



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOUTH
UNITED STATES ARMY GARRISON-MIAMI
3511 NW 91st Avenue
MIAMI, FL 33172-1217

SOGM-CO

22 August 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Incentive Awards Standard Operating Procedure (SOP)

1. References.

- a. AR 672-20, Incentive Awards Handbook, 1 July 1993.
- b. U.S. Army South Incentive Awards Standard Operating Procedures, 17 July 2001.

2. Purpose. To outline procedures and responsibilities for the preparation and processing of civilian incentive awards.

3. Scope. All Department of the Army civilian personnel employed by U.S. Army Garrison – Miami (USAG-M).

4. Applicability. This policy applies to all USAG-M civilian employees and supervisors.

5. Responsibilities.

a. All awards processed within USAG-M will be done in accordance with references listed in paragraph 1.

b. The manager, supervisor or commander is responsible for nominating any deserving civilian employee for civilian awards, determining the nature of the award, initiating the request and preparing the required nomination package for the award. In consultation with the Director, Civilian Personnel (DCP), USAG-M, the management official reviews the Official Personnel Folder or any equivalent data record for any derogatory information, initiates the personnel action, and forwards the required documents to the DCP for processing. The management official prepares and issues certificate or other form of recognition and determines proper method of presentation.

c. The DCP is responsible for providing advice and assistance to the manager on the appropriateness of award submission, reviews the award nomination for regulatory or legal compliance, forwards for processing the necessary documents to the Civilian Personnel Operations Center (CPOC) for all employees serviced. The DCP forwards nomination packages of those requiring the major Army command's (MACOM) approval as well as providing certificates/medals to appropriate manager (if applicable) and initiates any required award

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committee review/or approval during fiscal years in which there is not a 100% funding of incentive awards. The DCP will provide an annual report detailing the use of awards within USAG-M to the chain of command.

d. The USAG-M commander will designate an Incentive Awards Committee to review nominations for awards when the approval authority is at the MACOM Commanding General or higher level, or during fiscal years in which there is NOT a 100% funding of incentive awards. The committee will also consider competitive award nominations. The recommendations of the committee will be forwarded to the appropriate higher authority for final consideration and approval.

6. Procedures.

a. General Information:

(1) The Department of the Army (DA) Incentive Awards Program will be used in conjunction with the Total Army Performance Evaluation System (TAPES) to reward, recognize, and motivate individual and group performance and productivity.

(2) Awards distribution will be uniform and fair. Approving officials will ensure all classes and categories of employees are considered for cash and honorary awards.

(3) Monetary awards for job-related performance will be granted on an equitable basis to all eligible members of the work force, to include supervisory and non-supervisory, technical, administrative, clerical, and wage grade employees without regard to national origin, religion, color, race, age, sex, sexual orientation, or disability, or any other improper factor unrelated to job performance.

(4) Either an honorary or a monetary award may be granted to civilian personnel for the same act or achievement if the criteria for each award is met. The same act or achievement; however, cannot form the basis for more than one type of monetary, DA honorary or time off award.

(5) Award nominations contain privileged information and should be made available only to those involved in the decision process. Employees will not be informed of the award recommendation. Such an action creates a serious morale problem if the award is eventually disapproved, or if there is insufficient funding.

(6) The receipt of a Special Act or Service Award during the 12-month performance period will not normally prevent the receipt of a performance-based award (Performance Award or Quality Step Increase). Restrictions will only apply in unusual circumstances where the justification for both awards is substantially identical.

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(7) Nominations for cash awards are not appropriate when the moving force behind the supervisor's action is the employee's impending departure. Cash awards may not be used as a goodwill gesture for departing employees. All awards must be performance based.

b. Equal Employment Opportunity (EEO)/Civilian Personnel Advisory Center (CPAC) Certification:

(1) All nominations for awards which require approval by the Army Incentive Awards Board or the MACOM Commander, must contain a certification by the EEO Officer specifying the nominee's records have been reviewed and that no current EEO complaints exist and by CPAC specifying that no personal adverse actions are pending against the nominee. If there has been a past finding of discrimination against the nominee, the EEO certification must include a statement describing why the granting of the award would not be inconsistent with the attainment of Equal Employment Opportunity and Affirmative Action goals and will not reflect adversely on the Department of the Army.

