

## Quick Glance for Award Eligibility by Pay Plan/Pay Schedule

Pay Plan/Pay Schedule	Irregular Performance Pay (Formerly referred to as Quality Step Increase or QSI)	Time Off Award (Up to 80 hours in leave year)  See attached Table 7-3	Special Act or Service (\$25 to \$10,000 without Army approval)  See attached Table 7-1 and 7-2	On the Spot Cash Award (\$50 to \$500)  See attached Table 7-1 and 7-2	Honorary Award*
General Schedule - GS	Yes	Yes	Yes	Yes	Yes
Federal Wage System - WG/WL/WS/WY/WO/WA/XF/XG/XH	No	Yes	Yes	Yes	Yes

**\*Honorary Awards** - Criteria vary for each award but most are available to employees regardless of pay plan or pay schedule. Some of these awards are progressive in nature while others are for a specific stated purpose. Managers will need to review AR 672-20, Decorations, Awards, and Honors, Incentive Awards as well as SWDR-672-20-1, same subject, to determine the award they wish to nominate their employees for. These referenced regulations discuss honorary awards and provide guidance on the eligibility, justification, and approval channels required.

As a general rule DA Form 1256, Incentive Award Nomination and Approval, is required for all and will be submitted through appropriate channels as required by the regulations above. The length of time for processing of these awards is based on the level of approval required. Some of the awards such as the Commander's Award can be approved at the District level. When SWDO approval is required the DA 1256 and documentation will be routed through the USACE HR Forward in SWDO prior to approval by the SWDO Commander.

# **Tables for Determining the Amount for Time Off, Special Act or Service and On the Spot Cash Awards**

**The information below was taken directly from AR 672-20, Incentive Awards**

## **7-3. Awards based on tangible and intangible benefits**

Award amounts will be determined using guidelines in tables 7-1 and 7-2. See table 7-3 for the time off award payment scale for a single contribution.

## **7-4. Cash awards for contributions that result in tangible monetary savings**

All awards over \$5,000 which are based in whole or in part on tangible benefits will be audited by an appropriate independent auditor. Cash awards are not granted for contributions with less than \$250 in benefits. In such cases, a letter of appreciation or commendation or locally devised certificate may be used.

## **7-5. Cash awards for contributions that result in intangible benefits**

*a.* Awards in this category are recommended on the basis of judgment rather than precise facts and provable calculations. Award recommendations will be reviewed for merit and approval of awards and amounts will be as fair and consistent as possible.

*b.* If a contribution with intangible benefits in a moderate-limited category does not compare favorably with one involving tangible benefits of at least \$250, no cash award is in order. In such cases, a letter or memorandum of appreciation or commendation or a locally devised certificate may be used.

## **7-6. Cash awards for contributions that result in both tangible and intangible benefits**

A contribution may result in both tangible and intangible benefits. If so, the intangible benefits need only be recognized to the extent that the contribution is not adequately recognized based on the tangible benefits realized.

**Table 7-1**

**Contributions with tangible benefits**

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000 . . . . .	10 percent of benefits
\$10,001-\$100,000 . . . . .	\$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000
*\$100,001 or more . . . . .	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

**Quick Guide for Calculating Awards Based on Tangible Benefits**

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

\* Awards over \$10,000 require the approval of the Office of Personnel Management.

\*\* Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

Table 7-2

Scale of awards based on intangible benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations.  Affects an important area of science or technology.	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (COMPARE W/\$250-1000 TANGIBLE BENEFITS)	\$100-250 (COMPARE W/\$1,000-2,500 TANGIBLE BENEFITS)	\$250-500	\$500-1,000
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (COMPARE W/\$1,000-2,500 TANGIBLE BENEFITS)	\$250-500 (COMPARE W/\$2,500-5,000 TANGIBLE BENEFITS)	\$500-1,000	\$1,000-2,500
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (COMPARE W/\$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500 (COMPARE W/\$10,000-60,000 TANGIBLE BENEFITS)	\$2,500-5,000 (COMPARE W/\$60,000-360,000 TANGIBLE BENEFITS)
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (COMPARE W/\$60,000-360,000 TANGIBLE BENEFITS)	\$5,000-10,000 (COMPARE W/\$360,000-1,360,000 TANGIBLE BENEFITS)

## **Table 7–3                      Time-Off Awards Scale for a Single Contribution**

### **Value to Organization Number of Hours**

#### **Moderate: 1 to 10**

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures. Substantial: 11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

#### **High: 21 to 30**

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

#### **Exceptional: 31 to 40**

(1) a superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.