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| | U· S· DEPARTMENT OF THE INTERIOR<br>OFFICE OF SURFACE MINING<br>RECLAMATION AND ENFORCEMENT<br>DIRECTIVES SYSTEM | Subject Number: PER 17-2<br>Transmittal Number: 794<br>Date: JUL 27 1993 |

**Subject:** Incentive Awards Program

**Approval:** [signature] **Title:** Acting Director

The Office of Surface Mining Reclamation and Enforcement (OSM) Directive PER-17, dated May 23, 1990, is changed as follows. The primary change is adding Time Off Awards as number 4 to Attachment A, Superior Accomplishment Awards.

| Remove | Insert |
|---|---|
| Page 4 | Revised Page 4 which adds "Deputy Director" to paragraph 4.b.(1) and deletes "Deputy Directors" and changes "Administrative Service Center" to "Administrative Services Division Chiefs" in paragraph 4.b.(2). |
| Page 5 | Revised Page 5 which adds "Deputy Director" between "Director" and "or" in paragraph 4.b.(6)(c). |
| Page 7 | Revised Page 7 which adds "Time Off awards" to paragraph 4.c.(1) and revises the introductory wording to paragraph 4.c.(2). |
| Page 8 | Revised Page 8 which adds "Deputy Director" to paragraphs 4.c.(5)(a) and (e). |
| Page 9 | Revised Page 9 which changes telephone number in 9. to 202-208-2848. |
| | Pages 22-a through 22-f which contain criteria for Time Off Awards. |
| Attachment D | Revised Attachment D which contains the new Department of the Interior scales for tangible and intangible benefits. |

Contact the Division of Personnel, Branch of Employee Management Relations, 202-208-2848, with any questions concerning this Change Notice.

# CHANGE NOTICE

l. Quality Step Increase (QSI) - a salary step increase which may be granted to General Schedule employees in permanent positions for "Outstanding" performance.

m. Special Act or Service Award - a contribution or accomplishment in the public interest which is non-recurring, either within or outside of job responsibilities; a scientific achievement; or an act of heroism.

n. Suggestion - a constructive proposal submitted in writing for evaluation by management which both identifies a problem and proposes a solution to the problem.

o. Suggestion Award - a monetary or nonmonetary award granted for the adoption of an employee suggestion.

p. Superior Accomplishment Award - same definition as for Award.

q. Tangible Benefits - benefits or savings to the Government that can be measured in dollars. For purposes of granting awards, benefits or savings for the first year of operation or implementation normally are used.

4. **Policy/Responsibilities/Procedures.**

a. Policy.

(1) It is OSM policy to encourage employees to actively participate in the common task of improving efficiency and economy of Government operations and to submit ideas for improvement. Managers and supervisors are encouraged to give proper recognition to employees for their contributions toward the improvement of Government operations.

(2) Awards, with one exception, are not mandatory but are a management prerogative. The exception is mandatory performance awards for GM employees receiving an outstanding (Level 5) performance rating. An award may be approved in amount or type that differs from the original nomination or may be disapproved entirely. Therefore, an employee will not be advised that an award nomination has been submitted on his or her behalf until final approval has been received. Although reconsideration may be requested if an award is denied, failure to receive an award is not grievable or appealable.

(3) Due consideration will be given to superior accomplishment awards when rating and ranking employees for promotion.

(4) 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 Act or Service Award may be given for an act of heroism. Later, a Performance Award may be warranted for high-level performance of regular duties for the period in which the act of heroism occurred.

b. Responsibilities.

* (1) The Director and Deputy Director have the overall responsibility for the OSM Incentive Awards Program.

* (2) Assistant Directors, Administrative Services Division Chiefs, Field Office Directors, and Staff Office Heads are responsible for actively promoting the Incentive Awards Program, and for supporting the implementation of this program by providing adequate financial and staff support.

(3) The Chief, Division of Personnel is responsible for developing, administering, monitoring and evaluating the Incentive Awards Program agency-wide in accordance with Departmental and Office of Personnel Management (OPM) requirements.

(4) Servicing Personnel Offices are responsible for administering, monitoring, and evaluating the Incentive Awards Program for their serviced areas under provisions of governing issuances.

