



United States Department of Agriculture

Departmental  
Administration

Office of the  
Assistant Secretary  
for Administration

Office of Human  
Resources  
Management

1400 Independence  
Avenue, SW  
Washington, DC  
20250-9600

**TO:** Chief Operating Officers  
Chief Human Capital Officers  
Staff Office Equivalents

**FROM:** Anita R. Adkins  
Chief Human Capital Officer  
Office of Human Resources Management

**SUBJECT:** OHRM Advisory: Award Eligibility Criteria

The purpose of this advisory is to update the current language in Departmental Regulation (DR) [4040-430](#), *Employee Performance and Awards*. The updates impact Award eligibility, removing the requirement to have a current rating of record to receive a monetary or time off award.

**BACKGROUND:**

The most recent version of the Departmental Regulation (DR) [4040-430](#) included language requiring a rating of record of fully successful in order to receive a monetary or time off award. This language negatively impacts new employees who may have onboarded during a fiscal year from receiving an award regardless of their contributions to the department.

After review of [5 U.S.C. chapter 45](#), [5 CFR part 451](#), [DR 4040-430](#) and consideration of input from Mission Area, agency, and staff offices, changes are being implemented to Award Authorization requirements.

**CHANGES:**

Eligibility requirement changed to ensure that employees that may have onboarded during the performance year, and do not have a current rating of record, have an opportunity to receive a monetary or time off award.

**DR 4040-430 Para 6c (1)**

Current language:

Eligibility. All employees **whose current rating is Fully Successful** are eligible for monetary and time off awards, except that employee who were on leave restriction within the 52 weeks prior to the award effective date are not eligible for a TOA.

Updated language:

All employees **that have been in their position for 90 days, who are performing at a fully successful level, and do not have a current rating below Fully Successful** are

eligible for monetary and time off awards, except those employees who were on leave restriction within the 52 weeks prior to the award effective date are not eligible for a TOA.

**2. DR 4040-430 Para 6c (11) (b) 3a:**

Current Language:

All employees **with a current rating of record of Fully Successful** are eligible for achievement awards.

Updated Language:

All employees **that have been in their position for 90 days, who are performing at a Fully Successful level, and do not have a current rating of below Fully Successful** are eligible for achievement awards.

If you have any questions about this memorandum, please contact Allen Hatcher, USDA Deputy Chief Human Capital Officer, at [Allen.Hatcher@usda.gov](mailto:Allen.Hatcher@usda.gov) or (703) 457-7760, or Doug Lattimer, Senior Human Resources Specialist, Performance Management Policy, at [Douglas.Lattimer@usda.gov](mailto:Douglas.Lattimer@usda.gov) or (202) 993-0136.

This HR Policy Advisory is effective upon receipt and remains in effect until it superseded or updated Department Regulation is published.