DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

NOV 2 0 2024

AMIM-AKH

MEMORANDUM FOR All United States Army Garrison (USAG) Alaska Personnel

SUBJECT: USAG Alaska Awards and Recognition Program

1. REFERENCES:

a. Army Regulation (AR) 672-20, Decorations, Awards, and Honors Incentive Awards, 17 September 2020.

b. AR 215-3, Non-Appropriated Funds Instrumentalities Personnel Policy, 07 May 2024.

c. AR 600-8-22, Military Awards, 19 January 2024.

d. Department of Defense (DOD) Instruction (DODI) 1400.25, Volume 431, Change 3, DOD Civilian Personnel Management System: Performance Management and Appraisal Program, 12 January 2022.

e. DODI 1400.25, Volume 451, DOD Civilian Personnel System: Awards, 4 November 2013.

f. DODI 1400.25, Volume 2008, Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition, 4 October 2015.

g. DODI 1400.25, Volume 1405, DOD Civilian Personnel Management System: Non-Appropriated Fund (NAF) Pay, Awards, and Allowance, 31 March 2022

h. DOD 7000.14-R, Financial Management Regulation, Volume 14, Civilian Pay Policy, May 2023.

i. Installation Management Command (MCOM)- Service Culture Campaign, Enclosure 4, Employee Recognition, 08 July 2022.

j. Delegation of Authority #16 – IMCOM Civilian HR Delegations Authorities Matrix and Issuance of Civilian and Military Awards, Version 1-2023, 29 August 2023.

2. PURPOSE: To provide the responsibilities, policies, and procedures for the Awards and Recognition Program at all echelons of USAG Alaska available to Military, APF and NAF personnel.

3. RESPONSIBILITIES:

a. The USAG Alaska Garrison Commander (GC) and USAG Fort Greely GC will:

(1) Provide leadership, direction, and oversight of the Awards and Recognition Program.

(2) Appoint a consolidated USAG Alaska Awards Board to assess APF and NAF performance awards, all award nominations, and provide consistency of standards throughout the organization.

(3) Ensure awards are granted based on merit in an appropriate, effective and consistent manner.

(4) Ensure sufficient funding is budgeted through Resource Management Office (RMO) to support the Awards and Recognition Program.

b. USAG Alaska Deputy to the GC (DGC) and USAG Fort Greely DGC will:

(1) Serve as the Co-Chairs of the USAG Alaska Awards Board.

(2) Review all award nominations, recommend approval/disapproval and ensure compliance with awards submission timelines.

c. USAG Alaska Directors of Directorates, Control Offices and Staff Offices will:

(1) Ensure program requirements outlined in this are followed by all supervisors, managers, and team leads within their sections.

(2) Manage internal awards and recognition program to ensure personnel receive prompt and fair recognition for their performance and contributions to the command and community.

(3) Ensure subordinate supervisors are consistently promoting personnel recognition.

(4) Support the USAG Alaska Awards and Recognition Program and encourage all personnel to submit nominations.

(5) Ensure appropriate documentation is included in the nomination packet to include but not limited to completion of DA Form 1256 Incentive Awards Nomination and Approval (DA 1256) for APF personnel (ENCL 1), or DA Form 5167 Incentive Awards Nomination and Approval (DA 5167) for NAF personnel (ENCL 2), a staff summary with

justification, citation for certificate, etc. For a full list of necessary documentation for each award reference AR 672-20 and AR 215-3.

(6) For APF personnel:

(a) Provide RMO with a copy of the approved and signed DA 1256 via the RMO email box at rmo.awards@army.mil. RMO will provide guidance on APF monetary awards and establish funding limits in accordance with higher headquarters policies. RMO will validate availability of funds for all monetary awards prior to approval.

(b) Equal Employment Opportunity (EEO) will review and sign completed DA 1256 in block 7a-c in accordance with AR 672-20 for all awards where approval is higher than the USAG Alaska GC.

(c) Provide Directorate of Personal and Family Services (DPFS) Workforce Development (WFD) the DA 1256 via the WFD email box at usagalaksawfd@army.mil for staffing. If Command signature is not required, please provide DA 1256 to DPFS WFD email box prior to processing into employee's record.

(7) For NAF personnel:

(a) The Directorate of Family and Morale, Welfare, and Recreation (DFMWR) will review and process award nomination for NAF personnel ensuring compliance with AR 215-3. Ensure NAF performance awards are aligned with and submitted to the USAG Alaska Awards Board.

(b) Provide DPFS WFD the DA 5167 via the WFD email box at usagalaksawfd@army.mil for staffing. If Command signature is not required, please provide DA 5167 to DPFS WFD email box prior to processing into employee's record.

(8) For Military personnel:

(a) The HHC Commander and/or First Sergeant will manage awards. They will consult with AR 600-8-22 and G1 Military Personnel Message (MILPER) for all military award recommendations for assistance with completing an Awards Personnel Actions Request (PAR) in the Integrated Personnel and Pay System – Army (IPPS-A) and obtaining source documents such as the Soldier Talent Profile (STP) for period of service.

(b) Provide DPFS WFD any appropriate documents via the WFD email box at usagalaksawfd@army.mil for staffing. If Command signature is not required, please provide any appropriate documents to DPFS WFD email box prior to processing into military personnel's record.

(9) Track award nomination requests until approved.

(10) Ensure the process of all Request for Personal Action (RPA) for approved awards are completed and authorized by the appropriate supervisor level.

(11) Plan execution of programmed budget dollar amount for internal awards and recognition program needs to include, but not limited to, award certificates, pins, and medals. Ensure budget allocations do not result in the loss of personnel performance recognition.

d. DPFS WFD will:

(1) Serve as proponent and provide administrative oversight of Awards and Recognition Program on behalf of the USAG Alaska GC.

(2) Distribute award guidelines, provide advice to Awards Board members on proper procedures for processing awards, and brief incoming personnel on the Awards and Recognition Program.

(3) Receive all awards and recognition packets via the WFD email box at usagalaksawfd@army.mil and staff to the appropriate signature authority above the specific directorate, control office or staff office level.

(4) Ensure all award and recognition files are accurately documented and monitored to guarantee that awards are granted promptly and to maintain a comprehensive record for all files for inspection purposes.

(5) Plan, coordinate, and execute the annual Performance Awards Board for APF and NAF personnel.

(6) Plan, coordinate, and execute the Quarterly and Yearly Awards Program to include the Awards Board.

(7) Identify, promote, and solicit nominations for higher headquarters level awards and gain approval in accordance with award criteria.

(8) Provide reports to the USAG Alaska GC and USAG Fort Greely GC as requested on awards tracker.

(9) Acquire, store and maintain supply of award certificates, pins, and medals for Honorary Awards, Superior Accomplishment Awards, and Quarterly and Yearly Awards.

e. USAG Alaska Awards Board:

(1) Will include the following personnel:

(a) USAG Alaska DGC – Co Chair

(b) USAG Fort Greely DGC – Co Chair

(c) USAG Alaska Director of DPFS – Voting Member

(d) USAG Alaska Director of DFMWR – Voting Member

(e) USAG Alaska Director of the Directorate of Emergency Services (DES) – Voting Member

(f) USAG Fort Greely Director of DES – Voting Member

(g) USAG Alaska Director of Directorate Public Works (DPW) – Voting Member

(h) USAG Fort Greely Director of DPW – Voting Member

(i) USAG Alaska Director of Directorate of Plans, Training, Mobilization, and Security (DPTMS) – Voting Member

(j) USAG Fort Greely Director of DPTMS – Voting Member

(k) USAG Alaska Director of Resource Management Office (RMO) – Non-Voting Member

(l) USAG Alaska Director of EEO – Non-Voting Member

(2) If one of the above has a Delegation of Signature Authority on Appointment Orders during a convene time, then the delegated personnel will assume the position.

(3) Panel all USAG Alaska award nominations to include but not limited to APF and NAF Performance Standards Awards and Quarterly and Yearly Awards.

(4) Awards Board will convene at minimum quarterly to include the Quarterly and Yearly Awards and Performance Awards Board. They will meet in person, via TEAMS or a combination of both.

