



Transportation Security Administration
Office of Human Capital

TSA MD 1100.45-1, Handbook

Awards and Recognition

Policy Effective: August 3, 2006
Handbook Published: September 3, 2015
Handbook Effective: September 30, 2015

APPROVAL

Signed

Karen Shelton Waters
Assistant Administrator for Human Capital



Transportation
Security
Administration

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

This Handbook and all related Appendices and/ or Attachments contain stipulations to implement the provisions of [TSA MD 1100.45-1, Awards and Recognition](#). Until such time as TSA MD 1100.45-1 is rescinded, the Management Directive, Handbook, Appendices, and any Attachments are considered TSA policy, and must be applied accordingly.

In the event there is a conflict between the policy and the Collective Bargaining Agreement (CBA) including but not limited to Article 2: Awards and Recognition Process of the CBA will apply to Bargaining Unit Employees.

Summary of Changes

<p>Initial Handbook, dated Month XX, 2015.</p>	<p>Section A. Definitions: Award, Career Service Recognition, On-the-spot Award, and Time-Off Award have been revised; Designated Management Official, Flag, Group/team award, and Senior Leaders have been added</p> <p>Section B. General Information: Clarifies awards are management tools for recognizing employee contributions to official employment, clarifies multiple employees can receive a monetary award for the same achievement or contribution, TSA Form 1140 recommending special achievement awards for L band and above employees will be reviewed by the AA/OHC prior to submission to the Administrator and/or Deputy Administrator, and guidance/instructions or SOPs for local programs must not supersede, expand, narrow or conflict with the directive or this Handbook and/or the Collective Bargaining Agreement (CBA), as appropriate.</p> <p>Section C. Monetary Awards: 1. Special Achievement Award: Updated justification criteria, inserted a chart to assist in determining appropriate award amounts; 2. On-the-Spot (OTS) Award: added TSES members are not eligible for on-the-spot awards; 3. Performance Award: clarifies that IPAs are not awards; 4. Attendance Award: updated justification criteria</p> <p>Section D. Non-Monetary Awards/Recognition: 1. Honorary Award: updated examples of honorary awards to include commemorative items to recognize employees can be purchased from the Homeland Security Employees Association gift shop; 3. Time-Off Award: updated; 4. TSA Official Coin: added; 5. TSA Service Recognition Pin: added; 7. TSA Local Coins and Pins: added; 9. Flag Recognition for Fallen TSA Employees added; 10. Gale D. Rossides People First Award: added; 12. Gerardo Hernandez In the Line Of Duty Service Award: added; and 13. TSA Honorary Awards Ceremony: added.</p> <p>Attachment 1, Determining award amounts chart has been removed.</p>
--	--

Table of Contents

<u>Section</u>	<u>Page#</u>
A. DEFINITIONS	4
B. GENERAL INFORMATION	5
C. MONETARY AWARDS	6
D. NON-MONETARY AWARDS/RECOGNITION.....	9

A. DEFINITIONS

1. Attendance Award: A lump-sum, cash award designed to recognize employees for their sustained availability in the work place that may be granted on an individual basis at the end of the annual performance cycle.
2. Award: A management tool used to recognize employee contributions related to official employment that are both significant and beyond the scope of achievement normally expected as part of the employee's job. Management may consider and grant a performance award to an employee who at a minimum attains a level of achieved expectations (or equivalent).
3. Career Service Recognition: The periodic recognition of an employee's creditable years of TSA service, Federal service or recognition of total years of Federal service upon retirement.
4. Designated Management Official: For the purpose of recognizing and rewarding employee performance and/or contributions related to official employment, designated management officials are higher level officials within the employee's chain of supervision or other managers and higher level officials within TSA that have the delegated authority to grant awards. For Transportation Security Executive Service (TSES) members, the member's immediate supervisor is the recommending official. (See TSA MD 1100.30-24, Transportation Security Executive Service Program.)
5. Flag: A standard United States flag that is at least 3 feet by 5 feet.
6. Group/team Award: A monetary or non-monetary award granted to two or more employees for involvement in the same significant one-time achievement/initiative or non-recurring contribution related to official employment.
7. Honorary Award: A type of non-monetary award that is an object the recipient would reasonably be expected to value, but that does not convey a sense of monetary value.
8. On-the-Spot (OTS) Award: Lump sum, cash award of a net amount of \$50 up to \$250, after required tax withholding ,that provides immediate recognition for worthy non-recurring contributions. TSES members are not eligible for on-the-spot awards.
9. Performance Award: Lump-sum, cash award designed to recognize employees for their accomplishment of duties granted on an individual basis at the end of the performance cycle based on the employee's rating of record.
10. Senior Leaders: For the purpose of purchasing and awarding TSA official coins, TSA service recognition pins, and local coins and pins, senior leaders are identified as the Administrator, Deputy Administrator, Assistant Administrators (AA), Regional Directors, Federal Security Directors, and Supervisory Air Marshals in Charge.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

