

DRAFT
Recognition Guidelines
For Outstanding Contribution or Service to the
California Desert Managers Group

Background: The California Desert Managers Group consists of a parent group and 9 interagency work groups. These Groups, which are made up of managers and staff of the various State and Federal agencies, are primarily responsible for carrying out the mission of the DMG. The success of these Groups requires participants to display ingenuity and resourcefulness to develop and implement innovative, yet practical interagency collaborative approaches to management of the California desert. Participants are required to display leadership, tact and diplomacy to establish and maintain productive working relationships with agencies and individuals of diverse disciplines and backgrounds. Guidelines are frequently not available to assist in carrying out the Group's responsibilities.

Participation in DMG Groups is a collateral duty assignment for managers and staff. While not required, Group participants frequently dedicate their own time to see that the mission of the DMG is achieved.

Recognition for outstanding service or contributions to the DMG is important to creating and maintaining high morale and productivity in the DMG and its work groups. Common guidelines will help insure that recognition will be awarded consistently to deserving individuals or groups of individuals.

Purpose: To formally recognize individuals or groups of individuals for outstanding contributions and/or service to the California Desert Managers Group.

Scope of the Guidelines: Awards can be provided to any individual or group of individuals for outstanding contributions or service to the DMG. DMG awards will be non-monetary in nature, up to a maximum cash value of \$100 per person. DMG awards are designed to supplement and not replace each member agency's own performance recognition process.

Types of Recognition:

1. Recognition for **outstanding performance** related to accomplishing a specific task/project.
2. Recognition for **sustained outstanding service** as a member of the DMG or a DMG work group.

Awards:

1. **Informal Honors Award:** Documentation of individual or team achievement by means of a letter of commendation, certificate, thank-you note, or similar acknowledgement signed by the DOI/DOD Coordinator or members of the DMG.
2. **Non-Monetary Recognition Award:**
 - (a) **Nominal Value:** An item in recognition having a cash value NTE \$25 per person such as a coffee cup, key chain, pen, plaque, T shirt, ball cap, etc. bearing the DMG logo.
 - (b) **Significant Value:** An item in recognition having a cash value NTE \$100/person such as a book, art work, watch, etc. Items may display the DMG logo.

Nomination, Review and Selection Process:

1. Any DMG member employee or the DOI/DOD Coordinator may nominate an individual or group of individuals for an award. Nominations must include a justification for the award using the attached form.
2. Nominations shall be submitted to the DOI/DOD Coordinator, who will distribute the nomination to the DMG Awards Subcommittee. *Question: should Coordinators have the authority to approve all awards, except those of "significant value."* The DMG Awards Subcommittee shall include the DOD and DOI Coordinators and 2 members of the DMG.
3. The Awards Subcommittee will review a nomination within 30 days of receiving the nomination. Awards will be issued if at least 3 of the 4 members of the Subcommittee support the Award. The Awards Subcommittee may recommend/approve an alternative award at its discretion.
4. Awards will be issued within 45 days at an appropriate DMG events, if possible. Notice of awards will also be posted on the DMG and appropriate Work Group Website.

5. Nominations that are denied shall be returned to the nominating individual and group chair with an explanation for the denial.
6. The DOI/DOD Coordinator will pay the cost of purchasing awards from their budget
7. Awards that are issued will be made part of an employee's personnel file

**Award Nomination Form
For Outstanding Contribution or Service to the
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Nominee(s):

Agency/Office/Affiliation:

DMG Group:

Recommended Award:

Recommended venue for issuing the award:

Recommendation of Group Chair: Approve Deny Unknown

Recommendation of the Awards Subcommittee: Approve Deny
Date:

Justification: (500 words or less)

Submitted by:

Date:

Agency/Affiliation:

Phone:

Email: