



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
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JUN 09 2016

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MEMORANDUM FOR USAG Fort Stewart and Hunter Army Airfield (FS/HAAF) Personnel

SUBJECT: Memorandum of Instruction on Civilian Incentive Awards and Recognition

1. References:

- a. Title 5, United States Code, Chapter 45, Incentive Awards
- b. Title 5, Code of Federal Regulations, Part 451, Awards
- c. DoD Instruction Number 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013
- d. AR 672-20, Incentive Awards, 1 April 2014
- e. AR 215-3, Morale, Welfare, and Recreation Non-appropriated Funds Instrumentalities Personnel Policy, 16 September 2015
- f. DA PAM 672-20, Incentive Award Handbook, 1 July 1993
- g. Army Policy Memorandum dated 14 December 2015, Subject: Guidance on Award Limitations for the Department of the Army Civilian Employees Fiscal Year (FY) 16
- h. IMCOM Regulation 672-8, Decoration, Awards, and Honors, Military and Civilian Coins, 15 October 2012
- i. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009
- j. IMCOM G9 Non Appropriated Fund Operating Guidance
- k. Office of Personnel Management, Chapter 29 Bonuses, Awards and Other Incentives

2. Applicability: This memorandum of instruction applies to all USAG military and civilian appropriated fund (APF) and nonappropriated fund (NAF) personnel.

3. Purpose:

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a. To provide guidance for recognizing outstanding service and performance achievements in a timely, fair and equitable manner.

b. Provide award processing procedures, limitations and timelines.

c. Provide guidance on responsibilities and delegated approval levels.

4. Responsibilities:

a. Directors and Garrison Staff Office Managers.

(1) Will manage their awards program to ensure employees receive prompt and fair recognition for their performance and contributions to this command and our community.

(2) Ensure budget limitations do not result in less recognition of employee performance.

(3) Ensure employees under investigation or pending disciplinary action are not considered for recognition.

(4) Maintain award certificates and medal stock for DA Civilian honorary awards and Career Service Recognition for LTC and below approval levels.

(5) Ensure supervisors are supporting and promoting employee recognition.

(6) Provide quarterly and annual awards board members upon request.

(7) Ensure performance award nominations are done on a cyclical rating, and within 30 days of the evaluation effective date.

(8) Ensure appropriate recognition is provided based on applicable accomplishments for employees retiring from federal service, departing their directorate or moving to another organization.

b. Directorate of Human Resources (DHR).

(1) Administer the Garrison Commander Award of Excellence (GCAOE) program through the Workforce Development (WFD) Program.

(2) Coordinate with directorates and other agencies for awards board members, sanitize and prepare GCAOE board packets, collect, process report outcome of panel member score cards and non-disclosure agreements. Board will consist of: one Equal Employment Opportunity (EEO) observer; two garrison supervisors and two garrison employees. The Deputy Garrison Commander (DGC) will chair the awards board and break ties if necessary. Directorates with GCAOE nominees will not be permitted to serve on the awards board.

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(3) Convene the GCAOE board no later than 10 working days after the nomination deadline of 1 November, 1 February, 1 May and 1 August of each year. Brief board members of integral responsibilities, outline expectations, and conduct.

(4) Advertise winners to director(s) and the Garrison Executive Officer (GXO) within three working days of board.

(5) Provide board recommendations to the Garrison Commander (GC), Garrison Command Sergeant Major (GCSM) and DGC to determine the garrison nominee for the Region award.

(6) Ensure submission of the complete Region nominee packet and locally retain a final copy.

c. Directorate of Resource Management (DRM).

(1) Provide command guidance on APF monetary awards and establish funding limits per directorate.

(2) Review and approve final processing on monetary award submissions.

(3) Administer the Personnel Management Board (PMB) and process recommendations to the DGC, Directors and Garrison Staff Office Managers.

(4) Maintain propeency and execution of the Garrison Supersaver Award outlined in paragraph 6. g. of this document.

d. Directorate of Family, Morale, Welfare and Recreation (DFMWR).

