragraph 2c, added “With the exception of certificates or letters of appreciation for Results through Teamwork Awards or Unit Awards, contractors are ineligible for GAO awards.”
- (7) In paragraph 2e added “As provided in 31 U.S.C. § 705(b)(3), the Inspector General may not receive any monetary award or bonus, including any awards under chapter 45 of title 5, United States Code.”
- (8) In paragraph 3, replaced “Honor” with “Program” and updated the date of the superseded order.
- (9) In paragraph 5, added a “Definitions” section, and defined “Award,” “Monetary Award,” “Time-Off Award,” and “Unit Head.”

b. In Chapter 2.

- (1) In paragraph 1a, added “are GAO’s most prestigious recognition presented to.”
- (2) In paragraph 1, split into subparagraphs a and b.
- (3) In paragraph 1a, deleted “teams will receive recognition for their contributions.”
- (4) In paragraph 1b, “Honor” replaces “These” and added “certificates, or other media.”
- (5) In paragraph 1b, added “or time off” and “or time off awards.”
- (6) In paragraph 1b replaced “taken into consideration” with “considered.”
- (7) In paragraph 2c, replaced “Honor Awards Co-Chairs” with “Honor Awards Planning Committee.” Deleted “serve as” and “they are responsible for planning and coordinating.”
- (8) In paragraph 2c, deleted “The Co- Chairs will solicit nominations from Unit heads and others, where designated, for awards described in this chapter.”
- (9) In paragraph 2d, replaced “Honor Awards Screening Committee” with “Honor Awards Screening Panel.” Added “in paragraph 5 of this chapter,” “Screening Panel,” and replaced “comprised” with “composed.”

- (10) In paragraph 2d, replaced “nine” with “a cohort of” and “representing” with “representative of.”
- (11) In paragraph 2e, added “in coordination with the CHCO” and “or time off.”
- (12) In paragraph 2f, updated “Controller/Administrative Services Office (CASO)” with “Infrastructure Operations (IO) and Financial Management & Business Operations (FMBO).”
- (13) In paragraph 2g, deleted “Managing Directors, Regional Directors, and Staff Office Heads,” “except,” and “otherwise.”
- (14) In paragraph 2g, replaced “5 (a. through j.)” with “5 of this chapter” and deleted “below.”
- (15) In paragraph 2g, replaced “other than the Comptroller General” with “the CAO” and “Committee” with “Panel.”
- (16) In paragraph 2h, replaced “Form” with “Submissions.”
- (17) In paragraph 2h, added “Nominations are submitted through an online” and “form.” Deleted “A web version of Form 448” and “is used.” Also deleted, “The proposed citation is the sole documentation submitted for an award and should concisely capture the basis for the award in 35 words or less.”
- (18) Added paragraph 3, “Considerations.”
- (19) In paragraph 4, added “and GAO Notices.”
- (20) Added paragraph 5, “Awards Categories, Criteria, and Nominations” which combines the “Comptroller General Awards” and “Other GAO Honor Awards” paragraphs from the prior order.
- (21) Deleted the subparagraph from the prior order’s paragraph 5, “Other GAO Honor Awards” (specifically, “Following are those GAO honor awards for which nominations may be submitted for consideration to the Screening Committee by GAO staff (through the appropriate Managing Director/Office Head), the Comptroller General’s Employee Advisory Council and Unit Heads. HCO and the Screening Committee must coordinate all award nominations with responsible Unit Heads.”)
- (22) In paragraph 5a, replaced “personally” with “directly” and changed “exemplifies” to “exemplify.”
- (23) In paragraph 5, moved up the “Integrity Award” subparagraph making it 5b. Also updated who selects recipients of the Integrity Award (the CG).
- (24) In paragraph 5c, updated who submits nominations (unit heads) and to whom (Screening Panel). Deleted “The nominee’s most recent annual performance ratings may be used during the nomination, screening, and selection process.”
- (25) In paragraph 5d, updated who submits nominations (unit heads) and to whom (EC). Deleted “The nominee’s most recent annual performance rating may be used during the nomination, screening, and selection process.”
- (26) In paragraph 5e, updated who submits nominations (unit heads) and to whom (Screening Panel).