(5) A quorum is defined as a total of five Voting Members and at least one Co – Chair.

(6) The principles of fairness and confidentiality are central to the Awards Board process. To ensure these principles are upheld, board members will not participate in the review of nominations for the award of a Family member.

4. POLICIES

a. All Leaders are responsible for creating a culture which promotes and celebrates personnel and organizational recognition through commitment, involvement and engagement at all levels of the Recognition Program.

b. Nomination opportunities are open to all USAG Alaska personnel for any award unless otherwise stated.

c. DPFS WFD will serve as proponent and administrative oversight of Awards and Recognition Program on behalf of the USAG Alaska GC.

d. Nominations will link personnel and organizational recognition to the mission, goals, values, and principles of IMCOM and USAG Alaska.

5. ELIGILIBILITY

a. USAG Alaska personnel who are paid from APF and NAF are eligible for Honorary Awards and Superior Accomplishment Awards under the provisions of AR 672-20 and AR 215-3.

b. Per AR 672-20 and AR 215-3, if APF or NAF personnel are under investigation, or upon whom disciplinary or adverse action-based on performance or conduct is pending, no award will be given. The USAG Alaska GC or delegated approval authority may give the award if they find that the basis for the award is unrelated to the investigation, pending actions, or discipline and the award would not reflect unfavorably on the Army.

c. For military personnel, the HHC Commander and/or First Sergeant will manage awards. They will consult with AR 600-8-22 and G1 MILPER for all military award recommendations for assistance with completing an Awards PAR in IPPS-A and obtaining source documents such as the STP for period of service.

d. In accordance with AR 672-20, contractors and personnel augmented to the United States Army are ineligible for recognition.

6. AWARDS

a. All Awards and Recognition packets will be initiated on a DA 1256 for APF personnel and a DA 5167 for NAF personnel to include a staff summary with

justification, citation for certificate, etc. For a full list of necessary documentation for each award, reference AR 672-20 and AR 215-3. For tracking purposes please include DPFS WFD on all Awards and Recognition packets.

b. Only one award is authorized for a specific accomplishment.

c. Superior Accomplishment Awards.

(1) Special Act or Service Awards (SASA).

(a) A SASA is a cash award given to recognize a meritorious personal effort, act, service, or scientific or other achievement accomplished within or outside assigned job responsibilities. It is also appropriate for recognition for civilian personnel ideas or improvement resulting in tangible or intangible benefits.

(b) Only APF and NAF personnel are eligible for this award.

(c) Up to $4,000 is authorized to be given with the approval authority of the first line supervisor. Up to $7,500 is authorized to be given with the approval authority of the USAG Alaska GC or USAG Fort Greely GC.

(d) See enclosure 3 for the award criteria for SASA.

(2) On-the-Spot (OTS) Cash Awards.

(a) An OTS Cash Award is a small SASA given to recognize the day-to-day accomplishments of civilian personnel.

(b) Only APF and NAF personnel are eligible for this award.

(c) Up to $500 per accomplishment is authorized to be given with the approval authority of USAG Alaska Directors of Directorates, Control Offices and Staff Offices.

(d) An employee may receive more than one OTS Cash Award (for different accomplishments); the maximum combined total will not exceed $2,000 in any 12-month period.

(e) NAF employees may be provided a Time Off Award (TOA) in lieu of an OTS Cash Award at the discretion of the DFMWR Director.

(f) See enclosure 3 for the award criteria for OTS Cash Awards.

(3) TOA may be granted to APF or NAF personnel.

(a) APF TOA.

1 TOA is an award for achievements or performance contributing to the Army mission. A TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.

2 Up to one day per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of the first line supervisor.

3 Up to 40 hours per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of USAG Alaska Directors of Directorates, Control Offices and Staff Offices.

4 An employee may receive more than one TOA (for different accomplishments), but the maximum number of hours during a calendar year without charge to leave or loss of pay is 80 hours.

5 TOA must be scheduled and used within one (1) year of the approval date. TOAs do not convert to cash payment under any circumstance.

6 At the time the TOA hours are used the timecard will indicate that time used as Leave Award.

(b) NAF TOA.

1 TOA is an award for achievements or performance contributing to the Army mission. A TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.

2 A full-time employee may receive:

a Up to one day per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of the first line supervisor.

b Up to 40 hours per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of USAG Alaska Directors of Directorates, Control Offices and Staff Offices.

c May receive more than one TOA (for different accomplishments), but the maximum number of hours during a calendar year without charge to leave or loss of pay is 80 hours.

3 A part-time or flexible employee may receive:

a The maximum time off during the calendar year which will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted will be one-half the maximum amount of time that could be granted in the calendar year for the employee.

b Up to one day per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of the first line supervisor per the employee's biweekly scheduled tour of duty average work hours.

c Up to 40 hours per single accomplishment and not less than one (1) hour is authorized to be given with the approval authority of USAG Alaska Directors of Directorates, Control Offices and Staff Offices per the employee's biweekly scheduled tour of duty average work hours.

d May receive more than one TOA (for different accomplishments), but the maximum number of hours during the calendar year will be the average number of work hours in the employee's biweekly schedule.

4 TOA must be scheduled and used within one (1) year of the approval date. TOAs do not convert to cash payment under any circumstance.

5 An employee may retain the TOA balance when moving from one activity to another activity within an Army Non-Appropriated Funds Instrumentalities (NAFI) or from one NAFI to another NAFI within the Army.

6 At the time the TOA hours are used the timecard will indicate that time used as Time Off Award.

(c) See enclosure 3 for the award criteria for TOAs.

(4) GC OTS Awards.

(a) The USAG Alaska GC or USAG Fort Greely GC may recognize personnel with OTS awards formally or informally.

(b) USAG Alaska GC or USAG Fort Greely GC may recognize in the following ways to personnel ONS Cash Award, TOA, or Commander's Coins.

(c) See enclosure 3 for the award criteria for GC OTS Awards.

d. Performance Awards.

(1) Ratings-based awards for APF and NAF personnel are given in recognition of high-level performance for a specific rating period. APF and NAF Performance Awards will follow the appropriate AR unless further guidance is prescribed by Higher HQ. All ratings-based awards must be assessed by the Awards Board.

(2) APF Performance Awards.

(a) Employees whose most recent rating within DPMAP is scored to at least an overall score of 3 may be granted awards. Employees whose most recent rating within DPMAP is scored at 2.9 or less are not eligible for an award.

(b) An employee will not be nominated automatically for a performance award based on their rating. Performance awards should be used both to reward past performance and as an inventive to stimulate future high-level performance of the awardee.

(c) An employee's immediate supervisor is expected to justify all performance awards by writing performance narratives in the Rating Official Assessment section within DPMAP. Each element must succinctly address an employee's performance as measured against the performance standards for the element during the appraisal cycle.

(3) NAF Performance Awards.

(a) Employees whose most recent rating is Outstanding, Excellent, or Satisfactory may be granted awards.

(b) An employee will not be nominated automatically for a performance award based on their rating. Performance awards should be used both to reward past performance and as an inventive to stimulate future high-level performance of the awardee.

(c) An employee's immediate supervisor is expected to justify all performance awards by writing performance narratives in the Rating Official Assessment section. Each element must succinctly address an employee's performance as measured against the performance standards for the element during the appraisal cycle. The Rating Official Assessment sections will be the sole source to justify the performance award.

(4) See enclosure 3 for the award criteria for Performance Standards.

e. Quality Step Increase (QSI).

(1) A QSI is a permanent salary increase for General Schedule (GS) employees, and careful consideration will be given before granting. QSI's must be limited to those cases where exceptional performance has extended over a significant period of time and is expected to continue into the future.

(2) Eligibility.

(a) GS employee is currently paid below Step 10 for their grade.

(b) Have a most recent DPMAP score of at least 4.3 or Level 5.

(c) Have not received a QSI or equivalent within the preceding 52 consecutive calendar weeks.

(3) All QSI nominations will be assessed by the Awards Board and approved by the USAG Alaksa GC.

