



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY
DHR- 06

IMHD-HR

22 JAN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Awards Program for US Army Garrison, Fort Hood

1. References:

- a. Army Regulation 672-20, Incentive Awards, dated 29 Jan 99.
- b. Army Regulation 690-400, Total Army Performance Evaluation System, dated 16 Oct 98.
- c. Army Regulation 623-3, Evaluation Reporting System, dated 10 Aug 07.
- d. Department of the Army Pamphlet 672-20, Incentive Awards Handbook, dated 1 Jul 93.
- e. Installation Management Command Regulation 672-10, Incentive Award Program - Military and Civilian Personnel, dated 23 Jun 09.
- f. Army Regulation 600-8-22, Military Awards, dated 15 Sep11.
- g. IMCOM Policy Memorandum 672-20 – Policy Guidance on Award Limitations for Civilian Employees in FY11 and FY12, 12 August 2011 (enclosure 1).

2. Applicability: This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of US Army Garrison (USAG), Fort Hood. Only the honorary awards portion of this policy is applicable for nonappropriated fund employees. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, dated, 29 August 2003, addresses monetary awards for nonappropriated fund employees.

3. Policy:

a. This policy supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence of our civilian workforce and motivating them to high levels of performance and service. Directors and Office Chiefs are empowered, within appropriate army regulations and policies to select, nominate and recognize their employees for their service, accomplishments and performance. To ensure a well managed program that includes monetary and non-monetary options to recognize performance and

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contributions to the mission of the command, Supervisors at all levels will familiarize themselves with listed references. Every employee should be considered for an honorary award upon retirement.

b. Awards will be processed digitally/electronically to the maximum extent allowable including digital signatures for approval and endorsement through Knowledge Management System (KMS) at <https://intranet.hood.army.mil/garr/garrison/SAP/default.aspx>. Only certificates will be manually signed. Staff coordination will include Installation Support Directorates (ISD) and Installation Support Offices (ISO) and Directorate Human Resources, Workforce Development Division (DHR/WFD). All award submissions will be released by Mr. Charlie E. Green, Directorate of Human Resource (DHR), DO NOT add his name in staff coordination. Include "AWARD-ACTION" in the staff action box. The staff action will include the desired presentation date and Separation RPA. For awards that must go higher than GC/DGC staff action must obtain the number of years in service and current position.

c. Use the guidelines in Table 1, Honorary Awards for Superior Accomplishment when processing honorary awards for approval.

Table 1: Honorary Awards for Superior Accomplishment

Award Type	Event or Performance Criteria	Approval Authority	Process Time
Decoration for Exceptional Civilian Service	Exceptional Army-wide achievement with enduring impact or heroism	Secretary of the Army	120 days
Meritorious Civilian Service Award	Exemplary IMCOM-wide achievement with enduring impact	CG, IMCOM	90 days
Superior Civilian Service Award	Superior IMCOM-wide achievement establishing a best practice	Region Director	60 days
Commander's Award for Civilian Service	Significant documented achievement improving garrison operations	GC	30 days
Achievement Medal for Civilian Service	Significant achievement for successful/publicized event	GC	15 days
USAG Certificate of Achievement	Commendable achievement	GC/DGC for ISOs, Dir, ISDs	15 days

d. ISD/ISOs are responsible for obtaining and presenting the appropriate signed certificate and medal or pin set in public forums commensurate with the level of award being presented. Certificates requiring the Garrison Commander (GC), Deputy Garrison Commander (DGC) or Garrison Command Sergeant Major (GCSM) signature will be

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completed by the ISD/ISO through Knowledge Management System (KMS) at <https://intranet.hood.army.mil/garr/garrison/SAP/default.aspx>. Once award has been approved by Garrison Command, Garrison Award Administration will print certificate(s). After award(s) has been signed by the Garrison Commander, the award(s) will be forward directly to ISD/ISO. Enclosure 2 provides an example of an award packet to include the FH21 staff action coversheet with checklist. Departing personnel should receive their award prior to departing this command.

e. Employees should not be informed that they are under consideration for or have been nominated for any award. Such an action may create serious morale problems if the nomination is disapproved.

f. Award nominations requiring approval above the Garrison level require the GC's endorsement (typically on the DA Form 1256). DA Form 1256 must be signed by EEO and CPAC directorate on line 7A prior to submission. Upon receipt of the GC's endorsement, The DHR/WFD will forward the nomination packet to IMCOM Central Region and complete appropriate monitoring/follow-up until final disposition of the nomination.

g. Preparation of Nominations for specific honorary awards:

(1) Decoration for Exceptional Civilian Service. Approval authority is the Secretary of the Army. Follow guidelines in Table 1 and complete the nomination packet in accordance with AR 672-20 as referenced in paragraph 1d . In addition, block 7 of the DA Form 1256 must be completed. Upon endorsement from the GC, nomination packet will be submitted by DHR/WFD to IMCOM Central Region for further processing. Nominations must be submitted within 30 days after completion of the period to be cited.

