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CHAPTER 1
APPENDIX A
NOMINATING PROCEDURES
FOR PERFORMANCE AWARDS

Purpose

To recognize employees for high level performance during their most recent performance evaluation period.

Eligibility

Employees with Successful Level I, II and III ratings are eligible; however as previously stated, Successful Level I employees will receive consideration for awards first, and then employees with Successful Level II ratings. Normally, employees with Successful Level III ratings will not be considered for an award under the provisions of this Chapter.

Criteria

Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardees and their peers.

Organizational accomplishments, including the employees' overall contributions to mission accomplishment should be a major consideration when recommending or approving performance awards.

Nominations will not be made based solely on the fact that an employee or supervisor is leaving the organization. Nor should nominations be based solely on the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade.

A nomination will not be made when an employee has received a previous monetary award based in whole or in part on the performance, during the same time period being recommended for recognition.

Previous awards for suggestions, inventions, scientific achievements, or special act or service awards during a period of high level performance do not prevent an employee from receiving a performance award except when the entire performance award is based on the same accomplishment.

Dates for Submission

Nominations should be submitted within 30 calendar days from the approval date of the rating of record. Final action should be completed within 30 days thereafter.

Nominating Official

Employee's supervisor.

Approving Official

Division and Office Chiefs	\$2,000 or less
Deputy Commander	\$3,000 or less
Commander	Up to \$5,000

The approving official must be at least one level above the nominating official.

When the Commander is the rating supervisor and approving official, higher review or approval of the award is not required except when the amount exceeds \$5,000.

Amount of Award

The amount of the award will normally be computed as a percentage of the employee's pay with a maximum award of 10 percent of the employee's base pay.

Before determining the amount of the award to be recommended, supervisors should be knowledgeable of policies relating to their organization's budget and be aware of any budget constraints or restrictions. MVM will budget 1.5% of the aggregate base payroll for performance awards. One third of this amount will be targeted for team awards. The remaining two-thirds will cover all individual incentive awards (to include QSI costs).

Supervisors should be consistent when recommending amounts of awards and be able to show the basis for the amount recommended. Additionally, they should consider their employees with higher ratings for larger dollar awards than those at the same grade level who have lesser ratings.

In extremely rare cases, exceptional employees may be considered for awards up to 20% of their base pay. Such awards must be approved by a higher level of command and the unusually exceptional performance must be fully documented. For example, an unusually exceptional employee's contribution to mission accomplishment or organizational effectiveness would be easily identifiable, documentable, and clearly superior to others rated at Successful Level I.

Supervisors nominate employees for a performance award by completing a Request for Personnel action. The remarks section of the action should include the type of award, performance rating, dates of accomplishment, and reference the PR&C number that will pay for the award.

Check Sheet

Use the Check Sheet at Figure A-2 to help ensure that you have taken all necessary actions.

Presentation

Performance Awards will be presented at an appropriate ceremony as determined by the Division Office Chief. As a minimum, the ceremony will be conducive to motivating other employees to increase productivity and creativity.

The award should be presented promptly so that the employee will not receive payment through Payroll channels before receiving formal recognition from his or her official supervisor.(Figure A-1)

(Figure A-1)

**PERFORMANCE AWARD
PROPOSED CITATION
MERITT I. AWARD**

IS OFFICIALLY COMMENDED FOR

Exceptional performance of duties as a Tender Operator, XH-08, US Army Corps of Engineers, Memphis District, Construction-Operations Division, Physical Support Branch, during the period 7 October 1991 through 6 October 1992. Mr. Award demonstrated superior ability in performing the duties associated with the operation and maneuvering of the boat. His good judgment, courtesy, loyalty, and devotion to duty contribute substantially toward mission accomplishment. Mr. Award's exceptional performance of duty reflects great credit upon him, the Memphis District, and the Corps of Engineers.

(Figure A-2)

PERFORMANCE AWARDS

CHECK LIST FOR PERFORMANCE AWARDS

Completion of this list is optional; use it as a guide to help ensure all actions are taken.

Nominating Official

- 1. Employee's rating is Successful Level I, or II. (Award recommended for Successful Level III only because it is an unusually rare case, and has been justified.)
- 2. Award is not based solely on reasons due to employee or supervisor leaving or because employee is subject to a pay cap or is at top step of his or her grade,
- 3. No prior cash award covering all of the same accomplishment/period of service.

Approving Official

- 1. Award is submitted within 30 days from the approval date of the rating of record.
- 2. The amount of award recommended is appropriate for rating assigned, and salary of employee; i.e., award is consistent with other awards granted, it is based on percentage of employee's salary and consideration is given to the level of rating.
- 3. Prepare a RPA action. The remarks section of the action should include the type of award, performance rating, dates of accomplishment, and reference the PR&C number that will pay for the award.