(4) See enclosure 3 for the award criteria for QSIs.

f. Honorary Awards.

(1) Honorary awards encompass many types and levels of individual achievement and cover the gamut from Certificates of Appreciation to Distinguished Civilian Service medal. All Honorary Awards can be found in AR 672-20 Section 8. The following are the most common Honorary Awards listed in hierarchical order from lowest to highest:

(a) Certificate of Appreciation.

(b) Commendation Certificate.

(c) Certificate of Achievement.

(d) Civilian Service Achievement Medal.

(e) Civilian Service Commendation Medal.

(f) Meritorious Civilian Service Medal.

(g) Superior Civilian Service Medal.

(2) Honorary awards may be granted to APF and NAF personnel who meet the eligibility requirements. For military personnel, the HHC Commander and/or First Sergeant will manage awards. They will consult with AR 600-8-22 and G1 MILPER for all military award recommendations for assistance with completing an Awards PAR in IPPS-A and obtaining source documents such as the STP for period of service.

(3) Awards will generally be progressive in their degree of recognition except under circumstances where contribution has been so significant that a lesser award would clearly be insufficient.

(4) All Honorary Awards Packets must include in addition to the items listed in Paragraph 3. c.

(a) The appropriate DA Form and Checklist can be found in AR 672-20 Section 8.

(b) A proposed citation (submitted in MS Word) no longer than 110 words in length that highlights the significance of the nominee's achievement. All citations should reflect the standardized opening and closing sentence. Abbreviations will not be used.

(c) Additional information of not more than 2,500 words with the following topical headings: Description of achievement: The narration should specifically describe a nominee's achievement or personal contributions and identify the associated dates. Example: resignation, permanent change of station, retirement, etc. Benefits: The benefits that resulted from an award nominee's contributions should be cited. Such benefits may include improved operations or serving the public interest. Both tangible and intangible benefits should be identified. Other Awards Received: Provide information on prior significant awards that the nominee has received. For an award history please reach out to DPFS WFD.

(d) Award packages for USAG Alaska GC or Fort Greely GC must be submitted no later than (NLT) 14 days in advance of presentation to the USAG Alaska WFD office via the WFD email box at usagalaksawfd@army.mil.

(e) Award packages requiring the approval or endorsement of the IMCOM-Pacific Director must be submitted NLT 120 days in advance of presentation to the USAG Alaska WFD office via the WFD email box at usagalaksawfd@army.mil. Award or nomination packages submitted after the NLT date will require a letter of lateness. These submissions may face potential denial or may not be able to be presented on time as originally requested.

(f) See enclosure 4 for the award criteria, narrative, and citation for Honorary Awards.

g. Department of the Army Civilian Service Recognition.

(1) The bronze civilian service recognition pin will be bestowed on any Army Civilian employee after one (1) year of service with the Department of the Army whose rating of record is fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

(2) The silver civilian service recognition pin will be bestowed on any Army Civilian employee with 10 or more years of service with the Department of the Army whose rating of record is currently fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

(3) The gold service recognition pin will be bestowed on any Army Civilian employee upon retirement from the Army with a rating of record of fully successful or above.

(4) APF and NAF personnel are eligible for this recognition.

(5) Restrictions.

(a) Only one lapel pin in each category may be awarded to any one person.

(b) Only time served as an Army Civilian will be considered in computing length of service. Military service will not be considered in computing length of service for the bronze, silver, and gold Department of the Army Civilian Service Recognition.

(6) See enclosure 5 for the award criteria for Department of the Army Civilian Service Recognition.

h. Career Service Recognition for Civilian Employees.

(1) Length of service certificates are used to recognize Federal Civilian and military service in five-year increments; of the five-years at least one-year has to be served as a Civilian. All federal civilian and military service will apply toward eligibility for a career service emblem as long as the employee has served one (1) year as an Army civilian employee.

(2) Length of service certificates:

(a) The 5, 10, and 15 years certificates may be signed by installation directors and Installation Level Support Office Chief or above.

(b) The 20, 25, 30, and 35 years certificates are signed by USAG Alaska GC or USAG Fort Greely GC.

(c) For 40+ years certificates may be signed by the IMCOM Deputy Commanding General.

(d) Certificates of less than 20 years may be presented at the quarterly awards ceremony. Certificates of 20+ years will be presented by either USAG GC at the quarterly awards ceremony.

(3) See enclosure 5 for the award criteria for Career Service Recognition for Civilian Employees.

i. USAG Alaska Quarterly and Yearly Awards.

(1) Every quarter USAG Alaska will solicit Quarterly and/or Yearly Awards.

(2) The awards will be contested according to the duty location of the individual. USAG Alaska will encompass Fort Wainwright, JBER, and Seward; USAG Fort Greely will encompass Fort Greely and Valdez.

(3) USAG Alaska and USAG Fort Greely both have the following categories of awards:

(a) Category 1: Garrison Employee of the Quarter: This category applies to any individual that is not identified as a supervisor in the CPAC or military system.

(b) Category Two: Garrison Employee of the Year: This category applies to any individual that is not identified as a supervisor in the CPAC or military system.

(c) Category 3: Garrison Supervisor of the Quarter: This category applies to any supervisory individual that is identified as a supervisor in the CPAC or military system.

(d) Category 4: Garrison Supervisor of the Year: This category applies to any supervisory individual that is identified as a supervisor in the CPAC or military system

(e) Category 5: Customer Service of the Quarter – Individual: This category applies to any individual, regardless of non-supervisory or supervisory status in the CPAC or military system, who display exceptional customer service whether they are serving internal or external customers.

(f) Category 6: Customer Service of the Quarter – Team: This category applies to any group of individual, regardless of non-supervisory or supervisory status in the CPAC or military system, who display exceptional customer service whether they are serving internal or external customers. The entire team must be nominated. For a team nomination the location where the majority of the team is stationed will be the place where the nomination will be considered

(4) Awards Periods.

(a) 1st Quarter: 01 October – 31 December.

(b) 2nd Quarter: 01 January – 31 March.

(c) 3rd Quarter: 01 April – 30 June.

(d) 4th Quarter: 01 July – 30 September.

(e) Yearly: 01 October – 30 September.

(5) Procedure.

(a) See enclosure 6 for the Quarterly and Yearly Awards Nomination Form.

(b) Nomination forms will be solicited Quarterly NLT the last week of the quarter they are for. Yearly Awards will be solicited with Quarter 4. Nomination forms will be due NLT the 8th of the month or next business day if the 8th lands on a weekend. Example: 1st Quarter nomination forms will begin solicitation NLT 23 December and nomination forms are due NLT 08 January. Nomination forms will not be accepted after the NLT date.

(c) Nominations can be peer to peer, upward, lower, or lateral recognition and can be within the nominator's Garrison or outside. Example: USAG Alaska employee can nominate a USAG Fort Greely employee.

(d) There is no limit to the number of times an individual can be nominated for quarterly awards during the year nor during their career

(e) There is no restriction on the number of nomination forms that a nominator can submit. However, it's important to keep in mind that all nominations submitted by the nominator will be competing against one another.

(f) If more than one nomination form is submitted for the same individual in a quarter, only the first nomination form will be taken into account. However, there are two

exceptions to this rule. The first exception is that an individual can be included in a team nomination. The second exception is that the same individual can be nominated for both a quarterly award and a yearly award.

(g) All nomination forms should be sent to USAG Alaska DPFS WFD via email at usagalaskawfd@army.mil.

(h) USAG Alaska DPFS WFD will record all submitted nomination packets and route the nomination form to the nominee's supervisor to obtain their concurrence, additional remarks, and signature.

1 The supervisor may expand on why the nominees should be selected.

2 The supervisor will advise if the nominees are eligible for the award. Nominees must not have any investigations, derogatory, or otherwise unfavorable performance files or issues for the current rating period. If the nominee is ineligible, the nomination packet will not be forwarded to the Awards Board; if the nomination is for a team, then the team will still be forwarded to the Awards Board.