11. Special Achievement Award: A one-time, lump sum cash award granted in recognition of a significant one-time contribution related to official employment. It is also referred to as a Special Act Award.
12. Time-Off Award: An excused absence from duty granted to a TSA employee for use without charge to leave or loss of pay. Time-off awards recognize employee work accomplishments.

B. GENERAL INFORMATION

1. The TSA awards and recognition program is a management tool for sustaining and improving performance, increasing morale, and improving recruitment and retention.
2. Awards are for recognition of employee contributions related to official employment that are both significant and beyond the scope of achievement normally expected as part of the employee's job, an employee's annual performance based on the rating of record, and an employee's length of service.
3. Recognition must be proportionate to the value of the contribution to TSA's mission.
4. Awards must not be used as a substitute for overtime pay, promotions, or any other purpose not compatible with the criteria for awards described in this policy.
5. An employee may be granted only one monetary award for each achievement or contribution. This does not prevent other employees from receiving monetary awards for involvement in the same achievement or contribution. However, employees may receive both a monetary and non-monetary award for the same contribution. The monetary amount of an award may not be split to grant monetary awards in excess of the management official's delegated authority.
6. Employees may not grieve the failure to receive a performance or incentive award without evidence that policies and procedures have not been appropriately applied.
7. Employees may not grieve the monetary amount of a bonus or performance or incentive award.
8. Employees may not nominate themselves for monetary and/or time-off awards.
9. Employees shall not receive any portion of any award that would cause the annual aggregate compensation of a non-TSES employee to exceed pay Level I of the Executive Schedule in a calendar year.
10. [TSA Form 1140, Award Recommendation and Approval](#), must be completed for all monetary and time-off awards granted under the awards and recognition program established by TSA MD 1100.45-1 and this Handbook. Local offices are not authorized to modify TSA Form 1140 or to develop and use other forms or methods for recommending and approving employee monetary and time-off awards.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

11. TSA Form 1140 recommending special achievement awards for L band and above employees must be reviewed by the AA/OHC prior to submission to the Administrator and/or Deputy Administrator. OHC will forward TSA Form 1140 and the AA/OHC's recommendation on the appropriateness of the award to the Administrator and/or Deputy Administrator.
12. TSA components (headquarters' offices, airports, and field installations) issuing guidance/instruction or a Standard Operating Procedure (SOP) on employee awards and recognition, including the establishment of an awards committee will ensure that the guidance/instruction or SOP does not supersede, expand, narrow or conflict with the directive or this Handbook and/or the Collective Bargaining Agreement (CBA), as appropriate.

C. MONETARY AWARDS

1. Special Achievement Award

- a. Special Achievement Award is a one-time, lump sum cash award granted in recognition of a significant one-time contribution related to official employment.
- b. The justification for a special achievement award must describe a significant, one-time contribution related to official employment and outline how the employee's contribution benefited TSA or the Government as a whole.
- c. This award may be given for individual or group achievements related to official employment. Examples of achievements include but are not limited to:
 - (1) Scientific and technological advances;
 - (2) Achievements that contributed significantly to more efficient or economical operations involving tangible savings;
 - (3) Exemplary or courageous actions in an emergency situation related to official employment;
 - (4) Having articles published, presenting technical papers to professional organizations, or performing other similar personal projects that have significantly increased understanding and interest in TSA operations or have contributed significantly to a mission of TSA;
 - (5) Improving service to the public in a specific or measurable way;
 - (6) Notable improvement in the public relations of TSA; **or**
 - (7) Other noteworthy achievements related to official employment.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- d. The chart below can be used to assist in determining award amounts for special achievement awards when calculating the amount of the award based on tangible benefits to the Government and TSA.

