

MANAGERIAL/SUPERVISORY PERFORMANCE RECOGNITION (MSPR)

1. **BASIS.** Recognition of performance at the Significantly Exceeds Expectations (SEE)
2. **ELIGIBILITY.** Any manager or supervisor whose position meets the definition of a manager or supervisor as described in the General Schedule Supervisory Guide including those in the excepted service at the Pay Band V and below
3. **RECOGNITION AMOUNT.** An amount equivalent to a percentage of base pay as required by the Departmental Performance Management System for Managers and Supervisors Guidance.
4. **LIMITATIONS.** Mandatory award for all managerial and supervisory except those in the Senior Executive Service, receiving an SEE performance rating.
5. **PROCEDURES AND RESPONSIBILITIES.**

- a. All MSPR nominations are to be supplemented with a copy of the employee's performance rating and corresponding performance appraisal plan that serves as the basis for the award. The rating and plan are to be submitted by hard copy to the FHRB.

As soon as possible after the performance appraisal rating cycle has ended, the nominator will submit to the Federal Human Resources Branch (FHRB) an award nomination through the Workflow feature of the Corporate Human Resources Information System (CHRIS). For those organizations that do not yet have access to CHRIS Workflow, nominations are to be made by completing an SF-52, Request for Personnel Action. Each nomination whether through Workflow or an SF-52, is to be in the following format and is to be cut and pasted into the "Comments/Justification" block in the Workflow Personnel Request screen or attached to the hard copy SF-52:

NOMINEE:

NOMINATOR:

AWARD TYPE: Performance Recognition

AWARD AMOUNT: ([1] cash stated by percentage or [2] combination of QSI and cash stated by percentage)

PERIOD COVERED BY AWARD: (must be for at least 52 consecutive weeks)

PROGRAM AND LOCAL USE CODES:

- c. In all cases the nominator will be the employee's supervisor (Branch Chief level or above).

WORKFLOW: The nominator will be the "1st Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the nominator will complete Blocks 1, 3, 4, and 5 of Part A and Block 1 of Part B.

- d. The approving/disapproving official will be the employee's Senior Staff member or above in the employee's line of supervision unless the latter is the Manager of the Office or Site Office. For OSTI nominations the approving/disapproving official will be the Associate Director for Administration and Information Services (ADAIS).

WORKFLOW: The approving/disapproving official will be the "2nd Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the approving/disapproving official will complete Block 6 of Part A.

- e. After the nomination has been approved by the "Approving/Disapproving Official" either through Workflow or on the hard copy SF-52, the nomination will be routed to the Office Manager or OSTI Financial Manager who tracks the funding for the account from which the award is being paid.

WORKFLOW: The Office Manager or OSTI Financial Manager will verify funding and correct Program and Local Use Codes by approving the action in the "Administrative Officer Approver" block and forwarding the Workflow award nomination to the FHRB "SA Approver".

SF-52: Office Manager will verify funding and correct Program and Local Use Codes by signing and dating Block A of Part C and forwarding the SF-52 to the FHRB.

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- f. The FHRB will review the PR nomination for regulatory compliance and process the action as appropriate. The employee copy of the appropriate paperwork will be provided to the Office Manager of the organization that is funding the award or for OSTI to the Office of ADAIS.
- g. The employee copy of the appropriate paperwork should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).