



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417**

AMIM-LVG-ZA (690)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #13, Awards and Recognition Policy

1. REFERENCES.

- a. Army Regulation (AR) 672-20, Incentive Awards, 17 Sep 20.
- b. Army Regulation 215-3, Non-Appropriated Funds Instrumentalities Personnel Policy, 29 Aug 19.
- c. Department of Defense (DOD) Instruction (DODI) 1400.25, Volume 431, DOD Civilian Personnel Management System: Performance Management and Appraisal Program, 4 Feb 16.
- d. DODI 1400.25, Volume 451, DOD Civilian Personnel System: Awards, 4 Nov 13.
- e. IMCOM Directorate - Training Policy #9 - Performance Awards Guidance, 10 May 2

2. PURPOSE. To provide the U.S. Army Garrison Fort Leavenworth Policy on the use of honorary awards, discretionary monetary awards, and other recognition.

3. GENERAL. This policy applies to all activities with assigned Installation Management Command (IMCOM) personnel.

4. POLICY/PROCEDURES.

a. Honorary Awards.

(1) The use of honorary awards is encouraged to recognize outstanding performers. Honorary awards are normally issued in a sequential manner from the lowest to highest.

(2) All honorary awards will be initiated on a Department of the Army (DA) Form 1256 for appropriated fund (APF) employees. DA Form 1256 may be used for non-appropriated fund (NAF) employee award nominations for awards listed in AR 672-20. A DA Form 5167 or Standard Form 52 is required for NAF employee award nominations authorized by AR 215-3. All nominations will include a justification and a proposed citation.

(3) APF Employee - The award paperwork must be sent to the Directorate of Human Resources Workforce Development (DHR WFD) Office prior to Garrison Commander approval. DHR WFD will review the award nomination for eligibility, including review by Equal Employment Opportunity (EEO) and Civilian Personnel Advisory Center (CPAC), and will prepare the appropriate certificate for the Garrison Commander's signature or will forward the award to IMCOM Directorate – Training (ID-T) if it is above the Garrison Commander's approval authority. If the award is approved, the DHR WFD Office will provide the award information to CPAC, so the employee's records are updated. The DHR WFD Office will notify the originating activity when the certificate and accompanying medal are ready for pick-up.

(4) NAF Employee - The award paperwork must be sent to the DHR WFD Office prior to Garrison Commander approval. DHR WFD will review the award nomination for eligibility, including review by EEO and CPAC NAF Human Resources Division (HRD), and process for the Garrison Commander approval. If the award is approved, the WFD Office will provide a copy of award documents to the CPAC NAF HRD for processing and hold the award for presentation or notify the originating activity when the certificate and accompanying medal are ready for pick up.

(5) The Garrison Commander is the approving authority on all honorary awards lesser to the Meritorious Civilian Service Medal for IMCOM employees. All award nominations will be consistent with the provisions and exclusions of para 2-1 of Reference (a).

b. Discretionary Monetary Awards.

(1) The total of all monetary awards (Performance, Special Act or Service Award (SASA) and On the Spot) for each individual professional is limited by IMCOM and spending limits.

(2) The Resource Management Office (RMO) will provide command guidance on APF monetary awards and establish funding limits per directorate or garrison staff office. Directors and staff office managers are then responsible for managing, tracking, and issuing these awards based on these individual limits and providing status of these awards monthly to Directorate of Resource Management. Director, Family and MWR (FMWR) will establish funding limits for NAF professionals not to exceed 1.5 percent of the aggregate salaries of all professionals at the end of the previous fiscal year.

(3) The Garrison Commander is the approval authority for IMCOM employee nominations.

c. Performance awards.

(1) APF performance awards are discretionary and are based on a high level of performance throughout the rating period. Performance awards may be given to employees who receive a Level "3" (Fully Successful) or higher on their DOD Performance Management and Appraisal Program (DPMAP) evaluation. Types of performance awards include monetary performance awards and Quality Step Increases (QSIs), which may be combined with Time off Awards (TOA). Performance award recommendations will be approved on a DA Form 1256.

(2) NAF Sustained Superior Performance (SSP) awards may be awarded for special achievement when performance of assigned duties is at least satisfactory in all aspects and exceeded the standard for satisfactory performance on most major duties. A DA Form 1256 may be used for NAF employee award nominations in this case.

(3) A Performance Review and Award Board (PRAB) will be conducted each year in accordance with ID-T Policy #9-Performance Awards Guidance. The PRAB will convene annually, on or about 15 May, to review the recommendations of performance awards for APF professionals. The board will convene at the end of each month for NAF professionals. The PRAB will be chaired by the Deputy Garrison Commander and the board will be made up of directors and key members.

(4) The Garrison Commander will approve performance awards after considering PRAB recommendations (annual basis for APF and monthly for NAF).

d. Special Act or Service Awards (SASAs).

(1) SASAs for APF employees are appropriate to recognize a meritorious personal effort, act, service, or other achievement accomplished within or outside assigned job responsibilities. The act, service, or achievement must result in either tangible and/or intangible benefits to the Government. Nominating officials should refer to Table 7-1 and Table 7-2 of AR 672-20 to determine the value of the act, service, or achievement.

(2) NAF employees may also be considered for SASAs with additional nonmonetary awards available for consideration.

(3) All SASAs for APF employees will be initiated on a DA Form 1256. A DA Form 1256 may also be used for NAF employee nominations. All nominations will include a justification and proposed citation. Submit nominations to the DHR WFD Office for review prior to the award going to the Garrison Commander for consideration.

