



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMPO-HR

FEB 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum - #3--Civilian Employee Recognition Program (CERP)

1. References:

- a. Army Regulation 672-20, Incentive Awards, 1 April 2014.
- b. Department of the Army Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
- c. Army Regulation 215-3, Non-appropriated Funds Instrumentalities Personnel Policy, 16 September 2015.
- d. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009.

2. Purpose. This policy supports Installation Management Command (IMCOM) Service Culture Initiative Campaign and establishes responsibilities, guidelines, and procedures for the CERP. This program is designed to recognize and reward team member and organizational work, performance, and behaviors that support/further the mission, goals, values, and initiatives of United States Army Garrison (USAG), Fort Polk. The awards program will be administered entirely on the basis of merit and without regard to age, sex, race, color, religion, national origin, disability, or genetic information.

3. Applicability. This policy is applicable to all Civilian personnel, contractors, and military personnel assigned to and/or under the operational control of USAG, Fort Polk. Only the honorary awards portion of this policy is applicable to Non-appropriated Fund (NAF) employees. AR 215-3, addresses monetary awards for NAF employees. Contract employee's eligibility is set out in AR 672-20.

4. Policy.

- a. Fort Polk's CERP will be fair, credible, transparent, and achievable for all employees - not just the very top level employees. Directors and supervisors are empowered, within appropriate army regulations and policies to select, nominate, and recognizes their employees for their service, accomplishments, and performance.

IMPO-HR

SUBJECT: Garrison Policy Memorandum - #3-- Civilian Employee Recognition Program (CERP)

Supervisors at all levels will familiarize themselves with listed references to ensure a well-managed program that includes monetary and non-monetary options to recognize performance and/or contributions to the mission of the command. Recognizing and rewarding employees will occur throughout the year to acknowledge contributions and not just at the end of a performance rating period.

b. Awards of any type, to include honorary and incentive awards, are not automatic and should be reserved for only those whose performance truly made a difference in accomplishing our organizational goals and objectives. Under no circumstances will nominations for awards be discussed with the nominee prior to award approval. External administrative support such as the local Civilian Personnel Advisory Center (CPAC) should be sought, if needed, to preclude inadvertent disclosure of an award nomination. Failure to receive an award is not a basis for grievance unless a violation of applicable provisions has occurred.

(1) If an award is to be meaningful, very little time should elapse between the date of the contribution and formal recognition. Supervisors/Directors are responsible for ensuring employees' awards are processed in a timely manner.

(2) Honorary and monetary awards may be used in combination provided the criteria for each award has been met. Although the same act or achievement may be the basis for an honorary award and a monetary award, it may not form the basis for more than one type of monetary award or more than one type of honorary award.

(3) Award recipients of Professional of the Quarter/Year (POQ/POY) and special awards will be recognized quarterly during the Commander's "All Hands" (if possible). Supervisors and managers will participate and promote participation in the "All Hands" recognizing employees for outstanding achievement.

5. Fort Polk's CERP will be comprised of the below listed programs and awards. While this list is not all inclusive it does established the means and tools for a holistic recognition program - with the intent of recognizing employees and celebrating their accomplishments.

a. Professional of the Quarter/Year (POQ/POY):

(1) Established to recognize and reward civilian employees who demonstrate exceptional performance and special achievements resulting in significant contributions to the efficiency and mission of the organization.

IMPO-HR

SUBJECT: Garrison Policy Memorandum - #3 Civilian Employee Recognition Program (CERP)

(2) Each directorate or staff agency attached to the garrison may nominate one employee per award period for quarterly and annual award categories. The Directorate of Family, Morale, Welfare and Recreation may nominate a NAF and Appropriated Fund (AF) employee. The quarterly awards program periods are defined as follows: 1 January-31 March, 1 April-30 June, 1 July-30 September, 1 October-31 December, the annual award period is 1 January-31 December.

(3) Nomination packets must be submitted through the chain of command to the Directorate of Human Resources (OHR) not later than the 5th day of the new quarter in the months of January, April, July, and October. The nomination packet consists of the DA Form 1256 and nomination form (Enclosure A).

(4) The Director, OHR will establish a panel that is comprised of a varied group of Garrison professionals; not just senior leaders. Each panel member will review and rank the nominations based upon professional accomplishments, leadership, customer service, stewardship, and command support. In the event of a tie, the Deputy Garrison Commander (DGC) determines the POQ/POY.

b. Honorary Awards:

(1) Department of Army honorary awards should follow a progressive sequence of recognition, except under circumstances where the employee's contribution is so extraordinary that recognition with a lesser award would be insufficient. Honorary awards may be given to an employee at any time in their career including retirement, reassignment, transfer, or separation provided the individual accomplishments fully meet the criteria for the particular award. Army Regulation 672-20 list the awards and criteria to assist you in determining the proper award level.

(2) The recommender will prepare a nomination package to include a DA Form 1256, citation, justification and narrative for an honorary award for a civilian employee ensuring that the nomination follows the prescribed regulatory guidance and format and the nomination package conforms to the identified criteria and required timelines for submission. In accordance with (JAW) AR 672-20, Chapter 2-2, the supervisor will also coordinate with Equal Employment Office (EEO) for a review of pending and post EEO complaints and with CPAC who will furnish an adverse action certification. Upon completion, the supervisor will forward the entire nomination package for review to the Director. The Director will make a recommendation on each award and submit to the OHR Civilian Awards Manager. The OHR Civilian Awards Manager will forward the awards through the OHR and DGC to the Garrison Commander (GC) for approval as

IMPO-HR

SUBJECT: Garrison Policy Memorandum - #3 Civilian Employee Recognition Program (CERP)

required. Once approved/signed, the GC Administrative Assistant will return the award back to OHR.

