



REPLY TO
ATTENTION OF

IMDI-HR

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SUPPORT ACTIVITY, FORT DIX
5417 ALABAMA AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-5000

22 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity, Fort Dix & Devens Reserve Forces Training Area Policy Memorandum #14 – Civilian Personnel Awards and Recognition

1. This policy memorandum supersedes US Army Support Activity, Fort Dix Command Policy Memorandum #14 – Annual Military and Civilian of the Year Awards Policy, 14 August 2015.

2. REFERENCES.

- a. Title 5 CFR, CH 451.
- b. Army Regulation 672-20, Incentive Awards, 1 Apr 14.
- c. Army Regulation 690-400, Total Army Performance Evaluation system, 16 Aug 98.
- d. Army Policy Memorandum dated 14 December 2015, Subject: Guidance on Awards Limitations for Department of the Army Civilian Employees Fiscal Year (FY) 2016.
- e. IMCOM Regulation 672-10, Incentive Award Program for Military and civilian Personnel, draft, 23 Jan 13.
- f. IMCOM Atlantic Region memorandum, IMAT-ZA, 24 March 2016, Subject: Command Policy #17-Annual Performance Awards Program.

3. PURPOSE. To provide all leaders guidance and instruction for both monetary and honorary awards recognition of civilian employees.

4. APPLICABILITY. This policy guidance applies to all appropriated fund civilian personnel assigned or attached to the US Army Support Activity (ASA), Fort Dix and Devens Reserve Forces Training Area (DRFTA).

5. POLICY. To recognize all deserving civilian employees who perform in an exemplary manner, and to ensure recognition is fair and equitably applied across the

IMDI-HR

SUBJECT: US Army Support Activity, Fort Dix & Devens Reserve Forces Training Area Policy Memorandum 14 – Civilian Personnel Awards and Recognition

entire workforce in accordance with guidance and limitations provided in reference documents and contained herein.

a. The Army Incentive Awards Program provides for a variety of awards, both monetary and honorary, to recognize outstanding performance and achievement. Incentive awards are not automatic entitlements. Supervisors will demonstrate selectivity when nominating employees for awards and ensure equitable consideration of all employees. Recognition will be made promptly and appropriately based upon merit.

b. All Directors, Office Chiefs and supervisors are responsible for administering an active awards process that is fair and equitable. Directors and Office Chiefs will ensure that all nomination packages are accurately completed before forwarding for approval and processing.

c. All incentive award nominations will be submitted to a Performance Review Board (PRB) as required by reference 2.f above. USASA, Fort Dix and DRFTA will each establish a PRB consisting of those appointed by the respective Commanders. The PRBs will be chaired by the respective Deputy to the Commander. Nominations will be vetted through an EEO advisor.

d. USASA, Fort Dix Directorate of Resource Management will annually provide monetary awards budgetary guidance to all USASA, Fort Dix Directors/Office Chiefs and Commander, DRFTA. Each Director will receive awards targets broken out by appropriation, and SAG (i.e. 121/131) to equitably manage and monitor for their deserving employees.

e. The appropriate use of honorary and non-monetary awards is encouraged, subject to published IMCOM Award guidance.

f. Consistent with the IMCOM Incentive Awards Program for Civilian employees, employees with adverse actions pending or under a performance improvement plan will not be granted awards. Additionally, employees who have an Equal Employment Opportunity complaint against them, or are delinquent in payment on their Government Travel Credit Card may not be granted an award, but could be nominated for consideration and approval by the undersigned subject to timely favorable resolution.

g. Nominating officials will not notify individuals that an award recommendation has been submitted, or that they are under consideration for an award.

IMDI-HR

SUBJECT: US Army Support Activity, Fort Dix & Devens Reserve Forces Training Area Policy
Memorandum ## – Civilian Personal Awards and Recognition

6. PROPONENT. USASA, Fort Dix Directorate of Human Resources Military is the proponent for this policy.

2 Encls

1. Procedures for Processing Civilian Incentive Awards
2. Certification Statement



MARTIN F. KLEIN
COL, LG
Commanding

DISTRIBUTION: USASA, Fort Dix Workforce

Procedures for Processing Incentive Civilian Awards

Nominating officials are responsible for recommending deserving employees for Incentive Awards. A US Army Support Activity (USASA), Fort Dix Performance Review Board (PRB) will review and recommend incentive awards (as noted below) to the USASA, Fort Dix Commander for approval and ensure the process complies with policy.