- (27) In paragraph 5f, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (28) In paragraph 5g, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (29) In paragraph 5h, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (30) In paragraph 5i, updated who submits nominations (any GAO staff member) and to whom (Screening Panel). Added "Preference may be given to those employees who have shown a sustained commitment to service over a significant length of time."
- (31) In paragraph 5j, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (32) In paragraph 5k, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (33) In paragraph 5l, updated who submits nominations (any GAO staff member) and to whom (Screening Panel).
- (34) In paragraph 6, specified who funds travel for GAO honor award recipients not in the commuting area of the ceremony (the employee's team or unit) and that travel will be funded budget permitting. Added "CAO may fund travel of retired staff members who do not reside in the commuting area of the ceremony, budget permitting."

c. In Chapter 3.

- (1) In paragraph 1, added "or certificate" to the sentence "A commemorative plaque or certificate may accompany the awards."
- (2) In paragraph 2, updated the language regarding unacceptable performance ("have no rating of Unacceptable Performance and no more than one Marginal Performance rating on the most recent rating of record").
- (3) In paragraph 3, changed "managing directors" to "unit heads."
- (4) In paragraph 4.
 - (a) Changed "managing directors" to "unit heads."
 - (b) Updated who unit heads should submit team nominations to (the Results through Teamwork Program Coordinator, CAO) and deleted "Special Assistant to the Comptroller General."
 - (c) Added "Unit heads of nominees are responsible for ensuring that their employees meet the performance portion of the eligibility requirement."

d. In Chapter 5.

- (1) In paragraph 1, changed "cash" to "monetary awards."
- (2) In paragraph 2, changed "cash" to "monetary."
- (3) In paragraph 4a, deleted "Managing Director, Regional Director, or Staff Office Head."
- (4) In paragraph 4b, changed "cash" to "monetary" and "he/she" to "the Unit Head."

- (5) In paragraph 4c, changed “he/she” to “the Unit Head.”
 - (6) In paragraph 4d, changed “Time-Off with Pay” to “Time-Off Awards” and “he/she” to “Unit Head.” Added “awards” to the sentence “Time-off awards shall not be less than 4 hours nor more than 40 hours for a specific act, and no individual can be awarded more than 40 hours per calendar year under this program.”
 - (7) In paragraph 4d, changed “This leave” to “A time-off award” and “awarded leave” to “time-off awards.” Added “or converted to cash” to the sentence “Unused time-off awards will be forfeited and will not be restored or converted to cash.”
 - (8) In paragraph 5b(2) added “(as appropriate)” after “GAO Form 429” and changed “cash” to “monetary.”
 - (9) In paragraph 5b(5), Changed “purchasing” to “purchase.”
 - (10) In paragraph 5c(2), deleted “Managing Directors.”
 - (11) In paragraph 5c(3), changed “provide units with advice and assistance” to “advise and assist units” and “cash” to “monetary.”
 - (12) In paragraph 5c(3), deleted “gift.”
 - (13) In paragraph 5d, changed “CASO” to “FMBO” and “cash” to “monetary.”
 - (14) In paragraph 5e, changed “Knowledge Services” to “IO.”
 - (15) In paragraph 6, changed the title from “Forms” to “Submissions.”
 - (16) In paragraph 6, updated how units initiate monetary and time off awards actions (HR Connect) and made the GAO Form 429 the exception when unable to initiate monetary and time off awards in HR Connect. Deleted “for all awards, other than letters of appreciation, listed in this chapter. Further guidance concerning unit awards and instructions on how to process various types of awards will be issued as necessary by HCO.”
 - (17) In paragraph 7, deleted paragraph 7c from the prior order.
 - (18) In paragraph 8, updated where (HR Connect) and how long (7 years) awards records kept.
 - (19) In paragraph 7a(2), changed “in the case of time-off, the number of hours awarded should be recorded” to “or hours of time-off.”
- e.** In Chapter 6.
- (1) Changed the title to “GAO Frequent Flyer Gainsharing Program.”
 - (2) In paragraph 2, updated the amount of the gain share award (up to one-half of the government contract fare of a coach class ticket minus applicable withholding taxes).
- f.** Appendix 1.
- (1) Added References and Acronyms.
- g.** Appendix 2.
- (1) Added the Description of Changes.