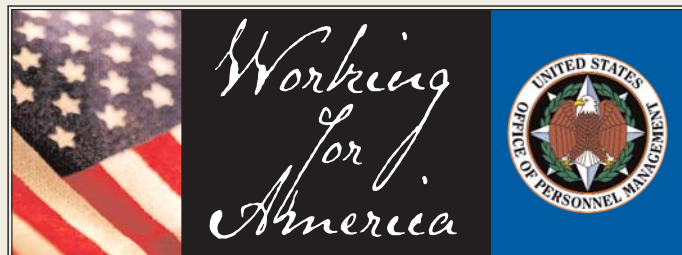




**ACHIEVEMENTS:  
A REPORT ON THE  
FEDERAL INCENTIVE  
AWARDS PROGRAM  
FOR FISCAL YEAR 2000**

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



**Kay Coles James, Director  
July 2003**



OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-1000

A Message from the Director:

It is my pleasure to present **Achievements: A Report on the Federal Incentive Awards Program for Fiscal Year 2000**. Our report provides Governmentwide data on cash and time-off awards granted to Federal employees during fiscal year 2000. I am pleased to know that agencies are using flexibilities currently in place to reward and to recognize the accomplishments and the results of the Federal workforce.

People are the key to any successful organization. Therefore, agencies must take appropriate steps to reward and recognize skilled, high-performing employees. As agencies strive to achieve "green" on the Executive Branch Management Scorecard and to meet the management objectives set forth by the President, they must continue to let Federal employees know they are valued for their contributions.

I applaud the accomplishments of our Federal employees, particularly those who were award recipients, and further challenge all Federal agencies to continue their efforts to improve their performance cultures by recognizing employees who meet organizational goals and improve the efficiency, effectiveness, and economy of the Government.

Sincerely,

A handwritten signature in black ink, appearing to read "Kay C. James".

Kay Coles James  
Director

# ACHIEVEMENTS

## A Report on the Federal Incentive Awards Program for Fiscal Year 2000

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# INTRODUCTION

This edition of *Achievements* provides governmentwide data on cash and time-off awards granted to Federal employees during fiscal year 2000. Although reporting for certain types of awards changed effective October 1, 2000, this report addresses award types used prior to that date (i.e., categories that were in effect in fiscal year 2000).

We designed *Achievements* to let the reader compare the use of awards given by agencies across Government. We provide data for five types of awards:

**PERFORMANCE AWARDS** are cash awards based solely on employees' ratings of record, which are performance ratings assigned at the end of the appraisal period for performance over the entire period. Employees must receive a rating of record of *Fully Successful* or better to be eligible. Performance awards are lump-sum payments and do not increase the employee's rate of basic pay.

**SPECIAL ACT OR SERVICE AWARDS** are lump-sum cash awards granted to recognize specific accomplishments by individuals or groups of employees that are in the public interest and that have exceeded normal job requirements. We include gainsharing awards with this type of award. We report three kinds of Special Act or Service awards here:

**Individual Awards** are given to individual employees who have made contributions that exceeded normal job requirements.

**Group Awards** are granted to the members of groups that have achieved specific accomplishments.

**On-the-Spot Awards** are a kind of Special Act or Service award involving minimal paper-

work and approval time to provide immediate recognition for employees who perform short-term quality acts or service in an exceptional manner.

**SUGGESTION & INVENTION AWARDS** recognize ideas or inventions that improve operations and services to the public and contribute directly to the economy or efficiency of Government operations. Individual employees or groups may submit suggestions and inventions.

**QUALITY STEP INCREASES** (QSIs) consist of an additional within-grade salary increase (about 3 percent of basic pay) granted to General Schedule employees to reward exceptional sustained performance. To be eligible, an employee must have received an *Outstanding* rating of record or the highest summary level used by the performance appraisal program and must meet previously established criteria. A QSI increases the employee's rate of basic pay permanently.

