



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY DENTAL HEALTH ACTIVITY
1811 ARMY BOULEVARD, BUILDING 2018
JOINT BASE SAN ANTONIO-FORT SAM HOUSTON, TX 78234

MCDS-NK-CO

1 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Civilian Incentive Awards

1. The Joint Base San Antonio (JBSA) Fort Sam Houston Dental Health Activity will utilize a civilian awards program to reward exceptional work performance by government service employees. It is acknowledged that awarding exceptional work performance may also motivate other government service employees to increase their performance levels. All government services (GS) employees are eligible for a time off award based on performance and efficiency.

2. Availability of monetary awards is contingent upon any monetary award restriction(s) from the Army or The Surgeon General.

3. Performance Time-Off Award.

a. This is submitted at the end of the employees rating period. The award nominations must be on a DA Form 7232.

b. Performance time off award will be awarded by July of each year. The awarded hours will be calculated by using the table below. The maximum hours awarded for performance per year is 40 hours.

Performance:

4 out of 4 Excellence: 40 hours

3 out of 4 Excellence: 27 hours

2 out of 4 Excellence: 18 hours

1 out of 4 Excellence: 9 hours

4. Civilian of the Quarter/Year

a. This award is submitted at the end of the quarter (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sep). One award nomination will be submitted by each clinic. The nomination will be written in paragraph format, leaving out the name of the individual and the clinic name justifying the nomination.

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- b. The DENTAC Civilian Awards Board committee will evaluate all awards submitted during a quarter, during the first month following the quarter (Jan, Apr, Jul, Oct). The awarded hours will be calculated by using the table below:

Civilian of the Quarter Winner: 18 hours TOA or \$400

Civilian of the Year Winner: 40 hours TOA or \$800

- 5. Efficiency Time-Off Award. The DENTAC Commander may award each clinic 9 hours for meeting Dental Health Command-Central quarterly benchmarks. Efficiency Time-Off Award is up to the Commander's discretion.

Efficiency Time Off:

DENTAC Commander may award 9 hours efficiency time-off on a quarterly basis (December, March, June, September)

- 6. DENTAC employees cannot exceed a total of 80 hours a year of awarded time off per governing regulation (AR 672-20).

- 7. The POC is the undersigned at (210) 221-0835.



STEFAN S. OLPINSKI

COL, DC

Commanding