United States Department of Agriculture
Marketing and Regulatory Programs
Grain Inspection, Packers and Stockyards Administration

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EMPLOYEE

RECOGNITION

PROGRAM

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FOREWORD

This Directive provides guidelines for the Grain Inspection, Packers and Stockyards Administration's (GIPSA) Employee Recognition Program (Program). The Employee Recognition Program is designed to fairly and equitably recognize and reward our employees for excellence in fulfilling GIPSA's mission.

This Program will help GIPSA to continuously improve by providing a means of motivating individuals and groups to use their knowledge, talents, and abilities to excel in their jobs. We are striving to ensure that an equitable system of recognition is in place to recognize and reward employees for doing high quality work.

This Directive provides a reference tool for both supervisory and nonsupervisory employees. It provides clear guidance and information and is intended to lead us towards a recognition program that motivates and rewards employees for performing high quality work.

The improvements incorporated in this revised Directive are a result of suggestions from our fellow employees, and also reflects the Departmental changes on award levels. The updates define the roles and the appointing process of the employee recognition officers and the employee recognition coordinator, clarify award categories and definitions, reword the Administrator's awards section, update and show the correct award processing requirements, simplify the external awards listing by referencing the USDA Web site, and update the EEO statement.

By working together, we can make our Employee Recognition Program an Agency Program to benefit all employees.

/s/
James E. Link
Administrator

EMPLOYEE RECOGNITION PROGRAM

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CHAPTER 1

POLICY

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1.1 PURPOSE

This Directive provides guidelines for the Grain Inspection, Packers and Stockyards Administration's (GIPSA) Employee Recognition Program which will help improve Government efficiency, economy, and effectiveness by using awards to motivate individuals and groups to use their knowledge, talents, and abilities to excel in their jobs.

The Employee Recognition Program is designed to fairly and equitably recognize and reward individuals and groups for excellence in fulfilling GIPSA's mission of facilitating the marketing of livestock, poultry, meat, cereals, oilseeds, and related agricultural products and promoting fair and competitive trading practices for the overall benefit of consumers and American agriculture.

1.2 REPLACEMENT HIGHLIGHTS

This Directive replaces GIPSA Directive 4451.1, Employee Recognition Program, dated 12/5/03.

1.3 AUTHORITIES

Chapter 45, Title 5 United States Code (U.S.C.) and Chapter 45, Title 5 Code of Federal Regulations (CFR) Part 451 provide authority to establish employee recognition programs (5 U.S.C. 4503). Regulatory requirements for performance recognition for employees in General Schedule (GS) and prevailing rate employees are found in 5 CFR Part 430. Regulatory requirements for Quality Step Increases for GS employees are found in 5 CFR Part 531. Regulatory requirements for Senior Executive Service (SES) recognition are found in 5 U.S.C. 5384, 5 U.S.C. 4502 through 4503, and 5 U.S.C. 4507.

1.4 POLICY

It is GIPSA's policy to:

a. Grant recognition based on the value of the contribution to the Government;

b. Ensure that the Employee Recognition Program is not used as a substitute for other personnel actions, such as promotions or pay;

c. Obtain maximum benefits for the Government, whenever possible, by considering the applicability of employee contributions throughout the Department and the Government;

d. Provide effective promotion, publicity, and training about the Employee Recognition Program to supervisors and employees;

e. Expect supervisors to invite and encourage suggestions, identify employees who deserve recognition, promptly act on award nominations, use the performance appraisal process to help identify performance supporting an award, and inform employees about types of ideas and performance for which they can be rewarded; and

f. Ensure that consideration for recognition is:

(1) Made without regard to race, color, religion, sex, national origin, age (if 40 or over), disability, reprisal (for prior participation in an EEO activity or having opposed discrimination), political affiliation, labor organization affiliation or nonaffiliation, sexual orientation, marital status, parental status, or genetic information.

(2) Not based on personal favoritism or patronage.

1.5 DEFINITIONS

Administrator's Award. An annual monetary recognition given to GIPSA employees and other individuals who support GIPSA programs for outstanding contributions in fulfilling the mission of GIPSA.

Contribution. An accomplishment achieved through an individual or group effort in the form of superior performance, a suggestion, an invention, or extra effort in the public interest. The accomplishment is usually related to official employment and contributes to efficiency or economy through cost reduction, productivity improvement, or any other improvement of Government operations, including paperwork reduction.

Customer. A customer is anyone who receives the output of GIPSA employees' work, whether it is a product or a service. There are two kinds of customers: internal and external. *Internal customers* are the people within GIPSA who receive the results of our work and use them to perform their work, which is, in turn, passed along to their own internal or external customers. *External customers* are those who are not part of GIPSA and who distribute or use an individual's or the organization's product or service.

Employee Suggestion. An idea offered to improve the efficiency or economy of day-to-day operations which ultimately benefit the Government.

Employee Recognition Committee. A group of agency employees appointed by Agency Division and Staff Directors to assist in the Agency-wide implementation and monitoring of the Employee Recognition Program.

Employee Recognition Coordinator. An employee appointed by the Administrator to coordinate Agency award activities and serve on the Employee Recognition Committee. The Employee Recognition Coordinator will also serve as liaison to the Secretary's Honor Awards Program and Equal Employment Opportunity Awards.

Employee Recognition Officer. An employee selected by each Division or Staff Director to serve on the Employee Recognition Committee.

Extra Effort Award. Monetary or nonmonetary recognition granted for a "one-time" act or occurrence that is acknowledged as a contribution or accomplishment within or outside of job responsibilities. The extra effort award is separate from recognition based on the employee's performance rating.

Group Award. Recognition granted to a group of at least three people. Two persons are not considered a group but would jointly share awards. Individuals outside the Agency may be included if prior approval is obtained from all agencies or entities involved. Group members do not have to be stationed at one location.

Invention Award. A monetary and/or honorary recognition for an invention that is of interest to the Government or the public, and for which patent coverage is sought or granted.

Lump-Sum Performance Bonus Award. A monetary recognition granted for superior performance of duties and responsibilities in the employee's assigned position throughout the rating period.

Measurable Benefits. Benefits to the Government and GIPSA in terms of time saved, money saved, or cost avoidances that can be measured in dollars.

Monetary Award. Recognition granted for a particular one-time accomplishment, such as a superior contribution on a short-term assignment or project, an act of heroism, a scientific achievement, major discovery, or significant cost savings. Dollar amounts are determined by the value of benefit and application of the contribution to the Department's or Agency's missions or goals. Monetary recognition can be given in conjunction with nonmonetary recognition or time-off awards; e.g., a cash award given with a plaque.

Nonmeasurable Benefits. Benefits to the Government or GIPSA which cannot be measured in terms of time saved, money saved, or costs avoided.

Nonmonetary Award. Recognition granted for a specific one-time outstanding accomplishment or contribution which is above and beyond normal job requirements but does not meet the requirements for cash awards.

Quality-Step Increase. A monetary recognition of an additional within-grade increase granted to GIPSA employees based on outstanding performance.

Safety and Occupational Health Award. A monetary or nonmonetary recognition granted for a specific contribution which actively promotes a safe and healthful workplace.

Spot Award. An immediate monetary recognition of an accomplishment or effort toward achieving the Agency's goals for which higher-level recognition is not appropriate.

Time-Off Award. An excused absence from work granted to an employee without charge to leave or loss of pay in recognition of a superior accomplishment or achievement or other effort that contributes to the quality or efficiency of GIPSA.

1.6 APPROVING OFFICIALS

a. **Administrator/Deputy Administrator** will:

(1) Approve awards up to $5,500 for all eligible employees, except members of the SES, and incur necessary expenses for the honorary recognition of employees. All recognition for individuals or group members exceeding $5,500 per person requires approval from the Under Secretary to the Secretary of Agriculture. Cash awards for SES employees will be submitted through the Under Secretary to the Director, Office of Human Resources Management, for the Secretary's approval.

(2) Ensure that funding for recognition awards is incorporated into the Agency's budget planning process.

(3) Select annual Honor Award nominations for submission through the Under Secretary to the Secretary of Agriculture for consideration.

(4) Make final selection for the Administrator's Awards.

(5) Appoint an Agency Employee Recognition Coordinator to coordinate Agency award activities and serve on the Employee Recognition Committee.

b. **Division and Staff Directors** will:

(1) Approve cash awards for any Division employee or group of employees, nominated by a Recommending Individual, up to $3,000.

(2) Approve time-off awards up to 40 hours for a single contribution, not to exceed 80 hours per employee during a leave year.

(3) Confirm that awards presented are within budget allocations, and that funding for recognition awards is incorporated into the Division's budget allocation.

(4) Promote fair and uniform use of the Employee Recognition Program within their Division.

(5) Ensure compliance with the provisions of this Directive.

(6) Appoint a Division Employee Recognition Officer to serve on the Employee Recognition Committee.

c. **Branch and Staff Chiefs/Field Office Managers (FOM's)/Regional Directors/Equivalent Supervisors as Designated by the Deputy Administrators** will:

(1) Approve cash awards for any employee or group of employees up to $750 and ensure that awards presented are within their budget limitations.

(2) Approve time-off awards up to 10 hours, not to exceed 80 hours per employee during a leave year.

(3) Promote fair and uniform use of the Employee Recognition Program within their office.

(4) Ensure compliance with the provisions of the Employee Recognition Program.

