



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
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FORT GORDON GEORGIA 30905-5735

ATZH-DC

23 July 2012

MEMORANDUM FOR Signal Center of Excellence Personnel

SUBJECT: Civilian Personnel Awards

1. References:

a. AR 672-20, Decorations, Awards, and Honors: Incentive Awards, 29 Jan 99.

b. Processing Guide, United States Army Training and Doctrine Command, ATBO-C, dated March 2012, Civilian Honorary and Public Service Awards Processing Guide (Update)

2. Purpose: This memorandum establishes procedures for administering the Incentive Awards program within the Signal Center of Excellence (SIGCoE). The goal of the Army Incentive Awards Program is to foster mission accomplishment by recognizing the excellence of members of the workforce, and motivating them to high levels of performance and service. Recognizing employees with awards is a way to maintain a highly motivated and productive organization. Awards should be granted judiciously by managers; however, all awards are a management option and not an employee right. Awards should be approved when fully deserved with complete explanation as to the accomplishments being recognized.

3. There are three categories of recognition; monetary awards, time-off awards and honorary awards.

a. Monetary Awards: Cash awards based on tangible and intangible benefits to the government, includes Performance Awards, Quality Step Increases (QSI), Special Act or Service Awards, and On-the-Spot Cash Awards.

(1) Performance Awards: A lump-sum cash award to recognize an employee's sustained high level of job-related performance significantly above that ordinarily found in the position during the annual period. The approval authority is at the directorate level and the award amount shall not exceed the directorate's award budget.

(2) QSI: Employees may receive an additional step pay increase to recognize high quality performance above that ordinarily required to accomplish the duties of the position during the annual period. A QSI is usually considered a higher form of recognition than a performance cash award. The approval authority of a QSI is the

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Deputy to the Commanding General (D2CG) These QSI's must be submitted electronically through the G8 to the G1 to be presented to the QSI Review Board.

(a) The SIGCoE will annually approve a maximum of five QSIs in the following categories: GS13 through 15, 1; GS11 and 12, 3; and GS 9 and below, 1.

(b) A GS employee is eligible to receive a QSI if he or she:

- Has a rating of record at the highest summary level under the Total Army Performance Evaluation System received during the preceding 52 consecutive calendar week period.
- Has demonstrated sustained superior or high-quality performance which significantly enhances mission accomplishment.
- Has not received a QSI or promotion within the preceding 52 consecutive calendar weeks.

(c) The G8 will annually plan for sufficient funds to ensure the approved QSIs are executable.

(d) Each Colonel level, Director/Commander, the Chief of Staff, the D2CG, and the Commanding General (CG) will be allowed to annually submit a nomination packet for QSIs.

(e) QSI justifications will be submitted electronically to the G1 NLT 45 days after the end of the GS rating period. Justifications will be doubled spaced on plain bond paper, no more than one page in length, accompanied with the evaluation, support form, a DA Form 1256 and a FG Form 1203, released by the Colonel level, Director/Commander. Submission dates are below:

- For GS level 13 and above, submissions must be received NLT 15 August.
- For GS level 12 and below, submissions must be received NLT 15 December.

(f) The G1 will collect all the QSI packets to be evaluated. These will be presented to the QSI/Awards Review Board, which is composed of the Chief of Staff, the Commander of the 15th Regimental Signal Brigade, the Regimental Non Commissioned Officer Academy Commandant, the Director of Capabilities, Development, Integration Directorate, and as the Senior Civilian, the Director of the Office Chief of Signal. These board appointed duties will not be delegated.

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The board will convene twice a year to review all QSIs in order to have them submitted NLT 30 days from the time evaluations are required to be uploaded to AutoNOA. As needed, the D2CG will participate in the board process.

(3) On-The-Spot: The On-the-Spot cash award is a small Special Act or Service Award (\$50 to \$500) which may be given by a supervisor for day to day accomplishments of subordinate employees. The approval authority is at the directorate level and the award amount shall not exceed the directorate's award budget.

