DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF:

ATZT-CG

04 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #52-02, Civilian Employee Incentive Awards Program

1. REFERENCES.

a. AR 672-20, Incentive Awards, 29 January 1999.

b. DA Pam 672-20, Incentive Awards Handbook, 1 July 1993.

c. Memorandum, HQDA, 9 August 2001, subject: Policy Memorandum for On-The-Spot (OTS) Cash Awards.

d. Fort Leonard Wood Incentive Awards Program: Supervisor's Guide, 23 September 1996.

2. GENERAL.

a. Incentive awards are designed to inspire and reward excellence. Leaders are responsible for ensuring that awards are based on excellent work or innovative ideas used to motivate the work force and further the installation mission and goals. Leaders must administer the incentive awards program within both the letter and spirit of applicable regulatory and policy guidance.

b. An organization's award program must fairly and equitably treat all employees without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability. Award programs must encourage excellence in all grades and pay plans (GS & WG), in both supervisory/non-supervisory employees.

c. In this respect, awards will not become an exercise to simply distribute all potentially available award money. Awards will not be rotated among people based on it being "their turn." Bottom line is that I expect leaders to do what is right. I trust that our terrific civilian work force will understand that the monetary Civilian Incentive Awards Program, by its very design and nature, will be limited in scope to the "best of our best" performing civilian employees.

d. Monetary awards will be funded through each activity's hire lag money and are limited to no more than 1% of that activity's civilian personnel budget. Special Staff activities with less than 15 civilian employees who do not have sufficient hire lag to fund awards will be centrally managed as needed through the Chief of Staff to ensure funds are available for monetary awards not to exceed the 1% civilian pay program cap.

3. POLICY/PROCEDURES.

a. Leaders and supervisors will use the existing procedures identified in the Supervisory Guide as supplemented by this policy. CPAC coordinators will track and process awards for organizations with appropriate input from the EOP Directorate, the CPAC, and DRM.

b. Managers will adhere to the following criteria to determine approval of performance award amounts and Quality Step Increase awards. Budget constraints may require supervisors to consider only employees with Successful Level One ratings for monetary awards. Receipt of a Successful Level One or Successful Level Two rating does not mean an automatic monetary or non-monetary award. Performance awards will not be given as a farewell gesture upon departure of the supervisor or the employee. Fair distribution of awards is essential and is a leadership responsibility:

(1) Successful Level One – Zero to Two Percent of the employee's base salary. Successful Level Two – Zero to One and One Half Percent of the employee's base salary. Successful Level Three – No monetary award will be given.

(2) Quality Step Increase awards are included in an organization's monetary award budget and will be charged to that budget on a pro-rated value based on the month they are approved. Quality Step Increase awards should not normally be given to the same employee in successive years. Supervisors must also consider the future increased salary costs of QSI awards to the activity.

(3) Appendix ZZ, Tables 7-1 and 7-2, provide the guidance for determining the amount of money appropriate for Special Act or Service and On-The-Spot (OTS) Awards. However, the minimum OTS award is $50 and the maximum is $500.

(4) Green Facsimile Checks are no longer used for presentation. The Standard Form 50 is the method used to officially notify employees they have received a monetary award. Payment for monetary Awards is included in employees' regular pay and will be detailed in their Leave and Earnings Statements.

(5) Supervisors are strongly encouraged to select the appropriate non-monetary or monetary award to recognize high achievers and motivate continued excellence.

c. Supervisory monetary awards will not be approved without review and evaluation of that supervisor's use of the award and performance evaluation system to motivate subordinate employees and a determination that the supervisor has administered the incentive awards program fairly, impartially and in accordance with this policy.

4. SUPERSESSION: This supersedes Memorandum, ATZT-CG, Subject: Civilian Awards, 23 September 1996.

5. PROPONENCY: The proponent for this command policy is the Director, Civilian Personnel Advisory Center, 596-0280.

R. L. VAN ANTWERP
Major General, USA
Commanding

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