

5-2. TYPES OF RECOGNITION

e. **Procedures.** Within the Department, nominations for Presidential Ranks Awards are requested annually by the Departmental Office of Personnel and Training, Executive Personnel Management Division. Additional information about the Ranks Awards can be obtained from the Federal Personnel Manual, Chapter 920. Operating Administrations may make nominations for Presidential Letters of Commendations and Presidential Management Improvement Awards at any time. Nominations must be endorsed by the Head of the Operating Administration or Departmental Officer, reviewed by the Awards Review Board, and receive the final approval and signature of the Secretary.