<i>Estimated First-Year Benefits to the Government and TSA</i>	<i>Suggested Amount of Award</i>
Up to \$10,000	10 % of benefits
\$10,001 through \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3% of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus 0.5% of benefits over \$100,000

2. On-the-Spot (OTS) Award

- a. OTS award is a monetary award that provides immediate recognition for worthy non-recurring contributions related to official employment.
- b. TSES members are not eligible for on-the-spot awards.
- c. Designated management officials should recognize employees as quickly as possible when granting an OTS award.
- d. This is lump sum, cash award of a net amount of \$50 up to \$250, after required tax withholding. The amount of the award should be commensurate with the value of the employee's contribution.
- e. An employee may not receive more than a net amount of \$500 in OTS awards in a 52-week period. The 52-week period starts on the effective date of the first award.

Note: OTS awards recommended by the Office of Inspection, Special Operations are not included in the 52 week period maximum net amount of \$500 for OTS awards. Issuance of these OTS awards will not impact the awards budget allocation of the recipient's duty location.

- f. Contributions related to official employment that may be recognized with an OTS award include but are not limited to:
 - (1) Making a high quality contribution involving a difficult or important project or assignment;
 - (2) Displaying special initiative and skill in completing an assignment or project before the deadline;
 - (3) Using initiative and creativity to improve a product, activity, program, or service;**or**

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

(4) Ensuring a unit's mission is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

g. Because OTS cash awards are issued in an employee's bi-weekly paycheck, organizations may develop non-monetary methods, such as certificates, to use in presenting an OTS award to the employee.

3. Performance Award

a. A performance award is a lump-sum, cash award designed to recognize employees for their accomplishment of duties. Performance awards may only be granted on an individual basis based on the employee's rating of record at the end of the annual performance cycle.

b. Employees must, at a minimum, attain a level of achieved expectations (or equivalent) to be considered for a performance award. The amount of the award should be commensurate with the individual's performance level.

c. Accomplishments that generally are considered for performance awards are typically categorized by high work output, consistently completing timely work products of high quality, and/or providing prompt and courteous service to customers, clients and co-workers.

d. When computing performance-based cash awards as a percentage of an employee's rate of basic pay, the rate of basic pay will include locality pay.

e. In-position increases (IPI) and performance awards are not the same. An IPI is **not** an award. TSA policy and procedures for granting IPIs can be found in [TSA MD 1100.53-8, *Setting Pay After Appointment*](#), and the associated [Handbook](#).

4. Attendance Award

a. An attendance award is a lump-sum, cash award designed to recognize employees for their sustained availability in the workplace. Attendance awards may be granted on an individual basis at the end of the annual performance cycle.

b. The justification for an attendance award must describe how the employee meets all of the following criteria:

(1) At a minimum, receives a rating of achieves expectations (or equivalent) in all of the performance goals and competencies listed in the employee's annual performance appraisal;

(2) Follows established TSA policy, the CBA as applicable to Bargaining Unit Employees, and approved local procedures for requesting and using leave;

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- (3) Does not have more than three instances/occurrences during the performance year where the supervisor granted after the fact approval of an unscheduled leave request associated with tardiness; **and**
- (4) Does not have any documented instances of AWOL during the performance year.
- c. Attendance awards are for a fixed amount and are not computed as a percentage of the employee's rate of basic pay.
- d. Performance awards and attendance awards are not the same. It is possible for an employee to receive both a performance award and an attendance award for the same performance cycle.