(2) Meritorious Civilian Service Award. Approval authority is the Commanding General, IMCOM. Follow the guidelines in Table 1 and references 1.a., 1.d., and 1.e. In addition, block 7 of the DA Form 1256 must be completed. Upon endorsement from the GC, nomination packet will be submitted by the DHR/WFD to IMCOM Central Region for further processing. Nominations must be submitted within 30 days after completion of the period to be cited. See enclosure 2 for nomination packet requirements.

(3) Superior Civilian Service Award. Approval authority is the Regional Director. Follow the guidelines in Table 1 and references 1.a., 1.d., and 1.e. Upon endorsement from the GC, nomination packet will be submitted by the DHR/WFD to IMCOM Central Region for further processing. See enclosure 2 for nomination packet requirements.

(4) Commander's Award for Civilian Service. Approval authority is the GC. Follow the guidelines in Table 1 and references 1.a. and 1.e . See enclosure 2 for nomination packet requirements.

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(5) Achievement Medal for Civilian Service. Approval authority is the GC. Follow the guidelines in Table 1 and references 1.a. and 1.e. See enclosure 2 for nomination packet requirements.

(6) Garrison Certificate of Achievement or Appreciation. Approval authority is the Garrison Commander, Garrison Command Sergeant Major or Deputy Garrison Commander for ISOs and the Directors for ISDs. The nomination packet must include:

(a) Fort Hood Form 21 staff action coversheet, AWARD-ACTION must be the first part of the Subject line. The Fort Hood Form 21 staff action coversheet will include desired presentation date.

(b) Proposed citation (< 90 words, Job title, organization, time period cited, accomplishment).

(c) If needed, Letter of Lateness will be included.

(d) All awards and documents must be submitted through Knowledge Management System (KMS) at <https://intranet.hood.army.mil/Pages/Welcome.aspx>

h. Monetary awards fall into three general categories; Performance Awards, Special Act or Service Awards and On-the-spot Cash Awards. ISD/ISOs will follow guidelines in Table 2: Superior Accomplishment and Performance Awards and applicable references listed in this policy when seeking approval and processing monetary awards. Approval of any monetary award is contingent upon the availability of funds. The GC has reserved one percent of the total civilian base pay budget (excluding benefits) for monetary awards. The limit per employee for monetary awards in a fiscal year is \$3000, cumulative total from all award types excluding special program awards, i.e. Safety Program Award. Directors/Office Chiefs are responsible to ensure the cumulative total is not exceeded. The GC/DGC may approve exceptions to the limit. USAG Fort Hood awards dispensation sheet (enclosure 3) will be utilized to ensure monetary awards do not exceed the budgeted amount.

Table 2: Superior Accomplishment and Performance Awards

Award Type	Eligibility and/or Nominating Criteria	Approval Authority	Monetary Limit
Performance Award	Employees with successful level (1) or (2) ratings for the most recent rating period of record may be nominated	GC/DGC	\$2501 – NTE 10% of Aggregate
		ISD/ISO	Basic Pay ≤ \$2500

Table 2: Superior Accomplishment and Performance Awards (continued)

Award Type	Eligibility and/or Nominating Criteria	Approval Authority	Monetary Limit
Special Act or Service Award	An act, service or achievement resulting in either tangible or intangible benefits to the government and may involve more than one employee. This award is also appropriate to recognize performance that exceeded job requirements as a one-time occurrence	GC/DGC ISD/ISO	\$1501-\$5000 ≤ \$1500
On-the-spot Cash Award (up to \$500)	An award given in recognition of one-time achievements. Limited to a maximum of \$500	ISD/ISO	≤ \$500
Time Off Award (TOA)	Achievement or performance contributing to the Garrison Mission. Up to 40 hours for a single award. Up to 80 hours during one leave year. A TOA does not convert to a cash payment under any circumstance	ISD/ISO. May be delegated to ISD Division Chiefs	N/A
Quality Step Increase	GS employees with Exceptional ratings (1) of record for the current rating period are eligible to be nominated and receive the QSI	GC/DGC	N/A

i. Preparation of Nominations for Monetary Awards, Quality Step Increases, and Time Off Awards:

(1) Performance Awards. Follow the guidance in Table 2 and reference 1.a. when processing performance awards. Performance Awards requiring the GC/DGC's approval must be submitted within 20 days of the approval date of the rating of record. The ISD/ISO will submit approved Awards via AutoNOA "Appraisal Entry" or "U.S. Award Submission."

