AMIM-SIG-ZA (672-20b)   13 June 2024

MEMORANDUM FOR Garrison Directors, Fort Sill, OK 73503

SUBJECT: USAG-Sill Performance Awards Policy and Business Rules for Appropriated Fund Performance Awards, GC Policy Memorandum 24-21

1. References.

   a. DoDI 1400.25 v431 (DoD Civilian Performance Management System: Performance Management and Appraisal Program)

   b. DoDI 1400.25 v451 (DoD Civilian Performance Management System: Awards)

   c. AR 672-20 (Incentive Awards)

   d. AR 215-3 (Non-appropriated Funds Instrumentalities Personnel Policy)

   e. DA Form 1256 (Incentive Awards Nomination and Approval)

   f. IMCOM, AMIM-HR Memorandum (IMCOM Performance Awards Policy and Business Rules for Appropriated Fund Performance Awards)

   g. IMCOM Directorate-Training, AMIM-TRN-HR Memorandum (Directorate Policy # 9 – Performance Awards Guidance), 10 May 2021

2. Applicability. This policy applies to all United States Army Garrison Fort Sill (USAG-Sill) Civilian personnel funded by Appropriated Fund (APF) whose performance is managed under the Defense Performance Management and Appraisal Program (DPMAP). This policy does not apply to APF employees covered by the Defense Civilian Intelligence Personnel System.

3. Purpose. This memorandum provides policy for the utilization of monetary awards to recognize high level performance of USAG-Sill APF Civilian employees, granting awards based on merit to those employees who meet the criteria outlined in this memorandum.

4. Eligibility. Employees must receive at least a Fully Successful (Level "3") or equivalent rating under their respective performance management system for the most recent rating period in order to receive a performance award. Employees rated as Unacceptable (Level "1") are not eligible for an award.

5. Guidance.

    a. The delegated authority at each level will maintain oversight of the USAG-Sill
Incentive Awards program and ensure compliance with applicable laws, regulations,
and this policy.

    b. To the extent this policy or enclosures impact employees' conditions of
employment, collective bargaining obligations must be met.

    c. The Office of Management and Budget and the Office of Personnel Management
limit award spending each fiscal year to a percentage of the aggregate salaries and
individual contribution awards. Supervisors will comply with the references in paragraph
1 and the supplemental guidance provided in this policy to ensure compliance with all
requirements. Staff principals at each level are responsible for tracking performance
awards to ensure that awards do not exceed the Civilian incentive award allocation
each fiscal year.

    d. Performance awards are given in recognition of high-level performance for a
specific period. Performance awards should be used both to reward past performance
and as an incentive to stimulate future high-level performance. Employees will not be
nominated automatically for performance awards based on their ratings. Types of
performance awards include Quality Step Increases (QSI), Time-Off Awards (TOA), and
monetary performance awards. While not a performance award, Civilian Honorary
Awards may also be considered; guidelines may be found in Reference 1.c. above.

    e. IMCOM's annual QSI ceiling is not to exceed one (1) QSI per thirty (30) APF
employees receiving a rating for the performance year. Quality Step Increases are
significant monetary awards that equate to annual salary increases. A QSI is a
stand-alone award and will not be combined with a TOA. Only those employees with an
outstanding/exceptional (Level "5") rating of record for the most recent rating period are
eligible for consideration to receive a performance award in the form of a QSI, if they
are currently paid below a step 10 of their grade, and if they have not received a QSI (or
OSI-equivalent under a personnel system other than the general schedule) within the
preceding 52 consecutive weeks. The following criteria should be addressed when
nominating an employee for a QSI. The employee demonstrates exceptional
performance and optimizes results in the employee's organization. This represents the
highest level of employee performance, as evidenced by the extraordinary impact on
the achievement of the organization's mission. The employee is considered a role
model by agency leadership, peers, and employees. The employee continually
contributes in efforts that address or accomplish important agency goals, consistently
achieves expectations at the highest level of quality possible, and consistently handles
challenges and exceeds targets. Directors will nominate employees for a QSI. The
nominations for QSIs will be boarded by an Awards Panel as prescribed in Tab A that is
governed by the QSI Business Rules in Tab C.

f. Per the guidance included approval authority at each level may approve recommended monetary awards with the most current references in paragraph 1. Performance awards will be computed as a percentage of pay not to exceed the Element Rating Total award limit to a maximum award of ten percent (10%) of the employee's pay (including locality but excluding post and/or housing allowances).

Element Rating Total (DPMAP Raw Score)	Overall Rating	Award Range (Cash and/or TOA)
3.0-3.4	3	Up to $1000 and/or up to 16 Hours
3.5-3.9	3	Up to $2000 and/or up to 24 Hours
4.0-4.2	3	Up to $3000 and/or up to 32 Hours
4.3-5.0	5	Up to $5000 and/or up to 40 Hours

g. Employees may be awarded a cash award, a TOA, or a combination of a cash award and time off. If an employee receives a combination of a cash award and a TOA, the award cannot exceed the cash limitation provided Tab A as a percent of the employee's pay (including locality but excluding post and/or housing allowances). Receipt of one or more awards for a suggestion, invention, scientific achievement, or a special act or service during a rating period of high-level performance does not prevent the receipt of a performance award unless the nomination for the performance award is based on the same accomplishment(s) for which the previous award was granted.

h. Employees who receive an annual appraisal from IMCOM are eligible for a performance award with no decrement based on time on station. Employees who do not receive an annual appraisal from IMCOM are ineligible for a performance award from IMCOM.

i. In the event an employee has minimal leave accrued, supervisors may request TOAs which exceed the amounts listed in Tab A so long as there is an off-setting performance award dollar reduction, and the TOA does exceed 40 hours. Individuals on Leave Without Pay (LWOP) are not eligible for a TOA.

j. Individuals approved for retirement with Voluntary Separation Incentive Payments will be eligible for a performance award only.

6. Submission. All monetary awards will be submitted to the Workforce Development (WFD) point of contact (POC) (para 7) on FS Form 44 - USAG Ft Sill Cash Award Board. The WFD POC will ensure the nominations are routed through the approval process. Once the FS 44 is complete and signed, the WFD POC will return to the agency.

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7. The POC for this policy memorandum is WFD Chief, Ms. Janice Zachery-Carter, at (580) 442-0148 or janice.v.zachery-carter.civ@army.mil.

5 Encls
1. Tab A-ID-T Policy #9,
    Performance Awards
    Guideline
2. Tab B-USAG-Sill QSI Panels
3. Tab C-QSI Business Rules
4. Tab D-Non-Disclosure Agreement
5. FS Form 44, USAG-Ft Sill Cash
    Award Board

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