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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PER-17 Transmittal Number: 167 Date: 4/11/83

Subject: Incentive Awards Program

Approval: [signature] | Title: Ass't. Dir., Budget and Administration

1. Purpose. This directive applies to all OSM employees and provides a procedure by which they may be recognized for superior performance or significant contributions to the economic or efficient operations of the Government. The awards covered by this directive are Incentive Awards and Honorary Awards. This directive is provided as a supplement to Departmental Manual Chapters 370 DM 430, 451, and 540, which established operating procedures for the Department of the Interior's Incentive Awards System.

2. Definitions.

a. Incentive Award - A cash award and/or honorary award (but not a quality within-grade increase).

b. Honorary Award - A nonmonetary award given to private citizens, organizations, and employees of OSM for contributions voluntarily made in the public interest. The award may convey a medal, certificate, plaque or other form of recognition.

c. Cash Award - An award where the recipient receives monetary recognition, along with a certificate.

d. Special Achievement Award - A one-time lump sum award granted for sustained superior performance and is based solely on past performance.

e. Quality Within-Grade Increase (QSI) - Grants a salary step increase to General Schedule employees in permanent positions for superior performance.

f. Special Act or Service - Is for performance of a one-time nature involving overcoming unusual difficulties; courageous handling of emergency situations related to official employment; making important contributions to science; and performance of assigned duties with special effort or special innovation that results in significant increases in productivity, economy, or other highly desirable benefits.

g. Tangible Benefits - Result in savings to the Government that can be measured.

h. Intangible Benefits - Result in savings to the Government that cannot be measured.

i. Headquarters Incentive Awards Committee - This Committee is appointed by the Director, OSM, and operates under the technical guidance of the Division of Personnel. It is composed of six primary members, with alternates for each, from a cross section of the work force (e.g., professional, adminstrative and clerical, male and female, minority and nonminority).

j. Technical Centers (East and West) Incentive Awards Committees - are appointed by their Technical Center Administrators. They are composed of five primary members, with alternates for each, from a cross section of the work force.

k. Headquarters Incentive Awards Administrator. The Incentive Awards Administrator is responsible for the successful implementation of the OSM-wide program and will be designated by the Personnel Officer.

l. OSM Incentive Awards Coordinators. The Incentive Awards Coordinators serve as the program liaison in the Technical Centers and will be designated by each Technical Center Administrator.

m. Merit Pay Employees. Supervisors and management officials in Grades GM-13, 14 and 15, as provided by 5 U.S.C. 5401.

3. Policy/Procedures.

a. Policy. It is the policy of OSM to provide incentives and recognition to employees for superior service and to reward employees who contribute significantly to the economy or efficiency of operations.

b. Responsibilities.

(1) Director, OSM, has the overall responsibility for the OSM Incentive Awards Program.

(2) Assistant Directors, Technical Center Administrators and Field Office Directors are responsible for actively promoting the Incentive Awards Program and for supporting the implementation of this program.

(3) Chief, Division of Personnel, under the Assistant Director, Budget and Administration, is responsible for administering, monitoring and evaluating the implementation of this program in accordance with the Office of Personnel Management and Departmental requirements.

(4) Managers and Supervisors are responsible for the following:

(a) Understanding the purpose and operation of the program and identifying and recommending awards for employees whose performance or contributions meet standards for formal recognition;

(b) Giving close attention to the total number of cash awards that he/she approves. If too many awards are approved, the incentive value of the awards may be lost. If too few awards are granted, the potential for gains in employee morale and efficiency from the Incentive Awards Program may not be fully realized.

(5) The Incentive Awards Administrator/Coordinator is responsible for:

(a) Maintaining records and reports on awards granted;

(b) Monitoring award actions to ensure conformance with applicable standards and criteria;

(c) Providing technical guidance to the Incentive Awards Committees;

(d) Reviewing recommendations for awards for completeness and compliance with regulatory requirements; and,

(e) Providing guidance and counseling to supervisors on their use of the Incentive Awards Program.

