



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I
UNIT # 15707
APO AP 96258-5707

REPLY TO
ATTENTION OF:

Policy Letter #8-3

IMRD-ZA

03 MAR. 2016.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Awards and Recognition Program

1. REFERENCES:

- a. Title 5, United States Code, Chapter 45
- b. Title 5, Code of Federal Regulations, Part 451.
- c. Army Regulation (AR) 672-20, Incentive Awards, 1 April 2014
- d. Army Regulation (AR) 215-3, Non-appropriated Funds Personnel Policy, 29 August 2003.

2. POLICY: It is US Army Garrison-Red Cloud and Area 1 policy to recognize members of our US Civilian and Local National work forces for their outstanding accomplishments and contributions in a timely manner and apply program procedures consistently to ensure equitable distribution of awards throughout the Garrison and alleviate the use of "End of Year" awards.

a. The goal of the Incentive Awards Policy is to foster mission accomplishment by recognizing superior performance and accomplishments; and to motivate employees to high levels of performance and service. Incentive awards are not mandatory **nor an entitlement**, but managers are encouraged to recognize employees' exemplary achievements through the use of the Incentive Awards Program.

b. In accordance with Army regulations, monetary and honorary awards for performance or achievement will not be submitted for an employee who has current EEO complaints or adverse actions pending against them, or has a past history of adverse findings in EEO complaints or adverse actions based on performance or conduct. If there is a past adverse action based on conduct or performance, the commander may submit an award after evaluating the underlying facts and certifying that the nomination is not inconsistent with EEO affirmative action goals, and will not reflect adversely on the Department of the Army.

c. The Directorate of Human Resources (DHR) will maintain administrative control over the incentive awards program, both honorary and monetary. The DHR will provide

advice and assistance to the Garrison Commander, Deputy to the Garrison Commander, and Directors/special Staff Officers as required.

3. Incentive Awards. The approval authorities for monetary and honorary awards are outlined in Appendix A. Individual monetary awards above 3% must be justified in writing and forwarded to the DHR for Garrison Commander or Deputy to the Garrison Commander's approval.

a. Monetary Awards. Monetary recognition should be awarded in a timely manner. Honorary awards maybe given to civilian employees at any time during the tenure of their careers, including occasions such as retirement, transfer, or separation provided the individual's accomplishments fully meet the criteria for the particular award.

(1) Performance. Directors/special Staff Officers may approve up to 3% (GS) or 80hours (LN) of an employee's base salary. The Garrison Commander and Deputy to the Garrison Commander retain approval authority for those awards exceeding 3% (GS) or 80hours (LN) of the employee's base salary. Directors/special Staff Officers must certify through the Resource Management Office that funds are available in their budget to cover to cost of the award. Performance awards are to be given in recognition of high level performance for a specific period. Employees with Exceptional or Highly Successful ratings may receive a performance award. Performance awards are to be used to reward past performance and as an incentive to stimulate future high-level performance.

(2) Quality Step Increase (QSI). All nominations for QSI (GS only), must be justified (in writing) and approved by the Garrison Commander or the Deputy to the Garrison Commander. Employees may not receive more than one QSI in any 52-week period. Submission packet will consists of a written justification and a copy of the employees Exceptional/Highly Successful rating of record for the current rating 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. The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period then gets extended by 52 weeks under the graduated waiting-period schedule prescribed by Title 5, United States Code, Section 5335(a).

4. Superior Accomplishment Awards (SAA). SAA's are given to recognize a meritorious personal effort, act, or service accomplished within or outside assigned job responsibilities. When an award is given for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

a. Special Act or Service award. Directors/special Staff Officers may approve Special Act or Service Award ranging from \$25.00 to \$500.00. Nominations for higher dollar amounts must be approved by the GC or the DGC IAW AR 672-20, Incentive Awards. Justification must include a description of the specific achievement and show how tangible benefits were computed. Recommendations based on intangible benefits

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will identify the VALUE of the benefit and EXTENT of application appropriate for the achievement recommended for recognition.

b. On-the-Spot award (OTS). Directors/special Staff Officers may approve On-the-Spot cash awards ranging from \$25.00 to \$250.00. Justification must include a description of the achievement. On-the-Spot awards are for small day to day accomplishments. Processing OTS awards will be accomplished as expeditiously as possible.

c. Time off award (TOA). Directors/special Staff Officers may approve up to 40 hours. First line supervisors may approve TOA up to 8 hours. Employees may receive no more than 40 hours for any single contribution and no more than 80 hours during the leave year. TOA may be used alone or in combination with monetary or nonmonetary awards. Contribution must directly support the Army mission or result in benefits to the Government. TOA's must be scheduled and used within one year of the approval date. TOA's DO NOT convert to a cash payment under any circumstances.

