DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
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AMIM-BLG-ZA (672-20a2)

POLICY MEMORANDUM # 4 17 May 2024

SUBJECT: United States Army Garrison (USAG) Fort Bliss Civilian Awards Policy

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards, 04 November 2013.

b. Army Regulation (AR) 672-20, Incentive Awards, 17 September 2020.

c. Department of Defense (DoD) Instruction 1400.25, Volume 431, Change 3: DoD Civilian Personnel Management System: Performance Management and Appraisal Program (DPMAP), 10 January 2022.

d. Installation Management Command (IMCOM) - Annual Performance Awards Policy for Appropriated Fund (APF) Employees, 24 May 2023.

e. Installation Management Command (IMCOM) Delegation of Authority #16 for Civilian Human Resources Authorities and Military Awards, 29 August 2023.

f. IMCOM Guidance on APF Employees Award Limitations for FY24, 22 March 2024.

2. Applicability. The monetary and performance award section of this policy applies only to Appropriated Fund (APF) Civilian employees in organizations subordinate to the United States Army Garrison Fort Bliss (USAG-FB), Texas, and whose performance is managed under the Defense Performance Management and Appraisal Program (DPMAP). This policy does not apply to performance awards for APF employees covered by the Defense Civilian Intelligence Personnel System (DCIPS). The honorary awards and Length of Service (LOS) components apply to all APF and Non-Appropriated Fund (NAF) personnel subordinate to USAG-FB.

3. Purpose. The USAG-FB Civilian Awards Program provides an incentive for sustained high performance and achievement. An effective incentive awards program includes both monetary and honorary awards. Incentive awards are not an entitlement and supervisors must use the awards program to reward exceptional performers. Supervisors exercising care to select the most appropriate form of recognition for the superior performance of an

employee, which is motivating to other employees and cost effective to the organization and preserves the credibility of the awards program. The procedures detailed within this policy guides USAG-FB in achieving this balance in administering the awards program.

4. Implementation. USAG-FB organizations may grant awards to include monetary awards to an employee, individually or as a member of a group, and in recognition of accomplishments that contribute to the efficiency, economy, and/or other improvement of government operations. Maintaining a reasonable degree of equity in the awards process is a key management objective. Therefore, leaders at every level must personally engage in this effort to ensure the overall intent is met.

a. Distribution of awards must follow Merit System Principles. A merit system's underlying values include a strong sense of fairness. Employees must receive at least a Fully Successful (Level “3”) or equivalent rating under their respective performance management system for the most recent rating period to receive a performance award. Employees rated as Unacceptable (Level “1”) are not eligible for an award. Per the chart at paragraph 6.a.(2), awards are distributed fairly and equitably per their unrounded rating scores.

b. Directors/Chiefs inform and ensure all subordinate supervisors are fully knowledgeable on the allowance, processes, and procedures of this award policy.

c. The awards process is free from discrimination based upon race, color,religion, age, sex, national origin, or disability, with strict adherence to all Equal Employment Opportunity (EEO) and Affirmative Employment Program policies.

d. All performance awards must meet the criteria specified in current Installation Management Command (IMCOM) Headquarters (HQ) and/or subsequent IMCOM Directorate of Readiness (ID-R) Performance Awards Policies, and all awards are proportionate to work accomplished.

e. Directors/Chiefs and supervisors are highly encouraged to use non-monetary awards (e.g., letters of appreciation, certificates of achievement, and other honorary awards) to the maximum extent possible.

f. Directorate level organizations are recommended to establish and use performance review boards within their organizations to determine award distribution, to distinguish between performance levels, and to ensure compliance with applicable policy and regulations.

g. For all award cases listed within this policy, when the Director/Chief is the awardee’s rater, the Director/Chief serves as the requestor, and the Deputy Garrison Commander (DGC) is the approver. Likewise, when the awardee is the Director, then the DGC is the requestor, and the Garrison Commander (GC) is the approver.

h. In accordance with Army Records Management requirements, all documentation used in the approval of any award is retained in the employee's personnel file for a period of three (3) years.

