

Sustained Superior Performance (SSP) Award

SSPs consist of a monetary award and a DLA Form 31, Performance Award Certificate.

SSPs may be computed as a percentage of basic pay. The award may be based on a percentage or range of percentages of the individual's rates of basic pay, up to 10 percent.

SSPs are not appropriate when:

- The employee has not performed the same or substantially the same duties for 90 days
- The employee has received a previous monetary award (except on-the-spot award) based in whole or in part on the contribution currently being recommended for recognition
- Solely prompted by the impending departure of a supervisor or an employee
- Solely prompted by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap)

An employee may be granted an SSP only once in a performance period.

Award Eligibility: All Federal Wage System (FWS), General Schedule (GS), and General Manager (GM) employees.

Non-supervisory employees: The performance rating must be at the Fully Successful Level. Performance must be significantly above that ordinarily found in the concerned position and employee must exceed fully successful level for a majority of the elements in his/her performance plan for this rating period. The high level of performance must cover not less than 90 consecutive days of the same or substantially the same duties. Performance must have been at the same grade level unless the employee was demoted during this period for reasons other than for cause.

Supervisory Employees: The employee must have a "Fully Successful, Level 3 overall" summary rating level. Section I of the DLA Form 1863, the employee must have rated above "Solid Performer" on 3 out of the 9 Managerial Competencies. Section II of the DLA Form 1863, the employee must have rated above "Solid Performer" on the majority of the critical and non-critical elements. Performance must be significantly above that ordinarily found in the concerned position and employee must exceed fully successful level for a majority of the elements in his/her performance plan for this rating period.

If the SSP award is \$7,501 or higher:

Award Submission: The request must be submitted by the Heads of the Field Activities or, for HQ DLA personnel, the approval of the Heads of the Corporate Board members and/or the Director, DLA.

The request must include:

- Name of Employee
- Position Title
- Grade
- Organization
- Amount of award, including an explanation of how the amount was determined, is it based on tangible or intangible benefits, explain how the employee saved the organization or government money
- A copy of the employee's job description and performance plan
- A clear indication of how the contribution goes beyond job responsibilities and must be highly exceptional.

If the employee changed jobs or was promoted since the contribution, title and grade must be included at the time the contribution was made.

The request should be forwarded to the Human Resources Policy Office (DHRC-P) for review and to make sure regulatory guidance is met. DHRC-P forwards request with recommendation to the Director, DLA for approval/disapproval. If approved, DHRC-P will forward the package to the requesting activity's DHRC for processing. If disapproved, DHRC-P will send the package back to the requesting office.

Award Approved by: The Director, DLA must approve cash awards of \$7,501 to \$25,000. When a recommended award would grant more than \$25,000 to an individual employee, OPM shall review the recommendation and submit it (if approved) to the President for final approval.