



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

AESG-RM-MM

08 JUN 2004

MEMORANDUM FOR 6th Area Support Group Appropriated Fund Employees

SUBJECT: 6th ASG Command Policy Letter 20, Fiscal Year 2004 Incentive Awards Policy

1. REFERENCES:

- a. DOD 1400.25-M, DoD Civilian Personnel Manual, sub-chapter 451, Awards, 1 July 2003.
- b. AR 672-20 Incentive Awards, 29 January 1999.
- c. Memorandum, HQ, IMA, SIFM-HR-C, 16 April 2004, subject: Military and Civilian Awards Policy.

2. PURPOSE: The 6th Area Support Group (ASG) awards program is designed to provide an incentive for continued high performance by 6th ASG civilian personnel. An effective incentive awards program includes both monetary and honorary awards. Taking care to select the most appropriate form of recognition for the superior performance of an employee, is motivating to other employees and cost effective to the organization, and will preserve the credibility of the awards program.

3. POLICY: To facilitate a fair and equitable awards system, I have directed that awards funds be allocated in fiscal year 2004 to a dollar ceiling that equates to 1.5-1.7% of the Direct Funded Work Years. The Directorate of Resource Management (DRM) will track the status of the awards allocation.

4. PROCEDURE: Eligibility criteria and approval authority for awards are as follows:

- a. IAW reference 1c above, the 6th ASG Chief of Staff is delegated as the approval authority for all monetary award nominations from \$1,500.00 to \$5,000.00.
- b. Annual Performance Awards. Only employees receiving a rating of 2 or above on their annual performance rating may be given an annual performance award. The monetary amount of this award can be up to 10% of the employee's base salary. Equivalent monetary approval levels above \$5,000 will be followed for the approved %.
- c. Quality Step Increases. A quality step increase may be awarded to a truly exceptional performer (evaluation should place the employee above the criteria for the annual performance

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award). For award costs tracking purposes, a quality step increase equal to \$1,500.00 or more will be approved by the Chief of Staff..

d. Meritorious Service. Approval levels for meritorious service are as follows:

(1) Special Acts. Award amounts up to \$1,499.00, will be approved by Director. \$1500 - \$5,000 will approved by the Chief of Staff. Awards over \$5,000 will be coordinated thru the Chief of Staff , the 6th ASG Commander and Installation Management Agency as appropriate.

(2) On-The-Spot Awards. Award amounts up to \$500.00 will be approved by the Director.

(3) Time-Off Awards. Up to 40 hours of regularly scheduled duty hours will be approved by the Director. Time-off awards to individual employees cannot exceed 80 hours per leave year.

5. IMPLEMENTATION: Directorates will coordinate approvals for their awards before beginning any formal processing of the awards. Directorates will initiate the processing for all monetary awards for appropriated funds employees (U.S. and Local National) using the civilian Personnel MODERN Personnel Actions System and route these awards actions through the DRM. The approval authority for awards should always be the next higher level authority than the of the requester.

6. This policy and the requirements cited in paragraph 1 above will be followed in all instances. Granting of awards shall be consistent with Equal Employment Opportunity and Affirmative Employment Program policies.

7. In light of the budgetary and personnel constraints facing the 6th ASG this fiscal year all monetary awards are subject to availability of funds. Directors will plan execution of their award allocation as early in the fiscal year as possible. Awards execution will be monitored in the quarterly Quest for Quality briefings. Directors shall ensure that their managers and supervisory personnel are aware of suspense dates for performance evaluations of employees.

8. I encourage the use of non-cash awards (e.g., letters of appreciation, certificates of achievement) whenever possible. Directors are hereby tasked to ensure that all awards granted are appropriate to the work accomplished.

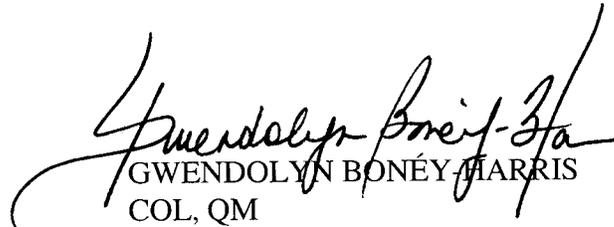
9. Restrictions. Monetary awards will not be granted for summer hire employees. Additionally, IAW IMA policy, employees who have substantiated EEO complaints against them, sustained

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adverse actions, or a history of sustained violations, will not be eligible for awards without approval by the Chief of Staff.

10. Point of Contact for this policy is the DRM at DSN: 421-2373.



GWENDOLYN BONÉY HARRIS
COL, QM
Commanding