



Fraud Prevention Awards Program Seattle Passport Agency



Negotiated Agreement between
CA/PPT/SE and NFFE FL 1998
February 28, 2013

This local agreement is entered into pursuant to Article 12 Section (16)(f)(v) and Article 19 of the Master Agreement between Passport Services and the National Federation of Federal Employees Local 1998, dated July 20, 2009 (hereafter referred to as the “Master Agreement”). Article 19 of the Master Agreement covers award nomination procedures, types of awards, awards information, awards funding distribution and anti-fraud awards. The purpose of this agreement is to establish the standards and/or criteria that will be used at the Seattle Passport Agency (PPT/SE) to recognize and reward Department of State employees’ Fraud Prevention efforts subject to the Master Agreement. With the exception of the Pack Award, all Awards set forth in this agreement begin from the date the agreement is signed. Other awards shall be negotiated in a separate agreement.

1. Information

Management shall communicate to the Union the amount of the awards budget for PPT/SE within one week of being notified by CA/PPT.

2. Percentage

Pursuant to Article 19, Section 7a of the Master Agreement, at least 10% of the total awards budget will be “dedicated to the recognition of fraud prevention activities by bargaining unit employees.” It is understood that 10% is the minimum, not the maximum percentage.

3. Types of Local Fraud Prevention Awards

- a. ***Dog Award*** – for successfully “sniffing out fraud.”

There shall be two (2) 6-month periods during which fraud referrals shall be counted:

- January 1st – June 30th
- July 1st – December 31st

Applications referred by PPT/SE to law enforcement (e.g., Diplomatic Security [DS]) for further investigation, fraudulently filed birth certificates, and legal hits that were not already a Hold in the system, shall count as a “Dog.” “Legal hits that were not already a Hold in the system” refers to applications with letters or indications that the applicant may be on parole or have served time in local, state, or Federal prison. For counter cases, the employee who completed the fraud referral sheet shall be credited with the Dog. In all other cases, the employee who submitted the Fraud referral to the FPM through ECAS shall be credited with the Dog. For calculation purposes only, the date of the Dog will be the date the case was submitted to DS. Employees

shall be informed by the Fraud Prevention unit when they have earned a Dog. The total number of Dogs during either of the six month periods above will be divided by the total number of applications adjudicated (including desk, counter, and applicant-response applications) by the employee in the same time period. The top five Passport Specialists will receive the Dog Award. These awards will be valued as follows:

- First Place: \$350
- Second Place: \$300
- Third Place: \$250
- Fourth Place: \$200 Extra Mile Award
- Fifth Place: \$150 Extra Mile Award

Fraud Prevention Managers or Supervisors will submit these awards in a timely manner.

b. ***Pack Award*** – for accumulating a large number of Dogs.

Employees who earn a significant number of Dogs during the course of their careers at SE shall receive “time off” awards plus a Certificate based upon the chart below. This award is retroactive from the date the employee began at PPT/SE, however, past awards will take place of the current award structure if granted before the date of this agreement, even if that award was less than the value of the awards established in this agreement. The number of Dogs for each employee is tracked by the Fraud Prevention unit. An employee may request the running total from their Supervisor or the Fraud Program Manager at any time. Employees shall receive time off awards for the following number of Dogs:

- Ten Dogs = 2 hour Time-Off Award with Certificate
- Twenty Dogs = 4 hour Time-Off Award with Certificate
- Thirty Dogs = 8 hour Time-Off Award with Certificate
- Forty Dogs = 12 hour Time-off Award with Certificate
- Fifty Dogs = 16 hour Time-Off Award with Certificate

These awards are not compensatory time and cannot be converted into overtime payment. Procedures for taking Time-Off Awards are detailed in 3 FAH-1-H-4800 and 3 FAM 4843

c. ***FPM Special Act Awards***

Employees may also be recognized for special acts or contributions to the Fraud Prevention Program, or for unusually difficult-to-detect fraudulent applications (including “cases involving exceptionally criminal or dangerous activities” per Article 19, Section 7b), at any time during the year or in connection with their year-end appraisal. Employees who receive these awards will also receive a certificate recognizing and acknowledging which specific contribution was the basis for the award. These awards would normally be Extra Mile Awards, Cash Awards, or Franklin Awards, which are the approved Department awards under 3 FAM 4841 and 4842. Supervisors and Managers are encouraged to nominate employees for these awards as close in time as possible to the act itself. Employees may also nominate coworkers for awards, with supervisory approval, following Department Awards guidelines in 3 FAM 4841 and 4842.

4. FPM Rotation Recognition

Employees who perform at an “Exceeds Expectations” or “Outstanding” level while assigned to the FPM rotation may also receive an Extra Mile, Cash, or Franklin award for their performance,

either in connection with their year-end appraisal or after the rotation is completed. Employees who receive these awards will also receive a certificate recognizing their fraud prevention contributions during the rotation.

5. Public Presentation

Awards recipients will be acknowledged during a public presentation as required by Article 19, Section 5(c) and awards winners will be announced via email as well. The public presentation will take place in a Semi-annual Awards Ceremony.

For the Union:

 2.28.13

 2.28.13

For Management:

 2/28/13

 2/28/13