D. NON-MONETARY AWARDS/RECOGNITION

1. Honorary Award

- a. This type of non-monetary award is an object that the recipient would reasonably be expected to value, but that does not convey a sense of monetary value.
- b. An item given as a non-monetary award must have lasting trophy value and clearly symbolize the employer-employee relationship in some fashion. Affixing a logo on an item is one way to represent the employer-employee relationship. Furthermore, the item must be of appropriate form to be used in the public sector. The purchase and use of promotional items (i.e., trophies, mugs, plaques and other commemorative items, including commemorative items to recognize employees purchased from the Homeland Security Employees Association gift shop) must be cost effective in recognizing the employee's contribution.
- c. Organizations are encouraged to develop other innovative non-monetary ways to recognize employee contributions to their immediate work unit. These types of awards may include, but are not limited to: Employee/Transportation Security Officer (TSO) of the Month, Employee/TSO of the Quarter; and letters of recognition.

2. Honorary Awards for Non-TSA Employees (employees of other Federal agencies; individuals employed by non-Federal entities such as State, local, or tribal governments; contractors and their employees; and other individuals and outside groups): These individuals are outside the scope of coverage qualified in Section 2, of the Directive and are not eligible to receive monetary awards per Section 6 of the Directive. However, these individuals may be granted non-monetary, honorary awards (e.g. certificates or plaques) for outstanding contributions that further the mission of TSA. Before presenting an award to a contractor or a contractor employee, program office officials must consult with the responsible contracting official.

3. Time-Off Award

- a. A time-off award is an excused absence from duty granted to a TSA employee for use without charge to leave or loss of pay. Time-off awards recognize employee work accomplishments. Time-off awards are considered non-monetary awards as the employee does not receive a lump sum cash payment. However, when an employee uses a time-off award there is a cost to the agency.
- b. A management official higher than the recommending management official must approve any time-off award in excess of eight hours.
- c. Time-off awards may be used in combination with monetary and/or honorary awards (e.g. certificates, plaques, etc.). Contributions that may be recognized with a time-off award are the same as those for monetary awards as described in section C.1(c) above.
- d. Full-time employees may not be granted time-off awards totaling more than 80 hours during any one leave year. Part-time employees may be granted no more than the amount of hours in their biweekly scheduled tour of duty as reflected on the SF-50, Notification of Personnel Action, during any one leave year.

Example: An employee with a part-time tour of 32 hours a week (64 hours a pay period) may receive time-off awards totaling no more than 64 hours in a leave year.

- e. The minimum number of hours for a single time-off award is four (4) hours. For a full-time employee, the maximum number of hours for a single time-off award is forty (40) hours. A single time-off award for a part-time employee should not exceed one-half of the employee's official bi-weekly tour of duty as reflected on the SF-50, Notification of Personnel Action.

Example: A part-time employee with a 64-hour bi-weekly tour of duty should not receive more than 32 hours in a single time-off award.

- f. Time-off awards shall be granted and used in whole hour increments.
- g. Time-off awards **do not** convert to cash under any circumstances. If an employee separates from TSA before using all time-off award hours, those hours are lost. Time-off awards **do not** transfer to other agencies and **shall not** be included in any lump sum payment received by the employee.
- h. TSA does not accept time-off award balances of employees transferring to TSA from other Federal agencies.
- i. Time-off awards must be used within one year of the effective date of the award. Time-off award hours not used within one year of the effective date of the award as reflected on the SF-50 are forfeited.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- j. If an employee is ill or injured during the use of a time off award, the employee may be allowed to use sick leave for that period. The employee must still use the time-off award within one year of the effective date.
- k. Time-off awards and annual leave are distinct in the way they are earned and administered. Time-off received as an award may be carried across leave years as long as it is within one year of the effective date of the award. Time-off awards have no effect on annual leave carryover limitations.
- l. Forfeited time-off awards are not restored.

4. TSA Official Coin

- a. The TSA official coin may be awarded to employees at the discretion of a senior leader to provide tangible, honorary recognition for acts of exceptional service, performance, or achievement, or for unique contributions toward the furtherance of TSA's mission. Contractors and detailees from other Federal agencies are eligible to receive the TSA official coin.
- b. The TSA official coin is a custom-minted and -emblazoned coin, approved by the Administrator, bearing a design that depicts the authorized TSA motto and DHS seal, and is approximately 1½ to 2 inches in diameter.



