CELRH-HR (672-20) 01 October 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Decorations, Awards, and Honors

1. Purpose: To provide CELRH procedure regarding cash awards.

2. Applicability: The following procedures apply to civilian employees of the Huntington Engineer District.

3. References:

a. Title 5, U.S.C., Chapter 45, Incentive Awards

b. 5 C.F.R., chapter 451, Incentive Awards

c. AR 672-20

d. USACE Supplement to AR 672-20

e. CEORD Pamphlet 672-1-3

4. General Program Guidance: The dollar value of all performance awards and team awards approved during the fiscal year will not exceed 1.5% of salary for the District. Division Office Chiefs are responsible for monitoring award expenditures to ensure that the 1.5% cap is not exceeded.

a. Approval authority for cash awards is as follows:

(1) Division/Office Chiefs and Deputy Commander – up to $2,000

(2) District Commander -- $2,001 -- $5,000

b. Awards for performance or achievement may not be made to an individual who has been actively and substantially involved in unlawful discrimination based on race, color, religion, sex, age, national origin, marital status, or handicap. Awards may not be given to an individual against whom adverse action has been taken within the past 120 days or for whom disciplinary or adverse action is pending based on performance or conduct. (For a full discussion or these requirements see AR 672-20.)

c. Performance and Quality Step Increases (QSIs) will be processed using DA Form 7222. Senior System Civilian Evaluation Report, or 7223, Base System Civilian Evaluation Report. Other awards will be processed using DA Form 1256.

Incentive Awards Nomination and Approval. All approved awards require submission of an action through PERSACTION and CEFMS PR&C (see paragraph 5b(3)). All approved awards will be forwarded to CPAC for processing.

d. Team awards are awards given to individuals for their participation in a specific team effort that contributes to organizational team success in achieving district goals. These awards may include Time Off Awards, Special Act or Service Awards, On-the-Spot Cash Awards, or Honorary Awards. Since team awards are contributions to a specific team effort, rather than the employees overall performance raging, they will not include Cash Performance Awards nor Quality Step Increases.

e. If the nomination official wishes to provide a Certificate, DA Form 2443, with a Special Act Award, s/he will submit an unsigned, typed certificate with the nomination. DA Form 2443 will not be used for On-the-Spot awards. The date on the awards certificate should be the same as the first nominating official's signature entered on the DA Form 1256. The citation on the award certificate should not exceed 125 words.

5. Performance Awards and Quality Step Increases (QSIs). An employee should not be told of a pending award until the entire approval process is complete. The percentages in 5a(1), 5a(2), and 5a(3) may be increased with the approval of the District Commander.

a. Performance Award amount ranges are:

(1) An employee who receives a rating of Successful Level 1 may receive a monetary award of up to four (4) percent of pay.

(2) An employee who receives a rating of Successful Level 2 may receive a monetary award of up to two (2) percent of pay.

(3) Generally, an employee who is rated at Successful Level 3 will be recognized through means other than a performance award: e.g., a Special Act or On-the-Spot award for specific accomplishments as appropriate. However, an employee who receives a rating of Successful Level 3 may receive a performance award if the circumstances warrant; the amount of the award may be up to one (1) percent of pay.

b. Processing Requirements:

(1) Part III of the civilian Evaluation Report From, DA From 7222 or DA Form 7233 will be used to process performance awards and QSIs. Nominating Supervisors will make an extra copy of Page 1 of the Evaluation Report Form (after parts I, II. IV, and V are completed).

(2) The dollar value of the award recommended will be entered in part IIIB rather than the percent of salary. QSI information will be entered as appropriate.

(3) A CEFMS Purchase Request and Order (labor PR&C) will be initiated along with the award nomination. The PR&C number, CEFMS work item and the labor charge code will be annotated in Part III of the DA Form 7222 or 7223. An electronic SF-52 will be initiated in the automated Personnel Process Improvement (PPI) system.

(4) No award information may be show on the original (employee) copy or Official Personnel Folder copy of the completed Evaluation Report.

6. Supervisors are reminded and encouraged to recognize as many employees as possible within eligibility requirements and budgetary constraints.

7. Providing a Cash Award to an Employee in Another Organization: If one organization provides a cash award for an employee of another organization or if an employee transfers to another site and is given a cash award by the former organization, a funded reimbursable order must be forwarded to the employee's parent or new organization with the reimbursable order. The parent or new organization will prepare a PR&C for the award and initiate the electronic SF-52 for generation of the SF-50.

DANA ROBERTSON
Colonel, Corps of Engineers
Commanding

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