(5) Managers and Supervisors are responsible for:

(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;

(c) Submitting a written statement to the Chief, Servicing Personnel Office for review and referral to the next higher level official for decision when they do not concur with the Incentive Awards Committee determination that the award nomination or dollar amount proposed is inadequately supported.

The statement must contain reasons for not concurring with the determination. No action may be taken to effect the award until the higher level official makes the final decision;

(d) Encouraging and assisting employees in the preparation and submission of clearly written and meaningful suggestions;

(e) Ensuring prompt review of all suggestions referred to them for evaluation; and

(f) Promptly placing in effect all approved suggestions.

(6) Incentive Awards Committees in each serviced area have the following responsibilities:

(a) Assisting the Servicing Personnel Office in administering, monitoring, and evaluating the Incentive Awards Program;

(b) Advising management on procedures/criteria for incentive awards nominations; and

(c) Reviewing and presenting recommendations to *the Director, Deputy Director or Assistant Director concerning:

1 Nominations for proposed honorary awards and cash awards up to and including $5,000, excluding Quality Step Increases, Performance Awards, and On-the-Spot Awards;

2 Nominations that are competitive and involve the evaluation of accomplishments of several individuals or groups; and

3 Difficult, complex, or controversial cases. Such cases might arise as the result of an employee's request for reconsideration of a prior action.

(7) The Incentive Awards Administrator, in the Servicing Personnel Office, is responsible for advising and assisting management officials and the Incentive Awards Committee in the operation of the program. In addition to maintaining control of awards files, he/she will work closely with the committee Chairperson on developing internal policy and procedures relating to incentive awards. His/Her responsibilities include the following:

(a) Serving as the executive secretary to the Incentive Awards Committee, maintaining minutes, and preparing

correspondence regarding committee actions;

(b) Providing technical assistance and guidance to supervisors and managers on preparing awards;

(c) Reviewing nominations to assure they meet applicable eligibility criteria contained in guidance and instructions;

(d) Processing approved awards; i.e., ordering checks, preparing letters and certificates, assuring awards are presented in an appropriate and timely manner, and ensuring that copies of documents are filed in the recipient's Official Personnel Folder when appropriate; coordinating awards ceremonies;

(e) Preparing all required reports, including publishing annually the number and types of awards approved within their area of responsibility;

(f) Periodically distributing information regarding incentive awards, including the requirements and procedures for preparing award nominations;

(g) Reviewing suggestions to ascertain whether:

1 they are eligible for consideration;

2 they have Department or Government-wide impact, and if so, submitting the suggestion to the Department Incentive Awards Administrator through the Division of Personnel;

(h) Validating the evaluation and the award amount after the suggestion is returned from the evaluator to ensure compliance with regulations and procedures; and

(i) Promoting the program by implementing campaigns or other promotional ideas to encourage the submission of suggestions.

(8) Administrative Officers are responsible for the technical review and certification for payment of On-the-Spot Awards for their offices. They are also responsible for maintaining records and reporting information concerning these awards to the Servicing Personnel Office at least annually.

(9) Employees share responsibility for improving Government operations and services. Employees may contribute to the operational effectiveness of OSM, the Department, and the

Government by submitting beneficial ideas under the Suggestion Program.

c. Procedures. Managers and supervisors have a variety of awards for recognition of deserving and qualified employees. Incentive Awards Administrators can advise on the type of recognition that is most appropriate. Information concerning award nomination procedures and awards tables are in the attachments.

(1) Superior Accomplishment Awards are at Attachment A. These include:

(a) Suggestions and inventions (patent applications);

(b) Special act or service awards; and

* (c) Time Off awards.

* (2) Awards based on annual performance ratings of record are at Attachment B. These include:

(a) Performance awards (lump-sum cash); and

(b) Quality step increases.

(3) Honorary Recognition Awards are at Attachment C. These include:

(a) Distinguished Service Award;

(b) Outstanding Service Award;

(c) Meritorious Service Award;

(d) Unit Award for Excellence of Service;

(e) Superior Service Award;

(f) Valor Award;

(g) Exemplary Act Award;

(h) Secretary's Annual Award for Paperwork Reduction;

(i) Conservation Service Award (for citizens in the private sector);

(j) Public Service Award (for citizens in the private sector);

(k) Secretary's Annual Safety Program Award;

(l) Certificate of Safety Achievement Award;

(m) Safety Council Award of Merit;

(n) Length of Service Recognition;

(o) Retirement; and

(p) Awards for Disclosures of Fraud, Waste, and Mismanagement.

