



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

31 JUL 2015

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 Sep 11.

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 Non-appropriated Fund (NAF) employees. Army Regulation 215-3, NAF Personnel Policy, dated, 29 August 2003, addresses monetary awards for NAF employees.

3. POLICY:

a. This policy supports the goal of the Total Army Awards Program to foster mission accomplishment's 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. Supervisors at all levels will familiarize themselves with listed references to ensure a well-managed program that includes monetary and non-monetary options to recognize performance and/or contributions to the mission of the command. Every employee should be considered for an honorary award upon retirement.

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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), Installation Support Offices (ISO) and the Directorate of Human Resources, Workforce Development Division (DHR/WFD). The staff action will include the desired presentation date. For awards that must go higher than GC/DGC, the 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 completed by the ISD/ISO through Knowledge Management System (KMS) at: <https://intranet.hood.army.mil/garr/garrison/SAP/default.aspx>. Once award is ready for approval by Garrison Command, Garrison Administration will print certificate(s). After the award(s) has been signed by the GC, the award(s) will be forwarded directly to ISD/ISO. Enclosure 2 provides an example of an awards packet, to include the FH21 staff action

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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). The DA Form 1256 must be signed by the EEO and CPAC directorate in part II of form prior to submission. Upon receipt of the GC's endorsement, the DHR/WFD will forward the nomination packet to IMCOM-Central Region and complete the 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, part II of the DA Form 1256 must be completed. Upon endorsement from the GC, the 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, part II of the DA Form 1256 must be completed. Upon endorsement from the GC, the 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. In addition, part II of the DA Form 1256 must be completed. Upon endorsement from the GC, the 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.

(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.

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(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 21e KMS staff action coversheet, Award-Action must be the first part of the subject line. The Fort Hood Form 21e staff action coversheet will include desired presentation date.

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

(c) If needed, less than 60 or 90 days as required for level of award requested, a 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. The USAG Fort Hood awards dispensation worksheet (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. The nomination packet must include:

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

(b) The USAG Fort Hood awards compensation dispensation sheet.

(c) If needed, a letter of lateness will be included.

(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) and ensuring that the QSI dollar amount is annotated on the Fort Hood Garrison awards compensation dispensation sheet so that 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. The ISD/ISO is responsible for ensuring that the OTS dollar amount is annotated on the Fort Hood Garrison awards compensation dispensation sheet so that the amount is deducted from the allocated awards budget.

(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. Currently, OPM has an imposed spending limit on cash awards. OPM imposed a one percent limit of the aggregate of Civilian salaries (base plus locality pay). The USAG Fort Hood awards compensation dispensation sheet will be utilized to determine the distribution of awards, and that cash awards are in compliance with OPM guidance. The ISD/ISOs will not pay out more than the one percent of their aggregate total salary for the current fiscal year.

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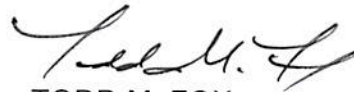
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I. The DGC will conduct a distributive performance awards board IAW IMCOM guidance to review award statistics, trends, and validate awards on the awards compensation dispensation worksheet. The distributive board will consist of the DGC, DHR, RM, and ISD/ISO of the awardee(s). Approved awards will be submitted by the ISD/ISOs through the AutoNOA appraisal entry tool. The instructions are available on the AutoNOA web site at: <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 all previous awards policies issued and will remain in effect until superseded or rescinded.

2 Encls

1. Award Checklist/Example Packet
2. USAG FH Awards Dispensation Worksheet Guidance and Examples



TODD M. FOX
COL, AR
Commanding

DISTRIBUTION:

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

CF:

Civilian Personnel Advisory Center

Example: Step by Step instruction on Civilians Awards process

1. Log into Knowledge Management System Website:
<https://intranet.hood.army.mil/Pages/Welcome.aspx>
2. Select New Staff Action. Begin process by selecting your organization on the staff action page
3. Staff Coordination should include ISO/ISD, and Beth Waller, Chief, WFD; Mr. Charlie Green should be inserted as the releaser.
4. Attach all documents at bottom of Staff Action page except the FH21, the staff action is your FH21.
5. Print hardcopy of certificate and the front of the KMS upon completing and forward ONLY certificate and front copy of Staff action (make sure the Staff Action Control Number is on form) to Workforce Development office.
6. When Certificate is signed by Garrison Command the certificate will be placed in your box or someone from the Staff will email or call your Directorate for pickup.
7. Awards requiring higher than Garrison Command approval will be forwarded by the WFD to IMCOM Region for further processing.

