



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
BUILDING 1001 ROOM W321  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION OF

**GARRISON POLICY**  
**CPAC - 01**

**JUL 1 0 2009**

IMWE-HOD-ZA

MEMORANDUM FOR All Fort Hood Garrison Personnel

SUBJECT: Civilian Awards

**1. REFERENCES.**

a. AR 672-20, Incentive Awards, dated 29 January 1999.

b. AR 690-400, Chapter 4302 Total Army Performance Evaluation System, dated 16 Oct 98.

**2. APPLICABILITY.** This policy applies to all USAG units and Directorates.

**3. POLICY.** The goal of the Army's Civilian Incentive Awards Program is to foster mission accomplishment by recognizing team and individual, professional and technical excellence and motivating employees to achieve high levels of performance and service through the judicious use of monetary and honorary awards.

a. Guidance.

(1) Performance Awards (PAs) including quality step increases (QSIs) are based on individual accomplishment and tied to the employee's annual performance evaluation.

(2) The best performers, based on contributions to mission accomplishment noted in the annual performance evaluation, should get the highest awards. Monetary awards should not be given based on length of service, grade level, or other non-performance related criteria.

b. Award Level Decision Factors. The type and amount of award should be based on documentation in the performance appraisal or award justification document that shows:

(1) Job performance during rating period.

(2) Superior knowledge.

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- (3) Perseverance.
- (4) Holding the team and/or mission above self.
- (5) Peer-to-peer support.
- (6) Loyalty.
- (7) And other merit factors that indicate superior individual performance.

c. Other Monetary Awards. These include Special Act or Service Awards (SASA), On-the-Spot cash Awards (OTS) and Time Awards (TOA). Awards should be submitted within 30 days of the act, service or achievement that is being recognized. These, along with honorary awards, may be used to recognize both team and individual excellence when the act or service falls outside the regular performance appraisal period.

d. Honorary Awards. Maximum use of the various honorary awards for increasing levels of superior service, valor, and achievement should be used to foster pride and sense of accomplishment within the workforce.

#### **4. POLICY ADMINISTRATION.**

a. At the beginning of each FY, Garrison Resource Management Office will set an awards target for each Directorate/Special Office, usually based on 1.5% of civilian pay. Unless directed otherwise, limits on monetary awards will be follows:

(1) OTS cash awards. Directors/Office Chiefs are delegated authority to award up to \$500 per individual.

(2) Performance awards. Directors/Office Chiefs are delegated authority to award up to \$2,500 for exceptional performance. Proposed performance awards in excess of \$2,500 must be approved in advance by the Garrison Commander.

(3) Special Act or Service Awards: Directors/Office Chiefs are delegated authority to award up to \$1000 per individual. Awards up to \$5,000 must be approved by the Garrison Commander. Awards in excess of \$5,000, but less than \$10,000, must be submitted for approval through Installation Management Command, West Region (IMCOM-W) to Army Chief of Staff for Installation Management (ACSIM). Awards more than \$10,000 are submitted through IMCOM-W and ACSIM to the Army Incentive Awards Board.

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(4) Cumulative total cash awards per individual may not exceed \$3,000 in a FY without prior approval from the Garrison Commander.

b. Award approval level will normally be one level above the nomination level. Directors and/or the Deputy to the Garrison Commander are delegated the authority to approve awards not to exceed their annual awards budget target. Directors and/or the Deputy to the Garrison Commander may re-delegate approval authority.

c. Award nominations will be timely. Awards requiring approval by the Garrison Commander will be submitted at least 30 days prior to the desired presentation date. Awards requiring approval by IMCOM-W will be submitted at least 65 days prior to required date. Awards requiring approval by IMCOM will be submitted at least 95 days prior to date of presentation. Awards requiring Secretary of the Army approval will be submitted 125 days prior to required date.

d. The Garrison Commander may from time-to-time require Directors and Office Chiefs to provide detailed reports on numbers, types and distribution of awards in their activities (see enclosed template).

5. Where provisions of this policy differ from the provisions of the negotiated agreement between the installation and the exclusive bargaining agent, AFGE Local 1920, the provisions of the agreement apply to employees subject to the agreement.

6. **PROPONENT.** The proponent of this policy letter is the Directorate of Human Resources.

7. **EXPIRATION.** This command policy memorandum supersedes previous civilian award policies and will remain in effect until superseded or rescinded.

Encl



WILLIAM V. HILL III  
COL, AR  
Commanding