(1) Process NAF awards, and ensure performance awards are done on a cyclical rating in accordance with IMCOM G9 Fiscal Year Operating Guidance.

(2) Review and process incentive award nominations for NAF employees as required.

e. Garrison Executive Officer (GXO).

(1) Review, process and track completed award packets for the GC and higher approval.

(2) Provide advice and assistance to the GC, GCSM, DGC, Directors, Garrison Staff Office Managers and their representatives.

f. Equal Employment Opportunity (EEO).

(1) Review DA Form 1256s in accordance with AR 672-20.

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(2) Monitor and observe garrison awards boards for fairness and equality.

(3) Provide award data and analysis upon request.

g. Civilian Personnel Advisory Center (CPAC).

(1) Provide assistance and review of DA Form 1256 or DA Form 5167 as applicable, in accordance with AR 672-20 and AR 215-3.

(2) Monitor and observe awards boards for fairness and equality.

5. Allowances and Restrictions:

a. Recognition will be suspended on employees under investigation and/or pending disciplinary action until a final determination has been reached.

b. Contract employees are not government personnel, and are not subject to the same laws and regulations, except in the deployed environment. The government does not have the authority to recognize contract employees even if they are members of a team. Contractors may have their own award and bonus programs through their agency. Positive comments can be sent to the Contracting Officer Representative for processing to the contractor. When in doubt, check with the Staff Judge Advocate, since recognition may be used against the government in a dispute involving contract performance.

c. Unless stated elsewhere, anyone can nominate an employee for an award, but the recommendation must be processed through the employee's chain of command.

d. Exceptions to this policy will be reviewed by the DGC on a case-by-case basis.

e. Directors and Garrison Staff Office Managers (GS-13 and above) may approve individual monetary awards up to \$500.00 and/or their allowable annual limits.

f. Approving officials must be at least one supervisory level above the nominating official.

g. Honorary and monetary awards can be granted for the same act or achievement if specific criteria are met. Recognition for an act or achievement can only occur once, and cannot be used for a second honorary or monetary award.

h. Monetary awards are capped and formulated annually, in the aggregate, at a percentage of the garrison total base pay.

i. APF and NAF guides for tangible and intangible award recommendations are located in AR 672-20, table 7-1 and 7-2, and AR 215-3, table 9-1.

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j. The Civilian Incentive Awards Program as outlined in this policy is subject to resources and mission, and can be modified or eliminated at the discretion of the commander. Receipt or cancelling of an award does not imply a permanent change in the working conditions of bargaining unit employees, requiring the agency to notify the Union and allow them to engage in impact and implementation (I&I) bargaining.

6. Types of Recognition:

a. Honorary Awards – Applicable to APF and NAF employees. Honorary Awards include medals, certificates, plaques, or other items that can be worn or displayed, usually accompanied by a citation. See AR 672-20, Chapter 8, for the criteria, eligibility, approval level, certificate and medal numbers. Honorary awards are requested and processed on a DA Form 1256 (NAF and APF employees) with proposed justification and citation (Word document). The Garrison Commander will approve all applicable DA certificates.

b. Career Service Recognition – Applicable to APF and NAF employees. Career Service Emblems and Office of Personnel Management certificates will be awarded in recognition of career federal service. All federal civilian and military service will apply toward eligibility as long as the employee has served one year as an Army Civilian employee. The DGC, Directors, and Garrison Staff Office Managers (GS-13/LTC and above) can sign career service awards certificates for 5 to 25 years. The GC signs certificates for 30 – 35 years, and the CG, IMCOM will sign certificates for 40 years or more. See AR 672-20, Chapter 10 for additional information.

c. Time Off Award (TOA) – Applicable to APF and NAF employees. Given for achievement or performance which contributed to the accomplishment of the IMCOM mission. Approval up to 40 hours for a single contribution, and up to 80 hours during one year is delegated to the DGC, Directors, and Garrison Staff Office Managers (GS-13/LTC and above). TOA's may be used alone or in combination with monetary or nonmonetary awards to recognize the same employee contribution. TOAs must be used within one year of the award approval date. The award does not count against monetary limitations. TOAs do not convert to cash payment under any circumstances. Guidance concerning part-time employees or employees with uncommon tours of duty is located in AR 672-20, Chapter 4, table 7-3, and AR 215-3, Chapter 9.

d. Monetary Awards – Directorates and Garrison Staff Office will use their awards allotment based on percentage of the total base pay established annually. Commendation Certificates, DA Form 2443, may be given with cash awards. Quality Step Increases, the GCAOE awards and Performance Based Pay increases will not count against this annual balance. All other monetary awards will be monitored for compliance. See AR 672-20, Chapters 6 and 7 and AR 215-3 Chapter 9. The following Monetary Awards are available:

(1) On-the-Spot (OTS) Award – Applicable to APF and NAF employees in recognition of a one-time achievement that is less significant than that required for a Special Act or Service Award (SASA). This award is limited \$250 for APF and \$500 for NAF employees.

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Nominations are submitted on the DA Form 1256 (APF) or DA Form 5167 (NAF) with written justification. Approval levels outlined in the above references.

(2) Special Act or Service Award (SASA) – Applicable to APF and NAF employees. SASA is a cash award requested on DA Form 1256 for APF employees and a DA Form 5167 for NAF, accompanied by a written justification and proposed citation to recognize a meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible government benefits, and may involve more than one employee. Approval is delegated to the DGC, Directors, and Garrison Staff Office Managers (GS-13/LTC and above). See Army Regulation 215-3 for additional NAF guidance.

e. Performance Awards – Applicable to APF and NAF employees. Performance awards are used to reward past performance, and as an incentive to stimulate future high-level performance of the awardees. Nominations should be submitted within 30 days of the approved evaluation. Monetary performance awards generally should not exceed the annually directed percentage of an individual employee's salary, base pay plus locality. Awards that exceed the percentage cap must be justified and submitted to the region director for prior approval.

(1) APF employees - A monetary award given in recognition of a Successful Level 3 or higher performance for a specific period. See AR 672-20, Chapter 5 for additional guidance.

(2) NAF Employees - Special Achievement Awards are performance awards that recognize specific levels of performance during 12 months of continuous service. Nominations are initiated on a DA Form 5167. See FY IMCOM G9 Operating Guidance, AR 215-3, Chapter 9 and the Fort Stewart/Hunter Army Airfield Nonappropriated Funds and AFGE Local 1922 Collective Bargaining Agreement, Article 37 for additional guidance.

(3) Quality Step Increase (QSI) – Applicable to General Schedule APF employees only. The QSI is an additional within-grade pay increase applicable to employees who have not been granted a QSI in the previous 52-week period. QSIs are reserved for the top 5% of the workforce receiving the highest performance rating available, and who have demonstrated sustained exceptional performance. An employee may not receive a QSI if a SASA was given during the performance period, and is based in whole or in part on the performance being recommended for recognition. QSIs will be initiated on the QSI Award Request (See Enclosure 3) with supporting documentation then routed through the DRM for the Position Management Board (PMB) and DGC approval. The QSI will not count against the annual spending limit. See AR 672-20, Chapter 6 for detailed guidance.

f. Other Incentives:

(1) IMCOM Region Employee of the Quarter Award - Applies to military and civilian personnel assigned or attached to garrisons in our Region. The honorary award recognizes personnel for significant achievements and outstanding service. The quarterly GCAOE winners are boarded, and

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one winner is selected to compete based on the following criteria: Contributions to the IMCOM mission; support to the senior commander; individual accomplishments that support Army Values; contributions to help build the team and improve overall esprit-de-corps.

(2) Coins purchased with appropriated funds are presented by the GC and/or GCSM for Army Civilians and Soldiers who demonstrate excellence in their job performance by going beyond normal duty characteristics. These coins may only be presented for exceptional service or achievement, special recognition or unique contributions to mission accomplishments. The coins may not be presented to contractors, peers, superiors or for routine performance of an individual's regular duties.

(3) Directorate-specific certificates are used to recognize individual accomplishment or organization support. These certificates are locally developed and unique to the Directorate. They are awarded to recognize employee accomplishments and are approved by the Director.

