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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

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Subject: Incentive Awards Program

Approval: [signature] Title: Deputy Director

To provide samples of justifications for Special Achievement for Special Act or Service Awards and to comply with the Human Resources Management Plan, the following additions are made to PER-17.

Paragraph	Addition
3.c.(3)(a)	Add after first sentence: "Sample justifications are at Appendix 4."
	Add Appendix 4.

CHANGE NOTICE

APPENDIX 4

SAMPLE JUSTIFICATION #1 FOR SPECIAL ACHIEVEMENT FOR SPECIAL ACT OR SERVICE

Mr. Doe provided invaluable assistance to the Human Resources Task Force by taking raw data, often in handwritten form, and establishing computer programs to analyze the data. He provided the Task Force with different graphic formats to represent the data in the report. His creative products became an important part of the final Task Force report and were essential to the Task Force's research. The graphic representation he provided was influential in the adoption of the Task Force report by the Director for the entire Agency.

These extras efforts were completed without any lapse in Mr. Doe's regularly scheduled duties. Although relatively new to his computer responsibilities, he was able to produce quality documents in the tight time frame required by the Task Force. All of these efforts were above and beyond Mr. Doe's normal responsibilities.

SAMPLE JUSTIFICATION #2 FOR SPECIAL ACHIEVEMENT FOR SPECIAL ACT OR SERVICE

Due to the numerous vacant staff positions within the Branch of Underground Structures in the Southern Field Office (SFO), Agency objectives could not be met. On several occasions, John Doe accepted lengthy details to the SFO to assist in meeting the Agency's mandates. This employee assisted in compiling an accurate listing of all the imminent harm cessation orders (695) and failure-to-abate cessation orders (3,567) to specific time frames, final dispositions and current status. The completion of this task allowed meaningful statistics to be tabulated and conveyed to top-management officials with the Agency and Department.

The employee further assisted the branch by identifying and resolving numerous discrepancies with CMIS and other automated data management systems maintained by the Agency concerning these orders. Also, the employee assisted in compiling additional summary statistics which reflected the progress made by the branch in meeting the court ordered mandates.

Although these duties consumed a considerable amount of time and effort, the employee continued to surpass his assigned critical and required elements. Among the most significant were completing 180 special investigations and 112 reclamation cost estimates.

The smooth and successful transfer of the branch duties from Headquarters to SFO is largely due in part to this employee's efforts and dedication to the Agency.

SAMPLE JUSTIFICATION #3 FOR SPECIAL ACHIEVEMENT FOR SPECIAL ACT OR SERVICE

The employee acted as Division Chief, Alternative Enforcement, for the specified time period. An initial task was to structure the Division and to establish procedures to assure Agency objectives in this area were pursued and achieved. This was accomplished as procedures were established to process and review notices of violation and failure-to-abate cessation orders (FTACO's). Under his own initiative, Mr. Doe reorganized the procedures under which the Field Offices processed enforcement actions. This was accomplished through close consultation with the Field Office Directors, the Office of the Solicitor and Headquarters' personnel. Some of the more significant achievements include: 1) establishing a new reporting methodology for FTACO's; 2) recommending and implementing various management strategies resulting in the streamlining of procedures that significantly decreased the resources needed to perform this function; and 3) the conducting of several briefings for the Field Office Directors, Deputy Directors, Director and the Assistant Secretary for Land and Minerals Management.

Mr. Doe has put in many uncompensated hours during this period to provide quality work in a timely manner. Through his personal involvement and commitment, the Division was established and is responsive to the program requirements of the Southern Field Operations. For these reasons and in recognition of his willing assumption of additional responsibilities and supervisor accomplishments during the establishing of the Division, it is recommended that Mr. Doe receive a Special Service cash award.