



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
SUSTAINMENT CENTER OF EXCELLENCE  
2221 A AVENUE  
FORT LEE, VIRGINIA 23801-2102

FORT LEE POLICY NO.: 06-11

ATCL-DC

1 Nov 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY12 Civilian Awards Program Policy

1. Reference HQ TRADOC Tasking Order IN1292-521, 19 Oct 11, subject: Guidance on Awards for Fiscal Years (FY) 2012
2. This memorandum provides procedures and guidance to standardize the civilian awards program across CASCOM. Supplemental guidance may be added by each activity as required. Army Regulation 672-20, Incentive Awards, dated 1 June 1993 provides specific forms of recognition available to managers along with applicable guidance concerning civilian incentive awards. Eligible civilian employees may receive any one or a combination of the following:
  - a. Honorary Awards approving authorities are as follow: Decoration for Exceptional Civilian Service (Secretary of the Army); Meritorious Civilian Service Award (Secretary of the Army or Major Commander), Superior Civilian Service Award (Commander in the rank of MG and above or civilian equivalent); Commander's Award for Civilian Service (any Commander in the rank of Colonel and above or civilian equivalent); Achievement Medal for Civilian Service (any Commander in the rank of Lieutenant Colonel or above or civilian equivalent); the Certificate of Achievement (any local commander or authorized individuals); and the Certificate of Appreciation (any local commander or authorized individuals). Lead time for processing awards is as follows: 30 calendar days to CASCOM; 60 days to TRADOC; and 90 days to the Chief of Staff of the Army (CSA).
  - b. Monetary Awards include Special Act or Service Awards (SA), On-the-Spot Cash Awards (OTS), and monetary performance awards. SA award amounts are determined using the cash award criteria for tangible or intangible benefits listed in Chapter 7, AR 672-20 and are capped at 10% of the employee's salary. The monetary range for OTS awards is \$50-\$500. Monetary performance awards are computed as a percentage of total pay with a maximum award being 10% of the employee's salary. Approval of any monetary award up to 4.0% is delegated to managers with budget approval authority. Any award over 4% of the employee's salary must be approved by the first General Officer or Senior Executive Service in the chain of command. The total value of monetary awards received by an employee during the award year cannot exceed 10% of their salary.
  - c. Quality Step Increases (QSI) are a performance award. An individual may not be awarded both a QSI and a monetary performance award. Based on regulatory guidance, wage scale employees are not eligible for QSIs.

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d. Time Off Awards (TOA) TOAs can be granted in increments of 1- 40 hours for a single contribution with a maximum during a leave year of 80 hours. TOAs may be used alone or in combination with monetary or non-monetary awards to recognize employee contributions. Managers have approval to award TOAs for an individual up to a total of 40 hrs during the leave year. TOAs greater than 40 hrs for an individual must be approved by the first General Officer or Senior Executive Service in the chain of command.

e. Block D of the SF 52 must be annotated with the type of award being requested and the appropriate dates. For performance awards, a completed copy of the applicable Civilian Evaluation Report (DA 7222 or DA 7223) with the approved award recommended action will be attached to the request.

3. The CASCOM Civilian Awards Program is administered utilizing ceilings for each UIC for all monetary awards (Performance, OTS and Special Act awards) and QSIs. In accordance with TRADOC guidance, the awards ceilings are based on 1% of the average salary for authorized civilians and are funded from each UIC's budget. A matrix reflecting an approved ceiling by activity is enclosed. The QSI ceilings are established at 6% of each UIC's approved eligible employees. All monetary awards, TOAs and QSIs will be submitted through G8 to verify ceiling allowance prior to submission to CPAC. G8 provides status reports at the end of each quarter, as requested by the activity, and at the close of the fiscal year.

