SAMPLE AWARD JUSTIFICATION

Note: ALL awards, regardless of amount, require a written justification to support the award. If a performance-based award is granted to an employee, a written justification is required for the award recommendation, in addition to the accomplishment write-up describing the employee’s contributions that support the rating of record (DR-4040-451 8.b.(4)). All award justifications must be on a separate page attached to the AD-287-2. Block 11 of the AD-287-2 is NOT the award justification.

The following is a sample outline and verbiage that can be used as the basis for justifying an award:

“During the period of (MM/DD/YYYY to MM/DD/YYYY), (EMPLOYEE and GROUP NAME if applicable)...”

(Description of accomplishment - List the duties and accomplishments the employee has done to deserve this award)

“This exceeded expectations by (examples)...”

Improving quality
Timely completion of a project
Increasing productivity
Overcoming adverse obstacles or working under unusual circumstances
Using unusual creativity
Saving the Government time and/or money
Increasing program effectiveness

“As a result (examples)...”

Project acceptance
Savings in time, money, and/or material
More efficiency
Effectiveness
Technological advancement
Productivity increase
Improved levels of cooperation that will result in xx

“Therefore, we propose an award of (amount/hours), which has been calculated using...”

USDA Measurable Benefits Scale,
USDA Non-measurable Benefits Scale,
USDA Time Off Award Scale, or
Other Scale (attached).