(6) Committees are responsible for reviewing nominations for merit to ensure equitable and judicious use of the awards program and to ensure the effective use of awards in motivating employees. Committee members are appointed on a staggered basis to serve for a period of two years.

(a) Headquarters Incentive Awards Committee is responsible for:

1 reviewing recommendations for Departmental nominations for various "outside awards" (e.g., awards sponsored by the Federal Departments and Agencies or private organizations);

2 reviewing and concurring in individual or group cash awards up to and including $2,000 and Quality Within Grade Increases (QSI's). The Department has final authority on all awards from $2,001 through $10,000. Cases over $10,000 are approved by the Office of Personnel Management. In these instances, the additional information outlined in FPM Chapter 451 must be included in the recommendation.

(b) Technical Center (East and West) Incentive Awards Committees are responsible for reviewing and making recommendations to the Assistant Directors or Technical Center Administrators as appropriate on individual or group awards of $1,000 or less and QSI's. Awards in excess of $1,000 must be forwarded to the OSM Personnel Officer for review and concurrence by the Headquarters Incentive Awards Committee.

(c) Field Offices do not have Incentive Award Committees. All nominations are reviewed and concurred in by the Headquarters Incentive Awards Committee. Field Office Directors have approving authority on awards up to and including $600 and QSI's. All award nominations over $600 have to be concurred in by the Assistant Director, Program Operations and Inspection.

(d) Exceptions.

1 An incentive award to an employee on the immediate staff of an official with approving authority must be reviewed and approved at the next higher level.

2 Incentive awards for merit pay employees based on their Annual Summary Performance Rating may be awarded directly by the Merit Pay Pool Manager and forwarded to the Headquarters Incentive Awards Administrator.

c. Incentive Awards. Recommendations for Incentive Awards. A supervisor wishing to recommend an employee for a Special Achievement Award or a Quality Within-Grade Increase should submit an OSM Form 840, Recommendation for Performance Award (see Appendix 2), accompanied by an OSM Form 52, Employee Performance Appraisal, through line channels to the official having delegated authority to approve the award. Both supervisors and approving officials are encouraged to seek the advice of their Incentive Awards Administrator/Coordinator on the type of recognition that is most appropriate. (See page 7 for processing of awards).

(1) Quality Within-Grade Increase (QSI)

(a) A QSI should not be granted more than once every 52 weeks for high-quality performance. A QSI is appropriate when faster than normal salary advancement is considered warranted and the employee's performance clearly meets the requirements for such an increase. A QSI raises the employee's future salary indefinitely. To warrant this, performance must be sustained at the high level for a period of at least six months and must give promise of continuing at the high level. Hence, a quality increase should not be granted until there is sufficient active service upon which to base a conclusion that high quality work is characteristic of the employee's performance. In this context, high-quality performance is characterized by an employee performing:

1 all of the critical elements of his/her job in an Outstanding (Level I) or Highly Successful (Level II) manner; and,

2 all required elements in a Successful (Level III) or better manner.

(b) The recommendation for a QSI must be submitted on an OSM Form 840, Recommendation for Performance Award (Appendix 2), accompanied by an OSM Form 52, Employee Performance Appraisal. If the performance appraisal is more than 60 days old it must be accompanied by additional justification. The documentation for a QSI must support the conclusion that the recognition is justified. The performance appraisal must clearly reflect how the employee's performance in all critical elements exceeds an acceptable level of competence (Successful) and that the overall performance is substantially above that level. The justification must also include a statement that the employee's performance gives promise of continuing at the same high level in the same position.

(c) Relation to Regular Within-Grade Increases. Quality increases are in addition to regular within-grade increases. This means that an employee who receives a quality increase does not start a new waiting period for the next regular within-grade increase. However, if a quality increase places an employee in either the fourth step (beginning of two-year waiting category) or the seventh step (beginning of three-year waiting category) of the grade, this will indirectly extend the waiting period for the next regular within-grade increase by one year and may result in little value to the employee. To assure maximum benefit in this kind of situation, it might be appropriate to consider a Special Achievement Award for Sustained Superior Performance or to consider waiting until the regular step increase is received before granting a quality increase.

