



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU  
UNIT #15746  
APO AP 96218-5746

24 SEP 2021

AMIM-DAG-ZA (672-10)

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY  
GARRISON (USAG) DAEGU

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-67, Quarterly Awards Program

1. References:

- a. Army Regulation 25-50, Preparing and Managing Correspondence, 10 October 2020.
- b. Army Regulation 600-8-22, Military Awards, 5 March 2019.
- c. Army Regulation 672-20, Incentive Awards, 17 September 2020.
- d. Army Regulation 215-3, Non-Appropriated Funds Instrumentalities Personnel Policy, 29 August 2019.
- e. Title 5, Code of Federal Regulations, Parts 430, 451, 531, and 534.
- f. Chapters 12, 21, 33, 43, 45, 53, and 71 of Title 5, United States Code.
- g. Department of Defense (DOD) Instruction 1400-25-M, Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013.
- h. IMCOM Regulation 672-10, Incentive Awards Program For Military and Civilian Personnel, 23 June 2009.
- i. IMCOM Policy Memorandum 5-2, IMCOM Service Culture Initiative, 21 April 2017.
- j. USAG Daegu Policy Letter 20-93, Civilian Performance and Recognition Awards.

2. Purpose: The purpose of this quarterly awards policy is to provide guidance and ensure successful recognition of outstanding achievement, performance and leadership by civilian and military personnel assigned to USAG Daegu.

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3. Applicability: This instruction applies to all assigned USAG Daegu active duty, reserve military, and civilian personnel.

4. Responsibility:

a. The USAG Daegu Garrison Commander has the overall responsibility for Civilian quarterly awards. The Deputy Garrison Commander (DGC) is designated as the alternate and assumes all responsibility in the Commander's absence.

b. Directors and Special Staff Officers are responsible for recognizing employees receive fair and timely recognition for their contributions and will adhere to Garrison and IMCOM awards guidance.

c. Managers and Supervisors at all levels will support and promote employee recognition. Nominating officials will ensure that nomination packets are accurately completed with proper justification. Awards recommendations are confidential until awards are approved and presented.

d. The Resources Management Office (RMO) will establish the annual awards target IAW IMCOM guidance and monitor funds availability for cash awards. The RMO will report on the status of the awards funds monthly, to include the total amount of monetary awards and total number of time off awards processed.

5. Criteria, Eligibility, and Limitations:

a. Selections will be based on any or all of the following criteria:

(1) Contributions that have enhanced the organization's mission accomplishment, teamwork, or public image in support of our bilateral relationship with hosted nations. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in the military or private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious. Other community service activities may also be considered.

(2) Streamlined systems or processes for others and displayed a willingness to assist team members.

(3) Commitment to excellence demonstrated by customer service support, continuous improvement, and stewardship of resources.

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(4) Personal initiative, creativity, and skill observed in the daily performance of duties. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Include any new initiatives or process improvement techniques that positively impacted the unit and/or mission readiness. For example: include results of garrison and/or agency-level inspections and/or evaluations. Include awards received; e.g., Non-Commissioned Officer of the quarter, and functional awards/recognition.

(5) Professional Development: Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties. Include any on/off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military member.

b. Only personnel selected as quarterly winners are eligible to be nominated for the IMCOM employee of the award and compete for the IMCOM-AMC employee of the year award for each representative category.

c. Individuals may only be nominated and selected as quarterly winners twice in a 12-month period.

d. Nominees will have no adverse action(s) pending or otherwise, within the current Fiscal Year (FY).

e. Individuals will not be nominated automatically based on the completion of a task. This awards program is used both to reward past performance and as an incentive to motivate impending exceptional performance of the awardees and their peers.

## 6. Nominations:

a. Nominations may be submitted regardless of position or grade; time in grade or length of service. Directorates or special staff sections may only submit one nomination per category, categories are identified as: GS/KN/KSC employees, Non-Appropriated Funds (NAF) employees, and Military personnel.

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b. Nominations must be endorsed by Directors and/DGC or Special Staff Officers, Awards Board members and Deputy to the Garrison Commander (DGC), as applicable. Submit all nominations to the Directorate of Human Resources (DHR) designated representative on or before the 15<sup>th</sup> day of the following month.

c. Nominations for quarterly awards will only include the contributions, and achievements, completed during the previous quarter.

d. Nominations for annual awards will only include contributions and achievements completed during the current FY.

e. Workforce Development (WFD) will review and compile all nomination packets and supporting documentation for each board, and administers the board process.

f. The nominations submission schedule is as follows:

<b>Nominations</b>	<b>Due to DHR</b>	<b>Quarterly Awards Boards</b>
1st Quarter	15 January	O/A 30 January
2nd Quarter	15 April	O/A 30 April
3rd Quarter	15 July	O/A 30 July
4th Quarter	15 October	O/A 30 October

Note: If the 15<sup>th</sup> falls on a weekend, the nomination packets are due that Friday prior.

