

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

DOT 3450.2

1-5-73

SUBJECT: DOT EXTERNAL RECOGNITION AND AWARDS PROGRAM

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1. PURPOSE. This order establishes a program to honor individuals not employed by the Department of Transportation who have made transportation safer, more economical, or more efficient or have otherwise contributed to the public good.
 2. REFERENCE. Federal Personnel Manual Chapter 451, Subchapters 3-12 which prescribes policy awards to private citizens.
 3. OBJECTIVES. This award program is designed to recognize significant achievements in transportation.. It will also provide additional incentives to the entire transportation industry to help develop and improve safety, commerce, economy or efficiency as well as environmental improvements. Four categories of awards will differentiate accomplishments:
 - a. Award for Exceptional Public Service;
 - b. Award for Meritorious Public Service;
 - c. Certificate of Commendation;
 - d. Certificate of Appreciation.
 4. GENERAL. The awards will give official recognition to governmental bodies, private organizations, individuals or groups of individuals not employed by the Department. Service, acts, or achievements eligible for consideration must be related to the broad field of transportation. They may pertain to development, application, or leadership in transportation programs, particularly any of the following:
 - a. Exceptional acts contributing to safety, improved performance, or the public interest.
 - b. Contributions through science, technology or engineering, with particular emphasis on the use or improvement of transportation systems.
 - c. Development of administrative, legal, or policy innovations that result in extraordinary, distinguished, or commendable benefits to transportation, including aesthetic and cultural ramifications.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
National Transportation Safety Board (info)

OPI: Office of
Public
Affairs

- d. Activities affecting internal DOT affairs which facilitate application of Departmental missions, policies, or procedures.

5. PROGRAM RESPONSIBILITY AND CONSISTENCY FOR SECRETARIAL AWARDS.

- a. All awards will be authorized by the Secretary who will make the final decisions on nominations.
- b. The Office of Public Affairs, S-80, in the Office of the Secretary will review the nominations for awards and make recommendations to the Secretary regarding them.
- c. Awards will be granted by the Secretary or, upon his specific instructions, by an appropriate Administrator or Secretarial Officer.
- d. The Office of Public Affairs will administer the awards program, including processing nominations, securing awards and publicity, organizing awards ceremonies and managing other related details.
- e. A description of the awards, criteria, procedures for nomination and the method of selecting the winners are outlined in an attachment to this order.
- f. Secretarial awards are higher awards than those given by an Administrator, therefore no nominee may be considered for a Secretarial award for an act, if he has received an award from an Administrator for the same act. An Administrator, however, should retain lists of nominees since this order does not preclude a nominee for a Secretarial award whose nomination is rejected subsequently being given an award by an Administrator.
- g. In order to assure consistency with this order, each operating administration with an external awards program must develop a written description of the program and the awards and submit it to the Secretary for approval within 60 days of the date of this order. All future changes to such programs will also be submitted to the Secretary for approval.
- h. Secretarial Officers and Administrators will take steps to see that awards given or recommended by advisory committees in which the Department participates are also subject to the provisions of this order.



John A. Volpe
Secretary of Transportation

CRITERIA AND PROCEDURES FOR EXTERNAL DOT AWARDS
TO BE GIVEN BY THE SECRETARY

1. DESCRIPTION OF AWARDS. The four categories of awards which are differentiated by the degree of magnitude of the contribution, service, act or achievement will consist of the following:
 - a. Award for Exceptional Public Service. This is the highest Departmental award and consists of a plaque signed by the Secretary.
 - b. Award for Meritorious Public Service. This is the second highest Departmental award and consists of a plaque signed by the Secretary.
 - c. Certificate of Commendation. This is the third highest Departmental award and consists of a certificate and an appropriate citation signed by the Secretary.
 - d. Certificate of Appreciation. This is the fourth highest Departmental award and consists of a certificate and an appropriate citation signed by the Secretary.
2. CRITERIA FOR AWARDS.
 - a. Award for Exceptional Public Service. The nominee must have accomplished one or more of the following:
 - (1) Displayed extraordinary initiative in advancing transportation and the public interest;
 - (2) Exhibited remarkable ingenuity in developing or applying scientific, technological or engineering procedures that directly and tangibly improve transportation;
 - (3) Provided extraordinary leadership in advancing administrative matters on behalf of this country's national transportation missions and objectives;
 - (4) Effected exceptional coordination and/or cooperation in sensitive matters pertaining to international affairs.
 - b. Award for Meritorious Service. The nominee must have accomplished one or more of the following:
 - (1) Displayed unusual initiative in advancing transportation and the public's interest;
 - (2) Rendered distinguished service in the public interest on behalf of transportation, with emphasis on safety;

- (3) Achieved outstanding results in efficiency and/or economy of unique benefit to the national or international transportation system.

- c. Certificate of Commendation. The nominee must have rendered a special act or service contributing to overall national transportation in a variety of areas such as education, research, technical procedures, management improvements, noise abatement or other environmental matters or legislative developments.
- d. Certificate of Appreciation. The nominee must have advanced the public interest in transportation in any of the areas cited for the Certificate of Commendation. The difference is that these achievements are local, area, or regional in scope, affecting a smaller segment of the public-at-large.

3. PROCEDURES.

a. General.

- (1) Usually not more than three awards per year in the three highest categories will be made. The Secretary will approve all awards.
- (2) No award will be sent to the Secretary for approval without the concurrence of the ~~Secretarial Officer~~ and/or Administrator in the technical field within which the nominee lies.

b. Award for Exceptional Public Service, Award for Meritorious Public Service, and Certificate of Commendation.

- (1) Recommendations must be made by a ~~Secretarial Officer~~ or an Administrator addressed to the Secretary. In the cases of non-U.S. citizens, the Director of Public Affairs will forward nominations to the Assistant Secretary for Policy and International Affairs for coordination with the Department of State.
- (2) Recommendations must identify the nominee, giving full name and current address and must describe the service or accomplishment, and suggest the appropriate award category.
- (3) Recommendations must be submitted within one year of the final achievement.
- (4) Recommendations must be accompanied by a proposed citation of 100 words or less summarizing the major points of accomplishment.
- (5) Supporting technical evidence and/or articles published in connection with the accomplishment should also be enclosed.

- (6) The Office of Public Affairs will assure that the criteria established in this order are met, that an appropriate balance is achieved and that appropriate elements of the Department are coordinated with and recommend approval to the Secretary.
 - (7) Once approved, the Office of Public Affairs will arrange for production of the award, ceremony of presentation (either by the Secretary or his designee) and publicity in coordination with the organization which proposed the award.
- c. Certificate of Appreciation. This award will be handled in exactly the same manner as other awards except that it may be proposed by a Regional Representative of the Secretary as well as a ~~Secretarial~~ Officer or an Administrator.