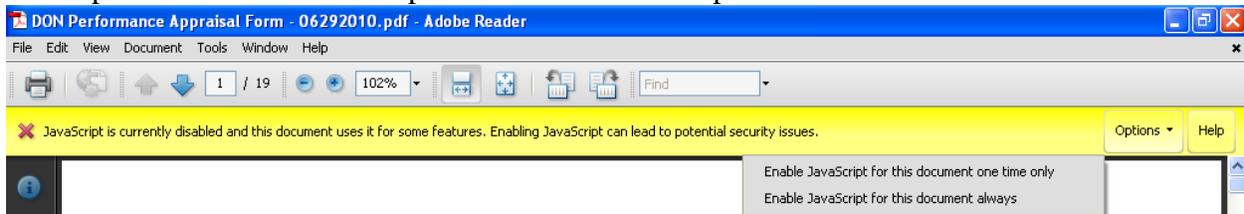




DON Interim Performance Management System (IPMS) Completing the Recognition and Rewards Notification Form

Once the annual review has been completed, rating officials can recommend performance awards for their employees using the Recognition and Rewards Form for review and approval by the Performance Award Review Board. This includes cash bonus awards, as well as Quality Step Increases (QSIs). Only employees who were rated “acceptable” are eligible for performance awards. This sheet shows rating officials how to complete the rewards recommendation portion of the [form](#).

1. Rating official should open the form in Adobe Reader; if you receive a JavaScript warning, click options and select either option to enable JavaScript.



2. Complete the information in the Administrative Data section at the top of the form. Please note fields 3 and 7 are not required.

ADMINISTRATIVE DATA		
1. APPRAISAL PERIOD:	a. START DATE	b. END DATE
2. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>		3. SOCIAL SECURITY NUMBER <i>(Last 4 digits)</i> XXX-XX- CAN BE LEFT BLANK
4. POSITION TITLE		5. GENERAL SCHEDULE (GS) GRADE AND STEP
6. ORGANIZATION		7. BASIC SALARY AS OF APPRAISAL START DATE \$ CAN BE LEFT BLANK

3. Fill in the critical element title and award recommendation level for each element. Reward recommendations should be based on the [Performance Award Standards](#), and supported by the rating official assessment on the IPMS Performance Appraisal Form.

PERFORMANCE-BASED AWARD - RATING OFFICIAL RECOMMENDATION		
1. To provide a means for recognizing and rewarding employees, for those employees who receive an 'acceptable' rating of record, each critical element will be assessed against the performance standards in Appendix F of the document <i>Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS</i> and will be assigned a reward recommendation score. The average of the reward recommendations will be used to assess award eligibility. In this section, the rating official will input his or her recommendations for any performance-based award. If the decision is to grant an award, awards must be given according to the charts shown below. Awards are neither mandatory nor guaranteed.		
CRITICAL ELEMENT	CRITICAL ELEMENT TITLE	REWARD RECOMMENDATION
1	Input critical element titles here	
2	Use drop down box to select award level recommendation	
3		
4		
5		
5		

4. In the Reward Recommendation block, enter the average of the reward recommendations – without weighting. The award amount block can be left blank, as the PARB will determine award amounts based on the budget available.

REWARD RECOMMENDATION (enter average of the Reward Recommendations for each critical element)	
RECOMMENDED AWARD AMOUNT (enter only if recommendation is to grant an award, expressed as a percentage of basic pay)	Leave Blank

5. If the award recommendation average is 2.5 or higher, the employee may be considered for a QSI, as long as they meet the eligibility requirements detailed on the form. Rating officials should check the box if they wish to recommend an eligible employee for a QSI.

<p>2. QUALITY STEP INCREASE RECOMMENDATION - An additional step increase may be granted in recognition of high quality performance above that ordinarily found in the type of position concerned. To be eligible for a Quality Step Increase (QSI), an employee must:</p> <ul style="list-style-type: none"> (a) currently be paid below step 10 of their classified grade; (b) have received an average reward recommendation of no less than 2.5 as part of an annual appraisal; (c) have demonstrated sustained performance of high quality; and (d) have not received a QSI (or QSI-equivalent under a personnel system other than the GS) within the preceding 52 consecutive calendar weeks. <p>Additional guidance on assigning QSIs is available in section 12.b. of the document <i>Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS</i>.</p> <p><i>I recommend a QSI for the employee and certify that the requirements above have been met and that justification has been recorded in the Rating Official's assessments on the Performance Appraisal Form.</i></p>	<input type="checkbox"/>
---	--------------------------

6. Finally, the rating official should complete 3a, 3c, and 3d.

7. Once completed the RO should click the red arrow (block 3b) and then click “Sign” in the pop up box that appears to electronically sign the form.

8. Once signed, the RO should save the document and e-mail it to the Senior Rating Official for review.

9. If the SRO agrees with the appraisal as written they then fill out blocks 4a, 4c, and 4d, and then sign the document as in step 7 above. If the SRO disagrees they should return the document to the RO for corrections.

10. The SRO should turn the completed form in for PARB use (contact your PARB manager for details on how to turn forms over to the PARB). The PARB will complete the reverse side of the form with the final award amounts and summary of any modifications to the recommended awards.

3.a. PRINTED NAME OF RATING OFFICIAL <i>(Last, First, Middle Initial)</i>		b. SIGNATURE 	
c. TITLE AND ORGANIZATION			d. DATE
4.a. PRINTED NAME OF SENIOR RATING OFFICIAL <i>(Last, First, Middle Initial)</i>		b. SIGNATURE 	
c. TITLE AND ORGANIZATION			d. DATE