

Table of Monetary and Non-Monetary Awards

Monetary Awards	Description	Eligibility	Procedures
Extra Effort	For significant one-time contributions; Range from \$50 - \$10,000+; Payment through direct deposit; No limit on the number an employee may receive; May be given at any time; Only one per contribution	All Federal employees as individuals or groups; May not be given to non-Federal employees unless the person has separated from the government and the contribution was made as a Federal employee	AD-287 with two levels of approval; Justification; Be aware of internal processing procedures; Paperwork is sent to HRD for processing
Spot	For routine every day extra effort and contributions that warrant small awards; Range from \$50-\$750; Expedited payment through direct deposit; No limit on the number an employee may receive; May be given at any time	All Federal employees as individuals or groups except SES; May not be given to non-Federal employees unless the person has separated from the government and the contribution was made as a Federal employee	AD-287 with two levels of approval; Justification; Be aware of internal processing procedures; Paperwork is faxed to HRD for processing
Quality Step Increase (QSI)	For outstanding performance during a rating cycle; Must have an "Outstanding" rating of record; Equivalent to a step increase One per performance year and one within any 52 week period; QSIs to the 4th and 7th steps prolong an employee's current WGI waiting period by one year	All ratable employees except SES, ST, SL, WG and those promoted or reassigned to different duties near the end of a rating cycle	AD-287 with two levels of approval; Copy of performance rating; Justification or copy of accomplishment report; Be aware of internal processing procedures; Paperwork is sent to HRD for processing
Performance Bonus	For recognition of performance during a rating cycle; Must have at least a "Fully Successful" rating of record; Amount cannot exceed 10% of salary; Payment through direct deposit; Limit one per performance year	All ratable employees, except SES non-career, are eligible	AD-287 with two levels of approval; Copy of performance rating; Justification or copy of accomplishment report; Be aware of internal processing procedures; Paperwork is sent to HRD for processing

Non-Monetary Awards	Description	Eligibility	Procedures
Time Off	<p>For specific contributions and accomplishments;</p> <p>Is an excused absence without charge to leave;</p> <p>Not appropriate for those in a "use or lose" status;</p> <p>Must be used within one year of effective date;</p> <p>Limit 40 hours per contribution and 80 hours per leave year for full-time employees, prorated based on work schedule for part-time employees;</p> <p>May not be transferred outside the agency, must use or forfeit;</p> <p>Supervisor of record must be consulted;</p> <p>May only use after award appears in NFC system, HRD to notify timekeepers</p>	<p>All Federal employees except SES and those on intermittent tours of duty</p>	<p>AD-287 with two levels of approval;</p> <p>Justification;</p> <p>Be aware of internal processing procedures;</p> <p>Paperwork is sent to HRD for processing</p>
Token Item	<p>For specific contributions and accomplishments;</p> <p>Value of item(s) should not exceed \$250;</p> <p>If possible, items should display agency or org logo;</p> <p>Operating budgets may be used to purchase token items;</p> <p>Items should be appropriate for Federal recognition - avoid luxury items such as jewelry; Examples: portfolios, plaques, certificates, lapel pins, pens, paper weights, jackets, shirts, hats, etc.;</p> <p>Gift certificates and savings bonds are not considered token items and may not be purchased as award recognition</p>	<p>Anyone; including non-Federal persons</p>	<p>No documentation is required to be sent to HRD;</p> <p>Supervisor should keep a record of the purchase and keep an AD-287 on file to document the employee's contribution or accomplishment in case of audit;</p> <p>Proper purchasing procedures should be followed when procuring items - document "5 USC 4501-06" on paperwork as authority to purchase;</p> <p>Follow any internal procedures;</p> <p>HRD can provide catalogs and names of vendors used</p>