

CHAPTER 35

INCENTIVE AWARDS

35-1. GENERAL.

The objective of the Army Incentive Awards Program is to recognize and reward civilian employees for superior work or accomplishments and to improve the economy and efficiency of Army operations by making full use of the skills and resourcefulness of employees. The program provides a means of demonstrating, through monetary or honorary awards, the high value that you, the supervisor, place on superior performance, exceptional achievement, and constructive ideas that conserve energy, man-hours, supplies; and improve/reduce operating procedures or costs. The program is administered IAW AR 672-20.

35-2. TYPES OF AWARDS.

a. Basically there are two categories of awards, monetary and honorary, both of which can motivate employees. To determine which award may be appropriate, a supervisor should consider the nature of the contribution and the needs and interests of the employee. For example, while it may be more appropriate to grant an honorary award to an individual for long and distinguished service, monetary awards might be considered appropriate for a group of employees who have produced an excellent product of completing a complex assignment in an outstanding manner.

b. Monetary Awards.

(1) A Performance Award consists of a monetary award and an Optional Commendation Certificate (DA-Form 2443) given in recognition of high-level performance during the rating period. This award is used to recognize all Appropriated Fund employees, except Senior Executive (SES) employees. Consult AR 672-20 and any local policy for eligibility. The employee's immediate supervisor is responsible for initiating the nomination by making an extra copy of Page 1 of the Evaluation report Form with Parts I, II, IV and V completed, completing Part III on the copy and submitting it with the Evaluation Report through the rating chain to the awards approver in accordance with local procedures. Maximum award amount for a Performance Award is 10% of an employee's basic pay unless a higher headquarters direct some other amount.

(2) A Quality Step Increase is an additional step increase granted to recognize those employees who are rated at Successful Level I. All GS employees are eligible to receive the QSI. The immediate supervisor is responsible for initiating the

nomination by making an extra copy of Page 1 of the Evaluation Report Form with Parts I, II, IV and V completed, completing part III on the copy and submitting it with the Evaluation Report through the rating chain to the awards approver in accordance with local procedures. The QSI will not change the effective date of the employee's normal within-grade increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade. Then the waiting period for the regular within-grade increases is extended by 52 weeks. An employee may not receive a QSI if he/she has received a Performance Award based in whole or part on the performance being recommended for recognition. An employee may not receive more than one QSI in any 52-week period.

(3) A Special Act or Service Award is a cash award (ranging from \$25 to \$25,000) given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. All Appropriated Fund employees are eligible for this award. The act, service, or achievement must result in either tangible or intangible benefits to the Government and may involve more than one employee. The supervisor or any official having direct knowledge of the act or service or scientific or other achievement may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized on a DA Form 1256-Incentive Award Nomination and Approval or an Electronic SF 52, Request for Personnel Action. A narrative justification is required for this award. When the recommendation is based on measurable tangible benefits, the supporting documentation will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized.

(4) The On-The-Spot (OTS) Cash Award is a small Special Act or Service Award (\$25 to \$500) which may be given by the supervisor for day-to-day work site accomplishments. The OTS Award nomination is submitted along with a short narrative description of the employee's achievement to the Incentive Awards Administrator.

(5) The Time Off Award (TOA) is a form of recognition given to civilian employees for contributions that directly support the Army mission and result in benefits to the Government. The TOA provides time off for up to 80 hours during a leave year without charge to leave or loss of pay. Employees may receive a TOA in combination with an honorary award for the same act of achievement if the criterion for both awards is met. TOA may be granted in amounts up to 40 hours for a single contribution. Awards up to one day may be approved by the

immediate supervisor, and the second line supervisor can approve 16-20 hours time. Awards in excess of 20 hours, but not more than 80 hours, must be approved by activity directors or at a higher level. The TOA must be scheduled and used within 1 year of the approval date. When a TOA is given based on an employee's performance, the employee's immediate supervisor is responsible for initiating the nomination by making an extra copy of Page 1 of the Evaluation Report Form with Parts I, II, IV and V completed, completing part III on the copy and submitting it with the Evaluation Report through the rating chain to the awards approver in accordance with local procedures. When the TOA is given for other reasons, a DA Form 1256, or electronic SF 52, Request for Personnel Action should be submitted to the Incentive Awards Administrator with written justification.

c. Honorary Awards

(1) A Certificate of Achievement is used to recognize performance which demonstrates skill and initiative which results in tangible or intangible savings, favorably affects employee morale and work performance, or meets mission requirements or special workloads involving unexpected difficulties and demands. The supervisor should submit DA Form 1256 or Electronic SF 52 with narrative justification.

(2) The Achievement Medal for Civilian Service is for noteworthy achievements that are of a lesser degree than that recognized by the Commander's Award for Civilian Service. All Appropriated and Non-Appropriated fund employees, both foreign nationals, and US citizens are eligible for consideration. A nomination would normally cover a period of service and/or level of achievement sufficient to warrant this recognition. The supervisor should submit a DA Form 1256 or Electronic SF 52 with written justification and proposed citation. Any commander (Lieutenant Colonel and above) or civilian equivalent may approve this award.

(3) The Commander's Award for Civilian Service is used to recognize outstanding contributions to mission accomplishment. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award. The supervisor should submit a DA Form 1256 or Electronic SF 52 to the Incentive Awards Administrator with written justification and proposed citation. Any commander (Colonel and above) or civilian equivalent may approve this award.

(4) The Superior Civilian Service Award is used to reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service

Award. When this award is granted for bravery, a minimum cash award of \$500 will accompany the medal. This nomination must be submitted within six months after completion of the act/period to be cited. A DA Form 1256 or Electronic SF 52 should be submitted to the Incentive Awards Administrator with written justification and proposed citation. It is approved by any commander (Major General and above) or civilian equivalent.

(5) The Meritorious Civilian Service Award is the second highest DA honorary award and is used to recognize special achievements. Types of contributions could include accomplishing duties in an exemplary manner, setting a record achievement, and inspiring others to improve quantity and quality of their work; demonstrating unusual initiative and skill in devising new and improved equipment, work methods, procedures or inventions resulting in substantial savings; achieving outstanding results in improving the morale and performance of workers; rendering professional or public relations service of a unique or distinctive character; and exhibiting unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the government or its personnel. Award has been delegated to Fort Bragg Commanders in the grade of Major General and above.

(6) The Decoration for Exceptional Civilian Service is the highest honorary award granted by the Secretary of the Army to Army civilian employees and is used to recognize exceptional achievements. A minimum cash award of \$1,000 may accompany this award when granted for bravery. Nominees, other than those for bravery, normally will have previously received other Department of the Army recognition. Nominations should be submitted within six months after completing the period to be cited. The supervisor should submit DA Form 1256 or Electronic SF 52 with extensive written justification (see requirements in AR 672-20) and proposed citation to the Incentive Awards Administrator for review and forwarding through command channels to the Executive Secretary, Army Incentive Awards Board. It is recommended to give at least 60 days lead-time for the processing of this award

d. See AR 672-20 for further explanation of awards listed above and listing of additional honorary awards available. Questions concerning Incentive Awards can be answered by calling 396-6001.