(2) Special Achievement Awards may be granted to General Schedule and Merit Pay employees.

(a) A Special Achievement Award for Sustained Superior Performance may be granted when individual work performance exceeds the requirements of regularly assigned duties for a period of at least six months. A cash award for this purpose shall be in accordance with the job performance scale contained in Table 3 of Appendix 1. A current approved performance appraisal, OSM Form 52, Employee Performance Appraisal, must be submitted along with OSM Form 840, Recommendation for Performance Award, as documentation for a sustained superior performance award provided the appraisal supports the conclusion that the recognition is justified. The performance appraisal must clearly reflect how the employee's performance in all critical elements meets or exceeds an acceptable level of competence (Successful) and that overall performance is substantially above that level. If the performance appraisal is more than 60 days old it must be accompanied by additional justification. Recommendations for sustained superior performance awards for supervisors and managers must include consideration of effective use of incentive awards to motivate their employees and the encouragement of suggestions, to the extent that they had the opportunity to do so.

(b) A Special Achievement Cash Award may be appropriate when:

1 the employee is at, or will soon approach, the 10th step, or equivalent, in his/her grade;

2 the employee is nearing retirement;

3 the quality within-grade increase would place the employee in the fourth or seventh step of his/her grade and, by so doing, add to the employee's waiting period for the new regular within-grade increase; or,

4 the performance being recognized does not provide a basis for concluding that the high level of performance will continue.

(c) Approval of Special Achievement Awards for Employees on Detail. When the supervisor of a detailed employee wishes to recommend the employee for a Special Achievement Award, the recommendation must be sent for consideration and final action to the approving official in the organization where the employee is permanently assigned.

(3) For a Special Act or Service.

(a) An award for this category may be in the form of a cash award or a honorary award, or both. It may be granted for contributions connected with or related to official employment such as:

1 performance which has involved overcoming unusual difficulties;

2 creative efforts that make important contributions to science or research;

3 performance of assigned duties, with special effort or special innovation that results in significant increases in productivity, economy, or other highly desirable benefits; and,

4 exemplary or courageous handling of an emergency situation related to official employment.

(b) Recommendation for Special Act or Service Award should be submitted on an OSM Form 840, Recommendation for Performance Award (Appendix 2) accompanied by a rated OSM Form 52, Employee Performance Appraisal. If the performance appraisal is more than 60 days old it must be accompanied by additional justification. The recommendation for Special Act or Service Award must include the following:

1 an explanation of the contribution describing clearly the special act or service and stating why it is considered to be of sufficient merit to justify an award for the individual concerned. The justification should include data concerning benefits realized by OSM or the Government as a result of the contribution. When tangible dollar benefits result, the justification must indicate the specific extent of application and value of benefit including the bases for these determinations. (See tables in Appendix 1);

2 the amount of award should be determined in accordance with the Award Scale for Tangible Benefits (See Table 1, Appendix 1).

(4) Group Awards

(a) A Group Award may be appropriate when a group of employees jointly contribute to an outstanding accomplishment. A Special Achievement Award for Special Act or Service may be proper for that group. Such an award is given where it is not feasible to recognize the contribution of each member of the group individually.

1 Appropriateness. Generally, group awards are not feasible for large groups because the larger the group, the more likely that it will include individuals who do not merit an award. An honor award (i.e., nonmonetary) may be more appropriate when the group numbers more than ten. (See page 10 for honor awards).

2 Monetary Value. The total amount of a group award generally should be the same amount authorized for contributions made by one person. The award need not be shared equally but should be proportionate according to each employee's contribution to the group effort. In determining the total award, the contribution should be evaluated using the Tangible and/or Intangible award scales in Appendix 1. The total monetary value of a group award may not exceed the amounts authorized in the Delegations of Authority Directive.

