



U.S. Department of
Transportation

Assistant Secretary
for Administration

400 Seventh St., S.W.
Washington, D.C. 20590

May 25, 2001

010529-001

CONTROL NO.

ACTION MEMORANDUM TO THE SECRETARY

From: 
Melissa J. Allen, Assistant Secretary for Administration
X62332

Prepared by: Mari Santangelo, Director of Human Resource Management
x64088 

Re: "Thanks a Million" Award

ACTION REQUIRED

As a follow up to your authorization to implement the "Thanks a Million" Award initiative, attached for your signature is a policy statement that will be used to broadcast the initiative. The statement will be provided to the Operating Administrations for distribution to all managers and employees and posted at all Department libraries. The statement will also be sent via e-mail to all employees.

The Secretary

APPROVE:



DISAPPROVED:

COMMENTS:

DATE:

6/13/01



THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

June 13, 2001

“THANKS A MILLION” AWARD POLICY

Our Nation faces enormous transportation challenges that departmental, Federal, State, and local government employees meet by working together in a spirit of partnership. We are fortunate to have public employees who excel in displaying this cooperative, goal-oriented spirit. It is for these employees that I have initiated a special Secretarial recognition award: the *“Thanks a Million”* Award. I plan to thank them personally for their work.

This award is different from others in that it will provide departmental and other public employees an opportunity to be recognized by me during meetings with members of the Executive Management Team, and other senior managers. Managers are encouraged to use this Award to recommend that I honor employees who excel in a task that supports the Department’s goals. I look forward to meeting and applauding those employees who are the foundation of our success as a Department.

A handwritten signature in black ink, appearing to read "Norman Y. Mineta", is written over the printed name below it.

Norman Y. Mineta