



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
CMD GP - 04

IMWE-HOD-ZA

AUG 29 2011

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 Aug 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 for Military and Civilian Personnel, dated 23 Jun 09.
- f. Army Regulation 600-8-22, Military Awards, dated 11 Dec 06.

2. Applicability: This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of the US Army Garrison, Fort Hood. Only the Honorary Awards portion of this policy is applicable for Non-appropriated Fund employees. Army Regulation 215-3, Non-appropriated Funds (NAF) Personnel Policy, dated 29 Aug 03 addresses monetary awards for NAF employees.

3. Policy:

a. This policy supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within 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. Supervisors at all levels will familiarize themselves with listed references. Every employee should be considered for an honorary award upon retirement. Employees

IMWE-HOD-ZA

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

with at least three years of service in the same position, who are changing to another position by reassignment, promotion, or separation should be considered for an honorary award.

b. Awards will be processed digitally/electronically to the maximum extent allowable including digital signatures for approval and endorsement. Only certificates will be manually signed. Installation Support Directorates (ISD) and Installation Support Offices (ISO) will email nomination packets to the Garrison Administration Section. No discretionary monetary or honorary award for performance or achievement will be made to an individual who:

(1) is either under investigation, or whom disciplinary or adverse action based upon performance or conduct is pending.

(2) was the subject of disciplinary action within the preceding 120 days.

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	Reassignment or Resignation Criteria	Retirement Criteria	Approval Authority	Process Time
Decoration for Exceptional Civilian Service (DA Form 7014)	Exceptional Army-Wide achievement with enduring impact or heroism	N/A	Exceptional service	Secretary of the Army	120 days
Meritorious Civilian Service Award (DA Form 7015)	Exemplary IMCOM-Wide achievement with enduring impact	Exemplary contribution to the mission	Exemplary service	CG, IMCOM	90 days
Superior Civilian Service Award (DA Form 5655)	Superior IMCOM-Wide achievement establishing a Best Practice	Superior contribution to the mission	Superior service	Region Director	60 days
Commander's Award for Civilian Service (DA Form 4689)	Significant documented achievement improving garrison operations	Significant contribution to the mission	Demonstrated service and achievement	Garrison Cdr (GC)	30 days
Achievement Medal for Civilian Service (DA Form 5654)	Significant achievement for successful / publicized event	Significant contribution to the mission	Met mission requirements	GC	15 days
DA Certificate of Achievement (DA form 2442)	Accomplished assigned duties in a commendable manner	Demonstrated service	N/A	GC or Deputy GC. Director for their ISDs	15 days
USAG Certificate of Achievement or Appreciation	Commendable achievement	Demonstrated service	N/A	GC or Deputy GC. Director for their ISDs	15 days

Table 2, Comparison of top civilian and military awards by approval level, is a reference for comparing civilian and military awards.

Table 2: Comparison of top civilian and military awards by approval level

Civilian Award Type	Military Award Equivalent
Decoration for Exceptional Civilian Service	Distinguished Service Medal
Meritorious Civilian Service Award	Legion of Merit
Superior Civilian Service Award	Meritorious Service Medal
Commander's Award for Civilian Service	Army Commendation Medal
Achievement Medal for Civilian Service	Army Achievement Medal
DA Certificate of Achievement	DA Certificate of Achievement

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. Superior Civilian Service and/or higher Honorary Awards, as well as, Honorary Awards (Table 1) for retirement/departure from Fort Hood may be framed at government expense not to exceed \$75. Certificates requiring the Garrison Commander (GC), Deputy Garrison Commander (DGC) or Garrison Command Sergeant's Major (GCSM) signature will be completed by the Garrison administrative team. Departing personnel should receive their award prior to departing this command.

e. Employees should not be informed they are under consideration for or have been nominated for any award. Such actions create serious morale problems should the nomination be disapproved.

f. Award nominations requiring approval above the Garrison level require the GC's endorsement (typically on DA Form 1256). Upon receipt of the GC's endorsement, the Garrison Administration Section 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 requiring approval above the Garrison level (Superior Civilian Service or Higher Honorary Awards):

(1) Employees who have established a pattern of exceptional, exemplary or superior service or for specific contribution(s) to the mission should be considered for the appropriate level of honorary award, normally recognized through the progressive receipt of honorary awards. Follow the guidelines in Table 1 and complete the

IMWE-HOD-ZA

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

nomination packet in accordance with references 1a and 1d. The nomination packet must include:

(a) FH 21.

(b) DA Form 1256, Incentive Award Nomination and Approval Form, with GC's endorsement.

(c) Justification (narrative) for the period of service to be recognized, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be specific and as quantitative as possible.

(d) Proposed citation (< 90 words, Job title, organization, time period cited, accomplishment). Should be no more than 6 lines.

(e) A list of previous honorary awards received.