3 Advantages of Group Awards. A group award can encourage cooperation and team effort. It reflects that each member contributing to a joint effort gains recognition, which is one of the needs more frequently expressed by employees at all work-levels.

(b) Content of Recommendation for Group Award - The justification should be submitted on OSM Form 840, Recommendation for Performance Award (Appendix 2) accompanied by a current OSM Form 52, Employee Performance Appraisal, for each individual. If the performance appraisals are more than 60 days old they must be accompanied by additional justification. The justification must include an explanation of the contribution describing clearly the special act or service and stating why it is considered to be of sufficient merit to justify an award for the group concerned. The justification should include data concerning benefits realized by OSM and the Government as a result of the contribution. When tangible dollar benefits result, the justification must indicate the specific extent of application and value of benefit including the basis for these determinations. (See tables in Appendix 1.)

(5) Outstanding Performance Rating

(a) Rewarding a General Schedule Employee for Outstanding Performance. An employee qualifies for an Outstanding Performance Rating when his/her total performance on an overall basis far exceeds performance standards. This criterion is more difficult to meet than criteria for approving a Quality Within-Grade Increase or a Special Achievement Award. Therefore, it is recommended that the recipient of an Outstanding Rating be considered for either a QSI or a Special Achievement Award immediately following the rating. Circumstances which might make a performance award inappropriate are as follows:

1 the employee received a QSI at an earlier date and is considered to represent an adequate pay distinction;

2 the employee received an award for Sustained Superior Performance or a QSI during the rating period; and,

3 the recency or frequency of grade promotions is considered an adequate reward at this time.

(b) Outstanding performance awards may be in the form of a QSI or Sustained Superior Performance award (See Quality Within-Grade Increase and Special Achievement awards for content of award nominations).

d. Processing of Performance Awards

(1) The Recommending Official forwards the recommendation, OSM Form 840, Recommendation for Performance Award, and OSM Form 52, Employee Performance Appraisal, to the Incentive Awards Administrator/Coordinator for review by the appropriate committee.

(2) The Incentive Awards Administrator/Coordinator is responsible for ensuring adequate documentation of approved performance and for determining that the monetary amount is appropriate.

(3) Upon completion of the review, the Committee's recommendations are forwarded to the Approving Official.

(4) The Approving Official returns the approved/disapproved record to his/her Incentive Awards Administrator/Coordinator.

(5) The Headquarters/Technical Centers Incentive Awards Administrators/Coordinators are responsible for arranging for payment of their awards, for assuring that an appropriately inscribed certificate is presented to each recipient with proper ceremony, and for maintaining records and compiling reports on awards granted.

e. Senior Executive Service (SES), Meritorious Executive or Distinguished Executive Awards

(1) The Director, OSM, may submit annually to the Executive Resources Board (ERB), Department of the Interior, recommendations that OSM career SES appointees be awarded the rank of Meritorious Executive or Distinguished Executive. The recommendations may take into account the individual's performance over a period of years. The ERB shall review the nominations and provide to OPM recommendations as to which of the OSM (if any) candidates should receive such rank.

(2) Receipt by a career appointee of the rank of Meritorious Executive entitles such individual to a lump-sum payment of $10,000, which shall be in addition to the basic pay. Receipt by a career appointee of the rank of Distinguished Executive entitles the individual to a lump-sum payment of $20,000, which shall be in addition to the basic pay.

(3) During any fiscal year, the number of career appointees awarded the rank of Meritorious Executive may not exceed five (5) percent of the Senior Executive Service, Governmentwide, and the number of career appointees awarded the rank of Distinguished Executive may not exceed one (1) percent of the Senior Executive Service, Governmentwide.

f. Awards for Merit Pay Employees

(1) 5 U.S.C. 5403 provides payment of a cash award to, and the incurring of necessary expenses for the honorary recognition of, employees covered by the merit pay system. The employee must perform a special act or service in the public interest in connection with or related to the employee's Federal employment. Such awards are in addition to salary increases that may be granted under merit pay.

