



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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IN REPLY REFER TO:  
1400-451 (953) P

May 4, 2012

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Instruction Memorandum No. WY-2012-004, Change 1  
Expires: 9/30/2013

To: Wyoming Management Team  
From: Acting State Director  
Subject: Fiscal Year (FY) 2012 Award Ceilings

**Program Area:** Budget and Awards

**Purpose:** This Instruction Memorandum (IM) serves to clarify the ceiling on all awards for non-SES employees for the remainder of FY 2012 and contains revised funding levels based on spending to date.

**Policy/Action:** Starting October 1, 2011, performance awards and individual contribution awards (such as special act awards, STAR awards, etc.) for all employees were capped at one percent (1%) of the total salary base of each individual District or Division. Each District or Division is responsible for ensuring compliance with this cap. There will be no deviation based on other factors, such as non-appropriated funds, alternative payment sources, etc.

Quality Step Increases (QSIs) do not constitute awards; however, numbers of QSIs and time off awards given in FY 2012 cannot exceed FY 2010 levels.

Recruitment, relocation, and retention incentives are not awards and are not covered by the budgetary limits. However, spending on these incentives in Calendar Year 2012 will not exceed Calendar Year 2010 levels.

Based on a review of awards given to date, the following will be implemented for the remainder of Fiscal Year 2012:

1. No additional time off awards will be given.
2. No additional QSIs will be given.
3. The award funds available for the remainder of Fiscal Year 2012 are shown below:

| Office             | 2012 Award Limit | Awarded as of<br>April 18, 2012<br>(PP8) | Remaining Funds |
|--------------------|------------------|--|-----------------|
| <b>WY910 Total</b> | <b>\$20,333</b>  | <b>\$20,333</b>                          | <b>\$0</b>      |
| <b>WY920 Total</b> | <b>\$37,648</b>  | <b>\$35,033</b>                          | <b>\$2,615</b>  |
| <b>WY930 Total</b> | <b>\$21,198</b>  | <b>\$21,198</b>                          | <b>\$0</b>      |
| <b>WY950 Total</b> | <b>\$42,123</b>  | <b>\$31,942</b>                          | <b>\$10,181</b> |
| <b>WYDO Total</b>  | <b>\$131,148</b> | <b>\$122,318</b>                         | <b>\$8,830</b>  |
| <b>WYPO Total</b>  | <b>\$90,429</b>  | <b>\$72,026</b>                          | <b>\$18,403</b> |
| <b>WYRO Total</b>  | <b>\$71,144</b>  | <b>\$63,321</b>                          | <b>\$7,823</b>  |
| <b>Total</b>       | <b>\$414,023</b> | <b>\$366,171</b>                         | <b>\$47,852</b> |

**Background:** Following the decision to propose a two-year pay freeze, President Obama directed the Office of Personnel Management (OPM) and Office of Management and Budget (OMB) to evaluate the system of performance awards and incentives for cost and effectiveness. On June 10, 2011, OPM and OMB issued a memorandum on budgetary limits on individual awards during Fiscal Years 2011 and 2012.

**Timeframe:** This IM is effective May 1, 2012.

**Budget Impact:** This policy will result in a reduction of the total amount spent annually on awards.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This process was developed in coordination with the Wyoming State Office Budget Officer, DSD Support Services, and the State Human Resources Officer.

**Contact:** If you have any questions, please contact Missy Cook, Human Resources Specialist, at (307) 775-6352.

Signed By:  
Stephanie Connolly  
Acting Associate State Director

Authenticated By:  
Sherry Dixon  
Secretary

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