



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON - FORT HUACHUCA
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7001

AMIM-HUG-ZA (672)

21 July 2021

MEMORANDUM FOR United States Army Garrison (USAG) Fort Huachuca Workforce
SUBJECT: POLICY 21-47, Civilian Awards Policy

1. REFERENCES.

- a. DoDI 1400.25 v431, DoD Civilian Performance Management System: Performance Management and Appraisal Program, 01 July 2020.
- b. DoDI 1400.25 v451, DoD Civilian Performance Management System: Awards, 04 November 2013.
- c. AR 215-3 Non-Appropriated Funds personnel Instrumentalities Personnel Policy, 29 September 2019
- d. AR 672-20 (Incentive Awards), 17 September 2020.
- e. U.S. Army Materiel Command Delegation Matrix of Civilian Human Resources Authorities, No. 2020-01, March 2020.
- f. U.S. Army Installation Management Command Performance Awards Policy and Business Rules for Appropriated Fund Performance Awards, 16 November 2020.
- g. U.S. Army Installation Management Command - Training, Directorate Policy #9 – Performance Awards guidance, 10 May 2021.

2. APPLICABILITY. This policy applies to all United States Army Garrison (USAG), Fort Huachuca employees to include appropriated fund and non-appropriated fund civilian employees and their military supervisors.

3. PURPOSE. This memorandum provides policy for the utilization of awards to recognize high-level performance of USAG Fort Huachuca Appropriated Funds (APF) and Non-appropriated Fund (NAF) civilian employees, granting awards based on merit to those employees who meet the criteria outlined in this memorandum.

4. ELIGIBILITY.

- a. 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 in order to receive a performance award. Employees rated as Unacceptable (Level "1") are not eligible for an award.

b. When disciplinary actions are pending on employees for whom performance awards have been recommended, all action on the awards will be suspended pending final determination on the disciplinary action.

5. GUIDANCE.

a. The USAG-FH, Directorate of Human Resources develops, implements, and maintains a local awards policy in accordance with higher headquarters policies. All policies will adhere to the provisions established in AR 672-20 and AR 215-3 as well as local collective bargaining agreement (CBA) provisions. Review of this policy annually will ensure adherence to current higher headquarters policy guidance. New Garrison Commanders (GCs) will review and sign the local awards policy upon assumption of command.

b. To facilitate consistent business practices that are transparent to the workforce, a Performance Award Review Board (PARB) led by the Deputy to the Garrison Commander (DGC) will review Appropriated Funds (APF) and Non-Appropriated Funds (NAF) annual performance awards and provide recommendations to the Garrison Commander as the final approving authority. The APF PARB board will consist of three (3) voting APF board members appointed for two (2) year terms and will reflect workforce diversity (gender and race) and include an Equal Employment Opportunity (EEO) advisor as a non-voting member. The NAF PARB board convened by the Director, Family and Morale, Welfare and Recreation (DFMWR) will consist of three (3) voting NAF board members appointed for two (2) year terms and will reflect workforce diversity (gender and race) and include an Equal Employment Opportunity (EEO) advisor as a non-voting member.

c. DGC Performance Awards: Performance awards for DGCs will be subject to an ID-T DGC PARB beginning with the 2021 appraisal cycle (1 April 2020 to 31 March 2021) in order to provide board members that are equivalent in grade and not subordinate to the DGC position.

d. By 2nd quarter of every Fiscal Year (FY), the Garrison Resource Management (RM) Chief will provide each Garrison Director and Support Office Chief their cash award amounts at the MDEP level in monthly spend plan reports. Each Director and Office Chief, as well as the RM Budget Office will track execution of monetary awards to eliminate overspending.

e. The Office of Management and Budget and the Office of Personnel Management limit award spending each fiscal year to a percentage of the aggregate salaries and

individual contribution awards. Directors and Support Office Chiefs are responsible for tracking performance awards to ensure that awards do not exceed the civilian incentive award allocation each fiscal year.

6. PERFORMANCE AWARDS.

a. Performance awards recognize high-level performance for civilians over a specific period of time. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance. Nominations for performance awards based on annual ratings are not automatic. Types of performance awards include Quality Step Increases (QSI) for APF professionals only, Time Off Awards (TOA), and monetary performance awards.

b. Installation Management Command (IMCOM's) annual Quality Step Increase (QSI) ceiling is not to exceed one (1) QSI per thirty (30) APF employees receiving a rating for the performance year. QSIs are significant monetary awards that equate to annual salary increases. A QSI is a stand-alone award and will not be combined with a TOA. Only those employees with an outstanding/exceptional (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. No back-to-back QSIs are permitted. The following criteria should be addressed when nominating an employee for a QSI. The employee demonstrates exceptional performance and optimizes results in the employee's organization. This represents the highest level of employee performance, as evidenced by the extraordinary impact on the achievement of the organization's mission. The employee is considered a role model by agency leadership, peers, and employees. The employee continually contributes in efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges and exceeds targets. Directors will nominate employees for a QSI. The nominations for QSI's will be reviewed by the PARB consistent with Tabs A and B.

