

Subchapter 4: Agency Requirements

4-1. RESPONSIBILITIES OF THE AGENCY HEAD

d. Submissions to OPM.

(4) The Operating Administrations shall submit annually to the Director of Personnel and Training, Office of the Secretary, by the end of the third week in October, a statistical and narrative report on their incentive awards program.

4-2. AGENCY PLANS

a. Requirements.

(4) *Time limits for completion of evaluation of suggestions and action on performance award recommendations (5 CFR 451.206).* Award recommendations in DOT will be processed locally within 30 days. Evaluation of suggestions should normally occur within 90 days. Operating Administration time frames for processing suggestions should allow for referral to higher levels in order to adhere to the overall 90 day time frame.