



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-HR

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) COMMAND POLICY 1-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Monetary and Performance Recognition Awards

1. **REFERENCES:**

- a. Army Regulations 672-20, Incentive Awards, dated 1 April 2014.
- b. IMCOM Regulation 672-10, Incentive Awards Program For Military And Civilian Personnel, dated 23 June 2009.
- c. IMCOM Policy Memorandum 672-20, dated 12 August 2011.
- d. United States Forces Korea (USFK) Regulation 690-1, Regulations And Procedures – Korean Nationals, 10 February 2011.
- e. Army in Korea Regulation 672-30, Eighth U. S. Army Civilian Awards Program, 1 February 2010.

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 she 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.

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

5. **PROCEDURES:**

a. On 10 June 2011, OPM imposed a fiscal year spending limit on all cash awards equivalent to .96% of civilian salaries. Garrison Directorates will be authorized to use an aggregate awards monetary limit for cash awards based upon .96% of salaries for employees (U.S. and KN) assigned to their respective Directorate based upon the fiscal year.

b. The 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's 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 employee's are calculated by hours. 1% is figured at 22 work hours of the KN employee concerned based upon their individual hourly rate of pay or Time Off Award.

d. DHR will conduct a review of incentive awards on a yearly basis with the Garrison Commander. A matrix of incentive awards will be submitted by Directorate to DHR.

e. Monetary approval authority for all awards is the Garrison Commander or Deputy to the Garrison Commander (DGC). This includes:

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

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

(3) Quality Step Increase (QSI) for U.S. Employees.

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

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f. 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 of time off during any leave year without charge to leave or loss of pay as an award for achievements contributing to the USFK mission. 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 cannot 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

g. 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 on the enclosure.

h. 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 and Garrison Commander. After decision by the Command Group the hard copies of these requests will be returned to DHR who will forward back to the Directorate concerned. Directorates will maximize the use of AUTONOA for Performance Appraisal entry and to generate Performance or Time Off Awards RPA's.

i. Incentive Award requests need to be complete and contain all required signatures (to include EEO review) excluding the Area II CPAC Director, and the Garrison Commander's signature. Incentive award requests will be forwarded to the DHR for processing. DHR will insure DA 1256's and justification statements are completed, prepare the honorary award certificate if required, and route through RMO and the Command Group for review and signatures. Once approval or disapproval is obtained, the incentive award packet will be forwarded to the Directorate Chief concerned.

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

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k. This policy letter replaces policy letter 1-2 Performance Award Boards and Awards Processes, dated 2 August 2012.



MARIA P. EOFF  
COL, LG  
Commanding

Encl  
Hierarchy of Civilian Honorary Awards

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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