3 The supervisor will advise if the nominees are eligible for a time off award.

4 The supervisor will concur or non-concur if the nominees should be the recipient of the award. The supervisor may non-concur, but not deny, the award unless the nominees are ineligible from subparagraph 2 above.

(i) USAG Alaska DPFS WFD will set up an Awards Board meeting for each award period, record all nomination forms, organize the scoring sheeting and collect and collate the results.

(j) During their scoring the Awards Board should consider the following: was the contribution clearly above and beyond their performance requirements; is the contribution particularly important or significant to the organization; did the contribution involve a great amount of independent thought, unusual insight, imagination or effort; will there be a substantial impact or benefit derived from the contribution.

(k) The primary goal of this program is to identify and recognize the most deserving candidates, rather than selecting winners based solely on the writing skills of the nominators.

(l) The Awards Board voting members will evaluate each nomination packet, provide an overall rank, and score all nomination packets for USAG Alaska and USAG Fort Greely.

(m) The Awards Board voting members will rank each nomination packet in each category, with 1 being the top rank. They will also score each nomination packet up to 50 points. Nomination packets can have the same score but cannot have the same rank. Example: Jane Doe is ranked 1 with 50 point and John Smith is ranked 2 with 50 points.

(n) USAG Alaska DPFS WFD will receive all the Awards Boards voting members Rating Sheets and will organize and collate the results.

(o) In the event there is a tie, or any other deliberation factor, the Co-Chairs will serve as the final decision-maker.

(p) If the Awards Board determines that a winner is deserving of a higher award, they will make a recommendation to the appropriate GC for final approval.

(q) Upon the results of the Awards Boards, the winners' names will be forwarded to the appropriate GC for final approval.

(r) If no nomination packets are submitted for a particular category by the specific deadline, the Awards Board will decide on nominations to include pulling past nomination packets if necessary.

(s) USAG Alaska Directors of Directorates, Control Offices and Staff Offices are ineligible for the individual awards, this includes Awards Board Members.

(6) Winner Recognition.

(a) Presentation of the awards will be during the Town Hall for each respective USAG.

(b) Garrison Employee and Supervisor of the Quarter winner will receive a Civilian Service Achievement Medal and an 8-hours TOA. If winner is military personnel, they will win the equivalent medal for military personnel. All nominees will be recognized as Honorable Mention during the awards presentation.

(c) Garrison Employee and Supervisor of the Year winner will receive the Civilian Service Commendation Medal and 16-hours TOA. If winner is military personnel, they will win the equivalent medal for military personnel. All nominees will be recognized as Honorable Mention during the awards presentation.

(d) Customer Service Individual and Team winners will receive a Certificate of Achievement and an 8-hour TOA. If winner is military personnel, they will win the

equivalent medal for military personnel. All nominees will be recognized as Honorable Mention during the awards presentation.

(e) If the Awards Board receives an exceptional nomination that they believe deserves recognition, they may choose to also vote on a runner-up who will receive an award. This means that in addition to the main winner, the Awards Board may decide to recognize another nomination packet who also demonstrated outstanding achievements or contributions. The decision to award the runner-up will be made by the Awards Board voting members with concurrence from the Co-Chairs.

(f) The USAG Alaska DPFS WFD will ensure the award presentation ceremony and format for the quarterly and yearly awards will be done in coordination with the next USAG Alaska Town Hall. They will also prepare and submit all appropriate documentation for the Awards to include but not limited to DA 1256 or DA 5167, staff summary with justification, and certificate. Personnel records are updated via appropriate system.

1 The USAG Fort Greely Management Support Officer will support all awards for the USAG Fort Greely winners.

2 Awards for military personnel will be processed by the HHC Commander and/or First Sergeant.

7. EFFECTIVE DATE: This policy is effective immediately and will remain in effect until it is rescinded or updated. This policy supersedes all previous versions on this subject.

8. PROPONENCY: The proponent for this policy is the DPFS WFD at usagalaskawfd@army.mil.

7 Encls
1-6. as
7. Awards Catalog

JASON A. COLE
COL, LG
Commanding

AMIM-AKH
SUBJECT: USAG Alaska Awards and Recognition Program

ENCLOSURE 1
DA Form 1256 for APF Employees

INCENTIVE AWARD NOMINATION AND APPROVAL
For use of this form, see AR 672-20; the proponent agency is DCS, G-1.

PART I - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S NAME *(Last, First, MI)*	2. ORGANIZATION *(No abbreviations)*
3. PRESENT POSITION, TITLE, GRADE AND SALARY	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION *(If other than that shown in item 3)*

5. TYPE OF AWARD RECOMMENDED

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED.

a.	HONORARY			b.	MONETARY
☐	DISTINGUISHED CIVILIAN SERVICE MEDAL	☐	CIVILIAN SERVICE COMMENDATION MEDAL	☐	QUALITY STEP INCREASE
☐	SUPERIOR CIVILIAN SERVICE MEDAL	☐	CIVILIAN SERVICE ACHIEVEMENT MEDAL	☐	PERFORMANCE AWARD $
☐	MERITORIOUS CIVILIAN SERVICE MEDAL	☐	CERTIFICATE OF ACHIEVEMENT	☐	SPECIAL ACT/SERVICE AWARD $
☐	OTHER *(Specify)*			☐	ON-THE-SPOT CASH AWARD $
c. PERIOD OF SERVICE TO BE RECOGNIZED *(MO/YR - MO/YR)*				☐	TIME OFF AWARD

6. NOMINATING

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
	[redacted]	AREA CODE ( )	

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA *(DAPE-CPL)*

7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 *(Check Yes or No, If no, explain on separate attached page)*

☐ Yes ☐ No	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE [redacted]	c. DATE
☐ Yes ☐ No	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE [redacted]	f. DATE

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

8. ☐ APPROVAL ☐ DISAPPROVAL ☐ OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED	TANGIBLE MONETARY BENEFITS	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR
$	$		SAVINGS $

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY *(IES)*

ACTION LEVEL	APPROVED *(If monetary, indicate amount)*	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				[redacted]
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				[redacted]
11. MAJOR COMMAND REVIEW COMMITTEE				[redacted]
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				[redacted]
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				[redacted]

DA FORM 1256, FEB 2019 PREVIOUS EDITIONS ARE OBSOLETE. APD LC v1.00ES

AMIM-AKH
SUBJECT: USAG Alaska Awards and Recognition Program

ENCLOSURE 2
DA Form 5167 for NAF Employees

INCENTIVE AWARDS
NOMINATION AND APPROVAL - NONAPPROPRIATED FUNDS
For use of this form, see AR 215-3; the proponent agency is DCS, G-1.

1. NAME (Last, first, MI)	
2. WORK CENTER CODE	3. POSITION/GRADE
4. ORGANIZATION	

Justification for all Incentive Awards based on performance will be completed as required on page 2 of this form.

5. TYPE OF AWARD RECOMMENDED

a. HONORARY		b. MONETARY	
☐	CERTIFICATE OF ACHIEVEMENT	☐	SUSTAINED SUPERIOR PERFORMANCE AMOUNT $
☐	CERTIFICATE OF APPRECIATION	☐	SPECIAL ACT OR SERVICE AMOUNT $
☐	OTHER (Specify)	☐	PERFORMANCE BASED PAY ADJUSTMENT TO AMOUNT $
☐		☐	ON-THE-SPOT AWARD (*) AMOUNT $

6. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. TELEPHONE NO.	c. SIGNATURE	d. DATE (YYYYMMDD)
e. FAX TELEPHONE NO.		f. E-MAIL ADDRESS	

(*) For On-The-Spot Award, this document, when signed by the appropriate official, constitutes authority to issue check in amount indicated. Authority AR 215-3, chapter 9.