#### 7. Selection Process:

a. The DGC serves as the board chair responsible for supervising and executing the board process consistent with business rules.

b. The Special Staff Directors of USAG Daegu directorates, will serve as board members on a rotational basis.

c. Board members will utilize the standard rating documents provided by WFD, when reviewing and submitting recommendations, which excludes their section personnel.

d. Board members will review all submitted nomination packets and make recommendations for DGC approval.

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8. Awards Submission Requirements:

a. The following documents are required to process awards from the sections within the garrison for each category (see appendix).

- (1) Staff Summary Sheet (AMIM Form 20-E)
- (2) DA Form 1256 (GS), Da Form 5167 (NAF), DA Form 638 (Military) (see A5)
- (3) Award Justification (see A3)
- (4) Completed performance appraisal (see A6)
- (5) Quarterly Award Citation (standardized, Appendix. 2)
- (6) List of Previous Awards (see A4)
- (7) Quarterly Awards Program Nomination Sheet (see A1)

b. Required forms for Military nomination packets (see table 1 below):

Table 1. Required Forms for Military personnel award nomination packets			
	Staff Summary Sheet	DA Form 4187	Soldier Review Brief
Decorations	Yes	Yes	Yes
Service Ribbons, Badges and Tabs	Yes	Yes	No
Coins	No	No	No
Certificates and Letters	Yes	Yes	No

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c. Required forms for Non-Appropriated Funds (NAF) nomination packets (see table 2 below):

Table 2. Required Forms for Civilian award nomination packets						
	Staff Summary Sheet	Award Justification	Recommended Award Citation	Completed Performance Appraisal	List of Previous Awards	DA Form 5167
Honorary Award	Yes	Yes	Yes	No	Yes	Yes
Time Off Award	Yes	Yes	No	Yes	Yes	Yes
On-the-Spot Cash Award	Yes	Yes	No	No	Yes	Yes
Coins	No	No	No	No	No	No

d. Required forms for GS/KNs/KSC award nomination packets (see table 3 below):

Table 3. Required Forms for GS/KNs/KSCs award nomination packets						
	Staff Summary Sheet	Award Justification	Recommended Award Citation	Completed Performance Appraisal	List of Previous Awards	DA Form 1256
Honorary Award	Yes	Yes	Yes	No	Yes	Yes
Time Off Award	Yes	Yes	No	Yes	Yes	Yes
On-the-Spot Cash Award	Yes	Yes	No	No	Yes	Yes
Coins	No	No	No	No	No	No

## 9. Quality Control:

a. In order to ensure Quality Control (QC) the following cycle workflow of events will take place once a nomination packet is received.



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(1) Packet is submitted to WFD to ensure compliance with the above procedures, memorandum, and staff summary sheet. WFD will also confirm that any current IMCOM guidance and policies have been followed.

(2) WFD will then review and prepare nomination packets for board members to evaluate all submissions.

(3) WFD will consolidate all board members scores based on the pre-determined calculations.

(4) Once approved, personnel will receive their awards based on the prescribed guidance of this Memorandum and IMCOM/AMC directives.

b. Examples of justifications, citations, and description of accomplishments for all award types and files are in the appendix(s) below.

10. Awardees:

a. Winners of the Quarterly Awards are eligible to receive:

(1) All Quarterly Award winners will have their photo placed on the Garrison Hall of Fame wall.

(2) Service Members: Commanders Coin and/or Army Achievement Medal. In addition, Soldiers may be given a three-day pass.

(3) GS/NAF/KGS/KSC: Civilian Service Achievement Medal and/or can be awarded a time off award of 59 minutes.

<b>Categories</b>	<b>Quarterly Winners Eligible</b>	<b>Annual Winners Eligible</b>
DAC	AMCS and/or TOA 8 hrs.	CACS, TOA 16 hrs., and/or Coin
MIL	AAM and/or 3-day pass	ARCOM, 4-day pass, and/or Coin
KATUSA	GOA and/or 3-day pass	GOA, 4-day pass, and/or Coin
Korean National	AMCS and/or 8 hrs.	Coin CACS, TOA 16 hrs., and/or Coin
KSC	AMCS and/or 8 hrs.	Coin CACS, TOA 16 hrs., and/or Coin

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b. Individuals that are nominated and selected the Garrison level Quarterly Awards are eligible to compete for the IMCOM-Pacific level and AMC Civilian of the Year.

11. The point of contact for this memorandum is USAG Daegu Directorate of Human Resources, Quarterly Awards Representative, DSN 763-4310.

12. For instructions on how to put the packet together with requirements, see Appendix.

6 Encls

Appx 1. Quarterly Award Program  
Nomination Sheet

Appx 2. Quarterly Award Citation  
(Standardized)

Appx 3. Award Justification (Sample)

Appx 4. Nominee's Previous Award Listing

Appx 5. DA Form (638, 1256, 5167)

Appx 6. Completed Performance Appraisal



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