DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO ATTENTION OF:

EANC-GC-FMS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #32 - Civilian Performance and Recognition Awards

1. REFERENCES.

a. AR 672-20, Incentive Awards, dated 1 Jun 93.

b. Memorandum, EAGA-CP-LPM, 28 Aug 01, subject: On-The-Spot Cash Awards.

2. PURPOSE. This policy memo prescribes 19th TSC approval levels and limitations for civilian performance and recognition awards affecting the budget (cash and time off awards) for appropriated fund Department of the Army US and KN civilian employees. Enclosure one has been revised to reflect reference 1a increase to the range of OTS cash awards from $25 - $250 to $50 to $500 pending revision of reference 1b.

3. APPLICABILITY. This policy applies to all DoD civilian employees within the 19th Theater Support Command.

4. GENERAL POLICY.

a. Quality Step Increase (QSI) Awards (See Encl for approval levels).

(1) The impact of QSIs Army-wide significantly increases personnel costs, both in the 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 unit (brigade level, 25th Trans, and 19th HQ) DAC authorizations; e.g., if a command has 100 DAC authorizations a maximum of ten QSIs can be awarded per fiscal year. Units and activities with fewer DACs (i.e., 25th Trans Bn) would be guaranteed a minimum of one QSI if 10% of DAC authorizations is less than one.

(2) For HQ, 19th TSC, the staff will be divided into five groups for QSI award purposes (DBO, Support Operations, CPOC, RM, and Other). A board will be established, composed of the section chiefs of the "Other" group (only those with DACs) to decide who should get a QSI within the 10% limit. The board will convene as necessary and the senior staff principal will chair the board. The senior staff principal's responsibilities include conducting the board and breaking all ties. The Civilian Personnel Advisor will attend board meetings in an advisory capacity.

b. Other Monetary Awards (See enclosure 1 for approval levels).

(1) The Chief of Staff, 19th TSC, and subordinate commanders are responsible for ensuring adequate funds are budgeted for civilian cash awards. The 19th TSC provides an annual amount equal to .25% of aggregate annual base payroll for US and KN employees respectively for incentive awards (subject to change depending upon funds availability). Commanders may exceed this amount to a maximum of 2.5% but additional funding is not provided by this HQ. Sustained Superior Performance Awards (SSPA) for KNs will be noted as numbers of hours rather than dollar amounts. Long Term Service awards, Army Ideas for Excellence (Suggestion) Program awards and QSIs are excluded from this percentage. Also, Commanders may recommend four employees annually for Command Generated On-The-Spot Awards without charge against assigned incentive award targets. Headquarters Staff Principals may recommend one employee annually without charge against award targets.

(2) Please note that under certain circumstances, an employee can be provided up to 10% of their base salary as an individual award; however, this figure is not related to the percentage of total civilian payroll that is budgeted for civilian incentive awards. The individual limit is 10% of base salary while the organization limit is 2.5% of total payroll.

c. Time Off Awards (See Encl for approval levels). 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.

d. Processing Channels.

(1) All awards affecting the budget initiated by HQ, 19th TSC Staff Principals will be submitted through the ACofS, Resource Management. The RM will forward approved awards to CPAC via the automated Personnel Process Improvements (PPI) Program for processing. The RM will annotate awards requiring Command Group 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) and forward to SGS for processing. The intent is to ensure that the Command Group has sufficient information upon which to base a decision and to ensure that conscious decisions are made to approve awards outside of internally established limits as an exception to policy. Commanders of 19th TSC units are encouraged to implement similar procedures.

(2) The servicing Civilian Personnel Advisory Center is responsible for reviewing award nominations for regulatory compliance, e.g., timeliness of submission, complete justification, proper approval level, appropriateness of award nomination, etc. Award nominations found to be incorrectly prepared or determined inappropriate, e.g., two cash awards for the same period of service or special act, will be returned to the approving authority.

5. SUPERSESSION. This policy memo supersedes 19th TSC Policy Memo 47-01, dated 11 Oct 01.

6. The point of contact is Resource Management at 768-7701.

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MAXIMUM APPROVAL LEVELS
CIVILIAN PERFORMANCE AND RECOGNITION AWARDS
(AFFECTING THE BUDGET)

EANC-GC-FMS

	HQ 19th TSC **Staff Principals**	**BDE COMMANDERS** **HQ DCO/CofS**	**CG** **(OR DESIGNEE)**
SSPA (DAC)	2.5%	5%	10%
SSPA (KN)	50 hours	100 hours	200 hours
Special Act or Service	$1,000	$2,500	$5,000
On-The-Spot Cash	$500	$500	$500
QSI	N/A	10% of DAC authorizations (HQ, 19th CS/DCO/CG can authorize exceptions.)	10% of DAC authorizations
Time Off	24 hours	40 hours (single contribution) (NTE 80 hrs per leave year)	40 hours (single contribution) (NTE 80 hrs per leave year)

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