5. Award Budgeting. Fort Bliss receives monetary award allocations based on a dollar ceiling derived from the previous fiscal year's executed Garrison civilian pay. Current Office of Personnel Management (OPM) and Higher Headquarters (HHQ) guidance dictates director authorized award spending limits.

a. Budgetary limits are established on the spending level for individual monetary awards based on the current budgetary limits for the Fiscal Year (FY) set by HHQ. This is based on the aggregate salaries of all APF employees at the end of the previous fiscal year on the combination (1) individual performance award and (2) individual contribution awards [i.e., Special Act (SAS) or On-The-Spot (OTS)] for all APF personnel. Approval authority at each level must monitor awards budget execution closely to track available funds.

b. Monetary Performance Awards. Performance awards are cash awards given to recognize a performance and/or meritorious personal effort, act, service, or scientific or other achievement accomplished within or outside assigned job responsibilities.

c. The Resource Management Office (RMO) provides each organization detailed information with respect to their monetary awards budget upon HHQ annual publication of awards limitation guidance.

d. RMO leadership provides the GC, the DGC, and Directors/Chiefs status of the awards program and execution against monetary award targets during the quarterly budget meeting.

e. RMO provides Directors/Chiefs a monthly status of the funding available for monetary awards based on the monetary award targets and maintain a list of all approved awards for each organization they oversee.

f. Organizations establish internal procedures to monitor adherence to spending limitations and provide oversight of the monetary awards budget process.

g. Directors/Chiefs are the approval authority for all monetary awards up to $4,000. GCs may approve cash awards up to $7,500. Monetary awards over $7,500 require IMCOM Commanding General (CG) approval. Approval authorities are responsible for monitoring award budget to ensure the total caps are not exceeded.

h. Garrison organizations ensure monetary awards do not exceed budget thresholds before submission in the Automated Nature of Action (AutoNOA) system. Approved awards are uploaded through AutoNOA, to the RMO for fund authorization and tracking

purposes. Directors/Chiefs approve awards in AutoNOA, prior to the RMO's final certification of funds.

i. Performance awards will include the following to adhere to documentation requirements:

(1) A Department of the Army (DA) Form 1256 signed by the approval authority (Enclosure 1). A single DA Form 1256 can be used for individuals or can be used for a Directorate/Section with "see attached" in the individual information blocks with an accompanying performance award distribution rubric spreadsheet such as the example provided (Enclosure 2) and In Accordance With (IAW) current IMCOM Delegation of Authorities for Civilian Human Resources Authorities and Military Awards.

(2) A copy of each employee's completed appraisal (Department of Defense Civilian Performance Plan, Progress Review and Appraisal Form 2906), to justify the performance award. NOTE: A rating official assessment is required for each rated element for an employee to be eligible to receive a performance award.

6. Types of Monetary Awards and Eligibility Criteria.

a. Annual Performance Awards linked to DPMAP.

(1) Directors/Chiefs ensure adherence and compliance to the most recent HHQ guidance and policies governing annual performance awards. Performance awards are computed as a percentage of pay not to exceed the maximum award of ten percent (10%) of the employee's annual salary and not to exceed the element rating total award limit (see table 6-a), nor total limit award spending cap. Employees may be granted a cash award, a Time Off Award (TOA), a combination of the two (2) or a Quality Step Increase (QSI).

(2) Time Off Award (TOA) is time off from duty, without loss of pay or charge to leave, granted to a federal employee as a form of incentive or recognition. Incentives and recognition may involve individual employees, groups, or entire organizations. TOAs are not included in the funding level cap or against the cash amounts listed below; however, they will be used judiciously, and authorizers will refrain from increasing time off to compensate for the individual monetary award restrictions as they still represent a cost to the organization.

(a) Employees may be granted up to 40 hours of time off for a single recognition and no more than 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievement or performance. The TOA may be used alone or in combination with monetary or non-monetary awards. Employees have one (1) year from the effective date to use the TOA or it is forfeited. A TOA does not convert to cash under any circumstances.

(b) In the case of part-time employees or employees with uncommon tours of duty (i.e., intermittent employees, less than 40 hours per work week), the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

(c) Individuals on Leave Without Pay (LWOP) are not eligible for a TOA.