(3) For Honorary awards exceeding the GC/DGC approval level, Directors will submit the applicable forms with a Staff Action Summary to the Civilian Awards Manager for processing through the GC/DGC to the Approval Authority.

c. Monetary Awards:

(1) The GC retains approval authority for monetary Performance Awards, Quality Step Increases (QSI), Special Act/Service Awards, and On-the-Spot Awards taking Garrison Awards Board recommendations into consideration.

(2) The supervisor prepares a DA Form 1256 (NAF DA Form 5167), justification, and a copy of nominees award history. Supervisor will forward the completed packet to the appropriate directorate approving official for further processing. All awards will then be sent to the OHR Civilian Awards Manager for inclusion at the next Garrison Awards Board and for GC/DGC approval/disapproval. The Garrison Awards Board will review and make their recommendation on each award to the GC/DGC for approval/disapproval. Once approved/signed, the DGC will forward the packet to the OHR for processing. Army Regulation 672-20 list the type of awards and criteria for Monetary Awards.

d. Time-Off Awards (TOA's): Employees can be granted up to 80 hours of time off during a leave year. The TOA may be used alone or in combination with monetary or non-monetary awards to recognize the same kind of employee contributions. Time off awards must be scheduled and used within one year of the TOA approval date. Directors may grant up to 40 hours for a single contribution but total contributions for the year cannot exceed 80 hours. The supervisor prepares a DA Form 1256 (NAF DA Form 5167) and a justification. The supervisor maintains all nomination and justification information at the organizational level.

e. Garrison Certificate of Achievement or Appreciation:

(1) Approval authority is the Garrison Commander, Garrison Command Sergeant Major or Deputy Garrison Commander.

(2) The nomination packet must include the proposed citation, justification and desired presentation date.

IMPO-HR

SUBJECT: Garrison Policy Memorandum - #3 Civilian Employee Recognition Program (CERP)

f. Retirement "Letter of Appreciation" from the White House: It is possible to request a Letter of Appreciation for retiring Civilian employees who have 30 or more years combined service and are United States Citizens. The requests need to be submitted by the Director 30 to 45 days prior to the presentation date to the White House Liaison Office. See Enclosure B for an example of the memorandum.

g. External Awards: Numerous award opportunities are sponsored at the DoD, DA, IMCOM level as well as other government and non-government award sponsors. Examples include: Stalwart Award, Arthur S. Fleming Award, Roger W. Jones Award for Executive Leadership, William H. Kushnick Award, John W. Macy Jr. Award, Nick Hoge Award, and Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award, to name a few. It is incumbent on the Garrison leadership to make maximum use of these opportunities by competing in every eligible award category.

6. Proponent: The Director of Human Resources is the proponent for this policy.

7. This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, reading "Ryan K. Roseberry". The signature is fluid and cursive, with the first name "Ryan" and last name "Roseberry" clearly legible.

RYAN K. ROSEBERRY
COL, MI
Commanding

2 Encls

- A. POQ/POY Nomination Form
- B. Retirement Memorandum

DISTRIBUTION:

A

PROFESSIONAL OF THE QUARTER/YEAR NOMINATION FORMAT

Employee Name: _____

Grade: _____

Job

Title: _____

Submitted by: _____

Date:

Directorate Review: _____ Supervisor Review:

1. Please provide a brief description of the employees assigned duties:

2. In addition, the five (5) criteria below MUST be addressed. The write-ups for each criterion will receive a point value and be weighed. The criteria below have a few examples for use in addressing the accomplishments and contributions the employee has made in each category. Please limit your nominations to 1 to 2 pages.

- a. Professional Accomplishments:
 - excelling in normal duties
 - certifications or continuing education
 - recognition from a professional organization
 - initiative
 - ownership or responsibilities
- b. Leadership:
 - sharing of expertise
 - setting an example
 - involving co-workers
- c. Customer Service:
 - internal and external customers
 - teamwork
 - projecting a positive attitude
- d. Stewardship:
 - creative ways to conduct business
 - new approaches to resolve issues
 - utilization of resources
 - cost avoidance
- e. Command Support:
 - collateral duties
 - committee work
 - community involvement



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

Enclosure B to GPM #3

IMPO-ZA

December 12, 2016

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army Executive Secretary, Office of the Secretary of Defense

FOR Director, White House Military Office

SUBJECT: Request Presidential Letter of Appreciation for Civilian Retiree

Salutation/Name: Mrs. Jane Doe

Grade: GS-15

Service: Department of the Army Civilian

Years of Service: 11 years, SCD: 10/12/2005

Retirement Date: December 31, 2016

Ceremony Date: December 16, 2016

Home Address: 1234 Palace Place, Miramar, Florida 32162

Unit Address: Headquarters, United States Army Garrison
6661 Warrior Trail, Building 350
Fort Polk, Louisiana 71459

Disposition Instructions: Please send letter to home address

POC for this action is Larry R. Piwko, (337) 531-9681, Lawrence.r.piwko.civ@mail.mil.

Retiree: Medal of Honor Recipient – No
Former Prisoner of War – No

RYAN K. ROSEBERRY
COL, MI
Commanding