(5) Encourage employee suggestions, adopt those within their delegated authority that clearly improve operations, and give specific reasons why others are not usable.

1.7 DETERMINING APPROPRIATE RECOGNITION

CATEGORIES/TYPES OF AWARDS – CHART

	Categories	Types of Awards
Monetary	Specific Contribution	Extra Effort (Cash) Administrator's Spot Employee Suggestions Invention Awards
	Performance Bonus	Lump-Sum Quality Step Increase
	Safety and Health	Administrator's Award for Safety Headquarters Award of Valor Certificate of Merit Collateral Duty Safety and Health Officials Collateral Duty Compensation Specialist
Nonmonetary	Specific Contribution	Time-Off Honorary Informal Recognition Letters of Appreciation or Commendation Certificates of Appreciation or Commendation Keepsakes -- Mementos and Tokens
	Safety and Health	Certificate of Appreciation (Any Employee) Safe Worker Certificate of Appreciation (CDSHO or CDCS) Certificate of Appreciation (Office Without a Reportable Accident) Certificate of Appreciation (Office With a 10 Percent or Greater Reduction in Reportable Accidents)
	Other	Secretary's Honor Awards Career Service External

1.8 EMPLOYEE RECOGNITION COMMITTEE

The Employee Recognition Committee coordinates implementation of the Agency's Employee Recognition Program.

a. The Committee is composed of the Agency's Employee Recognition Coordinator, Employee Recognition Officers, and others as appointed by the Administrator. A Committee Chairperson will be selected by the members of the Employee Recognition Committee.

b. The Committee periodically reviews the recognition program and makes recommendations, as needed, to the Administrator for improvement.

c. The Committee reviews nominations for Administrator Awards and forwards recommendations for selection to the Administrator.

d. Records of recognition given (by employee, number of awards, and office) are kept by the Agency's Employee Recognition Coordinator annually, along with other recognition information.

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CHAPTER 2

SPECIFIC CONTRIBUTION AWARDS

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2.1 DEFINITION

Extra effort awards are monetary and nonmonetary recognition given for specific one time contributions either outside or within job responsibilities. The rating of record is not a factor in an extra effort award; however, a specific contribution which is rewarded with an extra effort award may be considered in the next rating of the employee.

2.2 GENERAL REQUIREMENTS

Extra effort awards exceeding $750 must be supported by a written justification. It is sufficient to provide a brief, specific description of the contribution and a statement of the measurable and/or nonmeasurable benefits upon which the amount of a monetary award is based. Although approving officials may require additional documentation, requirements should be minimal. Recommendations should be prepared and acted upon as soon as possible, normally within 60 days, after it is determined that the contribution warrants recognition.

2.3 APPROVAL

Extra effort awards must be awarded and approved by GIPSA managers in compliance with the delegations in chapter 1, section 1.6. An extra effort award must be reviewed and approved by an Agency Official at a higher level than the Recommending Individual.

2.4 AMOUNT OF AWARD

Monetary extra effort awards will be proportionate to the benefits obtained by the Government from the contribution. The amount of a monetary award must be determined in accordance with the Measurable and/or Nonmeasurable Benefits Scales in Attachment 2-F. Wherever possible, measurable benefits should be calculated to determine award amounts. The Approving official must ensure that funds are available and within their budget allocations.

Nonmonetary extra effort awards will be of nominal value. An award item can be a certificate, citation, medal, plaque, badge, or other item that has an honorary value.

2.5 COVERAGE

a. **USDA/GIPSA Employees.** All employees of USDA/GIPSA are eligible for an Extra Effort Award. SES career employees are eligible for performance bonuses, Presidential Rank and Extra Effort Awards (excluding spot and time off awards). SES non-career employees are eligible for Extra Effort Awards (excluding spot and time off awards). Former employees are eligible for monetary and nonmonetary awards for recent contributions made while employed by the Agency.

b. **Non-USDA Employees.**

(1) All Federal employees are eligible for monetary and nonmonetary awards for contributions which benefit the Agency or Department.

(2) Non-Federal employees are not eligible for monetary awards, but may be granted nonmonetary awards for contributions which benefit GIPSA. GIPSA may pay necessary expenses, including travel and per diem, for the presentation of nonmonetary recognition to recipients who are not Federal employees.

2.6 TYPES OF EXTRA EFFORT AWARDS

a. **Monetary Extra Effort Awards**. Recognition granted for a particular accomplishment, such as a superior contribution on a short-term assignment or project, an act of heroism, a scientific achievement, major discovery, or significant cost savings. Dollar amounts are determined by the value of benefit and application of the contribution to the Department's or Agency's missions or goals. Monetary recognition can be given in conjunction with nonmonetary recognition; e.g., a cash award given with a plaque.

(1) **Extra Effort (Cash) Awards.**

(a) Purpose. To recognize individuals or groups who make significant one-time contributions (e.g., special project, task force, etc.) toward achieving GIPSA's mission or goals.

(b) General Requirements. Extra effort awards provide GIPSA managers and supervisors with a means of recognizing employees for a "one-time" act or occurrence that is recognized as a contribution or accomplishment that is within or outside of an employee's job responsibilities. (See Attachment 2-A.)

(c) Eligibility. All USDA/GIPSA employees, including employees still covered by the former Performance Management and Recognition System, and other Federal Employees, are eligible for extra effort awards.

(d) Contributions Eligible for Recognition:

Examples of employee achievements that might be considered for an extra effort award include:

1 Making a one-time contribution or accomplishment that is within or outside his/her job requirements;

2 Making a scientific achievement; and/or

3 Performing an act of heroism.

(e) Amount of Award. Use the Measurable and Nonmeasurable Benefits Scales (Attachment 2-F) when determining the appropriate amount of the award. Awards exceeding $750 require written justification, in addition to Form AD-287-2, Recommendation and Approval of Awards.

(f) Approval. Extra effort awards must be awarded and approved by GIPSA managers in compliance with the delegations in chapter 1, section 1.6. An extra effort award must be reviewed and approved by an Agency official at a higher level than the Recommending Individual. The Secretary approves monetary extra effort awards for SES employees.

(g) Processing Requirements, hard copy or electronic form:

1 Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy is retained by the appropriate division or staff and a copy of the AD-287-2 is forwarded to the Employee Recognition Coordinator.

2 The employee receives a copy of the AD-287-2, along with a Certificate of Merit.

(2) **Administrator's Awards.** Administrator's Awards will be given annually to GIPSA employees and other individuals who support the GIPSA program in recognition of outstanding contributions to the mission of the Agency.

(a) Purpose. Administrator's awards recognize the creative efforts and contributions of GIPSA employees and those who support the GIPSA program.

(b) Award Categories. Individual and group awards may be given in each of the following categories:

1 Distinguished.

2 Superior.

3 GIPSA Support (non-GIPSA employee).

4 Equal Employment Opportunity/Civil Rights.

5 Safety.

NOTE: Past winners of the Distinguished Award will not be eligible for selection for the Distinguished Award again for 2 years.

(c) Selection Criteria for Distinguished and Superior Awards.

1 Sustained productivity toward the accomplishment of GIPSA's mission.

2 Sustained leadership leading to the advancement of GIPSA's mission.

3 National or international activities that further GIPSA's mission.

4 Program, management, or organizational improvements that further GIPSA's mission.

5 Extra effort contributions having a major impact on GIPSA's mission.

6 Contributions significantly above and beyond normal job responsibilities.

(d) Selection Criteria for Equal Employment Opportunity/Civil Rights Award.

1 Extra efforts to recruit underrepresented groups.

2 Significant contributions toward meeting GIPSA's goal of workforce diversity.

3 Participation in volunteer activities related to affirmative action or civil rights.

4 Special assistance in training activities.

5 A noteworthy career that is an example to others.

6 Significant leadership or supervision in support of affirmative action or civil rights.

(e) Selection Criteria for Safety Award.

1 Extra effort contributions which have contributed significantly to GIPSA's safety and health program.

2 Specific contributions which actively promote a safe and healthful workplace.

3 Demonstration of unusual leadership and skill in minimizing the risk of accidents or in developing safe work procedures.

4 An unselfish act of heroism to protect or to save the life or property of another individual.

(f) Nominations and Selection Procedures.

1 Any GIPSA employee may nominate an employee or group of employees by submitting the nomination to the Employee Recognition Committee (address below) at any time during the year. As a reminder, the Committee will publicize information regarding nomination forms and instructions to all employees approximately 90 days prior to the annual awards presentation.

Employee Recognition Committee
c/o GIPSA Incentive Awards Coordinator
USDA, GIPSA
STOP 3642
1400 Independence Avenue, S.W.
Washington, D.C. 20250-3642

2 Nominations may be submitted by completing a nomination form, such as Attachment 2-B, or by submitting the following information on plain paper which contains the nominee's name, position title, office address, a clear description explaining how the nominee (individual or group) meets the selection criteria, the date, and the name and title of the person submitting the nomination.

3 The Employee Recognition Committee will review all nominations and make appropriate recommendations to the Administrator.

4 The Administrator will make the final selection for the awards.

(g) Processing Requirements, hard copy or electronic form. Following final selections, the Administrator's Office will forward the approved nominations to the Employee Recognition Committee who will be responsible for preparing Forms AD-287-2 and processing the forms as follows:

1 Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy is retained by the appropriate division or staff and a copy of the AD-287-2 is forwarded to the Employee Recognition Coordinator.