**TIME-OFF AWARDS** are time off from work that is granted to employees without loss of pay or charge to leave. Time-off awards can recognize the same type of achievements as do cash awards.

The tables in *Achievements* for fiscal year 2000 do not include data on performance or rank awards granted to members of the Senior Executive Service (SES). For information on SES awards, contact:

U.S. Office of Personnel Management  
Center for Leadership & Executive Resources Policy  
Theodore Roosevelt Building  
1900 E Street NW., Room 6560  
Washington, DC 20415-5000  
Telephone: 202-606-6500  
Email: [sesmgmt@opm.gov](mailto:sesmgmt@opm.gov)

For a detailed explanation on how the data were calculated, see *Notes on the Data* on page 2.

# NOTES ON THE DATA

**Achievements** for fiscal year 2000 includes awards data compiled using the Central Personnel Data File (CPDF) maintained by the U.S. Office of Personnel Management (OPM) and the Incentive Awards Program Annual Report (OPM Form 1465) submitted by each agency. In submitting their annual reports for fiscal year 2000, we gave agencies the opportunity to direct OPM to use the awards data already submitted to CPDF as their official annual report. A number of agencies did so.

Agencies reported, by type of award, the number of awards employees received, as individuals or members of a group, and the total amount paid. In the case of Special Act or Service Awards granted to groups, agencies also reported the number of groups.

We compiled data about Quality Step Increases (QSIs) by extracting from CPDF the number of QSIs each agency granted by grade with effective dates between October 1, 1999, and September 30, 2000. We estimated fiscal year costs by using the number of QSIs granted by grade and taking into account the January general increase and locality pay adjustments. The estimation model assumes that agencies granted QSIs throughout the fiscal year.

We present several statistical indicators to facilitate comparing data across agencies. The best indicators to use in comparing awards activities across agencies are:

- **spending as a percentage of total salaries,**
- **rate per 100 employees,** and
- **average award amount.**

**Spending as a percentage of total salaries** is calculated for each agency by dividing the total value of

awards paid by an estimate of that agency's annual employee salaries paid for fiscal year 2000. We derived that salary estimate by averaging each agency's salary data from CPDF for the four quarters ending December 1999, March 2000, June 2000, and September 2000. We then adjusted that estimate to account for less-than-full-time employees using a standard method of applying weights to reflect different work schedules.

**Rate per 100 employees** is calculated for each agency by dividing the number of awards received by employees, as individuals or members of a group, by an estimate of the relevant eligible agency population for fiscal year 2000. For all awards, we derived that population estimate by averaging each agency's population data from the CPDF for the four quarters ending December 1999, March 2000, June 2000, and September 2000. We made no adjustment for less-than-full-time employment because each employee is a potential award recipient. Also, note that we characterized these figures as a "rate of awards granted per 100 employees" rather than the percentage of employees receiving an award. This is because, for some kinds of awards, an individual employee may receive more than one award in a year.

**Average award amount** is calculated for each agency by dividing the total value of awards paid by the number of awards received by employees, as individuals or members of a group.

Note that the data for time-off awards do not include spending as a percentage of total salaries or average award amount because agencies do not grant a time-off award as cash. Instead, the data include the number of awards given, the number of hours granted, the average hours per award, and the rate of awards granted per 100 employees.

