



DEPARTMENT OF THE ARMY
HEADQUARTERS, 43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

01 FEB 2005

NETC-SER-BC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 11 – Civilian Performance Awards

1. References:

- a. AR 672-20, Decorations, Awards, and Honors, Incentive Awards, 29 January 1999
- b. Supplement 1 to AR 672-20, Incentive Awards, 15 July 2004
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993
- d. 2d Signal Brigade Policy # 12, Civilian Incentive Awards Program, 11 August 2004
- e. 5th Signal Command, Commanders Policy # 15 for Civilian Awards, 18 May 2004

2. This memorandum provides my policy of establishing guidelines and approving authorities for each Company, Network Service Center, and Staff Section. Commanders and Chiefs must administer incentive awards to deserving employees within the ceilings provided below. The amount of the allocated ceiling is based on 2% of the annual employee payroll costs.

3. Company Commanders and Service Center Chiefs are required to budget annual awards within their ceiling provided in the attachment. The financial plan must be considered for all performance awards submitted throughout the FY 05. This policy will be updated annually due to perpetual payroll changes. The ceiling provided in the attachment is relevant for the time period 1 Oct 04 – 30 Sep 05.

4. For special act - monetary awards the thresholds as outlined by 5th Signal Command, reference "e" above, are still in effect but the recommended award amounts will not count against this threshold for performance awards.

5. Quality Step Increases are also based on sustaining performances, but will not be counted against this threshold. The approving authority for any QSI is the Brigade Commander. Each Chief may nominate one eligible and deserving employee for a QSI.

6. For pay grades GS 9-12 and LN equivalent, Chiefs/Commanders are required to nominate a top-notch performer for an amount to be approved at Brigade level. Out of this pool of employees from each Company/NSC/Section, I will nominate the most deserving top-notch performer for an amount to be approved at 5th Signal Command.

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7. The proponent of this memorandum is the Human Resources Office at DSN 370-7830.
8. *"Teamwork, Strength, Speed! Always Professional!"*

Encl



PHILIP A. HOYLE

LTC, SC

Commanding

DISTRIBUTION: A

Attachment
Command Policy Memorandum # 11 – Civilian Performance Awards
1 October 2004 – 30 September 2005

SECTION	ASSG PERSONNEL	DOLLAR CAPS
Command Section/HRO	4	\$ 04,464.04
S-2 Section	3	\$ 03,743.07
S-3 Section	7	\$ 09,524.87
S-4 Section	8	\$ 07,895.27
Battalion NOSC	11	\$ 16,950.28
HHD	35	\$ 43,900.70
Mannheim NSC	25	\$ 28,824.45
11 th Signal Detachment	05	\$ 06,884.02
181 st Signal Company	21	\$ 23,168.08
Kaiserslautern NSC	55	\$ 59,303.56
Heidelberg NSC	86	\$ 63,613.03
Heidelberg DMS	12	\$ 16,975.32
Heidelberg MEDCOM Support	05	\$ 05,459.12