

Sustained Superior Performance (SSP) Eligibility and Award Submission Checklist

Employee's Name: _____

Yes	No	SSP Eligibility
		Is award request for the most recent appraisal period?
		Have fewer than 90-days since the appraisal was completed?
		Does the appraisal cover 52-weeks or more in the same position and grade?
		Is overall rating of record on appraisal a 5 – Outstanding, or 3- Fully Successful?
		Did you verify the amount of the award is no more than 10% of the employee's base pay if the appraisal is rated a 5, or no more than 5% of the employee's base pay if the appraisal is rated at a 3?
		Did the employee receive fewer than 40-hours in Time-Off Awards during the appraisal period?
		Is the employee still in the same position and grade as held at the beginning of the appraisal period?
		Did you verify that the employee did not receive a QSI, SSP or 40+ hours in TOA during the rating period used as the basis for this SSP?
		Is the employee leaving or retiring from the Agency?
		Did you verify the employee was not AUS/LWOP for more than 30 days during the rating period?
		Award Submission
		Did you include a completed NGB 32 with this request?
		Did two levels of supervision sign blocks 9 and 10 on the NGB 32?
		Did the MSC AO, Director, or Group Commander approve and sign in the "Local Commander" blocks under Section IV of the NGB 32?
		If the Award amount is over \$3,000, did you attach a justification memo to the ATAG? If the Award amount is over \$5,000, did you attach a justification memo to the TAG?
		Did you include the correct performance appraisal/s with this request?

Supervisor's Name: _____

INITIAL REVIEWER REMARKS: _____
For HRO/Board Use Only

Does the employee meet the minimum eligibility requirements? ___YES ___NO

Reviewed by: