



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY  
TRAINING AND DOCTRINE COMMAND, G-3/5/7  
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION  
FORT BRAGG, NORTH CAROLINA 28310-5000

AOJK-SA

19 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #6 Annual Civilian Performance Award and Quality Step Increase (QSI)

1. REFERENCES:

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- c. Fort Bragg Total Army Performance Evaluation System (TAPES).
- d. HQ TRADOC DCSOPS&T Civilian Awards Policy & Procedures, June 2005

2. PURPOSE: To establish criteria and the approval process for submitting nominations for performance awards in the course of the performance appraisal process.

3. SCOPE: This policy applies to all Department of the Army civilian employees who are assigned to the United States Army Security Assistance Training Management Organization (USASATMO). This policy does not apply to Special Act or Service Awards, On-The-Spot Awards, Honorary Awards or Public Service Awards.

4. GENERAL:

a. A performance award is given in recognition of high-level performance for a specific rating period. Performance awards may include a Quality Step Increase (QSI), which recognizes employees for exceptional performance of duty (Non-NSPS employees). Cash awards may also be granted but will not exceed 3% of base salary. The Time Off Award (TOA) may be used separately or in conjunction with a monetary performance award or QSI to recognize overall performance. The TOA does not convert to a cash payment under any circumstance and must be scheduled and used within a year of the approval date.

b. Employees will not be nominated automatically. Awards will be used to reward past performance and as an incentive to stimulate future high-level performance. All employees rated at Successful Level 1, 2 or 3 are eligible for consideration for performance award. GS employees with Successful Level 1 performance ratings for the current rating period are eligible for QSI nomination.

AOJK-SA

SUBJECT: Policy Letter #6 Annual Civilian Performance Award and Quality Step Increase (QSI)

c. Award nomination will be submitted at the same time as the performance appraisal and Individual Development Plan (IDP). All are due to the Human Resource Management Officer no later than 30 days after the annual rating period ends.

5. PROCEDURES:

a. Supervisors will nominate employees for a specific award. Nominating officials should consider granting awards judiciously within the allocated budget amount, especially in the area of performance awards, in order to avoid giving the impression that it is an employee's entitlement.

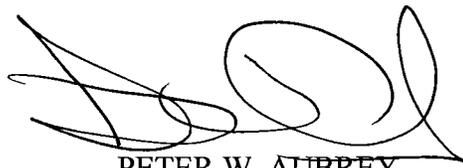
b. The ratee cannot receive both a performance award and QSI because the same act or achievement cannot form the basis for more than one type of monetary award.

6. RESPONSIBILITIES:

a. The Award Review Board will consist of the Deputy Commander, Chief, Human Resource Management Branch, Chief, EUCOM Branch, Chief, CENTCOM Branch and the Chief, Budget section. The board will review all recommendations to ensure regulatory compliance and availability of funds. The Deputy Commander will make the final determination on what award to recommend to the Commander.

b. The Commander is the final approval authority for all performance awards.

c. Chief, Human Resource Management Branch will submit performance appraisals to the Civilian Personnel Office and prepare the Request for Personnel Action to process the employee's award.



PETER W. AUBREY  
COL, SF  
Commanding

DISTRIBUTION: B

This supersedes Policy Letter #6, Same Subject, dated 1 August 2007