(2) Nominating officials will notify the award approving authority whenever an EEO complaint or adverse action surfaces after the award was forwarded but prior to finalization.

c. Cash Awards.

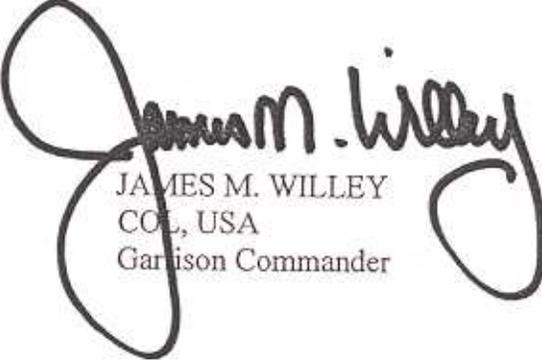
(1) Establishment of Goals and Objectives. The Commander and Directors will establish a goal of recognizing at least 20-30 percent of the work force.

(2) Authority to Approve Cash Awards. Cash awards will be approved in the amounts designated by higher headquarters. Awards approval authority within USAG-M has been delegated to the Deputy Commander.

(3) Recommended award amounts: (NOTE: amount is dependent on budgeting level)

<u>Grade</u>	<u>Range</u>
1 - 8	\$300-\$3000, or QSI, if eligible
9 - 12	\$400-\$4000, or QSI, if eligible
13 - 15	\$500-\$5000, or QSI, if eligible

Encl
Calendar of Annual
Awards


JAMES M. WILLEY
COL, USA
Garrison Commander

DISTRIBUTION:
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CALENDAR OF ANNUAL AWARDS

MONTH	AWARD	ELIGIBILITY	APPROVAL LEVEL	RESPONSIBLE OFFICE
All Year **Jan/Aug	Decoration for Exceptional Civilian Service	Civilian Employees	Sec of the Army	SFCP-PS
30 Jan*	John W. Macy, Jr.	Civilian and Military Empls	Sec of the Army	SFCP-CPT
30 Jan*	William H. Kushnick	Career Civilian Employees	Sec of the Army	SFCP-CPT
28 Feb*	Dept of Defense Distinguished Civilian Service	Department of Defense Civilian Employees	Sec of Defense	Office of the Sec of Defense
1 May*	Outstanding Army Empl of the Year with a Disability	Civilian Employees	Sec of the Army	Office of the Asst Sec of the Army (M&RA)
1 May*	Army Editor of the Year	Civilian and Military Empls	Sec of the Army	U.S. Army Publications & Printing Cmd**
1 May*	Award for Outstanding Achievement in EEO	Civilian and Military Empls	Sec of the Army	Office of the Asst Sec of the Army (M&RA)**
1 May*	Sec of the Army Award for Publications Improvements	Civilian and Military Empls	Sec of the Army	U.S. Army Publications & Printing Cmd**
31 May*	Suggester of the Year	Civilian and Military Empls	Sec of the Army	DACS-DME**
30 Jun*	GEICO Public Service	Career Civilian Employees	GEICO Public Service Awards Selection Committee	GEICO
30 Jul	Nick Hoge	Civilian and Military Empls	Asst Sec of the Army (M&RA)	SFCP-CPT
30 Sep*	National Public Service	Civilian and Military Empls	National Public Service Award Committee	American Society for Public Admin & Nat'l Academy of Public Admin
30 Sep*	Rogers W. Jones Award for Executive Leadership	Career Federal Executives	Roger W. Jones Award Selection Committee	American University

Nov*	Presidential Ranks of Distinguished Meritorious Executives	Career Senior Executive Service Member	President of the United States	SFCP-SES
30 Nov*	Arthur S. Flemming	Civilian and Military Empls	Arthur S. Flemming Commission	Downtown Jaycees of Washington, DC
1 Dec	President's Award for Distinguished Federal Civilian Service	Career Federal Civilian Employees	President of the United States	White House
30 Dec*	William A. Jump	Civilian and Military Empls	William A. Jump Committee	William A. Jump Memorial Foundation

*As announced

**Presented at the annual Secretary of the Army Awards Ceremony