



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
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ATZT-CSW (1e)

- 9 APR 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Memorandum of Instruction (MOI) for Awards for Fort Leonard Wood Training and Doctrine Command (TRADOC) Civilian Employees

1. References.

a. Department of Defense (DoD) Instruction 1400.25, Volume 431, 4 February 2016, Subject: DoD Civilian Personnel Management System: Performance Management and Appraisal Program.

b. Department of Defense (DoD) Instruction 1400.25, Volume 451, 4 November 2013, Subject: DoD Civilian Personnel Management System: Awards.

c. Army Regulation (AR) 672-20, (Incentive Awards).

d. AR 690-12, (Equal Employment Opportunity and Diversity).

e. TRADOC Supplement 1 to AR 672-20, Incentive Awards, 24 January 2024.

f. TRADOC Handbook for Civilian Professional Award and Recognition Program, 24 January 2024.

g. TRADOC Memo, TRADOC Civilian Service Recognition Guidance, 11 July 2023.

2. Purpose. To establish command guidance for the use of Awards. Award ranges listed below are not intended to supersede guidelines in AR 672-20 and this MOI is not all inclusive. Planning for monetary awards must be considered in coordination with the Maneuver Support Center of Excellence (MSCoE) G-8 and fall within annual budget guidance. Further award information can be obtained in the TRADOC Handbook for Civilian Professional Award and Recognition Program and AR 672-20. This MOI does not cover local programs such as the Fort Leonard Wood (FLW) Annual Awards or the MSCoE Monthly Recognition. Information for such programs can be at <<https://home.army.mil/wood/about/policies>>.

3. Applicability. This MOI is applicable to MSCoE Fort Leonard Wood, TRADOC, Appropriated Fund Army Civilian Professionals. Awards are approved or disapproved

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without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. Records Management. Approved and disapproved Department of the Army (DA) Form 1256s and supporting documentation will be maintained in the office that created the record for two years after final action. The DA 1256 and supporting documentation will also be stored in Army Record Information Management System (ARIMS) by the creating organization in accordance with record number 672-20b as all awards documentation is subject to inspection.

5. General Information.

a. Award nominations must be reviewed and approved at least one level above the nominator (typically annotated on line 10 of the DA 1256).

b. Award nominations contain privileged information and should not be made available to anyone outside of the approval process. Nominees should not be informed that he or she has been recommended for an award until it is approved.

c. Both an honorary and a monetary award may be granted to civilian personnel for the same act or achievement if the criteria for each award are met. The same act of achievement, however, cannot form the basis for more than one type of monetary or DA honorary award. Inclusive dates for nomination period should not coincide with any period of time covered by previous recognition for the same type of award.

d. Defense Civilian Intelligence Personnel System (DCIPS) civilian professionals of Army activities are eligible for the honorary awards prescribed by this regulation. Policy concerning cash awards for DCIPS civilian professionals are found in DCIPS policy.

e. Awards are not an entitlement.

f. Funding for awards is solely based on current G-8 guidance.

g. Award pins, medals, and/or certificates will be ordered and purchased at the organization level.

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h. Cash awards that are monetary remuneration based on tangible and intangible benefits to the Government include special act or service awards, quality step increases, on-the-spot cash awards, and performance awards.

i. All awards require verification by Equal Employment Opportunity (EEO) of pending and past EEO complaints and the Civilian Human Resources Service Center (CHRSC) (formally CPAC) for adverse actions. Verification for awards with the approval authority on FLW will be accomplished via email request or request memo. EEO and CHRSC will not be requested to sign the DA 1256 unless the approval authority for the award is outside FLW. Draft memo or sample email request is provided by CIVPER. The verification provided will be included in the awards request packet. The administrative processor or the nominator will sign in part II of the DA 1256 with a note in box 7.a. and 7.d. that says, "Verified with EEO" or "Verified with CHRSC". Verification for awards that have to leave FLW for approval will be done by EEO and CHRSC signing the DA 1256.

6. Award Requirements and Procedures (Non-Honorary).

a. Eligibility. Appropriated fund civilian professionals are eligible for these awards.

b. The supervisor or any individual having direct knowledge of the act, service, or achievement, in coordination with the civilian professional's supervisor may initiate the award nomination.

c. The following documentation is required:

(1) DA Form 1256

(2) Narrative justification of the achievement

d. Approval Authority.

(1) Brigadier General and above or equivalent Senior Executive Service (SES) has the authority to approve cash awards up to \$10,000.

