



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

REPLY TO
ATTENTION OF

IMPM-ZA

JUL 11 2016

MEMORANDUM FOR GARRISON STAFF

SUBJECT: Command Policy Memorandum #672-1, Appropriated Fund Civilian Incentive Awards

1. References:

- a. DoD 1400.25-M SC1930, Compensation Architecture, 1 December 2008.
- b. AR 690-400, Total Army Performance Evaluation System, 16 October 1998.
- c. AR 672-20, Incentive Awards, 1 April 2014.
- d. IMCOM Regulation 672-10, 23 June 2009.
- e. IMCOM Narrative Funding Guidance (Fiscal Year).

2. Purpose: To establish command policy for the administration of Civilian Incentive Awards.

3. Applicability: This policy applies to all Appropriated Fund (APF) personnel employed by the United States Army Garrison, Presidio of Monterey (USAG POM). This policy supersedes the previous policy memorandum, Command Policy on Civilian Incentive Awards, dated 1 March 2012.

4. Proponent: The proponent for this policy is the Deputy Garrison Commander (DGC), IMPM-ZB, (831) 242-6601.

5. General: Recognition of hard work and good performance is extremely important and is used frequently in the most successful organizations. An effective awards program within an organization helps promote a healthy organization and work environment. Leaders have many opportunities to reward success and should take full advantage of all opportunities to both formally and informally acknowledge, recognize and encourage good performance.

6. Policy: Garrison supervisors and managers shall become familiar with and use the Incentive Awards process prescribed in references identified in paragraphs 1.a.-e., as

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appropriate. Directors and Staff Chiefs (hereafter referred to as Directors) have approval authority for Time Off Awards (TOAs) up to 8 hours and On-the-Spot (OTS) awards. The DGC is the approval authority for all other monetary and TOAs. Leaders are responsible for equitably allocating awards to meet the objectives of the civilian incentive awards program.

a. The total amount of Fiscal Year (FY) appropriated funds available for civilian incentive awards is set by IMCOM policy. Reference 1.e and subsequent guidance sets cash and cash equivalent awards, and Quality Step Increase (QSI) limits for each FY.

b. The Garrison Commander (GC) will approve and the Resource Management Office (RMO) will allocate an annual awards budget to Directors. Directors will manage within their budgets and determine the appropriate amounts of individual civilian awards. Unused annual awards budgets will be reallocated by the DGC as appropriate. Requests for additional funds will be sent to the DGC for action.

c. Award Boards. The DGC will chair Award Boards for the Base System (GS-01 through GS-08) and Senior System (GS-09 through GS-12) evaluation cycles. Boards will convene NLT 30 days following the end of an evaluation cycle. Directors with four or more employees will serve as Panel Members. All Garrison employees' numeric ratings and associated award recommendation will be reviewed by the panel (with the exception of GS-12 Directors, who will receive review by the GC). Directors' PAs will be approved the DGC after consultation with the GC.

d. Once awards are approved by the Awards Board or GC, directors will submit all monetary awards using AUTONOA, routed through the RMO for budget availability and tracking.

e. Types of performance and incentive awards for APF Employees.

(1) PAs should be given in recognition of sustained high level of performance during the rating period. Employees who receive a rating level of "Excellence over 75% Obj" or "Excellence 25-75% Obj" on senior system evaluation or a rating level of "1" or "2" on base system evaluations should be considered for a PA. Raters must emphasize to the workforce that receiving the above performance ratings will not automatically result in a monetary reward. If a PA is warranted, the rater should use the following to determine the amount to be submitted for approval:

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(a) Suggested guidelines for determining the monetary amount for a PA are shown in Chapter 5-4 of reference identified in paragraph 1.b.

(b) Defense Civilian Intelligence Personnel System (DCIPS) personnel awards are determined centrally at IMCOM Headquarters not subject to the limits in reference 1.e.

(2) QSI. Chapter 6 of reference identified at paragraph 1b applies for submission of QSI by members of the USAG POM. A QSI is an additional within grade pay increase given to General Schedule employees. It is the highest PA and should be used for top quality performance significantly above the ordinary expectations. An employee who receives an "Excellence over the 75% Obj" on the Senior System evaluation or a "1" block on the Base System evaluation is eligible to receive a QSI. A QSI PA must stand alone and cannot be combined with a cash award. QSI values are not included in the command approved funding allocation for Directors, however, QSIs are subject to limitations. Directors may recommend approval of QSIs for the Awards Board. Once approved by the DGC, Directors will submit awards using AUTONOA, routed through the RMO for budget availability and tracking.

