

Achievement Awards Madison SOP

The agency uses achievement awards to recognize exceptional performance of employees. Achievement awards can be processed anytime during the year, though there are limits to the specific dollar amount and time-off hours allowed per employee per 52-week period. Any employee may submit a nomination. It is up to the supervisor, RL and authorized official whether the award will be approved.

Nominations for achievement awards must follow the benefits scale based on the type of the contribution (limited, moderate, significant, substantial) and the scope of the contribution. See Non-Measurable Benefits Scale to see limits for each category of award. The Key to Contributions table includes examples to help nominators determine the type of contribution.

The written justification must include specific information describing the scope of the contribution. See the Key to Scope of Contribution’s Impact tables below.

Steps to process an achievement award READ THE DIRECTIONS ON PG 1 of the AD-287-2 CAREFULLY!

1. Nominating staff completes sections 10 – 17 on the AD-287-2 form, digitally signs section 23 and sends to supervisor, PSA and RL. **If nominating individual is same as supervisor, then they will sign in sections 18 and 24 instead of 23.**
2. PSA completes sections 1 – 9 on the AD-287-2 form (section 9 information about previous award within the last 52 weeks needs to be acquired from Awards Dashboard) and adds the accounting code in section 22.
3. PSA uses the Authorization level table below to determine who needs to sign in box 26.
4. PSA sends completed AD-287-2 form to Pamelita Edwers and Brian Brusky.
5. LSS verifies remaining ceiling allotment, adds case # and creates portal ticket.

Authorization Levels:

Discrete or cumulative awards within a consecutive 52-week period, up to:		Organizational authorization levels are no lower than:
\$750	and/or 8 hours	The immediate supervisor
\$2,000	and/or 20 hours	The 2 nd level supervisor
\$4,000	and/or 40 hours	The first SES in the employee’s chain of command
\$6,000	and/or 80 hours	The agency or staff office head
\$8,000		The subcabinet official
\$10,000		The Secretary

Table 2: Non-Measurable Benefits Scale

Scope	Type of Contribution			
	Limited	Moderate	Significant	Substantial
Level 1	Up to \$250 or 4 hours of TOA	Up to \$500 or 8 hours of TOA	Up to \$1,000 or 16 hours of TOA	N/A

Level 2	Up to \$500 or 8 hours of TOA	Up to \$750 or 10 hours of TOA	Up to \$1,500 or 20 hours of TOA	N/A
Level 3	N/A	Up to \$1,000 or 12 hours of TOA	Up to \$2,000 or 24 hours of TOA	Up to \$3,500 or 40 hours of TOA
Level 4	N/A	Up to \$1,250 or 20 hours of TOA	Up to \$3,000 or 30 hours of TOA	Up to \$5,000 or 40 hours of TOA
Level 5	N/A	Up to \$1,500 or 30 hours of TOA	Up to \$4,000 or 40 hours of TOA	Up to \$7,500 or 40 hours of TOA
Level 6	N/A	Up to \$2,000 or 40 hours of TOA	Up to \$5,000 or 40 hours of TOA	Up to \$10,000 or 40 hours of TOA

Key to Types of Contributions

Type	Examples
Limited	<ul style="list-style-type: none"> a. Assisted a colleague on a project to help meet a deadline b. Provided support for a specific initiative by scheduling meetings, tracking documents through approval, following up on deliverable due dates, etc. c. Served in an “acting” capacity for two pay periods (without a temporary promotion) d. Served as a team member on a short-term project
Moderate	<ul style="list-style-type: none"> a. Developed an administrative process improvement b. Provided technical expertise and guidance to a project team c. Performed an absent colleague’s duties for 60 days, as well as the awardee’s own workload d. Served as a lead on a short-term project e. Served as a fully contributing team member on a large, long-term project
Significant	<ul style="list-style-type: none"> a. Developed a strategic program enhancement which facilitated Mission Area, agency, or staff office decision-making, or improved delivery to external customers b. Delivered an important project with high quality on a very short timeline c. Served as a lead on a large, long-term project, accountable for the results
Substantial	<ul style="list-style-type: none"> a. Led an interagency initiative to develop a new methodology to improve program delivery to USDA’s external stakeholders b. Led a research team that developed a ground-breaking agricultural industry innovation

Key to Scope of the Contribution’s Impact

Scope	Definition of Levels
Level 1	<ul style="list-style-type: none"> a. The operations of the immediate office b. The employees of an entire state or region up to 300 employees or c. Equivalent
Level 2	<ul style="list-style-type: none"> a. The operations of a division, service center agency’s District or an entire small state b. The services delivered to the local community

	<ul style="list-style-type: none"> c. The employees of an entire state, region, agency, or staff office up to 3,000 employees or d. Equivalent
Level 3	<ul style="list-style-type: none"> a. The operations of an entire medium state or small agency or staff office (up to 3,000 employees) b. The services delivered to an entire small state, or delivered by multiple agencies to the local community or service center agency's entire District c. A significant mission-centric program delivered state-wide d. A subset of the general public equivalent to an entire small state e. The employees of an entire medium agency (3,001-10,000) employees or f. Equivalent
Level 4	<ul style="list-style-type: none"> a. The operations of an entire large state, multiple states a region, an entire medium agency (3,001-10,000 employees), or all the offices of multiple agencies serving an entire state b. The services delivered by multiple states, or by multiple agencies to the entire state c. A mission program delivered agency-wide d. A subset of the general public equivalent to an entire medium or large state e. The employees of multiple agencies, or an entire large agency (over 10,000 employees) or f. Equivalent
Level 5	<ul style="list-style-type: none"> a. The operations of an entire large agency (over 10,000 employees), multiple agencies, multiple Regions, or a bureau or independent agency outside USDA b. The services delivered by multiple regions c. A program delivered department-wide d. A subset of the general public equivalent to multiple states e. The employees of the entire departments or f. Equivalent
Level 6	<ul style="list-style-type: none"> a. The operations of the entire department b. A significant mission-centric program delivered department-wide c. The general public of the entire Nation or d. Equivalent

Unit Ceilings:

	FTE	% of total FTE	Allotment
CCRU	21	14.5%	\$32,795
VCRU	37	25.5%	\$57,674
CWBURU	19	13%	\$29,402
DFRU	32	22%	\$49,758
EIDMRU	13	9%	\$20,355
DFRC*	10	7%	\$15,832.50
MKE	4	3%	\$6,785
LSS*	9	6%	\$13,570
TOTALS	145	100%	\$226,171.50

*Includes CEC employees