(2) Special Act or Service Awards (SASA). Follow the guidance in Table 2 and reference 1.a. when processing SASA. Nominations for SASA requiring the GC/DGC's approval must be submitted to the DHR/WFD for processing within 30 calendar days after the act, service or achievement to be recognized. In accordance with Table 2, the ISD/ISO is responsible to ensure approved SASAs are properly documented in the Defense Civilian Personnel Data System (DCPDS) and will ensure the award amount is annotated on the Awards Dispensation Sheet. See enclosure 2 for nomination packet requirements.

(a) Fort Hood Form 21 staff action coversheet, AWARD-ACTION must be the first part of the Subject line. Include short description of the employee's achievement and coordination from the USAG Resource Management Office.

(b) USAG Fort Hood awards dispensation sheet.

(c) If needed, Letter of Lateness will be included

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(3) Quality Step Increases (QSI). Approval authority is the GC/DGC. The QSI is an additional within-grade pay increase given to General Schedule (GS) employees. QSIs will be reserved for those with the highest rating available and who have demonstrated sustained performance at that level. The nomination must be submitted to the GC/DGC within 20 days of approval of the rating of record. An employee may not receive more than one QSI in the same 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part of the performance being recommended for recognition. The ISD/ISO is responsible to ensure approved QSIs are properly documented in the Defense Civilian Personnel Data System (DCPDS). Ensure QSI dollar amount is annotated on the Fort Hood Garrison award dispensation sheet so the amount is deducted from the allocated awards budget. See enclosure 2 for nomination packet requirements.

(4) On-the-spot Cash Award (OTS). Approval authority is the Director or Office Chief. The OTS cash award is a small Special Act or Service Award given in recognition of one-time achievements. These awards are limited to a maximum of \$500 and processed using Fort Hood Form 21 staff action coversheet, DA Form 1256, and a written justification. Update USAG Fort Hood awards dispensation sheet upon approval.

(5) Time Off Award (TOA). Approval authority is the Director or Office Chief and may be delegated to Division Chiefs. Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA must be scheduled and used within one year of the approval date. For part-time or employees with uncommon tours of duty, see reference 1a. for guidelines. A TOA does not convert to a cash payment under any circumstance. Follow the guidance in Table 2 and reference 1.a. when processing TOAs. The ISD/ISO is responsible to ensure approved TOAs are appropriately input into AutoNOA "U.S. Award Submission" under Code 846 – Time Off.

j. Commendation Certificate. The DA Form 2443, Commendation Certificate, is usually given on the occasion of a cash award such as a special act or service award, a performance award or a QSI. The use of this certificate is optional. Directors and Office Chiefs may sign this certificate.

k. OPM Imposed FY12/13 Spending Limit on Cash Awards. OPM imposed a one percent limit of aggregate civilian salaries (base plus locality pay). The USAG Fort Hood awards dispensation sheet will be utilized to determine distribution of awards and that cash awards are in compliance with OPM guidance. ISD/ISOs will not pay out more than the one percent of their aggregate total salary for the current fiscal year.

l. The DGC will conduct a distributive performance awards board IAW IMCOM guidance to review award statistics, trends, and validate awards on the awards dispensation worksheet. The distributive board will consist of the DGC, DHR, RM, and ISD/ISO of the awardee(s). Approved awards will be submitted by the ISD/ISOs through the AutoNOA

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Appraisal Entry tool. The instructions are available on the AutoNOA web site (<https://nccpoc.ria.army.mil/autonoa>). Ultimately, the ISD/ISOs are responsible to ensure approved awards are properly processed in DCPDS and other applicable employee files.

4. Expiration: This policy memorandum supersedes previous awards policies issued by the GC and will remain in effect until superseded or rescinded.

3 Encls

1. IMCOM Policy 672-20,dtd 12 Aug 11
2. Award Checklist/Example Packet
3. USAG FH Awards Dispensation Worksheet Guidance and Example


MATTHEW G. ELLEDGE
COL, AR
Commanding

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- 1 Ea Installation Staff Directorates
- 1 Ea Installation Staff Offices

CF:

Civilian Personnel Advisory Center