(3) Performance award ranges with delegated approval authority for all APF employees based on ratings are as follows:

Element Rating Total (DPMAP Raw Score)	**Overall Rating**	**Award Range (Cash and/or TOA)**
DIRECTOR/CHIEF APPROVAL		
3.0 - 3.5	3	Up to $1,500 and/or up to 24 Hours
3.6 - 4.2	3	Up to $3,000 and/or up to 32 Hours
4.3 – 5.0	5	Up to $4,000 and/or up to 40 Hours
DEPUTY OR GARRISON COMMANDER APPROVAL		
5.0	5	Over $4,000 up to $7,500 or QSI (No TOA)

Table 6-a

(a) Scale of monetary award amounts will be aligned to identified value of benefit referenced at Tables 7-1 and 7-2 in Army Regulation (AR) 672-20 based on tangible and intangible benefits.

(b) When considering a TOA as a stand alone or in combination with a monetary award, value of the benefit/s must meet the contributions of the associated number of hours listed at table 7-3 in AR 672-20.

(4) A QSI is a standalone award and will not be combined with cash or TOA.

(a) QSIs are significant monetary awards that equate to annual salary increases and must be awarded judiciously to those deserving outstanding performers.

(b) QSIs are additional, within grade pay increase restricted to General Schedule (GS) employees. Wage Grade (WG) employees are not eligible for a QSI.

(c) Only permanent employees with an outstanding (Level "5") Rating of Record for the most recent rating period are eligible for consideration to receive a performance award in the form of a QSI, if they are currently paid below a step 10 of their grade and have not received a QSI (or QSI-equivalent under a personnel system other

than the GS) within the preceding 52 consecutive weeks and have a minimum of 12 months in their current position.

(d) The following criteria must be addressed for a QSI nomination:

(i) The employee demonstrates exceptional performance and optimizes results within their organization. This represents the highest level of employee performance, as evidenced by the extraordinary impact on the achievement of the organization's mission.

(ii) The employee is considered a role model by agency leadership, peers, and employees.

(iii) The employee continually contributes to efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and regularly handles challenges and exceeds targets.

(iv) All QSIs require a nomination award packet. The DGC or GC is the final approval authority for all requested QSIs. Packet documents will be uploaded to the designated TEAMS folder, no later than the 2nd Friday in May at: https://armyeitaas.sharepoint-mil.us/teams/USAGFortBlissAwardBoard/Shared%20Documents/Forms/AllItems.aspx?csf=1&web=1&e=Q7dFcN&cid=092a9ec6%2D430f%2D4038%2Dbd71%2Dba6352d150c0&FolderCTID=0x0120001BB7E0AB29FC5F41992222EFD3E43A86&id=%2Fteams%2FUSAGFortBlissAwardBoard%2FShared%20Documents%2FQSI%20Award%20Board%2F2024%20Rating%20Cycle&viewid=36bd2187%2Ddbda%2D41ac%2Db7f8%2Daac33a872150.

(v) The QSI nomination packet must include a completed DA Form 1256 (Enclosure 1) digitally signed by the nominator, a justification, not to exceed one (1) page, copy of DD Form 2906, and award history.

(vi) Managers are encouraged to use QSIs judiciously and tie them directly to sustained exceptional performance and in accordance with the eligibility requirements. A QSI does not count against the Garrison or organization’s cost of performance awards target.

b. Special Act (SA) / On-the-Spot (OTS). Receipt of one (1) or more SA, OTS, suggestion, invention, scientific achievement, or service award during a rating period of high-level performance does not prevent the receipt of a performance award unless the nomination for the performance award is based on the same accomplishment(s) for which the previous award was granted.

c. Supervisors will ensure each employee is notified of their performance award type and the associated amount/duration only after it is approved.

7. Honorary Awards. All honorary awards are processed using required documentation in IAW AR 672-20, and Garrison Award Standard Operating Procedures (SOP). Award packet templates and reference guide can be found at the USAG-FB Directorate of Human Resources – Workforce Development and Administrative Services (DHR-WDAS) Division SharePoint site, Civilian Awards tab at: https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/Civilian-Awards(1).aspx.

a. Civilian Service Commendation Medal (CSCM) and lower honorary award nominations require submission using DA Form 1256 (Incentive Award Nomination and Approval Form) for GC/DGC approval and signature. DA Form 1256 must be signed by EEO and the Civilian Human Resources Agency (CHRA) prior to uploading to the Global Electronic Approval Routing System (GEARS) at https://gears.army.mil for processing/ signature.

