



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMBW-ZA

28 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #42, Incentive Awards

1. References:

- a. Army Regulation 672-20, Incentive Awards, 29 January 1999.
- b. Army Regulation 690-400, Performance Management, 16 October 1998.
- c. Army Regulation 215-3, Nonappropriated 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, 3 March 2011.
- f. Army in Europe Supplement 1 to AR 672-20, Incentive Awards, 11 October 2007.
- g. Army in Europe Pamphlet 672-20-1, Civilian Personnel Incentive Awards in IMCOM-Europe, 31 August 2011.
- h. IMCOM Europe Total Army Evaluation System (TAPES) Guidance, 12 September 2011.
- i. DoD 1400.25-M, Sub Chapter (SC) 1930, Compensation Architecture Pay Policy.
- j. USAG Baden-Wuerttemberg Memorandum, Subject: Staff Policy-Non Appropriated Fund Position and Pay Management (MWR SOP #15-09), 26 May 2009.
- k. IMCOM Memorandum, Subject: Installation Management Command (IMCOM) Commanding General's FY12 Funding Program Guidance, 12 August 2011.

2. Purpose: This memorandum establishes USAG Baden-Wuerttemberg's incentive awards policy. The USAG Baden-Wuerttemberg 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, exceptional achievements and length of service awards, in accordance with the above references.

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3. Applicability: This policy applies to appropriated funded (AF) civilians, both United States (US) and local national (LN) employees within USAG Baden-Wuerttemberg and USAG Kaiserslautern. Non appropriated fund (NAF) monetary awards are governed by AR 215-3 (reference 1.c.) and MWR SOP #15-09 (reference 1.j.).

4. The USAG Baden-Wuerttemberg will designate a target of 1% of the total payroll costs at the beginning of the Fiscal Year (FY) for cash awards. Distribution of the awards target will be by Garrison (USAG Baden-Wuerttemberg and USAG Kaiserslautern). It will be calculated using the respective Garrison's actual on-board-strength as of 1 October each year. Garrison FY award target 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.

5. 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 among US and LN, blue and white color employees, supervisory and non-supervisory is expected. All employees will be considered fairly and equitably for all forms of monetary and non-monetary awards.

6. The USAG Baden-Wuerttemberg Commander is the approval authority for all honorary awards, AF, NAF & LN. All requests will be accompanied by a Staff Action Summary (SAS) signed by the director/staff principal. Requests should be submitted to the DHR in person, or by email to the DHR awards organizational mailbox.

7. Approval authority for monetary awards:

a. The USAG Baden-Wuerttemberg Commander is the approval authority for all AF (US & LN) monetary awards. AF monetary awards requests will be submitted on DA Form 1256 along with the supporting documentation to the Directorate of Human Resources (DHR). All requests will be accompanied by a Staff Action Summary (SAS) signed by the director/staff principal. Requests should be submitted to the DHR in person, or by email to the DHR awards organizational mailbox.

b. The DFMWR Director is the approval authority for all NAF (US & LN) monetary awards. NAF monetary awards requests will be submitted on DA Form 5167 along with the supporting documentation to the DFMWR Director, in accordance with reference 1j.

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8. US AF performance cash awards are monetary awards based on an annual TAPES evaluation. US 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 up to 3%: Performance cash awards for US AF and LN employees may not exceed 3% of the employee's base salary. Managers should not automatically award 3% performance cash awards to employees; instead 3% should be awarded to top-tier performers, and below 3% commensurate with the employee's performance.

b. Performance cash awards above 3% (max 10%): Performance cash awards above 3% 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 US AF employees and the written justification for LN employees. These awards will be reviewed by the garrison awards board. The awards 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 8 of this policy memorandum.

c. Performance cash awards for National Security Personnel System (NSPS) employees will be awarded following the NSPS intent and implementation guidance.

d. The recommended range for performance cash awards is as follows:

(1) Employees receiving an overall performance rating of "1" from the senior rater may be nominated for a performance cash award between 2% and 3%.

(2) Employees receiving an overall performance rating of "2" from the senior rater may be nominated for a performance cash award between 1% and 2%.

9. 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. 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.

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10. 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.

11. All other 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 USAG-Baden Wuerttemberg Director of Human Resources, 493-4165, email: usarmy.badenwur.usag.mbx.awards@mail.mil.



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