



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 ROGERS PLACE
WEST POINT, NY 10996

AMIM-MLG-ZA

15 November 2023

U.S. ARMY GARRISON WEST POINT POLICY #4

SUBJECT: United States Army Garrison West Point (USAG WP) Performance Awards Guidance

1. References.

- a. Memorandum, Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA M&RA), Incentive Awards Under the Department of Defense Performance Management and Appraisal Program (DPMAP), 8 Dec 17.
- b. Army Regulation 672-20, Incentive Awards, 1 Apr 14.
- c. Memorandum, US Army Installation Management Command, Director of Human Resources, Guidance on APF Monetary Award Limitations for Fiscal Year 2018, 4 Apr 18

2. Applicability. This memorandum applies to all Garrison assigned Civilian employees covered by all Department of Defense (DoD) Civilian personnel system(s) and to all performance awards programs, regardless of funding source, to include awards for Non-Appropriated Fund (NAF) and Appropriated Fund (AF) employees. Award guidance previously prescribed by OMB, OPM, DoD and HQDA remain in effect until further notice.

3. Policy. This command recognizes employees for their significant achievements and outstanding service in a timely manner with appropriate decorum. This program supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within our workforce and motivating them to high levels of performance and service. All Civilian employees who establish a pattern of noteworthy achievements by accomplishing their individual duties in an outstanding manner contributing to mission accomplishment should be considered for both honorary and monetary Civilian awards. The Garrison Award Policy is aligned with the region and IMCOM Headquarters awards policy and will coordinate, if applicable, with the local bargaining unit prior to implementation. After each change of command, the policy will be submitted for the new commander's review and approval.

4. A well-managed awards program provides for monetary and non-monetary options to recognize performance and contributions in support of the IMCOM mission. All available awards, as well as a combination of these awards to recognize performance

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will be used. This will provide Directors' the ability to recognize employees and provide appropriate recognition while staying within established funding guidelines. There are many non-monetary options to recognize performance and contributions to mission, time off and honorary awards. Recognition in any form should be done publicly to maximize awareness that good performance and solid contributions will be recognized.

5. A Performance Review Board (PRB) will be implemented to review award nominations and present recommendations to the DGC for approval. The PRB is chaired by the DGC, board members are approved by the DGC and reflects the diversity of the workforce. EEO will act as an advisor in a non-board member status, and RM will act as an advisor as well as a voting board member. An individual performance awards should not exceed three percent of an employee's salary. Performance awards that exceed the three percent cap, based on unusually exceptional performance, will be submitted to the Training Director for review and approval prior to award. Employee performance that surpasses the normal requirements for an exceptional performance rating should be rare and fully documented for the rating cycle. The DGC can administer performance awards for up to 2.5 percent of the employee's salary. As the Senior Rater for performance appraisals, the Training Director is the approval authority for all DGC performance awards greater than 2.5 percent.

6. Types of Awards: There are three categories of awards recognition: Monetary, Non-monetary and Honorary. All provisions and limitations for processing awards will be adhered to as prescribed by the references listed at 1a-f above (e.g. written justification, DA Form 1256, monetary limitations, etc.). Although not all-inclusive, the following is a list of the more common monetary and non-monetary awards used for performance recognition:

a. Performance: Awards (Monetary). A Performance Award is a monetary award given in recognition of high-level performance for a specific period. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual employees. The spending level for performance awards may not exceed 1.5 percent of the aggregate salaries of all employees at the end of the previous fiscal year on the combinations of (1) individual performance awards for non-SES/ST/SL employees and (2) individual contribution awards (e.g. Special Act or Service awards) for all employees. All performance awards are subject to the PRB process discussed at Para 5 above.

b. Quality Step Increases (Non-Monetary). A Quality Step Increase (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees. GS

employees with exceptional ratings of record for the current rating period are eligible to receive the QSI. An employee may not receive more than one QSI in any 52-week period. An employee may not receive a QSI if he/she has received a Performance Award based in whole, or in part, on the performance being recommended for recognition. Additionally, an employee may not receive a QSI in conjunction with a cash award, but he/she may receive a QSI and Time off Award (TOA). The approval authority for QSI is the GC.

c. Time Off Award (TOA) (Non-Monetary). Employees may be granted up to 80 hours of time off during a leave year, without charge to leave or loss of pay, as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved. The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA must be scheduled and used within one year of the approval date. TOAs are not included in 1.5 percent spending level; however, TOAs represent a cost to the agency and should be issued judiciously.

d. Performance Pay Increases (Non Appropriated Fund employees). IMCOM G9 establishes policy for the maximum pay increase authorized for NAF employees.

e. Honorary Awards. All honorary awards are authorized and encouraged as a form of recognition for employees. IMCOM Training will consider the full range of honorary awards authorized to recognize employee performance excellence. A few are listed below:

1) Decoration for Exception Civilian Service – demonstrable pattern of excellence and achievement with normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

2) Meritorious Civilian Service Award – demonstrable pattern of excellence, normally demonstrated by the receipt of lower level awards.

3) Superior Civilian Service Award – reflects superior service or achievement, or heroism of a lesser degree that that recognized by the Meritorious Civilian Service award.

4) Commander's Award for Civilian Service – reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service.

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5) Achievement Medal for Civilian Service – noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award. Nomination usually covers a period of sustained superior service or a level of achievement sufficient to warrant recognition.

7. The POC for this policy is Director of Human Resources at (845) 938-8458.

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

TRAVIS E. ROBISON
COL, FA
Commanding