

# CSREES Award Delegations of Authority

## CSREES Administrator has authority to grant:

- Any award up to and including \$5,500 and approve Quality Step Increases (QSIs)
- Group awards exceeding \$5,500 as long as the award for any one person doesn't exceed \$5,500
- Any award over \$5,500 up to and including \$10,000 with approval of the Assistant/Under Secretary

## Deputy Administrators and members of the Executive Council have authority to grant:

- Performance awards for any amount where the Administrator has given blanket approval of award amounts
- Extra effort awards up to and including \$2,000 and approve QSIs
- Group awards exceeding \$2,000 as long as the award for any one person does not exceed \$2,000

Note: It is Departmental policy that there be at least two levels of approval on the AD-287, "Recommendation and Approval of Awards Form". In the case where a Deputy Administrator or member of the Executive Council is recommending official on an AD-287, signature from a higher level approving official is still required, therefore, the AD-287 must be sent to the Administrator's Office for signature.