

NWPR 690-1-1
Change 2

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P.O. Box 2946
Portland, Oregon 97208-2946

CENWP-HR
Portland District Regulation
No. 690-1-1

15 November 2002

Civilian Personnel
INCENTIVE AWARDS

1. NWPR 690-1-1, 24 August 2000, is changed to add paragraph 14, Job Referral Bonus Award. The changed or added material is **bolded** for identification.
2. Substitute the following pages as noted.

Remove Pages

20 - 21

Insert Pages

20 - 22

3. File this change sheet in front of the publication for reference.

FOR THE COMMANDER:



VICKIE L. ASHENBRENNER
Executive Assistant

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All Supervisors

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P.O. Box 2946
Portland, Oregon 97208-2946

CENWP-HR
Regulation
No. 690-1-1

1 December 2000

Civilian Personnel
INCENTIVE AWARDS

1. NWPR 690-1-1, 24 August 2000, is changed as follows. New page to be inserted in the publication has deleted the reference level of rating and percentage of annual salary awards.
2. Substitute the attached page as shown below.

Remove Page

4

Insert Page

4

3. File this change sheet in front of the publication for reference.

FOR THE COMMANDER:


VICKIE L. ASHENBRENNER
Executive Assistant

DISTRIBUTION:
All Supervisors

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
PO Box 2946
Portland, OR 97208-2946

CENWP-HR-E
Portland District Regulation
No. 690-1-1

24 August 2000

Civilian Personnel
INCENTIVE AWARDS

History. This issue includes District consolidated guidance on the subject program areas. A publication with the title “Incentive Awards” was previously rescinded.

Summary. This regulation provides local policy on the Government Employees Incentive Awards Act, Incentive Awards Program, and the Army Ideas for Excellence Program (AIEP).

1. PURPOSE. The purpose of this regulation is to prescribe procedures for nominating Portland District employees for Incentive Awards and to provide guidance on the Portland District AIEP.
2. APPLICABILITY. This regulation is applicable to all employees of Portland District (NWP).
3. REFERENCES. Related publications are listed below.
 - a. AR 5-17 (Army Ideas for Excellence Program).
 - b. AR 672-20 (Incentive Awards) with USACE Supplement.
 - c. DA Pamphlet 672-20 (Incentive Awards Handbook).
 - d. DA Pamphlet 690-400 (Total Army Performance Evaluation System).
4. GENERAL.
 - a. The Government Employees Incentive Awards Act authorizes an agency to incur expenses for cash awards, honorary non-monetary awards, and informal non-monetary awards. The only two programs in Portland District that fall under this Act are the Incentive Awards Program (IAP) managed by the Civilian Personnel Advisory Center (CPAC) and the Army Ideas for Excellence Program (AIEP) managed by the Resource Management Office.

b. The District Incentive Awards program authorizes superior accomplishment awards, performance awards, quality step increases, and honorary awards. The Incentive Awards Act also authorizes informal non-monetary recognition awards of nominal value to recognize contributions of lesser scope which might go unrecognized.

c. The District Army Ideas for Excellence Program can purchase informal non-monetary recognition items of nominal value to promote the quality improvement process/suggestion program. Since employees are not required to make suggestions, providing suggesters with informal recognition items is an effective way to encourage suggestions. Such items are not considered personal "gifts," which are prohibited. Adopted suggestions may be recognized with monetary awards based on tangible or intangible benefits, honorary non-monetary awards, and informal recognition items with a nominal value.

d. All forms of recognition must be processed and approved under one of the two District programs described at paragraph 4a above. Supervisors and employees are not authorized to use appropriated funds to purchase gifts or awards to recognize the efforts of individuals, work team, etc., regardless of how well intended the purchase may be. If such purchases are made and later determined to be improper, the person who initiated the purchase, or certified the Purchase Request & Commitment (PR&C) in CEFMS (Corps of Engineers Financial Management System) or approved the purchase on a billing statement could, and likely will be, held personally accountable for repaying the amount of improper gifts/awards.

