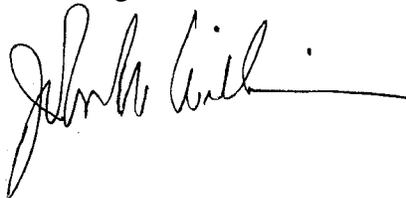


For: FFAS Employees

Justification Requirement for Monetary and Time Off Awards

Approved by: Deputy Administrator, Management



1 Overview

A Background

OPM conducted an audit of USDA installations at the National Office during the 3rd quarter of 2005 and noted USDA Recognition Policy does not require justification for monetary awards under \$500 and time off awards of 10 hours or less. This current policy is not according to 5 CFR 451.103 (c)(2). 5 CFR states “an agency award program shall provide for documenting justification for awards that are not based on a rating of record”.

To be in compliance with 5 CFR, written justification is required for all monetary and time off awards of any amount.

B Purpose

This notice informs all employees that written justification is required for monetary and time off awards that are not based on a rating of record. The award citation (AD-287-2, block 11) does not constitute the award justification.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

D Contact

If there are questions about this notice, contact either of the following:

- Audrey Armstrong, Employee Recognition Program Manager, at 202-401-0694
- Angela Jackson, Human Resources Assistant, at 202-401-0682.

Disposal Date	Distribution
January 1, 2007	All FAS, FSA, and RMA employees; State Offices relay to County Offices

Notice PM-2550

2 Providing Written Award Justification

A Procedures

Written award justification must be attached to AD-287-2. The justification should explain the employee's accomplishments and contributions warranting the award. If assistance is needed in writing an award justification, review the information on the Employee Recognition web site at http://hr.ffas.usda.gov/offices/pmmba/pdf_pmmba/JustificationExample.doc.

Forward AD-287-2 and written justification to the applicable Servicing Personnel Office for processing.

Note: For performance-based awards, AD-435A and AD-435B constitute written justification. The Collective Bargaining Agreement may require additional written justification as part of the rating of record. Follow the Collective Bargaining Agreement guidance in reference to additional written justification requirements.

B Servicing Personnel Office

Contact the appropriate Servicing Personnel Office according to this table.

IF the employee is located in...	THEN forward AD-287-2 and written justification to...
<ul style="list-style-type: none">• FSA National Office• FAS• RMA Headquarters• RMA Field Offices	USDA/FSA/HRD/PMBAB Attn: Angela Jackson Stop 0595 1400 Independence Avenue SW Washington, DC 20250-0595 Phone: 202-401-0682 FAX: 202-205-9140.
<ul style="list-style-type: none">• FSA Kansas City/St. Louis Offices• APFO• RMA Kansas City	KCHRO, ELRS Attn: Dana Candler at 816-926-6117 Attn: Patricia Gepford at 816-926-6259 Attn: Anne Wheeler at 816-926-6184 6501 Beacon Drive Kasas City, MO 64133 FAX: 816-926-6156.
FSA State and County Offices	State Office, Administrative Division.