



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

JUL 13 2004

B&W Technologies, Inc.
Attn: Ms. Karen Jones-Andrade
6009 Oxon Hill Road, Suite 412
Oxon Hill, MD 20745

SUBJECT: TASK ORDER NO. 6 UNDER BLANKET PURCHASE AGREEMENT NO.
DR-38-03-364

Dear Ms. Jones-Andrade:

This letter definitizes Task Order (TO) No. 6 in accordance with the enclosed statement of work. The period of performance for this task order is July 13, 2004 to July 30, 2004. The task order NOT-TO-EXCEED (NTE) dollar ceiling is set as follows: Senior Human Resources Specialist for an estimated 40 hours at \$81.66/hr for a NTE dollar ceiling of \$3,266.40. The amount of \$3,266.40 in funding is hereby allotted to this task order. Accounting Data for Task Order NO. 6 is as follows:

Commitment No.	APPN NO.	B&R	JCN	BOC	Amount
HR-03-364-006	31X0200	48415512337	P8408	252A	\$3,266.40
Total Obligated Amount -					\$3,266.40

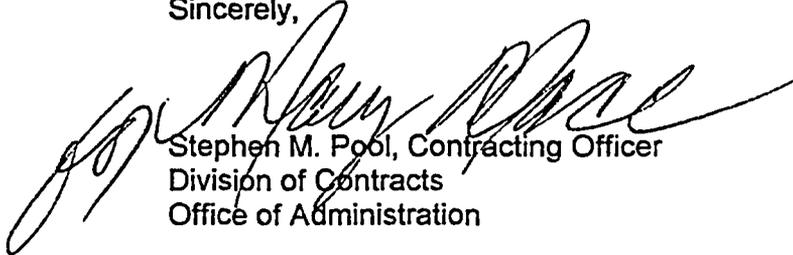
TEMPLATE - ADM001

ADM002

Please indicate your acceptance of Task Order 6 by having an official authorized to bind your organization execute three copies of this document, by signing in the space provided, and return two copies to me. Please return by overnight express or mail to our physical address: U.S. N.R.C. Division of contracts, MS T-7-12, 11545 Rockville Pike, Rockville, MD 20852. You should retain the third copy for your records.

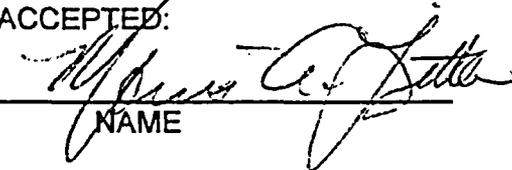
Should you have any questions, regarding this modification, please contact Sharlene McCubbin on (301) 415-6565.

Sincerely,



Stephen M. Pool, Contracting Officer
Division of Contracts
Office of Administration

ACCEPTED:



NAME

TITLE

JUL 22 2004

DATE

STATEMENT OF WORK FOR TASK ORDER #6:

The work required consists of the following tasks:

1. identify, through various search techniques (e.g., internet search, phone, published documents), between 3 and 6 Federal agencies that have established and are operating an informal awards program that includes use of gift certificates and/or gift cards as awards. Most of the awards programs should be operating under the general authority provided in 5 USC Chapter 45.
2. Obtain information from cognizant program managers in those agencies regarding program structure, operating procedures and guidelines, financial and management controls, and other relevant data. The information gathered should include but need not be limited to:
 - a. Whether the informal awards consisting of gift cards or gift certificates are reported as taxable income for the employee and, if so, how. For example, does the agency report the income and withhold taxes from the employee's next check, or is the employee responsible for declaring the income? Please include information about specific processes and copies of any forms used.
 - b. Guidelines regarding the uses, usual and maximum dollar amounts, frequency, types of gift certificates (for example, whether up to the supervisor or required to be from a specific set of options), and approval or review processes and levels required.
 - c. How the awards are documented and how recordkeeping and reporting are handled.
 - d. How the gift certificates or gift cards are purchased (for example, on an individual basis for specific employees or in bulk, by purchase card or some other method).
 - e. If purchased in bulk, the nature of management controls in place (for example, how storage, inventory control and potential problems with expiration are handled) and whether the informal awards are purchased by operating offices or centrally.
 - f. Whether the agencies believe that the informal awards program has been (1) well received by managers, employees and unions, and (2) effective in recognizing and reinforcing desirable work performance.
 - g. The approximate cost of processing an informal award, if known.
 - h. Contact names and numbers for the informal award programs.
3. Deliver a written report transmitting the information and conveying copies of any written policies, procedures, forms, or guidelines obtained.

A brief description of the NRC's proposed guidelines covering use of gift certificates, gift cards and similar items as informal awards is attached. NRC seeks information on other agencies' programs in order to identify options to reduce the administrative burden of processing informal awards and to improve the balance between simplicity and appropriate management controls.

The contractor will not have access to any NRC databases. Up to forty hours of work are anticipated to accomplish the task, which is to be completed by July 30, 2004.

Agencies that may have programs of the type needed to complete the task:

DoD

DOT

NASA

USPS

Naval Aviation Supply Office

DHS [perhaps within the subagencies that DHS inherited]

FAA [possibly only tickets to sporting events]

PROPOSED NRC INFORMAL RECOGNITION PROGRAM GUIDANCE

Purpose. Expand the alternatives available for encouraging, recognizing and rewarding employees' excellence and exceptional contributions by authorizing the use of gift certificates as informal recognition.

Coverage. Purchase of gift certificates, gift cards or other informal recognition (such as tickets to musical or sporting events) that shows a clear dollar face value.

Type and Cost of Gift Certificates. Gift certificate may be purchased with the preferences of the individual employee in mind but must constitute an appropriate form of recognition to be purchased with public funds and used in the public sector. Amount may not exceed \$100, to be commensurate with the contribution being recognized.

Budgeting. Funded through the award allocation for each organization.

Management Control and Storage. Purchased as needed (not in bulk) and issued as soon as possible after purchase to avoid potential problems with inventory, control and expiration. Safeguarded and stored in a locked cabinet until issued.

Form. Contains all of the information necessary to process the award, including a brief justification and fund information for purchase card user. Forwarded to payroll for proper reporting on the employee's Earnings and Leave Statement.

Process:

- Supervisor initiates with brief, specific justification describing the employee's achievement on which the award is based Review by HR or higher level?
- Office purchase card holder buys the gift certificate(s)
- Office presents the award(s) to the employee(s), forwards form to payroll
- Payroll ensures face value reported as part of the individual employee's yearly income and maintains records
- Applicable income taxes deducted from the employee's pay