



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
NORTH CENTRAL REGION
1 ROCK ISLAND ARSENAL, BUILDING 56
ROCK ISLAND, IL 61299-7650

REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE
INSTRUCTIONS FOR SUBMITTING AWARDS AND APPRAISALS

1. **PURPOSE:** To establish procedures for submitting Individual Awards, Mass Awards and Appraisals. Managers, supervisors, and administrative points of contact have the option of using the mass award process (for 10 or more) or completing a single Request for Personnel Action (RPA) for each award. This guide does not include instructions for submitting Recruitment Incentives (i.e., Relocation, Retention, Recruitment, and Referral bonus). All recruitment incentives and referral bonus requests should be forwarded to the same inbox used for recruitment actions. This guide also does not address NSPS appraisals which are processed through the pay pool process.

2. **SCOPE:** This Standing Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).

3. **GENERAL:** This SOP includes procedures for submitting awards and appraisals.

4. **RESPONSIBILITIES:**

a. Supervisors are responsible for implementation of this SOP.

b. Team Leaders are responsible for the oversight of this SOP in order to ensure compliance with procedures set forth and to monitor the quality of actions processed.

c. Human Resources (HR) technicians are responsible for finalizing the requested transaction.

5. **PROCEDURES:**

a. Individual Awards, (current employees) - Excludes honorary awards. Refer to criteria below for Honorary Awards.

(1) Manager:

(a) Ensure that appraisal has been submitted to PC for performance awards.

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(b) Complete the Request for Personnel Action (RPA) with the employee name and SSN, as well as any other blocks not "grayed out." Authorized and approved RPA's take the place of DA Form 1256 or DA forms 7222-1 and 7223-1 for processing purposes within the PC.

(c) Retain justification locally.

(d) Forward the RPA to the organization's awards processing in-box.

(2) PC:

(a) Process awards using AutoNoa (note that AutoNoa will automatically return performance based award RPAs after 10 days to the originator of the RPA if a current performance appraisal is not in DCPDS.)

(b) Work RPA awards sent to the check action box by AutoNoa.

b. Irregular Performance Pay for Non-NSPS (formerly Quality Step Increase (QSI).

(1) Manager:

(a) Submit a current performance appraisal to the PC. This is required before an Irregular Performance Pay (IPP) action can be processed. The IPP will not be effective until the back-up documentation (current Level 1 Performance Appraisal for GS/WG employees) is received and entered on the employee's electronic personnel record in the PC. The IPP actions cannot be made retro-active. The employee cannot be the recipient of an IPP in the preceding 52 weeks.

(b) Complete RPA with the employee name and SSN, as well as any other blocks not "grayed out". Authorized and approved RPA's take the place of DA Form 1256 or DA forms 7222-1 and 7223-1 for processing purposes within the PC.

(c) Retain justification locally.

(d) Forward the RPA to the organization's awards processing in-box .

(2) PC:

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(a) Process awards using AutoNoa (note that AutoNoa will automatically return performance based award RPAs after 10 days to the originator of the RPA if a current performance appraisal is not in DCPDS).

(b) Work RPA awards sent to the check action box by AutoNoa.

c. Extraordinary Pay Increase (EPI) and Organizational/Team Achievement Recognition (OAR) for NSPS.

Manager will coordinate submission requirements with pay pool administrator.

d. Awards for Ex-Employees.

(1) Manager:

(a) Prepare an RPA annotating the following information in part D of the RPA. Include: Name, SSN, separation date, award type, and dollar amount.

(b) Retain justification locally.

(c) Submit RPA to the organization's awards processing in-box.

(2) PC processes awards.

e. Honorary Awards.

(1) CPAC will assist managers, supervisors and administrative personnel with the preparation and review of the individual honorary award package and procedures.

(2) Manager:

(a) Obtain required approvals.

(b) Forward a copy of the DA form 1256 and copy of the award to Civilian Human Resources Agency; North Central Region; #1 Rock Island Arsenal, BLDG 102 Attn: DAPE-CP-NC Processing Center; Rock Island, IL 61299-7650. The following list shows those awards that are recorded in the employee's electronic personnel record. (Note: Honorary awards not listed below are not recorded on the employee's electronic personnel record or filed in the Official Personnel File (OPF) and should not be sent to the PC.)