# PERFORMANCE AWARDS for FY00 d

Department or Agency* (by population)	Spending as % of Total Salaries	Rate/100 Non-SES Employees	Avg. Award Amount	Total \$ Paid	Total No. of Awards
<b>Over 100,000</b>					
Veterans Affairs	<0.01%	0.1	\$1,222	\$222,420	182
Army	0.97%	44.0	1,014	88,784,387	87,566
Navy	0.36%	21.4	820	32,068,116	39,117
Treasury	0.74%	52.4	664	52,578,570	79,138
Air Force	1.07%	67.5	702	63,102,928	89,920
Justice	0.33%	16.7	1,029	21,369,597	20,772
Agriculture	0.24%	14.8	667	10,179,002	15,251
<b>50,001 to 100,000</b>					
Interior	0.00%	0.0	0	0	0
SSA	0.55%	29.5	874	16,488,625	18,872
Transportation	0.12%	13.6	626	5,405,147	8,632
HHS	0.43%	19.8	1,150	14,062,184	12,231
<b>20,001 to 50,000</b>					
National Guard Bureau	0.28%	7.6	1,496	5,303,448	3,546
Commerce	1.12%	36.2	1,491	24,285,468	16,291
DLA	0.96%	40.4	1,120	16,850,146	15,050
<b>10,001 to 20,000</b>					
State	0.03%	1.4	1,097	298,305	272
EPA	0.00%	0.0	0	0	0
NASA	0.69%	50.4	979	9,005,468	9,200
DODEA	0.62%	26.1	770	3,563,045	4,626
DeCA	1.38%	64.4	535	6,055,352	11,314
DFAS	0.79%	38.2	843	5,626,917	6,673
Labor	1.26%	72.8	995	11,446,524	11,509
Energy (less FERC)	1.10%	48.3	1,617	10,995,662	6,799
GSA	0.05%	2.1	1,370	410,985	300
HUD	0.88%	51.9	1,075	5,676,862	5,283
<b>5,001 to 10,000</b>					
FEMA	0.00%	0.0	0	0	0
FDIC	0.00%	0.0	0	0	0
DISA	<0.01%	<0.1	757	2,270	3
DDHQ	0.87%	38.4	1,870	3,843,009	2,055
<b>1,501 to 5,000</b>					
Education	<0.01%	0.2	895	9,850	11
SBA	1.25%	70.4	991	2,930,064	2,956
Library of Congress	0.34%	11.5	1,511	734,282	486
Smithsonian	0.64%	32.8	905	1,250,071	1,381
DCAA	0.88%	29.9	1,719	2,115,689	1,231
OPM	0.77%	25.0	1,264	1,165,116	922
GPO	0.00%	0.0	0	0	0
SEC	1.01%	46.3	1,502	1,973,017	1,314
EEOC	<0.01%	0.1	700	1,400	2
NRC	0.77%	34.9	1,824	1,754,741	962
NARA	1.36%	63.0	827	1,385,586	1,675
DSS	0.01%	0.6	857	12,000	14
USAID	1.29%	44.9	2,247	2,152,492	958
FCC	0.64%	61.2	756	889,975	1,177
NLRB	0.82%	34.6	1,618	1,059,505	655
IBBG	0.00%	0.0	0	0	0
<b>Agencies Under 1,500</b>	0.99%	38.2	1,652	13,076,314	7,916
<b>GOVERNMENTWIDE</b>	0.52%	27.6	\$901	\$438,134,539	486,262

Source: Incentive Awards Program Annual Reports submitted by agencies.

\*See Index of Abbreviations.

