

For: All FAS Employees

**Increase in Quick Track (Spot) Award Amount**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

Quick Track (Spot) Awards:

- are small monetary awards designed to recognize employees for their day-to-day extra efforts and contributions in going the extra mile to get the job done
- allow a supervisor to grant immediate monetary recognition for one-time contributions (such as special project, task force, etc.) to the agency’s mission or goals.

In the past, FAS limited Quick Track (Spot) Awards to \$250 per accomplishment with no more than \$500 during a 12-month period.

**B Purpose**

This notice

- increases the amount of a single Quick Track (Spot) Award to \$500
- informs employees they may receive more than 1 Quick Track (Spot) Award within a 12-month period, but the total amount may **not** exceed \$1,000 in any single FY.

**C Timeframe**

Quick Track (Spot) Awards should be used to award employees for their accomplishments or contributions to a project or detail that did **not** exceed 6 weeks. Recognition should be made within 30 calendar days of the project’s or detail’s completion.

**D Contact**

Direct questions about this notice to Audrey Armstrong, Employee Recognition Program Manager, at 202-401-0694 or Angela Jackson, HR Assistant, at 202-401-0682.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	FAS

## Notice PM-2556

### 1 Overview (Continued)

#### E Award Amount

Individual award amounts may **not** be less than \$50 and **not** more than \$500 per person.

Group awards have **no** maximum total amount for any group; however, the award amount for each individual in the group may **not** exceed \$500.

#### F Eligibility

All FAS employees are eligible to receive a Quick Track (Spot) Award except:

- Schedule C employees at GS-13 and above
- SES employees
- SFS employees.

#### G 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.

### 2 Processing Procedures

#### A Nominations

Supervisors, managers, and peers may nominate any eligible employee for a Quick Track (Spot) Award.

#### B AD-287-2's

Nominating employees shall prepare AD-287-2. Ensure that the following are completed:

- check Block 12, Spot Award box
- insert award amount in Block 14.

**Notes:** If the employee works in another agency, include the address of the employee's servicing Human Resources Office on AD-287-2, Item 9, Address Block.

For Group Award nominations, attach a separate page with the following information:

- employees' name
- employees' Social Security number
- employees' position title, pay plan, and grade
- award amount for each individual.

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### 2 Processing Procedures (Continued)

#### B Forms (Continued)

According to Notice PM-2550, written justification is required for **all** awards, regardless of the amount. Attach the written justification to AD-287-2. Go to the Employee Recognition web site at [http://www.fsa.usda.gov/Internet/FSA\\_File/justificationexample.doc](http://www.fsa.usda.gov/Internet/FSA_File/justificationexample.doc), if nomination employees need assistance in writing an award justification.

Obtain required approval from appropriate management officials. If the recipient does **not** work for the nominating or recommending official, notify the employee's supervisor.

Forward the approved AD 287-2 and written justification by either of the following:

- mail to:

FSA/HRD/EPB  
ATTN: A. Jackson  
1400 Independence Avenue, SW  
Stop 0595  
Washington, DC 20250-0595

- FAX to 202-205-9140.

#### C Human Resources Office Action

The Human Resources Office will:

- process AD-287-2's and generate SF-50's
- forward SF-50's to the employees
- process payments through NFC for serviced employees
- forward AD-287-2 and written justification to the appropriate Human Resources Office for employees outside the FFAS serviced area.