



REPLY TO
ATTENTION OF

ATSS-SC

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

25 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #11 Civilian Performance and Recognition Awards

1. REFERENCES.

a. AR 672-20, Incentive Awards, 29 Jan 99 and TRADOC Suppl. 1 to AR 672-20, dated 19 Jan 05.

b. Agreement between US Army Air Defense Center and Fort Bliss and National Association of Government Employees Local R14-89, 22 February 1996.

c. Memorandum, Headquarters, United States Army Training and Doctrine Command, ATTN: ATBO-C, Subject: Guidance on Awards for Fiscal Year 2012, 1 Feb 2012.

2. PURPOSE. This policy memo prescribes USASMA approval levels and limitations for civilian performance and recognition awards for appropriated fund Department of the Army Civilian (DAC) employees.

3. APPLICABILITY. This policy applies to all DAC employees assigned to USASMA and managers/supervisors of those employees.

4. GENERAL POLICY.

a. Annually, no more than 1% of the total DAC workforce aggregate salary present on 30 September of the previous FY may be used for cash awards. Performance Awards, Special Act or Service Awards, and On-the-Spot Awards are counted against this 1% limitation irrespective of the date of the performance cycle or date the award was approved. This limitation does not limit the amount of any cash award for any individual employee but the collective bargaining agreements (reference 1b) take precedence. The Chief of Staff is responsible for ensuring adequate funds are budgeted for civilian cash awards.

b. Time-Off Awards (TOA) are not counted against the 1% spending limitation. However, supervisors will not increase TOAs to compensate for restrictions on cash awards. Although employees may consider TOAs non-monetary, supervisors must take both manpower and budget constraints into consideration when recommending TOAs. Close monitoring is essential to ensure awardees and other employees will not be paid overtime resulting from inadequate supervisory planning. Department of the Army strongly encourages the use of honorary awards to recognize employee achievement and excellent high performance.

c. Quality Step Increases (QSIs) are also excluded from the 1% spending limitation. However, QSIs significantly increase personnel costs, both in current and future years. The awarding of QSIs should be a relatively rare occurrence reserved for truly outstanding performance. In view of this, the number of QSIs that can be awarded per fiscal year will be

ATSS-CD

SUBJECT: Policy Memorandum #11, Civilian Performance and Recognition Awards

limited to no more than 10% of DAC employee authorizations. No more than one QSI may be awarded in a 2-year period. QSIs will be approved IAW procedures in paragraph 5.a.

d. Director, Personnel & Administration (P&A) will provide the Commandant and Deputy Commandant a quarterly report which reflects the status of awards program recognition. This report will include the number of awards approved, the total monetary levels approved, and the types of other awards.

5. APPROVAL AUTHORITY.

a. Approval of civilian performance and recognition awards within USASMA will be uniformly executed IAW applicable OPM and AR guidelines to ensure an equitable process is followed to consider all civilian employees. Approval authority for recommendations will reside with the Commandant, unless approval authority is designated at a higher level.

b. Supervisors will ensure that a recommendation clearly demonstrates the outstanding work that the employee is being recommended for. In most instances, no employee should be recommended more than once in a fiscal year for an On-the-Spot cash award. In this time of dwindling funds, we must be good stewards of our resources.

6. RECOMMENDATION PROCEDURES

a. Monetary Awards.

(1) Submit all requests for monetary awards on DA Form 1256, Incentive Award Nomination and Approval, to the Director, P&A. See enclosure 1, Procedures for Processing Monetary Awards, for specific instructions.

(2) The Director of Personnel & Administration (P&A) will receive and record all monetary award recommendations for tracking purposes. Director P&A will forward cash award recommendations to the Director, L&RM. The Director, Logistics & Resource Management (L&RM) will annotate awards with a statement providing the status of funds availability and other pertinent information. In the case of a QSI recommendation, this information will include the number of DAC authorizations and number of QSIs approved fiscal year to date. The intent is to ensure that the Command Group has sufficient information available to them to facilitate fiscally responsible decisions with regards to each recommendation.

b. Honorary Awards.

(1) Submit all requests for honorary awards on DA Form 1256, Incentive Award Nomination and Approval, to the Director, P&A. See enclosure 2, Procedures for Processing Honorary Awards, for specific instructions.