FH21e - STAFF ACTION COVERSHEET

Submitting ISD/ISO:	Staff Action Control Number:	Action:	Suspense Date:
DHR		Awards	10/12/2012

IMCOM TASKER/OPORD#:	REGION TASKER/OPORD #:	Other TASKER/OPORD#:
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SUBJECT:
 AWARD ACTION - Commander's Award for Civilian Service: Name of Individual(s)

<i>ROUTING</i>	<i>APPROVED</i>	<i>DISAPPROVED</i>	<i>RETURNED</i>	<i>SEE ME</i>	Priority: (2) Normal	COMMAND COMMENTS
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AOS	CMD Admin	CMD Approval: <input type="checkbox"/> Returned: <input type="checkbox"/>	<input type="checkbox"/> Michelle Miller <input type="checkbox"/> Susan Davis		
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CMD GRP	XO: N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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CMD GRP	CSM: N/A: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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CMD GRP	DGC:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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CMD GRP	GC:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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GARRISON COMMAND DECISION/ACTION (Only):
 Garrison Command Action Completion: Route to III Corps: Region (RIST)

Office Symbol:	Action Officer:	Telephone:	E-Mail:
IMHD-XX	POC for Award	Action Officer ...	Action Officer Email Address

For: Information EXSUM Decision Read-Ahead Approval Signature

PURPOSE:

To obtain the Commander's Signature on the Commander's Award for Civilian Service.

DISCUSSION:

John Doe is commended for his outstanding performance of duty from 21 June 1990 through 31 October 2012.

Provide # of years of Federal Service and # of years in current position.

Desired Presentation Date.

List enclosures.

RECOMMENDATION:

That the Garrison Commander sign the enclosed, Achievement Medal for Civilian Service, and the DA 1256.

Releaser: Mr. Charlie Green	Coordination Complete	Date:
	Route to Garrison CMD: <input type="checkbox"/>	
	No CMD Action (Local): <input type="checkbox"/>	

COORDINATION: No CMD Action (Local) Archive:

(Check to Mark for Digital Record Management Branch Archive) DRMB

Organization	Name/Position Title	Concur	Coordinator Comments	Date
_Select...	ISD/ISO	_Select...	Must Concur for completion	
_Select...	WFD	_Select...	Must Concur for completion	
_Select...	XO	_Select...	Must Concur for completion	

Click to add attachments:

Red Tab	White Tab	Blue Tab
 File Attachment	 File Attachment	 File Attachment

Example MSCA

CHAPLAIN (COLONEL) XXXXXX UNITED STATES ARMY

exceptionally meritorious service and performance during the period 1 June 2005 through 31 May 2015 while serving in positions of increasing responsibility culminating as the Garrison Chaplain, United States Army Garrison Fort Bragg, North Carolina. Chaplain Dolinger led religious support in Balad, Iraq in conjunction with his own dispersed unit totaling 22,000 troops. While working with the National Guard and Army Reserve recruiters, his leadership and vision reversed a chaplain shortage which produced 100% staffing in the Chaplain Corps. Chaplain Dolinger made it possible for Soldiers and Family members to earn 16 college credit hours in religious studies. His youth ministry was three times larger than any other in Europe and took an active approach to suicide prevention, resulting in zero suicides. Chaplain Dolinger's superior performance and dedication to duty reflect great credit upon him, the United States Army Garrison Fort Bragg, the Army Chaplain Corps, the Installation Management Command and the United States Army.

Permanent Order # 350-1
G 1, Headquarters
Installation Management Command
United States Army

XXXXXXX
Lieutenant General, US Army
Commanding

Example Commander's Award for Civilian Service

JOHN H. DOE

for exceptional performance of duty as Budget Technician, Garrison Resource Management Office from 5 October 1997 through 30 June 2012. Mr. Doe is commended for his exemplary contributions to serve with Garrison Resource Management. His loyalty and devotion to duty earned him the respect and admiration of his peers and supervisors alike. His dedication to duty made him a valuable asset to this organization and such performance of duty reflect great credit upon himself, US Army Garrison Fort Hood, Installation Management Command and the United States Army.

Date

Fort Hood, Texas

Todd L. Fox
Colonel, US Army
Garrison Commander

James R. Doe Jr.

for exceptional performance of duties as Mobile Equipment Mechanic, Ground Maintenance Branch, Materiel Division, Directorate of Logistics from 15 April 1981 through 31 March 2012. Mr. Doe is commended for his exemplary contributions to the Component Repair Section. His organizational skills and dedication to duty make him a valuable asset to the Fort Hood Community. Mr. Doe's performance of duty reflects great credit upon himself, US Army Garrison Fort Hood and the United States Army.

Date

Fort Hood, Texas

Todd L. Fox

Colonel, US Army

Garrison Commander

JASMINE H. DOE

For exceptional performance of duties while serving as the Chief of Command information, Public Affairs, United States Army Garrison, Fort Hood, Texas from January 2011 through September 2012. Ms. Doe's selfless dedication and tireless commitment, earned her a 2011 Department of Defense Thomas Jefferson Award and first place in the 2011 Department of the Army Keith L. Ware Journalism competition. Additionally, her efforts to promote Public Affairs across Fort Hood through Social Media have significantly enhanced the command's ability to tell the Army story. Ms. Doe's selfless service and exemplary performance of duty are in keeping with the highest traditions of Federal Service and reflect great credit upon her, the Installation Management Command, and the United States Army.

Thomas J. Schoenbeck
SES, US Army
Director, IMCOM-Central