(4) Other Army, DOD, Presidential and Non-Federal Awards – Numerous awards are available to recognize individuals for specific noteworthy performance or accomplishments. For additional guidance see AR 672-20 and AR 215-3.

g. Fort Stewart/Hunter Army Airfield Awards:

(1) Garrison Commander Award of Excellence - Applicable to APF and NAF employees. Recognizes garrison employees who contribute to or enhance the organization's mission for the nomination quarter through teamwork, positive attitude, commitment to excellence, continuous improvement, stewardship of resources, personal initiative, customer service, and/or professionalism reflected in the performance of daily duties. Employees may be nominated by customers, fellow employees, supervisors, or managers within the organization or other organizations located on FS/HAAF. See Enclosure 1 for specific guidance, and employee nomination on Enclosure 2.

(2) Star Cards - Applicable to APF and NAF employees. The Star Card is used by the FS/HAAF GCs to reward the civilian workforce for excellent customer service, exceptional service or achievement, special recognition or unique contributions to mission accomplishments. The Star Card awards the recipient 59 minutes administrative leave.

(3) Garrison Super Saver of the Quarter Award - Applicable to APF and NAF employees. Recognizes employee suggestions that result in a monetary savings to the Garrison. The award is to motivate and elicit new executable ideas from the workforce on a quarterly basis. Ideas must be original, impact the local area, and not currently in place through another supported program. Employee suggestions are submitted on Enclosure 2 to WFD at usarmy.stewart.usag.list.dhr-workforce@mail.mil by the first of November, February, May and August. Winners will receive a \$500 cash award, and be recognized at the State of the Garrison. An example of a valid entry would be: I work in Directorate Z and my job is to process widgets once a month. Every time we process widgets we use a new container which ends up getting thrown out after the process. Each container costs \$200. If we re-use the containers they should last more than a year. By re-using the containers we could save the Garrison \$2,200 a year in container costs (11 months X\$200).

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7. Award Submissions:

a. APF employee nomination packets will be initiated on a DA Form 1256, Incentive Award Nomination and Approval, and include a written justification and proposed citation in a Word document. The DA Form 1256 will be approved by the corresponding approval authority with EEO and CPAC endorsement. Once approved, the monetary and time off awards will be processed through AutoNOA in the Defense Civilian Personnel Data System (DCPDS). Once the action has been authorized in AutoNOA, it must be routed through the DRM for final approval before it will be processed for payment. The approved DA Form 1256 and justification will be retained locally by the nominating office.

b. NAF nominations packets will be initiated on a DA 5167, Incentive Awards Nomination and Approval-Nonappropriated Funds, with the exception of honorary awards, which are initiated on a DA Form 1256. Include justification and citation if required and submit through the Financial Management Division (FMD) to the Director DFMWR and/or Garrison Commander (depending on corresponding approval authority). Once the action has been approved a RPA must be initiated and routed through DRM before forwarding to CPAC for processing.

c. Award Submissions for GC approval and signature must be provided to the GXO for review and processing 30 days before presentation.

d. Award Submissions to Region, IMCOM HQ and DA. Nomination packages for awards to Region and higher will be submitted to the GXO through the nominating official chain 60 to 90 days (depending on the award) before the presentation date. Nominations will include a DA Form 1256, the justification and proposed citation in a Word document, Civilian Record Brief, a list of previous awards, and when required for higher level approval, the nominee's biography. If a submission deadline cannot be met, a "letter of lateness" must be submitted by the nominator for inclusion with the award nomination packet.

8. Proponent for this instruction is the Directorate of Human Resources, Workforce Development at 912-767-2309/1104 or Email: usarmy.stewart.usag.list.dhr-workforce@mail.mil

- 5 Encls
- 1-3 as
- 4. GCAOE Panel Scorecard
- 5. Award Board Non-disclosure Agreement



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CPAC

GARRISON COMMANDER AWARD OF EXCELLENCE (GCAOE)

PURPOSE: To quarterly and annually recognize FS/HAAF Garrison APF and NAF employees for specific contributions and excellence. Employees are nominated by category based on service and accomplishments during the nominating quarter.