# SPECIAL ACT OR SERVICE AWARDS

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Department or Agency (by population)	Spending as % of Total Salaries	Rate per 100 Emps.	Avg. Award Amount	Total \$ Paid	Total No. of Awds.	SPECIAL ACT OR SERVICE AWARDS Individual Awards		
						Rate per 100 Emps.	Avg. Award Amount	No. of Individual Awards
<b>Over 100,000</b>								
Veterans Affairs	0.49%	50.8	\$397	\$44,131,715	111,097	25.1	\$516	54,824
Army	0.34%	37.7	410	30,828,020	75,172	20.9	589	41,612
Navy	0.70%	74.4	462	63,071,135	136,472	47.2	538	86,627
Treasury	0.50%	50.8	459	35,338,669	77,000	38.3	435	57,990
Air Force	0.07%	8.4	389	4,345,062	11,159	2.4	634	3,141
Justice	0.21%	21.1	518	13,654,121	26,367	17.5	560	21,886
Agriculture	0.75%	45.6	688	32,438,109	47,121	27.7	876	28,601
<b>50,001 to 100,000</b>								
Interior	1.46%	67.2	933	45,331,073	48,586	39.5	1,205	28,527
SSA	0.42%	61.2	321	12,589,716	39,165	52.7	344	33,742
Transportation	0.27%	34.2	558	12,132,682	21,742	27.7	629	17,587
HHS	0.80%	56.6	753	26,476,972	35,185	36.3	879	22,601
<b>20,001 to 50,000</b>								
National Guard Bureau	0.07%	4.0	748	1,393,497	1,862	2.8	929	1,299
Commerce	1.33%	117.9	542	29,015,912	53,490	46.5	710	21,111
DLA	0.56%	63.6	417	9,902,990	23,744	22.8	631	8,512
<b>10,001 to 20,001</b>								
State	0.11%	14.4	433	1,208,242	2,789	8.3	588	1,602
EPA	1.08%	107.6	648	13,052,734	20,131	67.0	847	12,531
NASA	0.52%	79.7	460	6,842,532	14,865	43.6	590	8,129
DODEA	0.13%	10.3	422	773,249	1,832	3.7	750	662
DeCA	0.21%	26.0	204	933,836	4,576	4.7	408	822
DFAS	0.62%	67.7	374	4,432,903	11,843	39.7	491	6,939
Labor	0.18%	24.9	417	1,659,798	3,981	8.6	958	1,379
Energy (less FERC)	1.37%	151.4	620	13,611,314	21,951	52.8	886	7,654
GSA	3.41%	286.9	648	26,389,809	40,704	11.5	1,447	1,635
HUD	0.57%	76.2	474	3,703,967	7,817	25.1	818	2,571
<b>5,001 to 10,000</b>								
FEMA	0.30%	12.2	766	826,818	1,079	12.2	766	1,078
FDIC	0.82%	98.4	609	4,299,305	7,059	51.5	843	3,696
DISA	1.75%	121.5	826	6,179,072	7,483	106.5	909	6,558
DDHQ	0.07%	9.0	578	309,027	535	3.2	1,204	190
<b>1,501 to 5,000</b>								
Education	1.24%	95.2	816	3,777,399	4,631	80.0	914	3,888
SBA	0.38%	68.4	303	882,324	2,908	10.3	830	437
Library of Congress	0.82%	69.0	599	1,744,776	2,915	33.5	794	1,415
Smithsonian	0.28%	26.9	489	552,174	1,130	10.6	957	447
DCAA	0.83%	89.9	535	1,988,681	3,716	26.0	787	1,077
OPM	1.26%	87.6	584	1,912,891	3,277	49.7	896	1,860
GPO	<0.01%	0.2	79	395	5	0.0	0	0
SEC	0.13%	9.7	879	246,996	281	8.5	974	248
EEOC	<0.01%	<0.1	45	45	1	<0.1	45	1
NRC	0.39%	37.0	831	891,341	1,073	10.3	1,811	297
NARA	0.48%	42.3	428	483,716	1,130	31.2	416	834
DSS	1.23%	148.2	442	1,640,256	3,713	70.8	666	1,774
USAID	0.09%	92.5	73	147,190	2,004	1.7	1,132	36
FCC	0.38%	60.9	437	523,116	1,198	29.2	710	575
NLRB	0.06%	9.3	415	75,579	182	7.5	475	146
IBBG	0.21%	37.1	2	248,579	717	30.6	421	591
<b>Agencies under 1,500</b>	0.38%	31.7	747	5,023,552	6,721	17.1	1,066	3,625
<b>GOVERNMENTWIDE</b>	0.55%	50.3	522	\$465,011,289	890,409	28.3	\$640	500,757

SOURCE: Incentive Award Program Reports submitted by agencies.

