

PROCESSING AWARDS THRU CPAC/CPOC

MONETARY AWARDS:

All monetary awards will be affected via "Request for Personnel Action (RPA)" (an electronic SF52). This includes Performance Awards (PA), On-The-Spot (OTS) Awards, Special Act (SA) Awards, Time-Off Awards (TOA), and Quality Step Increases (QSI). This means, that in addition to preparing a CEFMS PR&C for awards, management will also be required to prepare a RPA using "MODERN". The RPA takes the place of the DA7222/3 and the DA1256 for all other awards except honorary awards. You will still have to provide justification as you do now for awards other than performance as outlined below:

Managers/Supervisors will initiate a RPA when authorizing awards for their employees (Admin personnel who have authority to initiate for their managers may do so). At least the 2nd line supervisor will approve the award; normally, the approving official will be the official responsible for the awards budget of the unit. Follow any internal operating procedures that call for higher-level review. Remember: the only exceptions to having at least one level above the supervisor approve an award are: (1) when a commander who is the rater/senior rater on a performance appraisal can approve a Performance Award or Quality Step Increase or (2) when a supervisor can approve a Time Off Award of one day or less.

For TOAs based on a performance, PAs and QSIs, you must enter in the notes section of the RPA the period covered and level of the rating, and the date the senior rater signed/dated the evaluation report. (The senior rater signature date is the date coded into the automated system.) Before the RPA based on an appraisal is forwarded for processing, we are requiring that the performance appraisal has been reviewed by the CPAC for regulatory compliance and coded in the automated system by the CPOC. The RPA will be returned to the organization, if: (1) the rating has not been received by the CPAC, or (2) the period covered, level of rating, and date the senior rater signed are not in the remarks of the RPA.

For TOAs not based on a performance, SAs and OTSs, there must be a separate written justification to include the time frame for the accomplishment or achievement. That justification may be entered in the notes section of the RPA. For SAs based on intangible benefits, identify (and indicate in the notes section) from Table 7-2, AR 672-20, Incentive Awards, the EXTENT OF APPLICATION and the VALUE OF THE BENEFIT suitable for the award. If the RPA does not contain justification and appropriate remarks, the RPA will be returned to the organization.

The organization will flow the RPA Performance Award to their RM Group Box and then to their servicing CPACs In-Box.

The organization will flow the RPA for Special Act, On The Spot, Time-Off Award to your RM Group Box and then to Linda Luikens at the CPAC.

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THE SF50 AND CERTIFICATES:

CPAC will print the Employee copy of the SF50 and forward to RM, RM will forward it to the appropriate employee organization. [Management will be responsible for sending the SF50 to the Employee and preparing all Award Certificates and On-The-Spot Checks.](#) The CPAC will initially provide each District with a supply of blank certificates (DA Form 2443). [Arrangements should be made immediately to order these certificates through your normal form supply channels.](#)

HONORARY AWARDS:

[Honorary award nominations will continue to be processed, using DA 1256 and sending all nominations to the CPAC, attention Linda Luikens.](#) Management will be responsible for preparing a certificate as part of the nominating package. Blank certificates, medals and shadowbox will be furnished by the CPAC. Time lines for awards will be as follows:

- Local Approval – 22 days
- SPD Approval – 26 days
- DA Approval – 78 days

LENGTH OF SERVICE AWARDS (LOS):

Districts/Directors can specify the time frame for LOS awards; e.g., yearly or quarterly. Data will be extracted from the Defense Civilian Personnel Data System (DCPDS) identifying employees with federal service increments in 5-year multiples, beginning with ten years of service. The CPAC will provide the District Commander/Director a list of recipients, blank certificates and recognition pins. The DE/Director will provide for preparation of certificates and plan and conduct a suitable ceremony. Management will be responsible for certificate framing if desired.

THE CORPS OF ENGINEERS FINANCIAL MANAGEMENT (CEFMS) PURCHASE REQUEST & COMMITMENT (PR&C) AS PAYMENT FOR AWARDS:

Time Off Awards require Labor PR&C's. The Labor PR&C will generate a labor charge code that the employee will use when documenting their Time Off on their time cards. All other awards require Award PR&C's using the appropriate Award Resource code. [Each Organization will be responsible for creating their PR&C's. Some RMs may require that you annotate the PR&C number in the Notes section of your RPA. Follow your local RM guidance.](#)