7. COMPLETE ONLY FOR SUGGESTION AWARDS

TANGIBLE SAVINGS $ _____ ☐ APPROVED

INTANGIBLE (ATTACH STATEMENT) ☐ DISAPPROVED

8. TYPED NAME AND TITLE OF SUGGESTION AWARDS CHAIRMAN OR NAF COORDINATOR	9. SIGNATURE	10. DATE (YYYYMMDD)

11. TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY

☐ APPROVED ☐ DISAPPROVED AMOUNT OF AWARD $ _____

12. TYPED NAME AND TITLE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 5167, DEC 2008 PREVIOUS EDITION OF FEB 2005 IS OBSOLETE. Page 1 of 2
APD LC v1.21ES

ENCLOSURE 3
Superior Accomplishment Awards, Performance Awards, Quality Step Increa

AWARD	CRITERIA	WHO IS ELIGIBLE	APPROVAL AUTHORITY	DUE DATE
SPECIAL ACT OR SERVICE AWARD (SASA)	To recognize a meritorious personal effort, act, service, or scientific or other achievement accomplished within or outside assigned job responsibilities. It is also appropriate for recognition for civilian personnel ideas or improvement resulting in tangible or intangible benefits	APF U.S. Employees. NAF U.S. Employees; Local National Employees	HQ IMCOM CG: Up to $10,000 USAG Alaska GC: Up to $7,500 First Line Supervisors: Up to $4,000	Within 30 days after act or service
ON-THE-SPOT CASH AWARD	A small SASA given to recognize the day-to-day accomplishments of civilian personnel.	APF U.S. Employees. NAF U.S. Employees; Local National Employees	USAG Alaska or USAG Fort Greely Directors of Directorates, Control Offices and Staff Offices up to $500 per accomplishment. An employee may receive more than one ONS Cash Award (for different accomplishments), but the maximum combined total will not exceed $2,000 in any 12-month period.	Within 15 days of achievement
TIME OFF AWARD	TOA is an award for achievements or performance contributing to the Army mission. A TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	USAG Alaska or USAG Fort Greely Directors of Directorates, Control Offices and Staff Offices up to forty (40) hours	As appropriate
PERFORMANCE AWARDS	Ratings-based awards for APF and NAF personnel are given in recognition of high-level performance for a specific rating period. All ratings-based awards must be assessed by the Awards Board.	Employees other than Senior Executive Service (SES)	APF Performance Awards will follow the G-1 IMCOM and Army Environment Command (AEC) Personnel, Procedural Guidance on APF Employees Award Limitation for the corresponding FY. NAF Performance Awards will follow the G-9 IMCOM NAF Employees Performance Awards Policy for the corresponding FY.	Within 30 days of approval due date of rating
QUALITY STEP INCREASES (APF)	A permanent salary increase for General Schedule (GS) employees, and careful consideration will be given before granting. QSI's must be limited to those cases where exceptional performance has extended over a significant period of time and is expected to continue into the future.	Current GS employee below Step 10 for their grade. Have a most recent DPMAP score of at least 4.3 or Level 5. Have not received a QSI or equivalent within the preceding 52 consecutive calendar weeks.	All QSI nominations will be assessed by the Awards Board and approved by the USAG Alaksa GC.	Within 30 days of approval due date of rating

ENCLOSURE 4
Honorary Awards

AWARD	CRITERIA	WHO IS ELIGIBLE	APPROVAL AUTHORITY	DUE DATE
OTHER: **CERTIFICATE/LETTER OF APPRECIATION** **COMMENDATION CERTIFICATE** **RETIREMENT** **PCS / DUTY CHANGE**	Special plaques, certificates or other recognition devices that may be designed and awarded for specific work achievements.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	USAG Alaska or USAG Fort Greely Directors of Directorates, Control Offices and Staff Offices USAG Alaska GC/DGC or USAG Fort Greely GC DGC	NLT 14 days in advance of presentation
CERTIFICATE OF ACHIEVEMENT	Commendable accomplishment of assigned duties; significant improvement of morale and job performance; or meeting mission requirements through personal diligence or initiative.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	USAG Alaska or USAG Fort Greely GC/DGC or USAG Fort Greely GC/DGC	Within 60 days after period to be cited and NLT 14 days in advance of presentation
CIVILIAN SERVICE ACHIEVEMENT MEDAL	Noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	USAG Alaska GC or USAG Fort Greely GC	Within 60 days after period to be cited and NLT 14 days in advance of presentation
CIVILIAN SERVICE COMMENDATION MEDAL	Nomination will normally cover a period of one year and reflect contributions of a lesser degree than those recognized by the Superior Civilian Service Award.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	USAG Alaska GC	Within 60 days after period to be cited and NLT 14 days in advance of presentation
MERITORIOUS CIVILIAN SERVICE MEDAL	Superior service, achievement or heroism, of a lesser degree than that recognized by the Superior Civilian Service Award.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	ID- P Director	Within 6 months after period to be cited and 120 days in advance of presentation
SUPERIOR CIVILIAN SERVICE MEDAL	Exemplary performance of duties; unusual initiative and skill in devising new equipment, methods, procedures	APF U.S. Employees; NAF U.S. Employees; Local National Employees	CG, IMCOM	Within 6 months after completion of period to be cited and 120 days in advance of presentation
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	Awarded for performance that is clearly exceptional or preeminent among all who have performed similar duties;	APF U.S. Employees; NAF U.S. Employees; who are supported by other awards, including the DA Superior Civilian Service Award.	Secretary of the Army	Within 6 months after completion of period to be cited and 120 days in advance of presentation

ENCLOSURE 4
Honorary Awards Narrative

Mr. John E. Doe
is Presented the
Superior Civilian Service Award

For exceptional service and performance of duty during the period of March 2009 through June 2012, while assigned as Supply Specialist in the Supply Division, Public Works Administration, IMCOM Pacific. During this period Mr. Doe demonstrated superb managerial skills and technical competency in planning, organizing and directing supply inventories. In addition, he made a significant contribution to the design and maintenance of an improved and highly effective supply requisition system. Mr. Doe's dedication and commitment to duty reflect great credit upon him, Installation Management Command and the United States Army.

DESCRIPTION OF ACHIEVEMENT

Mr. Doe reported to the Supply Division on 18 March 2009. Realizing the need for a systematic accounting of supplies, he volunteered to work on organizing the annual inventory. In 2010 he was assigned the responsibility for planning for this vitally important effort; and in 2011, he was chosen to direct it. After seeing the rather costly, ad hoc procedures which were being used to obtain critical inventory, Mr. Doe originated the idea for the establishment of a prototype supply requisition system. He subsequently worked in collaboration and cross-organizationally with his peers for the design of such a system. After a successful trial, he then directed implementation of the system throughout the region.

In 2010, Mr. Doe, on his own initiative, began organizing an annual inventory while continuing to perform his regular duties. He planned the inventory in such a way that holiday and peak workload periods were avoided. He also divided the catalogue of supply items into manageable units so that all technicians could participate and the whole project could be finished expeditiously.
In 2011 he began to direct the inventories which became increasingly accurate with a rating that started at 87% and which by 2012 had achieved 98%.

Until 2011, inventories were informally secured from a variety of sources, often resulting in both confusion and wasted effort. Mr. Doe proposed his idea for a new requisition system. After careful analysis and painstaking research, the system was implemented with much success throughout the region. A modified version is now used by both the Pacific and Europe Regions.

ENCLOSURE 4
Honorary Award Narrative Continued

BENEFITS

By inventorying supply items on an annual basis, those items that are needed can be ordered in the proper quantities. This approach compares to the pre-inventory experience in which excess quantities of some supplies were ordered and accumulated while certain other items were lacking. While it is difficult to establish the amount of tangible benefits attributed to Mr. Doe's efforts, it should be noted that the availability of parts has reduced down time significantly, thereby enhancing our overall mission readiness.