c. The Garrison Commander may approve recommended monetary awards in accordance with the most current references in paragraph 1. APF performance awards will be computed as a percentage of pay not to exceed the Element Rating Total award limit (see table below) or the maximum award of ten percent (10%) of the employee's pay (including locality but excluding post and/or housing allowances). The Garrison spending level for all (APF and NAF) performance awards is published annually by IMCOM Headquarters.

d. Employees not receiving a QSI, may be awarded a cash award, a TOA, or a combination of a cash award and TOA. If an employee receives a combination of a cash award and a TOA, the award cannot exceed the cash limitation as a percent of the employee's pay (including locality but excluding post and/or housing allowances).

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Element Rating Total	Overall Rating	Award Range (Cash and/or TOA)
3.0 – 3.4	3	Up to \$1,000 and/or up to 16 Hours
3.5 – 3.9	3	Up to \$2,000 and/or up to 24 Hours
4.0 – 4.2	3	Up to \$3,000 and/or up to 32 Hours
4.3 – 5.0	5	Up to \$5,000 and/or up to 40 Hours

e. NAF performance awards include salary increases and/or one-time bonus payments associated with the annual performance rating of NAF employees and must comply with the following:

(1) Only one Sustained Superior Performance (SSP) award based on performance of assigned duties may be granted to a NAF employee for any 12-month period of service. Payband employees may receive a cash award and pay adjustment based on performance. Federal Wage System (FWS) employees may only receive a cash award and/or time-off award.

(2) The total amount for NAF performance awards issued during a 12-month period will not exceed 15 percent of the annual salary for outstanding performance, or 5 percent for excellent performance. The aggregate performance award amount must not exceed 1.5% of the aggregate salaries of all employees at the end of the previous year.

(3) The approval official for NAF awards is one level above the nominating official unless directed otherwise by local command policy. Performance award recommendations that exceed 5% of the employee's pay will be submitted to the ID-T Director for review and approval.

f. Professionals who receive an annual appraisal from IMCOM are eligible for a performance award with no decrement based on time on station. Employees who do not receive an annual appraisal from IMCOM are ineligible for a performance award from IMCOM.

g. In the event a professional has minimal leave accrued, supervisors may request TOAs which exceed the amounts listed in Tab A so long as there is an off-setting performance award dollar reduction and the TOA does exceed 40 hours.

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

i. Individuals approved for retirement with Voluntary Separation Incentive Payments (VSIP) will be eligible for a performance award only.

j. The supervisor will ensure each professional is notified of his or her award once it is approved.

k. Approved APF awards will be processed through the AUTONOA system. Directorates/Staff Offices will submit the approved award in AUTONOA and select an Authorizer (usually the Director). The Authorizer will forward awards to the RMO Approver (Garrison RMO) to finalize. Electronic request for Personnel Action (RPAs) must be prepared for NAF awards and approved by the NAF RMO.

l. Non-Honorary award nomination packages for all employees (except awards for departing employees) must be routed through the Performance Review Board prior to input into AUTONOA. All provisions and limitations for processing these awards will be adhered to as prescribed by the references listed (e.g. written justification, DA Form 1256, monetary limitations, etc.). The DA Form 1256 should be signed by the nominating supervisor, Civilian Personnel Advisory Center (CPAC) and Equal Employment Office (EEO), prior to submission to the Performance Review Board.

7. HONORARY AND INDIVIDUAL CONTRIBUTION AWARDS.

a. Management will continue to utilize a full range of honorary awards, as well as thank you notes, star notes, and coins. Management will also publicly recognize employees to ensure maximum awareness, and acknowledgement of the employees solid contribution to the organization.

b. Honorary awards may also be used to reward superior performance. An employee may receive an honorary award and a monetary award for the same act. Supervisors will prepare the DA Form 1256 and award justification, including a proposed awards citation, (template enclosed) for routing to the Garrison Commander. Awards will have a certificate signed by the Garrison Commander. Honorary awards do not need to go through the PARB.

c. Receipt of one or more awards for a suggestion, invention, scientific achievement, or a special act or service 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.

d. Individual contribution based awards (not based on a performance appraisal).

(1) Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

(2) On-the-Spot (OTS) award is a small Special Act or Service Award. These awards are a fixed amount within the range of \$50 to \$500, which may be given for day-to-day special accomplishment or excellent job performance. Garrison

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Directors and Support Office Chiefs can approve these awards for civilians within their organization.

(3) Time-Off Award (TOA) may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. TOA may be granted in amounts up to 40 hours for a single contribution. In the case of part-time employees or employees with uncommon tours of duty, 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 IAW AR 672-20, para 4-5g.

8. To the extent this policy impacts employees' conditions of employment, collective bargaining obligations must be met.

9. The proponent for this policy is United States Army Garrison (USAG) Fort Huachuca Directorate of Human Resources at (520) 533-7720.