(3) Superior Accomplishment Awards. Managers and supervisors will consider employees for Special Act or Service Awards (SASA), OTS and TOAs as appropriate in accordance with Chapter 4 of reference identified in paragraph 1.b.

(a) SASA is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The act, service or achievement must result in either tangible or intangible benefits to the government and may involve more than one employee. Cash awards range from \$25 to \$25,000, depending on the achievement being recognized and will be determined by the guidelines found in Tables 7-1 and 7-2 of reference identified in paragraph 1b. Nominations exceeding \$500 will be submitted separately to the DGC thru the Director of Human Resources and RMO for consideration and approval.

(b) OTS. OTS is a small SASA (\$25 to \$500) which may be approved by Directors for day-to-day accomplishments of subordinate employees. Awards \$500 and under will be submitted in AUTONOA through the RMO and are subject to the annual award funding allocation.

(c) TOA. TOA may be used alone or in conjunction with monetary or non-monetary awards to recognize employee contributions which directly support the Army

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mission or result in benefits to the government. The extent of the contribution will determine the amount of the time-off. Guidance is provided in Table 7-3 of reference identified in paragraph 1b. Directors may recommend approval of TOA nominations of up to 40 hours to the DGC for approval. Directors may further delegate approval of TOAs of up to 8 hours to their subordinate Supervisors or Managers. Employees may not receive more than 80 hours of total TOA during a leave year.

f. Prohibited Awards. Incentive awards will not be made to any individual who:

- (1) has been actively and substantially involved in unlawful discrimination;
- (2) is either under investigation or upon whom disciplinary action is pending;
- (3) was subject to disciplinary action within the preceding 120 days.

7. Procedure:

a. All monetary awards will be funded from FY appropriations in the applicable FY. Directors must manage funds available for both performance and OTS awards in accordance with the awards budget provided by RMO. RMO will maintain the balance and report with the monthly status of funds. All monetary awards will be submitted through AUTONOA through the RMO and are subject to the annual awards budget and the availability of funds.

b. Directors will ensure Performance Appraisals are completed on time, prior to the Awards Board.

c. In preparation for the Awards Board, Directors will make recommendations concerning cash PAs normally not to exceed 2.8% of salary per employee, Quality Step Increases (QSIs), and Time Off PAs. PA recommendations in excess of 2.8% for Level 1 ratings and in excess of 1.5% for Level 2 ratings, must be properly justified by the Director and will include a copy of the evaluation and a three-year award history. If required, the Garrison Commander will endorse and forward PAs to the appropriate higher level authority for approval in accordance with current policies. Directors will make recommendations and provide information to the RMO via memo no later than (NLT) 14 Days following the completion of the evaluation cycle. The memo will include each employee's name, grade, performance period, TAPES rating, and cash award recommendation (cash and/or TOA or QSI with equivalent value.)

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d. Immediately following the Awards Board, Directors will prepare a final PA memorandum for the DGC reporting the PAs approved. The memo will include each employee's name, grade, performance period, TAPES rating, and cash award (cash and/or TOA or QSI with equivalent value.)

e. Performance Awards will be documented on the Incentive Awards Nomination and Approval Form (DA Form 1256) or the TAPES Appraisal/Evaluation Forms (DA Forms 7222 and 7223). The originating office will maintain the file.

f. Based on End-of-Year closeout procedures, PAs recognizing employees in the TAPES Senior System must be submitted to AUTONOA prior to the end of the first pay period in August. Those submitted late will normally be denied.

g. OTS awards will be processed NLT 30 days after the deserving action.

h. RMO will advise the DGC of the Awards Budget balance quarterly or as requested.

8. Awards for Nonappropriated Fund employees will be administered under separate procedures as prescribed in AR 215-3, Morale, Welfare, and Recreation Nonappropriated Funds Instrumentalities Personnel Policy, dated 16 September 2015.

9. Garrison supervisors and managers are highly encouraged to make full use of the Incentive Awards system to improve organizational performance and employee satisfaction.



LAWRENCE T. BROWN
COL, MI
Commanding

CF:
CPAC
Directors
Employee Union