(2) An award may be granted to an employee or group of employees when the superior act or service: (a) benefits the Government, (b) was made while the individual was a Government employee, (c) has been described in writing, and (d) has been approved by the benefiting organization at a management level higher than the individual who recommended the award. (See Table 3).

(3) Presidential Cash Award. The President may pay a cash award to, and incur necessary expenses for the honorary recognition of, any employee covered by the Merit Pay System who:

(a) By the employee's suggestion, invention, superior accomplishment, or other personal effort, contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork; or

(b) Performs an exceptionally meritorious special act or service in the public interest in connection with or related to the employee's Federal employment.

(c) A Presidential cash award may be in addition to an agency cash award.

(4) Appropriate uses of cash awards. It is expected that merit pay increases will serve to reward continued superior accomplishment of assigned duties by those under merit pay. While there are no set circumstances which should generate a cash award, cash awards may be appropriate for any number of reasons which include the following:

(a) An employee who has performed in an outstanding manner or on a single assignment yet has been in the organization only a short time at the conclusion of a performance appraisal cycle and therefore is temporarily ineligible for a merit pay increase;

(b) An employee who has performed in an outstanding manner on a detail of either short or long duration, but whose merit pay increase is based only on his/her regular duties;

(c) An employee who is at or near the maximum of the rate range and/or whose exceptional performance on a particular project warrants special recognition beyond what could be handled within the limitation of the range;

(d) An unusual, one-time accomplishment that merits a relatively small monetary award and would not have a significant effect on the annual performance rating;

(e) A significant employee accomplishment that the directorate or division wishes to reward immediately instead of waiting until the following October merit pay adjustment because of imminent retirement or reassignment;

(f) A significant accomplishment outside of official duties which is not contemplated in critical elements and performance standards.

(5) Submission of Merit Pay Awards. The justification for awards should be submitted on OSM Form 840, Recommendation for Performance Award, accompanied by a rated OSM Form 52, Employee Performance Appraisal, and should include an explanation of the contribution or special act or service and a statement of why it is considered to be of sufficient merit to justify an award for the individual concerned.

g. Avoiding Duplicate Recognition. Special care must be exercised in processing award cases to avoid duplicate payments for overlapping periods or the same performance in more than one award recommendation. This does not prohibit two types of recognition for different contributions. For example, a Special Achievement Award for a Special Act or Service may be given for an act of heroism. Later, a Special Achievement Award for superior performance may be warranted for high-level performance of regular duties for the period in which the act of heroism occurred.

i. Career Service Recognition. Career Service Emblems are awarded to employees in recognition of their total Federal service, including civilian and all honorable military service. Emblems denote the following years of service (10, 20, 30, 40). Service emblems should be presented with appropriate ceremony annually. The Personnel Office is responsible for reviewing and ascertaining eligibility for career service awards.

j. Honorary Awards.

(1) General. Honorary Awards are for employee achievements reflecting credit upon the agency and the Government. There are Departmental and OSM awards which include certain awards given exclusively by the Secretary and/or Director, OSM. In addition, the Department makes nominations for "outside awards" granted by other Governmental Departments and Agencies and by private organizations or instutitions for outstanding service and achievement in public service. Employees at all grade levels are eligible to receive honorary awards.

(2) Guides for General Application. Honor awards are granted independently of cash awards, although consideration for an honor shall not preclude consideration for an additional cash award. Honor awards are not intended to serve as a substitute for deserved monetary awards but are designed to select and bestow singular honor as an official recognition of achievement and as an incentive to further accomplishment.

(a) Eligibility. All OSM employees, at all grade levels, are eligible to be nominated for honor awards in accordance with the criteria established for each category of award. However, consultants are not eligible for honorary awards.

(b) Processing of Honor Awards

1 Recommendations for honor awards are made by the Assistant Directors or Technical Center Administrators and are submitted to the Headquarters Incentive Awards Administrator for review and are then forwarded to the Director.

2 The Director will either approve or disapprove the recommendation and return the file to the Headquarters Incentive Awards Administrator.

