



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

REPLY TO
ATTENTION OF

AETV-SCR-M

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3D Corps Support Command (COSCOM) Policy Memorandum #6, Civilian Incentive Awards

1. **PURPOSE.** To establish the policy and procedures regarding the incentive award program for the civilian employees of the 3D COSCOM.
2. **GENERAL.** The Army Civilian Incentive Awards program offers a variety of cash, time-off, and honorary awards to recognize outstanding performance and achievement by U.S. and Local National (LN) civilian employees, as well as Public Service awards designed to recognize individual and group accomplishments to the Army mission. Recognition of deserving employees can have a cumulative positive impact on improving the morale, productivity, efficiency, and effectiveness of the work unit.
3. **APPLICABILITY.** This memorandum applies to all U.S. and LN civilian employees employed by the 3D COSCOM staff elements and subordinate units.
4. **POLICY.** Incentive awards are not automatic entitlements and supervisors shall demonstrate selectivity when nominating employees for awards. Supervisors will ensure equitable consideration of all employees for incentive awards.
 - a. Recognition will be made on the basis of merit alone.
 - b. Recognition will be made promptly and appropriately. Nominating officials should follow the time frames for submission as given in the applicable regulation. Appendix A discusses timelines in detail.
 - c. Both an honorary and monetary award can be granted for the same act or achievement if criteria for both are met. The same act or achievement cannot normally constitute the basis for more than one honorary or monetary award.
 - d. Nominating officials will not notify individuals that an award recommendation has been submitted or that they are under consideration for an award in case the recommendation is disapproved, modified, or returned.** Non-receipt of an award is not considered grounds for a grievance.
 - e. Awards for performance or achievement will not be made to an individual who has been

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actively and substantially involved in unlawful discrimination based on race, color, religion, sex, age, national origin, physical or mental disability, or reprisal for protected Equal Employment Opportunity (EEO) activity. In addition, individuals who are experiencing or have recently experienced performance or misconduct problems will normally not be nominated for performance or achievement awards.

5. RESPONSIBILITIES. The 3D COSCOM Commander has the overall responsibility for the incentive award program and the Deputy Commander has been designated as the alternate and assumes all responsibility for this program in the Commander's absence.

a. Incentive Awards Board.

(1) The 3D COSCOM Incentive Awards Board shall be established to review and approve all monetary civilian awards, and honorary civilian awards in the following categories: Meritorious Civilian Service Award, Superior Civilian Service Award, Commander's Award for Civilian Service, and the Achievement Medal for Civilian Service. The Incentive Awards Board created IAW AR 672-20, Incentive Awards, will consider all award packets and make recommendations for each individual nomination. There are 5 voting members on the board, and each member shall have an alternate. Members of the board with designated alternates are 3rd COSCOM Chief of Staff (SGS); ACofS G1 (Deputy G1); Manpower/Management Chief (RM Awards Manager); LAO Chief, 19th CMMC (Deputy LAO, 19th CMMC); and Senior LN Traffic Manager, 27th Transportation Battalion (MCT Hanau Traffic Manager).

(2) Board members shall review and act on award recommendations with the board meeting at a minimum of four times per year on the seventh day of the second month following the close of each civilian rating period, or the next working day thereafter. These meetings will provide an opportunity for board members to discuss policy, procedures, and possible changes to the existing award policy and will coincide with the four major rating periods of the U.S. civilian employee population. The 3D COSCOM Chief of Staff will serve as chairman of the board and will call the meetings as follows (additional board meetings will be called as recommended by awards manager):

- (a) o/a 7 March for GS 6-8 and others
- (b) o/a 7 June for GS 1-5 and others
- (c) o/a 7 September for GS 13-15 and others
- (d) o/a 7 December for GS 9-12 and others

(3) The awards packet reflecting board member recommendations will be routed to the

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appropriate approval authority for signature/approval. In those instances when the board recommends either disapproval or modification to an award, the board will notify the nominating official prior to the recommendation being sent forward to the approving authority.

(4) The Directorate, Resource Management (DRM) retains overall responsibility for fund certification and performs regulatory review for all U.S. and LN award recommendations, to include Department of the Army (DA) Public Service Awards. DRM manages the overall program and advises the Chairman and award board on all matters as set forth in this policy memorandum.

(5) Supervisors shall be responsible for ensuring that an active incentive awards program is fairly and equitably administered within their section. Supervisors or other nominating officials will ensure that all nomination packets are accurately completed, to include DA Form 1256, Incentive Award Nomination and Approval Form (Appendix B) and that proper justification for each level of award is prepared. Detailed information concerning types of awards and levels of approval can be found at Appendix A.

6. PROCEDURES. To ensure timely processing of all award actions, the awards manager will establish a tracking system for all award recommendations. Only the approval authority may approve or disapprove award recommendations. Other parties involved in the routing procedure (to include the Awards Board), may only recommend approval, disapproval, upgrade, or downgrade.

a. Nominating officials prepare the nomination and approval form (DA Form 1256) with a proposed citation and necessary justification and additional documents as needed to recommend an award. Completed nomination packets will be forwarded through supervisory chain to DRM. The Resource Management awards coordinator is available for assistance, if necessary.

(1) The proposed citation should be no more than 90 words in length and should include the job title, organization of the nominee, period for which cited, and a statement of the accomplishment.

(2) Awards based on annual performance must be supported by a copy of a properly completed civilian performance rating form (DA Form 7222/7223) and Civilian Performance Plan (7222-1/7223-1) that covers the rating period.

(3) The DA Form 1256, citation, and substantiating documents will be submitted to the awards manager in the original and 1 copy. Following board review, the awards packet will be routed to the appropriate approving official, and returned to DRM for fund certification. The awards manager will coordinate the action with the nominating official for preparation of any certificate or memorandum/letter to be signed when appropriate.

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(4) High level recognition for Local National employees (awards presented with medals) requires coordination with both host nation and U.S. embassies prior to presentation. The Civilian Personnel Operations Center (CPOC) is responsible for processing concurrence requests with the appropriate embassies. These awards generally take 6 months to one year to process.

(5) Public recognition is an integral part of the Incentive Awards program. Supervisors will promote participation by their employees as recipients or as spectators. Joint civilian and military ceremonies to recognize outstanding service should be held whenever possible.

7. SUPERSESSION. This policy supersedes the previous Civilian Incentive Awards Policy Memorandum.

8. EXPIRATION. This policy memorandum expires 1 August 2004 .

9. "Sustaining the Line!"

//ORIGINAL SIGNED//
VINCENT E. BOLES
Brigadier General, USA
Commanding

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