2 The employee receives a copy of the AD-287-2.

(h) Nature of Awards. The awardees will receive cash awards funded by the Administrator's Office with appropriately inscribed plaques.

(3) **Spot Awards.**

(a) Purpose. To allow a supervisor to grant immediate monetary recognition for a one-time accomplishment or effort (e.g., special project, task force, etc.) toward achieving GIPSA's mission or goals.

(b) General Requirements. Spot awards provide GIPSA managers and supervisors with a means of recognizing employees for special day-to-day efforts which contribute in a special way to getting the job done. Spot awards provide for immediate cash recognition with minimal documentation and serve as a means of giving employees recognition for nonrecurring special contributions.

Spot awards are granted by managers or supervisors to recognize accomplishments or efforts toward achieving Agency goals for which higher level recognition is not appropriate or which may otherwise be unrecognized. These awards are not intended to replace other traditional methods of recognition, such as lump-sum performance bonus awards or quality step increases, but rather to

increase supervisors' options in rewarding and reinforcing employees' special efforts.

(c) Eligibility. All GIPSA employees are eligible for spot awards with the exception of:

1 Presidential appointees;

2 Career and non-career SES employees; and

3 Contractors and volunteers.

Spot awards must be made in a timely manner following the employee's contribution. Spot awards may not be used to make team or group awards. If more than one person deserves recognition for an accomplishment, prepare separate spot award documentation for each employee.

(d) Contributions Eligible for Recognition. The types of contributions that are eligible for recognition include, but are not limited to, the following examples:

1 Finding and correcting errors or problems in program results or operations.

2 Completing special projects or assignments in an exceptionally competent or timely manner.

3 Successfully completing an unusually heavy workload in a timely manner.

4 Successfully resolving disputes or problems leading to a greater degree of cooperation and understanding between the Agency and its customers.

5 Submitting an employee idea or suggestion that can be adopted and implemented locally but is not appropriate for submission to the Agency Employee Suggestion Program.

(e) Amount of Award. Spot awards range from $50 to $750. There is no limit in the number of awards an employee can receive in a 1-year period; however, no single spot amount can exceed $750. The amount should be proportionate to the value of the recognized contribution. Supervisors should use the Measurable

and Nonmeasurable Benefits Scales (Attachment 2-F) to determine the appropriate dollar amount for a specific contribution.

Spot awards are issued in the net amount of the award. NFC automatically calculates the value of the award plus appropriate taxes. The SF 50-B, Notification of Personnel Action, reflects the award in the total amount (i.e., cash award plus taxes). The employee's Form AD-334, Statement of Earnings and Leave, lists the award and reads "the amount of the award was increased to cover taxes." Each employee is responsible for reconciling the biweekly pay slip with the award(s) received.

(f) Approval. Spot awards may be awarded and approved by GIPSA managers and supervisors and must be reviewed and approved by an Agency Official at a higher level than the Recommending Individual. The Approving Official determines if the recommended award is appropriate and approves the award by signing the AD-287-2 and the spot award certificate, GIPSA-300. (See Attachments 2-C-1 and 2-C-2.)

(g) Processing Requirements, hard copy or electronic. The Recommending Individual completes the AD-287-2 and forwards the form to the Approving Official. After approval, the supervisor is responsible for processing the Form AD-287-2 as follows:

1 Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy is retained by the appropriate division or staff and a copy of the AD-287-2 is forwarded to the Employee Recognition Coordinator.

2 The employee receives a copy of the AD-287-2, along with Form GIPSA-300, Spot Award Certificate.

(4) **Employee Suggestions.**

(a) Purpose. To recognize an employee for an adopted constructive proposal that results in a savings or an improvement to the Federal Government. The suggestion poses a solution to a problem, a solution to a potential problem, or an opportunity to effect a change. Form AD-287, Employee Suggestion Form, should be used for submitting suggestions. (See Attachment 2-D-1.) While

specific time limits are not imposed, suggestions should be considered and acted upon as soon as possible.

(b) Eligibility. Any Federal employee may submit suggestions. Suggestions may be submitted by completing Form AD-287 and forwarding the suggestion to the appropriate Employee Recognition Officer.

(c) Suggestions Eligible For Recognition. Suggestions are eligible for an award when:

1 They are put into effect or a decision is made that they will be put into effect; and

2 They will generate a minimum savings of $250 (or equivalent intangible benefits to the Federal Government).

Suggestions can contribute actual dollar savings, a high quality product, or make it easier to get work done. Implemented suggestions result in process improvement that saves the Government time and/or money and may include:

1 Reduction in the cost of operations or service.

2 Elimination of unnecessary operations or service.

3 Improvement in the quality of operations or service.

4 Development of new tools, equipment, processes, or procedures to accomplish the preceding purposes.

5 Improved employee morale.

(d) Suggestions Ineligible for Recognition. Although some ideas normally cannot be considered for awards, employees' ideas are welcomed and can be submitted for consideration in a letter through supervisory channels. Some ideas which are normally ineligible for awards include:

1 Proposals for employee benefits or services (such as vending machines, cafeteria services, restroom facilities, or parking facilities).

2 Improvements in working conditions (flextime, leave, day care, office space, heating, air conditioning, or office furnishings).

3 Routine maintenance or repair (buildings, grounds, or parking lots).

4 Minor revision of forms (routine updating, corrections, or reprints).

5 Return to previous policies, procedures, or methods.

6 Routine safety practices (normal protective devices, removal of obstructions, or installation of warning and traffic signs).

7 Purchase or use of a commercial machine or product for the purpose advertised.

(e) Duplicate Suggestions. The first suggestion to be received by a person with authority to adopt it will receive consideration. A similar suggestion received within 2 years will be returned to the suggester as a duplicate. If variations in the later suggestion make it worthwhile as an alternative and action on the first suggestion has not been completed, each will be evaluated on the basis of its contribution to total benefits and the award divided proportionately. If the second suggestion containing useful variations is received after action on the first is complete, it is considered as a separate suggestion.

(f) Approval. The Administrator will be responsible for receiving and processing suggestions and monitoring the evaluation process to completion or rejection of the suggestion.

(g) Amount of Award. An award for a suggestion is based on the net savings or benefits for the first full year of operation following adoption of the suggestion. The type and/or amount of award the employee receives will be determined in conjunction with the Measurable and Nonmeasurable Benefits Scales (Attachment 2-F).

The minimum cash award is $25 for first year benefits of $250. For savings less than $250, the employee will be issued a Letter of Commendation or Certificate of Appreciation. Form AD-287-2 must be used to process an approved employee suggestion. (See Attachment 2-D-2)

(h) Processing Requirements. Following approval, an Employee Recognition Officer will prepare the Form AD-287-2 and process as follows:

Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy of the AD-287-2 is retained by the appropriate division or staff, a copy is forwarded to the Employee Recognition Coordinator, and the employee receives a copy.

(i) Rejected Suggestions. It is GIPSA policy to recognize the efforts of an employee who has submitted a suggestion that must be declined. A memo thanking the employee and explaining the reason for refusal will be sent for each rejected suggestion. A pen, pencil, or other appropriate keepsake will be included with the first and second disapproval memo. Additional rejected suggestions from the same employee will receive a thank you memo only.

(5) **Invention Awards.**

(a) Purpose. To recognize and encourage the efforts of individuals engaged in research and development and other scientific and technical development, and rewards those whose inventions benefit the Government and the public. Until specific GIPSA policy and procedures are determined, the following basic Departmental guidance will be followed:

(b) Eligible Inventions. A monetary award should be considered if the invention:

1 Contributes to the efficiency, economy, or other improvement in Government operations; or

2 Is in the public interest and is associated with the employee's official employment. Even though the making of an invention is considered to be within an employee’s official duties, the employee should be considered for cash and/or honorary recognition.

(c) Initial Awards. An initial award should be granted when a reported invention has been favorably evaluated as having value to the Agency's mission. This award is $100 for each person involved in the patent and should be granted when the patent application has been placed on file at the U.S. Patent and Trademark Office (PTO). When the PTO has issued a patent, the inventor should receive an additional award of $300.

(d) Additional Awards. In addition to the above cash recognition, further awards can be granted when:

1 Such inventions benefit the public as evidenced by the number of patent licenses granted, reports on commercialization from patent licensees, and other information pertaining to the commercial use of the inventions; and/or

2 Such inventions provide benefit to the Government as evidenced by Government use.

In addition to the cash recognition provided in (c) above, GIPSA will grant further awards for inventions in which the Government has a license. However, such additional awards will be granted only to the extent that the invention has benefited the Government.

(e) Conditions of Payment. Acceptance of a monetary award for an invention constitutes an employee's agreement that the use by the Government of the idea, method, or device for which the award is paid does not form the basis of a further claim against the Government. The award paid when the patent application is filed and when the patent is issued is an initial award. Further monetary recognition may be granted strictly based on the invention's use or value.

b. **Nonmonetary Extra Effort Awards.**

Recognition granted for a specific one-time outstanding accomplishment, such as those defined under "Monetary Award." Examples of nonmonetary recognition include time off, honorary, informal recognition, letters of appreciation or commendation, certificates of appreciation or commendation, and keepsakes--mementos and tokens.

A nonmonetary award may be granted to recognize employees for contributions which are above and beyond normal job requirements but do not meet the requirements for cash awards. Employees may receive nonmonetary awards for superior accomplishment, and private citizens or organizations may receive nonmonetary awards for voluntary contributions that benefit the Agency or public service.