# SUGGESTION & INVENTION AWARDS for FY00

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SPECIAL ACT OR SERVICE AWARDS				SUGGESTION & INVENTION AWARDS							
Group Awards				On-The-Spot Awards							
Rate per 100 Emps.	Avg. Award Amount	No. of Group Awards	No. of Emps. Recognized	Rate per 100 Emps.	Avg. Award Amount	No. of Spot Awards	Rate per 100 Emps.	Avg. Award Amount	No. of Awards	Department or Agency (by population)	
22.3	\$306	8,774	48,716	3.2	\$109	7,053	0.2	\$263	504	Veterans Affairs	
0.1	191	12	200	12.6	213	25,185	4.1	112	8,175	Army	
2.3	292	38	4,268	23.7	329	43,484	1.1	428	2,093	Navy	
5.3	388	1	8,034	7.1	641	10,680	0.2	498	296	Treasury	
<0.1	255	4	6	4.6	215	6,104	1.4	544	1,908	Air Force	
0.4	754	1	531	2.8	275	3,470	0.4	83	480	Justice	
0.1	351	1	113	17.8	398	18,378	<0.1	502	29	Agriculture	
										<b>50,001 to 100,000</b>	
1.1	994	175	798	26.6	527	19,245	<0.1	524	16	Interior	
0.0	0	0	0	8.1	167	5,181	0.4	473	242	SSA	
2.9	378	245	1,829	3.6	155	2,271	0.1	482	55	Transportation	
5.7	514	507	3,516	14.5	531	9,036	0.1	205	32	HHS	
										<b>20,001 to 50,000</b>	
0.0	0	0	0	1.1	280	496	0.1	705	67	National Guard Bureau	
11.1	932	67	5,035	60.2	341	27,328	<0.1	695	16	Commerce	
0.8	637	1	285	39.0	293	14,549	1.1	221	398	DLA	
										<b>10,001 to 20,000</b>	
3.2	383	1	623	2.9	47	562	<0.1	900	2	State	
9.3	423	339	1,743	31.3	290	5,848	<0.1	211	9	EPA	
14.4	335	384	2,682	20.0	261	3,726	1.8	535	328	NASA	
0.0	0	0	0	6.6	236	1,170	0.0	0	0	DODEA	
0.0	0	0	0	21.3	159	3,745	0.1	482	9	DeCA	
0.0	0	0	0	27.9	207	4,888	0.1	703	16	DFAS	
0.0	0	0	0	16.3	129	2,599	<0.1	1,000	3	Labor	
58.9	629	542	8,545	39.4	252	5,719	0.2	432	33	Energy (less FERC)	
15.6	702	5	2,209	259.8	610	36,856	<0.1	219	4	GSA	
7.2	195	20	738	43.9	323	4,508	0.0	0	0	HUD	
										<b>5,001 to 10,000</b>	
0.0	0	0	0	0.0	0	0	<0.1	725	1	FEMA	
0.0	0	0	0	46.8	352	3,360	<0.1	183	3	FDIC	
0.0	0	0	0	15.0	233	923	<0.1	549	2	DISA	
										<b>1,5001 to 5,000</b>	
0.0	0	0	0	0.0	0	0	0.0	0	0	Education	
4.2	370	31	205	10.9	278	528	0.2	185	10	DDHQ	
0.0	0	0	0	58.1	210	2,468	0.1	100	3	SBA	
						565	0.0	0	0	Library of Congress	
0.0	0	0	0	16.2	182	683	0.0	0	0	Smithsonian	
20.5	716	107	847	43.1	299	1,783	0.2	267	9	DCAA	
2.0	1,015	2	75	35.9	126	1,341	<0.1	1,000	1	OPM	
0.0	0	0	0	0.0	0	0	0.2	79	5	GPO	
0.0	0	0	0	1.1	165	33	0.0	0	0	SEC	
0.0	0	0	0	0.0	0	0	0.0	0	0	EEOC	
11.6	644	79	335	14.3	322	413	1.0	168	28	NRC	
11.0	460	31	294	0.0	0	0	0.1	585	2	NARA	
0.0	0	0	0	77.4	237	1,939	0.0	0	0	DSS	
0.0	0	0	0	90.8	54	1,968	0.0	0	0	AID	
0.0	0	0	0	31.7	185	623	0.0	0	0	FCC	
1.7	174	1	34	0.0	0	0	0.1	150	2	NLRB	
6.5	0	22	126	0.0	0	0	0.0	0	0	IBBG	
4.4	577	115	924	10.2	288	2,155	0.1	259	17	<b>Agencies under 1,500</b>	
										<b>GOVERNMENTWIDE</b>	
5.3	\$417	11,595	93,646	15.9	\$361	281,208	0.8	\$252	14,798		



