



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09054-3152

28 APR 2015

IMRP-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Rheinland-Pfalz Command Policy Memorandum # 21, Incentive Awards

1. References:

- a. Army Regulation 672-20, Incentive Awards, 4 January 2014.
- b. Army Regulation 690-400, Total Army Performance Evaluation System, 16 October 1998.
- c. Army Regulation 215-3, Non-appropriated Funds Personnel Policy, 29 August 2003.
- d. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009.
- e. Army in Europe Regulation 690-672, Monetary and Honorary Awards for Local National Employees in Germany, 4 February 2013.
- f. Army in Europe Pamphlet 672-20, Incentive Awards Handbook, 2 June 2010.
- g. Army in Europe Pamphlet 672-20-1, Civilian Personnel Incentive Awards in IMCOM- Europe, 20 October 2014.
- h. DoD 1400.25-M, Sub Chapter (SC) 1930, Compensation Architecture Pay Policy, 28 June 2006.
- i. USAG Rheinland-Pfalz Memorandum, Subject: Standing Operating Procedures (SOP) for Non Appropriated Fund Position (NAF) Position and Pay Management within USAG RP (FMWR SOP #15-14), 25 July 2014.
- j. IMCOM Memorandum, Subject: Installation Management Command (IMCOM) Commanding General's FY15 Funding Program Guidance, 8 October 2014.

2. PURPOSE: This memorandum establishes USAG Rheinland-Pfalz incentive awards policy. The USAG Rheinland-Pfalz fully supports the Army's Incentive Awards Program. Management officials are expected to recognize and reward civilian employees in a timely manner for outstanding performance, noteworthy special acts,

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exceptional achievements and length of service awards, in accordance with the above references.

3. **APPLICABILITY:** This policy applies to appropriated funded (AF) civilians, both United States (U.S.) and local national (LN) employees within USAG Rheinland-Pfalz. Non appropriated fund (NAF) monetary awards are governed by AR 215-3 (reference 1.c.) and FMWR SOP #15-14 (reference 1.i.). Personnel who are assigned to the garrison for less than 120 consecutive days are not eligible for an incentive award.

4. **RESPONSIBILITIES:**

a. Director Human Resources (DHR):

(1) Maintain administrative control over the Incentive Awards Program.

(2) Provide advice and assistance to the USAG Rheinland-Pfalz command group, directors and special staff.

(3) Be responsible for including equal employment opportunity (EEO) and Civilian Personnel Advisory Center (CPAC) certification that no adverse action is pending against intended award recipient and process the recommendation for presentation to the Garrison Awards Board.

b. Resource Management Office (RMO):

(1) Ensure the awards program does not exceed current year budget. This includes all award expenditures, including suggestion awards.

(2) Provide awards target to the USAG Rheinland-Pfalz command group, directors and special staff.

c. Directorate of Family, Morale, Welfare and Recreation Financial Management Division (FMD) will be responsible for overseeing all NAF monetary awards.

d. Directors and Special Staff are responsible for ensuring deserving employees are nominated for appropriate awards, awards nominations are initiated in a timely manner and nominating officials under their control comply with this policy.

e. Nominating Officials:

(1) Follow the submission and documentation criteria provided in referenced Army regulations.

(2) Ensure that nomination packages are accurately completed using the required forms for each type of award.

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(3) Provide proper justification for each level of award approval. Nomination for a level of award that does not follow the normal progression pattern requires special justification for the particular award level proposed.

(4) Do not inform employees that they are under consideration or have been nominated for an award.

f. Garrison Awards Board. The Garrison Awards Board will meet quarterly to review and make recommendations on incentive award nominations requiring Garrison Commander (GC) approval. Members of the board are appointed by the GC and include the Deputy to the Garrison Commander (DGC), Directors and the Deputy Garrison Manager (DGM). Actual board dates will be aligned with the performance rating cycle completion dates and will be determined and announced based on the Deputy to the Garrison Commander calendar. The Garrison Commander remains the final approval authority for all awards.

5. The USAG Rheinland-Pfalz will designate a target of .96% of the total payroll costs at the beginning of the Fiscal Year (FY) for cash awards. Garrison FY award breakout will be announced in the respective FY Funding Letter (FL). Awards will be given to deserving employees throughout the year when the occasion arises. It is not appropriate to hold award nominations until fiscal year end for processing. Awards should not be used solely as a farewell gesture prompted by departure or transfer of the employee or supervisor.