A nonmonetary award will not be granted in lieu of a cash award if all requirements for a cash award are met, except when budgetary constraints preclude the payment of a cash award.

Nonmonetary awards are nominal in value. The primary value of items should be as forms of recognition, not as objects with monetary value. Employees may receive nonmonetary awards as frequently as their contributions are considered worthy of recognition, except where limitations are set by Departmental guidelines; i.e., no employee may be granted more than 80 hours time-off during a leave year.

The following are suitable types of nonmonetary awards:

(1) **Time-Off Awards.**

(a) Purpose. To provide an excused leave of absence from duty to employees without charge to leave or loss of pay in recognition of a superior accomplishment or achievement or other effort that contributes to the quality, efficiency, and economy of the Agency.

(b) General Requirements. Time-off awards provide GIPSA managers and supervisors with a means of recognizing contributions to the quality, efficiency, or economy of Government operations by granting an excused absence to an employee without charge to leave or loss of pay. Supervisors and managers who recommend or approve time-off awards are granting permission to the employee to schedule use of the time off within 26 pay periods from the effective date of processing. Officials should consider the impact on office workload and productivity before recommending or approving time-off awards.

(c) Eligibility. All GIPSA employees are eligible for time-off awards with the exception of:

1 Presidential Appointees;

2 Career and non-career SES employees;

3 Employees who do not have a regular, established tour of duty (intermittent); and

4 Contractors and volunteers.

(d) Contributions Eligible for Recognition. Examples of employee achievement that might be considered for a time-off award include:

1 Making a high-quality contribution involving a difficult or important project or assignment;

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

3 Using initiative and creativity in making improvements to a product, activity, program, or service; and/or

4 Ensuring that the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining a normal workload.

(e) Amount of Award.

1 A manager or supervisor may grant up to 10 hours of time-off without a higher level of review or approval. If the award exceeds 10 hours, it must be reviewed and approved by an Agency official at a higher level than the Recommending Individual. In addition, a written justification must be attached to the AD-287-2, Recommendation and Approval of Awards, for time-off awards exceeding 10 hours.

2 Full-time employees may be granted up to 80 hours of time-off during a leave year.

3 Part-time employees or employees with an uncommon tour of duty may be granted time-off up to the average number of work hours in the employee's biweekly scheduled tour of duty during a leave year.

The limit for any single contribution for part-time employees or employees with an uncommon tour of duty is one-half the maximum that may be granted during the leave year. (For example: if an employee's scheduled tour of duty is 64 hours biweekly, that employee may be awarded up to 64 hours time off during the leave year and cannot exceed 32 hours for a single achievement.)

4 Time-off awards may be granted along with other forms of awards, as long as the total value of the awards given reflects the value of the contribution being recognized. (For example: An employee might receive both a one-day time-off award and a $50 cash award as an incentive award

for a single contribution, as long as the combination of the awards is suitable recognition for the value of the employee's contribution.)

5 The amount of time-off should be proportional to the employee's contribution, effort, or measurable or nonmeasurable results. To determine the number of hours of time-off for a single contribution, use the following scale as a guide for awarding time off:

TIME-OFF CONTRIBUTION SCALE

Benefits to Organization	Number of Hours
Moderate	1 to 10
Substantial	11 to 20
High	21 to 30
Exceptional	31 to 40

Moderate: A contribution to a product, activity, program, or service to the public. Beneficial change or modification of an operating principle or procedure with limited impact or use.

Example: "For effectively working with elevator management to correct an unusually difficult situation, thereby improving the image of the Agency and ensuring accurate grain inspection."

Substantial: Significant change or modification of a procedure; or an improvement to the value of a product, activity, program, or service to the public.

Example: "For your tireless efforts in revitalizing the safety program in the (town) circuit."

High: Complete revision of a basic principle or procedure; or a highly significant contribution to the value of a product, activity, program, or service to the public, with considerable impact.

Example: "For continuing dedication, over an extended period of time, in the development, testing, and implementation of new inspection procedures."

Exceptional: Initiation of a new principle or major procedure; or improving the quality of a critical product, activity, program, or service to the public, with significant impact.

Example: "For meritorious handling of a critical situation during an extreme emergency."

6 A time-off award is not available for transfer under the Agency's Voluntary Leave Transfer Program.

7 Time-off awards, as all other incentive awards, may be factored in when rating and ranking employees under merit promotion procedures as provided in 5 U.S.C.3362.

(f) Approvals. A time-off award must be reviewed and approved by an Agency official at a higher level than the Recommending Individual and must be supported by a written justification if the contribution exceeds moderate benefits. To promote timely recognition of an employee's contribution, a supervisor may grant a time-off award, not to exceed 10 hours, without further review.

(g) Processing Requirements. Following approval, the supervisor will be responsible for processing the Form AD-287-2 (see Attachment 3-E-1) as follows:

1 Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy of the AD-287-2 is retained by the appropriate division or staff, and a copy is forwarded to the Employee Recognition Coordinator.

2 The employee receives a copy of the AD-287-2, along with a Time-Off Certificate.

3 A copy of the AD-287-2 must be forwarded to the employee's timekeeper for filing with the employee's Time and Attendance Report (T and A). Timekeepers are to maintain a manual account of time-off award hours granted and used. Award balance information is to be recorded in the "Remarks" section on the T and A. Timekeepers should use transaction code 66 with prefix code 61 to record time-off award hours used.

A time-off certificate similar to Attachment 2-E-3 may be presented to the employee in recognition of the employee's contribution.

(h) Scheduling and Use of Time-Off Awards.

1 Time-off must be scheduled and used within 26 pay periods from the effective date of processing. After the 26th pay period, any unused time-off will be automatically forfeited and may not be restored or otherwise substituted.

2 A time-off award may only be taken after it has been entered in the payroll/personnel system and is available in the National Finance Center Database.

3 If an employee is incapacitated while using his/her time-off award, that period may be recorded as sick leave, and the time-off rescheduled for another time, within the 26 pay period limitation.

4 Time taken off by the employee must be approved in advance and requested on an SF-71, Application for Leave--check item 5, "Other," and enter "Time-Off Award." (See Attachment 2-E-2.) The SF-71 is to be filed with the employee's T and A.

(i) Restrictions.

1 Under no circumstance do time-off awards convert to cash or transfer from one Federal agency to another.

2 Approving officials may not grant time-off awards to employees from other USDA agencies.

(2) **Honorary Awards.**

Honorary awards grant agencies authority to recognize employees for their performance. An honorary award is a gesture of respect given to an employee to recognize his/her performance and value to the organization. Honorary awards are generally symbolic. Often, honorary awards do not use monetary recognition at all. Instead, their emphasis is on providing an opportunity to recognize employees for significant contributions and publicly recognizing organizational heroes as an example for other employees to follow. They typically involve formal nominations, are granted in limited numbers, and are approved and presented by senior agency officials in formal ceremonies.

The items presented, such as engraved plaques or gold medals, may be fairly expensive to obtain. However, they are principally symbolic in nature and should not convey a sense of monetary value. In other, more routine situations, many honorary awards are provided to commemorate the presentation of cash or time-off awards. As mementos, such nonmonetary honorary award items may not be particularly expensive; they may be of only nominal value (e.g., paperweights). Nonetheless, all items used as honorary awards must meet specific criteria.
Because honorary awards represent symbolic formal recognition, items presented as honorary awards must meet all of the following criteria:

(a) ***Be something that the recipient could reasonably be expected to value, but not something that conveys a monetary value***. A basic principle of symbolic awards is that their primary value should be as a form of recognition and not as an object with monetary value.

If monetary recognition is intended, the employee should be granted a cash award. Care also should be taken to consider what the recipient might find attractive, gracious, and complimentary.

(b) ***Have a lasting trophy value.*** An honorary award that is intended to have abiding symbolic value loses that value if it does not have a lasting form. Consequently, items must be neither intangible nor transitory, such as food or beverages. Vouchers and tickets to events, while technically tangible themselves, do not meet this criterion because they are intended to be redeem for something that does not have lasting value.

(c) ***Clearly symbolize the employer-employee relationship in some fashion.*** Affixing, imprinting, or engraving a Department seal or logo or Agency identification on an honorary award item is an obvious way to meet this criterion. However, putting a logo on an item that otherwise has no connection to the employee's work (e.g., a child's toy or sporting equipment) would not meet this criterion. In some cases, adding such a seal or logo might not be practical or necessary to meet this criterion (e.g., a plain desk globe might be appropriate for an employee who handles international matters). Further, an item that meets this criterion in one agency, because of its mission or the employee's job, might not meet it in another agency (e.g., a desk globe would not be appropriate for an accountant in an agency with no international programs. Consequently, each agency is responsible for determining whether items meet this criterion.

(d) ***Be appropriate for use in the public sector and purchased with public funds.*** Some items may meet the other criteria, but still not be appropriate. For example, it would not be appropriate to purchase a firearm as an honorary award, even to recognize a law enforcement official. Agency officials must take responsibility for assuring that the authority to "incur necessary expense for honorary recognition" is used in a manner that show good judgment and preserves the credibility and integrity of the Federal Government's awards program.

In some limited circumstances, merchandise items could be used as an honorary award. Merchandise may be used for awards purposes **if and only if** the item meets the criteria for an honorary award. The Internal Revenue Service (IRS) considers merchandise to be a taxable fringe benefit that must be taxed on its fair market value.