(1) Packets must include a DA Form 1256, justification, proposed citation, and award history [downloaded in Portable Document Format (PDF)] from Employee Management Processing and Recruitment System (EMPReS).

(2) Awards are submitted through GEARS for review and signature by the GC/DGC IAW stated naming convention and routing requirements identified in Enclosures 3 and 4.

(3) Once approved, printed certificate(s) along with approved award packet, printed GEARS routing sheet, and support documentation are dropped off at Garrison Headquarters for GC wet signature.

b. Meritorious Civilian Service Medal (MCSM) and above require submission IAW current DA, Army Materiel Command (AMC), IMCOM, and ID-R guidance. Award packet templates and reference guide can be found at the USAG-FB DHR-WDAS SharePoint site, Civilian Awards Templates tab at https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/Civilian-Awards(1).aspx.

(1) Completed submission packets are routed IAW Garrison Honorary Award SOP and routing guidance (page 39 of the SOP) for GC approval and signature in GEARS.

(2) DHR-WDAS must be listed twice on the GEARS routing (Enclosure 4) as both the second and the last stop after GC signature. DHR-WDAS uploads completed and signed packets to the ID-R SharePoint site for further processing and signature.

(3) DHR-WDAS monitors and tracks all award packets through established TEAMS award tracking spreadsheet.

(4) DHR-WDAS notifies originating organization within 24 hours of receipt of signed award certificates for pick-up.

8. Length of Service (LOS). LOS certificates are processed IAW current ID-R and USAG-FB guidance. Checklists are located at the Fort Bliss Garrison DHR-WDAS SharePoint Online (SPO) site, Civilian Awards library at: https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/Civilian-Awards(1).aspx.

a. Thirty-five (35) years and below. Required documents are hand delivered to USAG-FB Headquarters Administration at 1741 Marshall Rd., second floor for processing and GC signature. Submit a copy of the employee's Service Computation Date (SCD) from EMPReS with accompanying completed LOS certificate/s. LOS submission requirement is NLT 30 days prior to the SCD anniversary date. Once signed, contact is made for pick-up.

b. Forty (40) years and above. Submit via Fort Bliss Garrison DHR-WDAS SharePoint site at https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/Civilian-Awards(1).aspx. Attach a copy of the employee's EMPReS SCD generated document. LOS submission requirement is NLT 60 days prior to the SCD anniversary date. DHR-WDAS submits completed packets through the designated ID-R SharePoint portal.

9. Award documentation. All approved awards must be submitted through AutoNOA, to reflect in the awardee's award history. Failure to do so negatively impacts the employee's future award levels.

10. Summer Hire Awards. A letter of appreciation/certificate of achievement is the appropriate method of recognition for outstanding Summer Hire participants. All summer hires participants are ineligible for monetary awards.

11. Contractor Recognition. It is illegal to recognize contractors monetarily or with awards for duty performance. Contractor personnel may receive recognition for acts totally unrelated to and outside of any contractual relationship with Department of Defense (DOD), when such recognition is clearly in the public interest. In such cases, recognition will not exceed a letter or Certificate of Appreciation to the individual, or to the organization, signed by the lowest level of organizational authority.

12. Directors/Chiefs ensure that no Garrison employee receives promise of an award, or any other type of recognition, for work performed. Directors take all steps outlined in this policy to recognize high performing employees in appropriate ceremonies.

13. This memorandum supersedes all previous Garrison Command Civilian Awards Policies.

14. The point of contact for questions on implementation of this policy is the DHR-WDAS office at (915) 568-1767 and/or (915) 568-5287.

//Original Signed//
BRENDAN R. GALLAGHER
COL, IN
Commanding

4 Encls
1. DA Form 1256
2. Performance Award Distribution Rubric
3. Award Packet Naming Conventions and USAG Fort Bliss Office Symbols
4. Award Packet Routing List