

# Helpful Information for Awards

Award Type	Who can approve?
Time Off Awards	First line supervisor unless otherwise stated by your RD or AD Office
<b>Individual STAR Awards (gross amount)</b>	
\$5,000 and below	Center Director funding the award
\$5,001 to \$10,000	Assistant Secretary for Water and Science
Above \$10,000	OPM
<b>Group Awards</b>	
\$5,000 and below	Center Director funding the award
\$5,001 to \$10,000	Director, if no individual group member receives more than \$5,000. Assistant Secretary for Water and Science, if any individual group member receives more than \$5,000
Above \$10,000	OPM

FPPS Nature of Action Codes	
840	Cash Award (Individual) based on Performance Award
841	Cash Award (Group) based on contribution (STAR Award)
842	Cash Award (Individual) based on suggestion/invention
843	Cash Award (Group) based on suggestion/invention
846	Time Off Award (Individual) as a result of achievement
847	Time Off Award (Group) as a result of achievement
849	Cash Award (Individual) based on contribution (STAR Award)
892	Quality Increase (QSI) based on high quality performance

**Awards Table Comparing Value of Benefit  
to Value to the Organization**

Value of Benefit	Value to the Organization		
	<p>Local</p> <p>Affects:</p> <ul style="list-style-type: none"> <li>• one or more field facilities or Central Office organizational elements or staff office, or</li> <li>• a minor change or correction of a DO! form , policy, or procedure, or</li> <li>• optional use of an idea or procedure, or</li> <li>• minor change in the area of technology or automation</li> </ul>	<p>Bureau</p> <p>Affects:</p> <ul style="list-style-type: none"> <li>• an entire network , region , or</li> <li>• all Central Office organizations , or</li> <li>• ideas approved for optional use in the Department or an administration , or</li> <li>• important area of technology or automation</li> </ul>	<p>Department Wide</p> <p>Affects:</p> <ul style="list-style-type: none"> <li>• more than one region , or bureau</li> <li>• has impact DO! wide or beyond.</li> </ul>
Moderate. Change or contribution to an operating principle, practice, procedure or program of limited impact or use.	Up to \$500	Up to \$1,500	Up to \$3,000
Substantial. Significant or important change, contribution to, or modification of an operating principle, practice, procedure or program or service to the public.	Up to \$1,500	Up to \$3,000	Up to \$5,000
Exceptional. Complete revision or initiation of a major policy, practice or procedure that has significant impact on DO!s mission. Major improvement in the quality of a critical product, activity , program or service to the public.	Up to \$3,000	Up to \$5,000	Up to \$10,000

## RECOMMENDED SCALE OF HOURS FOR TIME-OFF RECOGNITION

Number of Hours	Value to the Organization
<b>1 to 10</b>	<b>Moderate:</b> A contribution to a product, activity, program or service to the public which is of sufficient value to merit formal recognition; or a beneficial change or modification of operating principles of procedures.
<b>11 to 20</b>	<b>Substantial:</b> An important contribution to the value of a product, activity, program or service to the public or significant change; or modification of operating principles or procedures.
<b>21 to 30</b>	<b>High:</b> A highly significant contribution to the value of a product, activity, program, or service to the public or a complete revision; or operating principles or procedures with considerable impact.
<b>31 or more</b>	<b>Exceptional:</b> A superior contribution to the quality of a critical initiation of a new principle; or a major procedure with significant impact.

# **GROUP AWARDS**

A Group Award is awarded when individuals participate in a collective effort to achieve a common goal. Please review the scenarios below as a reference on how to build the justification for the DI-451.

- **Scenario #1- All recipients are receiving *the same* award amount (or amount of hours)**

If each individual will be receiving the same dollar amount or hours amount, the narrative justification must first list the names of all individuals receiving the then describe the collective effort of all individuals to achieve the group accomplishment. For example:

*The following employees are recognized by this Group STAR award: Jane Doe, John Deere, and Joe Sample.*

*Jane, John and Joe worked collectively to arrange and host the Annual Field Office Chiefs meeting off-site June 10-14, 2011. [Then, include more details of their collective accomplishment.]*

- **Scenario #2- Award recipients are receiving *different* award amounts (or amounts of hours)**

If each individual will be receiving a different dollar amount based on their specific contribution to the group accomplishment, the narrative justification must first list the names of all individual recipients, then provide a description of the collective accomplishment, and last describe the specific individual's contribution to that collective accomplishment. For example:

*The following employees are recognized by this Group STAR award: Jane Doe, John Deere, and Joe Sample.*

*Jane, John and Joe worked collectively to arrange and host the Annual Field Office Chiefs meeting off-site June 10-14, 2011. This meeting provided an opportunity for the Field Office Chiefs to interact with specialists from the Region and support staff to enhance their management skills.*

*Joe was responsible for identifying the meeting location, making all arrangements for lodging and conference rooms, organizing the agenda and coordinating speakers for the event.*