OTHER AWARDS / DATES RECEIVED

Sustained Superior Performance, 28 November 1998
Sustained Superior Performance, 21 December 1999
Outstanding Performance, 12 November 2000
Outstanding Performance, 17 November 2001
Outstanding Performance, 28 February 2004
Outstanding Performance, 30 January 2005
Achievement Medal for Civilian Service, 30 July 2006
Exceptional Performance, 25 November 2007
Exceptional Performance, 3 December 2009
Commander's Award for Civilian Service, 7 December 2010

AMIM-AKH
SUBJECT: USAG Alaska Awards and Recognition Program

ENCLOSURE 4
Honorary Award Citation

For exceptional service and performance of duty during the period of 11 June 1992 to 1July 2012, culminating with his assignment as Business Program Manager, Directorate of Family and Morale, Welfare and Recreation, United States Army Garrison Alaska from 1 May 2009 to 1 July 2012. Mr. Jones displayed the highest levels of professionalism, technical expertise, and exemplary leadership in supporting his staff and his Division. His untiring focus on improvement and personal commitment to organizational excellence contributed significantly to the accomplishment of the Army mission. Mr. Jones' achievements underscore a distinguished Federal Career of 20 years and are in keeping with the highest traditions of government service. Mr. Jones dedication and commitment to duty reflect great credit upon him, United States Army Garrison Alaska, Installation Management Command, and the United States Army.

For exceptional service and performance of duty during the period of 15 January 1995 to 15 January 2012, culminating with an assignment as Human Resources Officer, United States Army Garrison Alaska. Ms. Brown's dedication to duty and outstanding work ethics were instrumental in the successful accomplishment of the Army's ongoing mission of Civil Service support. Her enthusiasm, determination, and knowledge of personnel services ensured prompt and quality customer service for this Division and the Community that it supports. Ms. Brown's dedication and commitment to duty reflect great credit upon her, United States Army Garrison Alaska, Installation Management Command, and the United States Army.

ENCLOSURE 5
Civilian Service and Career Service Recognition

AWARD	CRITERIA	WHO IS ELIGIBLE	APPROVAL AUTHORITY	DUE DATE
DEPARTMENT OF THE ARMY CIVILIAN SERVICE RECOGNITION	Based on years of service with the Department of the Army whose rating record is fully successful or above. Only time served as an Army Civilian will be considered in computing length of service. Military service will not be considered in computing length of service.	APF U.S. Employees; NAF U.S. Employees	First Line Supervisors	1 year of employment with Department of the Army 10 years of employment with Department of the Army Retirement from the Department of the Army
CAREER SERVICE RECOGNITION	Based on length of service. All Federal civilian and military service in 5-year increments, provided that 1 year of total service was as a civilian employee.	APF U.S. Employees; NAF U.S. Employees; Local National Employees	5 to 15 USAG Alaska or USAG Fort Greely Directorate Directors or Staff Agency Chief 20 to 35 years USAG Alaska or USAG Fort Greely Garrison Commander. 40+ years may be IMCOM DCG currently being signed by RD	Starting at 5 years and every 5 years thereafter

AMIM-AKH
SUBJECT: USAG Alaska Awards and Recognition Program

ENCLOSURE 6
Quarterly and Yearly Awards Nomination Form

NOMINATION FOR QUARTER/YEAR AWARDS		
1. GARRISON ◯ USAG ALASKA ◯ USAG FORT GREELY	**2. AWARD PERIOD FY2025** ◯ 1ST QUARTER (01OCT - 31DEC) ◯ 2ND QUARTER (01JAN - 31MAR) ◯ 3RD QUARTER (01APR - 30JUN) ◯ 4TH QUARTER (01JUL - 30SEP) ◯ YEAR (SUPERVISOR AND EMPLOYEE ONLY)	**3. AWARD CATEGORY** ◯ SUPERVISOR ◯ EMPLOYEE (NON-SUPERVISOR) ◯ CUSTOMER SERVICE INDIVIDUAL ◯ CUSTOMER SERVICE TEAM
4. FIRST & LAST NAME OF THE INDIVIDUAL SUBMITTING THIS NOMINATION.		
5. FIRST & LAST NAME OF NOMINEE/S WITH POSITION/S AND DIRECTORATE/DEPARTMENT. (EXAMPLE: JANE DOE. RECREATION ASSISTANT AT WARRIOR ZONE. DFMWR)		
6. WITHIN THE SPACE PROVIDED WHY ARE YOU NOMINATING THIS INDIVIDUAL / TEAM.		

PLEASE EMAIL ALL NOMINATION FORMS TO USAGALASKAWFD@ARMY.MIL.

BY EMAILING THIS NOMINATION FORM TO WORKFORCE DEVELOPMENT, THE NOMINATING INDIVIDUAL CONFIRMS THEIR NOMINATION OF THE EMPLOYEE/S STATED ABOVE.

AMIM-AKH
SUBJECT: USAG Alaska Awards and Recognition Program

ENCLOSURE 7
Awards Catalog

The Awards Catelog can be found at https://armyeitaas.sharpoint-mil.us/sites/IMCOM-HQ-G1/SitePages/Civilian%20Honorary%20Awards.aspx?csf=1&web=1&e=nHKeh2&CID=c4620aa6-68a2-45a2-b943-63f9bd880594

1	ACS Excellence & ACS Team Excellence Awards	NLT 01 December each calendar year
2	AMC Louis Dellamonica Award	Annually – February
3	AMC Top Employee of the Quarter for IMCOM	Quarterly- February for 1st Qtr; April for 2nd Qtr; July for 3rd Qtr; October for 4th Qtr
4	American Legion Spirit of Service Award	Annually – March
5	Annual Department of Defense Office of Drug Demand Reduction Award	Annually – May
6	Army Analysis Awards	Annually – April
7	Army Lodging Hospitality Program Awards	NLT 15 January each calendar year
8	Army Sports Program Athlete of the Year	2nd Qtr
9	Arthur S. Flemming Award	Annually – December 1st Qtr
10	Asian American Engineer of the Year and Chinese Institute of Engineers Awards	1st Qtr- March
11	Black Engineer of the Year Stars and Stripes Award	3rd Qtr
12	Black Engineer of the Year STEM Awards	3rd Qtr
13	Blacks in Government Meritorious Service Award	2nd Qtr
14	CYS Award of Excellence	NLT 15 March
15	Department of Defense David O. Cooke Excellence in Public Administration Award	Annually – March
16	Department of Defense Spirit of Hope Award	Annually – April
17	Diversity and Leadership Award	2nd Qtr
18	Emma Baird Award	NLT 01 December
19	Energy and Water Management Award SECARMY	3rd Qtr
20	Environmental Awards SECARMY	4th Qtr
21	Excellence in Management	NLT last business day of December
22	Excellence in Recreation: Recreation Employee of the Year	NLT last business day of December
23	Federal Asian Pacific American Council Award	NLT February – 1st Qtr
24	Federal Energy and Water Management Award	4th Qtr
25	Federally Employed Women Meritorious Service Award	2nd Qtr
26	Financial Management Award of Excellence	NLT 01 November

ENCLOSURE 7
Awards Catalog Continued

27	Financial Management Awards SECARMY	1st Qtr
28	Fire & Emergency Services Awards	1st Qtr
29	Great Minds in STEM Military and Civilian Heros Awards	NLT May – 2nd Qtr
30	Hispanic Engineer National Achievement Awards Corporation	NLT May – 2nd Qtr
31	IMCOM DPW Awards	1st Qtr
32	IMCOM Excellence in Directorate of Human Resources Award	Annually – April
33	IMCOM Professional of the Quarter and Year	Quarterly – 1st Qtr; 2nd Qtr; 3rd Qtr; 4th Qtr
34	IMCOM Stalwart Award	Annually – July
35	Improving Publications Awards SECARMY	2nd Qtr
36	James A. Carroll Jr. Award	NLT last business day of December
37	Joint Women's Leadership Symposium Award	NLT April – 2nd Qtr
38	League of United Latin American Citizens Excellence in Service Award	NLT April – 2nd Qtr
39	Lieutenant General Richard G. Trefry Lifetime of Service Award	2nd Qtr
40	Liz Blanc Exceptional Sexual Assault Response Coordinator Award	Annually – March
41	LTG Arthur J. Gregg Leadership Award	4th Qtr
42	Marketing Awards of Excellence	NLT 01 October
43	MG Keith L. Ware Certificate and Star Notes	NLT December each calendar year
44	NAACP Roy Wilkins Renown Service Award	3rd Qtr
45	NAF Contracting Awards	NLT January each calendar year
46	National Gold Medal Awards	NLT January each calendar year
47	National Latina Style Distinguished Service Award	NLT June each calendar year
48	National Public Service Awards	Annual
49	Order of the White Plume Award	60 days from presentation.
50	Peter F. Isaacs FMWR Lifetime Achievement Award	60 days from presentation.
51	Red Ribbon Week RRW Activities and Nominations for the Annual Department of Defense Office of Drug Demand Reduction Awards	Annually – May
52	Roger W. Jones Award for Executive Leadership	2nd Qtr

