



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

DATE 24 Aug 19

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 37, Civilian Awards Guidance

1. References.

- a. Army Regulation 672-20, Incentive Awards, 1 Feb 19.
- b. Army Regulation 215-3, Non-appropriated Funds (NAF) Personnel Policy, 16 Sep 15.
- c. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 Jun 09.
- d. Memorandum, US Army Installation Management Command – Training, 10 Jun 19, Subject: Directorate Policy #9 – Performance Awards Guidance.
- e. Memorandum, US Army Installation Management Command – Fort Leonard Wood, 21 Dec 18, Subject: Garrison Policy 35, Honorable Order of "The Rough Riders".

2. Applicability. This memorandum provides awards guidance and limitations for all Civilian employees assigned to U.S. Army Garrison, Fort Leonard Wood (USAG FLW).

3. Commander's Intent. Effective use of awards and recognition fosters mission accomplishment by promoting excellence and motivating employees to achieve high levels of performance and service. Leaders and supervisors will use awards and other forms of recognition to reward and recognize employees for excellent performance, achievements, acts, and service.

4. Appropriated Funds (APF) Employee Award Recognition

a. There are three categories of awards recognition: Monetary, Non-monetary and Honorary. Although not all-inclusive, the following is a list of the more common awards used for recognition.

(1) Performance Awards (Monetary). Monetary awards can be given in recognition of high-level performance for a specific period for AF and NAF employees. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or

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approving performance awards for individual employees. The spending level for all performance awards may not exceed 1.5 percent of the aggregate salaries of all employees at the end of the previous fiscal year on the combinations of (1) individual performance awards for non-SES/ST/SL employees and (2) individual contribution awards (e.g. Special Act or Service awards) for all employees.

(2) Quality Step Increases (Monetary). A Quality Step Increase (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees. GS employees with exceptional ratings of record for the current rating period are eligible to receive the QSI. An employee may not receive more than one QSI in any 52-week period. The approval authority for QSIs is the Garrison Commander (GC).

(3) Time-Off Award (TOA) (Non-Monetary). Employees may be granted up to 80 hours of time off during a leave year, without charge to leave or loss of pay, as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved. The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA must be scheduled and used within one year of the approval date. TOAs are not included in 1.5 percent spending level; however, TOAs represent a cost to the agency and should be issued judiciously, see Enclosure 1, Time-Off Awards Scale.

(4) Honorary awards are authorized and encouraged as a form of recognition for employees, see Enclosure 2, Honorary Awards and Submission Procedures.

(5) Rough Riders.

(a) This award is specific to Fort Leonard Wood garrison workforce. The Honorable Order of "The Rough Riders" award is an honorary award given to recognize excellence and devotion to duty and significant contributions.

(b) The Rough Rider Token of Appreciation (RTA) award provides every supervisor the ability to recognize Army Civilians on the spot for actions that reflect positively on the FLW Garrison, see Enclosure 3, Rough Rider Token of Appreciation (RTA).

b. Performance Review Board (PRB) for Appropriated Fund (APF) Civilian Employees. The PRB will review all monetary awards and time-off awards for performances. The PRB is established as follows:

(1) The chairperson of the PRB-APF is the Deputy Garrison Commander.

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(2) Voting members of the PRB-APF consist of representatives from the following Activities: Directorate of Plans, Training, Mobilization, and Security (DPTMS), Directorate of Public Works (DPW), Directorate of Emergency Service (DES), Directorate of Resource Management (DRM), Directorate of Human Resources (DHR), Plans, Analysis, and Integration Office (PAIO), Public Affairs Office (PAO), Safety, Staff Judge Advocate (SJA), Chaplain, Internal Review (IR), and Army Community Service (ACS).

(3) Non-voting members (advisors) will consist of a representative from Equal Employment Opportunity (EEO), Garrison Human Resource Coordinator, and Civilian Advisory Personnel Center (CPAC).

(4) The Human Resource Coordinator will coordinate meetings, prepare the agenda and minutes of the meetings, and will be the collection point for the award packets being submitted to the PRB, see Enclosure 4, Performance Review Board Packet Checklist.

(5) Meetings will be held monthly unless zero packets are submitted or the demand is greater, thus requiring more frequent meetings.