(4) Awards Tables are at Attachment D. Level of approval and the dollar amount will be as specified in the most current OSM Directive on Delegations of Authority (OPM-5).

(5) Incentive Awards Committees will be established for the East, West and Headquarters serviced areas.

* (a) The Director and Deputy Director will select members to serve on the committee for Headquarters and the appropriate Assistant Director(s) will select for the East and West. The Servicing Personnel Offices will assist these individuals in determining how to select committee members.

(b) The committee will consist of the chairperson, who will be selected by a majority vote of all voting members of the committee, and at least four additional members who will serve on a rotating schedule for a period of two years.

(c) The chairperson of the committee may act for the full committee on cases normally requiring committee approval only under unusual circumstances, documented and agreed to in advance by the Incentive Awards Administrator.

(d) The committee members should be from various occupational disciplines, be objective, demonstrate good judgment, and enjoy the confidence of the work force at large.

* (e) The Director, Deputy Director, and Assistant Director(s) will ensure that females and members of minority groups are included in the membership of the Incentive Awards Committees.

(f) A nonvoting executive secretary (normally the Incentive Awards Administrator) will be assigned to perform necessary administrative duties.

(g) An ad hoc committee may be convened or alternate committee members may be designated to consider awards being recommended for employees who are members of the Incentive Awards Committee; supervise or are supervised by committee members; or are related to committee members.

(h) All "outside" awards (including those for approval at Department level) will be routed through the Division of Personnel prior to leaving OSM. All awards for the Director's approval or for Departmental approval will be routed through the local committee before forwarding to Headquarters (e.g., a Superior Service Award for an employee in the West would be routed through the committee in the West before being sent to Headquarters).

5. **Reporting Requirements**. Annually.

6. **Effect on Other Documents**. Supersedes PER-15 (Employee Suggestion Program) dated 11/3/86; PER-17 (Incentive Awards Program) dated 4/11/83 with Change Notices dated 3/6/84, 9/14/84, 9/27/88; and Temporary Directive 89-14 (On-the-Spot Awards) dated 2/10/89; and Temporary Directive 89-18 (Supplemental Incentive Awards Instructions) dated 3/31/89.

7. **References**.

a. DOI Departmental Manual - 370 DM 451.

b. FPM - Chapter 451.

c. DOI Departmental Manual - 370 DM 430.

d. OSM Directive, PER-14.

8. **Effective Date**. Upon Issuance.

9. **Contact**. Division of Personnel, Branch of Employee Management Relations, FTS/202-208-2848.

10. **Keywords**. Award, On-the-Spot, Suggestion.

11. **List of Appendices**.

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|---|---|
| Index | |
| Attachment A | Superior Accomplishment Awards |
| Attachment B | Awards Based on Performance |
| Attachment C | Honorary Recognition Awards |
| Attachment D | Awards Tables |

4. **TIME OFF AWARDS**

a. Authority. The Federal Employees Pay Comparability Act of 1990 (FEPCA), Public Law 101-509, provides Federal agencies authority to grant employees time off from duty as an incentive award under 5 U.S.C. 4502(e). The Office of Personnel Management has provided regulations under 5 CFR 451.301-307. Department of the Interior implementing instructions are under Personnel Management Letter No. 92-7 (451).

b. Coverage and Eligibility. Employees as defined in Section 2105 of Title 5 of the United States Code, including those covered by the Performance Management and Recognition System (PMRS), who are working full-time or part-time schedules, are eligible for Time Off Awards; those on intermittent work schedules are not eligible. Members of the Senior Executive Service are not eligible.

c. Purpose. Time Off Awards are intended to increase Federal employees' productivity and creativity by rewarding their contributions to the quality, efficiency, or economy of Government operations.

d. Definition. A Time Off Award is an excused absence granted to an employee without charge to leave or loss of pay, as a means of recognition of a personal effort that contributes to the quality, efficiency, or economy of Government operations.