(3) **Informal Recognition Awards.**

Agencies are authorized to grant informal recognition awards to recognize employees, as individuals or members of a group. An informal recognition award is given to an employee to recognize performance that, taken alone, does not merit a larger award, such as cash, time-off, or an honorary award.

This type of award typically has more informal approval procedures and presentation settings than honorary awards. Items used effectively and efficiently as informal recognition are often extremely casual and low cost, such as inexpensive off-the-shelf items (pre-printed pins, balloons, or mugs).

It is important to remember that some contribution must still form the basis for using an informal recognition award and be clearly acknowledged as part of any presentation, however informal. Items presented as informal recognition awards must meet the following criteria:

(a) ***Be of nominal value.*** The value of the award should be commensurate with the contribution being recognized. These awards recognize contributions that would not ordinarily merit formal recognition. No exact dollar amount is set as nominal. Nevertheless, agencies are expected to use good judgment and remember that nominal generally refers to a low monetary value.

(b) ***Be appropriate for use in the public sector and purchased with public funds.*** Some items may be inexpensive but still not be appropriate. Agency officials are responsible for determining that the items used as informal recognition awards demonstrate good judgment and preserve the credibility and integrity of the Federal Government's awards program.

Again, in some limited circumstances, merchandise items could be used as an informal recognition award. Merchandise may be used for awards purposes **if and only if** the item meets the criteria for an informal recognition award. The IRS considers merchandise to be a taxable fringe benefit that must be taxed on its fair market value.

(4) **Letters of Appreciation or Commendation.**

Letters of Appreciation or Commendation are cost-effective forms of recognition and may be issued at any time at any level in an organization.

Note: Letters or memorandums expressing admiration, approval, or gratitude for an employee's normal performance of duty are not filed in the Official Personnel Folder.

(5) **Certificates of Appreciation or Commendation.**

Certificates of Appreciation or Commendation may be granted to eligible employees and will be signed by individuals with delegated award authority (chapter 1, section 1.6). The certificate may be enhanced by hand-lettering or computer graphics, or by mounting in a frame or on a plaque.

(6) **Keepsakes -- Mementos and Tokens.**

Mementos and tokens may be used to recognize employees for their achievements. Appropriate items include engraved paperweights, plaques, medals, coffee mugs, emblems, desk sets, and key chains. Award items should:

(a) Be of nominal value and cost no more than a framed certificate, engraved plaque, or other item of honorary value.

(b) Bear the USDA seal or Agency identification and be suitable to wear, display, or use in a work environment.

(c) Reflect, where possible, an appropriate message or citation to identify the employee's contribution.

Items having monetary value (such as TVs, radios, cameras, and similar items) are classified as merchandise or gift items and should not be used as nonmonetary awards. For guidance on the suitability of other items, contact the GIPSA Employee Recognition Coordinator.

EMPLOYEE RECOGNITION PROGRAM

CHAPTER 3

PERFORMANCE BONUS AWARDS

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Attachment 3-B-2 -- Quality Step Increase Justification Example 3-B-2

3.1 DEFINITION

Performance Bonus Awards are monetary recognition given to an employee for having performed well their normal day-to-day duties over the course of their rating cycle.

Employees can demonstrate this in many ways (i.e., regularly contributes high productivity; consistently completes work products of high quality; or provides exceptionally prompt and courteous service to customers, clients, and co-workers). Performance bonuses are intended to recognize a superior or outstanding performance throughout the rating cycle.

There are two kinds of Performance Bonus Awards:

a. Lump-Sum Performance Bonus (formerly Sustained Superior Performance Awards); and

b. Quality Step Increase, an extra step increase.

3.2 APPROVAL

Performance Bonus Awards must be approved at a managerial level higher than that of the Recommending Individual and must be in compliance with the delegations in chapter 1, section 1.6.

3.3 AMOUNT OF AWARD

Use the charts listed in Attachment 3-F, but note that a Lump-Sum Performance Bonus Award cannot exceed 10 percent of an employee's annual salary.

3.4 TYPES OF PERFORMANCE BONUS AWARDS

a. **Lump-Sum Performance Bonus (LSPB) Awards.**

(1) General Requirements. **Recognition may be granted to a permanent GS, Federal Wage System employee, or equivalent when the summary rating on the Form AD-435, Performance Appraisal, is at least a "superior" rating.** Performance must be sustained for a period of at least 6 months at the end of the rating period. No more than one LSPB may be granted for each annual performance period (October 1 - September 30). Noncareer SES and Foreign Service employees are not covered by this award. However, career SES employees are eligible.

(2) Justification and Approval.

(a) A copy of Form AD-287-2 must be signed in Block 20 by the Recommending Individual and Block 22 by the Approving Official. An LSPB must be supported by a copy of the employee's current AD-435, Performance Appraisal, which must reflect a superior composite rating or higher and a written justification stating the reasons for and examples of the superior performance. (See Attachments 4-A-1 and 4-A-2.) In lieu of using a written justification, supervisors can annotate specific accomplishments on the employee's performance standards and provide a copy of the employee's performance rating and Form AD-287-2. Regardless of what method is used, all documents noted above are forwarded to the appropriate approving official.

(b) Cash awards may be granted up to 10 percent of the employee's annual rate base salary. A lump-sum performance bonus payment should be equivalent to a within-grade increase in the employee's present grade. Any amount above $5,500 must be approved by the appropriate Under or Assistant Secretary or General Officer.

(c) An LSPB must be approved at a managerial level higher than that of the Recommending Individual and must be in compliance with the delegations in chapter 1, section 1.6.

(3) Processing Requirements.

(a) Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy is retained by the appropriate division or staff and a copy of the AD-287-2 is forwarded to the Employee Recognition Coordinator.

(b) The employee receives a copy of the AD-287-2, along with a Certificate of Merit presented to the employee.

b. **Quality Salary Increase (QSI) Awards.**

(1) General Requirements. **A QSI may be granted to an employee when the summary rating on the AD-435 is "outstanding."** No more than one QSI may be granted for each annual performance period. Normally, QSI recommendations will be acted upon within 30 days after the rating of record is approved but no later than January 31. However, the effective date may be delayed if the QSI would place the employee in step 4 or 7 of his/her grade, and a delay would benefit the employee.

(2) Justification and Approval.

(a) A copy of Form AD-287-2 must be signed in Block 20 by the Recommending Individual and Block 22 by the Approving Official. A QSI must be supported by a copy of the employee's current AD-435 (performance appraisal) which must reflect an outstanding composite rating or higher and a written justification stating the reasons for and examples of the outstanding performance. (See Attachments 3-B-1 and 3-B-2.) In lieu of using a written justification, supervisors can annotate specific accomplishments on the employee's performance standards and provide a copy of the employee's performance rating and Form AD-287-2. Regardless of what method is used, all documents noted above are forwarded to the appropriate approving official.

(b) A QSI must be approved at a managerial level higher than that of the Recommending Individual and must be in compliance with the delegations in chapter 1, section 1.6.

(3) Processing Requirements.

(a) Send the approved AD-287-2s to the Servicing Personnel Office, APHIS Business Services, Human Resources - Processing Section, in Minneapolis. A copy of the AD-287-2 is retained by the appropriate division or staff, and a copy is forwarded to the Employee Recognition Coordinator.

(b) The employee receives a copy of the AD-287-2, along with a Certificate of Merit.

(4) Effect of a QSI on a Within-Grade Increase (WGI). An employee may receive both a QSI and a regular WGI within the same 52-week period. A QSI does not extend the waiting period for a WGI unless it places the employee in step 4 or 7 of the grade; in which case, the waiting period for a WGI is extended by 52 weeks.

NOTE: When determining whether to give a QSI or LSPB, consider the following:

(a) A QSI will benefit an employee for approximately 4 years and, therefore, should be recommended only for an employee who clearly merits faster-than-normal salary advancement

(b) An LSPB should be recommended if an employee is in the top step of his/her grade, if a QSI would result in the employee's receiving benefits for too short a time, or if a group achievement is being recognized.

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CHAPTER 4

SAFETY AND OCCUPATIONAL HEALTH AWARDS

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4.1 DEFINITION

Safety and Occupational Health Awards are monetary or nonmonetary awards for a specific contribution which actively promotes a safe and healthful workplace.

4.2 GENERAL REQUIREMENTS

Safety and Occupational Health Awards are consistent with 29 CFR Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."

4.3 AMOUNT OF AWARDS

The Administrator's Office will determine the amount of any monetary awards and provide the necessary funds by using the measurable and/or nonmeasurable benefit scales.

4.4 TYPES OF SAFETY AND OCCUPATIONAL HEALTH AWARDS

a. **Individual Awards.**

The following individual awards may be made:

(1) **The Administrator's Award for Safety.** Refer to section 2.6a(2), page 2-6, for details in submitting an employee for the Administrator's Award for Safety.

(2) **The Headquarters Award** will be made to the individual assigned to headquarters who has contributed the most to the safety and health program during a single fiscal year. All employees assigned to headquarters are eligible, except full-time safety and occupational health specialists or managers. This award will consist of a Certificate of Merit and a cash award. Nominations may be made by any supervisor.

(3) **An Award of Valor** may be made to any employee who risks his/her safety to protect or to save the life of another individual. All employees are eligible. This award will consist of a Certificate of Merit and a cash award. Any person may nominate someone for this award by contacting their appropriate Safety and Health Staff or Safety Officer. Nominations will be forwarded to the Administrator.

(4) **A Certificate of Appreciation (Any Employee)** may be given to any employee, at the discretion of the immediate supervisor, who has contributed significantly to the safety and health program. The employee's supervisor will request the award from their Safety and Health Staff or Safety Officer.

(5) Any employee who is assigned duties as a supervisor and who has demonstrated unusual leadership and skill in minimizing the risk of accidents or in developing safe work procedures may be nominated for a **Certificate of Merit** and a cash award by their immediate supervisor. This is handled the same as any employee recognition.

(6) All employees who work in an industrial environment and who perform their duties in a safe and healthful manner will be eligible for a **Safe Worker Award.** Award criteria will be based on the employee not being involved in a reportable on-the-job accident and upon the certification by the employee's immediate supervisor that the employee follows safe work procedures. This award will consist of a National Safety Council No-Accident Award lapel pin. A bronze pin will be given for 1-4 years without an accident, and a gold pin for those with 10-48 years without an accident. Supervisors will determine eligibility and obtain the awards through a consolidated purchase order.

<u>The following individual awards are applicable to FGIS Only</u>

(7) **The Collateral Duty Safety and Health Officials (CDSHO) Awards** will be given to an export program CDSHO, an interior program CDSHO, and a headquarters CDSHO. This award will be based on the contribution made by the individuals to the safety and health program during a single fiscal year. All CDSHO's are eligible. This award will consist of a Certificate of Merit and a cash award. Nominations will be made by the employee's supervisor. The Safety and Occupational Health Manager will review the nominations and available records and make a recommendation for each award to the Designated Safety and Health Official.

(8) **The Collateral Duty Compensation Specialist (CDCS) Award** will be given to the individual CDCS who has done the best job of coordinating Office of Workers' Compensation Program claims during a single fiscal year. All CDCS's are eligible.

This award will consist of a Certificate of Merit and a cash award. Nominations will be made by the employee's supervisor. The Safety and Occupational Health Manager will review the nominations and available records and make a recommendation to the Designated Safety and Health Official.

(9) **A Certificate of Appreciation** will be given to any CDSHO or CDCS whose performance has been superior and who served at least 1 year in the position. The award will be given upon reassignment to other duties. The employee's supervisor will request the award from the Management Support Staff, Safety and Occupational Health Manager.

b. **Group Awards.**

The following group awards may be made:

(1) **A Certificate of Appreciation** will be given each office whose employees work in an industrial environment which goes 1 or more years without a reportable accident. The Management Support Staff, Safety and Occupational Health Manager, will identify those offices eligible and will prepare the award.

(2) **A Certificate of Appreciation** will be given to any office whose employees work in an industrial environment which has a 10 percent or greater reduction in reportable on-the-job accidents when compared with their previous year. The Management Support Staff, Safety and Occupational Health Manager, will identify those offices eligible and will prepare the awards.

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CHAPTER 5

OTHER AWARDS

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5.1 OTHER AWARDS

a. **Secretary's Honor Awards.**

(1) Purpose. The Secretary's Honor Awards recognize outstanding contributions to agriculture, to the consumers of agricultural products, and to the ability of the Department to serve rural America. The honor awards are the most prestigious awards granted by USDA.

(2) General Requirements. Honor Awards strengthen the career service, encourage public service by employees, and enhance the public image of the Department and its career opportunities by giving Secretarial nonmonetary recognition to employees whose outstanding accomplishments have contributed to increased effectiveness of Agency programs or to improved efficiency of operations.

(3) Eligibility. All GIPSA employees in any grade, group, or category, and private citizens are eligible.

(4) Nominating Process - GIPSA's Employee Recognition Coordinator will:

(a) Receive an annual notice from the Office of Human Resources Management announcing the Secretary's Honor Awards Program.

(b) Provide Agency managers with the Honor Awards announcement, along with specific instructions for preparing nominations, such as eligibility requirements, selection criteria, quotas, appropriate format, and due dates.

(5) Nominating Process - GIPSA's Nominating Officials will:

Submit nomination on Form AD-495, Honor Awards Nomination, dated 11/03, to the Employee Recognition Coordinator before the due date. The Department's Office of Human Resources Management will not accept other versions of the form. Copies of Form AD-495 are available on the Web: http://www.ocio.usda.gov/forms/doc/ad495.doc

(6) Processing Requirements - GIPSA's Employee Recognition Coordinator will:

(a) Forward nominations through the appropriate Deputy Administrator and Administrator before submitting to the Under Secretary, Marketing and Regulatory Programs, for written approval.

(b) Notify the Administrator of GIPSA employees selected for Secretary's Honor Awards.

(c) Publicize selection of Agency employees and arrange appropriate recognition.

b. **Career Service Awards.**

(1) Purpose. The Department's Career Service program recognizes full-time and part-time employees by granting 10-, 15-, 20-, 25-, 30-, 35-, 40-, 45-, and 50-year Career Service awards based on total service to the U.S. Government.

(2) Recognition includes a certificate denoting the years of service and a pin showing the number of years of Federal service, when available. APHIS Business Services, Human Resources in Minneapolis, Minnesota, will provide to GIPSA officials a list of employees who should receive this recognition.

c. **External Awards**

(1) Purpose. To recognize outstanding achievements of Federal employees by submitting nominations for awards sponsored by organizations external to GIPSA, including other Federal agencies.

(2) Types of External Awards. There are many external awards for which GIPSA employees may be eligible. Most provide honorary recognition. Some are highly prestigious. See USDA's Web site: http://www.afm.ars.usda.gov/hrd/awards/files/Maj-external.PDF for a listing with a brief description of major external awards programs, including eligibility and criteria.

The award programs provide additional opportunities to recognize the superior performance of Federal employees. Noteworthy performance may be reflected in improved products and services, reduced costs, or greater efficiency and timeliness in areas such as communication, executive leadership, financial management, personnel administration, public administration, or scientific excellence, among others.

(3) Eligibility. All GIPSA employees are eligible for external awards.

(4) Nomination Process - GIPSA's Employee Recognition Coordinator will:

(a) Receive announcement from the Office of Human Resources Management or the sponsoring organization.

(b) Solicit nominations from organizational components with eligible employees.

(c) Forward information on eligibility requirements, selection criteria, quotas, appropriate format, and due dates to offices. (Note: Due dates may change from year to year.) Offices will receive an announcement requesting nominees before the due date.

(5) Processing Requirements.

(a) Forward the completed nomination through GIPSA's Employee Recognition Coordinator before the due date. The nominations will be submitted through the appropriate Deputy Administrator or GIPSA manager and the Administrator before submitting nominations to the sponsoring organization.

If time constraints prevent submission through regular channels, forward a copy of the nomination to the Administrator for information and a copy to GIPSA's Employee Recognition Coordinator for reporting purposes.

(b) When a nomination requires personal information (i.e., date of birth or home address), obtain permission from the nominee to provide the information to the sponsoring organization.

(6) Selection and Presentation.

(a) The sponsoring organization:

1 Notifies the nominee of their selection.

2 Arranges a ceremony and presents the nominee with the award.

(b) The employee notifies GIPSA's Employee Recognition Coordinator of their selection.

Attachment 2-A

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE
RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN- SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 05/01/97 To: 06/30/97	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☒ OTHER *(Specify address)*: →	*(ADDRESS)* USDA, GIPSA, FGIS P.O. Box 640 Destrehan, LA 70047	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*
None

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*
EMPLOYEE IS BEING RECOGNIZED FOR:
Performing duties outside recognized ACG responsibilities to increase the efficiency of the field office and provide service to our customers.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ EMPLOYEE SUGGESTION OR INVENTION * ☒ EXTRA EFFORT AWARD * ☐ SPOT AWARD ☐ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

** Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*
*** Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* →		ESTIMATED FIRST YEAR SAVINGS	
1	$250.00		☐ MEASURABLE BENEFITS SCALE	$	
			☒ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS Moderate	APPLICATION Extended

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ PERFORMANCE BONUS AWARD * ☐ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

** Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD $

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Area Manager		TITLE:	

22. APPROVING OFFICIAL *(Signature & Title)* — DATE
Field Office Manager

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: →	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376 **ORIGINAL - Processing Copy** Form AD-287-2 (7/94)

Attachment 2-B

NOMINATION FOR ADMINISTRATOR'S AWARD

NAME OF NOMINEE: Jane Doe

POSITION TITLE: Office Automation Clerk

OFFICE: Washington, D.C.

The above employee(s) is deserving of special recognition to acknowledge the creative efforts and outstanding contributions to the mission of the Agency.

Narrative: (Description explaining how the nominee meets the selection criteria for Administrator's Awards.)

Ms. Doe's performance has been exemplary throughout her career. In the past 2 years, she has excelled and consistently performed her duties well above the expected level for her position.

Ms. Doe constantly seeks to improve her job performance and to increase the efficiency and cost effectiveness of the Agency's programs and procedures. Her efforts and energies are not limited to her daily responsibilities. She is always eager to assist her coworkers. Additionally, she willingly volunteers to work on special projects.

During September 1994, Ms. Doe willingly responded to the Agency's request for employees to serve as facilitators in the Agency's new quality initiative, Excellence through Continuous Improvement. Ms. Doe applied for and was selected as one of eight facilitators out of 37 applicants. Ms. Doe excelled in this new responsibility and was selected to be one of two facilitators to advance to one of the two Roadmap Facilitators.