3 The recommendation is then sent to the Secretary of the Interior for final approval.

4 The Department will arrange for the presentation of awards.

(c) Honor Award Convocation. It is the practice of OSM to submit to the Department, names of employees who might be eligible for the Distinguished and Meritorious Service and Valor Awards as well as Awards determined by the Secretary of the Interior.

1 Bureaus and offices are authorized to pay expenses of employees or former employees incident to travel to convocations to receive honor awards. In cases of posthumous awards, the authority includes the expenses of the surviving spouse for the same purpose.

2 The Department's Office of Personnel is responsible for making arrangements for convocations.

(d) Publicity. Publicity and the release of data for all information on Presidential, Distinguished Service, Valor, and Conservation Service Awards are the responsibility of the Office of the Secretary. Publicity on other types of honor awards, including cash awards is the responsibility of the appropriate bureau or office, although the Office of the Secretary may arrange a simultaneous announcement in special instances. The Personnel Office will arrange for the engraving of honor award medals by an outside contractor. Requests for engraving of medals shall be prepared on Purchased Order Form T-8 by OSM staff. Forms giving instructions for the use of this service may be obtained from the Personnel Office.

(3) Government Awards

(a) Distinguished Service Award. An award for Distinguished Service in the Department of the Interior may be made for an outstanding contribution to science, outstanding skill or ability in the performance of duties, an eminent career in the Department, an outstanding record in administration, an outstanding contribution to equal opportunity in Government, an outstanding contribution to energy conservation, or any other exceptional contribution to the public service.

(b) Meritorious Service Award. An award for Meritorious Service in the Department of the Interior may be made for an important contribution to science or management; a notable career, superior service in administration or in the execution of duties; initiative in devising new and improved work methods and procedures; superior achievement in improving safety or health of workers or employee morale; superior accomplishment in fostering the objective of equal employment opportunity; or important contributions to energy conservation. Employees shall be considered and nominated for this award at the time an important contribution is made. Nominations based on a notable career shall be made well in advance of retirement.

(c) Outstanding Service Award. An award for outstanding service in the Department of the Interior or OSM may be granted to noncareer employees for outstanding performance in a policy or personal staff relationship with the Secretary or the Director. This award gives the Secretary or the Director a vehicle for recognizing outstanding personal and policy service.

(d) Unit Award for Excellence of Service. If a group of employees working as a unit perform a service so far above and beyond that which is normally expected, that it is considered to be superior, the group may be cited for a unit award for excellence of service. Nominations must be specific as to the period covered by the performance being cited, which shall ordinarily not exceed two years. Eligibility is determined by a comparison of actual performance of the group with the normal requirements of the group operations.

(e) Superior Service Award. An award for superior service may be given at any time during an employee's career for significant acts, services, or achievements that materially aid or affect the successful accomplishment of OSM's mission. This award will be granted, at the time a superior contribution is made, for extremely competent performance of official duties in OSM.

(f) Valor Award. The Valor Award is for OSM employees who demonstrate unusual courage involving a high degree of personal risk in the face of danger. There is no requirement that the act be related to official duties or that the site of the incident be the official duty station. The award is based on the nature of the act and is given individually.

(g) Conservation Service Award. The Department's Conservation Service Award may be granted to individuals or groups that have performed outstanding and direct service to OSM or the Department in the field of conservation of a type of quality which would serve as the basis for a Distinguished Service Award. This award is designed for honoring those not eligible to receive Departmental honor awards because they are not employees of the Department. Normally, only one nomination a year will be considered. For the purpose of this award the term "conservation" encompasses all of the program activities of the Department or OSM.

(h) Public Service Award. This award may be granted to individuals or groups that have indirectly contributed to the effectiveness of the Department's mission as private citizens, or who have made somewhat more modest contributions to agency functions, services, or operations than those required for a Conservation Service Award.