6. In recognizing and rewarding employees, supervisors will make use of monetary and non-monetary awards. Monetary awards include performance cash awards, quality step increase (QSI), special act or service, on-the-spot and time-off awards. Non-monetary awards include honorary awards, certificates of achievement, certificates and tokens of appreciation, letters of commendation and length of service awards. Appropriate distribution of awards is expected among U.S. and LN, blue and white collar employees, supervisory and non-supervisory. All employees will be considered fairly and equitably for all forms of monetary and non-monetary awards.

7. U.S. AF performance cash awards are monetary awards based on an annual TAPES evaluation. U.S. AF employees who are rated at successful levels 1 or 2 are eligible for a performance cash award. Performance cash awards may also be given to LN employees to recognize sustained high-level performance for a specific period. For LN employees, the period to be recognized should not be less than 12 months, and the 12 month period need not be within a specific fiscal or calendar year. Nominating officials must submit a written justification of 10 to 12 lines minimum with all LN performance cash award recommendations.

a. Performance cash awards will be computed as a percentage of pay with a maximum award of 10 % of the employee's base pay. The determination of the

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percentage is at the discretion of the approval authority. Director's nominations for performance cash awards up to 3% for U.S. AF and LN employees will not be subject to the awards board review. These will be submitted directly to the DGC for review. DGC will recommend approval/disapproval to the GC. GC remains final approval authority for all award nominations.

b. Performance cash awards above 3% (max 10%) are intended for employees who clearly demonstrated sustained superior performance in taking on additional duties at the same grade that are over and above their normal duties. These additional duties must be solidly documented and justified, to include the length of time performing the additional duties, on the TAPES evaluation for U.S. AF employees and the written justification for LN employees. Performance Cash Awards, Time-Off Awards, Special Act or Service Awards that exceed 3% will be reviewed by the Garrison Awards Board. The board may reduce the amount of the award if the TAPES evaluation or written justification does not support the amount recommended. In all cases, the employees must meet the minimum eligibility criteria for a performance cash award per paragraph 7 of this policy memorandum.

c. On-the-Spot (OTS) is a small monetary award given in recognition of a one-time achievement. The minimum award amount is \$50 and the maximum award amount is \$500. OTS awards will be processed as expeditiously as possible in order to quickly recognize and provide immediate reinforcement of one-time achievements by employees. Director's nominations for OTS cash awards for U.S. AF and LN employees will not be subject to the awards board review. These will be submitted directly to the DGC for review. DGC will recommend approval/disapproval to the GC. GC remains final approval authority for all award nominations.

8. As an alternative to a performance cash award, employees with an overall performance rating of "1" from the senior rater may receive a QSI as long as the employee has not received one in the previous 52 weeks. Nominating officials are advised that a rating of "1" does not automatically qualify an employee for a QSI. QSIs are to be considered only for top level performers who consistently exceed set standards and perform above and beyond the call of duty. An employee can receive either a performance cash award or a QSI, but not both for the same rating period. Supervisors should review QSI nominations to ensure the proposed recipient has not been compensated with other monetary awards for the same accomplishment or contributions. All QSI requests will be reviewed by the Garrison Awards Board.

9. For both performance cash awards and quality step increases, monetary award information will not be entered on the TAPES evaluation form. Employees should never be informed that they are under consideration or have been nominated for an award.

10. Time-Off Awards may be given to U.S. and LN employees for achievements or performance significantly contributing to the USAG Rheinland-Pfalz mission. The scope

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and value of contributions must be considered when determining the amount of time off that is approved IAW AR 672-20, table 7-3. Time-off awards may be used alone or in combination with monetary or non-monetary awards.

a. Time-Off Awards for U.S. Employees. The minimum time-off award that may be given to full-time U.S. APF and NAF employees for a single achievement is 1 hour. Not more than 40 hours may be given for a single achievement, and no more than 80 hours may be given a leave year. Awards up to 1 day may be approved by the immediate supervisor. Since a time-off award does not convert to a cash payment and does not transfer to another DOD Service or to another Federal Agency if the employee leaves, effort must be taken to ensure that time-off is scheduled. Time-off awards must be scheduled and used within 1 year after the approval date.

b. Time-Off Awards for LN Employees. The minimum time-off award for an LN employee is 1 day. Not more than 10 workdays during 1 calendar year and 5 workdays for a single contribution may be granted. The time-off must be taken within 12 months after the approval date; otherwise the time off is forfeited. A time-off award of several days may be granted in 1-day increments if so desired by the employee and approved by management.

11. USAG RP leaders must ensure there is a consistent and fair process for allocating cash awards. All incentive awards will be processed in accordance with Army in Europe Pamphlet 672-20-1 and the other listed references.

12. The point of contact for this policy memorandum is the Deputy to the Commander, USAG Rheinland-Pfalz.


G. SHAWN WELLS, JR.
COL, SC
Commanding

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