# QUALITY STEP INCREASES for FY00 d

Department or Agency (by population) Over 100,000	Total Estimated FY00 Cost as % of Total Salaries	Rate per 100 GS Emps.	Avg. Estimated FY00 Value	Total Estimated FY00 Cost	Total No. of QSI's
Veterans Affairs	0.01%	0.6	\$764	1,013,459	1,326
Army	0.09%	5.5	765	8,416,764	11,007
Navy	0.03%	2.1	802	3,092,881	3,857
Treasury	0.04%	2.5	771	2,879,973	3,737
Air Force	0.03%	1.7	719	1,596,979	2,221
Justice	0.12%	8.7	724	7,912,562	10,924
Agriculture	0.06%	3.3	790	2,697,456	3,415
<b>50,001 to 100,000</b>					
Interior	0.05%	2.9	810	1,685,573	2,082
SSA	0.09%	5.6	721	2,580,030	3,580
Transportation	0.02%	1.6	1,006	1,054,468	1,048
HHS	0.10%	5.6	900	3,139,668	3,489
<b>20,001 to 50,000</b>					
National Guard Bureau	0.05%	2.9	679	926,480	1,364
Commerce	0.04%	1.9	979	852,442	871
DLA	0.05%	2.8	820	842,484	1,027
<b>10,001 to 20,000</b>					
State	0.03%	2.1	918	366,349	399
EPA	0.07%	4.1	1,066	812,312	762
NASA	0.03%	2.0	1,101	420,551	382
DODEA	0.00%	0.0	0	0	0
DeCA	0.00%	0.0	0	0	0
DFAS	0.04%	2.9	768	289,549	507
Labor	0.13%	8.0	901	1,144,704	1,271
Energy (less FERC)	0.07%	4.8	1,064	741,439	697
GSA	<0.01%	<0.1	1,081	5,405	5
HUD	0.37%	23.5	983	2,368,245	2,410
<b>5,001 to 10,000</b>					
FEMA	0.06%	1.7	1,008	154,263	153
FDIC	0.00%	0.0	0	0	0
DISA	0.04%	2.1	988	129,404	131
DDHQ	0.00%	0.0	0	0	0
<b>1,501 to 5,000</b>					
Education	0.18%	10.8	1,065	561,273	527
SBA	0.22%	12.9	938	515,861	550
Library of Congress	0.10%	6.1	841	216,975	258
Smithsonian	0.08%	4.7	751	147,896	197
DCAA	0.04%	2.2	948	84,356	89
OPM	<0.01%	0.1	974	1,947	2
GPO	0.00%	0.0	0	0	0
SEC	0.00%	0.0	0	0	0
EEOC	0.00%	0.0	0	0	0
NRC	0.08%	5.6	1,117	180,896	162
NARA	0.00%	0.0	0	0	0
DSS	0.00%	0.0	0	0	0
USAID	0.00%	0.0	0	0	0
FCC	0.10%	5.8	1,226	141,021	115
NLRB	0.00%	0.0	0	0	0
IBBG	0.00%	0.0	0	0	0
<b>Agencies under 1,500</b>	0.01%	1.3	697	187,387	269.0
<b>GOVERNMENTWIDE</b>	0.06%	3.3	802	\$47,161,052	58,834

SOURCE: Central Personnel Data File (CPDF).