(2) To ensure employees receive timely recognition and to allow adequate processing time, supervisors must adhere to the submission timeline in enclosure 2.

7. SUPERSESSION: This Policy Memorandum supersedes USASMA Policy #11, Subject: USASMA Civilian of the Quarter Recognition, dated 23 Sep 11.

ATSS-CD

SUBJECT: Policy Memorandum #11, Civilian Performance and Recognition Awards

8. The point of contact for this policy is the Chief of Staff, at 744-2967.

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RORY L. MALLOY
CSM, USA
Commandant

Procedures for Processing Monetary Awards

1. All monetary awards will be submitted on DA Form 1256 to the Director, P&A for processing.
2. To maximum extent possible, electronic signatures will be used to facilitate email transmission of the entire award packet.
3. Monetary awards will include the following as "external attachments" to DA Form 1256:
 - a. For Performance Awards. A copy of the Civilian Evaluation Report for which the service is being recognized. Award recommendations must be submitted within 30 days of the approval of the rating of record. A copy of the recommended employee's Civilian Records Brief (CRB).
 - b. For On-the-Spot Awards. A 1-page double spaced narrative describing the achievement/service for which you are recommending the award. OTS amounts may not exceed \$500. A copy of the recommended employee's Civilian Records Brief (CRB).
 - c. Special Act or Service Awards. A 1-page double spaced narrative describing the achievement/service for which you are recommending the award. Refer to Table 7-1, AR 672-20, for the appropriate amount of the award based on the tangible or intangible contribution to the government. A copy of the recommended employee's Civilian Records Brief (CRB).
4. Recommended employee will NOT be informed as to the type or amount of the award being recommended.

Procedures for Processing Honorary Awards

1. All honorary awards will be submitted on DA Form 1256 to the Director, P&A for processing.
2. To maximum extent possible, electronic signatures will be used to facilitate email transmission of the entire award packet.
3. Honorary Awards include the following levels of award. Specific qualification data for each level award is contained in AR 672-20.
 - a. USASMA Certificate of Achievement
 - b. Achievement Medal for Civilian Service (Equivalent to Army Achievement Medal) approved by Commandant.
 - c. Commander's Award for Civilian Service (Equivalent to Army Commendation Medal) approved by Commandant.
 - d. Superior Civilian Service Award (Equivalent to Meritorious Service Medal) approved by MACOM Commander.
 - e. Meritorious Civilian Service Medal (Equivalent to Legion of Merit) approved by MACOM Commander
 - f. Decoration for Exceptional Civilian Service (Equivalent to Distinguished Service Medal) approved by DA Chief of Staff.
3. Honorary awards will include the following as "external attachments" to DA Form 1256:
 - a. Narrative: 1-page double-spaced narration as to the achievement/service for which you are recommending the civilian employee for. For award recommendations for 3d., 3e., and 3f. above, narratives up to 2 pages may be submitted to more fully justify the depth of the service for which recommended.
 - b. Proposed Citation: 5-8 type written lines which summarizes the performance provided in the Narrative.
 - c. A copy of the recommended employee's Civilian Records Brief (CRB).
4. Recommended employee will NOT be informed as to the level of award being recommended as final approval/disapproval and downgrade authority rests with the approving authorities outlined above.

Procedures for Processing Honorary Awards

5. The following timelines will be adhered to when recommending DAC employees for honorary awards:

RECOMMENDED AWARD

SUBMISSION TIMELINE

USASMA Certificate of Achievement

Within 30 days of Achievement;
NLT 14 days prior to departure
(Retirement/PCS/Resignation) if for
Service

Achievement Medal for Civilian Service

Within 30 days of Achievement;
NLT 30 days prior to departure
(Retirement/PCS/Resignation) if for
Service

Commander's Award for Civilian Service

Within 30 days of Achievement;
NLT 45 days prior to departure
(Retirement/PCS/Resignation) if for
Service

Superior Civilian Service Award

NLT 90 days prior to departure
(Retirement/PCS/Resignation)

Meritorious Civilian Service Award

NLT 90 days prior to departure
(Retirement/PCS/Resignation)

Decoration for Exception Civilian Service

NLT 120 days prior to departure
(Retirement/PCS/Resignation)

6. Award recommendations not submitted within above listed timelines will be a submitted with a Letter of Lateness explaining the tardiness of the action.