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

(1) An OTS cash award is a small SASA (for APF employees) normally given in recognition of a one-time achievement. NAF employees are also eligible for OTS cash awards. The maximum amount for an OTS for IMCOM professionals is \$500.

(2) OTS awards will be approved on a DA Form 1256 for APF employees. DA Form 1256 may also be used for NAF employee nominations. All nominations will include a justification.

(3) Entry into AutoNOA of OTS awards for APF employees will be completed by the DHR WFD Office, and by FMWR for NAF employees.

f. Quality Step Increase (QSI) (APF).¹

(1) Only general schedule (GS) employees who have a most recent rating of record of Level "5" (Outstanding) are eligible to be considered for a QSI. Eligible employees cannot have received a QSI in the preceding 52-week period. A QSI is reserved for professionals who have demonstrated sustained performance of high quality for a significant period of time (including producing exceptional results, far exceeding targeted metrics or exceeding expectations well beyond specified outcomes). This professional is seen as an expert, valued role model or mentor.

(2) QSIs are not subject to the spending cap but may be limited by IMCOM guidance.

(3) All requests for QSIs will be reviewed by the PRAB. Any QSI requests submitted after the announced date of the board will not be actioned. Supervisors and division/directors may be asked to appear before the board to justify the QSI request.

(4) Submit a justification memorandum request for the QSI with the DA 1256 to DHR WFD after the PRAB has met. The board will make approval/disapproval recommendations to the Garrison Commander.

¹ NAF payband (NF) and child and youth payband (CY) are eligible for a pay adjustment with an SSP award.

g. TOA.

(1) A TOA may be given in lieu of, or in conjunction with, other awards. A TOA may be granted in amounts up to 40 hours for a single contribution but may not exceed 80 hours total in a leave year. The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

(2) TOAs are not included in spending levels but represent a cost to the organization and should be awarded judiciously. AR 672-20, Table 7-3, provides a TOA scale for a single contribution.

(3) TOA awards will be approved on a DA Form 1256 for APF employees. DA Form 1256 may also be used for NAF employee nominations. All nominations will include a justification.

(4) TOA Approval Authority

Directors and Key Staff Leaders (EEO, PAIO, PAO, OSJA, RSO and IMO)

- Up to 40 hours for anyone in their directorate they are NOT the rating official for

- Up to 8 hours for anyone they are the rating official for

Deputy to the Garrison Commander (DtGC)

- All TAOs that exceed 8 hours for employees that Directors and Key Staff leaders are the rating official for

h. Professional of the Quarter/Year

(1) This program recognizes individuals that demonstrate overall excellence within the Garrison, exceeding expectations, and performance.

(2) At the end of each quarter throughout the fiscal year, directorates will have the opportunity to provide a nomination for the Professional of the Quarter. Voting committee will be made up of supervisors from across the Garrison.

(3) Professionals of the Quarter will be presented with a Commanders Coin, Civilian Service Achievement Medal, 59 minutes, and a \$500 OTS cash award. Professional of the Year will be presented with a Civilian Service Commendation Medal and a \$1000 special act award.

i. Garrison Supply Excellence Award

(1) This program recognizes individuals that demonstrate excellence in unit-level and directly support supply programs. Accountability deals with the obligation to keep records of property, documents, or funds such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use. All property, except real property, material purchased with the Army Purchase Card, and fabricated property, acquired in any manner is processed through and accounted for on a stock record account before issue. All property, except real property, is classified for property accountability purposes as nonexpendable and controlled, expendable, or durable.

(2) At the end of each quarter throughout the fiscal year, directorates will have the opportunity to provide a nomination for the Garrison Supply Excellence Awardee of the Quarter. Voting committee will be made up of supervisors from across the Garrison and one member from the Logistics Readiness Center (LRC).

(3) Garrison Supply Excellence Awardee of the Quarter will be presented with a Commanders Coin, Civilian Service Achievement Medal, 59 minutes, and a \$500 OTS cash award. Garrison Supply Excellence Awardee of the Year will be presented with a Civilian Service Commendation Medal and a \$1000 special act award.

5. RECOGNITION PROGRAMS.

a. The Garrison Recognition Program provides leaders and supervisors maximum flexibility to determine, design and execute recognition actions/activities to accomplish the intent of the program.

b. This policy letter documents the recognition program to garrison leaders and team members. Additional internal recognition programs implemented within each directorate/office will also be documented and communicated to employees to ensure members are aware of the recognition program, what its components are, what is available, who is eligible, etc.

c. A Garrison Recognition forum will be conducted during a Garrison Professional All-Hands session at least annually. The recognition portion will highlight outstanding garrison professionals and teams including but not limited to formal and honorary awards, length of service awards, positive customer comments, recognition from supported commands, etc.

d. Internal and informal recognition programs will be used in collaboration with formal recognition. This allows employees to receive timely feedback and reinforce a

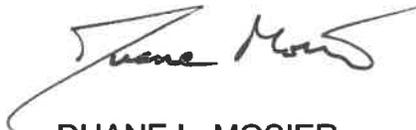
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positive service culture within teams and organizations. Each directorate/office will utilize any combination of recognition efforts currently established and/or supplemented by the following: peer-to-peer recognition allowing employees to nominate co-workers, public recognition of positive customer comments, creation of a Wall of Fame recognition board, nomination for Garrison or Senior Command recognition (e.g., coin), spotlight awards at meetings, personalized thank you notes, etc.

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

7. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer at email thomas.c.reitmeier.civ@army.mil or phone number (913) 684-2993.



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