

Non-Monetary Extra Award (Token/Keepsake Award)

Updated 12/2012

Purpose

The Non-monetary Extra Effort Award recognition is equally valued with monetary recognition. It recognizes specific accomplishments and contributions to the organization. Non-monetary recognition can take many forms, including mementos such as an engraved plaque, a framed certificate of appreciation, or time-off.

Eligibility

All USDA employees are eligible to receive an individual or group Non-monetary Extra Effort Award. Former employees whose contributions occurred while they were employed with the Federal government are also eligible.

Contributions

Non-monetary Extra Effort Awards recognize individuals or groups for a specific accomplishment or contribution to the organization. Employees can demonstrate this in many ways:

- Making a high-quality contribution involving a difficult or important project or assignment.
- Displaying special initiative and creativity in making improvements to a product, activity/program, or service.
- Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or projected assignments while maintaining the employee's work load.

Token Items

Various keepsake items such as medals, certificates, plaques, citations, badges, pen-and-pencil sets, pins, and coffee cups can be presented as long as the items display the Department's name and are appropriate to be used in the public sector. No more than \$250.00 can be spent on any one item.

Note: Executive Order E.O. 13589 Promoting Efficient Spending

Sec. 7. Extraneous Promotional Items. Agencies should limit the purchase of promotional items (e.g., plaques, clothing, and commemorative items), in particular where they are not cost-effective.

Effective Dates

Non-monetary Extra Effort Award recognition will be made effective the pay period following the date it has been received by the Human Resources Division (HRD) or designated agency representative.

Procedures

Non-monetary Extra Effort Award recognition should be made as soon as possible, after the accomplishment or contribution has occurred.

Any employee may make a recommendation for another employee. Employees without authority to approve and fund an award must make the nomination through a supervisory or managerial employee with the authority to do so.

It is suggested that Non-monetary items be purchased from the AbilityOne Program. In accordance with Federal Acquisition Regulation 8.713, ordering offices may acquire supplies and services not included in the Procurement List from an AbilityOne participating nonprofit agency that is the low responsive, responsible offer or under a solicitation issued by other authorized acquisition methods.

Completing A Non-monetary (Extra Effort, Token, Keepsake Award) AD-287-2

An AD-287-2 form must be prepared for Non-monetary Extra Effort Awards. If the Non-monetary Extra Effort Award is for a group, only one AD-287-2 form is required along with an attached list of each group member's name, position title, pay plan, series, grade, item awarded, and/or amount of hours earned if time-off is being awarded.

If the employee being awarded is part of another agency, the name, phone number, and address of the employee's servicing human resource office must be included on the AD-287-2 form.

Table 1 provides specific instructions on how to complete the required blocks of the AD-287-2 form. Please ensure that the following blocks are completed and accurate.

Table 1

Block	Item	Instruction
1	Agency	Provide code or name of awarding agency
2	Name of Employee	Provide the official name of employee
4	Position title	Provide the official position title
5	Pay Plan/Series/Grade/Step	Provide pay plan, series, grade, and step
6	Organization and Location	Provide the organization and location. If the recipient is not employed by the awarding agency, the recommending official would inform the employee's supervisor of record. The AD-287-2 must include the name, phone number, and address of the employee's servicing human resources office so HRD may arrange for award processing.
7	Period Covered for Award	Provide the period covered. The period covered must end earlier than the signature dates.
8	Accounting Code (<i>required for time-off</i>)	Provide the accounting code. The recommending or approving official must have the authority to obligate funds on the account specified.
11	Citation	Provide a citation. It must be 25 words or less and state the basis for the award.
12	Type of Recognition	Indicate the type of award. (i.e., cups, pins, and pens are keepsake awards)
13	Number of Persons	Indicate the number of employees receiving the award.
15	Total Amount Based On:	Put an "x" for "Non-measurable Benefits Scale". Add either "small" or "moderate" in the "Value of Benefits" box. Add either "limited" or "broad" in the "Application" box.
20	Recommending Individual/Date	Provide the title of the recommending individual. Obtain signature and date
21	Reviewing Official/Date	Not always necessary. Depends on each organization's award delegation. If required by the organization, provide the title of the reviewing official and obtain signature and date.
22	Approving Official/Date	Provide the title of the approving official. Obtain signature and date.