5. Non-Appropriated Funds (NAF) Employee Award Recognition.

a. Family and Morale, Welfare, and Recreation (FMWR) Recognition Awards Program includes a variation of monetary and time-off awards, see Enclosure 5, Directorate of Family and Morale, Welfare, and Recreation Awards and Recognition Program for Non-Appropriated Fund (NAF) Employees Policy and Enclosure 6, Awards Guide.

b. Honorary awards are authorized and encouraged as a form of recognition for employees, see Enclosure 2, Honorary Awards and Submission Procedures.

c. Performance Awards. Only one Sustained Superior Performance (SSP) award based on performance of assigned duties may be granted to a NAF employee for any 12 – month period of service. This period of time may be reduced to 90 calendar days for commands who have established procedures and criteria for providing interim performance ratings. Payband employees, both NF and CY, may receive a cash award and a pay adjustment based on performance. FWS employees may only receive a cash award and/or time-off award. The total amount for NAF performance awards issued during a 12-month period will not exceed 15 percent of the annual salary for an outstanding performance, or 5 percent for excellent performance.

d. Performance Review Board (PRB) for Non-Appropriated Fund (NAF) Civilian Employees.

(1) The chairperson of the PRB-NAF is the Director, FMWR.

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(2) Voting members of the PRB-NAF consist of the Chief of Services and Support, Chief of Business and Recreation, and Chief of Child & Youth Services.

(3) Non-voting members (advisors) will consist of a representative from Equal Employment Opportunity (EEO) and Civilian Advisory Personnel Center (CPAC) and the Management Analyst from FMWR.

6. Guidance.

a. Supervisors and Directors will ensure that employee awards are accomplished appropriately, fairly, and consistently.

b. Awards will not be treated as entitlements. Awards will be approved based on merit, without regard to age, sex, sexual orientation, race, color, religion, national origin, marital status, or physical or mental handicap.

c. No discretionary monetary or honorary award will be made to an individual who is under investigation, pending adverse action based on performance or conduct, or was the subject of an adverse action within the preceding 120 days.


d. Honorary awards, certificates, and excellence coins will be presented in public forums to the maximum extent possible.

e. Award nominations will be submitted in a timely manner. "Letters of Lateness" to explain or justify untimely submissions are not required for award nominations unless specifically requested by the approving official for a particular award.

7. The point of contact for this policy memorandum is the Fort Leonard Wood, Garrison Human Resource Coordinator, Farrah Overman, at (573) 593-0009, or farrah.l.overman.civ@mail.mil.

6 Encls

1. Time-Off Awards Scale
2. Honorary Awards and Submission
3. Rough Riders Token of Appreciation
4. Performance Review Checklist
5. FMWR NAF Performance Awards
6. FMWR Employee Awards Guide



ERIC B. TOWNS
COL, CM
Commanding

Time-Off Awards Scale for a Single Contribution

VALUE TO ORGANIZATION

NUMBER OF HOURS

Moderate:

1 to 10

(1) A contribution to a product, activity, program, or service to the public which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Significant:

11 to 20

(1) An important contribution to the value of a product, activity, program or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

[Reference: Army Regulation 672-20, Incentive Awards, 1 Feb 2019.]

Honorary Awards and Submission Procedure

Award Type	Military Equivalency	Criteria	Approval Authority
Distinguished Civilian Service Medal	Distinguished Service Medal	For exceptional service/achievement or heroism	Secretary of the Army
Superior Civilian Service Medal	Legion of Merit	For superior service/achievement	Secretary of the Army or MACOM Cdr
Meritorious Civilian Service Award	Meritorious Service Medal	For exemplary service/achievement	Commanders, MG and above and civilian equivalent
Civilian Service Commendation Medal	Army Commendation Medal	For service, achievement and/or heroism	Commanders O-6 or above and civilian equivalent*
Civilian Service Achievement Medal	Army Achievement Medal	For noteworthy service/achievement	Commanders, O-5 and above or civilian equivalent
Certificate of Achievement	Certificate of Achievement	For individual or group contributions	Division Chiefs

[Reference: Army Regulation 672-20, Incentive Awards, 1 Feb 2019.]

Honorary Award Submission

This process is to be used for all honorary award requests.

These are for the Certificate of Achievement, Achievement Medal for Civilian Service and Commanders Award for Civilian Service.

Complete Incentive Award Nomination and Approval - DA Form 1256.

- Enter information to complete all of Part 1.
- Nominating individual must digitally sign the form.

Routing of DA Form 1256:

- EEO Representative (Signs block 7a on DA Form 1256)
- CPAC Awards Coordinator (Signs block 7b and block 9 on DA Form 1256)
 - Omit sending to CPAC if the request is evaluation performance based.

