



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMYN-ZA

1 October 2012

**US ARMY GARRISON YONGSAN COMMAND POLICY 1-2**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Monetary and Performance Recognition Awards

1. **REFERENCES:**

- a. AR 672-20, Incentive Awards, dated 29 January 1999.
- b. IMCOM Regulation 672-10, Incentive Awards Program For Military And Civilian Personnel, dated 23 June 2009.
- c. Army in Korea Regulation 672-30, Eighth United States Army Civilian Awards Program, 1 February 2010.
- d. USFK Regulation 690-1, Regulations And Procedures – Korean Nationals, dated 6 January 2009.
- e. IMCOM Policy Memorandum 672-20, dated 12 August 2011.

2. **PURPOSE:** This regulation prescribes United States Army Garrison Yongsan (USAG Y) policies, responsibilities, and procedures for managing monetary and non-monetary awards in recognition of civilian employee performance. The awards program is the Garrison Commander's, and he executes it to reward high quality past performance and to stimulate high-levels of performance in the individuals and their peers. Commanders, managers, and supervisors must be cognizant of the forms of non-monetary recognition that are available. (See enclosure.)

3. **APPLICABILITY:** This policy applies to USAG Y Appropriated Fund Department of the Army Civilians (DAC) and Korean National (KN) Civilian Employees.

4. **DISCUSSION:** The Directorate of Human Resources (DHR) is the staff proponent for this policy and will ensure compliance. The Resource Management Office (RMO) is responsible for establishing, funding and monitoring fiscal compliance with this awards program.

5. **PROCEDURES:**

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a. On 10 June 2011 OPM imposed a fiscal year spending limit on all cash awards equivalent to 1% of civilian salaries. Garrison Directors are authorized to use an aggregate awards monetary limit for cash awards based upon 1% of salaries for employees (US and KN) assigned to their respective directorates based upon the fiscal year.

b. The Resource Management Office (RMO) will determine, establish, and monitor an annual budgetary target for ensuring adequate funds are available for Civilian Employee monetary awards by directorate. This will be based upon calculating 1% of individual employee annual salaries and then establishing an aggregate total for each garrison directorate.

c. Korean National (KN) employees also fall under this provision. The 1% annual salary of KN employees is calculated by hours. The 1% is figured at 22 work hours for the KN employee concerned based upon his/her individual hourly rate of pay.

d. Monetary approval authority for all awards is the Garrison Commander or Deputy to Garrison Commander. These include:

(1) Sustained Superior Performance Awards (SSPA) for US and KN Employees.

(2) Special Act or Service Awards for US and KN employees (SASA).

(3) Quality Step Increase (QSI) for US Employees.

(4) On-the-Spot Cash Awards (OTS): OTS awards can range from a minimum of \$50 to a maximum of \$500.

e. Time Off Awards (TOA): The Garrison Commander or DGC may approve up to 40 hours per single contribution. Full-time employees may be granted up to 80 hours time off during any leave year without charge to leave or loss of pay as an award for achievement. For part-time employees and those on uncommon tours of duty (firefighters, for example), the total amount of time off that may be granted is the average number of hours of work in the employee's biweekly scheduled tour of duty. The TOA must be scheduled and used within one year of the approval date. The TOA shall not be converted to a cash payment under any circumstances. As a general rule, time off awards are based upon the value of employee's contribution as follows:

Moderate	01 to 10 hours
Substantial	11 to 20 hours
High	21 to 30 hours
Exceptional	31 to 40 hours

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f. Non-monetary civilian honorary awards are an excellent way to recognize deserving employees. The civilian honorary awards and approval level for the awards are listed at the enclosure.

g. Monetary and time off award hard copy requests will be routed through DHR; the Program and Budget Branch, RMO for confirmation that funds are available; and then the DGC. After a decision by the Command Group, the hard copies of these requests will be returned to DHR who will forward them back to the directorate concerned.

(1) Directorates will maximize the use of AUTONOA for performance appraisal entry and to generate performance or time off award Requests for Personnel Action (RPAs).

h. Incentive Award requests must be complete and contain all required signatures (to include EEO review), excluding the Area II CPAC Director, but including the Garrison Commander's signature. Incentive award requests will be forwarded to the DHR for processing. DHR will ensure DA1256's and justification statements are complete, prepare the honorary award certificate if required, and route through RMO and the Command Group for review and signatures. Once a decision is made and documented, the incentive award packet will be forwarded to the directorate chief concerned.

i. Directors must plan for civilian awards. Managers and supervisors at all levels must ensure all awards are warranted and deserved. Everyone in the awards process must keep recommendations for awards confidential until the awards are approved and presented.

j. This Policy Letter replaces Policy Letter 1-2 Performance Award Boards and Awards Processes, dated 2 August 2012

Encl  
Hierarchy of Civilian Honorary Awards



MICHAEL E. MASLEY  
COL, AG  
Commanding

DISTRIBUTION:  
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**HIERARCHY OF CIVILIAN HONORARY AWARDS**

<b>CIVILIAN AWARD</b>	<b>APPROVAL LEVEL</b>	<b>MILITARY AWARD EQUIV.</b>
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal
Meritorious Civilian Service Award	Commanding General (CG), Installation Management Command (IMCOM)	Legion of Merit
Superior Civilian Service Award	RD, IMCOM Pacific Region	Meritorious Service Medal
Commander's Award for Civilian Service	Commander, USAG Yongsan	Army Achievement Medal
Achievement Medal for Civilian Service	Commander, USAG Yongsan	Army Achievement Medal
Certificate of Achievement for Patriotic Civilian Service	Commander, USAG Yongsan	None
Civilian Award for Humanitarian Service	CG, IMCOM	Humanitarian Service Medal
DA Certificate of Achievement	Commander, USAG Yongsan	Certificate of Achievement
Letter of Appreciation or Commendation	Commander, USAG Yongsan, supervisor or other activity officials	None
Other Recognition Devices	Commander, USAG Yongsan, supervisor or other activity officials	None