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As we discussed, I have enclosed information on granting awards to government employees. I have reviewed the information and have highlighted a few of the relevant sections for an award for David. As you will notice, many of the procedures for granting the award do not apply to us since we do not participate in the performance appraisal system. I think that a Performance Award would be the most appropriate, although he would also qualify for a Special Act Award. We gave a performance award to Michelle Seguin prior to her departure and I wrote a memo to the file (which I have also enclosed) to justify the award. After reviewing the information, I don't believe that David would qualify for an award of time off with pay since those are to be used as incentives.

Obviously, David has done an outstanding job of setting up an agency (and since I played an integral part in this with David, I know that it was no easy task!) and the continued management of the agency. He was also a key player in securing another year for the Review Board. I know I don't need to convince you of any of this, but these are just some thoughts on how to proceed with the award.

Please let me know if I can be of any further assistance with this. And as always, thank you for your continued support and leadership.

Tracy