e. Policy. Managers and supervisors are encouraged to utilize innovative ways to recognize employees' creativity and productivity through the incentive awards program. The Department and the OSM support Time Off Awards for this purpose and intend that the process be simplified as much as possible by granting approval authority to first line supervisors and reviewing officials. Managers are encouraged to use Time Off Awards as close to the event of award as possible. The granting of Time Off Awards as well as other incentive awards is an exercise of management discretion excluded from the agency administrative grievance procedure.

f. Criteria. Nominees must demonstrate high quality accomplishment(s) which contribute to the quality, efficiency or economy of Government operations. The following are some examples of high quality accomplishments; these examples are not all inclusive:

(1) Ensuring the mission of the organization is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload;

(2) Displaying special initiative and skill in completing an assignment or project before the deadline; or,

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

g. Granting Time Off Awards. The minimum Time Off Award is 1 workday. A Time Off Award is based on the employee's work schedule at the time the award is approved. The maximum award is determined by the following:

(1) Full-Time Employees. No more than 40 hours may be granted for a single award. No more than 80 hours as Time Off Awards may be granted in any leave year.

(2) Part-Time Employees and Those with Uncommon Tours of Duty. No more than one-half of the average number of hours of work in the employee's biweekly scheduled tour of duty may be granted for a single award. No more than the average number of hours of work in the employee's biweekly scheduled tour of duty may be granted in any leave year.

h. Approval of Awards. The immediate supervisor is authorized to approve 1 workday without further review. The next higher level official is authorized to approve up to 40 hours for a single Time Off Award. The immediate supervisor and/or approving official should determine the number of hours to be granted for a Time Off Award by considering the benefits realized by the Government in terms of the value of the contribution and the extent of application and/or impact of the employee's contribution. Although Time Off Award is not monetary, Attachment D, Table 2, (Scale of Awards Based on Intangible Benefits) which provides a description of value of contribution and extent of application may be helpful in determining the amount of time off to grant.

i. Relationship to Other Awards. Time Off Awards are another form of recognition to be used to encourage and recognize exceptional employees for contributions that benefit the Government. They do not replace existing cash or honorary awards. Time Off Awards are for specific accomplishments that are generally of a one time, non-recurring nature. Time Off Awards are not intended for continuing high level performance, are not to replace or conflict with performance awards, are not to be based on ratings of record, nor are they to replace compensatory time or overtime due an employee. Time Off Awards may be used in combination or conjunction with cash or honorary awards. When used in combination or conjunction with another award, award processes for each individual award will be followed (e.g., Time Off Awards procedures and Special Act or Service procedures will be followed respectively for a Time Off Award granted in conjunction with a Special Act or Service Award). As with other incentive awards, Time Off Awards will be given due weight when rating and ranking an employee for promotion.

j. Relationship with Leave. Time Off Awards are a new employee incentive rather than a new category of leave. They cannot be converted to a cash payment under any circumstance. Therefore, they cannot be converted like accrued annual leave to a cash payment upon separation from the Federal service. Time Off Awards cannot be transferred when the employee transfers to another Federal agency. However, the Time Off Award may be transferred to another Interior bureau if because of an unusual circumstance, the employee was unable to use the award, and the new supervisor agrees to allow the employee to use the award in the new position.

k. Procedures for Nomination. The immediate supervisor prepares a brief written statement on Form DI-1973 which clearly and succinctly describes the contribution or accomplishments made by the employee. If the award amount exceeds 1 workday, the award nomination will be referred to the next higher level official for review and approval.

l. Distribution of Form DI-1973. After approval, the original Form DI-1973 is presented to the employee in an appropriate ceremony. The second copy is forwarded to the employee's Servicing Personnel Office for preparation of Standard Form 50, Notification of Personnel Action, and retention in the employee's Employee Performance File. The third copy is furnished to the Timekeeper for recording on the Time and Attendance Record. The fourth copy is retained by the immediate supervisor.

m. Documenting Time Off Awards. Servicing Personnel Offices will prepare Standard Form 50, Notification of Personnel Action, at the time the award is granted using the date the approving official signs as the effective date. The number of hours granted is shown in Block 20. The Nature of Action Code is 872/Time Off Award and the Authority is V 3E/5 U.S.C. 4502(e). An extra copy of these actions should be filed in a separate file to facilitate reporting.

n. Time and Attendance Recording. The Timekeeper is to record the Time Off Award granted by using Hours Code 30B and by inserting the total number of hours granted under the weekly total hours column on the Time and Attendance Report. When the Time Off Award is taken by the employee, the Timekeeper is to record the Time Off Award hours used by using Hours Code 30C and by inserting the number of daily hours used and the weekly totals to complete the employee's regular schedule.

o. Using Time Off Awards.

