



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT29623
APO AE 09005-9623

IMWB-ZA

17 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Performance Awards for United States Army Garrison (USAG) Wiesbaden Employees, Policy Letter #46.

1. References:

- a. Army Regulation 672-20, Incentive Awards, 1 April 2014.
- b. Army Regulation 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 October 1998.
- c. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009.
- d. Army in Europe Regulation 690-672, Monetary and Honorary Awards for Local National Employees in Germany, 4 February 2013.
- e. Army in Europe Regulation 672-10, Civilian Personnel Incentive Awards in IMCOM-Europe, 29 February 2016.
- f. Army in Europe Pamphlet 672-20, Incentive Awards Handbook, 2 June 2010.

2. Purpose: The purpose of this policy is to establish procedures and provide guidance for the approval of performance awards within USAG Wiesbaden.

3. Applicability: This policy applies to Appropriated Funded (APF) employees, Wage Grade (V,/G) employees, and Local National (LN) employees assigned or attached to the USAG Wiesbaden. This policy does not apply to Non-Appropriated Funded (NAF) employees.

4. Intent: Leaders are encouraged to recognize the civilian workforce whenever appropriate. There is value in publicly saying thanks to our civilians and maintaining high morale within the workforce. Therefore, I highly encourage all leaders throughout USAG Wiesbaden to use the full range of awards at our disposal.

5. Policy: The following guidance is provided:

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a. Performance awards are monetary awards based on annual evaluations (AR 672- 20 and AR 690-400 for APF employees). APF employees who are rated at successful levels 1 or 2 in the Total Army Performance Evaluation System are eligible for a performance award.

b. Performance awards may also be used to recognize sustained high-level performance by LN employees over a specific period. The period to be recognized for LN employees should not be less than 12 months. The 12 month period need not be within a single fiscal or calendar year. The award amount will be annotated in U.S. dollars on authorizing documents, but will be paid in Euros.

c. Time off (TOA) awards may also be used to recognize performance.

d. A Performance Award Review Board (PARS), appointed by the Deputy to the Garrison Commander (DGC), will convene and make recommendations to the Garrison Commander (GC) on all monetary performance awards over \$500 dollars, Quality Step Increases (QSI), and all Time-Off Awards (TOA) over 40 hours for U.S. employees, and over five (5) days for LN employees.

e. The DGC will assign board members in the grades of GS-9 and above, or its equivalent WG and LN grade. Three to nine members will be appointed to serve for a specified period at a time. Board members will be appointed in writing.

f. The Garrison Equal Employment Opportunity (EEO) Officer will serve as an advisor on every board.

g. Directorate of Resources Management (ORM) will determine a budget for each board and each directorate.

h. Larger directorates (e.g., DPW, DES, DHR) may conduct their own PARB in coordination with OHR. Prior approval must be obtained from the DGC.

i. Approval authority is delegated to directors and special staff for the following: (authority cannot be further delegated).

(1) Monetary awards up to \$500 dollars.

(2) Time-off awards up to 40 hrs for U.S. employees and up to 5 days for LN employees for any individual within a 12 month period (e.g., an individual cannot receive more than the time off listed unless approved through the PARS process).

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6. Procedures:

- a. PARBs will convene no later than (NLT) 60 days after ending date of a rating cycle.
- b. Following are the rating cycles for employees:
 - (1) 1 November- 31 October for GS/WS 9-12 (and LN equivalent).
 - (2) 1 February- 31 January for GS/WS/WG/WL 6-8 (and LN equivalent).
 - (3) 1 May - 30 April for GS/WS/WG 1-5 (and LN equivalent).
 - (4) 1 July- 30 June for GS/GM/WS 13-15 (and LN equivalent).
- c. Award recommendations will consist of the following documents:
 - (1) DA Form 1256 (Incentive Award Nomination and Approval).
 - (2) DA Form 7222 or 7223 (Senior or Basic System Evaluation Report). Not applicable to LN.
 - (3) Justification (no more than one page in length).
 - (4) List of other monetary awards received during US rated or LN award period.
- d. PARS members will review recommendations and do one of the following:
 - (1) Recommend approval or disapproval.
 - (2) Recommend a lesser monetary amount or lesser time off period. The PARS is not authorized to change monetary to time off or time off to monetary.
 - (3) QSIs will only be recommended Yes or No.
- e. Employees may be considered for both monetary and TOA during the period of the award. An employee recommended for a QSI is not eligible for a monetary or TOA in the same award period.
- f. If an award nomination is disapproved by the PARS, the nominating official may submit a new nomination packet if it is substantially different than the one disapproved d.

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g. Any award recommendation received after a PARS convenes will go to the next board. Awards requiring emergency action between PARBs (e.g., early annual) will be reviewed and voted virtually by the last appointed PARB.

h. Once a board adjourns, OHR will finalize all recommendations and prepare the packets for the GC to sign as the final approving authority.

6. This policy memorandum supersedes all previous policies regarding monetary awards for USAG Wiesbaden US and LN employees.

7. The point of contact for this memorandum is the Director of Human Resources at DSN 548-1001.



MARIO A. WASHINGTON
COL, AG
Commanding