

FY22 Awards Guidance for Non-SES/SL/ST Employees

IMPORTANT DATES

3/25/22	Deadline to submit CY21 PMAP awards (Performance, QSIs, and Time Off) via the Performance Awards Reporting System (PARS).
3/25/22	Deadline to submit QSI supporting documentation (NIH Form, PMAP coversheet, and Narrative Justification for the Level 5 PMAP rating) for the CY21 award cycle to your servicing HR Specialist in the Client Services Division – ALL QSIs MUST be made effective by 4/24/22.
7/29/22	Deadline to submit all non-performance-based awards (Special Act and Service, Time Off, Group Awards) to your servicing HR Specialist in the Client Services Division

***NOTE:** Prior to processing awards, NIH is legally required to maintain compliance with provisions in collective bargaining agreements that govern awards.*

BACKGROUND

The U.S. Office of Management and Budget (OMB) and the U.S. Office of Personnel Management (OPM) issued OMB Memorandum M-19-24 rescinding all previously-issued awards guidance. M-19-24 allows agencies flexibility in establishing awards budgets while requiring an increase in awards spending dedicated to incentive awards (special act, spot, cash, etc.). Annually, OMB required agencies to submit an Agency Workforce Fund Plan projecting awards spending dedicated to rating-based awards and incentive awards. The Department of Health and Human Services (HHS) Agency Workforce Plan provides for the **2.5%** spending pool to for non-SES/SL/ST/Senior Title 42 employees’ individual performance-based and individual contribution (non-ratings based) awards.

Per the HHS Agency Workforce Fund Plan, NIH must reserve at least 20% of its total award pool on non-ratings based incentive award programs **including but not limited to:** Individual Special Act or Service, or On-the-Spot awards; Federal Technology Transfer Act (FTTA) awards; and other non-ratings based (NRB) awards. ICs are advised to monitor their award pool expenditures during the year to ensure compliance.

TYPES OF AWARDS

NIH Policy Manual [2300-451-1 - NIH Employee Awards Program](#), describes eligibility for the following awards:

- Individual Performance based and Individual Special Act or Service (SAS) awards for non-

SES/SL/ST/Senior Title 42 employees

- Group, Referral, Suggestion, Invention/FTTA awards, and Quality Step Increases (QSIs)
- Time Off Awards (TOAs)

MONETARY AWARDS

- NIH spending for Individual Performance and Individual Special Act or Service awards for non- SES/SL/ST/Senior Title 42 employees will be limited to a spending percentage cap of 2.5% of total aggregate salaries.
- Each ICs spending authority is based on their total aggregate salaries as of 9/30/21.
- Group awards and QSIs do not count towards the 2.5% spending cap; however, ICs must have the funds to cover any award submissions. IC should use these awards **judiciously** and refrain from increasing amounts to compensate for the individual monetary award restrictions. SMARTHR will continue to track the spending for these awards categories separately.

NON-MONETARY AWARDS

- TOAs can be used to recognize PMAP ratings (not to exceed 40 hours or combined with cash), as well as short-term accomplishments not to exceed 80 hours of time off in a single calendar year.
- IC should use TOAs **judiciously** and refrain from increasing time-off to compensate for the individual monetary awards restrictions.

Please contact Tracey Headley at tracey.headley@nih.gov with any questions regarding this guidance.

