

Incentive Awards Program

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INTRODUCTION

1. The Incentive Awards Program is intended to encourage team members, civilian and military personnel, to take part in improving government operations. It gives incentive to improve the efficiency, economy, and effectiveness of government operations by recognizing and rewarding team members for job performance that exceeds performance standards, for contributions which significantly increase productivity, and for special acts or services that benefit the mission of government operations.
2. Special efforts or achievements, significantly beyond the normal should receive special recognition or reward. The Incentive Awards Program is used to recognize team members for above-standard performance, special acts or services, and other achievements.
3. Following are references governing the Incentive Awards Program, which are available for review in Human Resources.
 - a. AR 672-20, Incentive Awards (IA)
 - b. DA Pamphlet 672-20 IA
 - c. AR 690-400 chapter 4302, Total Army Performance Evaluation System (TAPES)
 - d. DA Pamphlet 690-400, chapter 4302, TAPES
 - e. SPD Awards Policy

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STANDARD INFORMATION

1. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination.
2. Nominations should be submitted within 30 calendar days of the act/achievement or for performance awards 30 days from the effective date on the appraisal. Nominations exceeding thirty days (30) may require a written justification for the delay. The nomination for a Quality Step Increase must be submitted within thirty (30) days of approval of the rating of record.
3. Both an honorary and a monetary award may be granted for the same act or achievement if the criteria for each award is met. The same act or achievement, however, cannot form the basis for more than one type of monetary or DA honorary award.

PERFORMANCE AWARD (PA)

1. Performance awards recognize individuals with a high level of accomplishment during the rating period, with a cash award. Performance awards must be based on the current performance appraisal (DA Form 7222 or DA Form 7223). Nominations and approvals for Performance Awards are documented in Part III of the Civilian Evaluation Report Forms, DA Forms 7222 and 7223.
2. CRITERIA:
 - a. Senior System ratees rated at Successful Level 3 or higher and Base System non supervisory rated Successful Level 3, are eligible for consideration for Performance Awards. Supervisors should grant such awards to those who are deserving based on merit and who have not been otherwise rewarded for contributions.
 - b. The amount of the performance award cannot exceed ten (10) percent of the base salary (base salary does not include locality pay).

QUALITY STEP INCREASE (QSI)

1. A QSI is an additional within-grade increase (WGI) for exceptional performance. The QSI will not change the effective date of the team member's normal within-grade increase, unless the QSI places a team member in the fourth or seventh step of a grade. In such cases, the waiting period for a regular within-grade increase is extended by 52 weeks.

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2. CRITERIA:

- a. Justification for a QSI must be an exceptional annual rating of record. Only team members rated Successful Level 1 are eligible for Quality Step Increases (QSI). Nominations and approvals of QSIs are documented in Part III of the Civilian Evaluation Report Forms, DA Forms 7222 and 7223.
- b. A team member may not receive more than one QSI within any 52-week period.
- c. A team member may not receive a QSI if the individual has previously received a Performance Award based in whole, or in part, on the performance currently being recommended for recognition.

ON-THE-SPOT AWARD (OTS)

1. The On-the-Spot cash award may be given by a supervisor for a one-time or short-term assignment. The OTS award allows supervisors and managers to provide a cash award to team members who perform quality service in an exceptional manner. The amount of the award ranges from \$25 to \$500; the actual dollar amount is left to the discretion of the supervisor.
2. Managers outside of the team member's chain of command may also nominate a team member through his/her immediate supervisor for an OTS. The immediate supervisor's initials/signature must appear on the DA Form 1256 to show that the award has the supervisor's approval.

TIME OFF AWARD (TOA)

1. The Time Off Award (TOA) will grant time off to an individual without charge to leave or loss of pay as an award for an achievement contributing to the Army Mission or result in benefits to the government. Contributions must directly support 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. It is an additional tool that a supervisor can use to recognize the achievements of employees.

2. CRITERIA:

- a. Time off may be granted in increments of no less than one (1) hour and up to forty (40) hours for a single contribution.
- b. The total combined hours of time off which can be granted to a full-time employee during the leave year is eighty (80) hours.

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SPECIAL ACT AWARD (SA)

1. Recognizes a meritorious personal effort, act, service or scientific achievement performed within or outside assigned job responsibilities. All appropriated fund employees are eligible for this award.
2. CRITERIA:
 - c. ALL SPECIAL ACTS will be applied to the tangible and/or intangible benefits table to determine the amount of the award.
 - d. This award is particularly appropriate to recognize team members following short-term accomplishments.

NON-MONETARY HONORARY AWARDS

1. Letter of Appreciation: This letter is used at any time to express appreciation to a team member or a group as an expression of thanks for timely, courteous advise or assistance, or work performance. This may or may not be related to the individual's normal job responsibilities. Such a letter may be from a Federal team member or a private concern or individual, and written with or without specific knowledge of the team member's normal duties and responsibilities.
2. Letter of Commendation: This letter is used to commend a team member for exemplary performance of a job related task or assignment which is specifically related to established performance elements and standards and reflects high-level work and credit upon the organization. This letter may be awarded for any unusual achievement or performance not meeting the criteria for a cash or honorary award but deemed sufficiently significant to be made a matter of record.
3. Certificate of Achievement: This type of achievement may be granted by a Commander in honorary recognition for a team member's contributions. Recommendations will be initiated by the team member's supervisor for the Commander's approval. It consists of a certificate signed by the District/Division Commander.
4. Achievement Medal for Civilian Service: This is the fifth highest DA honorary award and ranks directly below the Commander's Award for Civilian Service. It is awarded by the Commander, for noteworthy achievement that is of a lesser degree than that recognized by the Commander's Award. It consists of a medal, lapel pin and certificate, signed by the District/Division Commander.

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5. **Commander's Award for Civilian Service:** This is the fourth highest DA honorary award and ranks directly below the Superior Civilian Service Award. It is awarded by the Commander and consists of a medal, lapel pin and certificate, signed by the District/Division Commander.
6. **Civilian Award for Humanitarian Service:** This DA award is for humanitarian service(s). It is approved by the District/Division Commander and is forwarded to HQ USACE for final approval. It consists of a medal, lapel pin and certificate signed by Commander, HQ USACE.
7. **Superior Civilian Service Award:** This is the third highest DA honorary award and ranks directly below the Meritorious Civilian Service Award. It has final approval by the Division Commander and consists of a medal, lapel pin and certificate signed by the Division Commander.
8. **Meritorious Civilian Service Award:** This is the second highest DA award; it consists of a medal, rosette and citation certificate. This award may be granted by the Secretary of the Army or Chief of Engineers.
9. **Decoration for Exceptional Civilian Service:** This is the highest honorary award granted by the Secretary of Army. This award consists of a gold medal, rosette and a citation certificate signed by the Secretary of Army.

For further information on awards, contact Linda Luikens at:
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