5. Honorary Awards - These awards are an excellent means for supervisors to recognize and reward SUPERIOR performance demonstrated during an individual's career. They may be given at any time in their careers provided the individual's accomplishments meet the criteria for the particular award. Supervisors have a responsibility for ensuring that deserving employees are recommended and nominated for these awards. Keep in mind that when nominating employees for honorary awards, that we consider the succession in which honorary are to be given. An exception to the succession guidance is possible if you have a nominee who has performed his/her duties in an exceptional manner in which the achievement affected large-scale savings or were of major significance in advancing missions of DA, Department of Defense, and the Federal Government. Approval authorities for all honorary awards can be found in Appendix B.

6. Restrictions - The same act or service cannot serve as the basis for more than one monetary award. However, a monetary and honorary award may be given to Civilian employees for the same act or achievement if the criteria for each award are met and the Regional Director approves.

7. The point of contact for this memorandum is Director of Human Resources, USAG Red Cloud, DSN 315-732-7189.


JOHN W. HAEFNER
COL. EM
Commanding

DISTRIBUTION:

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APPENDIX A

MONETARY AWARDS

AWARD	AMOUNT	APPROVAL AUTHORITY	AWARD REQUIREMENT
Performance (GS only) (Local National)	Up to 3% of the employees base pay Up to equivalent of 80hours of the employees base pay	Directors/special Staff Officers. Excess of 3%(GS) or 80hrs (LN) requires approval from the GC or DGC	An annual rating of Exceptional or Highly Successful DA Form 1256
Special Act or Service	\$25.00 to \$500.00	Directors/special Staff Officers. Excess of \$500.00 requires approval from the GC or DGC	A well written justification. DA Form 1256
On-The-Spot	\$25.00 to \$250.00	Directors/special Staff Officers. Excess of \$250.00 requires approval from the GC or DGC	Justification must include a brief description of the accomplishment. DA Form 1256
Quality Step Increase (GS only)	Equivalent to a Within Grade Increase (WIGI)	Garrison Commander or the Deputy to the Garrison Commander. NO EXCEPTION	Justification must be strong enough to support nomination. DA Form 1256
Time Off Award	Up to 1 day (8 hours) Up to 5 days (40hours) Over 5 days (40hours) NTE 10 days 80 hours	First Line Supervisor Directors/Special Staff Officers Garrison Commander or the Deputy to the Garrison Commander. NO EXCEPTION	Management discretion Contribution must directly support the Army mission or result in benefits to the Government. DA Form 1256

APPENDIX B

HONORARY AWARDS

AWARD	APPROVAL AUTHORITY	USAG-RC/AREA I REQUIREMENTS	MILITARY AWARD
Decoration for Exceptional Civilian Service	Secretary of the Army	Award is reviewed by IMCOM-Pacific Incentive Awards Board for recommendation to Region Commander	Distinguished Service Medal
Meritorious Civilian Service Medal	IMCOM Commanders	Award is reviewed by IMCOM-Pacific Incentive Awards Board for recommendation to Region Commander	Legion of Merit
Superior Civilian Service Award	CDR's MG and above/Civ. Equiv	Award submittal is reviewed by IMCOM-Pacific Incentive Awards Board for approval by Region Commander	Meritorious Service Medal
Commander's Awards for Civilian Service	CDR's COL and above/Civ. Equiv	GC reviews & approves	Army Commendation Medal
Achievement Medal for Civilian Service	CDR's LTC and above/Civ. Equiv	GC reviews & approves	Army Achievement Medal
Certificate of Achievement	Local CDRs – Maybe delegated to Directors	Director and local Commander are authorized to approve this award and sign the certificate	Certificate of Achievement