(4) Special Act or Service: The Special Act or Service award is a cash award 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. Cash awards range from \$50 to \$25,000, depending on the achievement being recognized. The approval authority is at the directorate level or higher if the dollar amount of the award exceeds the approval authorities delegated approval amount. (An additional award exceeding \$25,000, may be approved at the discretion of the President.) For additional information see reference 1a.

b. Time-off Awards (TOA): The maximum number of hours an employee may be granted for a TOA must not exceed 80 hours in a leave year. Also, employees may not be granted a TOA greater than 40 hours for any single contribution. The TOA may be used alone or in combination with monetary or non-monetary awards.

c. Honorary Awards: Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award. Honorary awards may be given in addition to or independently of a cash award. Honorary awards are not intended to serve as a substitute for deserved monetary awards. Civilian awards are normally granted to an employee in the order of precedence, lower to higher, but exception can be made when justified. SIGCoE processing procedures will cover three categories of awards: those that are approved at the Colonel/Civilian equivalent level, those that are approved by the CG, and those that must be approved by an authority higher than the CG.

(1) Both the Achievement Medal for Civilian Service and the Commanders Award for Civilian Service (the 5th and 4th highest awards in precedence for civilian awards) may be approved by a Colonel Commander/ Director, or a Civilian GS-15 serving as a Director, or higher. These awards are processed internally by the directorates or the 15th Signal Bde. If, as an added benefit to the recipient of an award the approving authority requests the CG's signature, a FG Form 1203 will be prepared clearly stating the award has been approved, and sent to the G-1 requesting the CG's signature. (ACM & AAM equivalent)

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(2) The Superior Civilian Service Award is the 3d highest award in the precedence of civilian awards, the award, which is approved by the SIGCoE CG, will be submitted to the G-1 via a FG Form 1203 for processing 30 days prior to the proposed presentation date. (MSM equivalent)

(3) The Meritorious Civilian Service Award, the second highest award in the precedence of civilian awards, will be submitted to the G-1, 90 days prior to the desired presentation date, as they must be approved by the CG TRADOC. (LOM equivalent)

(4) The Decoration for Exceptional Civilian Service, the highest award in the precedence of civilian awards, granted by the Secretary of the Army, will be submitted to the G-1 120 days prior to the desired presentation date, as this award must be processed through the Army Incentive Awards Board. (DSM equivalent)

4. For all civilian awards that require the CG to approve, each O6-level Directorate and the 15th Regimental Signal Brigade will have their own internal awards screening board process. The Chief of Staff will have purview over the G Staff, Special Staff, Personal Staff, and the NSC. The NCO Academy will fall administratively under the 15th Regimental Signal Brigade for award processing. The Quality Assurance Office (QAO), Training and Leader Development Support Division, and Reserve Component Affairs, will consult with the D2CG prior to submission to the G1. Any Directorate without an O6-level Director (QAO) will follow the guidelines of the QSI/Awards board process. The O6-level Director/Commanders, the Chief of Staff, and QAO will then send awards recommended for approval electronically to the G1 using a FG Form 1203. The G1 will then electronically staff them using the QSI/Awards board process. Once recommended for approval by this board, it will be forwarded to the Chief of Staff. The Chief of Staff will review for completeness and forward through the D2CG for final concurrence prior to being submitted to the CG for approval. If the CG approves, it is the responsibility of the individual to submit the award into "MyBiz" on the DCPDS website.

5. Additional guidance on awards and recognition can be found at <https://www.gordon.army.mil/cpac/mer.htm> and the G1 SharePoint site: <https://cac.tkeportal.army.mil/sites/signal/g1/default.aspx>

6. This Memorandum supersedes the Acting Deputy to the Commanding General Memorandum Civilian Personnel Awards, dated 22 December 2011 and replaces the SIGCoE Civilian General Schedule (GS) Quality Step Increase (QSI) Policy, dated 25 April 2012.

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7. The proponent for this policy is the G1 at (706) 791-8162

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