



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SC 29207-5015

AMIM-FJG-ZB (800d)

29 June 2023

MEMORANDUM FOR United States Army Garrison (USAG) Fort Jackson Directorates, Support Offices, and Management & Control Offices

SUBJECT: United States Army Garrison Policy Memorandum #15 - Annual Performance Awards Program

1. References:

- a. Title 5 CFR, CH 451
- b. AR 672-20, Incentive Awards
- c. AR 690-400, Total Army Performance Evaluation System
- d. AR 215-3, Non-Appropriated Funds Personnel Policy
- e. Army Policy Memorandum dated 14 December 2015, subject: Guidance on Award Limitations for Department of the Army Civilian Employees Fiscal Year (FY) 2016

2. Applicability. This memorandum provides guidance on the limitation on issuing discretionary monetary awards and applies to all assigned Civilian employees covered by all Department of Defense (DoD) Civilian personnel system(s) and to all performance awards programs, regardless of funding source, to include awards for non-appropriated fund (NAF) and appropriated fund (APF) employees as well as alternate pay systems employees. Award limitations previously prescribed by OMB, OPM, DoD, and HQDA remain in effect until further notice.

3. Policy. The U.S. Army Garrison, Fort Jackson (USAGFJ), recognizes employees for their significant achievements and outstanding service in a timely manner with appropriate decorum. Employees should be recognized for performance and rewarded for excellent performance. The USAGFJ Awards Program is not meant for Directors and Office Chiefs to evenly distribute cash and/or time off across the workforce. Awards are not entitlements and should be approved based upon merit and performance excellence. This program supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within our workforce and motivating them and their peers to high levels of performance and service. All Civilian employees who establish a pattern of noteworthy achievements by accomplishing their individual duties in an outstanding manner contributing to mission accomplishment will be considered for both honorary and monetary civilian awards.

SUBJECT: United States Army Garrison Policy Memorandum #15 - Annual Performance Awards Program

4. The Resource Management Office will inform USAG Directors and Support Office Chiefs of their respective awards budget annually. SHARP, IRAC, EEO, RSO, PAO, and the Safety office will have a combined awards budget to allow for awards distribution comparable with the Directorates and larger Support Offices. Directors and Support Office Chiefs will be held accountable for and will adhere to all DA, IMCOM, ID-T, and USAG policy guidelines when recommending and approving awards. Directors and Support Office Chiefs are required to have a spreadsheet depicting their recommendation/non-recommendation of performance awards for each employee assigned, and a short narrative/justification for each award recommendation during the performance awards discussion with the Deputy to the Garrison Commander and Garrison Commander. The performance awards discussion will occur NLT 30 days after the conclusion of the rating period. The Garrison Commander is the approval authority for all performance award recommendations. Recommendations will be submitted through the Deputy to the Garrison Commander to the Garrison Commander for Approval.

A well-managed awards program provides for monetary and non-monetary options to reward excellent performance and contributions in support of the USAG Fort Jackson mission. All available awards will be used to reward excellent performance. This will provide us the ability to recognize outstanding employees and provide appropriate recognition while staying within established funding limitations. There are many non-monetary options to recognize performance and contributions to mission accomplishment. Time-Off awards do not count against the awards spending limitation; however, supervisors must refrain from increasing time off awards to compensate for restrictions on cash awards. Supervisors should make full use of the many honorary awards available. Additionally, civilian employees who complete from 5 to 50 years of satisfactory service, will be awarded career service emblems and certificates (OPM Forms WPS 101 - 110), in five-year increments. Certificates of 40+ years will be signed by the IMCOM CG; all others will be signed by the Garrison Commander. Recognition in any form should be done publicly to maximize awareness that good performance and solid contributions will be recognized.

5. Monetary, OSI, and time off awards, to recognize high performance are awards that represent an additional investment in top performers that are supporting the USAG mission and should be used as a strategy to incentivize the work force. USAG monetary performance awards are capped, in the aggregate, at established percentage of total salaries published annually based on budget guidelines. This amount may change over time and new awards limitation guidance is applicable once published by either the ID-Tor IMCOM headquarters. Therefore, leaders and supervisors at all echelons must carefully manage the organization awards program and are accountable to ensure we have an equitable, and defensible approval process. The USAG awards policy is designed to recognize performance that is truly exceptional and deserving of awards. The following guidance is designed to support the USAG awards program by

SUBJECT: United States Army Garrison Policy Memorandum #15 - Annual Performance Awards Program

implementing standard guidance for the following type of awards: special act awards, on-the-spot cash awards, monetary performance awards, quality step increases, and time off awards. Generally, all performance awards listed are available to be presented to both APF and NAF employees. Specific limitations for either APF or NAF employees are covered by the appropriate regulatory guidance and budgetary guidance.

a. On-the-Spot (OTS) Awards. OTS is a small award given in recognition of one-time achievements. These awards are limited to a maximum of \$500 and processed using DA Form 1256 and a written justification. OTS awards are approved at the Director or Support Office Chief level. The Deputy to the Garrison Commander is the approval authority for SHARP, IRAC, EEO, RSO, PAO, and the Safety office. This authority may not be further delegated.

