

**Joint Base Myer-Henderson Hall
Regulation 672-1**

Civilian Personnel

**Civilian Incentive
Awards**

**Headquarters
Joint Base Myer Henderson-Hall
Fort Myer, VA 22211
28 February 2011**

Department of the Army
Joint Base Myer-Henderson Hall
204 Lee Avenue
Fort Myer, Virginia 22211-1199
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JBM-HH Regulation 672-1

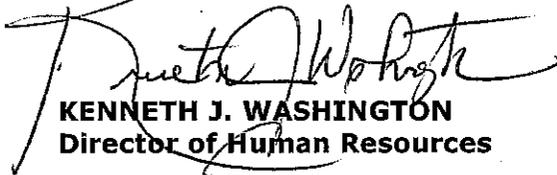
Civilian Personnel

CIVILIAN INCENTIVE AWARDS

FOR THE COMMANDER:

CARL R. COFFMAN, JR.
Colonel, AV
Commanding

OFFICIAL:



KENNETH J. WASHINGTON
Director of Human Resources

Summary. This is the fourth publication of this regulation. This regulation establishes procedures for managing an effective awards program for Joint Base Myer-Henderson Hall (JBM-HH).

Applicability. This regulation applies to all JBM-HH supervisors who are authorized to approve incentive awards.

Proponent. The proponent of this regulation is the Director of Human Resources, JBM-HH.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Director of Human Resources, JBM-HH.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 directly to the Director of Human Resources, Joint Base Myer-Henderson Hall, 204 Lee Avenue B-12, Fort Myer, VA 22211-1199, or call (703) 696-5779.

Distribution. This regulation is distributed solely through the JBM-HH Homepage at www.jbmhh.army.mil.

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Chapter 1 Introduction

1-1. Purpose.

To provide the Joint Base Myer-Henderson Hall (JBM-HH) policy on how to manage an effective awards program within JBM-HH organizations.

1-2. References.

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Applicability.

This regulation applies to all JBM-HH supervisors who are authorized to approve incentive awards.

1-4. General.

Recognition is extremely important and used repeatedly in the most successful organizations. Leaders have many opportunities to reward success. One way to promote a healthy organization is to manage an effective awards program within your organization.

1-5. Responsibilities.

The Director of Resource Management (DRM) will provide quarterly status reports to help manage the administration of performance awards.

Chapter 2 Civilian Incentive Awards Program

2-1. Program Administration.

a. The goal of the JBM-HH Civilian Awards Program is to foster mission accomplishment by recognizing excellence of civilian members of the workforce and motivating them to high levels of performance and service.

b. The JBM-HH Civilian Awards Program will be administered by the Joint Base Myer-Henderson Hall Principal staff, commanders and supervisors on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

c. All levels of the command will endorse and support the Civilian Awards Program.

2-2. Policy.

a. All performance awards will be processed in accordance with AR 672-20, DA Pamphlet 672-20, AR 215-3 (NAF Awards) and IMCOM Policy Memorandum for Civilian Awards.

b. Performance Awards (PA): The following is guidance on the submission of performance awards by members of the JBM-HH community. All awards for GS-WS-14 and GS-15 or equivalent employees must be routed through the JBM-HH command group for processing to IMCOM Northeast for approval.

(1) Only those employees who receive a rating level of "*Excellence 75% or More Objective*" or "*Excellence 25-74% Objective*" on senior system evaluations or a rating level of "1" or "2" on base system evaluations are eligible to be rewarded with a PA. Raters must emphasize to the work force that receiving the above performance ratings will not automatically result in a monetary reward. The PA should only be given in recognition of continued high-level performance. The approving official for a PA is the individual serving as the senior rater on the evaluation report. Senior raters may approve a PA up to \$2,000. If the PA exceeds \$2,000, the PA, along with a complete copy of the evaluation and a 3-year award history will be forwarded to the Deputy Joint Base Commander, JBM-HH, 204 Lee Avenue, Fort Myer, VA 22211-11999 for approval.

(2) If the rater determines that a PA is warranted, the following guidelines will be used to determine the amount of the monetary PA to be forwarded to the senior rater for approval. Actual dollar amounts would be dependent on the organization's monetary performance award budget set by the DRM.

(a) An "*Excellence 75% or More Objective*" or "1" block performance rating: up to 2.5% of annual pay.

(b) An "Excellence 25-74% Objective" or "2" block performance rating: up to 1.5% of annual pay.