Front



Reverse

- c. Only senior leaders are authorized to purchase and award TSA official coins.
- d. All orders for TSA official coins shall be made using a Government Purchase card (P-card) and [TSA Form 287, TSA Official Coin and Service Recognition Pin Order](#). TSA official coins must be handled and safeguarded as administratively controlled property. Reasonable stocks may be purchased and must be accurately accounted for and maintained, by fiscal year, using [TSA Form 1140-1, TSA Official Coin and Service Recognition Pin Award Log](#). Records related to purchasing and managing TSA official coins are subject to audit.

5. TSA Service Recognition Pin

- a. TSA shall recognize employees for their creditable service with the TSA. The service need not be continuous. Service with another Federal agency or Military service is not included when determining creditable service with the TSA. The TSA service recognition pin shall be the only TSA-specific service recognition pin used within TSA, and it is awarded in addition to recognition related to the length of Federal service.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- b. The TSA Service Recognition Pin shall be awarded to full-time and part-time employees with 5, 10, 15 and 20 years of qualifying, creditable TSA service. Contractors and detailees are ineligible to receive the TSA service recognition pin.
- c. The TSA service-recognition pin shall be a custom-made lapel pin, incorporating the design of the TSA Official Coin.



Five Year Pin



Ten Year Pin

- d. Only senior leaders are authorized to purchase and award TSA service-recognition pins.
 - e. All orders for TSA service-recognition pins shall be made using a P-card and TSA Form 287. TSA service recognition pins must be handled and safeguarded as administratively controlled property. Reasonable stocks may be purchased and must be accurately accounted for and maintained, by fiscal year, using TSA Form 1140-1. Records related to purchasing and managing TSA service-recognition pins are subject to audit.
 - f. OHC shall validate employee eligibility prior to awarding TSA service recognition pins, and shall provide additional guidance, as appropriate.
6. Federal Career Service Recognition
- a. TSA shall recognize employees for their creditable service with the Federal Government. The service does not have to be continuous. Military service creditable toward an employee's service computation date and Federal service with other agencies will be included.
 - b. Career recognition will be granted at the completion of 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service.
 - c. All TSA employees retiring under any provision of the Civil Service Retirement (CSRS) or Federal Employees Retirement (FERS) Acts are eligible to receive a retirement certificate. The Administrator will sign retirement certificates for TSA employees. The Certificate must be pre-inscribed with the retiree's name and years of service.
7. TSA Local Coins and Pins
- a. Subject to budgetary constraints senior leaders can develop local coins and pins to use in recognizing employee contributions.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- b. Offices may exhaust any existing inventory of locally produced coins and pins.
- c. Local coins and pins may be awarded to employees by and at the discretion of senior leaders to provide tangible, honorary recognition of employee achievements. Local coins and pins may be awarded to TSA employees only.
- d. Local pins may be worn on the lapel and/or uniform in accordance with the Office of Security Operations uniform guidance and the CBA as applicable to bargaining unit employees.
- e. Proposed local coin and pin designs shall be sent to the Office of Strategic Communications and Public Affairs (OSCPA) for approval before being minted or produced. The approval procedure for locally designed coins and pins is as follows:
 - (1) Proposed designs must be submitted with [TSA Form 287-1, Local Coin and Pin Approval and Order](#), and approved first by the local senior leader, or for headquarters' offices, the appropriate program office AA or other senior leader.
 - (2) When the AA/OSCPA or his/her designated representative, receives a request for approval, the proposed design will be reviewed to ensure that it meets criteria for TSA local coins and pins.
 - (3) Criteria for local coins:
 - (a) Coins will be no more than 2 inches across with lettering that acknowledges TSA and the Department of Homeland Security (DHS).
 - (b) The front of the coin will include tasteful depictions that illustrate the location and/or achievement being commemorated.
 - (c) The back of the coin will be a standard TSA-approved design that incorporates the words "Transportation Security Administration" with the "Department of Homeland Security" seal. An example is shown below:



