



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
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FORT JACKSON SC 29207-5015

IMFJ-ZA

27 Apr 16

MEMORANDUM FOR USAG Fort Jackson Directorates, Support Offices, and Management & Control Offices

SUBJECT: Policy Memorandum - Annual Performance Awards Program

1. REFERENCES:

- a. Title 5 CFR, CH 451.
- b. AR 672-20, Incentive Awards, 29 Jan 99.
- c. AR 690-400, Total Army Performance Evaluation System, 16 Aug 98.
- d. AR 215-3, Non-Appropriated Funds Personnel Policy.
- e. Army Policy Memorandum dated 14 Dec 15, subject: Guidance on Award Limitations for Department of the Army Civilian Employees Fiscal Year (FY) 2016.
- f. Installation Management Command Regulation 672-10, Incentive Award Program for Military and Civilian Personnel, draft, 1 Jan 12.
- g. Atlantic Region Command Policy #17, 24 Mar 16.

2. Applicability. This memorandum provides guidance on the limitation on issuing discretionary monetary awards and applies to all assigned civilian employees covered by all Department of Defense (DOD) civilian personnel system(s) and to all performance awards programs, regardless of funding source, to include awards for non-appropriated fund and appropriated fund employees as well as Alternate Pay Systems employees. Award limitations previously prescribed by OMB, OPM, DoD, and HODA remain in effect until further notice.

3. Policy. The U.S. Army Garrison, Fort Jackson, recognizes employees for their significant achievements and outstanding service in a timely manner with appropriate decorum. This program supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within our workforce and motivating them to high levels of performance and service. All civilian employees who establish a pattern of noteworthy achievements by accomplishing their individual duties in an outstanding manner contributing to mission accomplishment will be considered for both honorary and monetary civilian awards.

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4. The Performance Review Board (PRB) will review and recommend performance awards to the Garrison Commander for approval. The PRB is chaired by the DGC, and the Garrison Commander approves board members. Board members will reflect the diversity of the workforce and the PRB will have an EEO advisor as a non-voting member.

5. A well-managed awards program provides for monetary and non-monetary options to recognize performance and contributions in support of the IMCOM mission. All available awards, as well as a combination of these awards, will be used to recognize performance. This will provide us the ability to recognize employees and provide appropriate recognition while staying within established funding limitations. There are many non-monetary options to recognize performance and contributions to mission accomplishment. Time-Off awards do not count against the awards spending limitation; however, supervisors must refrain from increasing time off awards to compensate for restrictions on cash awards. Supervisors should make full use of the many honorary awards available. Additionally, civilian employees who complete from 5 – 50 years of satisfactory service, will be awarded career service emblems and certificates (OPM Forms WPS 101 - 110), in five-year increments. Certificates of 40+ years will be signed by the IMCOM CG. All others will be signed by the Garrison Commander. Recognition in any form should be done publicly to maximize awareness that good performance and solid contributions will be recognized. Budget limitations should not result in less recognition of employee performance.

6. Monetary, and time off awards, to recognize performance are awards that represent an additional investment in the employee that is supporting the garrison mission. Garrison monetary performance awards are capped, in the aggregate, at .96% of total salaries. This amount may change over time and new awards limitation guidance is applicable once published by either the region or the headquarters. Therefore, we must carefully manage the organization awards program to ensure we have an equitable, and defensible approval process. The garrison awards policy is designed to recognize performance that is truly exceptional and deserving of either monetary or time off awards. The following guidance is designed to support the garrison awards program by implementing standard guidance for the following type of awards: special act awards, on the spot cash awards, monetary performance awards, quality step increases, and time off awards. Generally, all performance awards listed are available to be presented to both APF and NAF employees. Specific limitations for either APF or NAF employees are covered by the appropriate regulatory guidance.

a. Special Act or Service Awards (SASA). All appropriated and non-appropriated fund employees are eligible for this award. 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 or service must result in either tangible or intangible benefits, or both, to the Government and may

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involve more than one employee. Army Regulation 215 - 3, NAF Personnel Policy and IMCOM Regulation 672-10 provides monetary limitations for SASA. Supervisors must ensure that SASA are not used as a means to bypass monetary limitations for performance awards.

b. On-the-Spot Awards. OTS is a small award given in recognition of one-time achievements. These awards are limited to a maximum of \$500, and processed using DA Form 1256 and a written justification. All OTS awards are approved by either the Garrison Commander, or Deputy Garrison Commander, as the Garrison Commander may direct.

