

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-106**SUBJECT: INCENTIVE AWARDS**

1. **Purpose.** The purpose of this guide is to outline the policy and procedures for the Incentive Awards Program at the USACE Finance Center. This guide applies to all employees assigned to the USACE Finance Center.

2. **Background.** It is the policy of the USACE Finance Center to reinforce corporateness, customer service, and importance of investing in people by recognizing employees, both individuals and teams, and publicizing their accomplishments. Both monetary and honorary awards will be used to recognize employee achievements.

3. **Incentive Awards Committee.** An incentive awards committee will be established to review the UFC incentive awards program policies and trends. The committee will develop a charter and criteria for all honorary award nominations and will meet on an "as needed" basis.

a. Purpose. The purpose of the meetings will be to discuss award policy, develop marketing techniques for advertising award opportunities and review non-monetary award applications for technical merit and make recommendations to the Director.

b. Committee Composition. The committee chair position will be rotated through the Deputy Directors on an annual basis. Committee membership will be comprised by representatives from each CEFC division and will be appointed by the Deputy Director. Membership will be limited to seven members, four of whom will be management personnel, and three of whom will be non-management personnel. In addition to the general membership the Human Resource liaison, a non-voting member of the incentive awards committee, will serve as coordinator and advisor.

4. **Monetary Awards.** Two percent of the total FYxx UFC regular labor pay will be reserved in the operating budget for monetary awards. Total dollar amounts for awards will be budgeted within each Directorate at the beginning of each fiscal year. Incentive awards are initiated by the supervisor and awarded at the discretion of management when applicable regulatory criteria are met. Failure to receive an award is not a basis for a grievance or an appeal. Incentive awards should not be granted solely as a farewell gesture incident to separation or retirement of an employee or supervisor.

a. Submission procedures. Excluding performance awards, all other monetary award nominations must be submitted on a DA Form 1256 and routed through the supervisory chain. Signatures for the approving official will be typed on the DA Form 1256. Upon approval signature, copy of the award nomination form will be provided to the HR liaison for processing and forwarding to the servicing human resource office. Approval authorities for all monetary awards, excluding performance awards, are established as follows:

Nominating Official:	Supervisor (Block 7, DA Form 1256)
Approver for Awards less than or equal to \$500:	Directorate Chief (Block 10, DA Form 1256)
Approver for Awards greater than \$500:	Director (Block 11, DA Form 1256)

b. Examples of commonly used monetary awards are provided below:

(1) Performance Awards. A performance award is a monetary award given in recognition of exceptionally outstanding performance for a specific rating period. Performance awards will only be awarded to employees who receive overall ratings of Excellence (Exceeded 75% or more of Objectives). There will be no automatic awards. This means that an employee will not necessarily receive

a performance award just because he or she received the highest performance rating. An individual performance award cannot exceed nine percent of the employee's basic pay. Generally, no more than fifty percent of the employees in a Directorate will receive performance awards. Performance awards will be submitted on DA Form 7222 for GS-9 and above and on DA Form 7223 for GS-8 and below. Approval authority is delegated to the Deputy Directors for awards up to five percent of basic pay. Performance awards exceeding five percent of basic pay requires the approval of the Director, USACE Finance Center.

(2) Quality Step Increases (QSI). A QSI is an additional within-grade pay increase given to General Schedule (GS) employees. Employees with exceptional ratings of record for the current rating period are eligible for QSI awards. An employee may not receive more than one QSI in a 52-week period. Additionally, an employee may not receive a QSI if he or she has already received a performance award in whole or in part for the performance being recommended for recognition. A QSI will not change the effective date of the employee's normal within-grade increase except when receipt of the QSI places an employee in the fourth or seventh step of the grade. In such cases, the waiting period for the regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule prescribed in section 5335(a), Title 5, United States Code (10 USC 5335(a)). Quality Step Increase awards will be submitted on DA Form 7222 for GS-9 and above and on DA Form 7223 for GS 8 and below. Approval authority is delegated to the Deputy Directors.

(3) Special Act or Service Award. A Special Act or Service Award is a cash award given to recognize meritorious personal effort, an act, service, or a scientific or other achievement accomplished within or outside assigned job responsibilities. The act, service, or achievement must result in either tangible or intangible benefits or both to the Government and may involve more than one employee. This award is particularly appropriate to recognize the short term accomplishments or successful projects completed either in a regularly assigned position or on a detail to another position. The act or service to be recognized for this award must not have served either in whole or in part as the basis for a previous cash award. The Special Act or Service Award can be awarded to an individual or a group.

(4) On-the-Spot Award. An On-the-Spot Award is a small Special Act or Service Award ranging from \$25.00 to \$250.00 which may be given by a supervisor for day-to-day accomplishments. On-the-Spot Awards need to be initiated within 30 days of the accomplishment.

(5) Time Off Award. A Time Off Award is the granting of time off during a leave year without charge to leave or loss of pay. Time Off Awards are not normally authorized for UFC employees because of the customer service nature of UFC business.

5. **Honorary Awards.** Honorary Awards, both individual and team, are strongly encouraged for use at the USACE Finance Center for recognition of superior accomplishments. More detailed information regarding criteria and nomination documentation is available from the Human Resources Liaison. Honorary award nominations must be submitted on a DA Form 1256 and routed through the supervisory chain. In all cases, the Deputy Director will sign as the nominating official in block 7 in the DA Form 1256. Upon completion, the nomination will be provided to the HR liaison who will convene the incentive awards committee to review and recommend Director approval.

a. The following is a brief list of examples of honorary awards.

(1) USACE Finance Center Teamwork of the Year Award. This annual award which includes a group plaque engraved with each employee's names and individual certificates is awarded for outstanding teamwork related to the accomplishment of the UFC mission during the fiscal year. Nomination procedures are published in early September and are due in early November.

(2) Certificate of Achievement. This award is used to recognize employees contributions that exceed the expected level of achievement such as assigned duties accomplished in a commendable manner; significantly improved employee moral and job performance; and personal diligence or initiative in meeting mission requirements.

(3) Certificate of Appreciation for Patriotic Service. This award may be used to recognize civilian employees for community service that reflects favorably upon an Army.

(4) Commander's Award for Public Service. This award is usually given to private citizens to recognize achievements that contribute significantly to the accomplishment of the USACE Finance Center mission.

(5) Achievement Medal for Civilian Service. This is the fifth highest ranking award in the Department of the Army. It is awarded for particularly noteworthy achievements covering a period of service and/or significant level of achievement. The award consists of a medal, lapel pin, and certificate.

(6) Commander's Award for Civilian Service. This is the fourth highest ranking award in the Department of the Army. This award may be granted to an employee who has demonstrated initiative and skill in setting an example of achievement for others to follow, performing assigned duties that resulted in improved productivity of the mission, rendering professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located, and/or performing courageously or competently in an emergency. The award consists of a medal, lapel pin, and certificate.

(7) Superior Civilian Service Award. This is the third highest ranking award in the Department of the Army. This award should reflect superior service or achievement, or heroism. The award consists of a medal, lapel pin and certificate.

(8) Meritorious Civilian Service Award. This is the second highest level award in the Department of the Army and requires HQUSACE approval. This award recognizes employees who have set records of achievement, inspired other to improve, demonstrated unusual initiative and skill in devising new and improved equipment, or exhibited unusual courage or competency in an emergency. The award consists of a medal, lapel pin and certificate.

(9) Decoration for Exceptional Civilian Service. This is the highest award granted by the Secretary of the Army to Department of the Army personnel. This award recognizes employees who have developed and improved major methods and procedures; developed significant inventions; were responsible for exceptional achievements that affected large-scale savings; developed and improved major methods and procedures; developed significant inventions; exhibited great courage and voluntary risk of life in performing an act that resulted in direct benefit to the Government or its personnel; or provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations. The award consists of a medal, lapel button and citation certificate.

10. **Potential for Extended Recognition.** Upon review of UFC award nominations, the incentive awards committee will recommend submission of UFC award nominations for other Resource Management awards programs offered at HQUSACE, Department of the Army, Department of Defense and American Society of Military Comptrollers.

11. **CHANGES.** This policy letter will be maintained on the CEFC LAN. Changes will be made as needed to maintain current policy. POC for this policy guide is Valerie Bacon, ext. 8404.

FOR THE DIRECTOR:



JAMES R. GREENE
Deputy Director, Resource Management
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