

## PRODUCTIVITY EXCELLENCE AWARDS

1. Purpose. The Secretary of Defense (SECDEF) Productivity Excellence Award and SECDEF Letter of Commendation were formed to underscore the importance of productivity improvement within the Department of Defense by recognizing individuals and small working groups, both military and civilian, whose ideas or suggestions have contributed to improved productivity, or increased cost savings. The awards are not intended for organizational recognition.

2. Criteria. Two different levels of recognition are:

a. SECDEF Letter of Commendation. Letters signed by the SECDEF to recognize individuals or groups whose suggestions or other productivity initiatives have resulted in first-year savings of \$100,000.00 or more. Nominations for this award may be submitted at any time.

b. SECDEF Productivity Excellence Award. Citations presented by the SECDEF at a Pentagon ceremony to individuals or groups whose suggestions or other productivity initiatives have resulted in first-year savings of at least \$1 million. Nominations for this award, granted annually, must be submitted not later than 1 September each year.

3. Procedure. In each instance where an achievement has produced tangible benefits in excess of \$100,000.00 and the Command wishes to nominate an individual or group for SECDEF recognition, the following information is required:

- a. Name and grade of honoree(s).
- b. Hometown of honoree(s).
- c. Address of present assignment and phone number.
- d. Amount of any cash award presented.
- e. Date of presentation of any cash award.
- f. Brief description of achievement (include amount of savings).
- g. Publicity photographs, if available.

ENCLOSURE (4)