(1) The immediate supervisor has the authority to schedule the use of the Time Off Award so that organizational workload can be considered and productivity sustained. Therefore, the employee and the immediate supervisor will agree on the use of the Time Off Award.

(2) Time Off Awards must be scheduled and used within 1 year after the effective date of the award, which is the date the approving authority signs the award. Employees should be informed of the 1-year limitation on use at the time the award is presented. The expiration date is inserted on the Form DI-1973 for this purpose. Awards not used within the 1-year limitation expire.

(3) Time Off Awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation. In addition, if the employee becomes physically incapacitated during the use of the Time Off Award, the immediate supervisor may grant sick leave for the period of incapacitation and reschedule the use of the award.

p. Reviewing and Reporting Time Off Awards. Proper use of this authority will be monitored during personnel management evaluations and management reviews. Time Off Awards will be reported on the Incentive Awards Annual Program Report. Special reporting may be required as necessary. Records will be maintained in such a manner that report information can be readily extracted. Report requirements may include items such as: number of awards per employee, number of awards per manager per employee, total number of awards, and total amount of time off.

q. Ordering Form DI-1973. Form DI-1973 is a 4-copy carbonless form which can be obtained through normal procedures for ordering Departmental forms. Copies of the form and the instructions are attached for information only.

# *UNITED STATES DEPARTMENT of the INTERIOR*

_____
*Bureau*

_____
*Recipient*

is presented a
**TIME-OFF AWARD**
for

_____ Hour(s)
for a high quality accomplishment.

_____
_____
_____
_____
_____
_____
_____
_____
*Brief Description of Accomplishment*

_____
*Date*

_____
*Immediate Supervisor*

_____
*Date*

_____
*Reviewing Official*
*(if for more than 1 Workday)*

_____
*Employee Social Security Number*

**Time-Off Award will expire one year from date of approval**

# INSTRUCTIONS FOR COMPLETING TIME OFF AWARDS

SPECIFIC INSTRUCTIONS ARE FOUND IN PERSONNEL MANAGEMENT LETTER NO. 92-7 (451) AND WILL BE INCORPORATED IN THE DEPARTMENTAL MANUAL (370 DM 451). IN ADDITION, BUREAU INCENTIVE AWARDS COORDINATORS CAN ANSWER SPECIFIC QUESTIONS ABOUT TIME OFF AWARDS.

1. The immediate supervisor prepares a brief written statement on this form which clearly and succinctly describes the contribution or accomplishments made by the employee.

2. Time Off Awards are for specific accomplishments of a one time, non-recurring nature. They are not intended for continuing high level performance and are not based on ratings of record. Nominees must demonstrate high quality accomplishment(s) which contribute to the quality, efficiency or economy of Government operations. Time Off Awards may be used in combination with cash or honorary awards.

3. The minimum Time Off Award is 1 workday. The maximum for full-time employees is no more than 40 hours for a single award; no more than 80 hours may be granted in any leave year. The maximum for part-time employees and those with uncommon tours of duty is no more than one-half of the average number of hours of work in the employee's biweekly scheduled tour of duty for a single award; no more than the average number of hours of work in the employee's biweekly scheduled tour of duty may be granted in any leave year.

4. Immediate supervisors may approve 1 workday. The next higher level official may approve up to 40 hours for a single award. The immediate supervisor and/or approving official should determine the number of hours to be granted for a Time Off Award by considering the benefits realized by the Government in terms of the value of the contribution and the extent of application and/or impact of the employee's contribution.

5. The immediate supervisor and/or next higher level official approving authority, if appropriate, presents the original copy of the Time Off Award to the employee at an appropriate ceremony.

6. The second copy of this form is promptly forwarded to the servicing personnel office for preparation of Standard Form 50, Notification of Personnel Action.

7. The third copy of this form is promptly forwarded to the employee's Timekeeper for recording on the Time and Attendance Report. For Time Off Award granted use Hours Code 30B and record the total number of hours granted under the weekly total hours column. For Time Off Award used use Hours Code 30C and record the daily hours used and the weekly totals to complete the employee's regular schedule.