c. Performance Awards recognize outstanding performance of civilian employees and must be to recognize performance at level one or level two. Performance awards are capped at .96% in the aggregate at the garrison. All performance awards must be approved through the use of a Performance Review Board, chaired by the Deputy Garrison Commander and approved by the Garrison Commander. Performance awards generally should not exceed three percent of an individual employee's salary, base pay plus locality pay. Awards that exceed the three percent cap must be fully justified and submitted to the Region Director for confirmation prior to approval.

d. Quality Step Increases - QSI is an additional within-grade pay increase. A QSI is reserved for employees who receive the highest rating available - Success Level one and who have demonstrated sustained performance at that level. To be eligible for a QSI, the employee must not have been granted a QSI in the previous 52-week period. The Garrison Commander is the approval authority for all QSIs. The number of QSIs granted in a fiscal year will not exceed five percent of the garrison permanent authorizations. Fort Jackson is authorized a total of 28 QSIs for FY16. The number of QSIs is a fixed number and garrisons may not approve more than the authorized number without the Region Director approval. An employee may not receive a QSI if the employee received a Special Act Award during the performance period and the SASA is based in whole, or in part, of the performance being recommended for recognition via a QSI. An approved QSI will not count against the .96% spending limitation.

e. Performance Pay Increases - These are performance based pay increases for NAF employees. Performance awards may be considered for NAF employees with a Satisfactory, Excellent or Outstanding rating for 12 months of continuous service. Nominations and approvals of performance-based awards are documented on the Incentive Awards Nomination and Approval – Nonappropriated Fund, DA Form 5167.

f. Time Off Awards (TOA) - TOA is limited to 40 hours for a single contribution and up to 80 hours of time off during one leave-year for achievements or performance contributing to the IMCOM mission. This award is available for APF and NAF


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employees. TOAs must be scheduled and used within one year of the approval date. Nominations may be submitted on DA Form 1256 with a description of the achievement and the benefits to IMCOM. TOAs and cash awards may be combined. TOAs do not convert to cash payment under any circumstances. Guidance concerning part-time employees or employees with uncommon tours of duty is located in AR 672-20. The approval authority for time off awards is the Garrison Commander, or Deputy Garrison Commander, as the Garrison Commander may direct.

7. The proponent for this Policy Memorandum is the Deputy Garrison Commander, (803) 751-7613.

Encl
Awards Hierarchy &
Approval Levels Chart



JAMES W. ELLERSON, JR.
COL, AD
Commanding

Awards Hierarchy and Approval Levels Chart

Civilian Award	Approval Level	Military Award	Approval Level
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	ACOM commanders	Legion of Merit	Commanders lieutenant general and above depending upon purpose of award and rank of recipient
Superior Civilian Service Award	Commanders major general and above and civilian equivalent	Meritorious Service Medal	Commanders major general and above
Commander's Award for Civilian Service	Commanders colonel and above and civilian equivalent	Army Commendation Medal	Commanders colonel and above
Achievement Medal for Civilian Service	Commanders lieutenant colonel and above and civilian equivalent	Army Achievement Medal	Commanders lieutenant colonel and above
Certificate of Achievement Certificate of Commendation Certificate of Appreciation	Local commanders—may be redelegated to directors	Certificate of Achievement Certificate of Commendation Certificate of Appreciation	Local commanders
Monetary Awards (Appropriated Funds)			
Performance Award	Garrison Commander	Maximum Amount	3% (Base + Locality)
Quality Step Increase (QSI)	Garrison Commander		One QSI for Exceptional Rating in current period of performance
One-The-Spot	Garrison Commander	\$500	
Special Act or Service Award (SASA)	Garrison Commander	\$1000	for tangible benefit of up to \$10,000
Time Off Award (TOA)	Garrison Commander	40 hrs.	no more than 80 hrs in a leave-year
Monetary Awards (Nonappropriated Funds)			
Sustained Superior Performance Awards and Pay Adjustments	Garrison Commander	Maximum Amount	15% - Outstanding Rating 5% - Excellent Rating
On-The-Spot	Garrison Commander	\$500	
Special Act and Service Award (SASA)	Garrison Commander	\$1,000	
Time Off Award	Garrison Commander	40 hrs.	no more than 80 hrs in a leave-year

End