



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-HR

3 SEP 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #29, Civilian Performance and Recognition Awards

1. REFERENCE: AR 672-20, Incentive Awards, 29 Jan 99.
2. PURPOSE. This policy memo prescribes USAG Daegu approval levels and limitation for civilian performance and recognition awards affecting the budget (cash and time off awards) for appropriated fund Department of the Army (DA) US. and Korean National (KN) civilian employees.
3. APPLICABILITY. This policy applies to all USAG Daegu DoD and KN civilian employees.

4. GENERAL POLICY.

a. The Budget & Accounting Branch, Resources Management Office (RMO) will Establish and monitor a quarterly budgetary target for ensuring adequate funds are available for civilian employee cash awards.

(1) Aggregate cash awards will not exceed ceilings established in references.

(2) Budget & Accounting Division, RMO will issue an equitable quarterly monetary award target at the beginning of each quarter to Directorate of Public Works (DPW), Army Family Housing (AFH), and Director Emergency Service (DES).

(3) Budget & Accounting Division, RMO will manage the monetary awards for the remaining staff as a single target: Command Group, RMO, PAO, PAIO, Safety, RSO, DPTMS, IMO, IR, EEO, Legal, and DHR.

b. Approval of Awards.

(1) The approval of awards across the command will be conducted to ensure an Equitable process is followed to consider all civilian employees. An awards review panel process will be used. Approval authority for panel recommendations will reside with the DGC. Awards for GS-14 and higher will be retained at DGC Level.

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(2) Quarterly, a briefing will be provided to the Garrison Command Group and Directors on the status of awards program. This briefing will provide the numbers of awards approved, the total monetary levels approved (time off awards will be normalized to equivalent dollar amount) and the type of other awards.

(3) Quality Step Increase (QSI) Awards. The impact of QSIs Army-wide significantly increases 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 limited.

(4) Other Monetary Awards. Business rules will be published prior to the meeting of the awards panel. The business rules will establish the monetary ceiling based upon funds availability. Sustained Superior Performance Awards (SSPA) for KNs will be noted as number of hours rather than dollar amount. Long Term Service Awards, Army Ideas for Excellence (Suggestion) Program awards and QSIs are excluded from this percentage. Also, Employee of Quarter (four employees annually) are without charge against assigned incentive award targets.

(5) Time Off Awards. Although Time Off Awards are considered non-monetary, Commanders and staff principals must consider the manpower and budget impact when approving these awards. Close monitoring of time off awards is essential to ensure awardees and other employees will not be paid overtime to compensate for a manpower shortage. If time off cannot be awarded without the use of overtime, an alternate non-monetary award should be presented.

c. Processing Channels.

(1) All awards affecting the budget initiated by USAG Daegu Staff Principals will be submitted through the Resource Management Office, (RMO).

(2) The TMO will compile award recommendations and forward to HR for processing. The RMO will annotate awards requiring approval with a statement providing the status of funds availability and other pertinent information (e.g., 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 upon which to base a decision and to ensure that awards budget is not exceeded.

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d. Responsibilities: The USAG Daegu Commander has the overall responsibility for The incentive award program and Civilian DGC has been designated as the alternate and assumes all responsibility for this program in the Commander's absence.

e. Awards Board.

(1) The USAG Daegu Incentive Awards Board shall be established to review and approve all monetary civilian awards, and honorary civilian awards packets and make recommendations for each individual nomination. There are five voting members on the board, and each member shall have an alternate. The DGC shall serve as Chairman of the Board. Members of the board with designated alternate are the Director DPW, Director of H/R, Resource Management Officer (RMO), and a fifth rotating member to be selected by the Chairman before each Incentive Awards Board Meeting.

(2) The HR Director is designated as the Awards Manager for USAG Daegu.

(3) Board members shall review and act on award recommendations with the board meeting a minimum of five times per year approximately 30 days after the end of rating periods. These meetings will provide an opportunity for board members to discuss policy, procedures, and possible changes to the existing award policy and will coincide with the five major rating periods of the US and KN civilian employee population. The Awards Manager will call the meetings as follows (additional board meeting will be called as recommended by Awards Manager):

(a) O/A 15 February for WG/GS 6-8 and KGS 7 and above.

(b) O/A 15 May for WG/GS 1-5 and KGS 1-6.

(c) O/A 15 July for WG/GS 13-14.

(d) A 15 August for KWB-6 and above.

(e) O/A 15 November for WS/GS 9-12 and KWB 1-5.

f. Procedures. To ensure timely processing of all award actions, the Awards Manager will establish a tracking system for all award recommendations. Other parties involved in the routing procedure (to include the Awards Boards), may only recommend approval, disapproval, upgrade, or downgrade.

g. Determining Award Amounts. In recommending award amounts the following factors will be considered:

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(1) Prior awards and salary increases received during the rating period.

(2) Value of the performance and results during the current rating period.

(3) In no case may a Performance Award in the form of a salary increase cause the employee's pay to exceed the maximum salary of the grade band.

h. Nominating officials prepare the nomination and approval form (DA Form 1256) with a proposed citation and necessary justification and additional documents as needed to recommend and award. (US employee performance awards do not need to be accompanied with a DA Form 1256). Completed nomination packets will be forwarded through supervisory chain to DRM.

(1) The proposed citation should be no more than 90 words in length and should include the job title, organization of the nominee, period for which cited, and a statement of the accomplishment.

(2) Awards based on annual performance must be supported by a copy of a properly completed civilian performance rating form that covers the rating period.

(3) The DA Form 1256, citation, and substantiating documents will be submitted to the Awards Manager in original and one copy. Following board review, the awards packet will be routed to the appropriate approving official, and returned to RMO for fund certification. The Awards Manager will coordinate the action with the nominating official for preparation of any certificate or memorandum/letter to be signed when appropriate.

(4) Supervisors should be responsible for ensuring that an active incentive Awards program is fairly and equitably administered within their section. Supervisors or other nominating officials will ensure that all nomination packets are accurately completed, to include DA Form 1256 and that proper justification for each level of award is prepared.

i. Directors must plan and budget for civilian awards. Managers and supervisors at all levels must ensure all awards are warranted and deserved. Everyone in the award process must keep recommendations for awards confidential until the awards are approved and presented.

5. PROPONENT. The proponent of this policy is USAG Daegu Directorate of

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Resource Management, Mr. Albert R. Hesser, RMO, 768-8772 and USAG Daegu Directorate of Human Resources, 768-6052.


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Commanding

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