

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6109.13 – Performance, Training, and Awards Handbook
Chapter 30 - Incentive Awards**

Amendment: 6109.13-1992-4

Effective date: March 26, 1992

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Amendment 6109.13-1992-3 to 6109.13, 31, Ex. 01

Superseded Document(s):

Digest: Following is an explanation of the changes throughout the directive by section.

31.18 - Exhibit 01: Creates the exhibit as a separate document.

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31.18 - Exhibit 01

Sample of Form AD-287-2 Showing which blocks to complete for Spot Awards.

AD-287-2 10/81)

U.S. DEPARTMENT OF AGRICULTURE RECOMMENDATION & APPROVAL OF CASH AWARD OR QUALITY INCREASE		1. AGENCY USDA Forest Service		2. AGENCY CODE 11		3. CASE NO		4. EMPLOYING OFFICE CODE ****		
5. NAME OF EMPLOYEE (Last, first, MI) OR NAME OF UNIT Employee's name ****				6. SSN **** 000-00-0000		7. DUTY STATION CODES				
						State ****		City ****		County ****
8. PRESENT POSITION & ORGANIZATION Job title & name of unit ****			9. LOCATION (City, State) ****			10. OCC SERIES ****		11. PAY PLAN-GRADE/STEP: ****		
12. PREVIOUS RECOGNITION IN LAST 24 MONTHS (if none "X" here)										
A. Achievement Award (show date) NA			Amt Rec'd \$ NA		B. Suggestion Award (show date) NA		Amt Rec'd \$ NA		C. Q.I. eff date NA	
TYPE OF RECOGNITION RECOMMENDED										
S P E C I A L A W A R D I N C R E A S E M E N T	SPOT		Amount \$ ****		No. Persons 1		17. QUALITY INCREASE			
	13. CASH AWARD AWARD>						A. PERIOD COVERED NA		B. DATE LAST PROMOTED NA	
	A. SUSTAINED SUPERIOR PERFORMANCE				NA					
	(1) Period Covered NA			(2) Justification NA						
	(3) Citation NA						C. DATE OF LAST WITHIN- GRADE INCREASE NA		D. NEXT WITHIN-GRADE INCREASE TO: GRADE/STEP DUE NA	
	B. SPECIAL ACT OR SERVICE				X		E. PERFORMANCE APPRAISAL (ATTACH COPY) NA		DATE	
	(1) Period Covered Time frame involved			(2) Justification NA			F. JUSTIFICATION (Attach statement showing duties expectations, & how performance exceeded requirements)			
	(3) Citation (THIS IN PLACE OF JUSTIFICATION)						G. CITATION NA			
	(4) BASIS		(a) Tangible Benefits First Year Savings -----> If Applicable				H. CERTIFICATION			
	OF CASH		(b) Intangible Benefits ****				I certify that the employee's position description & the performance standards for the position were thor- oughly reviewed prior to submission of this recommend- ation; that the employee's performance substantially			
AWARD		Degree of Value Award Scale ****		Extent of Application Award Scale ****						

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31.18 - Exhibit 01--Continued

S U G G E S T I O N	C. EMPLOYEE SUGGESTION				exceeded an acceptable level of competence; that the performance is characteristic and is expected to continue in the future; and that the employee is expected to remain in the same or a similar position for at least 60 days.	
	(1) Summary of Suggestion (attach copy)					
	NA					
	BASIS OF CASH AWARD	(a) Tangible Benefits		NA	(1) RECOMMENDING OFFICIAL (signature & date)	
		First Year Savings -----> \$				
		(b) Intangible Benefits		NA	Title: (Staff Director) Date	
		Degree of Value	Extent of Application		(2) REVIEWING OFFICIAL (signature & date)	
	NA				NA	
	D. RECOMMENDING OFFICIAL (signature & date)				Title: NA Date	
	****				(3) APPROVING OFFICIAL (signature & date)	
	Title: Date				NA	
	E. REVIEWING OFFICIAL (signature & date)				Title: NA Date	
	NA				18. QUALITY INCREASE EFFECTIVE	
	Title: Date				A. Date NA B. TO: (grade & step) NA	
F. APPROVING OFFICIAL (signature & date)				C. New Salary Rate D. Pay Rate Deter. Code E. Acct.Station Code		
****				NA NA NA NA		
Title: Date						
14. Cash		(a) Amount Approved -----> \$				
Award Approved		(b) Number person(s) receiving award				
15. ACCOUNTING CODE: ****		(0's & no.'s = 10 digits)		19. A. <input type="checkbox"/> QUALITY INCREASE NOT APPROPRIATE		
16. MAIL CHECK TO:		NA		NA		
				B. SIGNATURE & DATE NA		
				Title:		

Orig - NFC; cc: OPF; Incentive Awards Coordinator; Obligation Record; & Agency Use