



United States Department of Agriculture

Departmental
Administration

Office of the
Assistant Secretary
for Administration

Office of Human
Resources
Management

1400 Independence
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Washington, DC
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DATE: July 15, 2022

TO: Mission Area Chief Operating Officers and Staff Office Equivalents
Mission Area Chief Human Capital Officers

FROM: Anita R. Adkins
Chief Human Capital Officer

SUBJECT: OHRM Advisory: Monetary Award Authorization Requirements

Purpose:

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 Authorizations, removing the 52 consecutive week authorization criteria and applying a Fiscal Year requirement.

Background:

The most recent version of the Departmental Regulation (DR) [4040-430](#) included language requiring authorizations for cumulative awards within a 52-week period. After review of this process and considering feedback from mission areas and agency stakeholders, it was found that this requirement poses an undue administrative burden on agencies.

After review of [5 U.S.C. chapter 45](#), [5 CFR part 451](#), [DR 4040-430](#) and consideration of input from Mission Areas, Agencies, and Staff Offices, the following changes are implemented to the Award Authorization requirements.

Changes:

Current policy requires calculation of multiple awards within a consecutive 52-week period.

1. DR 4040-430 Para 6 c. (2) (g) 2b

Current language:

A thorough justification that documents how the cumulative amount for multiple awards in a **consecutive 52-week period** is commensurate with the contributions, consistent with Appendix E, and addresses any overlap among the multiple awards.

Updated language:

This subparagraph has been deleted.

2. DR 4040-430 Appendix D

Current Table:

Table 1. Authorization Requirements

Discrete or cumulative awards within a consecutive 52 week period, up to:		Organizational authorization levels are no lower than:
\$750	and/or 8 hours	The immediate supervisor
\$2,000	and/or 20 hours	The 2 nd level supervisor
\$4,000	and/or 40 hours	The first SES in the employee's chain of command
\$6,000	and/or 80 hours	The agency or staff office head
\$8,000		The subcabinet official
\$10,000		The Secretary

Updated Table:

Table 1. Authorization Requirements

Discrete awards up to:		Organizational authorization levels are no lower than:
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If you have any questions about this memorandum, please contact Allen Hatcher, USDA Acting Deputy Chief Human Capital Officer, at Allen.Hatcher@usda.gov or (703) 457-7760, or Doug Lattimer, Senior Human Resources Specialist, Performance Management Policy, at 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.