



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5000

IMNE-DRM-GC

JUN 08 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #09-13, Civilian Incentive Awards

1. Reference. Army Regulation 672-20; Department of Army Pamphlet 672-20.
2. The purpose of this memorandum is to provide policy direction to the US Army Garrison activities concerning civilian employee incentive awards. This policy does not address performance awards under the pay for performance National Security Personnel System (NSPS) policies, which are described in separate regulation and issuances.
3. Consistent with the references and this policy, any incentive award is the prerogative of the nominating supervisor and approving official in the employee's chain of command. For all awards, including performance awards, the approving official for the award must be at a level above the nominating supervisor, even when the approving official is above the director or activity head. Awards are to be utilized as both a reward for excellence and/or an incentive to produce improvement. Management has a variety of means of formal recognition at its disposal to include monetary, time-off, and honorary awards. A vital and effective awards program must include all types and categories of awards and recognition.
4. Monetary and time-off awards must be administered within the limits of our ability to resource, whether it be actual dollars or manpower productivity. In light of these constraints, I have established the following policy:
  - a. Awards Budget. Each directorate/major activity will budget 1.5% of its non-NSPS civilian pay at the beginning of the fiscal year. This amount will not be exceeded except in the case of organizations with fewer than ten employees, and then only with the approval of the Deputy to the Garrison Commander. All monetary awards will count toward this 1.5% budget, to include Quality Step Increases (QSI). The entire annual amount of the QSI will be charged against the 1.5% in the fiscal year in which it is effective.
  - b. QSI. A civilian employee may not receive a QSI more frequently than once every three years while employed within the same directorate or major activity.
  - c. Performance Awards. Monetary performance awards will be capped at 2%, 4%, and 6% of base pay for summary ratings of levels 3, 2, and 1 respectively. Likewise,

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time-off awards will be capped at 8, 24, and 40 hours. Combinations of a time-off and a monetary award may be utilized to reward performance. In such cases, the time-off award will be assigned a monetary equivalent value, and when combined with the monetary portion, will not exceed the limits stated above. For computation purposes, a 40-hour award will be deemed to be equivalent to 2% of base pay and lesser hour amounts the proportionate computation of 2% (or .4% per 8 hours time off). No approval authority may exceed any of the above stated limits.

5. Questions concerning this policy may be addressed to your CPAC servicing human resource advisor.

  
KENNETH H. RIDDLE  
Colonel, Armor  
Garrison Commander

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