ENCLOSURE 7
Awards Catalog Continued

53	Safety and Occupational Health Management System Achievement Awards	1st Qtr
54	SGM Larry L. Strickland Educational Leadership Award	Annually – February
55	SGM Wardell B. Turner Award	NLT 15 September
56	Society of American Indian Government Employees Meritorious Service Award	NLT April
57	Society of Women Engineers Awards	NLT March
58	Spirit of Hope Award	2nd Qtr
59	Suicide Prevention Recognition	1st Qtr
60	William H. Kushnick, John W. Macy Jr., and Nick Hoge KMH Awards	Annually – April
61	Women of Color in Science, Technology, Engineering, and Math (STEM) Awards	NLT April
62	Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award	3rd Qtr

ENCLOSURE 7
Awards Catalog Continued

1. ACS Excellence & ACS Team Excellence Awards: ACS Employees who deliver outstanding service to community patrons that exceeds ACS goals, mission, and vision during the preceding calendar year.

2. AMC Louis Dellamonica Award: AMC selects the top employees from each Command, both military and civilian below the rank of General Officer and Senior Executive Service. Nominees are judged on how their initiatives measurably improved their work environment and the Command's mission, how they motivate and inspire fellow employees to improve or increase the quality of their work, and how well they are viewed by peers, subordinates, and supervisors.

3. AMC Top Employee of the Quarter for IMCOM: no additional information available.

4. American Legion Spirit of Service Award: This award will recognize an enlisted member, E-5 and below, from each branch of the Armed Forces for outstanding military performance and volunteer service that they perform while off duty in a local community. This program provides the Army with an excellent opportunity to recognize Soldiers who not only excel in the performance of their duties, but also make invaluable and lasting contributions in their community while enhancing their civilian and military professional development.

5. Annual Department of Defense Office of Drug Demand Reduction Award: no additional information available.

6. Army Analysis Awards: This is comprised of three separate awards.

a. Dr. Wilbur B. Payne for Excellence of Analysis Award recognizes the highest quality of Department of the Army Operations Research/Systems Analysis work. All Department of the Army analysists, technicians, scientists, or groups whose contributions were made during the calendar year period of 01 March through 28 February, and meet the criteria, are eligible for nomination.

b. Operational Analysis Award recognizes all Department of the Army analysts, technicians, scientists, or groups whose contributions were made during the calendar year period of 01 March through 28 February, and meet the criteria, are eligible for nomination. Criteria for this award are as follows: The analysis effort was performed in support of operational commanders planning and or conducting current operations,

security cooperations activities, or major exercises. The analysis was performed by analysts assigned to operational headquarters, Brigade/Division/Corps staffs, or Army Service Component Commands. Analytic agencies are not eligible. The majority of the study team must be U.S. Army, but the performing agency is not required to be assigned to an agency or organization of the Department of the Army, Combatant Command, or Joint Task Force.

c. U.S. Army Junior Analyst Award recognizes an employee of 40 years old or less with a maximum of ten years' experience at the time of the award presentation, meet the criteria of a junior analyst, and be recommended by an Army Mentor as a potential candidate in the nomination year. The mentor must have a mentor-protégé relationship with the individual and can describe the quality and breadth of the work accomplished by the junior analyst.

7. Army Lodging Hospitality Program recognizes the success by measuring Garrison performance against the current Army lodging standards for services, operations, and facilities. Categories are as follows: Best Manager, Best Supervisor, Best Employee, Best Lodging Operations Small (1-60 rooms), Best Lodging Operations Medium (61-140 rooms), and Best Lodging Operation Large (141+ rooms).

8. Army Sports Program Athlete of the Year recognizes superior performance of an Army active duty, reserve component, or National Guard Soldier who manages or competes in Garrison intramural athletics, varsity sports, military sporting events, and/or all Army sports.

9. Arthur S. Flemming Award honors outstanding federal employees, public servants, and excellence in government, hosted by the George Washington University and its Trachtenberg School of Public Policy and Public Administration. Any career civilian employee of the executive branch of the U.S. government or member of the uniformed services who has at least three (3), but no more than fifteen (15) years of service, is eligible for nomination. There are five categories for nominations under this award. A nomination must be submitted in only one category, even though duties may overlap in two or more areas. Nominees should have demonstrated exceptional ability and superior performance during the year for which the nomination is made, either in work undertaken during that year or in successful completion during that year of a task commenced in the prior years. Nominations for work undertaken entirely in, or completed in, prior years are not eligible. Nominees also should have demonstrated either a single outstanding achievement, or a continuously superior level of performance over a period of time, as well as recognition through awards and publications. Categories: Leadership and Management, Legal Achievement, Basic Science, Applied Science and Engineering, and Social Science, Clinical Trials, and Tradition Research.

10. Asian American Engineer of the Year and Chinese Institute of Engineers Award honors outstanding Asian American professionals in Science and Engineering for their technical achievements, leadership, and public services.

11. Black Engineer of the Year Stars and Stripes Awards recognizes an innovative pioneer in technology, management of technology, or both.

12. Black Engineer of the Year STEM Awards: no additional information available.

13. Blacks in Government Meritorious Service Award honors all military service members or civilians who have supported the DoD mission, overseas contingency operations, or whose attributes best epitomized the qualities and core values of their respective service.

14. CYS Award of Excellence recognizes exceptional achievements that had a dramatic and positive impact on improvements in efficiency, productivity, cost savings, or program goals during the preceding calendar year.

15. Department of Defense David O. Cooke Excellence in Public Administration Award was created to promote, perpetuate, and recognize the type of exceptional contributions Mr. Davis O. Cooke made to federal service. Mr. Cooke had over 50 years of federal service and was widely recognized as a consummate public official promoting a cooperative spirit among DoD leadership and improving DoD operations. His commitment to duty embodied the noble virtues of public service. The purpose of this award is to recognize eligible nominees who demonstrate great leadership potential as a future federal executive and who emulates Mr. Cooke's dedication to service while helping promote and affect cooperation and improvement.

16. Department of Defense Spirit of Hope Award is presented for individuals or organizations that epitomize selfless service and dedicated commitment to our military and are reflective of the significant impact of Mr. Hope.

17. Diversity and Leadership Award: no additional information available.

18. Emma Baird Award: no additional information available.

19. Energy and Water Management Award SECARMY recognizes individuals and teams at Army installations and garrisons who make significant achievements in installation energy and water management in support of Army readiness. The program

recognizes efforts to improve energy, and water resilience and sustainability on Army installations.

20. Environmental Awards SECARMY are to recognize environmental personnel for their exceptional commitment to protecting human health and the environment while advancing the military mission. Installation wide awards for even years are Natural Resources Conservation: Small (10K acres or fewer), Environmental Quality Non-Industrial, Sustainability Industrial, Environmental Restoration, and Cultural Resources Management: Large (10K acres or more). Individual or Team awards for even years are Natural Resources Conservation, Environmental Quality, Environmental Restoration, and Environmental Excellence in Weapon Systems Acquisition. Installation wide awards for odd years are Natural Resources Conservation: Large, Environmental Quality Industrial, Environmental Quality: Overseas, Sustainability Non-Industrial, Environmental Restoration, and Cultural Resources Management: Small. Individual or Team awards for odd years are Sustainability, Cultural Resources Management, and Environmental Excellence in Weapon Systems Acquisition.

21. Excellence in Management recognizes a NAF employee with excellence in management of specific business operations for golf, bowl (CAT B or C) or Bingo who exceed last FY revenue dollars and NIBD, maintained net revenue and/or significantly controlled expenses and increased market share.

