



OHRM-2003-02

Office of Human Resources Management Policy Memorandum

Subject: Processing Cash Awards

I recently learned that three awards were processed for political appointees (Schedule C's) in our serviced population. Under long-standing policy, these employees are not eligible for awards. This policy was approved by the Department in a memorandum dated March 25, 2002 (copy attached).

To ensure that ITA OHRM conforms to Departmental policy on this matter, I am requiring you to include a check of *appointment type* as part of your review of cash awards. This should be done through a two-step process: (1) by checking the current Top Level List for individuals who are designated "Schedule C" or "NC" and (2) by cross-checking the actual appointment type in the NFC personnel/payroll system. You should check for the following appointment types: 6, 7, 8, and 9. Should you receive a cash award for an individual with one of the above appointment types, you must elevate it to the Chief, Workforce Management Group, who will instruct you on how to proceed.

Approved:

Doris W. Brown

Doris W. Brown
Human Resources Officer

7/16/2003

Date