(f) Additional documents, only as requested.

h. Preparation of Nominations for Honorary Awards approved by the GC, DGC or Directors (Commander's Award for Civilian Service or lower Honorary Awards):

(1) Employees who have established a pattern of noteworthy achievements, accomplished duties in an outstanding or commendable manner or for specific contribution(s) to the mission should be considered for the appropriate level of honorary award, normally recognized through the progressive receipt of honorary awards. Follow the guidelines in Table 1 and references 1a and 1d. The nomination packet must include:

(a) FH21 with the award justification (narrative) and period of service to be recognized in the Discussion portion.

(b) DA Form 1256, Incentive Award Nomination and Approval Form, with Director/Office Chief's endorsement.

(c) Proposed citation (< 90 words, Job title, organization, time period cited, accomplishment). Should be no more than 6 lines.

(d) A list of previous honorary awards received.

(e) Additional documents, only as requested.

(2) Garrison Certificates of Achievement or Appreciation may be submitted for GC or DGC signature to the Garrison Administration Section via email. Approval authority

IMWE-HOD-ZA

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

is the GC, DGC or Directors for their ISDs. Include in the email nomination the award justification (narrative) and proposed citation (< 90 words, Job title, organization, time period cited, accomplishment). Citation should be no more than 6 lines.

i. Monetary awards fall into three general categories: Performance Awards, Special Act or Service Awards and On-The-Spot Cash Awards. ISD/ISOs will follow the guidelines in Table 3 (Superior Accomplishment and Performance Awards) and applicable references listed in this policy when seeking approval and processing monetary awards. Approval of any/all monetary award is contingent upon the availability of funds. The GC reserves up to 2.0% of the total civilian pay (base plus locality) for monetary awards annually. This amount is reviewed each year and may be adjusted at the GC's discretion and/or IAW IMCOM funding guidance. The limit per employee for monetary awards in a fiscal year is \$3,000 cumulative total from all award types. QSI's will be included in the limit calculated from the approval date to the end of the fiscal year. All monetary performance funds are to be paid out with fiscal year funds that correspond to the end date of the performance period. Directors/Office Chiefs are responsible for ensuring the cumulative total is not exceeded. The DGC may approve exceptions to the limit.

Table 3: Superior Accomplishment and Performance Awards

Award Type	Eligibility and/or Nominating Criteria	Approval Authority	Monetary Limit
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	DGC	N/A
Performance Award	Employees with successful level (1) or (2) ratings for the most recent rating period of record may be nominated	DGC ISD / ISO	> \$2,500 ≤ \$2,500
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	DGC ISD / ISO	> \$1,500 ≤ \$1,500
On-The-Spot Cash Award (up to \$500)	An award given in recognition of one-time achievements. Limited to a maximum of \$500.00	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

IMWE-HOD-ZA

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

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

(1) Quality Step Increases (QSI). Approval authority is the DGC. The QSI is an additional within-grade pay increase given to General Schedule (GS) employees. Only GS employees with Exceptional ratings of record for the current rating period are eligible to receive a QSI. The nomination must be submitted to the DGC within 20 days of approval of the rating of record. The nomination packet must include:

(a) FH21 listing previous QSIs and performance monetary awards.

(b) Completed performance appraisal (DA Form 7222-Senior System or DA 7223-Base System).

(c) Additional documents, only as requested.

The number of QSIs granted in a fiscal year will generally not exceed more than five percent of the total garrison civilian permanent on-board strength. An employee may not receive more than one QSI in any 52-week rating 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.

(2) Performance Awards. Follow the guidance in Table 3 and reference 1a. when processing performance awards. Performance Awards requiring the DGC's approval must be submitted within 20 days of the approval date of the rating of record. The nomination packet must include:

(a) FH21 listing previous QSIs and performance monetary awards.

(b) Completed performance appraisal (DA Form 7222-Senior System or DA 7223-Base System).

(c) Additional documents, only as requested.

(3) Special Act or Service Awards (SASA). Follow the guidance in Table 3 and reference 1d when processing SASA. Nominations for SASA requiring the DGC's approval must be submitted within 30 calendar days after the act, service or achievement to be recognized. The nomination packet must include:

(a) FH21 with short description of the employee's achievement.

(b) DA Form 1256, Incentive Award Nomination and Approval Form, with appropriate level approving official's endorsement, and recommendation for approval.

IMWE-HOD-ZA

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

(c) Additional documents, only as requested.

(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 DA Form 1256, Incentive Award Nomination and Approval Form, and a written justification.

(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. A TOA does not convert to a cash payment under any circumstance. Follow the guidance in Table 3 and reference 1d when processing TOAs.

k. 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.

l. The DGC along with ISD/ISOs will conduct a quarterly review of government civilian award statistics, trends and validation of recording of awards in the Defense Civilian Personnel Data System (DCPDS). The ISD/ISOs are responsible for ensuring that approved awards are properly recorded in the DCPDS and other applicable employee personnel files.

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


MARK A. FREITAG
COL, AR
Commanding

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1 ea Installation Staff Directorates
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CF:

Civilian Personnel Advisory Center