

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE		CASE NO. (Personnel Use Only)
<b>RECOMMENDATION &amp; APPROVAL OF AWARDS</b>		
<b>NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.</b>		
1. AGENCY GIPSA	2. NAME OF EMPLOYEE (Last, first, middle initial) Doe, Jane B.	
3. SOCIAL SECURITY NO. 123-45-6789	4. POSITION TITLE Agrl Commod Grader (Grain)	5. PAY PLAN-SERIES / GRADE / STEP GS-1980-09/05
6. ORGANIZATION AND LOCATION New Orleans, LA	7. PERIOD COVERED FOR AWARD (mm, dd, yy) From: 10/01/95 To: 09/30/96	8. ACCOUNTING CODE 1234567
9. IF AWARD APPROVED, MAIL CHECK TO: <input type="checkbox"/> SALARY CHECK ADDRESS <input checked="" type="checkbox"/> OTHER (Specify address): →	(ADDRESS) USDA, GIPSA, FGIS P.O. Box 640 Destrehan, LA 70047	
10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS (Specify type of award, amount received, and effective date.) 8 hours time off - 3/5/96                      8 hours time off - 12/11/95		
11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. (This language will appear on the employee's certificate.) EMPLOYEE IS BEING RECOGNIZED FOR: Sustained superior performance contributing to the increased effectiveness and efficiency of the New Orleans Field Office and the Federal Grain Inspection Service.		
<b>COMPLETE THE APPROPRIATE AWARD SECTION</b>		
<b>EXTRA EFFORT AWARD</b>	12. TYPE OF RECOGNITION RECOMMENDED (check one)	
	<input type="checkbox"/> EMPLOYEE SUGGESTION OR INVENTION * <input type="checkbox"/> EXTRA EFFORT AWARD * <input type="checkbox"/> SPOT AWARD <input type="checkbox"/> TIME OFF AWARD ** <input type="checkbox"/> OTHER * <input type="checkbox"/> KEEPSAKE AWARD <input type="checkbox"/> GAINSHARING AWARD	
	* Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government. ** Attach a description if the contribution exceeds the moderate benefits.	
	13. NO. OF PERSONS	14. TOTAL AWARD (Give dollar amount / hours, or value of item)
		15. TOTAL DOLLAR AMOUNT/ HOURS BASED ON: (Check approp. box) →
		<input type="checkbox"/> MEASURABLE BENEFITS SCALE      ESTIMATED FIRST YEAR SAVINGS \$ <input type="checkbox"/> NONMEASURABLE BENEFITS SCALE      VALUE OF BENEFITS      APPLICATION
<b>PERFORMANCE BONUS AWARD</b>	16. TYPE OF RECOGNITION RECOMMENDED (check one)	
	<input checked="" type="checkbox"/> PERFORMANCE BONUS AWARD * <input type="checkbox"/> QUALITY STEP INCREASE * Certification: I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the position were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future.	
	* Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.	
	17. DATE OF LAST PROMOTION 11/26/93	18. DATE OF LAST WITHIN GRADE INCREASE 11/25/94
		19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD \$1,000.00
<b>RECOMMENDATION AND APPROVAL</b>		
20. RECOMMENDING INDIVIDUAL (Signature)	DATE	21. REVIEWING OFFICIAL (Signature)      DATE
TITLE: Assistant Field Office Manager		TITLE: Field Office Manager
22. APPROVING OFFICIAL (Signature & Title) Director, Field Management Division		DATE
<b>PERSONNEL USE ONLY</b>		
23. AGENCY CODE / POI	24. DATE EFFECTIVE	25. TO: (Grade & Step)
	QUALITY STEP INCREASE: →	26. NEW SALARY
		27. RATE
I certify that the proposed action is in compliance with statutory and regulatory requirements		28. PAY RATE DETERMINANT CODE
29. PERSONNEL OFFICIAL (Signature & Title)		DATE PROCESSED

☆ U.S. GOVERNMENT PRINTING OFFICE 1995-617-376 Form AD-287-2 (7/94)

**JUSTIFICATION FOR PERFORMANCE BONUS AWARD**

(Provide written justification stating the reasons for and examples of the superior performance.)