(4) Non-Government Awards

(a) There are various awards outside of Government given in recognition of excellence in the Federal service to encourage the superior performance of employees of the Government. It is the practice of OSM to make nominations for these awards from among those employees of OSM who demonstrate a high potential for growth and achievement. The Personnel Office periodically requests candidates for major "outside" awards. From these candidates, the OSM Headquarters Incentive Awards Committee selects nominees for the Director's consideration.

(b) A list of major honorary awards, by titles only, is in Appendix 3. Approximate dates that nominations are due in the Personnel Office are also included. It should be noted, however, that changes in scheduling by award sponsors may result in fluctuation of due dates. Further information concerning criteria and eligibility for major honorary awards can be obtained from the Headquarters Incentive Awards Administrator in the Personnel Office. Award recommendations may be initiated at any level; however, each nomination submitted for OSM consideration must have the concurrence of the primary organization head where the nominee is located (e.g., Technical Center Administrators or Assistant Directors).

4. Reporting Requirements. Technical Center Incentive Award Coordinators will report to the Division of Personnel, Branch of Employee/Labor Relations and Training (BELRT), on a quarterly basis, the number and types of awards granted.

5. References.

Department of the Interior - Departmental Manual. Part 370 DM 430, 370 DM 451, 370 DM 540.

6. Effect on Other Documents. Supersedes Incentive Awards Program Directive, dated 11/04/80.

7. Effective Date. Upon issuance.

8. Contact.

Division of Personnel, Branch of Employee/Labor Relations and Training, on (202) 343-4656.

APPENDIX 1

TABLE 1, Awards for Tangible Benefits and TABLE II, Awards for Intangible Benefits, are used to compute monetary awards to an individual or to a group of employees for Special Achievement Awards of nonrecurring type identified as Special Acts or Services.

TABLE III, Award Scale for Job Performance, is used to compute individual Special Achievement Awards for Sustained Superior Performance.

TABLE 1

AWARDS FOR TANGIBLE BENEFITS. The amount of the award where monetary savings to the Government can be demonstrated will be paid according to the following scale established by the Office of Personnel Management. A monetary award can be granted only when benefits reach or exceed $250.

CONTRIBUTIONS WITH TANGIBLE BENEFITS

Estimated First-Year Benefits to Government	Amount of Award
Up to $10,000	10% of benefits
$10,001 - $100,000	$1,000 for the first $10,000, plus 3% of benefits over $10,000
$100,001 or more	$3,700 for the first $100,000 plus .5% of benefits over $100,000

The amount of the award for employee contributions approved by OSM line officials for tangible or combined benefits may not exceed $2,000. Contributions resulting in savings that would warrant an award of more than $2,000 are to be referred to the Departmental Incentive Awards Committee through OSM's Headquarters Incentive Awards Committee. The Departmental Incentive Awards Committee has approval up to $10,000. If the Departmental committee finds that the contribution merits a cash award over $10,000, up to $25,000, recommendation is made for the approval of the additional amount to the Office of Personnel Management. In addition to the $25,000 which OPM can approve, the President, upon the recommendation of OPM can approve an additional amount of up to $10,000 for a total of $35,000. Cash awards of more than $35,000 are not authorized under the Government Employee's Incentive Awards Act.

Savings from employees' contributions will be calculated on the basis of the estimated net savings for the first full year of operation. Supplemental awards must be considered when it is subsequently determined that the suggestion or invention has either a wider application or more substantial benefits to the adopting organization than originally estimated.

TABLE 2a

AWARDS FOR INTANGIBLE BENEFITS. When it is determined that the contribution of an employee or a group of employees merits a cash award, based solely or in part on intangible benefits, the amount of the award shall be determined by the extent of the application and the value of the benefit.

a. The extent of the application is defined as:

Limited	-Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.
Extended	-Affects functions, mission, or personnel of several offices, facilities, or installation. Affects an important area of science or technology.
Broad	-Affects functions, mission, or personnel of an entire regional area or command. May be applicable to all of the independent agency or a large bureau. Affects a broad use of science or technology.
General	-Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the nation or beyond.

b. The value of the benefit is defined as:

Moderate	-Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program or service to the public.
Substantial	-Change or modification of an operating principle or procedure; an important improvement to the value of a product, activity; program; or service to the public.
High	-Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program; or service to the public.
Exception	-Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program; or service to the public.

