United States Department of the Interior

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In Reply Refer To:
1400-451 (953) P

October 25, 2011

EMS Transmission:
Instruction Memorandum No. WY-2012- 004
Expires: 9/30/2013

To: Wyoming Management Team

From: State Director

Subject: Fiscal Year (FY) 2012 Award Ceilings

Program Area: Budget and Awards

Purpose: This Instruction Memorandum (IM) serves to impose a ceiling on all awards for non-SES employees for FY 2012.

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

Quality Step Increases (QSI's) do not constitute awards, however, QSI's and time off awards given in FY 2012 are not to exceed the FY 2010 level.

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 should not exceed Calendar Year 2010 levels.

The 2012 limits will be as follows: QSI's and Time Off Awards will be held by the Associate State Director as a Statewide award option. If you would like to give out a QSI or Time Off Award please contact the Associate State Director.

District / Division	FY 2011 Base Salaries	1% of FY 2011 Base Salaries
910	1,082,971	$10,830
920	3,764,752	$37,648
930	2,019,050	$20,191
950	4,494,428	$44,944
HDD	13,371,143	$133,711
HPD	9,299,210	$92,992
WRBHBD	7,370,676	$73,707

Background: Following the decision to propose a 2-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 October 1, 2011.

Budget Impact: This policy should result in up to a 1 percent (%) reduction of the total amount spent annually on awards.

Manual/Handbook Sections Affected: None.

Coordination: This process was developed in coordination 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 at 307-775-6352.

Buddy W. Green
Acting State Director

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