(2) Colonel or GS-15 has the authority to approve cash awards up to \$5,000.

(3) Cash award nominations more than \$10,000 require Secretary of the Army approval.

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e. All nominations that require the Commanding General (CG), Deputy to the Commanding General (DtCG), Chief of Staff (COS), or Assistant Chief of Staff (ACOS) approval will be routed to CIVPER for processing.

f. Nomination should be submitted and processed as expeditiously as possible.

g. Special Act or Service Award (SASA). A SASA is a cash award given to recognize a meritorious personal effort, act, service, or scientific or other achievement accomplished within or outside assigned job responsibilities. Cash award range is from \$25 to \$25,000, depending on the achievement being recognized.

h. On-the-Spot (OTS) Cash Award. An OTS cash award is a small monetary award given by a supervisor to subordinate civilian professional on the spot for day-to-day accomplishments.

(1) Civilian professional must have met at least one of the following criteria to qualify for an OTS Cash award: initiating or developing work methods or procedures that improve efficiency rates or lower unit costs; demonstrating sensitive and responsible performance that improves relationships or services with the organization; enabling accomplishment of the mission during difficult or austere periods through personal dedication to duty and/or application of innovative solutions to day-to-day operational problems.

(2) Cash Award Range. From \$50 to \$500.

i. Time Off Award. A Time-Off Award (TOA) is time away from duty, without loss of pay or charge to leave, given in recognition of achievements or performance contributing to the mission. TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same act or achievement and should be commensurate with the Army Civilian Professional's hourly rate to assess consistency. Note: TOAs expire one year from their effective date and do not convert to monetary remuneration.

(1) TOA may be granted in amounts up to 40 hours for a single contribution, not to exceed 80 hours during the leave year. The hours awarded must be consistent with AR 672-20, paragraph 4-5, and Table 7.3.

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(2) The approval authority is determined by calculating the hourly rate and using the approval authority listed in 6.d. above.

j. Performance Awards. A performance award is a monetary award given in recognition for high level performance from civilian professionals over a specific period. This section does not apply to SES or DCIPS Civilian Professionals.

(1) Civilian Professionals will not be nominated automatically for a performance award based on their rating. Performance awards should be used both to reward a rating period performance and as an incentive to stimulate future high-level performance of the awardees and their peers. Organizational accomplishments, including the civilian professional's overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual civilian professionals. Only one performance award can be given per rating cycle (except: TOAs can be given in combination with a monetary award).

(2) The required documents are the DA 1256 and the performance narrative (evaluation) justifying the performance.

(3) Performance Awards requiring the CG or DtCG approval will be submitted to CIVPER on a standardized spreadsheet provided by CIVPER. The DA 1256 will accompany the spreadsheet with most of the required fields referencing the attached spreadsheet. The Nominator in box 6 of the DA 1256 will be a COL or GS-15 or higher. These award nominations will be due to CIVPER by 10 May. Any submitted after 10 May will be returned to lower the amount to be approved by a COL or GS-15.

(4) Employees receiving an overall "5" performance rating may be considered for a performance-based award of the following:

(a) Quality Step Increase (QSI). See additional information on QSIs below.

(b) Or up to 5% monetary awards of an employee's locality-adjusted annual pay.

(c) Or up to a 40 hours TOA.

(d) Or a combination of monetary award (to include a QSI) and TOA that does not exceed 5% of their current salary.

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(5) Employees receiving an overall "3" performance rating may be considered for a performance-based award of the following:

(a) Up to 3% monetary award of an employee's locality adjusted annual pay.

(b) Or up to 32 hours TOA.

(c) Or a combination of monetary award and TOA that does not exceed 3% of their current salary.

(6) Employees receiving an overall "1" performance rating will not be eligible for any form of performance award.

k. **Quality Step Increase.** The Quality Step Increase (QSI) Awards recognizes excellence in performance by granting a permanent salary increase. A QSI is a permanent salary increase for General Schedule (GS) civilian professionals, and careful consideration should be given before granting.

(1) A Civilian Professional must not have received a QSI within the preceding 52 calendar weeks to be considered for a QSI.

(2) The required documents are the DA 1256 and the performance narrative (evaluation) justifying the performance.

(3) The approval authority is determined by calculating the annual amount of the step increase and using the approval authority listed in 6.d. above.

(4) The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule prescribed by Title 5, United States Code, Section 5335 (5 USC 5335).

