

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

Published in advance  
of incorporation in  
DPM Chapter 451  
Retain until superseded

DPM LETTER: 451- 3

SUBJECT: "Way-To-Go" Award

DATE: FEB 16 1990

Last July Secretary Skinner established the "Way-To-Go" award to recognize specific contributions by employees, such as completing an important project, preparing a significant report or making an extraordinary contribution to the Department's mission. To help regularize the nomination process and to ensure that Departmental Offices and Operating Administrations receive timely feedback on the status of nominations, the following procedures should be followed.

Departmental Officers and Operating Administrators may make "Way-To-Go" nominations by contacting the Secretary directly or by forwarding signed nomination forms to the Special Programs Division, M-12, Room 5100, FAX 366-7777. Please keep in mind that "Way-To-Go" Awards are given to recognize a significant act or contribution which merits personal attention by the Secretary. Performing assigned duties well or providing service to the Department for many years are more appropriately recognized through Departmental Incentive and Performance Awards Programs. Once the Secretary has made a decision on the nominations, Departmental Offices and Operating Administrations will be notified.

  
Director of Personnel

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**OPI:** M-12/ZGRANT/366-6390