



DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

REPLY TO
ATTENTION OF

ATSS-CD

1 July 2014

MEMORANDUM FOR ALL ASSIGNED ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum #11, **Civilian Performance and Recognition Awards**

1. REFERENCES.

a. AR 672-20, Incentive Awards, 29 Jan 99 and TRADOC Suppl. 1 to AR 672-20, dated 1 Apr 14.

b. Agreement between Fort Bliss and National Association of Government Employees Local R14-89, 22 February 1996.

2. PURPOSE. This policy memo prescribes USASMA approval levels and limitations for civilian performance and recognition awards for appropriated fund Department of the Army Civilian (DAC) employees.

3. APPLICABILITY. This policy applies to all DAC employees assigned to USASMA and managers/supervisors of those employees.

4. GENERAL POLICY.

a. Annually, no more than 1% of the total DAC workforce aggregate salary present on 30 September of the previous FY may be used for cash awards. Performance Awards, Special Act or Service Awards, and On-the-Spot Awards are counted against this 1% limitation irrespective of the date of the performance cycle or date the award was approved. This limitation does not limit the amount of any cash award for any individual employee whereas the collective bargaining agreement (reference 1b) takes precedence. The Chief of Staff is responsible for ensuring adequate funds are budgeted for civilian cash awards and making final recommendation to the Commandant.

b. Time-Off Awards (TOA) are not counted against the 1% spending limitation. However, supervisors will not increase TOAs to compensate for restrictions on cash awards. Although employees may consider TOAs non-monetary, supervisors must take both manpower and budget constraints into consideration when recommending TOAs. Close monitoring is essential to ensure awardees and other employees will not be paid overtime resulting from inadequate supervisory planning. Department of the Army strongly encourages the use of honorary awards to recognize employee achievement and excellent high performance.

c. Quality Step Increases (QSIs) are also excluded from the 1% spending limitation. However, QSIs significantly increase 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 to no more than 10% of DAC employee authorizations.

IAW Fort Bliss regulation, no more than one QSI may be awarded in a 2-year period. QSIs will be approved IAW procedures in paragraph 5.a.

5. APPROVAL AUTHORITY.

a. Approval of civilian performance and recognition awards within USASMA will be uniformly executed IAW applicable OPM and AR guidelines to ensure an equitable process is followed to consider all civilian employees. Approval authority for recommendations will reside with the Commandant, unless approval authority is designated at a higher level.

b. Supervisors will ensure that a recommendation clearly demonstrates the outstanding work that the employee is being recommended for. In most instances, no employee should be recommended more than once in a fiscal year for an On-the-Spot cash award. In this time of dwindling funds, we must be good stewards of our resources.

c. Supervisors will NOT inform their rated employees of the level of award for which they were recommended. This information is confidential between supervisor and management until such time as Commandant approves a specific award.

6. RECOMMENDATION PROCEDURES

a. Monetary Awards.

(1) Submit all requests for monetary awards on DA Form 1256, Incentive Award Nomination and Approval, to the Director, HR.

(2) The Director of Human Resources (HR) will receive and record all monetary award recommendations for tracking purposes. Director, HR will forward cash award recommendations to the Director, L&RM. The Director, Logistics & Resource Management (L&RM) will annotate awards with a statement providing the status of funds availability and other pertinent information. In the case of a QSI recommendation, this information will include the number of DAC authorizations and number of QSIs approved fiscal year to date. The intent is to ensure that the Commandant has sufficient information available to facilitate fiscally responsible decisions with regards to each recommendation.

b. Honorary Awards.

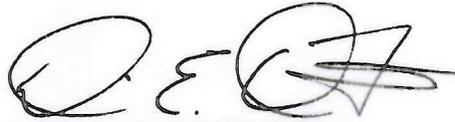
(1) Submit all requests for honorary awards on DA Form 1256, Incentive Award Nomination and Approval, to the Director, HR. See enclosure, Procedures for Processing Honorary Awards, for specific instructions.

(2) To ensure employees receive timely recognition and to allow adequate processing time, supervisors must adhere to the submission timeline outlined in the enclosure.

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8. The point of contact for this policy is the Chief of Staff, at 744-2967.

A handwritten signature in black ink, appearing to read 'Dennis E. Defreeze', with a stylized flourish at the end.

Encl

DENNIS E. DEFREESE
CSM, USA
Commandant

Procedures for Processing Honorary Awards

1. All honorary awards will be submitted on DA Form 1256 to the Director, HR for processing.
2. To maximum extent possible, electronic signatures will be used to facilitate email transmission of the entire award packet.
3. Honorary Awards include the following levels of award. Specific qualification data for each level award is contained in AR 672-20:
 - a. USASMA Certificate of Achievement
 - b. Achievement Medal for Civilian Service (Equivalent to Army Achievement Medal) approved by Commandant.
 - c. Commander's Award for Civilian Service (Equivalent to Army Commendation Medal) approved by Commandant.
 - d. Superior Civilian Service Award (Equivalent to Meritorious Service Medal) approved by MACOM Commander.
 - e. Meritorious Civilian Service Medal (Equivalent to Legion of Merit) approved by MACOM Commander
 - f. Decoration for Exceptional Civilian Service (Equivalent to Distinguished Service Medal) approved by DA Chief of Staff.
3. Honorary awards will include the following as "external attachments" to DA Form 1256:
 - a. Narrative: 1-page double-spaced narration as to the achievement/service for which you are recommending the civilian employee for. For award recommendations for 3d., 3e., and 3f. above, narratives up to 2 pages may be submitted to more fully justify the depth of the service for which recommended.
 - b. Proposed Citation: 5-8 type written lines which summarizes the performance provided in the Narrative.
 - c. Copy of Civilian Records Brief (CRB) for the employee being recommended.
4. Recommended employee will NOT be informed as to the level of award being recommended as final approval/disapproval and downgrade authority rests with the approving authorities outlined above.

Timelines for Submission of Honorary Awards

1. The following timelines will be adhered to when recommending DAC employees for honorary awards:

RECOMMENDED AWARD	SUBMISSION TIMELINE
USASMA Certificate of Achievement	Within 30 days of Achievement; NLT 14 days prior to departure (Retirement/PCS/Resignation) if for Service
Achievement Medal for Civilian Service	Within 30 days of Achievement; NLT 30 days prior to departure (Retirement/PCS/Resignation) if for Service
Commander's Award for Civilian Service	Within 30 days of Achievement; NLT 45 days prior to departure (Retirement/PCS/Resignation) if for Service
Superior Civilian Service Award	NLT 90 days prior to departure (Retirement/PCS/Resignation)
Meritorious Civilian Service Award	NLT 90 days prior to departure (Retirement/PCS/Resignation)
Decoration for Exception Civilian Service	NLT 120 days prior to departure (Retirement/PCS/Resignation)

2. Award recommendations not submitted within above listed timelines will be a submitted with a Letter of Lateness explaining the tardiness of the action.