



TIME OFF AWARD FORM

PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals supplying information in connection with the awards and recognition process.

AUTHORITY: CFR-title 5-chapter 1 Subpart B Part 451; AIDAR Appendices D and J, as specifically implemented under Agency policies in ADS 309, Personal Services Contracts with Individuals and ADS 309mab

PURPOSE: USAID collects this information from Supervisor/Managers which will be used to document a justification for awards that are not based on a rating of record.

ROUTINE USES: USAID collects and maintains this information as part of the employee's Performance File System of Record. This information is not shared outside of USAID. **DISCLOSURE:** Disclosure is voluntary. However, without the requested information, USAID will not be able to process the time off award.

SORN: Other routine uses are published in OPM/GOVT-2

Date Nominated		Number of hours granted	
Name of Recipient <i>(Last, First, MI)</i>		Recipient Email Address	
Recipient Independent Office/Bureau/Mission		Recipient hiring authority <input type="checkbox"/> CCN/TCN PSC <input type="checkbox"/> PSC <input type="checkbox"/> AD (political appointee)	
Nominating Official <i>(Typed Name and Title)</i>		Nominator's Independent Office/Bureau/Mission	
Nominating Official Signature and Date			
Approving Official <i>(Typed Name and Title)</i>		Approver's Independent Office/Bureau/Mission	
Approving Official Signature and Date			
Award Justification			

Instructions:

Time-off Awards for PSC and CCN/TCN PSC

The nominating official must complete Form AID 491-1 with justification. For step-by-step guidance, see ADS 309mab, Incentive Awards for Personal Services Contracts with Individuals, A Mandatory Reference for ADS Chapter 309.

The justification should indicate the way in which the recipient has gone above and beyond expectations of their assigned duties to receive the award and include an explanation of why the nominee deserves the recognition and award. Include all important information with regards to the nominee's contributions.

Time-off Awards for Administratively Determined (AD) political appointees

Complete all sections of the form and submit via LaunchPad helpdesk ticket for processing. Send to HR-helpdesk@usaid.gov. Subject line should be: Awards Processing Request.

When recognizing an AD appointee with a time-off award, consider whether the appointee will have an opportunity to use the award during their employment period with USAID. Time-Off awards cannot be converted to cash under any circumstances. Any unused Time-Off Awards are non-transferable, unless a special arrangement is made with the receiving 14 Agency to honor the Time-Off Award granted by the employee's former Agency. Additionally, under no circumstances may a political appointee receive a time-off award during a Presidential election period.