22. Excellence in Recreation: Recreation Employe of the Year Award: no additional information available.

23. Federal Asian Pacific American Council Award recognizes individuals who have made significant contributions to the advancement of Asian Americans, Native Hawaiians, and Pacific Islander communities and promote diversity and inclusion among the workforces.

24. Federal Energy and Water Management Award: no additional information available.

25. Federally Employed Women Meritorious Service Award: no additional information available.

26. Financial Management Award of Excellence recognizes exceptional achievements in financial management that had a dramatic and positive impact on FMWR programs to include the improvement in efficiency, productivity, cost savings, or program goals during the preceding calendar year.

27. Financial Management Awards SECARMY: no additional information available.

28. Fire & Emergency Services Awards for the categories of DoD Civilian Instructor of the year, Department of the Army Fire Inspector of the year, Department of the Army Dispatcher of the year, DoD Civilian Fire Officer of the year, DoD Civilian Firefighter of the year, DoD Civilian EMS Provider of the year, DoD Fire Prevention Program of the year, DoD Fire Department of the year, and Fire Chief of the year (no nomination packet; if the DoD Fire Department of the year wins, that Fire Chief wins Fire Chief of the year.)

29. Great Minds in STEM Military and Civilian Heros Awards: no additional information available.

30. Hispanic Engineer National Achievement Awards Corporation recognizes the achievements of America's top engineers and scientist from the Hispanic community. Award categories include executive excellence, outstanding technical achievement, lifetime achievement, professional achievement level I and II, most promising engineer, most promising scientist, education, entrepreneur, community service, special awards, engineer of the year, and scientist of the year.

31. IMCOM DPW Awards recognizes the DPW workforce in the following categories: business management executive of the year, engineers and planning executive of the year, environmental executive of the year, garrison support executive of the year, HQ support executive of the year, housing executive of the year, operations and maintenance executive of the year, and William C. Gribble executive of the year.

32. IMCOM Excellence in Directorate of Human Resources Award recognizes garrison excellence in Human Resources field performance and customer service, in accordance with the IMCOM Service Culture Initiative and to become a more innovative and efficient organization.

33. IMCOM Professional of the Quarter and Year recognizes IMCOM employees based off the following criteria: impact on the organization and mission, demonstration of IMCOM principles of service, excellence, respect, vision, integrity, communication, and empowerment, demonstrated customer service excellence, and description of the service or achivement deserving this recognition.

34. IMCOM Stalwart Award represents the Army's continued commitment to conducting business in the best way possible. It recognizes IMCOM professionals for the following achievements; Exhibiting strength and vigor in mind, body, and spirit in promoting the

IMCOM mission and values. These are individuals who have demonstrated the highest standards of performance in ways that are worthy of formal recognition: (1) Achieving accomplishments that not only have been highly exemplary and an inspiration to others but have significantly contributed to the Command's success and enhanced operations responsibilities, and (2) Standing out as model professionals among their peers and represent the ideals and values of IMCOM in the daily performance of their assigned duties.

35. Improving Publications Awards SECARMY: no additional information available.

36. James A Carroll Jr. Award recognizes excellence in specific NAF business operations. Club, food, beverage, and entertainment employees who clearly improve participation, service to the community, innovative services and program unique events.

37. Joint Women's Leadership Symposium Award honors the visionary leadership of our people whose ideals and dedication help to foster a positive work environment for reinforcing and furthering the integration of women in the Army. This award is presented to one military and one civilian leader who has made a positive impact through their involvement, leadership role in policy, and promote diversity within the Army.

38. League of United Latin American Citizens Excellence in Service Award: no additional information available.

39. Lieutenant General Richard G. Trefry Lifetime of Service Award: no additional information available.

40. Liz Blanc Exceptional Sexual Assault Response Coordinator Award recognizes individual whose work has been particularly noteworthy and demonstrates outstanding support of our service members. Individuals selected for this award are recognized in conjunction with outreach programs during Sexual Assault Awareness and Prevention Month in April. Awardee must have served for a minimum of 6 months as the SARC within the calendar year of the award.

41. LTG Arthur J. Gregg Leadership Award recognizes individuals who made significant and measurable contributions to Army sustainment operations.

42. Marketing and Commercial Sponsorship Awards of Excellence recognizes exceptional achievements in marketing and top sales performers in commercial sponsorship and advertising that contributed a significant impact on Army FMWR programs.

43. MG Keith L. Ware Certificate and Star Notes recognizes public affairs personnel in achieving Army communication and public affairs objectives. The competition is held to recognize, cultivate, and inspire excellence within the Army public affairs and visual information communities.

44. NAACP Roy Wilkins Renown Service Award: no additional information available.

45. NAF Contracting Awards recognize personnel who exemplify the four pillars of excellence: corporate stewardship, customer service, achieve economics, and professional workforce. There are two award categories: NAF contracting leader and NAF contracting employee.

46. National Gold Medal Awards recognizes excellence in long-range planning resource management, and innovative approaches to delivering superb park and recreation services with fiscally sound business practices on Army FMWR Programs.

47. National Latina Style Distinguished Service Award: no additional information available.

48. National Public Service Awards: no additional information available.

49. Order of the White Plume Award provides an individual recognition for exceptional service or achievement, which impacted significantly and made long-term contributions to the Army's FMWR Programs.

50. Peter F. Issacs FMWR Lifetime Achievement Award is the highest award the Army can bestow on any Soldier or Civilian, specifically in recognition of their lifetime contribution to Army FMWR.

51. Red Ribbon Week – Community Drug Awareness Award, Fulcrum Shield Award recognizes two categories during the Red Ribbon Week activities.

a. Community Drug Awareness Award recognizes the best drug demand reduction program with any service that occurred during the fiscal year.

b. Fulcrum Shield Award recognizes the best youth-based drug demand reduction program that is affiliated with any service that occurred during the fiscal year.

52. Roger W. Jones Award for Executive Leadership: no additional information available.

53. Safety and Occupational Health Management System Achievement Awards recognizes OSHA VPP Star or Merit sites.

54. Safety and Occupational Health Management System Achievement Awards: no additional information available.

55. SGM Wardell B. Turner Award competition honors DES's that have demonstrated excellence and achieved results above and beyond when compared to other DES's. This award recognizes the best DES organization in the Army.

56. Society of American Indian Government Employees Meritorious Service Award: no additional information available.

57. Society of Women Engineers Awards celebrates high levels of achievement among those who identify as women and allies in engineering, engineering technology, or science related to engineering at all career stages, separated by tracks and years of experience.

58. Spirit of Hope Award recognizes individual or organizations that epitomize selfless service and dedicated commitment to our military and are reflective of the significant impact of Mr. Hope.

59. Suicide Prevention Recognition: no additional information available.

60. William H. Kushnick, John W. Macy Jr, and Nick Hoge (KMH) Awards are comprised of three awards.

a. The William H. Kushnick Award is open to all civilian employees engaged in civilian personnel administration in the Department of the Army. The basis for selection: a specific contribution in the broad filed of civilian human resources administration that culminated during the calendar year, and a record covering the career spectrum that reflects highly effective personal career development, executive or technical ability, exemplary performance, and demonstrated potential for higher level of work.

b. The John W. Macy Jr. Award is open to any Department of the Army supervisor, civilian or military (GS1-15 equivalent or O-6 and below). The basis for selection: a

specific contribution for which the nominee's team was responsible for enhancing the Army's mission accomplishment and was accomplished because of the effective and a caring leadership of the nominee; and a record of accomplishments, which reflect the extraordinary leadership of civilian personnel over a sustained period of time. The contribution must have demonstrated, by examples, how the nominee's interaction with civilians on the team "got the job done". The contributions must have culminated during the calendar year.

c. The Nick Hoge Professional paper is open to all civilian and miliary employees. The award recognizes Department of the Army personnel who author and submit papers on matters relating to civilian personnel administration and management that are judged professionally significant and of value to the Army.

61. Women of Color in Science, Technology, Engineering, and Math (STEM) Award recognizes outstanding women in STEM fields and provides excellent opportunities for professional development, networking, and recruiting.

62. Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award: no additional information available.