Ms. Doe's opinion on work-related matters is frequently sought out and highly respected by all supervisors nationwide, headquarters managers, and staff from other agencies, such as APHIS and NFC. Because of her extraordinary performance, she has received several letters of appreciation over the past 2 years.

Ms. Doe is an invaluable asset to GIPSA and USDA.

Date	Name and Title of Nominating Individual	Signature
2/16/96	Arthur Slade, Agrl Commodity Grader	

Attachment 2-C-1

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Smith, John R.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Technician	5. PAY PLAN- SERIES / GRADE / STEP GS-1981-05/04
6. ORGANIZATION AND LOCATION GIPSA, Toledo, Ohio	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 10/1/98 To: 10/30/98	8. ACCOUNTING CODE XXXXXX
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☐ OTHER *(Specify address)*: →	*(ADDRESS)*	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*

None

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*

EMPLOYEE IS BEING RECOGNIZED FOR: Outstanding effort during the field office and storage room relocation and Putting forth exemplary physical effort to move valuable documents and equipment without damage or loss.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ EMPLOYEE SUGGESTION OR INVENTION * ☐ EXTRA EFFORT AWARD * ☒ SPOT AWARD ☐ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

* *Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*

** *Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* →		ESTIMATED FIRST YEAR SAVINGS	
1	$250.00		☐ MEASURABLE BENEFITS SCALE	$	
			☒ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS Substantial	APPLICATION Limited

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ PERFORMANCE BONUS AWARD * ☐ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

* *Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD $

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Field Office Manager		TITLE:	

22. APPROVING OFFICIAL *(Signature & Title)* DATE

Division Director

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: →	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376 ORIGINAL - Processing Copy Form AD-287-2 (7/94)

United States Department of Agriculture
Grain Inspection, Packers and Stockyards Administration

SPOT AWARD

"For a Job Well Done"

Issued to:

Citation:

Date: _____

FORM GIPSA-300 (NOV 98)

U.S. DEPARTMENT OF AGRICULTURE

EMPLOYEE SUGGESTION FORM

$OLUTIONS $AVE
SO $UBMIT $UGGESTIONS

SUGGESTOR: *Complete Items 1 thru 11. Please print or type except for signature.*

1. CURRENT SITUATION: ***(Describe the present procedure, condition, etc., in full detail.)***

2. EXPLAIN YOUR SUGGESTION: INCLUDE SPECIFIC RECOMMENDATIONS FOR CHANGE.

(If you need additional space, attach a separate sheet of paper.)

3. I BELIEVE MY SUGGESTION WILL:
☐ Increase Productivity ☐ Increase Service ☐ Improve Methods ☐ Reduce Costs
☐ Prevent Injuries & Illnesses ☐ Improve Quality ☐ Other *(Identify)*: _____

4. IDENTIFY THE ADVANTAGES AND BENEFITS OF YOUR SUGGESTION INCLUDING THE MEASURABLE OR NONMEASURABLE SAVINGS THAT WOULD RESULT.

The acceptance by me of an award for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

5. SUGGESTOR'S NAME: *(Print or Type)*	6. SIGNATURE	7. AGENCY	8. DATE
9. TELEPHONE/FAX:	10. OFFICE MAILING ADDRESS		11. E-MAIL ADDRESS

SUGGESTION COORDINATOR *(Complete Items 12, 13, 14, 15 AND 16A.)*

12. DATE SUGGESTION RECEIVED:	13. RECEIVED BY:	14. TITLE	15. SUGGESTION TRACKING NO.

EVALUATING OFFICE *(Complete Items 16B, C, D, AND E. Use the Evaluator's Checklist (on reverse) to assist you in evaluating the suggestion.)*

16A. EVALUATING OFFICE	B. RECOMMENDED ACTION *(Attach Written Comments)*	C. SIGNATURE OF EVALUATOR	D. TRACKING NO.	E. DATE
	☐ Adopt ☐ Reject ☐ Other: _____			
	☐ Adopt ☐ Reject ☐ Other: _____			

SEE REVERSE SIDE FOR INSTRUCTIONS AND ADDITIONAL INFORMATION.

FORM AD-287 (7/97)

Attachment 2-D-2

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN- SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 01/17/96 To:	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☒ OTHER *(Specify address)*: →	*(ADDRESS)* USDA, GIPSA, FGIS P.O. Box 640 Destrehan, LA 70047	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*

None

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*

EMPLOYEE IS BEING RECOGNIZED FOR:

Submitting an employee suggestion to install ground-fault electrical outlets at Federal Grain Inspection Service work locations with water sources.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☒ EMPLOYEE SUGGESTION OR INVENTION * ☐ EXTRA EFFORT AWARD * ☐ SPOT AWARD ☐ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

* *Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*

** *Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* →		ESTIMATED FIRST YEAR SAVINGS	
1	$300.00		☐ MEASURABLE BENEFITS SCALE	$	
			☒ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS Moderate	APPLICATION Extended

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ PERFORMANCE BONUS AWARD * ☐ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

* *Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD
		$

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Field Office Manager		TITLE:	

22. APPROVING OFFICIAL *(Signature & Title)* DATE

Director, Field Management Division

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: →	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETER-MINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376 Form AD-287-2 (7/94)

Attachment 2-E-1

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN- SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 11/10/95 To: 01/05/96	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☐ OTHER *(Specify address)*: ➔	*(ADDRESS)*	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*

None

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*

EMPLOYEE IS BEING RECOGNIZED FOR:

Providing a high quality and high volume of service to our Louis Dreyfus customer during a period of personnel shortage and increased inbound inspections.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ EMPLOYEE SUGGESTION OR INVENTION * ☐ EXTRA EFFORT AWARD * ☐ SPOT AWARD ☒ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

** Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*

*** Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* ➔	☐ MEASURABLE BENEFITS SCALE	ESTIMATED FIRST YEAR SAVINGS $	
1	10 hours		☐ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS	APPLICATION

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ PERFORMANCE BONUS AWARD * ☐ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

** Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD $

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Assistant Field Office Manager		TITLE:	

22. APPROVING OFFICIAL *(Signature & Title)* DATE

Field Office Manager

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: ➔	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376

Form AD-287-2 (7/94)

Attachment 2-E-2

SF 71
(Revised 3/79)
OFFICE OF PERSONNEL MANAGEMENT
FPM Supple. 990-2, S 2-9

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name *(Print or type—Last, First, M.I.)* Doe, Jane B.				2. Employee I.D. Number 123-45-6789	
3. Organizational Unit GIPSA-FGIS	4-A FROM:	Month 01	Day 17	Hour 7:00 A.M. P.M.	4-C Total Number of Hours 9
5. I hereby request *(If more than one box is checked, explain in Item 6, Remarks):*	4-B TO:	Month 01	Day 17	Hour 4:30 A.M. P.M.	
[ ] Annual Leave. *(Annual leave requested may not exceed the amount available for use during the leave year.)*	6. Remarks				
[ ] Sick Leave. *(Complete reverse side of form.)*					
[ ] Leave Without Pay.					
[ ] Compensatory Time.	7. Employee's Signature				8. Date *(Month, Day, Year)*
[x] Other. *(Specify)* Time-Off Award					

OFFICIAL ACTION ON APPLICATION

[ ] Approved [ ] Disapproved *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*	Signature *(Annual leave approved may not exceed the amount available for use during the leave year.)*	Date *(Month, Day, Year)*

NSN 7540-00-753-5067

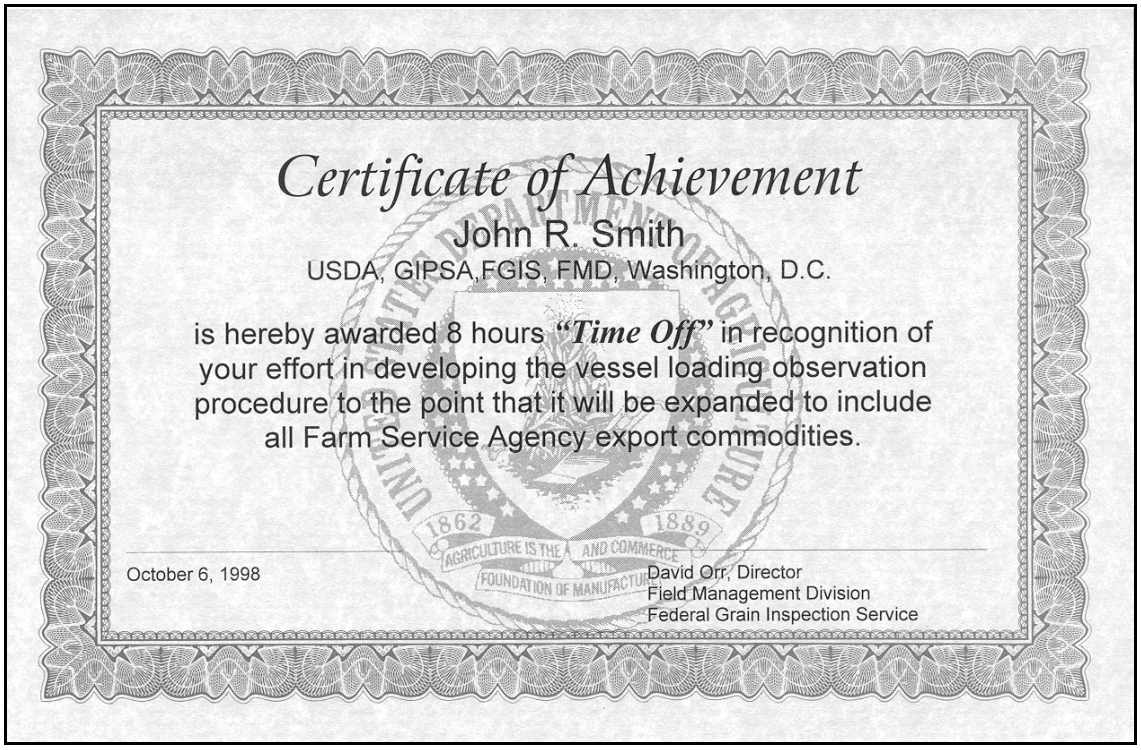
Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

Attachment 2-E-3



Certificate of Achievement

John R. Smith

USDA, GIPSA,FGIS, FMD, Washington, D.C.

is hereby awarded 8 hours ***"Time Off"*** in recognition of your effort in developing the vessel loading observation procedure to the point that it will be expanded to include all Farm Service Agency export commodities.

