



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade - National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade - National Capital Region (WTB-NCR) Policy Letter
11 - Civilian Awards Program

1. REFERENCES:

- a. AR 672-20, Incentive Awards Program, dated 29 Jan 99
- b. AR 690-400 Total Army Performance Evaluation System, dated 16 Aug 98
- c. DA PAM 672-10, Incentive Award Handbook, dated 1 Jul 93

2. APPLICABILITY: This policy applies to all Appropriated Fund (APF) personnel employed by the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.

3. GENERAL: Recognition of hard work and good performance is extremely important and is used frequently in the most successful organizations. An effective awards program within an organization helps promote a healthy organization and work environment. Supervisors have many opportunities to reward success and should take full advantage of all opportunities to both formally and informally acknowledge, recognize and encourage good performance.

4. POLICY:

a. This policy supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within our civilian workforce and motivating them to high levels of performance and service. Supervisors are empowered within appropriate Army regulations and policies to select, nominate and recognize their employees for their service, accomplishments and performance. Supervisors should familiarize themselves with the listed references. Employees with at least three years of service in the same position, who are changing to another position by reassignment, promotion, or separation should be considered for an honorary award. Every employee should be considered for an honorary award upon retirement.

b. Awards will be processed digitally/electronically to the maximum extent allowable including digital signatures for approval and endorsement. No discretionary or honorary award for performance or achievement will be made to an individual who:

(1) Is either under investigation, or whom disciplinary or adverse action based upon performance or conduct is pending.

(2) Was the subject of disciplinary action within the preceding 120 days.

c. Employees who have established a pattern of exceptional, exemplary or superior service or for specific contribution(s) to the mission should be considered for the appropriate level of honorary award, normally recognized through the progressive receipt of honorary awards.

d. Employees who have established a pattern of noteworthy achievements, accomplished duties in an outstanding or commendable manner or for specific contribution(s) to the mission should be considered for the appropriate level of honorary award, normally recognized through the progressive receipt to the honorary awards.

e. Employees should not be informed they are under consideration for or have been nominated for any award. Such actions create serious morale problems should the nomination be disapproved.

f. Awards:

(1) Honorary Awards are for those employees that are recognized and nominated for patterns of exceptional, exemplary and superior service, or patterns of noteworthy achievements while accomplishing their duties in an outstanding or commendable manner to the mission completion. Honorary Awards are listed below with the Army equivalent.

(a) Decoration for Exceptional Civilian Service – Distinguished Service Medal

(b) Meritorious Civilian Service Award – Legion of Merit

(c) Superior Civilian Service Award – Meritorious Service Medal

(d) Commanders Award for Civilian Service – Army Commendation Medal

(e) Achievement Medal for Civilian Service – Army Achievement Medal

(f) DA Certificate of Achievement – DA Certificate of Achievement

(2) Monetary Awards are for those employees that are recognized and nominated for patterns of exceptional, exemplary and superior service, or patterns of noteworthy achievements while accomplishing their duties in an outstanding or commendable manner to the mission completion. Monetary awards falls into three (3) general categories: Performance Awards, Special Act of Service Awards, and On-The-Spot Cash Awards.

(a) Performance Award: Employees with successful Level (1) or (2) ratings for the most recent rating period of record may be nominated.

(b) Special Act or Service Award: An act, service or achievement resulting in either tangible or intangible benefits to the government and may involve more than one employee. This award is also appropriate to recognize performance that exceeded job requirements as a one-time occurrence.

(c) On-The-Spot Cash Award: An award given in recognition of a one-time achievement.

(d) Time Off Award: Achievement or performance contributing to the mission. Up to 40 hours for a single award and up to 80 hours during one leave year. A time off award does not convert to a cash payment under any circumstance.

(e) Approval of any/all monetary awards is contingent upon the availability of funds. All monetary performance funds are to be paid out with fiscal year funds that correspond to the end date of the performance period.

(3) Quality Step Increase (QSI) is a faster than normal within-grade increase used to reward a GS employee who demonstrates high quality performance. A QSI is a change in base pay providing cumulative benefits and is usually considered a higher form of recognition than a performance cash award. A GS employee is eligible to receive a QSI if he or she:

(a) Has a rating record at the highest summary level under the Total Army Performance Evaluation System received during the preceding 52 consecutive calendar week period.

(b) Has demonstrated sustained superior or high-quality performance which significantly enhances mission accomplishment.

(c) Has not received a QSI within the preceding 52 consecutive calendar weeks.

(d) Has sufficient duration and substance to fully justify a QSI. Duration is a time period that is typically a minimum of six months into a rating cycle, or mid-way through an appraisal period when a Progress Review is due to be issued.

(e) The QSI justification will be submitted on a DA Form 1256 to NRMC NLT 30 days after the end of the GS employee rating period. For GS level 13 and above, submissions must be received no later than 31 July and for GS 9-12, submission must be received no later than 31 October.

(4) All civilian award recommendations will be submitted on a DA Form 1256 for approval and endorsement.

5. The point of contact for this policy is the Brigade Adjutant at (301) 400-2305.

MCAT-WTB-CDR

SUBJECT: Warrior Transition Brigade - National Capital Region (WTB-NCR) Policy Letter
11 - Civilian Awards Program

Caring for Our Soldiers...Heal, Educate, Transition!



DANA S. TANKINS
COL, SC
Commanding