4. Each award request for SA, OTS, honorary or TOA will have a completed DA Form 1256, Incentive Award Nomination and Approval as an attachment in the Defense Civilian Personnel Data (DCPDS) Portal. Awards going to DA or TRADOC for approval must be routed through the Equal Employment Opportunity Office and the Civilian Personnel Advisory Center (CPAC). For all other awards the nominating Commander or his designee will sign a statement (or use the block on DA Form 1256) affirming that the nominee's records have been reviewed and that there are no current EEO complaints or personnel adverse actions pending against the nominee, no past history of adverse findings in EEO complaints, or adverse actions based on performance or conduct in the CPAC. All awards requiring GO/SES approval will be processed through G1.

5. The spirit and intent of the incentive awards program is to give recognition for high-level performance. Management should ensure that employees understand the purpose of the program and understand that monetary awards should not be perceived to be an entitlement. Our civilian employees play a very vital role in our mission, and I am committed to a successful awards program for FY12.

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6. Point of contact is Mrs. Terry Moody, at (804) 765-0606, e-mail: [terry.e.moody.civ@mail.mil](mailto:terry.e.moody.civ@mail.mil), or Mr. Timothy Sprucebank, at (804) 734-0104, e-mail: [timothy.j.sprucebank.civ@mail.mil](mailto:timothy.j.sprucebank.civ@mail.mil).

Enclosure



WILLIAM F. MOORE  
Deputy to the Commander

DISTRIBUTION:  
CASCOM CHIEF OF STAFF  
COMMANDANT ARMY LOGISTICS UNIVERSITY  
COMMANDANT ORDNANCE SCHOOL  
COMMANDANT QUARTERMASTER SCHOOL  
COMMANDANT SOLDIER SUPPORT INSTITUTE  
COMMANDANT TRANSPORTATION SCHOOL

Army Logistics University  
 FY 12 Civilian Awards Ceiling

Command Group	FY 12 Manpower	QSI Ceiling *	1% Awd Ceiling	
	Total			
Office of the Comdt	4	10	1 \$	6,959
Army Sustainment Mag	6			
DEO	45	45	3 \$	31,316
CPCE	38	40	2 \$	27,836
MIPR	2			
LLC	23	23	1 \$	16,006
TLC	6	6	0 \$	4,175
NCOA	22	22	1 \$	15,310
71st STU BN	16	17	1 \$	11,830
FRSA from TC	1			
Total		163	9 \$	113,433

NOTES

3 unfunded positions: 2 in DEO and 1 in LLC  
 \* Minus Wage Grades

CASCOM CEILING  
FY 12 Civilian Awards

Command Group	FY 12 Manpower	QSI Ceiling ***	1% Awd Ceiling
	Total		
Office of the Cdr	6		
CMD Planning Group	3		
KMO	8		
Chief of Staff	1		
SGS	3		
Exec Ops	10		
HHC	3		
Log Br Proponency Ofc	2		
IG	2		
PAO	3		
Safely Office	9		
SJA	7		
<i>SJA OH TRADOC Funded</i>	1		
G1/4	8		
G5	2		
DIR QA & DIR G8	2		
G6	26	26	2 \$ 21,475
CLCMO	12	19	1 \$ 15,694
CLCMO DCOs	7		
QAL2 Directorate	19	26	2 \$ 21,475
Title XI Terms	7		
G8	68	68	4 \$ 56,167
CDI	1	153	9 \$ 126,375
Bat Lab & Cap Det Dir	17		
TCM Sustainment	1		
TCM Trans	5		
MSD	33		
MSD TERM	8		
FDD	33		
FDD TERM	1		
ESD	54		
DPMO	23	23	1 \$ 18,998
G3/TDI	2	123	7 \$ 101,596
CPX-S TERM	2		
Tng & Doc Dev Dir	73		
Tng Spt Dir	41		
Tng Spt Dir TERM	5		
Total	508		30 \$ 419,598

NOTES:  
 \* -1 FRSA to QM  
 \*\* DPMO Awards approved by TC but processed by CASCOM  
 \*\*\* Minus Wage Grade