(3) If the rater believes that an employee is deserving of more than the percentages shown above, a detailed justification may be submitted to the senior rater for consideration.

c. Quality Step Increase (QSI). A QSI is an additional within-grade pay increase given to General Schedule employees. An employee who receives an "Excellence 75% or More Objective" on the senior system evaluation or a "1" block on the base system evaluation is eligible to receive a QSI. A QSI is the highest performance award and should be used for top-quality performance that is significantly above that ordinarily expected. A QSI cannot be given in addition to a PA. The approving official for a QSI is the individual serving as the senior rater on the evaluation. If the annual value of the QSI exceeds \$2,000, the QSI nomination, along with a complete copy of the evaluation and a 3-year award history, will be forwarded to the Deputy Garrison Command for approval. Employees may not receive more than one QSI in a 52-week period.

d. Special Act or Service Awards (SASA). The SASA is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The cash awards range from \$25 to \$25,000, depending on the achievement being recognized. The cash award criteria for tangible or intangible benefits are listed in Chapter 7 of AR 672-20. JBM-HH principal staff (see Appendix B) may approve these award nominations up to \$2,000. Nominations exceeding \$2,000 will be forwarded to the Deputy Joint Base Commander for approval. Nominations exceeding \$3,000 but less than \$5,001 will be presented to the JBM-HH Incentive Awards Committee for approval.

e. On-the-Spot Cash Awards. On-the-Spot Cash awards may be recommended by a supervisor for day-to-day non-recurring worksite accomplishments. On-the-Spot Cash Awards can range for \$25.00 to \$500.00. The approving official for this award is any member of the JBM-HH Principal Staff.

f. Time-off Awards (TOA). The TOA may be used alone or in combination with monetary or non-monetary awards to recognize employee contributions. Contributions must directly support the JBM-HH mission or result in benefits to the government. The extent of the contribution will be considered when determining the amount of time

off. JBM-HH principal staff may approve TOA nominations up to one day; nominations exceeding one day but less than 25 hours must be forwarded to the Deputy Joint Base Commander for approval. The JBM-HH Incentive Awards Committee will consider and approve TOA for 40 hours.

g. All of the above award nominations should be submitted IAW the guidelines outlined in AR 672-20.

h. Upon approval by the command group or by a member of the JBM-HH principal staff, management will initiate a Request for Personnel Action (RPA) and forward it to the DRM for fund certification. The DRM will then forward the RPA to the Civilian Personnel Advisory Center for processing.

2-3. Incentive Awards Committee Functions.

a. Membership.

Director, Plans, Training, Mobilization, and Security

Director of Public Works

Director of Logistics

Director of Resource Management

Director, Human Resources

Director of Emergency Services

Director, Family, Morale, Welfare and Recreation

Director, Executive Housing Management

Director, Environmental Management

Director, Public Affairs

Director, Plans and Integration

b. Responsibilities. Consider and present recommendations to the commander concerning the following:

(1) Nominations for cash and honorary awards that exceed local approval authority.

(2) Nominations that are competitive and involve the evaluation of accomplishments of several individuals or groups.

(3) Difficult, complex, or controversial cases.

c. Additional duties. Assist the commander to:

(1) Plan the incentive awards program activities.

(2) Determine aspects of the program to be given special emphasis.

(3) Implement new program features.

(4) Improve local administration.

(5) Evaluate the effectiveness of the program, including adherence to EEO aspects.

Appendix A References

Section I Required Publications

AR 215-3, Non-appropriated Funds Personnel Policy

AR 672-20, Incentive Awards

DA Pam 672-20, Incentive Awards Handbook

AR 690-400, Total Army Performance Evaluation System

IMCOM Policy Memo #16, Military and Civilian Awards

Section II Prescribed Forms

DA Form 1256

DA Form 2443

DA Form 7222

DA Form 7223

DA Form 7222-1

DA Form 7223-1

Appendix B
Joint Base Myer-Henderson Hall Principal Staff

Commander, Headquarters Command Battalion

Director, Plans, Training, Mobilization, and Security

Director, Religious Support Office

Director of Public Works

Director of Environmental Management

Director of Logistics

Director of Resource Management

Director of Human Resources

Director, Plans, Analysis and Integration

Director of Emergency Services

Director, Family, Morale, Welfare and Recreation

Director, Executive Housing Management

Director of Safety

Director, Equal Employment Opportunity Office

Director, Public Affairs Office