

Non-monetary Extra Effort Award

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

Employee Anyone is eligible to receive individual or group Non-monetary Extra Effort Awards, including non-Federal employees.

Contributions Non-monetary Extra Effort Award recognizes individuals or groups for a specific accomplishment or contribution. 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 in a product, activity/program, or service.
- Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or project assignments while maintaining the employee's work load.

Token Item Various keepsakes can be presented: medals, certificates, plaques, citations, badges, pen-and-pencil sets, pins, and coffee cups, as long as the items display the Department's name and is suitable for display. No more than \$250.00 can be spent on any one item.

Effective Dates Non-monetary Extra Effort Award will be made effective the beginning of the pay period after receipt in the Human Resources Division (HRD).

Procedures Non-monetary Extra Effort Award recognition should be made as soon as practical after the accomplishment has occurred.

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

ALL token items must be purchased thru JWOD (Javits- Wagner-O'Day) in accordance with Bulletin 06-325.0 dated May 1, 2006.

**Completing A Non-monetary
Extra Effort
Award**

AD-287-2 An AD-287-2 must be prepared for Nonmonetary Extra Effort Awards. If the Nonmonetary Extra Effort Award is for a group, one AD-287-2 is required with a list of the names, social security numbers, pay plan, series, grade, and amount of hours for each employee in the group.

Table (1) below gives block-by-block instructions on how to prepare an AD-287-2 for a Non-monetary Extra Effort Award.

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

Nonmonetary Extra Effort Award AD-287-2s for all employees, except for AFM employees, must be faxed to HRD for processing. AD-287-2s for AFM employees are to be hand carried to HRD. Table (2) provides the names, phone numbers, and fax numbers of those HRD points of contact for Nonmonetary Extra Effort Award processing only.

Table (1) provides specific instruction on how to complete the required blocks of an AD-287-2 for a Nonmonetary Extra Effort Award
Please ensure that the following blocks are completed and accurate.

Block	Item	Instruction
1	Agency	Provide code or name of awarding agency.
2	Name of Employee	Provide the official name of employee. *
3	Social Security Number	Provide the social security number. *
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 should 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	Provide the accounting code. The recommending or approving official must have the authority to obligate funds on the account specified.
11	Citation	Provide the citation. It must be 25 words or less and must state the basis for the award.

12	Type of Award	Indicate “Nonmonetary Extra Effort Award”
13	Number of Persons	Indicate the number of employees receiving the award.
15	Total Amount Based On:	Put an “x” in “Non-Measurable Benefits Scale”. Add either “small” or “moderate” in “Value of Benefits” and either “limited” or “broad” in “Application.”
20	Recommending Individual/Date	Enter the title of the recommending individual. Obtain signature and date.
21	Reviewing Official/Date	Not always necessary. Depends on each organization’s award delegations. If required by the organization, enter the title of the reviewing official, and obtain signature and date.
22	Approving Official/Date	Enter the title of the approving official. Obtain signature and date.

* Those items asterisked above are required on a separate list for group awards. The list is to be forwarded to HRD along with the AD-287-2.

**Sending
AD-287-2s
To HRD**

HRD has identified one employee and a backup employee in each of the Operating Branches specifically designated to process Nonmonetary Extra Effort Awards. Table (2) provides the name, phone number, and fax number for each designated point of contact.

- Organizations, **except for AFM**, must fax their Nonmonetary Extra Effort Award AD-287-2s to their designated processing point of contact. Original AD-287-2s are to be kept in the supervisor’s official files for 4 years. **Do not Fed Ex or send original AD-287-2 to HRD for processing. If this occurs, there is great potential for duplicate payment of awards.**
- Nonmonetary Extra Effort Awards for AFM employees must be hand carried to their designated processing point of contact. A copy of the form should be retained for the supervisor’s files.

Agency, Area, Organization	Point of Contact	Operating Branch in HRD	Phone Number	Fax Number
CSREES, ERS, and NASS	Joseph McCall	Metropolitan Services Branch (MSB)	202-720-3308	202-720-3652
<u>ARS</u> SAA MSA SPA	Roslyn Norman	Southern Services Branch (SSB)	301-504-1446	301-504-1536
<u>ARS</u> NPA PWA MWA	Sheonna Gibson	Western Services Branch (WSB)	301-504-1556	301-504-1587
<u>ARS</u> NAA BA ARS Headquarters NAL	Carey Wilkerson	Eastern Services Branch (ESB)	301-504-1383	301-504-1373
<u>ARS</u> AFM	Vicki Taber	Eastern Services Branch (ESB)	301-504-1406	Hand Carry, GWCC, Room 3-1112D