7. **Honorary Awards.** Honorary Awards are non-monetary awards intended to be presented to DA Civilian Professionals in recognition of noteworthy accomplishments. Honorary awards may be given to civilian professionals at any time in their careers, including occasions such as retirement, reassignment, transfer, and/or separation,

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provided the individual's accomplishments fully meet the criteria for the award. All honorary awards will be submitted in AutoNOA by the organizations awards POC.

a. Distinguished Civilian Service Medal. The Distinguished Civilian Service Medal is the highest honorary award granted by the Secretary of the Army (SECARMY). Except for nominations for bravery, nominees must have established a demonstratable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Superior Civilian Service Medal. More information on this award and how to process this award can be found in the TRADOC Handbook for Civilian Professional Awards.

b. Superior Civilian Service Medal. The Superior Civilian Service Medal is the second highest honorary award. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower-level awards. The approval authority for this award is the TRADOC Commanding General. More information on this award and how to process this award can be found in the TRADOC Handbook for Civilian Professional Awards.

c. Meritorious Civilian Service Medal. The Meritorious Civilian Service Medal is the third highest honorary award given to civilian professionals. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Superior Civilian Service Medal.

(1) Award Eligibility. All appropriated fund Civilian Professionals are eligible for this award. Civilian Professionals who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Examples include the following:

(a) Accomplished supervisory and non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(b) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings, manpower, time, space, materials, or other items of expense, or items have improved the safety of health of the workforce.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity in the unit.

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(d) Renders professional or public relations service that resulted in considerable favorable publicity in the unit.

(e) Demonstrated courage or competency in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel.

(f) Achieved outstanding results in improving the moral and performance of civilian professionals.

(2) Nomination package must include:

(a) DA Form 1256

(b) Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on the organization, TRADOC, Army and/or Department of Defense (DOD).

(c) Proposed citation (not to exceed 90 words).

(d) Chronological list of awards and other signification recognitions obtained via Employee Management, Processing & Recruitment System (EMPRoS).

(e) Letter of lateness if submitted less than 60 days prior to presentation date.

(3) Approval Authority. Commanders at the rank of major general (MG), Tier II senior executive service (SES) members, or above.

d. Civilian Service Commendation Medal. The Civilian Service Commendation Medal is an award for commendable service or achievements.

(1) Award Eligibility. All appropriated fund civilian professionals are eligible for the Civilian Service Commendation Medal. This award is designated for civilian professionals who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or performance awards, may be considered for this award. Examples include the following:

(a) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.

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(b) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(2) Nomination package must include:

(a) DA Form 1256

(b) Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on the organization, TRADOC, Army and/or DOD.

(c) Proposed citation (not to exceed 90 words).

(d) Chronological list of awards and other signification recognitions obtained via EMPReS.

(3) Approval Authority. General Officer or SES member, or above.

e. Civilian Service Achievement Medal. The Civilian Service Achievement Medal is an award for noteworthy achievements that are of a lesser degree than those recognized by the Civilian Service Commendation Medal Award.

(1) Award Eligibility. All appropriated fund civilian professionals are eligible for the Civilian Service Commendation Medal. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both. Examples include the following:

(a) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(b) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable

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savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(d) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

(e) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

(2) Nomination package must include:

(a) DA Form 1256

(b) Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on the organization, TRADOC, Army and/or DOD.

(c) Proposed citation (not to exceed 90 words).

(d) Chronological list of awards and other signification recognitions obtained via EMPReS.

(3) Approval Authority. General Officer or SES member, or above.

f. More information on honorary or public service awards such as TRADOC routing requirements, samples, and additional awards can be found in the TRADOC Handbook for Civilian Professional Awards.

8. Civilian Length of Service Recognition.

a. Commanders/Directors have overall responsibility for the implementation of the Army Civilian Service Recognition program and the Career Service Recognition for their organization.

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b. Commanders/Directors will create a public forum (pinning ceremony) to recognize those eligible for the 5-year increment Career Service Recognition certificates/pins IAW the conditions/requirements established in AR 672-20 chapter 20.

c. Commanders/Directors will create a public forum (pinning ceremony) to recognize Army Civilian Professionals for completion of 1 year of service, 10 or more years of cumulative civilian Army service, and upon retirement IAW the conditions/requirements established in AR 672-20 chapter 21.

d. Organizations are responsible for pulling/managing their data for these programs.

9. Proponency: The proponent for this MOI is the MSCoE CIVPER.



MARK E. GLASPELL
Colonel, GS
Chief of Staff

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