5. AUTHORITY TO APPROVE CASH AWARDS. Division and Staff Office Chiefs or their designees may approve awards up to \$5,000. The approving official must be at least one level above the nominating official (i.e., a nomination by a Division or Staff Office Chief must be approved by the Commander or Deputy). When the Commander is the rating supervisor, higher approval of the award is not required unless the dollar amount of the award exceeds the Commander's authority.

6. BUDGETING FOR MONETARY AWARDS. As a guideline, between 1% and 1.5% of aggregate base payroll should be budgeted for awards. The supervisor should consider this budget when nominating an employee for any award.

7. QUALITY STEP INCREASE. Quality Step Increase (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees.

a. Eligibility.

(1) GS employees with Level 1 ratings of record for the current rating period are eligible to receive the QSI.

(2) An employee may not receive more than one QSI in any 52-week period.

(3) An employee may not receive a QSI if the employee has received a performance award based in whole or in part on the performance being recommended for recognition.

b. Nomination Procedure.

(1) Justification for the QSI will consist of a Level 1 rating of record for the current rating period.

(2) The nomination will be submitted by the rater to the senior rater within 30 days of approval of the rating of record.

(3) Upon approval, the rater will generate a SF-52 (Request for Personnel Action) in PERSACTION. A copy of the authorized SF52 will remain in originating office files. The remarks block of the SF-52 will show the following notation:

QSI award based on summary rating Level 1 for the rating period ending _____
(YYMMDD as appropriate).

c. Program Guidance.

(1) The QSI will normally not change the effective date of the employee's normal within-grade (WIGI) pay increase. However, when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular WIGI is extended by an additional 52 weeks under the graduated waiting-period schedule prescribed by section 5335(a), Title 5, United States Code (10 USC 5335(a)).

(2) A QSI is not appropriate when the employee:

(a) Is nearing retirement;

(b) Is about to receive, or has just received a promotion (other than as a result of a classification action);

(c) Has received a previous monetary award based in whole or in part on the period of service currently being recommended for recognition.

8. PERFORMANCE AWARDS. A performance award is a monetary award given in recognition of high-level performance for a specific rating period.

a. Eligibility.

(1) Employees rated at Success Level 3 (Fully Successful) or higher are eligible for consideration for a performance award.

(2) Generally, within the same organizational element, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lesser ratings.

b. Nomination Procedures.

(1) Documentation will consist of a Level 1, 2, or 3 summary performance rating of record for the most recent rating.

(2) Nominations should be submitted by the employee's rater to the senior rater within 30 calendar days from the approval date of the rating of record. Final action should be completed within 30 days thereafter.

(3) Upon approval by the senior rater, the rater will generate a CEFMS PR&C and a SF-52 in PERSACTION to process the performance award. A copy of the authorized SF-52 will remain in originating office files. The remarks block of the SF-52 will show the following notation:

Performance award based on summary rating Level ____ (1, 2, or 3 as appropriate) for the rating period ending _____ (YYMMDD as appropriate).

(4) A Commendation Certificate, DA Form 2443, may be prepared by the originating office for presentation with a performance award.

c. Amount of Award. Monetary awards are based upon both the supervisor's recommendation and the level of achievement from the employee. All awards are subject to availability of funds.

d. Time Off Award (TOA) for Performance. Employees may be granted a Time Off Award of up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. A TOA scale for a single contribution or for performance is provided at Appendix A. Detailed guidance and procedures for TOA's are in paragraph 10.

e. Program Guidance.

(1) Employees will not be nominated automatically for the performance award based on their annual rating. The performance award should be used both to reward past performance

and as an incentive to stimulate future high level performance of the awardee and his or her peers.

(2) Organizational accomplishments, including the employee's overall contribution to mission accomplishment, should be major considerations when recommending/approving performance awards for individual employees.

(3) Nominations are not appropriate when:

- (a) An employee cannot be rated in the current job;
- (b) Prompted solely by the impending departure of a supervisor or an employee;
- (c) Prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade;
- (d) An employee has received a previous performance award based in whole or in part on the performance currently being recommended for recognition.

(4) An employee should never be informed that he or she is under consideration for, or has been nominated for, a performance award. Such an action may create a serious morale problem if the award is not approved.

9. SPECIAL ACT AWARD (SA)/ON THE SPOT AWARD (OTS).

a. General. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. All appropriated fund employees are eligible for this award.

(1) The act, service, or achievement must result in either tangible or intangible benefits or both to the government and may involve more than one employee (Group Special Act Award). The charts at Appendices B and C may be used to determine the award amount.

(2) The Special Act or Service Award is particularly appropriate to recognize short-term accomplishments such as:

- (a) During a detail.
- (b) At the conclusion of a successful special project.
- (c) When performance or honorary awards are not appropriate.

(3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the provisions of AR 5-17, Army Ideas for Excellence Program.

(4) When an award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

(5) This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

(6) The act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.

b. Amount of Award. Cash awards range from \$25 to \$25,000, depending on the achievement being recognized (an additional award exceeding \$25,000 may be approved at the discretion of the President). Except for the OTS and TOA of one day or less, all Special Act or Service Award amounts will be determined using the cash award criteria for tangible or intangible benefits listed in Appendices B and C. Awards over \$10,000 must be reviewed by the Army Incentive Awards Board.

c. Nominating Procedures.

(1) Individual Special Act Award.

(a) An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Final action should be taken within 30 calendar days thereafter, unless nominations must be forwarded to higher headquarters.

(b) Upon approval by the authorizing official, the nominating official will prepare a CEFMS labor PR&C, obtain a labor cost code and prepare an SF-52 in PERSACTION. A copy of the authorized SF-52 will remain in originating office files. The remarks block on page 4 of the PERSACTION SF-52 will include the justification which clearly outlines the specific accomplishment and the time frame in which it was conducted.

(c) A Commendation Certificate, DA Form 2443, may be prepared by the originating office for presentation with a Special Act Award.

(2) Group Special Act Award. This award is appropriate when employees either from the same office or from different offices contribute as a team to a specific project or accomplishment.

(a) The supervisor of the group or team leader should initiate the Group Special Act Award by preparing a DA-1256 (Incentive Award Nomination and Approval) with justification, and routing it to the supervisors of all team members for concurrence. Should any supervisor non-concur, the nominated employee will be deleted from the final group award. The award amount may vary for each person, in proportion to his/her contribution.

(b) Upon concurrence of all supervisors, the nominating supervisor will prepare a CEFMS labor PR&C, obtain a cost code and prepare a Multiple SF-52 in PERSACTION. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Before the SF-52 is sent to the Authorizing Official for signature, it will be coordinated to the supervisors of each nominated employee to have the fields for the employee's name and social security number completed.

(c) The remarks block on page 4 of the PERSACTION SF-52 will include the justification which clearly outlines the specific accomplishment and the time frame in which it was conducted. It will also include the CEFMS PR&C number and Labor Cost Code for each employee nominated for this Group Special Act Award.

(d) The DA-1256 and a copy of the Authorized SF-52 will be retained by the originating office for their files.

(e) A Commendation Certificate, DA Form 2443, may be prepared by the originating office for each employee to be presented with a Group Special Act Award.

(3) On-the-Spot (OTS) Cash Award.

(a) The OTS cash award is a small Special Act or Service Award (\$25 to \$250) which may be given by a supervisor for day to day accomplishments of subordinate employees. Processing of the OTS awards will be accomplished as expeditiously as possible, using the same process as the Individual Special Act Award outlined in paragraph 9c(1) above.

(b) Examples of achievements warranting the OTS would include:

1. Streamlining or modifying an office or operating procedure to improve efficiency or timelines.

2. Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements such as a special report, briefing or data call.

10. TIME OFF AWARD (TOA).

a. General.

(1) Time Off Award for Performance. Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the government. The extent of the contribution will be considered when determining the amount of time off that is approved. See Appendix A for awards matrix.

(2) Time Off Award For Single Contribution. The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

(3) TOA will be given in increments of no less than one hour.

(4) In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

b. Nomination Process.

(1) The PERSACTION SF-52 will be used to process the TOA. Upon approval by the authorizing official, the nominating official will prepare a SF-52 in PERSACTION. A copy of the authorized SF-52 will remain in originating office files. The remarks block on page 4 of the PERSACTION SF-52 will include the justification which clearly outlines the specific accomplishment and the time frame in which it was conducted.

(2) A Commendation Certificate, DA Form 2443, may be prepared by the originating office for presentation with a Time Off Award.

(3) When the TOA is based on the employee's annual performance rating, the remarks section of the PERSACTION SF-52 shall include the following notation:

TOA based on Level ____ (1, 2, or 3 as appropriate) performance rating for the rating period ending _____ (YYMMDD as appropriate).

11. PORTLAND DISTRICT HONORARY AWARDS.

a. Gallery of Distinguished Civilian Employees.

(1) General. Portland District recognizes retired or deceased employees who have rendered distinguished and exceptional service by placing their photographic portraits in the "Gallery of Distinguished Employees." Portland District annually holds a retiree luncheon during which the award is presented. The Gallery will be located in a prominent place in the

District Office. The following criteria will be observed in nominating and considering candidates:

- (a) Accomplished assigned duties in such a manner as to have been clearly exceptional and preeminent among all who have performed like or similar duties;
- (b) Developed and/or improved methods and procedures which produced extraordinary benefits for the Corps of Engineers;
- (c) Contributed substantially to the reputation and honor of the Corps of Engineers;
- (d) Performed loyally and faithfully throughout the period of service.
- (e) Completed 30 or more years of Federal service, including military, 20 years of which was as civilian employee of the Corps of Engineers. Candidate must have retired or died a minimum of 2 years prior to 1 March of the year in which nominated.

(2) Waiver of the above criteria is subject to the approval of the District Commander. Nominations will be solicited from the Chiefs of staff elements, and will be reviewed and selected by an ad hoc committee of senior employees.

b. Office-Specific Informal Recognition Devices. Individual offices may wish to create office-specific recognition devices to recognize specific achievements or mission accomplishment. This may only be done with the approval of the District Commander.

(1) The requesting Office Chief will prepare a memorandum for the Commander. The memorandum will identify:

- (a) The exact nature and form of the recognition device, including artwork;
- (b) Outline the reason for the special recognition device;
- (c) Detail the exact criteria which will govern to whom the recognition device will be presented; and
- (d) Identify the specific recordkeeping method proposed to account for distribution of the recognition device.
- (e) Identify the funding source for the special recognition device.

(2) The memorandum will be sent to the Commander through the Civilian Personnel Advisory Center (CPAC).

(3) Should the District Commander approve the request for a special recognition device, the requesting office will provide a copy of the approval memorandum to the CPAC. The requesting office will also designate one person to maintain office records for this special recognition device and to account for distribution and to provide a quarterly report to the CPAC.

(4) Funding for these awards will be limited to items which:

- (a) Are honorary in nature;
- (b) Are able to be worn, displayed, or used in the recipient's work environment, and
- (c) Include the agency's seal or logo, and
- (d) Item must be of nominal value.

12. ARMY HONORARY AWARDS. This section covers civilian honorary awards authorized by Department of the Army (DA).

a. Decoration for Exceptional Civilian Service.

(1) This award, granted by the Secretary of the Army, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

(2) With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement, which normally have been recognized by previous honorary awards up to, and including the Meritorious Civilian Service Award.

(3) Eligibility will be determined by measuring contributions against the following example levels of achievement:

(a) Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.

(b) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.

(c) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the government or its personnel.

(d) Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

(4) When the Decoration for Exceptional Civilian Service is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to the Executive Secretary, Army Incentive Awards Board (AIAB), in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

(5) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the Northwestern Division Commander as the nominating official. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00).

(b) A one-page memo from the District Commander recommending the award;

(c) A one-two page justification;

(d) A citation on a separate page;

(e) A biographical sketch on a separate sheet of paper, which lists date and place of birth, education and degrees conferred, significant employment record and type of appointment;

(f) On a separate sheet of paper, address previous awards and publications;

(g) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;

(h) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions;

(i) An 8"x10" photograph;

(j) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented; and

(k) A floppy disk containing all Word documents for the nomination [items 12a(5)(a)-(h) & (j)].

(l) After the documents have been signed and returned to the nominating official, the original and one copy of the approved submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

(m) Framing is the responsibility of the nominating official's office.

b. Meritorious Civilian Service Award.

(1) This award, granted by the Secretary of the Army or a major commander, consists of a medal, lapel button, and citation certificate, DA Form 7015 (Meritorious Civilian Service Award). Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. A nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$750 will accompany the medal.

(2) Eligibility will be determined by measuring contributions against the following example levels of achievement:

(a) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.

(b) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.

(c) Achieved outstanding results in improving the morale and performance of employees.

(d) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the government or its personnel.

(e) Rendered professional or public relations service of a unique or distinctive character.

(3) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the Portland District Commander as the nominating official. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00).

(b) A one-page memo from the District Commander recommending the award;

(c) A one-two page justification;

- (d) A citation on a separate page;
- (e) A biographical sketch on a separate sheet of paper, which lists date and place of birth, education and degrees conferred, significant employment record and type of appointment;
- (f) On a separate sheet of paper, address previous awards and publications;
- (g) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;
- (h) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions;
- (i) An 8"x10" photograph;
- (j) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented; and
- (k) A floppy disk containing all Word documents for the nomination [items 12b(3)(a)-(h) & (j)].
- (l) After the documents have been signed and returned to the nominating official, the original and one copy of the approved submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.
- (m) Framing is the responsibility of the nominating official's office.

c. Superior Civilian Service Award.

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award). It is granted by any commander (major general and above) or civilian equivalent.

(2) Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. The nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$500 will accompany the medal. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

(3) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the District Commander as the nominating official and the Northwestern Division Commander as the approving official. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00);

(b) A one-page memo from the Commander recommending the award;

(c) A one-two page justification;

(d) A DA Form 5655 Certificate prepared for Northwestern Division Commander signature;

(e) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;

(f) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions;

(g) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented; and

(h) A floppy disk containing all Word documents for the nomination [items 12c(3)(a)-(g)].

(i) After the documents have been signed and returned to the nominating official, the original and one copy of the submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

(j) Framing is the responsibility of the nominating official's office.

d. Commander's Award for Civilian Service.

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). Any commander (Colonel and above) or civilian equivalent may approve this award. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award.

(2) Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

(3) Eligibility will be determined by measuring contributions against the following example levels of achievement:

(a) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(b) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(d) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

(e) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the government or its personnel.

(4) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the nominating official in Block 7 and the District Commander as the approving official in block 11. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00);

(b) A one-two page justification;

(c) A DA Form 4689 Certificate prepared for District Commander's signature;

(d) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;

(e) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions; and

(f) On a separate sheet of paper, a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented.

(g) A floppy disk containing all Word documents for this nomination [items 12d(4)(a) – (f)].

(h) After the District Commander has signed the documents, the original and one copy of the submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

(i) Framing is the responsibility of the nominating official's office.

e. Achievement Medal for Civilian Service.

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service). It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.