JARROD MORELAND
Colonel, MI
Commanding

4 Encls

1. Tab A – QSI Panel
2. Tab B – QSI Business Rules
3. Tab C – Non-Disclosure Agreement
4. Tab D – Award citations

DISTRIBUTION: E

TAB A to POLICY 21-47, Civilian Awards Policy

Quality Step Increase Panels

Guidance on Performance Awards for Appropriated Fund (APF) Employees is as follows:

- Delegation of Authority: Garrison Commander (GC), Deputy Garrison Commander (DGC), or Garrison Manager (GM).
- QSI Ratio: One (1) QSI per 30 APF employees receiving a rating during the performance year.
- QSI Panel Chair: GC, DGC, or GM.
- QSI Panel: DGC and Primary Staff Directors.
- Approval Authority: GC, or DGC.
- Performance Award Limitations: Per section F, IMCOM Command policy.

QSI Business Rules
Year **DPMAP**

A. Panel Chair:

Panel Chair - Name

B. Panel Members:

DIR	Panel Member	DIR	Panel Member	DIR	Panel Member
DIR	Panel Member	DIR	Panel Member	DIR	Panel Member

C. All Panel members will sign a Non-Disclosure Act

D. Maximum Number of QSIs for this year:

APF Employees Receiving Ratings	Max QSI's
	0

*QSI formula incorporates a rounding function at intervals of 15 (i.e., 15, 45, 75, etc.)

E. No back-to-back QSIs are permitted.

F. Nominations packages will include:

1. Copy of employee's Year rating
2. Justification signed by HLR (NTE 1 page)

G. Nominations will be forwarded to the Board members by:

Person Who Will Distribute Panel Information
--

H. Panel will score the packages from one (1) to ten (10), with 10 being highest.

I. Panel ratings are due:

Ratings Due Date

J. Results should be sent to:

Email of Person to Receive Panel Results
--

K. Scores will be combined and a rank order established.

L. Results will be discussed at the follow-on meeting:

Date of Follow Up Meeting

TAB C to Policy 21-47, Civilian Awards Policy

USAG FH PERFORMANCE REVIEW / QSI
BOARD NON-DISCLOSURE AGREEMENT

As member of, or advisor to, the USAG FH Performance Review Board / QSI, I am privy to participate in, or to information, recommendations and decisions related to the board process or decisions. I understand that all associated information (whether written or oral) is confidential, is for official use only (FOUO) and may consist of personal information protected by the Privacy Act of 1974 (5 U.S.C. § 552a).

I agree not to disclose the results to persons other than those who have an official reason to know the information. For example, the employee's supervisor and the employees responsible for processing the personnel action will need to be informed of their award. I understand that if I have questions about my obligations pursuant to this non-disclosure agreement, I may contact the FH Legal Office, prior to releasing such information.

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

I understand that violation of this non-disclosure agreement represents a serious ethical breach and potential violation of the provisions of the Privacy Act which could result in disciplinary or other adverse action.

Signature

Date

Print Name

TAB D to POLICY 21-47, Civilian Awards Policy

Example of Award Citation

CIVILIAN SERVICE ACHIEVEMENT MEDAL

NOMINATOR: Ms. Heidi Malarchik, 520-533-1178, heidi.m.malarchik.mil@mail.mil

NAME: Ms. Jane S. Doe

POSITION/TITLE/SERIES/GRADE: Administrative Officer GS-341-09

LENGTH OF SERVICE: 25 years

ORGANIZATION: Directorate of Emergency Services

JUSTIFICATION: A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible

PROPOSED CITATION: One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, **spell out United States**. The proposed citation will be well written using short, simple, and direct sentences incorporating accurate facts.

Citations must be prepared as a word document using (new Arial type) and must be no less than 8 and no more than 9 lines in length and must begin with the word "For". Use the recommended nominee's name in the proposed citation rather than "he" or "she". Do not use "**ALL CAPS**" and please **spell check**.

Please note: Awards must be approved before printing out award certificate.

Example of Award Citation (cont.)

CIVILIAN SERVICE ACHIEVEMENT MEDAL

JANE S. DOE

For exceptional service as "*POSITION*" to the "*DIRECTORATE*", "*GARRISON, STATE*" from "*BEGINNING DATE*" to "*END DATE*". During this period, Ms. Doe ensured continuity of operations during a decisive time of transition that will change how the command does business for generations. Additionally, her knowledge of historical actions as well as her expertise in current methodology ensured a smooth leadership transition. "*PERSON'S*" achievements, dedication and commitment to duty reflect great credit upon "*HIM/HER*", the Directorate of Emergency Services, United States Army Garrison Fort Huachuca, and the United States Army.

14 May 2021

JARROD MORELAND
Colonel, Military Intelligence
Commander, U.S. Army Garrison
Fort Huachuca, AZ