Ordnance School  
 FY 12 Civilian Awards Ceiling

Command Group	FY 12 Manpower	QSI Ceiling ****	1% Awd Ceiling
	Total		
Office of the Cdr	4	1 \$	10,755
Proponency Ofc	4		
OD Museum (APG)	5		
EOD	4		
A & E MAINT TNG DEPT	68	4 \$	43,021
TRK/MLWK/REC TNG DEPT	29	2 \$	18,347
WHEEL MAINT TNG DEPT	29	2 \$	18,347
TAC SP EQ TNG DEPT	26	2 \$	16,449
MUN & EOD TNG DEPT **	80	5 \$	50,613
OMETD (GORDON)	33	2 \$	20,878
TNG MGT OFC ***	21	1 \$	13,286
59TH ORD BDE	1	3 \$	28,470
BDE S1	8		
BDE S2/3	6		
BDE S4	4		
BDE HHC	1		
16TH BN	12		
832ND BN	11		
73RD BN	2		
<b>Total</b>	<b>348</b>	<b>22 \$</b>	<b>220,166</b>

NOTES:  
 \* Minus 1 unfunded reimbursable  
 \*\* Minus 4 HDS  
 \*\*\* Minus 3 unfunded reimbursables  
 \*\*\*\* Minus Wage Grades

Quartermaster School  
 FY 12 Civilian Awards Ceiling

Command Group	FY 12 Manpower	QSI Ceiling ***	1% Awd Ceiling
	Total		
OFC OF COMDT *	10	18	1 \$ 11,189
PROPOENCY	1		
QM MUSEUM	4		
WO MUSEUM	3		
TRNG MGT OFC	14	14	1 \$ 8,703
BDE		39	2 \$ 24,243
23RD BDE **	16		
266TH BN	8		
262TH BN	8		
244TH BN	7		
JMAC	12	12	1 \$ 7,459
JCCOE	30	30	2 \$ 18,648
LTD	6	6	0 \$ 3,730
PWD	20	20	1 \$ 12,432
ADFSD	9	9	1 \$ 5,594
Total		148	9 \$ 91,998

NOTES:

\* Ofc of the Cmdt includes ceiling for TMO, JMAC, JCCOE, LTD, PWD, and ADFSD Directors

\*\* 1 additional auth added to BDE FRSA received from CASCOM

\*\*\* Minus Wage Grades

Transportation School  
FY 12 Civilian Awards Ceiling

	FY 12 Manpower	QSI Ceiling *****	1% Awd Ceiling	
Command Group	Total			
<b>Command Group</b>		<b>14</b>	<b>1 \$</b>	<b>8,579</b>
OFC OF COMD/DCG *	4			
ARMY DRVR STAND OFFICE	1			
TC BRANCH SAFETY	2			
PROPOGENCY OFFICE	1			
TRANS CORP MUSEUM (FE)	6			
<b>Transportation School</b>		<b>56</b>	<b>3 \$</b>	<b>34,315</b>
DEP & DEP SYS DEPT	8			
MARITIME TNG DEPT (FE)	2			
MTD TNG MGT OFFICE (FE)	6			
CARGO & RAIL TNG DIV	14			
MARITIME OPS DIV	4			
MARITIME ENG DIV (FE)	9			
MARITIME SIM DIV (FE)	5			
2ND Staff and Faculty Co	1			
TNG MGMT OFFICE	7			
<b>508TH TRANS CO (TTSO)</b>	<b>5</b>	<b>8</b>	<b>1 \$</b>	<b>4,902</b>
DET 1 508TH TRANS CO	3			
<b>Total</b>		<b>78</b>	<b>5 \$</b>	<b>47,796</b>
<b>DPMO</b>		<b>23</b>	<b>1 \$</b>	<b>18,998</b>
	*****	23		

NOTES:  
 \* -1 FRSA assigned to ALU ( Authorization still on TS TDA)  
 \*\*\*\*\* DPMO Tracked By CASCOM not included in TC Total  
 \*\*\*\*\* Minus Wage Grades