AWARD CATEGORIES:

- Category 1. GS-8 and below; WG-11 and below; WL-09 and below; CY-01, CY-02, NF-03 and below; NA-11 and below; and NL-09 and below.
- Category 2. GS-9 and above; WG-12 and above; WL-10 and above; and NF-04 and above.
- Category 3. Supervisory and Managerial. All grade levels of designated supervisors and managers in Appropriated and Non-Appropriated Fund Pay Scales.

SELECTION CRITERIAS:

- Contributions that have enhanced the organization's mission accomplishment and public image.
- Professional attitude toward self and others, teamwork and customer service response.
- Commitment to excellence demonstrated by responsive public service, continuous improvement, and/or stewardship of resources.
- Personal initiative, creativity, and/or professionalism reflected in the employee's performance of daily duties.

NOMINATION PROCESS AND REQUIREMENTS:

- Complete Nomination Form (see Enclosure 2) and submit to WFD at usarmy.stewart.usag.list.dhr-workforce@mail.mil by 1 November, 1 February, 1 May and 1 August of each year.
- Employees can only be selected as quarterly GCAOE Winner once each fiscal year, and cannot be selected for the annual award in consecutive years.
- Winners of the quarterly GCAOE will be automatically submitted to compete for the annual award.

AWARD PROCESSING AND PRESENTATION:

- Directorate will be notified if its employee won within three working days following the awards board. Directorate will process award as outlined in paragraph seven of this guidance.
- The quarterly GCAOE winner for each category will be presented at the following month's 3ID Awards Ceremony.

AWARDS:

- Quarterly award recipients receive a \$250 cash award and an Achievement Medal for Civilian Service.
- Annual award recipients receive a \$500 cash award and a Commander's Award for Civilian Service.

GCAOE AND SUPERSAVER AWARD NOMINATION FORM

GCAOE Category _____ or Supersaver Award _____ Date: _____

Employee Last Name: _____	First _____	MI _____
Employee Title: _____	Employee Grade _____	
Employee Directorate: _____	Section _____	

JUSTIFICATION/ SUGGESTION:

Nominator Name

Work Number

Signature

USAG FS/HAAF QSI AWARD REQUEST

Awardee Name (Last, First, M): _____

Recommended Paygrade/Step _____

Date of last QSI: DD-MMM-YY

Recommended Award Amount: \$ _____ and _____ % of salary

If approved, QSI increases next FY payroll by \$ _____ Payroll Functional Area _____

Beginning QSI Allocation: _____ Remaining QSI Balance: _____

Award Justification: Explain how he/she is in the top 5% of your workforce.

Required supporting documents to support request:

_____ Performance Appraisal; _____ Support Form; _____ Last ten awards with date and amount; _____ DA Form 1256

Director Signature _____ DRM Signature _____

Approved Disapproved
Date _____

Deputy Garrison Commander

NON-DISCLOSURE AGREEMENT

SUBJECT: Awards Board Member

1. Intending to be legally bound, I hereby accept the obligations contained in this Agreement in consideration of my being a member of the virtual _____ awards board within USAG Fort Stewart/Hunter Army Airfield.

2. I agree not to disclose or divulge information pertaining to, or made a part of, this board to anyone except (a) the Workforce Development Program staff; (b) other board members; (c) the or the Deputy to the Garrison Commander for USAG Fort Stewart/Hunter Army Airfield; (d) a properly appointed Investigating Officer authorized to conduct an investigation into the Garrison Awards board; or (e) an official who, by law or regulation, is specifically authorized access to the information. Information pertaining to, or made a part of, an awards board includes, but is not limited to, award nominations, scoring sheets and matrixes, and any other documents submitted for consideration.

3. I understand that unauthorized disclosure may result in administrative sanctions up to, and including, my removal from Federal service. I also understand that unauthorized disclosure of information that is protected by the Privacy Act may result in civil and/or criminal sanctions.

4. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling. 5 U.S.C. 2302(b).

5. I have read this Agreement and agree to accept its provisions.

Printed Name:

Signature:

Date: