DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

MAR 08 2010

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 36 - Performance Awards to Non-National Security Personnel System (NSPS) Employees

1. References.

a. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, dated 29 August 2003.

b. Army Regulation 672-20. Incentive Awards, dated 29 January 1999.

c. Army Regulation 690-400 Chapter 4302 Total Army Performance Evaluation System, dated 16 October 1998.

d. Installation Management Command (IMCOM) Policy Memorandum #16, Military and Civilian Award policy, dated 16 April 2004.

e. Installation Management Command (IMCOM) Policy Memorandum #17, Nonappropnated Funds (NAF) Pay Policy Revision 1, dated 25 October 2005.

f. US Army Garrison memorandum, subject: Director of Morale, Welfare, and Recreation's Policy Memorandum No. 1, Awards and Promotion Policies, dated 10 February 2005.

2. Purpose. To formalize the Command's policy for granting performance awards to Garrison employees who are not covered by the provisions of the National Security Personnel System (NSPS).

3. Applicability. This policy is applicable to all non-NSPS employees of the Fort Gordon Garrison.

4. Policy.

a. Performance awards are given in recognition of high-level performance for a specific period of time. These awards should be granted selectively to the very best performers and not given in a unilateral fashion to the majority of the workforce. Organizational accomplishments, including the employee's overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual employees.

b. The Garrison Commander is the approval authority for all monetary performance awards for non-NSPS Appropriated Fund personnel at all grades and for Nonappropriated Fund (NAF) personnel at grades of NF-4 and above. This authority is delegated to the Deputy Garrison Commander in his absence. The authority to approve Time-Off Awards has been delegated to all Garrison Directors and Principle Staff Officers absence. The authority to approve Time-Off Awards has been delegated to all Garrison Directors and Principle Staff Officers.

c. Per references la and lc, Appropriated Fund employees with Successful Levels I and 2 ratings of record may be nominated for up to 10 percent of their basic pay. Be advised that 10 percent is the maximum percentage allocation, and will only be approved in extremely rare cases and under the most extraordinary circumstances. As a general rule, an employee will be awarded $100 per pay grade: i.e., a GS-07 would normally be awarded $700, and a GS-11 would normally be awarded $1,100. Refer to references 1d and le to determine percentage ranges for NAF employees. Quality Step Increases are reserved for the exceptional employee who routinely performs at a level clearly beyond peers at the same grade and step.

d. Each nomination for a monetary performance award must be documented in Part 111 of DA Form 7222, Senior System Civilian Evaluation Report, or DA Form 7223, Base System Civilian Evaluation Report. The form must be signed by the Garrison Director or Principle Staff Officer and submitted on a Fort Gordon Form 1203-R, Action Summary, to the Garrison Headquarters after it has been routed through the Fort Gordon Equal Employment Opportunity Office, the Director of Human Resources, and the Garrison Resource Management Office. Supporting documentation of all previous awards should be included as an enclosure. After the Garrison Commander has acted upon the award nomination, it will be returned to the originating activity for further processing.

e. On-the-Spot (OTS) Awards are small Special Act or Service Awards that can be given for high achievement in accomplishing day-to-day work. These awards may be granted in amounts ranging from $50 to $500. In determining the dollar value of a proposed OTS Award, nominating officials are to consider the employee's grade level, the scope and impact of the work accomplished, and any special circumstances or unusual difficulties involved in the employee's accomplishments. Supervisors are encouraged to utilize OTS Awards, but they should not automatically propose the maximum amount by default, and they are cautioned to remember that accomplishments specifically recognized by an OTS Award cannot later be the specific basis for a subsequent monetary award. On-the-Spot Awards must be documented on DA Form 1256, Incentive Award Nomination and Approval, and signed and routed through the same offices as described above for monetary performance awards.

5. Point of contact is Ms. Gwendolyn Garfield, Directorate of Human Resources, commercial 706-791-3914 or DSN 780-3914.

GLENN A. KENNEDY, II
COL, SC
Commanding