October 6, 1998

David Orr, Director
Field Management Division
Federal Grain Inspection Service

Attachment 2-F

MEASURABLE BENEFITS SCALE
(Actual or Estimated Dollar Savings)

A cash award may be made for an employee contribution that exceeds job requirements and results in measurable benefits having a value of $250 or more. The amount of such an award shall not be less than $25 and shall normally be based on a reasonable estimate of net monetary benefits for the first year of operation following the contribution. The amount of the award is determined in accordance with the table and other provisions described below unless, for special reasons, the Administrator determines that a different amount is justified. If so, reasons must be documented to support the action taken.

Measurable Benefits	Amount of Award
$250 to $10,000	10%
$10,000 to $100,000	$1,000 + 3% of excess over $10,000
Over $100,000	$3,700 + 5% of excess over $100,000 (Maximum $35,000)

NONMEASURABLE BENEFITS SCALE

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:			
	One office or work unit; or a small area of science and technology.	Several offices or work units; or an important area of science and technology.	An entire area or Program. May be applicable to all of GIPSA.	Several areas or Programs, or GIPSA-wide or USDA or in the public interest throughout the nation and beyond.
MODERATE. Modification of an operating principle or procedure, an improvement of rather limited value.	$25-200	$200-350	$350-600	$600-1,100
SUBSTANTIAL. Substantial modification of an operating principle or procedure, an important improvement.	$200-350	$350-600	$600-1,100	$1,100-2,500
HIGH. Complete revision of a basic principle or procedure; a highly significant improvement.	$350-600	$600-1,100	$1,100-2,500	$2,500-5,000
EXCEPTIONAL. 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.	$600-1,100	$1,100-2,500	$2,500-5,000	$5,000-10,000
APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.				

Attachment 3-A-1

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN- SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 10/01/95 To: 09/30/96	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☒ OTHER *(Specify address)*: →	*(ADDRESS)* USDA, GIPSA, FGIS P.O. Box 640 Destrehan, LA 70047	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*

8 hours time off - 3/5/96 8 hours time off - 12/11/95

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*

EMPLOYEE IS BEING RECOGNIZED FOR:

Sustained superior performance contributing to the increased effectiveness and efficiency of the New Orleans Field Office and the Federal Grain Inspection Service.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ EMPLOYEE SUGGESTION OR INVENTION * ☐ EXTRA EFFORT AWARD * ☐ SPOT AWARD ☐ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

* *Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*

** *Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* →	☐ MEASURABLE BENEFITS SCALE	ESTIMATED FIRST YEAR SAVINGS $	
			☐ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS	APPLICATION

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☒ PERFORMANCE BONUS AWARD * ☐ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

* *Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD
11/26/93	11/25/94	$1,000.00

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Assistant Field Office Manager		TITLE: Field Office Manager	

22. APPROVING OFFICIAL *(Signature & Title)* DATE

Director, Field Management Division

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: →	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376 Form AD-287-2 (7/94)

Attachment 3-A-2

JUSTIFICATION FOR PERFORMANCE BONUS AWARD

(Provide written justification stating the reasons for and examples of the superior performance.)

Attachment 3-B-1

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. *(Personnel Use Only)*

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY GIPSA	2. NAME OF EMPLOYEE *(Last, first, middle initial)* Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN- SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD *(mm, dd, yy)* From: 10/01/95 To: 09/30/96	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: ☐ SALARY CHECK ADDRESS ☐ OTHER *(Specify address)*: ➔	*(ADDRESS)*	

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS *(Specify type of award, amount received, and effective date.)*

8 hours time off - 3/5/96 8 hours time off - 12/11/95

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. *(This language will appear on the employee's certificate.)*

EMPLOYEE IS BEING RECOGNIZED FOR:

Sustained superior performance contributing to the increased effectiveness and efficiency of the New Orleans Field Office and the Federal Grain Inspection Service.

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD

12. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ EMPLOYEE SUGGESTION OR INVENTION * ☐ EXTRA EFFORT AWARD * ☐ SPOT AWARD ☐ TIME OFF AWARD ** ☐ OTHER *

☐ KEEPSAKE AWARD ☐ GAINSHARING AWARD

* *Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government.*

** *Attach a description if the contribution exceeds the moderate benefits.*

13. NO. OF PERSONS	14. TOTAL AWARD *(Give dollar amount / hours, or value of item)*	15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: *(Check approp. box)* ➔	☐ MEASURABLE BENEFITS SCALE	ESTIMATED FIRST YEAR SAVINGS $	
			☐ NONMEASURABLE BENEFITS SCALE	VALUE OF BENEFITS	APPLICATION

PERFORMANCE BONUS AWARD

16. TYPE OF RECOGNITION RECOMMENDED *(check one)*

☐ PERFORMANCE BONUS AWARD *

☒ QUALITY STEP INCREASE *

Certification: *I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.*

* *Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.*

17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD
11/26/93	11/25/94	$

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL *(Signature)*	DATE	21. REVIEWING OFFICIAL *(Signature)*	DATE
TITLE: Assistant Field Office Manager		TITLE: Field Office Manager	

22. APPROVING OFFICIAL *(Signature & Title)* DATE

Director, Field Management Division

PERSONNEL USE ONLY

23. AGENCY CODE / POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: ➔	25. TO: *(Grade & Step)*	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE

I certify that the proposed action is in compliance with statutory and regulatory requirements	29. PERSONNEL OFFICIAL *(Signature & Title)*	DATE PROCESSED

☆ U.S.GOVERNMENT PRINTING OFFICE 1995-617-376 Form AD-287-2 (7/94)

Attachment 3-B-2

JUSTIFICATION FOR QUALITY-STEP INCREASE AWARD

(Provide written justification stating the reasons for and examples of the outstanding performance.)

PACKERS AND STOCKYARDS PROGRAM PERFORMANCE AWARDS

This attachment provides direction and explanation on the distribution of performance awards for GIPSA's Packers and Stockyards Program.

Performance awards will be awarded annually, budget permitting, after the annual performance appraisals and will be limited to Superior and Outstanding performance evaluations.

Three-fourths of one percent of salaries of the employees in a pool will be made available for performance awards of those employees. Pool composition and panel members are as follows:

- GS-1 thru GS-11 pool by office with rating supervisors as panel members;
- GS-12 thru GS-13 pool by office with rating supervisors as panel members;
- GS-14 National pool with Regional and Division Directors as panel members; and
- GS-15 National pool with Deputy Administrator as panel member.

Note that unused pool money: (1) shall not move from one pool to another; and (2) will be transferred to the general award account for spot and other awards.

The following tables gives an example of what the composition of given pools may resemble. Column A is the total amount of salaries in the various pools. Column C is approximately 0.75 of 1 percent of Column A and the amount that would be available for performance awards in a given pool.

	A	B	C
1	$ 150,000	Grades 1 – 11	$ 1,125
2	$ 978,354	Grades 12 – 13	$ 7,338
3	$ 1,067,196	Grade 14	$ 8,004
4	$ 529,386	Grade 15	$ 3,970
5	$ 2,724,936		
6	TOTAL AWARD ALLOCATION (0.75% OF SALARY)		$ 20,437

Assume there are 3 employees in pool Number 1 above and each has an annual salary of $50,000. Each employee's contribution would be 0.75 of $50,000 or $375 for a pool total of $1,125.

The distribution of the pool will be determined when each employee receives his/her annual performance appraisal. Of the 3 employees in the pool, one had 70 percent of his/her points, "Exceeds Fully Successful," and the other 2 had less than 70 percent. Superior performance evaluations of greater than 70 percent of total points exceeding fully successful receive 1.5 shares of the pool. Superior performance evaluations of less than or equal to 70 percent of total points exceeds fully successful receive 1 share of the pool. A share shall not be less than .5 percent of an employee's salary.

In this example, the potential distribution of the pool would be as follows:

Employee 1 =	1.5/3.5 = 42.8%	42.8% X $1,125 = $481.50
Employee 2 =	1/3.5 = 28.6%	28.6% X $1,125 = $321.75
Employee 3 =	1/3.5 = 28.6%	28.6% X $1,125 = $321.75

Outstanding performance evaluations receive a QSI. If a QSI is not possible because the employee is a step 10, then a Performance Award equal to 3 percent of the employee's annual salary will be awarded.