8. The employee and the immediate supervisor will agree on the use of the Time Off Award. Time Off Awards must be used within 1 year from the ate of approval. Time Off Awards do not convert to cash under any circumstances.

## AWARDS SCALES

AWARDS BASED ON TANGIBLE BENEFITS OR SAVINGS . Normally, awards for contributions which result in tangible benefits or savings are based on an estimate of the first-year dollar savings or benefits. An estimate of savings should be used in most cases to permit timely recognition of the contribution. If actual savings are used to calculate the award, an initial award should be paid at the time the contribution is approved, with the balance paid in a supplemental award at the time actual savings are determined. The minimum award granted is to be $50, based on either tangible savings of $500 or intangible benefits of limited application and moderate value. Attached at Table 1 is the Scale for Tangible Benefits.

AWARDS BASED ON INTANGIBLE BENEFITS. Whenever possible, evaluating or recommending officials should identify dollar savings or benefits resulting from the contribution and base an award on tangible benefits. When dollar benefits cannot be determined, the amount of award may be derived using the Scale for Intangible Benefits which is attached at Table 2. In recommending awards based on intangible benefits, recommending officials should consider the savings that would have been required using the tangible benefits scale to merit an award amount. For example, an employee contribution saving $100,000 earns the employee an award of $3,700 at a minimum ($1,000 for the first $10,000, plus 3% of benefits over $10,000). Another employee made a contribution which does not lend itself to dollar measurement. The recommending official, while not being able to identify dollars, must use judgment to establish the value of the contribution to the organization and the extent of application of the contribution.

AWARDS BASED ON TANGIBLE AND INTANGIBLE BENEFITS. Certain contributions produce dollar benefits and significant intangible benefits. In those instances, recommending officials may base the award on both types of benefits and grant an award based on its total value to the organization. The amount of the award for intangible benefits will be added to the amount of the award for tangible benefits to derive the total award.

TABLE 1

## SCALE FOR TANGIBLE BENEFITS

| ESTIMATED FIRST-YEAR BENEFITS OR SAVINGS | AMOUNT OF AWARD |
|---|---|
| Up to $10,000 | 10% of benefits |
| $10,001 to $100,000 | $1,000 for the first $10,000, plus 3% - 5% of benefits over $10,000 |
| $100,000 or more | $3,700 for the first $100,000, plus .5% - 1% of benefits/savings over $100,000 |

TABLE 2

| VALUE OF BENEFIT | SCALE FOR INTANGIBLE BENEFITS<br>EXTENT OF APPLICATION | | | |
|---|---|---|---|---|
| | LIMITED APPLICATION<br>Affects functions missions or personnel of one office, facility, installation, or an organizational element. Affects a small area of science or technology. | EXTENDED APPLICATION<br>Affects functions, missions or personnel of several offices, facilities or installations. Affects an important area of science or technology. | BROAD APPLICATION<br>Affects functions, missions or personnel of an entire region or several regions, or an entire bureau. Affects a broad area of science or technology. | GENERAL APPLICATION<br>Affects functions, missions or personnel of several bureaus, an entire Department, or is in the public interest throughout the nation or beyond. |
| MODERATE VALUE<br>Change or modification to an operating principle or procedure with limited impact or use.<br>Contribution may represent completion of a project or an assignment in a very successful manner. | $50 - $150 | $150 - $500 | $500 - $1,000 | $1,000 - $3,000 |
| HIGH VALUE<br>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.<br>Contribution may represent completion of a project or an assignment in a highly successful manner. | $150 - $750 | $750 - $1,500 | $1,500 - $3,000 | $3,000 - $5,000 |
| EXCEPTIONAL VALUE<br>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.<br>Contribution may represent completion of a project or an assignment in an outstanding manner. | $750 - $1,500 | $1,500 - $3,000 | $3,000 - $5,000 | $5,000 - $10,000 |

TABLE 3

## AWARD SCALE FOR JOB PERFORMANCE

GS 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 awards to provide objectivity and to increase employee perceptions that deserving employees are recognized.

Scale: Up to 5% of base salary

| Annual Performance Rating | Amount |
|---|---|
| Outstanding (Level 5) | 3% to 5% |
| Highly Successful (Level 4) | 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 directive will serve as guidelines.