



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERCP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 27, Incentive Awards

1. References:

- a. AR 672-20, Incentive Awards, 29 January 1999
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993

2. The Commanding General, (CG) 21st TSC delegates approval levels within Headquarters, 21st Theater Support Command and subordinate organizations for Performance Awards, Quality Step Increase, and Special Act or Service Awards for DA Civilians and Local National employees as follows:

Performance Awards:

Over 5 and up to 10 percent of base salary

Up to 5 percent of base salary or
Quality Step Increase (QSI)
(DA Civilians only)

Special Act or Service Awards:

\$2,500 up to \$10,000

\$500 to \$2,499

Up to \$499

Approval authority:

CG, 21st TSC

21st TSC CofS, DCofS, Staff Chiefs and
Commanders reporting directly to HQ, 21st TSC.
**This authority may be re-delegated with the
exception of QSIs.**

Approval authority:

CG, 21st TSC

21st TSC CofS, DCofS, Staff Chiefs and
Commanders reporting directly to HQ, 21st TSC.
This authority may be re-delegated.

Supervisors in the grade of Major, GS-12 or C-8.

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3. The Incentive Awards Committees (IAC), established within subordinate organizations, will review Special Act or Service Awards in excess of \$2,500, honorary awards above the Commander's Award (Superior Civilian Service or higher) and Performance Awards of over 5 percent. The IAC's will provide recommendations to the approving authority. The IAC's responsibilities are outlined in reference 1a, subchapter 2 through 7. Special Act or Service Awards in excess of \$2,500 should only be recommended in very exceptional cases.
4. Performance awards for DA Civilians are subject to the following performance ratings and percentage of base salary:
 - a. Successful Level 1 Rating: Not to exceed 5 percent of base salary. The CG, 21st TSC may approve up to 10 percent of base salary in exceptionally meritorious cases.
 - b. Successful Level 2 Rating: Not to exceed 3 percent of base salary.
5. Quality Step Increase (QSI) may be granted to DA Civilians only and require approval as previously stated under the approval authority section. The QSI may be given to recognize exceptional performance but should not be given to the same employee year after year. The QSI may not be combined with a Performance Award.
6. Performance award payments for Local National employees must be stated as percentage of base salary and are subject to maximum payout of 5 percent of annual basic compensation.
7. Commanders and Supervisors are encouraged to make use of other forms of recognition such as Letter of Commendation, Certificates of Achievement, Time-Off awards, and where appropriate, high-level honorary awards. In giving awards, the hierarchical order of awards should be observed.
8. The point of contact is the Chief, Civilian Personnel Advisory Office, 484-7191.
9. FIRST IN SUPPORT!



BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21st TSC Cir 25-30)