

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH CENTER
OFFICE OF OPERATIONS
BELTSVILLE, MARYLAND

July 16, 1956

To : All Employees
From : C. A. Logan
Subject: Incentive Awards Program and the Suggestion System

Your supervisor has received Dr. Shaw's AM 123.1 which I urge that you read carefully and take advantage of the varied opportunities it offers.

First, you may receive a cash award for:

1. A suggestion or invention
2. Sustained superior work performance
3. A special act or service

The award for a suggestion adopted will be not less than \$10, and if monetary savings occur during the first year amounting to \$10,000, for example, the cash award will be \$275. This will be increased by \$5 for each \$1,000 up to \$100,000 in savings. The cash award can be further increased as shown in the Administrative Memorandum.

Cash awards for sustained work performance will range from \$100 to \$300.

A special act or service, where there is a tangible saving, will result in the same amounts shown above for suggestions. Comparable amounts will be awarded where the benefit is intangible in the same scale, but based on the value of the benefit related to the scope it covers; i.e., within Office of Operations, a management group, ARS-Wide or Department-Wide.

Secondly, in addition to the cash awards, you may receive an Honor Award of the U.S.D.A. in recognition of significantly outstanding contributions. Any employee may recommend the nomination of an employee for honorary recognition.

Third, you may receive a Presidential Award either cash or honorary.

Recognition is also given under this program in considering employees for promotion. That is, qualifications demonstrated or implied in the award record of an employee in line for promotion will be assessed, in order to determine the bearing that these qualifications may have on the requirements of the job to be filled.

Procedure for Making Suggestions

Suggestions shall be submitted in writing, in duplicate, preferably on Form AD-287 (copy attached). Well-thought-out ideas, clearly and legibly presented with brief but reasonably complete indication of their practical

applicability, will aid us in consideration of proposals. The duplicate copy of Form AD-287 should be submitted by the employee directly to the Executive Secretary, Incentive Awards Committee, Agricultural Research Service, U.S.D.A., Washington 25, D. C. The original must be submitted to the employee's supervisor for review and comments, who will forward it to the Chairman, Office of Operations Incentive Awards Committee, Center Building, ARC. The committee shall review the suggestion, indicate approval or disapproval for adoption, with justification therefore, and shall so inform the employee. The committee shall further provide the Personnel Office with information necessary for documentation and provide for submission of the suggestion with appropriate comments to the Executive Secretary, ARS Incentive Awards Committee.

Recommendations for cash award based on sustained superior work performance or special act or service shall, in each case, be fully supported by a concise and specific statement setting forth the accomplishment or other action of the employee considered as justifying an award for submission of such recommendations, but they shall be prepared in duplicate and submitted in the manner prescribed above for Employee Suggestions.

Employees whose suggestions are adopted will have a blue star posted after their name on Suggestion Boards. Silver stars are awarded for nominations approved for sustained work performance, special act, service or honor awards. Gold stars will be posted for the nominators of the latter type awards. They will also be posted for supervisors who have done an outstanding job in assisting and motivating the participation of their employees in this program.

Attached: AD-287

C. A. Logan

ali

AD-126 REVISED
July 1945
Personnel Notification

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL RESEARCH CENTER
ADMINISTRATION, BUREAU, OR OFFICE
BELTSVILLE, MARYLAND
LOCATION

April 29, 1946
DATE

Name —: Mr. Lawrence A. Thompson
Nature of
Action —: Resignation

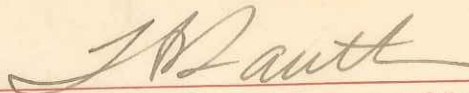
	From	To
Position	Laborer	
Grade, Salary & Position No.	CPC-3-234, \$1638 per annum (Bureau No. 1044)	
Bureau	Agricultural Research Center	
Branch or Div.	Mechanical Shops	
Headquarters	Beltsville, Maryland	
Departmental or Field	Field	

Effective Date: April 19, 1946, cob.

Remarks —: To take outside work at greater salary.

Employee to be paid for 159 hours of accrued leave.

Period of leave would have carried him to 7 hours on May 17, 1946.



Name of Employment Officer