



United States Department of the Interior



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EMS TRANSMISSION: 10/23/2015
Instruction Memorandum No. WY-2016-004
Expires: 9/30/2019

To: Wyoming Leadership Team

From: Associate State Director

Subject: Fiscal Year (FY) 2016 Award Ceilings

DD: 11/30/2015

Program Area: Budget and Awards

Purpose: The purpose of this Instruction Memorandum (IM) is to establish statewide award ceilings for non-Senior Executive Service (SES) employees for FY 16.

Policy/Action: District and Division supervisors/managers are responsible for ensuring compliance with this ceiling and will be held accountable.

The Department recently issued an award ceiling for FY 16. See FY 16 Award Ceiling table below.

There will be no deviation from this policy based on other factors, such as non-appropriated funds, alternative payment sources, etc.

Quality Step Increases (QSIs)

QSIs are to be used very judiciously and must be discussed with and approved by the Associate State Director (ASD) prior to being given to the employee. When you submit your DI-451 award forms to Human Resources (HR), please separate out the QSI forms and send them to the ASD for final review/signature/approval. The ASD will review the forms, sign those that have been approved, and forward them to HR.

Time Off Awards (TOAs)

While TOAs do not need prior approval by the ASD, they are to be used very sparingly.

Performance awards must be forwarded to HR for processing **no later than November 30, 2015**. This ceiling includes all monetary awards throughout the FY.

When an award is given to an employee in a different office/Division, the award amount is typically charged to the award ceiling of the office/division giving the award. It is strongly recommended, as a common courtesy, to coordinate with an employee's supervisor before submitting an award, if the recipient is outside of the giver's cost center.

The award ceilings for FY 16 are shown below:

Office	FY 16 Award Limit
WY910 Total*	\$38,123
WY920 Total	\$64,000
WY930 Total	\$45,500
WY950 Total	\$68,000
WYDO Total	\$182,500
WYPO Total	\$123,500
WYRO Total	\$101,000
Total	\$622,123

*Does not include SES award/bonus.

The ASD will coordinate with the District Managers and Deputy State Directors throughout the year to discuss the awards process and make ceiling adjustments, as necessary.

Background: Nationwide work force planning and budgetary reductions continue to limit amounts available for monetary awards.

Timeframe: This IM is effective immediately. However, the FY 16 awards ceiling may be revised as new or additional direction becomes available.

Budget Impact: This policy will limit the total amount spent annually on awards. Award amounts are calculated into the planned \$8,400 average work month costs/labor expense projection. A ceiling is a limit and not an increase in budget dollars. Due to the fact that we are currently operating under a continuing resolution (CR), if you are unsure of what accounting string to use, for those awards given based on FY 15 performance, please request that accounting string from the State Budget Officer. Once a budget has been implemented, all other awards given out in FY 16 will utilize the regular funding process.

Manual/Handbook Sections Affected: None.

Coordination: This process was developed in coordination with the Wyoming State Office Budget Officer, all District State Directors, District Managers, and the State Human Resources Officer.

