



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)  
UNIT 45005  
APO AREA PACIFIC 96343-5005

REPLY TO  
ATTENTION OF:

APAJ-GA-CP

24 JUL 2015

COMMAND POLICY MEMORANDUM 15-17

FOR SEE DISTRIBUTION

SUBJECT: US Army Japan and I Corps (Forward) Policy on Incentive Awards

1. References:

- a. DOD 1400.25-M, Volume 451, 4 November 2013.
- b. AR 672-20, Incentive Awards, 1 April 2014.

2. Purpose. This memorandum provides command policy on incentive awards and applies to all US Army Japan (USARJ) activities. Guidance on monetary awards for Defense Civilian Intelligence Personnel System (DCIPS) employees is contained in DoDI 1400.25, Volume 2008, 15 September 2012.

3. Discussion. Incentive Awards are excellent ways to recognize outstanding performance or service contributions. Management may use a variety of types of awards to recognize civilian employees. Employees may be considered for incentive award actions under reference 1b, if their performance during the applicable performance period merits recognition. Awards may be given throughout the year as follows:

- a. Superior Accomplishment Awards (Monetary). These awards cover Special Act or Service Awards, On-the-Spot Cash Awards and Performance Awards (when funds are available).

- (1) The Special Act or Service Award (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 act, service, or achievement must result in either tangible or intangible benefits or both to the Government and may involve more than one employee. The amount of the award is determined using the cash award criteria for tangible or intangible benefits listed in Tables 7-1 and 7-2 of AR 672-20.

- (2) The On-the-Spot (OTS) Cash Award is a small award (\$25 to \$250) which may be given by a supervisor for day-to-day accomplishments of subordinate employees based on funds availability in the section's budget.

(3) Performance Awards are monetary awards given in recognition of high level performance for a specific period. Employees with Exceptional (Level 1) or Highly Successful (Level 2) ratings of record for the most recent rating period are eligible to receive this award. Employees rated at Fully Successful (Level 3) who have exceeded at least one objective are also eligible. Documentation will consist of a rating of record which shows the nominee exceeded the job objectives and should be submitted within 30 calendar days after the rating approval.

b. The Time-Off Award (TOA) is an award for achievements or performance contribution directly supporting the Army mission or resulting in benefits to the Government. A TOA of 1 to 40 hours may be awarded for a single contribution. The maximum accumulated TOAs for a given employee during a leave year will not exceed 80 hours. TOAs must be scheduled and used within one year of the approval date. The extent of the contribution and total cost of how much time off would equate to dollars must be taken in to account to ensure the award is fair and reasonable. Management will refrain from increasing time-off awards to compensate for restrictions on discretionary monetary awards.

c. Quality Step Increases (QSIs). A QSI is an additional within-grade pay increase given to general schedule (GS) employees. Only employees receiving an Exceptional (Level 1) rating of record are eligible for a QSI. QSIs are appropriate for employees when performance has a major impact on mission accomplishment. An employee may receive only one QSI in a 52-week period and no back-to-back QSIs should be given. QSIs must be submitted within 30 days of the approval of the rating of record and are not retroactive. Note: Under no circumstances may a Performance or Time-Off Award be submitted with a QSI.

d. Honorary Awards (Non-monetary). These awards, in hierarchical order from highest to lowest are: Decoration for Exceptional Civilian Service, Meritorious Civilian Service Award, Superior Civilian Service Award, Commander's Award for Civilian Service, and the Achievement Medal for Civilian Service. The normal pattern of granting these awards is a progression from lower to higher award. See Reference 1b for requirements of these and other awards.

4. Delegation of approval levels for Honorary Awards. Approval authority is specified in Reference 1b.

5. Delegation of approval levels for Monetary Awards.

a. The Commander, USARPAC, may approve individual or group cash awards up to \$10,000.00.

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b. The Commanding General, USARJ and I Corps (Forward), may approve individual or group cash awards up to \$5,000.00.

c. First Line Supervisors may approve OTS awards.

6. USARJ and I Corps (FWD) Awards Process.

a. Nominating Officials will prepare nominations for honorary and monetary awards as prescribed by this policy memorandum and IAW Reference 1b to recognize high quality individuals and group performance. The nominating package will contain the following documents:

(1) DA Form 1256 (Electronic Fillable PDF).

(2) Incentive Award Justification, Proposed Citation and Award History.

b. The Nominating Official will forward the completed Award Nomination documents, as described above, to ODCS, G1, ATTN: CPD. This may be provided hard copy or digitally.

7. The budgetary limits for performance awards, special acts, and on-the-spot cash awards are established by USARPAC annually based on the total aggregate salaries at the beginning of the FY (on board strength). As Time-Off Awards are not direct monetary expenditures, they are not included in the USARPAC limit.

a. Each directorate will be allocated their awards budget for the FY.

(1) Based on the authorized positions as a standard baseline for the FY.

(2) Calculation provided by G1, CPD.

(3) Directorates report awards to G1 and G8. G1 will provide a quarterly awards spreadsheet report. (See Encl 1)

(4) Managers are responsible for submitting awards in AutoNOA.

b. QSI nominations will be submitted to the DCO for his/her approval.

(1) Submit a one page narrative justification in Arial, size 12 font with 1 inch margins. (See Encl 2)

(2) Copy of most current evaluation.

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(3) Recipients of QSI are not eligible for simultaneous TOA or cash awards.

c. G1 will publish the following in coordination with G8:

(1) Annual awards limit.

(2) Quarterly budget updates.

d. Baseline Calculation:

(1) Awards budget - total funds allocated less commanders' special award withheld. The remainder multiplied by directorate percentage will equal the directorate's awards annual budget.

(2) Sum of total authorized GS grades equals score for directorates. For example a GS9, GS10, and GS11 would amount to a score of 30.

(3) Sum of all directorates' scores equals total for the command.

(4) Directorates score divided by command's total equals percentage of award budget.

8. This memorandum supersedes Command Policy Memorandum 15-02, dated 30 January 2015.

9. The Point of Contact is the Civilian Personnel Director, G1 at 263-8055.

  
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Commanding

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