(2) Any commander (Lieutenant Colonel and above) or civilian equivalent may approve this award.

(3) A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

(4) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the nominating official in Block 7 and the District Commander as the approving official in block 11. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00);

(b) A one-two page justification;

(c) A DA Form 5654 Certificate prepared for District Commander's signature;

(d) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;

(e) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions;

(f) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented.

(g) A floppy disk containing all Word documents for this nomination [items 12e(4)(a) – (f).

(h) After the District Commander has signed the documents, the original and one copy of the submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

(i) Framing is the responsibility of the nominating official's office.

f. Certificate of Appreciation for Patriotic Civilian Service.

(1) This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service).

(2) This award is granted to individual employees or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. This award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation.

(3) This award is granted to individuals and groups by the Secretary of the Army or by any commander (Lieutenant Colonel and above) for services provided to Army elements under his or her jurisdiction.

(4) Nomination Procedure.

(a) The nominating official will prepare a DA-1256 with attached justification for approval by the District Commander. The nominating official will also prepare the DA Form 7012 certificate. These documents will be submitted at the same time to the District Commander for signature.

(b) After the District Commander has signed the documents, the original and one copy of the DA-1256 with justification will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

g. Civilian Award for Humanitarian Service.

(1) This award consists of a medal, lapel button, and certificate, DA Form 5652 (Civilian Award for Humanitarian Service). Any commander at the MACOM level or higher may approve this award.

(2) This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must provide evidence which substantiates on-site participation in a humanitarian act or operation. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving MACOM or DA-wide recognition should be submitted to the MACOM commander or SA for approval.

(3) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.

(a) A DA-1256 showing the Northwestern Division Commander as the nominating official. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00).

(b) A one-page memo from the District Commander recommending the award.

(c) A one-two page justification.

(d) A citation on a separate page.

(e) A biographical sketch on a separate sheet of paper, which lists date and place of birth, education and degrees conferred, significant employment record and type of appointment.

(f) On a separate sheet of paper, address previous awards and publications.

(g) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending.

(h) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse action;

(i) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented; and

(j) A floppy disk containing all Word documents for the nomination [items 12g(3)(a)-(i)].

(k) After the documents have been signed and returned to the nominating official, the original and one copy of the approved submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.

(l) Framing is the responsibility of the nominating official's office.

h. Commander's Award for Public Service.

(1) This award consists of a bronze medal, lapel button, and certificate, DA Form 5231 (Commander's Award for Public Service). It ranks directly below the Outstanding Civilian Service Award and may be approved by any of the following individuals:

(a) Any commander, (Colonel and above);

- (b) Commanders exercising courts-martial authority;
 - (c) Principal officials of HQDA staff agencies;
 - (d) Officials of general officer or SES rank.
- (2) This medal may be awarded to:
- (a) Civilians not employed by the Army or Army contractors;
 - (b) Federal Government officials at the policy development level;
 - (c) Technical personnel who serve the Army in an advisory capacity or as consultants.
- (3) This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.
- (4) Nomination Procedure. The nomination package will consist of exactly the following documents and format, without exception.
- (a) A DA-1256 showing the nominating official in Block 7 and the District Commander as the approving official in block 11. The DA-1256 should include the dates being recognized (i.e., July 95 through February 00);
 - (b) A one-two page justification;
 - (c) A DA Form 5231 Certificate prepared for District Commander's signature;
 - (d) On a separate sheet of paper, a memo signed by the EEO Officer certifying there are no adverse EEO actions pending;
 - (e) On a separate sheet of paper, a memo signed by the CPAC Management-Employee Labor Relations Specialist certifying there have been no adverse actions;
 - (f) On a separate sheet of paper, include a note that states whether the person is retiring, is transferring to another job, etc., when this is occurring and when the award should be presented.
 - (g) After the District Commander has signed the documents, the original and one copy of the submission package will be submitted to the CPAC at which time the appropriate medal set will be provided to the nominating official by the CPAC.
 - (h) Framing is the responsibility of the nominating official's office.

13. ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP).

a. Purpose. To encourage employees to improve present policy, practices, and regulatory constraints which do not facilitate good management. The AIEP is designed to improve morale by providing an opportunity for employees to take part voluntarily in the improvement of management within the government.

b. Emphasis. AIEP programs can be either traditional, with an emphasis on cash awards to individuals, or Total Quality Management, with an emphasis on teams, customer focus, employee involvement, measurement and continuous improvement.

c. Suggestions. Suggestions to improve present policy, practices and regulatory constraints should be submitted on NWP Form 5-1-R to CENWP-RM-B. The guidance at paragraph 3a above provides eligibility and other specific requirements.

d. Recognition Devices (Items). Recognition devices are incentives for employees submitting a suggestion. They are small, non-monetary items purchased by the AIEP Program Administrator with appropriated funds to promote the AIEP. They are not considered personal gifts, which are prohibited.

e. Award Eligibility.

(1) An adopted idea is eligible for a cash award when the idea is approved for testing or implementation. The award is based on tangible or intangible benefits using the tables at Appendices B or C.

(2) Informal recognition devices are also provided to submitters of approved AIEP submissions. These are items of nominal value, appropriate to the work environment and serve as reminders of the benefits of participating in the program. Honorary awards such as certificates, name/picture in the local paper or a note from the Commander may also be appropriate.

f. Nomination Procedure. When an AIEP submission is approved, CENWP-RM-B will prepare a Certificate of Appreciation for the signature of the appropriate Division or Staff Office Chief, as well as a cover letter informing the Chief of the appropriate award determination. The Division or Staff Office Chief will process AIEP awards using the procedures for Special Act Awards (paragraph 9 above) or Time Off Awards (paragraph 10 above) as requested. The office where the employee is assigned will fund the monetary award.

14. JOB REFERRAL BONUS AWARD.

a. **Authorities.**

(1) Title 5, USC, Chapter 45, Subchapter I-Awards for Superior Accomplishments.

(2) Title 5, CFR, Part 451, Awards.

(3) AR 672-20, Incentive Awards.

(4) CDHR-E Memorandum, Subject: A Job Referral Bonus Program—An Effective Recruiting Tool, dated 30 May 02.

(5) NWPR-690-1-1, Incentive Awards.

b. Policy. The Portland CPAC hereby establishes a policy for the requests for payment of an award to an employee for referring a candidate selected for a position in accordance with the regulations issued by the Office of Personnel Management, DA, and USACE.

c. Employee Eligibility. Employees eligible to receive an award are defined in AR 672-20. Employees excluded from receiving a referral award are:

(1) Supervisors, managers and officials involved in the selection process;

(2) Employees responsible for recruiting and referring applicants as a major duty assignment of their position;

(3) Employees who refer or interview candidates as a result of official recruiter at job fairs, conferences, career days, etc; and

(4) Relatives who have a significant personal relationship with the selected applicant.

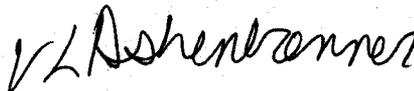
d. Position Eligibility. Awards will be given for positions designated “hard-to-fill”. These are positions that have special salary rates or that have demonstrated through recent recruitment efforts to be hard-to-fill.

e. Management Responsibilities. Identification of an employee eligible for an award is the responsibility of the selecting official. During the interview process or new supervisor/employee orientation, the supervisor may obtain information about a referral to the position from the employee selected. If the selectee names a specific employee that led to his or her decision to apply and accept a position with the Portland District, the supervisor may submit a request for a recruitment award for the named employee. Coordination will be made with the potential awardee’s supervisor if a time off award is being proposed. Portland District executives will conduct an annual review of the process and its application.

