



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY  
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REPLY TO  
ATTENTION OF

IMPM-ZA

1 March 2012

MEMORANDUM FOR GARRISON STAFF

SUBJECT: Command Policy Memorandum #10, Civilian Incentive Awards

1. References:

- a. AR 690-400, Total Army Performance Evaluation System, 16 August 1998.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DoD 1400.25-M SC1930, Compensation Architecture, 1 December 2008.
- d. IMCOM Regulation 672-10, 23 June 2009.
- e. IMCOM Policy Memorandum 672-20— Policy Guidance on Award Limitations for Civilian Employees in Fiscal Years 2011 and 2012, 12 August 2011.

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).

4. Proponent: The proponent for this policy is the Deputy to the Garrison Commander (DGC), IMPM-ZB, (831) 242-6601. This policy supersedes the previous policy memorandum, Command Policy on Civilian Incentive Awards, dated 2 February 2009.

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 appropriate. Directors and Staff Chiefs (hereafter referred to as Directors) have approval authority for Time Off Awards (TOA) up to 16 hours, cash Performance Awards (PA) not to exceed 2.5% of salary per employee and On-the-Spot (OTS) awards. The DGC is the approval authority for all other

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monetary and TOAs. Leaders are responsible for equitably allocating awards to meet the objectives of the civilian incentive awards program.

a. In accordance with reference 1.e., the Office of Personnel Management imposed spending limit on cash awards is 1% of total civilian salaries for FY12.

b. The total amount of Fiscal Year (FY) appropriated funds available for civilian incentive awards is set by IMCOM policy. The Garrison Commander will approve and the Resource Management Office (RMO) will allocate an annual awards budget. Directors will manage within their budgets and determine the appropriate amounts of individual civilian awards.

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

(1) PA. 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. The PA should only be given in recognition of sustained high level of performance during the rating period. If a PA is warranted, the rater should use the following to determine the amount to be submitted for approval:

(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) Directors may approve PAs of up to 2.5% of salary for a rating level "1" and up to 1.5% of salary for a rating level "2." Recommendations for PAs exceeding these amounts must be submitted to the DGC for approval.

(2) QSI. Chapter 6 of reference identified at paragraph 1.b. 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 performance award 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 or TOA. QSI values are included in the command approved allocation for Directors.

(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.

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(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 1.b. Nominations exceeding \$500 will be submitted separately to the DGC thru the Director of Human Resources and Resource Manager 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.

(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 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 approve TOA nominations from supervisors of up to two days. Nominations exceeding two days must be forwarded to the DGC for approval. Employees may not receive more than 80 hours of total TOA during a leave year.

#### 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.

b. Within 60 days following the end of each Total Army Personnel System (TAPES) rating period, Directors will prepare a PA memorandum for the DGC, providing awards 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.) Award recommendations which exceed Recommendations for PAs exceeding 2.5% of salary for a rating level "1" and up to 1.5% of salary for a rating level "2" must be submitted to the DGC for approval with proper justification from the Senior Rater that includes 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.

c. Performance Awards will be documented on the Incentive Awards Nomination and Approval Form, DA Form 1256. Following DGC approval of the PA memorandums, Directors shall submit Requests for Personnel Action (RPA) and forward directly to RMO. The

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originating office will maintain the DA Form 1256 on file. RPAs for annual performance awards should be submitted immediately after performance evaluations are processed by the civilian personnel's West Region Office.

- d. OTS awards will be processed NLT 30 days after the deserving action.
  - e. RMO will provide the fund site and forward approved awards to the West Region Office for final processing.
  - f. RMO will prepare a quarterly report identifying all award RPAs, by Directorate and forward to the DGC.
  - g. Based on End-of-Year closeout procedures, monetary award RPAs recognizing employee performance must be submitted prior to the end of the first pay period during the month of August. RPAs submitted after this date will normally be denied.
  - h. 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 or during the rating period.
8. Garrison supervisors and managers are highly encouraged to make full use of the Incentive Awards system to improve organizational performance and employee satisfaction.

  
JOEL J. CLARK  
COL, SF  
Commanding

CF: CPAC