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- Secretary of Defense Medal for the Defense of Freedom (entered in DCPDS un "Defense of Freedom Medal")
- Secretary of the Army Award for Valor
- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Commander's Award for Civilian Service
- Achievement Medal for Civilian Service
- Certificate of Appreciation for Patriotic Civilian Service
- Civilian Award for Humanitarian Service
- Certificate of Achievement
- Armed Forces Civilian Service Medal

(3) PC will process awards.

f. Mass Award - This function enables users to execute mass awards for employees using DCPDS. Notification of Personnel Actions (NPAs) resulting from mass award processing will all contain the same remarks. If separate remarks are needed for different employees, individual Award RPAs must be submitted. Mass award text files may include group awards as well as individual awards. Awards for ex-employees cannot be processed using the mass award functionality. If the text file contains ex-employees or less than 10 employee names, the manager should create individual award RPAs.

(1) Manager:

(a) Provide the information required to process a Mass Award using the attached spreadsheet format.

(b) Retain justification locally.

(c) Send completed spreadsheets to POC in Processing Center – dawn.brown1@us.army.mil.

(d) PC will process awards.

g. TAPES Appraisals.

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(1) CPAC will provide information to customers on how and where to send appraisals with the use of a transmittal sheet. Appraisals can be sent via regular mail to:

Civilian Human Resources Agency
North Central Region Processing Center
ATTN: DAPE-CP-NC
1 Rock Island Arsenal, Building 102
Rock Island, IL 61299-7650.

(2) PC:

(a) Provide CPACs with POC at the PC.

(b) Update appraisal entry in DCPDS within 3 work days.

(c) Forward appraisals to OPF room for filing in employee personnel folders.

(d) Return appraisals to the originator when there is not enough information to process.

6. REFERENCES AND RELATED MATERIALS:

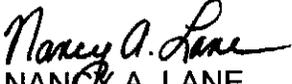
a. AR 672-20

b. Instructions for mass spreadsheets (Encl 1)

c. Sample mass award spreadsheet (Encl 2)

d. AR 690-400

APPROVED BY:


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Mass Award Spreadsheet

The following are the rules for using the mass award process:

- (1) **The spreadsheet must contain at the minimum, 10 employees.**
- (2) You **cannot** give someone a dollar amount and a percentage on the same row.
- (3) **Please do not send two awards for the same person on the same day.** The payroll system can only process one award per day. If there are two awards effective the same day, payroll will only process one award.
- (4) All records within the same spreadsheet must have the same nature of action, effective date, award agency, and award type (e.g., Performance Awards have to be on one spreadsheet and On-the-Spot awards have to be on a different spreadsheet.)
- (5) Quality Step Increases cannot be processed through Mass Awards. They will need to be forwarded by individual Request for Personnel Actions.
- (6) Any employee that has separated will have to be forwarded by individual Request for Personnel Actions with the following information in the remarks. Type of award (please input PA/SSA/OTS); Employee's name and social security number, and the award justification.
- (7) Your spreadsheet cannot contain any hidden rows/columns or contain any formulas. This spreadsheet must stay in the same format as the original.
- (8) If your organizational email setup removes excel spreadsheets, you must rename the file extension from .xls to .abc. This will prevent the spreadsheet from being removed from the email.

Explanation of Spreadsheet

SSN Field: SSN **must** have dashes

Proposed Effective Date: We will not back date any awards. Awards are made effective on the date they are processed. Please send the spreadsheet during the pay period that you want awards to be effective.

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Nature of Action Code:

NOA	Award Definition
840	Performance Award
840	Special Act or Service Award
840	On-the-Spot Award
846	Time-Off Award

Award Amount: Dollar signs, decimals, or commas should **NOT** be used. Example: 1500.

Award UOM (M=Monetary H=Hours): Please make sure that you are entering the correct code.

Award Percentage: When using award percentages, pay close attention to the Date Award Earned column. If an intervening action has occurred between the time the award was processed and the date the award was earned the amount of the award that is based on the percentage may be incorrect. DCPDS will use the salary that was in affect on the date the award was earned as a basis for the award amount when percentages are used.

Award Agency: If you are an Army agency, you will always input AR.

Type of Award: Enter the Award Type and not the definition.

Award Type	Award Definition
9L	Performance Award
06	Special Act or Service Award
8B	On-the-Spot Award
80	Time-Off Award

Date Award Earned: This is the date that the employee earned the award.

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	Proposed Effective Date	Nature of Act or Code	Award Amount	Unit Code (M, H, S)	Award Frequency	Award Agency	Type of Award	Date Award Began
123-45-6789	01-Jan-2004	840	500	M		AR	9L	15-Dec-2003
000-00-0000	31-Oct-2003	846	8	H		AR	80	21-Sep-2003
111-11-1111	31-Oct-2003	840		M	1.5	AR	9L	05-Oct-2003