# TIME-OFF AWARDS for FY00 d

<b>Department or Agency* (by population)</b>	<b>Rate per 100 Employees</b>	<b>Average Hours per Award</b>	<b>Number of Hours</b>	<b>Number of Awards</b>
<b>Over 100,000</b>				
Veterans Affairs	11.8	8.0	205,680	25,855
Army	19.2	16.4	627,534	38,253
Navy	18.9	11.0	382,597	34,670
Treasury	6.5	23.3	227,844	9,784
Air Force	27.6	16.2	596,695	36,795
Justice	15.6	15.7	306,892	19,491
Agriculture	12.5	12.2	158,030	12,953
<b>50,001 to 100,000</b>				
Interior	12.6	12.6	114,214	9,083
SSA	4.4	8.6	24,095	2,791
Transportation	49.8	10.0	317,057	31,669
HHS	12.9	15.4	123,949	8,053
<b>20,001 to 50,000</b>				
National Guard Bureau	7.7	21.8	77,610	3,565
Commerce	3.1	11.9	16,795	1,409
DLA	19.5	9.6	69,615	7,289
<b>10,001 to 20,000</b>				
State	0.4	20.9	1,463	70
EPA	28.0	17.3	90,648	5,235
NASA	19.3	10.8	38,890	3,593
DODEA	0.1	19.6	352	18
DeCA	18.3	11.4	36,730	3,215
DFAS	28.5	10.8	53,792	4,993
Labor	6.2	12.8	12,754	994
Energy (less FERC)	24.0	14.5	50,591	3,487
GSA	14.3	3.7	7,399	2,026
HUD	10.5	12.4	13,335	1,074
<b>5,001 to 10,000</b>				
FEMA	12.2	18.6	20,128	1,080
FDIC	7.6	14.2	7,683	542
DISA	13.7	16.9	14,212	842
DDHQ	1.7	13.2	1,335	101
<b>1,501 to 5,000</b>				
Education	21.7	13.3	14,036	1,056
SBA	10.1	8.3	3,579	429
Library of Congress	0.5	15.9	350	22
Smithsonian	28.2	15.1	17,920	1,187
DCAA	3.6	10.7	1,584	148
OPM	0.9	13.8	442	32
GPO	0.0	0.0	0	0
SEC	18.4	15.0	8,009	534
EEOC	1.6	18.3	844	46
NRC	0.3	11.3	102	9
NARA	0.0	0.0	0	0
DSS	3.6	10.1	896	89
USAID	0.3	15.1	106	7
FCC	52.6	24.3	25,192	1,035
NLRB	17.7	13.0	4,472	345
IBBG	7.2	10.2	1,416	139
<b>Agencies Under 1,500</b>	10.4	17.2	37,897	2,197
<b>GOVERNMENTWIDE</b>	15.6	13.4	3,714,764	276,205

Source: Incentive Awards Program Annual Reports submitted by agencies.

# STATISTICAL SUMMARIES

## Fiscal Year 2000

### (vs. FY99)

#### Performance Awards

Spending as % of total salaries FY99	0.52% 0.55%	Total \$ paid FY99	\$438,134,539 \$434,554,621
Rate per 100 non-SES employees FY99	27.6 28.6	Number of awards FY99	486,262 510,918
Average award amount FY99	\$901 \$851		

