

ARTICLE 29: AWARDS

- 29.1 The Parties agree that an incentive awards program is an important and effective means by which to recognize and motivate Foreign Service employees and that such a program has a positive impact on the agency's mission, especially given the importance of the Government Performance and Results Act (GPRA). Thus, management will, to the best of its abilities, provide sufficient resources for such a program. In addition, managers are strongly encouraged to actively participate in the program by recognizing and rewarding employee contributions which increase productivity, empower employees, and promote team building.
- 29.2 The Administrator/FAS will determine the amount of annual funding available for agency-wide administered monetary awards. Nothing shall preclude the Administrator/FAS from establishing a supplemental awards fund to recognize units and teams which meet and/or exceed their GPRA targets.
- 29.3 The amount of funding allocated to the Foreign Service performance awards pool will be based on the total Agency-Wide Administered Monetary Awards Pool from which Foreign Service Performance Shares are disbursed and the number of FS employees as a percent of total agency employees. The number of FS employees is defined as all FS employees, including career candidates and other employees under limited appointments, but excluding Senior Foreign Service Officers. The number will be determined no later than the end of the fiscal year.
- 29.4 As soon as possible thereafter, AFSA will be informed of this number as well as the total number of agency employees and the total amount of funding available under the Agency-wide Administered Monetary Awards Pool from which Foreign Service Performance Shares are disbursed.
- 29.5 Incentive awards are granted in the form of monetary and non-monetary recognition based on tangible and intangible benefits realized by the Government. The FAS Awards System consists of the following categories of awards:
- a. Division/Unit Level Administered Awards
 - 1. Non-Monetary: Time Off and Certificates
 - 2. Monetary: Extra Effort and Quick Track
 - b. Agency-wide Administered Awards
 - 1. Non-Monetary: Honorary and Career Service

2. Monetary: Individual performance (i.e., FS performance award shares) and Meritorious Service Increase (MSI)

DIVISION/UNIT LEVEL ADMINISTERED AWARDS

- 29.6 These awards are to be used to provide timely recognition for extra effort and exemplary employee performance. Managers are strongly encouraged to use the full range of awards available at the division/unit level to recognize both individual and team efforts.
- 29.7 Management will notify division/unit heads at the beginning of the fiscal year, or as soon as possible thereafter, of the total amount of funding available for division/unit administered monetary awards and will inform AFSA of the funding available for these awards for the agency as a whole as well as the general per capita amount on which it is based. Management will notify AFSA of the amount of unused division/unit award funding as soon as possible, after the end of the fiscal year. Management will strongly consider allocating unused funding to the agency-wide monetary award budget prior to the conclusion of each fiscal year.

AGENCY-WIDE ADMINISTERED AWARDS

- 29.8 Non-Monetary Awards: These awards shall be administered in accordance with current practice.
- 29.9 Monetary Awards: Meritorious Service Increase (MSI) awards will be administered in accordance with current regulations and practice. Monetary awards from the Foreign Service performance awards pool will be administered as follows:
 - a. As described in Article 25, the Selection Boards will create performance awards lists for each class of FS Officers and a single list for all FS Administrative Assistants, by rank ordering all individuals reviewed by the Boards, excluding individuals ranked as promotable. The rank order will be based exclusively on work performance during the most recent performance review period.
 - b. HRD will divide the performance awards list for each class into four groups: three groups of equal size and one group containing all other class members. The three groups of equal size will be determined as follows:
 1. Calculate the number of individuals within the top 12 percent of each list. For example, if there are 20 individuals on a performance awards list, there would be 2.4 individuals in the top 12 percent (12% of 20);

2. Round all fractions up to the next whole number. In the above example, 2.4 would be rounded up to 3 individuals. This is the first of the three equal groups. (For share calculation purposes this group is labeled Group A.)
 3. Create the second and third groups from each list. The number of individuals in each of the second and third groups is equal to the number in the first group. Using the above example, there would be 3 individuals in the second group (labeled Group B) and 3 in the third group (labeled Group C).
 4. Create the final group. All individuals not placed in Groups A, B or C, are placed in the fourth group, Group D.
- c. Shares will be awarded as follows:
1. Group A: each individual will receive three (3) shares;
 2. Group B: each individual will receive two (2) shares;
 3. Group C: each individual will receive one (1) share;
 4. Group D: these individuals are ineligible for shares.
- e. Other Eligible Individuals: An individual who has earned an MSI, but will receive no financial benefit from the MSI, may elect to accept three shares from the awards pool. By choosing to receive three shares, the individual forfeits the step increase, but will still receive recognition for the MSI in his/her performance folder. MSI recipients eligible for shares must notify HRD of their decision within two weeks of the date Selection Board results are published or risk forfeiting participating in the FS awards share pool.
- f. Ineligible individuals: It is the intent of the agency to grant monetary awards only to deserving individuals who would not otherwise receive any monetary compensation for exemplary work performance. Therefore, individuals who are promoted or accept an MSI are ineligible to receive award shares. In addition, individuals recommended for promotion into the Senior Foreign Service are ineligible to receive award shares. If the promotion is denied, the individual will be eligible to compete in future share pools.
- g. HRD will determine the value of a FS awards pool share as follows: divide the total funding in the FS awards pool by the total number of shares to be awarded. These calculations will be completed within one week of receiving all necessary information.

- h. AFSA will be permitted to review all data used to calculate the value and number of award shares prior to the distribution of any shares. HRD will ensure that only eligible individuals receive shares from the FS awards pool.
- i. All monetary awards from the FS performance awards pool should be distributed no later than December 1 of the year in which they are awarded.

REPRESENTATION AND REVIEW

29.10 AFSA/FAS will have one (1) member on the agency's awards committee. AFSA/FAS's participation in the awards committee will be limited to the following:

- a. Assess/review the operation of both the agency-wide and the division/unit level award systems to ensure all program objectives outlined in this Article are met; and,
- b. Prepare written analyses, findings, and recommendations to the Administrator or his/her designee on the operation of the FAS Awards Program.

FAIRNESS

29.11 The FAS Awards System shall be administered in a manner that is fair and equitable, and which does not favor one group over another, such as by organization, by personnel system (e.g., Foreign Service/Civil Service), by grade, by job series, or by prohibited category.