



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

IMSI-RM

29 September 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year's (FY) 16/17 Monetary Award Guidance for Civilian Employees, Installation Management Command (IMCOM) Fort Sill Garrison, GC Policy Memo 16-14

1. References.

- a. AR 672-20, Incentive Awards, 1 April 2014
- b. IMCOM Regulation 672-10, Incentive Awards Program for Military Civilian Personnel, 23 June 2009
- c. AR 690-400, Total Army Performance Evaluation System, 16 October 1998

2. Purpose. To provide implementing guidance for approving monetary awards in accordance with IMCOM and Department of the Army imposed limitations.

3. Applicability. This guidance applies to all Appropriated and Non-appropriated fund personnel employed by the United States Army Garrison, Fort Sill.

4. General: Recognition of hard work and good performance is extremely important and is used frequently in the most successful organizations. An effective awards program within an organization helps promote a healthy organization and work environment. Leaders have many opportunities to reward success and should take full advantage of all opportunities to both formally and informally acknowledge, recognize and encourage good performance. To ensure equitable distribution of awards throughout the Garrison, it is the intent of this Command to recognize Civilian employees for their accomplishments and contributions in a timely manner, ensure program oversight, and apply program procedures consistently.

5. Policy.

a. For Appropriated Fund (AF) Employees. The FY16/17 spending limit on cash awards is .96% of total aggregate salaries of assigned AF employees. Managers have the latitude to request an approval for cash awards over .96% for high performing employees from the Deputy Garrison Commander (DGC). However, managers will not exceed .96% of the aggregate salaries within their organization.

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b. For Non-Appropriated Fund (NAF) Employees. The FY16/17 spending limit on cash awards is .96% of total aggregate salaries of assigned NAF employees. Managers have the latitude to request approval for cash awards over .96% for high performing employees from the DGC. However, managers will not exceed .96% of the aggregate salaries within their organization.

c. Awards are only authorized within your Directorate or Office. No awards are authorized outside the Garrison or outside your organization.

d. Performance Award – Directors/Office Chiefs may approve up to .96% of an employee's base salary not to exceed \$1,500, and may recommend up to 3% of an employee's salary not to exceed \$2,500 per fiscal year. Recommendations for monetary awards, which exceed .96% and/or \$1,500 of an employee's base salary, must be submitted to DGC for review. In accordance with AR 672-20, employees will not be recognized or receive a performance award if they have previously received a performance award in whole or in part based on the performance currently being recommended for recognition.

e. Quality Step Increase - All nominations for Quality Step Increase (QSI) must be submitted to the Deputy Garrison Commander for review and recommendation. Directors/Office Chiefs will certify funds. Employees may not receive more than one QSI in any 52-week period. Additionally, an employee may not receive a QSI if they have received a performance award based in whole or in part on the performance being recommended for the recognition. These awards are an exception and given only to our highest performers.

f. Special Act Award – Directors/Office Chiefs may approve Special Act Awards ranging from \$25 - \$500. Nominations for higher dollar amounts must be approved by the DGC and in accordance with AR 672-20. Justification must include a description of the specific achievement and show how tangible benefits were computed. Recommendations based on intangible benefits will identify the value of the benefit and extent of application appropriate for the achievement recommended for the recognition.

g. On-the-Spot Award – Directors/Office Chiefs may approve On-the-Spot Awards ranging from \$25 - \$250. On-the-Spot Awards \$251-\$500 will be submitted to the DGC, with justification, for approval. Directors/Office Chiefs must certify that funds are available in their budget to cover the cost of the award. Justification must include a description of the achievement. On-the-Spot award is a Special Act award given for day to day accomplishments.

h. Time Off Award – Directors/Office Chiefs may approve up to 24 hours. All time off awards in excess of 24 hours, up to 40 hours, must be forwarded to and

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approved by the DGC. Employees may receive no more than 40 hours for any single contribution and no more than 80 hours during any leave year.

i. Honorary Awards – Criteria and approval authority for all honorary awards may be found in AR 672-20, Chapter 8, and Incentive Awards Plan.

6. Procedures.

a. The Resource Management Office will provide directors and managers with their annual monetary awards budget based on the .96% AF or .96% NAF allowed. Your Budget Analyst will monitor the execution of awards funding as part of the monthly Status of Funds during the course of the fiscal year to ensure the maximum amount allowed is not exceeded.

b. Managers are encouraged to take full advantage of time-off awards, 59 minutes, and Quality Step Increases if appropriate, as these incentives are not included in the cash award limit.

c. Managers will ensure the method used to determine how monetary awards are distributed within their organization is fair and equitable. Requesting officials will use the DA Form 1256 or the appropriate performance evaluation form as prescribed in AR 690-400 for processing cash awards.

d. Incentive awards will not be made to any individual who has been actively and substantially involved in unlawful discrimination, is either under investigation or upon whom disciplinary action is pending, or was subject to disciplinary action within the preceding 120 days, or during the rating period.

e. Requests will be submitted in AutoNOA.

7. The proponent for this policy is the DGC. This policy supersedes Fiscal Year (FY)

14 Monetary Award Guidance for Civilian Employees Assigned to Fort Sill Garrison, GC Policy Memo 14-02, 28 April 2014.



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Commanding

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