- (d) The AA/OSCPA or his/her designated representative will review any proposed coin design to ensure it complies with the above standards, DHS House Style Guidelines, is in good taste, and reflects the location and/or achievement being commemorated.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- (4) Criteria for local pins:
 - (a) Local length-of-service recognition pins will not be permitted. The TSA Service Recognition Pin shall be the only TSA-specific service recognition pin used by and within TSA.
 - (b) The local pin design will include tasteful depictions that illustrate the location, and/or achievement being commemorated. The words “Transportation Security Administration” or “TSA” must be included on the local pin.
 - (c) The AA/OSCPA or his/her designated representative will review a proposed pin design to ensure it complies with the above standards, is in good taste, and reflects the location and/or achievement being commemorated.
- (5) The OSCPAs will notify the senior leader of design approval or disapproval in a timely manner, and will keep a record of coin and pin proposal requests and the disposition of those requests.
- (6) Purchase of local coins and pins:
 - (a) Only senior leaders are authorized to purchase approved coins and pins. The OSCPAs **will not** submit orders on behalf of the requesting office.
 - (b) All orders for local coins and pins shall be made using a P-card and TSA Form 287-1. The cost of the local coins and pins will be dependent on the design and the size of the coin, but must be reasonable. Both coins and pins must be handled and safeguarded as administratively controlled property. Reasonable stocks may be purchased and must be accurately accounted for and maintained, by fiscal year, using [TSA Form 1140-2, TSA Local Coin and Pin Award Log](#). Records related to purchasing and managing local coins and pins are subject to audit.

8. Distinguished Career Service Award

- a. The Secretary of Homeland Security or the TSA Administrator may grant this award to retiring employees with more than 20 years of Federal service who are deemed to have made significant contributions to the Federal service during their careers. Military service creditable toward an employee’s service computation date is creditable time for this award.
- b. A written justification must be submitted for this award. There must be clear identification of specific accomplishments throughout the employee’s Federal career, not only accomplishments achieved while employed at TSA; and the employee must have received at least two other awards (honorary and/or monetary but excluding on-the-spot awards) during his or her career.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- c. Nominations shall be submitted in four copies and forwarded to the Administrator through the appropriate AA or equivalent position. Nominations must be submitted a minimum of four weeks prior to the anticipated presentation date and must include the following information:
 - (1) Name of nominee;
 - (2) Title, series, and pay band of current position;
 - (3) Brief biographical sketch;
 - (4) Listing of previous honors and awards;
 - (5) A narrative statement describing the employee's career achievements; **and**
 - (6) The endorsement of the appropriate AA or equivalent position.
- d. Once the award has been approved, the individual organization (employing program office) is responsible for ordering the appropriate type of award (e.g., plaque, trophy, statue, etc.).

9. Flag Recognition for Fallen TSA Employees

- a. The TSA Administrator or his/her designee may give a flag of the United States to the beneficiary of a TSA employee who dies of injuries incurred in connection with his/her employment with the Federal government, under specific circumstances.
- b. Eligibility:
 - (1) At the request of the beneficiary, one (1) United States flag may be furnished for an individual who:
 - (a) Died on or after December 20, 2011;
 - (b) Was an employee of TSA at the time of death; and
 - (c) Died of injury incurred in connection with the individual's employment with TSA suffered as a result of:
 - i. A criminal act;
 - ii. An act of terrorism;
 - iii. A natural disaster; or
 - iv. Other circumstances, as determined by the President.

