

## **3 FAM 2870**

# **SENIOR FOREIGN SERVICE PERFORMANCE PAY AND PRESIDENTIAL AWARDS**

*(CT:PER-516; 01-25-2005)*  
*(Office of Origin: HR/PE)*

## **3 FAM 2871 AUTHORITY**

*(CT:PER-516; 01-25-2005)*  
*(State Only)*  
*(Applies to Foreign Service employees)*

The authorities for this policy are:

- (1) Sections 405, 602 and 2103 of the Foreign Service Act of 1980;
- (2) Public Law 97-377; and
- (3) 5 U.S.C. 5307.

## **3 FAM 2872 BASIS FOR PERFORMANCE PAY**

### **3 FAM 2872.1 Performance Awards**

*(CT:PER-516; 01-25-2005)*  
*(State Only)*  
*(Applies to Foreign Service employees)*

- a. *The Department confers Performance pay awards on the basis of individual performance during the most recent rating period.*
- b. The awards may not exceed 20 percent of base salary and are subject to the limits on total number of awards and on availability within the employing agency established by law, regulation, and policy.

### **3 FAM 2872.1-1 Presidential Awards**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

Presidential awards are conferred on the basis of recommendations by an interagency selection board. Presidential awards consist of the Distinguished Service Award for sustained extraordinary accomplishment, which carries a payment of *35% of base pay*; and the Meritorious Service Award for sustained superior accomplishment, which carries a cash stipend of *up to 20% of base pay*. These awards may be conferred on no more than six percent of the members of the Senior Foreign Service (SFS), with no more than one percent receiving the Distinguished Service Award.

### **3 FAM 2872.2 Eligibility for Performance Pay**

#### **3 FAM 2872.2-1 General Policy**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

- a. Only officers who were serving as members of the SFS at the end of the most recently concluded rating period under career appointments, limited career extensions, senior career candidate appointments, or limited appointments with reemployment rights under section 310 of the *Foreign Service Act of 1980 (22 U.S.C. 3941), as amended*, as career appointees in the Senior Executive Service, are eligible to compete for performance pay.
- b. *The total amount of basic salary plus performance pay (including both Performance awards and Presidential awards) and certain other payments received in any calendar year by any SFS member may not exceed the limitation imposed under section 405(b)(4) of the Foreign Service Act of 1980 (22 U.S.C. 3965(b)(4)), as amended. Any amount, that is not paid to an employee in a calendar year because of this statutory limitation, shall be paid in a lump sum to the employee at the beginning of the following calendar year, in accordance with 5 U.S.C. 5307.*

#### **3 FAM 2872.2-2 Eligibility for Department Performance Awards**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

To be eligible for a Department Performance Pay Award based on

performance during the most recently concluded rating period, a member must have also been evaluated on the Employee Evaluation Report form, or as otherwise prescribed in the applicable regulations and procedures, for a minimum period of service of 120 days or more during the rating period.

### **3 FAM 2872.2-3 Eligibility for Nomination for Presidential Awards**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

To be eligible for nomination for a Presidential Award, a member need not necessarily be rated for the most recently concluded rating period but must have appraisal reports in the member's Official Personnel Folder covering performance of three years or more while in SFS classes or their equivalent as of the end of the most recently concluded rating period.

### **3 FAM 2872.2-4 Presidential Appointees**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

A member who served in a Presidential appointment at any time during the most recently concluded rating period will be considered for Performance Pay and Presidential Awards only if the member has elected to receive SFS salary and leave during that rating period in lieu of the benefits of the position to which appointed by the President.

## **3 FAM 2872.3 Selection Criteria**

### **3 FAM 2872.3-1 Performance Pay Awards**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

Recommendations for Department Performance Pay awards shall be based on the following criteria:

- (1) The relative value of the member's achievement to the accomplishment of the Department's mission;
- (2) The degree of difficulty inherent in successful achievement by the member;

- (3) The extent to which achievement was characterized by strong executive leadership and significant contributions in the formulation of agency policies and programming;
- (4) Effective supervision and development of subordinates;
- (5) *Participation in outreach or "community service" activities that contribute to employee welfare and strengthen the Department as an institution, such as recruiting (e.g., duty on the board of Examiners or as Diplomat-in-Residence), mentoring and Selection Board work;*
- (6) *Evidence that an employee actively promotes leadership and management training at the organizational unit level. Enhances that training, and applies the principles of leadership and management training of foster organizational improvement;*
- (7) The extent of demonstrated highly developed functional, foreign language, and area expertise;
- (8) Achievements in the areas of cost reduction, efficiency, quality of work, productivity, and timeliness to the end of improving Foreign Service managerial flexibility and effectiveness;
- (9) Meeting affirmative action goals and achievements of equal opportunity requirements; and
- (10) Achievements in the identification, correction, and control of waste, fraud, and mismanagement.
- (11) *Evidence of effective performance management and evaluation as demonstrated by timely submission of employee evaluation reports.*

***Failure to manage classified material and information properly should be regarded as a serious impediment to the recommendation of performance pay.***

### **3 FAM 2872.3-2 Presidential Award Nominations**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

Officers under review for nomination for Presidential awards, in addition to being judged by the criteria above, must have consistently demonstrated sustained accomplishment at a superior or extraordinary level as a member of the Senior Foreign Service, or in equivalent grades for at least three annual rating cycles, as well as *exhibiting*

qualities of integrity and creativity, and have maintained a high degree of public trust. Evidence of significant sustained accomplishment may be found in:

- (1) Significant contributions to the national interest in the field of foreign affairs including public diplomacy and international trade and development; or, for SFS members on detail, in areas of foreign or domestic policy;
- (2) Managerial accomplishments in cooperative efforts with other foreign affairs agencies, with other Federal agencies, other U.S. Government entities, and/or *with* the private sector; and/or
- (3) Achievements of agency wide importance in policy, technical, program, and/or human or material resource terms.

### **3 FAM 2872.3-3 Equality of Consideration**

*(CT:PER-516; 01-25-2005)*

*(State Only)*

*(Applies to Foreign Service employees)*

*All employees will be compared and judged solely on merit with absolute fairness and justice. In particular, no employees will be discriminated against, directly or indirectly, for reasons of race, color, religion, sex, age, marital status, national origin, disability, reasonable accommodation for disability, sexual orientation, or means of entry into the service.*

### **3 FAM 2873 THROUGH 2879 UNASSIGNED**