

SAMPLE AWARD JUSTIFICATION

Note: ALL awards, regardless of amount, require a written justification to support the award. If a performance-based award is granted to an employee, a written justification is required for the award recommendation, in addition to the accomplishment write-up describing the employee's contributions that support the rating of record (DR-4040-451 8.b.(4)). All award justifications must be on a separate page attached to the AD-287-2. Block 11 of the AD-287-2 is NOT the award justification.

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The following is a sample outline and verbiage that can be used as the basis for justifying an award:

**“During the period of (MM/DD/YYYY to MM/DD/YYYY), (EMPLOYEE and GROUP NAME if applicable)..”**

(Description of accomplishment - List the duties and accomplishments the employee has done to deserve this award)

**“This exceeded expectations by (examples)..”**

- Improving quality
- Timely completion of a project
- Increasing productivity
- Overcoming adverse obstacles or working under unusual circumstances
- Using unusual creativity
- Saving the Government time and/or money
- Increasing program effectiveness

**“As a result (examples)..”**

- Project acceptance
- Savings in time, money, and/or material
- More efficiency
- Effectiveness
- Technological advancement
- Productivity increase
- Improved levels of cooperation that will result in xx

**“Therefore, we propose an award of (amount/hours), which has been calculated using...”**

- USDA Measurable Benefits Scale,
- USDA Non-measurable Benefits Scale,
- USDA Time Off Award Scale, or
- Other Scale (attached).