



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH (100)

12 Oct 2023

MEMORANDUM FOR Directors and Garrison Staff Officers, United States Army  
Garrison (USAG) Humphreys

SUBJECT: Command Policy # 33, Performance Review Board for Quality Step Increase  
Incentive

**1. REFERENCES:**

- a. DoDI 1400.25 (DoD Civilian Performance Management System: Performance Management and Appraisal Program), 1 July 2020.
- b. DoDI 1400.25 v451 (DoD Civilian Performance Management System: Awards), 4 November 2013.
- c. AR 672-20 (Incentive Awards), 17 September 2020.
- d. AR 215-3 (Nonappropriated Funds Instrumentalities Personnel Policy), 29 September 2019.
- e. U.S. Army Materiel Command Civilian HR Delegation Authorities Matrix and Issuance of Civilian and Military Awards, Version 01-2022, 23 March 2022.

**2. APPLICABILITY:** This policy applies to all United States Army Garrison (USAG) Humphreys employees to include appropriated fund and non-appropriated fund civilian employees and their military supervisors.

**3. PURPOSE:** This memorandum provides policy for the utilization of a Performance Award Review Board (PARB) for Quality Step Increase Incentives.

**4. ELIGIBILITY:**

- a. Must be an appropriated funded employee.
- b. Be below step 10 of their grade level.
- c. Have received the highest rating of record (outstanding) under their performance management appraisal program.

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- d. Have demonstrated sustained performance of outstanding quality.
- e. Have not received a QSI within the preceding 52 consecutive calendar weeks.
- f. Occupy a "permanent position".
- g. Have not received a Performance Award based in whole, or in part on the performance being recommended for recognition.
- h. When disciplinary actions are pending on employees for whom performance awards have been recommended, all action on the awards will be suspended pending final determination on the disciplinary action.

**5. GUIDANCE:**

- a. To facilitate consistent business practices that are transparent to the workforce, a Performance Award Review Board (PARB) led by the Deputy to the Garrison Commander (DGC) will review Appropriated Funds (APF) and Non-Appropriated Funds (NAF) annual performance awards.
- b. The APF PARB board will consist of three voting APF board members appointed for two (2) year terms and will reflect workforce diversity (gender and race) and include an Equal Employment Opportunity (EEO) advisor as a non-voting member.
- c. The NAF PARB board convened by the Director, Family and Morale, Welfare and Recreation (DFMWR) will consist of three voting NAF board members appointed for one (1) year terms and will reflect workforce diversity (gender and race) and include an Equal Employment Opportunity (EEO) advisor as a non-voting member.
- d. Installation Management Command (IMCOM's) annual Quality Step Increase (QSI) ceiling will not exceed one QSI per 30 APF employees receiving a rating of outstanding for the performance year.
- e. A QSI is a stand-alone award and will not be combined with a TOA.
- f. Directors submitting Quality Step Increases must provide the DHR with

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the following documents NLT 15 days after the effective date of the performance appraisal (1 June):

- (1) DA Form 1256.
- (2) A based on the evaluation results.
- (3) QSI nomination form (See Enclosure 3).

**6. QSI BUSINESS RULES:**

a. DGC:

- (1) Establish, monitor, and chair the PRB.
- (2) Approve the recommendations of the PRB and sign the consolidated PRB spreadsheet generated by the DHR.

b. Board Chairperson (DGC):

- (1) Control the uniformity and adequacy of the PRB process by comparing performance expectations and performance reviews of nominated employees.
- (2) Ensure consistency among performance expectations set by the supervisors.
- (3) Verify that reviews are accomplished according to policy, procedures, and timelines.
- (4) Review personnel actions recommended by supervisors for consistency as compared with performance appraisals and appropriate regulatory guidance/standards.
- (5) Is a voting member and the final approving authority and is responsible for the overall functioning of the PRB.

c. Membership/Recommendation: The PRB, by vote, will recommend approval/disapproval of nominations based on appropriate regulatory guidance/standards. If the PRB disagrees on the performance award percentage amount, then each member will make their individual recommendation on the amount and annotate the vote sheet. The decision on the final amount will be determined by the DGC based on the average of the sum of the amounts annotated.

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d. A board member cannot vote on the nomination of one of his/her own Civilian Professionals (i.e., DPW board member cannot vote on the nomination of a DPW Civilian Professional).

e. The DHR will provide administrative support, and function as the PRB Recorder. The DHR will also ensure all nominations are administratively correct prior to being presented to the PRB. The Directors are responsible to ensure award nominations are complete and meet the standards and submission deadlines. The chairperson will sign all DA Form 1256s and return them to the DHR for coordination with DRM and processing through AUTONOA.

f. The DHR will prepare and present to the Board Chairman a consolidated spreadsheet containing the names, directorate, appraisal ID and board members score for final approval. Upon approval, the BC will return the document to the DHR for final processing.

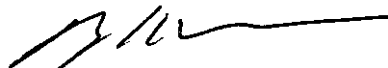
g. The DHR will maintain all PRB results IAW ARIMS and destroy as indicated by the regulation.

h. PRBs will convene NLT 60 days following the end of respective evaluation period.

7. **Point of Contact** for this policy is the Director of Human Resources, DSN 315-757-2094 or email: [renee.tucker2.civ@army.mil](mailto:renee.tucker2.civ@army.mil).

3 Encls

1. QSI Tracker
2. PRB Board Member Roster
3. QSI Nomination/Score Sheet



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