#### Special Act or Service Awards

Individual Awards		Group Awards		On-the-Spot Awards	
Spending as % of total salaries FY99	0.37% 0.35%	Spending as % of total salaries FY99	0.03% 0.04%	Spending as % of total salaries FY99	0.12% 0.12%
Rate per 100 employees FY99	28.3 26.7	Rate per 100 employees FY99	5.3 4.0	Rate per 100 employees FY99	15.9 14.9
Average award amount FY99	\$640 \$577	Average award amount FY99	\$417 \$389	Average award amount FY99	\$361 \$347
Total \$ paid FY99	\$320,685,463 \$276,039,690	Total \$ paid FY99	\$39,024,058 \$27,648,454	Total \$ paid FY99	\$101,579,982 \$92,419,074
No. of individual awards FY99	500,757 478,286	No. of group awards FY99	11,595 24,018	No. of spot awards FY99	281,208 266,325
		Number of employees FY99	93,646 70,994		

#### Suggestion & Invention Awards

Spending as % of total salaries FY99	<0.01% <0.01%
Rate per 100 employees FY99	0.8 0.6
Average award amount FY99	\$252 \$426
Total \$ paid in awards FY99	\$3,721,780 \$4,323,850
Number of awards FY99	14,798 10,139

#### Quality Step Increases

Spending as % of total salaries FY99	0.06% 0.05%
Rate per 100 GS employees FY99	3.3 3.6
Avg. est. first-year cost FY99	\$802 \$778
Total est. first-year cost FY99	\$47,161,052 \$42,901,737
Number of QSIs FY99	58,834 55,132

#### Time-Off Awards

Rate per 100 employees FY99	15.6 13.5
Avg. hours per award FY99	13.4 13.3
Number of hours FY99	3,714,764 3,230,463
Number of time-off awards FY99	276,205 242,677

# INDEX OF ABBREVIATIONS

## Agencies

DeCA	Defense Commissary Agency	GSA	General Services Administration
DCAA	Defense Contract Audit Agency	HHS	Health and Human Services
DCMA	Defense Contract Management Agency	HUD	Housing and Urban Development
DFAS	Defense Finance and Accounting Service	IBBG	International Broadcasting Board of Governors
DISA	Defense Information Systems Agency	NARA	National Archives and Records Administration
DLA	Defense Logistics Agency	NASA	National Aeronautics and Space Administration
DODEA	Department of Defense Education Activity	NLRB	National Labor Relations Board
DDHQ	Department of Defense Headquarters - includes Office of the Secretary, Washington Headquarters and those serviced by Washington Headquarters	NRC	Nuclear Regulatory Commission
DSS	Defense Security Service	OPM	Office of Personnel Management
EPA	Environmental Protection Agency	SBA	Small Business Administration
EEOC	Equal Employment Opportunity Commission	SEC	Securities and Exchange Commission
FCC	Federal Communications Commission	SSA	Social Security Administration
FDIC	Federal Deposit Insurance Corporation	USAID	United States Agency for International Development
FEMA	Federal Emergency Management Agency		
GPO	Government Printing Office		

## Terms

Avg.	Average
Emps.	Employees
GS	General Schedule
No.	Number
Non-SES	Not in the Senior Executive Service
QSI	Quality Step Increase

# FOR MORE INFORMATION

You can find information about the Government-wide rules that govern the use of the awards reported here in **subpart A, "Agency Awards," of part 451 of title 5, Code of Federal Regulations (CFR)**, and **subpart E, "Quality Step Increases," of part 531 of title 5, Code of Federal Regulations**. This information is available on the Web at <http://www.opm.gov/cfr/index.htm>. Information about specific department or agency award procedures is available from most agency human resources offices or incentive awards administrators.

More award information is available at <http://www.opm.gov/perform>. You will find newsletter articles, overview papers, and policy papers under the topics page, "Rewarding." You will also find descriptions of various agency award programs in our Performance Management Clearinghouse at <http://apps.opm.gov/perform/clearing/index.cfm>. Our Governmentwide awards calendar describes award programs sponsored by a variety of Federal and non-Federal organizations. You will find the awards calendar at <http://www.opm.gov/perform/honorawd.htm>.

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Telephone: 202-606-2720  
Facsimile: 202-606-2395

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**United States Office of  
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1900 E Street, NW  
Washington, DC 20415  
202-606-1000  
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