

1-5. DEFINITIONS

(17) For purposes of this Chapter, the term "Operating Administration" includes the Office of the Secretary and the Office of the Inspector General.

1-6. AWARDS REVIEW BOARD

The Department of Transportation (DOT) Awards Review Board is established and functions as follows:

(1) The DOT Awards Review Board is composed of three members, with the Assistant Secretary for Administration as the permanent member and Chairperson.

(2) The Assistant Secretary for Administration will nominate and the Secretary will designate the Head or Deputy Head of an Operating Administration and a Departmental Officer to serve two-year terms on the board. If required, additional members of the board may be selected from the Operating Administrations or Departmental Offices on an ad hoc basis.

(3) The Awards Review Board shall review nominations and make appropriate recommendations for Secretarial civilian awards to the Secretary (with the exception of the Cost Avoidance, Reduction and Efficiency (CARE) Award, see DPM Subchapter 7), where the Secretary's endorsement or approval is required or desired. The Board shall meet from time to time at the call of the Chairperson to review the operation of the awards program.

(4) The Director of Personnel and Training, OST, will serve as Executive Secretary to the Awards Review Board.

1-7. AD HOC AWARDS REVIEW BOARDS

The DOT Incentive Awards Coordinator will establish as necessary ad hoc groups which will meet to review nominations from Operating Administrations and determine nominees for consideration for non-Departmental awards. Operating Administrations shall screen nominations for such awards prior to submission for consideration at the Departmental level.