TABLE 2b

Awards for intangible benefits are granted on the basis of the following table:

VALUE OF BENEFIT	EXTENT OF APPLICATION Limited	Extended	Broad	General
Moderate	$ 25 - 100 1/	$ 100 - 250	$ 250 - 500	$ 500 - 1,000
Substantial	$100 - 250	$ 250 - 500	$ 500 - 1,000	$1,000 - 2,500
High Value	$250 - 500	$ 500 - 1,000	$1,000 2,500	$2,500 - 5,000
Exceptional	$500 -1,000	$1,000 - 2,500	$2,500 - 5,000	$5,000 - 10,000 2/

1/ The minimum award for tangible benefits can be granted only when the benefits reach or exceed $250. The minimum award for intangible benefits should require a comparable high standard. In determining cash awards for contributions with intangible results, the value to the Government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.

2/ Awards in excess of $10,000 must be certified to the Office of Personnel Management for Approval.

Note: When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e., a combination of the award based on tangible and the award amount based on intangible benefits.

TABLE 3

AWARD SCALE FOR JOB PERFORMANCE

Sustained Superior Performance Awards are to be based on a percentage of base salary thus making the awards more meaningful and self-adjusting with salary changes. Performance appraisal systems are linked with performance rewards to provide objectivity and to increase employee perceptions that deserving employees are recognized.

Scale	All factors or critical elements	Overall performance	Amount
Up to 5% of base salary	Level I	Far Exceeded standards	3% to 5%
	Level II	Exceeded standards	1% to 3%

The elements which have been rendered negotiable by 5 U.S.C. 7117 may be negotiated at the appropriate authority level. In negotiations, the provisions of this chapter will serve as guidelines.

OSM Form 840

RECOMMENDATION FOR PERFORMANCE AWARD	See Reverse Side of This Form for Guidance in Recommending a Performance Award

NAME OF EMPLOYEE, GRADE AND STEP	POSITION	ORGANIZATIONAL LOCATION

DATE OF LAST REGULAR WITHIN-GRADE	DATE OF LAST PROMOTION	IS PROMOTION PENDING?

PERIOD OF SERVICE ON WHICH RECOMMENDATION IS BASED	HOW LONG IN PRESENT POSITION?

DATES AND TYPES OF PREVIOUS AWARDS (Within Last Five Years)

TYPE OF AWARD RECOMMENDED (Check Applicable Box)	RECOMMENDED AMOUNT OF AWARD (Special Achievement)
☐ Quality Within-Grade Increase ☐ Special Achievement for Sustained Superior Performance ☐ Special Achievement for Special Act or Service	$

SUPERVISOR'S SIGNATURE	SUPERVISOR'S TITLE	DATE

JUSTIFICATION FOR PERFORMANCE AWARD (Attach Additional Sheets As Necessary)

DATES	SIGNATURE AND TITLE OF OFFICIALS CONCURRING IN AWARD

APPROVAL

I certify that it is within my authority to approve the above recommendation and that the criteria for such recognition have been met.

DATE	SIGNATURE AND TITLE OF APPROVING OFFICIAL

MAJOR HONORARY AWARDS

Award	Approximate Due Date-Office of Personnel
Association of Government Accountants Distinguished Leadership Awards	March
National Civil Service League Career Service Awards	July
Justice Tom C. Clark Award (D.C. only)	March
Federal Environmental Engineer Award	August
Federal Paperwork Management Award	July
Federal Women's Award	March
Financial Management Improvement Award	January
Arthur S. Flemming Award	November
Horace Hart Award	December
William A. Jump Award	January
Outstanding Handicapped Federal Employee of the Year Awards	May
President's Award for Distinguished Federal Civilian Service	November
Presidential Management Improvement Award	September
Rockefeller Public Service Awards	March
Warner W. Stockberger Achievement Award	July
Joseph C. Wilson Award	June