b. Special Act or Service Awards (SASA). All appropriated and non-appropriated fund employees are eligible for this award. A SASA is a cash award given to recognize a meritorious personal effort, act, service, scientific, or other achievement, accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible benefits, or both, to the Government and may involve more than one employee. Army Regulation 215-3, NAF Personnel Policy and IMCOM Regulation 672-10 provides monetary limitations for SASA. Supervisors must ensure that SASA are not used as a means to bypass monetary limitations for performance awards. SASA awards up to \$500 are approved at the Director or Support Office Chief level. The Deputy to the Garrison Commander is the approval authority for SHARP, IRAC, EEO, RSO, PAO, and the Safety office for SASA awards up to \$500. This authority may not be further delegated. SASA awards that exceed \$500 are submitted through the Deputy to the Garrison Commander to the Garrison Commander.

c. Performance Awards recognize excellent performance of outstanding civilian employees. Performance awards are capped at the established percentage in accordance with the annual published budgetary guidelines in the aggregate at the USAG. All year-end performance award recommendations including monetary, time off, Quality Step Increases (QSI), and NAF Performance Pay Increases performance awards must be approved by the Garrison Commander. Performance awards generally should not exceed the established percentage of an individual employee's salary, base pay plus locality pay. Awards that exceed the annual percentage cap must be fully justified and submitted to the ID-T Director for confirmation prior to approval. All performance award recommendations will be accompanied by a short narrative describing the justification of the recommended awards. Directors and support office chiefs are required to have a spreadsheet depicting their recommendation/non-recommendation of performance awards for each employee assigned and a short narrative/justification for each award recommendation during the performance awards discussion with the Deputy to the Garrison Commander and Garrison Commander. The performance awards discussion will occur NLT 30 days after the conclusion of the rating period. The Garrison Commander is the approval

authority for all performance award recommendations. Recommendations will be submitted through the Deputy to the Garrison Commander to the Garrison Commander for Approval.

d. Quality Step Increases. QSI is an additional within-grade pay increase. A QSI is reserved for the top performing employees and who have demonstrated sustained performance at that level. To be eligible for a QSI, the employee must not have been granted a QSI in the previous 52-week period. An employee may not receive a QSI if the employee received a Special Act Award during the performance period and the SASA is based in whole, or in part, of the performance being recommended for recognition via a QSI. An approved QSI will not count against the established percentage awards limitation. All QSI recommendations will be submitted through the Deputy to the Garrison Commander to the Garrison Commander for approval.

e. Performance Pay Increases. These are performance-based pay increases for NAF employees. Performance awards may be considered for NAF employees with a satisfactory, excellent or outstanding rating for 12 months of continuous service. Nominations and approvals of performance-based awards are documented on the Incentive Awards Nomination and Approval - Nonappropriated Fund, DA Form 5167. All performance pay increase recommendations will be submitted through the Deputy to the Garrison Commander to the Garrison Commander for approval.

f. Time Off Awards (TOA). TOA is limited to 40 hours for a single contribution and up to 80 hours of time off during one leave-year for achievements or performance contributing to the USAG Fort Jackson mission. This award is available for APF and NAF employees. TOAs must be scheduled and used within one year of the approval date. Nominations may be submitted on DA Form 1256 with a description of the achievement and the benefits to IMCOM. TOAs and cash awards may be combined. TOAs do not convert to cash payment under any circumstances. Guidance concerning part-time employees or employees with uncommon tours of duty is located in AR 672-20. Directors and support office chiefs may approve time off awards up to 20 hours. The Deputy to the Garrison Commander is the approval authority for SHARP, IRAC, EEO, RSO, PAO, and the Safety office for time off awards up to 20 hours. Time off awards exceeding 20 hours are approved by the Garrison Commander or Deputy to the Garrison Commander, as delegated by the Garrison Commander.

6. Honorary Awards.

a. For Commander's Award for Civilian Service (Garrison Commander is approval authority), complete DA Form 1256 with justification attached, which lists previous honorary awards and DA Form 4689.

AMIM-FJG-ZB (800d)

SUBJECT: United States Army Garrison Policy Memorandum #15 - Annual Performance Awards Program

b. For Achievement Medal for Civilian Service (Garrison Commander is approval authority), complete DA Form 1256 with justification attached, which lists previous honorary awards and DA Form 5654.

c. For Certificate of Achievement (Garrison Commander is approval authority, complete DA Form 1256 with justification attached, which lists previous honorary awards and DA Form 2442.

d. For Certificate of Appreciation (Garrison Commander is approval authority), complete DA Form 1256 with justification attached, which lists previous honorary awards and DA Form 7013.

e. For Superior Civilian Service Award (Regional Director is approval authority), complete DA Form 1256. The nominating activity will forward digital documents for citation, justification, and any other required documentation to the Atlantic Region Management Support Office.

f. For Meritorious Civilian Service Award (IMCOM Commander is approval authority), complete DA Form 1256. The nominating activity will forward digital documents for citation, justification, and any other required documentation to the Atlantic Region Management Support Office.

g. For Honorary awards approved and/or signed by the Garrison Commander for civilian retirees, such as Retirement Certificates, Retirement Certificates of Appreciation, Commander's Award for Civilian Service, and Achievement Medal for Civilian Service, the nominating activity will forward the required documentation along with FJ Form 1-1 to the Garrison Commander's office for approval.

7. The proponent for this policy memorandum is the Deputy to the Garrison Commander at (803) 751-7613.



TIMOTHY R. HICKMAN
COL, AG
Commanding