



Updated September 29, 2010 – Effective FY 2010

General Schedule

Awards Delegation of Authority

The Management Council has discussed and approved raising the award amounts as outlined below:

Below are ITA's levels of signatory approvals for award amounts:

Office Director - up to and including \$3,000

Deputy Assistant Secretary – up to and including \$4,000

Assistant Secretary – up to and including \$5,000

Under Secretary and Deputy Under Secretary – up to and including \$10,000
(In excess of 7,500 requires Performance Review Board review)

ITA Performance Review Board (PRB) – in excess of \$7,500

The PRB will ensure that the narrative justifications for award proposals are reviewed in the context of relative contribution to the organization's mission and strategic objectives accomplishments. The PRB recommendations regarding awards in excess of \$7,500 will be provided to the Under Secretary, who will make final decisions and certify in writing the merit of those approved. This certification authority may be redelegated to the Deputy Under Secretary.

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Higher Level Approval Required

Awards in Excess of \$10,000

Awards in excess of \$10,000 for individuals and individuals as members of a group require approval by the Office of Personnel Management (OPM).

Guidelines for Total Awards Recognition

Performance award amounts are limited to 10 percent of basic pay (including locality payments), e.g., Level 3 up to 3%; Level 4 up to 6%, and Level 5 up to 10% of basic pay including locality pay.

There is no percentage limit on performance-based awards (i.e., Special Act Awards) except an employee's total aggregate compensation, by the end of the tax year, may not exceed Executive Level 1 pay, for FY 2010 it is \$199,700.

Note: Monetary awards such as Special Act Awards, On-the-Spot Awards, or Special Operating Unit Awards (e.g., ITA Under Secretary's Awards such as Quarterly Star) do not count toward the 10 percent maximum for performance awards.