f. Types of Awards to be Given. Awards that may be given include: **Special Act or Service, On-the-Spot, Time Off, and Honorary.** The dollar range for **On-the-Spot** awards is \$50 to \$500. The equivalent range should be applied to these **Special Act or Service and Time Off Awards.** The amount of the award should be based on the **criticality of the vacancy, the impact of the position on the mission, and the difficulty in attracting candidates.**

g. Processing of Award. The processing of the award will follow guidance in this regulation. The supervisor of the selectee will generate the **Request for Personnel Action (RPA)** and fund the award. The RPA will be forwarded to the supervisor of the awardee prior to authorization to have the employee name and social security fields populated. The RPA will then be forwarded to the originator for completion.

FOR THE COMMANDER:



VICKIE L. ASHENBRENNER
Executive Assistant

- 3 APPENDICES
- App A – Time Off Awards Scale
- App B – Awards Based on
Tangible Benefits
- App C – Awards Based on
Intangible Benefits

DISTRIBUTION:
All Supervisors

APPENDIX A

TIME OFF AWARDS SCALE
FOR A SINGLE CONTRIBUTION OR FOR PERFORMANCE

VALUE TO THE ORGANIZATION	NUMBER OF HOURS
<p><u>Moderate</u></p> <ol style="list-style-type: none">1. A contribution to a product, activity, program or service to the public which is of sufficient value to merit formal recognition.2. Beneficial change or modification of operating principles or procedures.	1 to 10
<p><u>Substantial</u></p> <ol style="list-style-type: none">1. An important contribution to the value of a product, activity, program or service to the public.2. Significant change or modification of operating principle or procedure.	11 to 20
<p><u>High</u></p> <ol style="list-style-type: none">1. A highly significant contribution to the value of a product, activity, program or service to the public.2. Complete revision of operating principle or procedures, with considerable impact.	21 to 30
<p><u>Exceptional</u></p> <ol style="list-style-type: none">1. A superior contribution to the quality of a critical product, activity, program or service to the public.2. Initiation of a new principle, or major procedure, with significant impact.	31 to 40
<p><u>As Performance Award</u></p>	Up to 80

APPENDIX B

QUICK GUIDE FOR CALCULATING AWARDS BASED ON TANGIBLE BENEFITS

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000	10% of benefits
\$10,000-\$100,000	\$1,000 for the first \$10,000 plus 3% of benefits over \$10,000
\$100,000 or more	\$3,700 for the first \$100,000 plus 0.5% of benefits over \$100,000

<u>BENEFITS</u>	<u>AWARD</u>								
up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,850	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,020*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

*Awards over \$10,000 require the approval of the Office of Personnel Management

**Maximum award authorized by the Office of Personnel Management. A Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

APPENDIX C
SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	NWP-LIMITED	NWD-EXTENDED	OCE-BROAD	DA-GENERAL
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology	Affects function, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology	Affects functions, missions or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of a rather limited value of a product, activity, program, or service to the public	\$25-100 (Compare w/\$250-1000 Tangible Benefits)	\$100-250 (Compare w/\$1,000-2,500 Tangible Benefits)	\$250-500	\$500-1,000
SUBSTANTIAL VALUE Substantial change or modification of an operating principle or procedure, an important improvement to the value of a product, activity, program, or service to the public.	\$100-250	\$250-500 (Compare w/\$2,500-5,000 Tangible Benefits)	\$500-1,000 (Compare w/\$5,000-10,000 Tangible Benefits)	\$1,000-2,500
HIGH VALUE Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000	\$1,000-2,500 (Compare w/\$10,000-60,000 Tangible Benefits)	\$2,500-5,000
EXCEPTION VALUE Initiation of a new principle or major procedure; a superior improvement of the quality of a critical product, activity, program, or service to the public	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (Compare w/\$60,000-360,000 Tangible Benefits)	\$5,000-10,000 (Compare w/\$360,000-1,360,000 Tangible Benefits)