GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-15. Monetary Awards

1. **AUTHORITY.** To approve monetary awards up to $5,000 pursuant to Chapter 45, 5 U.S.C.

2. **TO WHOM DELEGATED.** Branch chiefs, or equivalent, Laboratory Services and Applied Sciences Division.

3. **LIMITATIONS.** All monetary awards must have a supervisor as the recommending official and a different and higher-level supervisor as the approving official, except awards up to $2,000 may be recommended and approved of by the same supervisor for his/her immediate subordinates.

4. **REDELEGATION AUTHORITY.**

   a. The authority to approve awards ranging from $3,000 to $5,000 may not be redelegated below the branch chief level.

   b. The authority to approve awards up to $3,000 may be redelegated to section chiefs, or equivalent. The authority to approve awards ranging from $2,000 to $3,000 may not be redelegated below the section chief level, or equivalent.

   c. The authority to approve awards up to $2,000 may be redelegated to the lowest level supervisor and may not be redelegated further.

   d. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.

5. **ADDITIONAL REFERENCES.**

   a. 5 U.S.C. Chapter 45.

   b. 5 C.F.R. Part 451.

   c. EPA Manual 3130 A2, Recognition Policy and Procedures Manual.

SD Spence

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1/13/20
Date