1. The PRB will:
 - a. Control uniformity and adequacy of the performance management process;
 - b. Ensure consistency among performance expectations across the USASA, Fort Dix;
 - c. Review award statistics and trends;
 - d. Validate that awards are sufficiently supported by performance appraisals ratings or other relevant documentation;
 - e. Meet at the call of the PRB Chairperson for performance and all other incentive awards as noted below, but in no case shall there be more than thirty (30) calendar days between Board meetings, provided that administratively-complete nomination packets are awaiting Board review.
2. The PRB board will be chaired by the Deputy to the Commander. Board members will be appointed by the Commander, and will reflect the diversity of the workforce. The Board will be provided administrative assistance by a non-voting PRB Coordinator, and all nominees will be vetted through an EEO Advisor, who shall serve as a non-voting Board member. Award nominations for voting members of the Board shall be reviewed by a separate Board consisting of the Deputy to the Commander and the USASA, Fort Dix Deputy Commander.
3. Awards required to be processed through the Performance Review Board shall include:
 - a. Commander's Award for Civilian Service (if monetary component)
 - b. Achievement Medal for Civilian Service (if monetary component)
 - c. On the Spot Awards
 - d. Time-Off Awards (for performance)-Supervisors must ensure that performance evaluations are submitted in AutoNOA to be considered.

e. Performance Awards (if monetary component)-Supervisors must ensure that performance evaluations are submitted in AutoNOA to be considered.

4. The PRB Coordinator will ensure all award nomination packets are complete, to include necessary forms, justification and any additional documents as needed to recommend an award. A Credit Card Statement signed by the employee's supervisor should be included as appropriate.

5. Directors and Office Chiefs are delegated Approval Authority for:

a. Time off Awards up to 40 hours (non-performance based)

b. Certificates of Appreciation/Achievement

c. All other incentive awards must be submitted through the PRB.

6. Career Service Certificates up to 35 years will be signed by the USASA, Fort Dix Commander.

7. USASA, Fort Dix Directors and Heads of Staff Offices are responsible for submitting approved awards for employees within their respective organization through the AutoNOA appraisal entry tool within 14 calendar days of receiving written notice of an approved award. Similarly, they shall ensure that approved awards are properly processed in DCPDS and other applicable employee personnel files. Listed below are the types of Incentive Awards available and necessary supporting documentation required for their processing.

a. Performance Awards (PA): PAs are given in recognition of high-level performance for the rated year. PA nominations will be submitted within 15 days of the senior rater's signature on the appraisal to the PRB. Employees with a Successful Level I or II are eligible to receive this award. All nominations will go to the PRB for review and recommendation to the Commander; however, nominations that exceed 3% of the respective employee's salary (base pay plus locality pay) must be fully justified and submitted to the IMCOM regional director for confirmation prior to approval.

b. Quality Step Increase (QSI): QSIs are an additional within grade pay increase, which may be given in recognition of exceptional performance for the rated year. Only top-level employees with a Successful Level I are eligible for this award. Nominations are submitted to the PRB. Nominations will be submitted within 15 days of the senior rater's signature. The approving official for this award is the USASA, Fort Dix Commander. To be eligible for a QSI, the employee must not have been granted a QSI in the previous 52 week period. QSI's will be capped according to IMCOM guidance.

c. Special Act or Service Awards (SASA): These awards are used to recognize employees for an exceptional effort, act, or service accomplished within or outside their assigned job duties. Nominations will be submitted to the PRB as soon as possible

following the completion of the special act on a DA for 1256. A written justification will accompany the DA Form 1256 briefly describing the special act.

d. On-the-Spot Awards (OTS): These are smaller special acts awards given in recognition of one-time achievements. These awards are limited to a maximum of \$500 and submitted to the PRB using a DA Form 1256.

e. Time-Off Awards (TOA): TOAs may be granted as a form of recognition for performance or a special accomplishment. This award is limited to 40 hours for a single contribution and up to 80 hours of time off during one leave year for achievements or performance contributing to the USASA, Fort Dix mission. TOAs will be submitted to the PRB on a DA Form 1256 with justification attached. TOAs for special accomplishment can be approved by the Director/Office Chief.

f. Employee of the Quarter Awards (EOQ) see the USASA, Fort Dix EOQ award SOP for specific guidance.

8. Honorary Awards: See AR 672-20 for a complete listing of Honorary Awards, but the three most common are discussed below. Honorary Awards must be submitted through the PRB for approval if there is a monetary component. To the extent possible, honorary awards will be presented to recipients at appropriate organizational events.

a. The Achievement Medal for Civilian Service is given for noteworthy service/achievement. Nominations will be submitted on DA Form 1256 with the justification and citation attached. The ASA Commander will approve this award. The package for this award must include an Awards History and the Credit Card Statement.

b. The Commander's Award for Civilian Service is given for service, achievement and/or heroism. Nominations will be submitted on DA Form 1256 with justification and citation attached. The ASA Commander will approve this award. The package for this award must include and Awards history and the Credit Card Statement.

c. The Superior Civilian Service Award is given for superior service/achievement. Nominations will be submitted on DA Form 1256 with justification and citation attached. The IMCOM AR Director will approve this award. Nominations must be sent to Director of Human Resources 90 days prior to presentation date in order to allow time for processing to IMCOM. The package for this award must include an awards history and the credit card statement.

CERTIFICATION STATEMENT

I HEREBY CERTIFY THAT **(NAME)** IS NOT DELINQUENT ON **HIS/HER** GOVERNMENT TRAVEL CREDIT CARD NOR DOES **HE/SHE** DIRECTLY SUPERVISE EMPLOYEES THAT ARE DELINQUENT.

NAME

DATE

TITLE OF OFFICIAL