

4-2. AGENCY PLANS**a. Requirements.**

(16) Operating Administrations will include provisions to participate in the external awards programs in their Incentive Awards Programs. (See DOT Order 3450.2, DOT External Recognition and Awards Program and DOT Order 3450.3, Department of Transportation Award for Heroism.)

c. DOT Copy Requirement. An information copy of newly developed awards programs and changes to existing awards plans by the Operating Administrations must be submitted to the Director of Personnel and Training, OST, within 30 days of publication.