



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
14000 MSCOE LOOP, SUITE 316  
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CSW (672).

11 MAR 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 21 Memorandum of Instruction (MOI) for Department of Defense Performance Management and Appraisal Program (DPMAP) Ratings Based Performance Awards for Fort Leonard Wood TRADOC Civilian Employees

1. References.

a. Department of Defense (DoD) Instruction 1400.25, Volume 431, 4 February 2016, Subject: DoD Civilian Personnel Management System: Performance Management and Appraisal Program.

b. Army Regulation (AR) 672-20, Incentive Awards.

c. Army Regulation 690-12, Equal Employment Opportunity and Diversity.

2. Purpose: To standardize submission of performance awards based on annual DPMAP appraisals the following guidelines have been established. Award ranges listed below are not intended to supersede guidelines in AR 672-20 and planning for monetary awards must be considered in coordination with the MSCoE G-8 and fall within annual budget guidance. Other incentive awards, such as on-the-spot awards or special act awards, are not covered by this MOI.

3. Applicability: This MOI supersedes the FY19 Memorandum of Instruction (MOI) for Department of Defense Performance Management and Appraisal Program (DPMAP) Ratings Based Performance Awards for Fort Leonard Wood TRADOC Civilian Employees. This MOI is applicable to MSCoE Fort Leonard Wood, Appropriated Fund, civilian employees. Awards are approved or disapproved without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. All performance award recommendations and approvals will be processed in accordance with AR 672-20, utilizing DA Form 1256 and individual organization processes or directives.


5. Employees receiving an overall "5" performance rating may be considered for a performance based award of the following:

a. Quality Step Increase (QSI).

ATZT-CSW

SUBJECT: FY 21 Memorandum of Instruction (MOI) for Department of Defense Performance Management and Appraisal Program (DPMAP) Ratings Based Performance Awards for Fort Leonard Wood TRADOC Civilian Employees

- b. Or up to 5% monetary awards of an employee's locality-adjusted annual pay.
  - c. Or up to a 40 hours Time Off Award (TOA).
  - d. Or a combination of monetary award and TOA that does not exceed 5% of their current salary.
6. Employees receiving an overall "3" performance rating may be considered for a performance based award of the following:
- a. Up to 3% monetary award of an employee's locality adjusted annual pay.
  - b. Or up to 32 hours TOA.
  - c. Or a combination of monetary award and TOA that does not exceed 3% of their current salary.
7. Employees receiving an overall "1" performance rating will not be eligible for any form of performance award.
8. Proponency: The proponent for this MOI is the MSCoE Workforce Management Specialist at <sarah.b.martin13.civ@mail.mil>.

  
RICHARD J. BALL  
Colonel, GS  
Chief of Staff

**DISTRIBUTION:**

All TRADOC Schools, Brigades,  
Battalions, Companies, Directorates,  
General and Personal Staff Offices.