



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228**

AMIM-HMH (100)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #29 IMCOM Recognition Program (IRP)

1. References:

- a. AR 600-8-22, Military Awards, 5 March 2019.
- b. AR 600-20, Army Command Policy, 24 July 2020.
- c. AR 672-20, Incentive Awards, 17 September 2020.
- d. IMCOM Policy Memo 5-2, IMCOM Service Culture Initiative (SCI), 21 April 2017.
- e. IMCOM OPORD 17-061, IMCOM Service Culture Initiative Campaign, 3 May 2017.
- f. IMCOM Campaign Plan 2025 and Beyond.

2. Policy. This policy is effective immediately and will remain in effect until rescinded or superseded.

3. Purpose. To implement IMCOM mandatory Policies and Procedures on IMCOM Recognition Program (IRP), a major component of the IMCOM Service Culture Initiative.

4. Applicability. This policy applies to all assigned Military personnel and Civilian (Appropriated and Non-Appropriated Fund and Local National Personnel).

5. Objective. The IMCOM Recognition Program (IRP) was developed to ensure all IMCOM professionals are recognized for behavior and performance that further the mission, goals, and values of the Army. The IRP provides leaders with the tools and ideas for a comprehensive awards program. It is designed to enhance, not replace our current recognition programs, but does further ensure that our systems are fair, equitable and applied at all echelons.

6. Responsibilities.

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a. Directors/Staff Principals will communicate to their team that there are continuous opportunities for recognition in the course of day-to-day mission requirements, special events, activities and taskers. I do not want leaders to overlook accomplishments; no matter how great or small. Everyone in USAG-H plays a key role in our support that enables the "Fight Tonight" capabilities.

(1) I highly encourage not only recognition, but "immediate" recognition. Do not wait until you complete subordinate(s) performance evaluations/appraisals to recognize something outside of the norm. Personnel will also receive recognition at the Quarterly Workforce Town Halls.

(2) As the Garrison Commander, I fully support Monetary and Non-Monetary awards for our US and Local National Personnel. Military personnel are not eligible for monetary awards.

b. The Directorate of Human Resources will process all Non-Monetary Awards IAW the above references.

c. The Directorate of Resource Management will review all Monetary Awards before forwarding to the Command Group for approval/signature.

d. Directorates/Staff administrative support personnel, or designees will expeditiously process all approved awards and complete the Request for Personnel Action (RPA) in AUTONOA, <https://autonoa.army.mil> or DCPDS, <https://compo.dcpds.cpms.osd.mil>.

7. POC for this policy is the Directorate of Human Resources, 757-2094.



RYAN K. WORKMAN
COL, AR
Commanding

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