

Subchapter 2: Payment of Awards

2-2. AGENCY HEAD'S AUTHORITY

a. Employees other than Merit Pay. Departmental policy for performance awards (bonuses) for members of the Senior Executive Service may be found in DOT Order 3450.4A, Senior Executive Service (SES) Performance Award System.

b. Merit Pay (GM) Employees. Departmental policy for performance-related cash awards for supervisors and management officials GM-13 through GM-15 may be found in DOT Order 3500.5, Department of Transportation Plan for Merit Pay and Cash Awards. The policies set forth in this directive apply to non-performance related cash awards and to honorary awards for merit pay employees.

d. Prior Approval.

(1) DOT Operating Administrations are authorized to grant cash awards for any amount up to \$5,000. However, they shall establish procedures to maintain reasonable consistency for similar achievements.

(2) Awards in amounts from \$5,001 to \$10,000 must be approved by the Assistant Secretary for Administration.

(3) In special situations, Heads of Operating Administrations may request that the Secretary certify in writing to the Office of Personnel Management (OPM) that the suggestion, invention, superior accomplishment or meritorious effort is highly exceptional and deserving of a cash award up to \$25,000.

(4) An additional award up to \$10,000 may be approved by the President upon the recommendation of a Head of an Operating Administration and the concurrence of the Secretary and the Director of OPM.

(5) Recommendations for award amounts above \$5,000 are to be sent through the Director of Personnel and Training, OST, and shall contain the endorsement of the Head of the Operating Administration.