**TSA HANDBOOK TO
MD No. 1100.45-1, AWARDS AND RECOGNITION**

- (2) A flag may not be furnished when the death is the result of:
 - (a) Unlawful or negligent action of the employee;
 - (b) Willful misconduct of the employee; or
 - (c) Activities unrelated to the employee's status as a TSA employee.
 - (3) The decision whether to furnish a flag to the beneficiary of an eligible employee is at the discretion of the agency. When the TSA Administrator or his/her designee determines the agency will furnish a flag for a deceased eligible employee, it will be furnished to one (1) beneficiary following the order of precedence in section c below.
- c. Order of Precedence: If the TSA Administrator or his/her designee determines the agency will furnish a flag, it must be issued to one (1) beneficiary pursuant to the following order of precedence:
- (1) The widow or widower;
 - (2) If none, to a child (including step, foster, or adopted child) according to age (i.e., oldest to youngest);
 - (3) If none, to a parent (including step, foster, or adoptive parent);
 - (4) If none, to a sibling (including step, half, or adopted sibling) according to age (i.e., oldest to youngest);
 - (5) If none, to any individual related by blood or close family affiliation.
- d. Providing a Flag: A flag may be provided by TSA once TSA has:
- (1) Documented the date and nature of death of the employee and certified that it conforms to the eligibility criteria in section 1b above;
 - (2) Received a request from a beneficiary; and
 - (3) Established the beneficiary relationship to the deceased employee and determined whether the beneficiary may receive the flag, consistent with the order of precedence under section c above.
- e. When the Office of Human Capital contacts an eligible deceased employee's beneficiary concerning available benefits, information and assistance on obtaining a flag will be provided.

10. Gale D. Rossides People First Award

- a. This is an annual recognition by the TSA Deputy Administrator of an employee who exemplifies, among other traits, a strong commitment to people with an emphasis on collaboration, professional development, innovation, two-way communication and recognition for a job well done. A strong advocate for fairness and equality, this employee continually displays dedication to TSA's highest ideals, with a personal goal to make TSA an employee of choice with the highest performing government workforce. An emphasis on well-being, support and continuous improvement of TSA's workforce aptly personify their service and commitment to the TSA. The selection will be made by the TSA Deputy Administrator.
- b. A written justification must be submitted for this award. There must be clear identification of specific example/accomplishments describing how the employee exemplifies the following traits of Gale D. Rossides:
 - (1) Fostering exemplary employee engagement, communication, and collaborative efforts to improve employee performance and/or awareness in support of TSA's mission;
 - (2) Executing programs to enhance the overall safety, health, and/or well-being of the workforce while improving mission performance;
 - (3) Instituting and/or championing a program(s) that enhanced the professional development of the people who perform agency missions; **and**
 - (4) Embodying the "people-first" characteristics that put the interest of our workforce at the forefront of program planning, execution, and assessment.

11. John W. Magaw Leadership Values Award

- a. This is an annual recognition by the TSA Administrator of an employee who has significantly contributed to the advancement of the TSA mission while demonstrating outstanding leadership values. The selection will be made by the TSA Administrator.
- b. A written justification must be submitted for this award. There must be clear identification of specific examples/accomplishments describing how the employee exemplifies the following leadership traits of John W. Magaw:
 - (1) Integrity;
 - (2) A patriotic dedication to duty; **and**
 - (3) Empowerment of others to act with the value of service before self toward accomplishing the agency mission.

12. Gerardo Hernandez In The Line Of Duty Service Award

- a. This is an annual award presented by the TSA Administrator to an employee(s) who exemplifies the attributes of bravery, valor, and heroism in the line of duty. This award honors the memory of Transportation Security Officer Gerardo Hernandez who was slain in the line of duty during the tragic shooting at Los Angeles International (LAX) Airport on November 1, 2013. The selection will be made by the TSA Administrator.
- b. A written justification must be submitted for this award. There must be clear identification of specific examples/accomplishments describing how the employee exemplifies the following traits:
 - (1) Display of bravery, valor and heroism in a highly charged and dangerous situation – in the line of duty;
 - (2) Sustaining a life-threatening or debilitating injury as a result of displaying valor and heroism in a highly charged and dangerous situation – in the line of duty; **or**
 - (3) Loss of life – in the line of duty.

13. TSA Honorary Awards Ceremony

- a. This agency-wide program recognizes those employees that consistently strive for excellence and exemplify TSA Core Values.
- b. The TSA Honorary Awards Ceremony is held annually coinciding with TSA's anniversary. The TSA Administrator uses this ceremony to highlight select accomplishments that recognize employees for the hard work, focus and dedication they give to the mission.
- c. Guidance will be published annually by OHC which identifies the honorary award ceremony categories, criteria, and nomination deadlines and process.