Hard-copy completed packet (see list below) will be routed to the Garrison Command

Complete Packet Includes:

- Printed certificate for signature
 - Last line of citation must read "bring great credit upon him/her, the directorate, the U.S. Army Garrison, Fort Leonard Wood, the Installation Management Command, and the United States Army."
- DA Form 1256
- Evaluation (If the award is based on evaluation)
- Justification (If not based on evaluation)
- Awards list from CPOL or MyBiz

Packets being submitted for Garrison level approval:

- Garrison personnel will route for the Garrison Command to sign.
- Activity Admin will need to input the award into AutoNOA after award is presented.

Packets being submitted for ID-T level approval:

- Length of Service (LOS) Awards: The Garrison Commander has authority to sign up to 35 year awards. Awards for 40 or higher must be signed by ID-T.
- For any award that must go to ID-T for signature, the packet must be submitted at least 60 days before presentation. Certificate does not need to be printed for packets going to ID-T, instead include the citation in a Word document.

Rough Rider Token of Appreciation (RTA)

1. Applicability. This enclosure to the Garrison Awards policy applies to all Army Civilians assigned or detailed to USAG FLW and their supervisors.

2. Commander's Intent. In the spirit of the Rough Riders, The Rough Rider Token of Appreciation (RTA) award provides every supervisor the ability to recognize Army Civilians "on-the-spot" for actions that reflect positively on the Garrison, exemplify the Army Values, and serve as examples of "what right looks like".

3. General.

a. The RTA is a token presented "on-the-spot" to recognize Army Civilians for actions that reflect positively on the Garrison, exemplify the Army Values, and serve as examples of "what right looks like". These generally small, but important actions take place on a daily basis and should be highlighted as positive examples for others to follow. Some examples of actions appropriate for presentation of the RTA token are:

- Going the extra mile to assist a customer or a teammate with an issue or problem
- Taking the initiative to ensure a requirement outside normal duties is accomplished in the absence of supervision
- Completing a special project or activity in a superior manner
- Volunteering for activities in support of the team; for example, coordinating a luncheon or ceremony for the division
- Receiving exceptional feedback from a supported customer or unit representative
- Contributing skills or expertise beyond the job description to solve a problem or complete a requirement
- Surfacing good ideas, recommending a change or process improvement
- Going beyond what is normally expected to accomplish a mission, support a customer, or accomplish a task

b. The Garrison Executive Officer and/or Administrative Officer are responsible for forecasting, budgeting, ordering, and issuing, and tracking RTA tokens. Tokens can be issued down to the supervisory level, and will be replenished "on demand" in sufficient quantity to ensure sufficient tokens are available "on hand" to present.

- c. Non-supervisory employees or other individuals outside of the employee's chain of command may nominate a deserving candidate to receive a RTA token and with supervisor approval, present said token as a form of peer recognition.
 - d. One RTA token will be presented per deserving action. There are no limitations on how many total tokens an employee may possess. Tokens are intended to be presented liberally, any time an action is observed that is deserving and appropriate for the award.
 - e. Employees may either keep the RTA tokens they have earned; redeem a token for one hour time off, or when they have received a total of four tokens, they may be turned in to their Division Chief (or equivalent) to be recognized with a four-hour time off award. No more than four tokens can be redeemed at one time.
4. Time off awards associated with the RTA award are subject to the requirements contained in Army Regulation 672-20, para 4-5, and especially 4-5(d) (Form 1256 with signatures, and SF-50 (Sf-52 for NAF) are required and should be followed.
5. Contract employees are not eligible for presentation of the RTA token.

Performance Review Board Packet Checklist

This process is to be used for all monetary award requests and time-off awards when associated with evaluation performance awards

Complete Incentive Award Nomination and Approval - DA Form 1256.

- Enter information to complete all of Part 1.
- Nominating individual must digitally sign the form.

Routing of DA Form 1256:

- EEO Representative - (Signs block 7a on DA Form 1256)
- CPAC Awards Coordinator - (Signs block 7b and block 9 on DA Form 1256)
 - Omit sending to CPAC if the request is evaluation performance based.

Route the complete packet (see the list below) to the Garrison HR Coordinator.

Complete Packet Includes:

- DA Form 1256
- Part E- Performance Rating Summary of the Appraisal (If the award is based on evaluation)
- Justification (If not based on evaluation)



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HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-MW

15 August 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Directorate of Family and Morale, Welfare, and Recreation Awards and Recognition Program for Nonappropriated Fund (NAF) Employees Policy

1. References:

- a. Army Regulation 672-20, Incentive Awards, 30 Nov 18.
- b. Fort Leonard Wood Directorate of Family and Morale, Welfare, and Recreation Award Recognition Guide.
- c. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, 16 Sep 15.
- d. Collective Bargaining Agreement between Department of the Army US Army Engineer Center and Fort Leonard Wood and National Association of Government Employees for Nonappropriated Fund Instrumentality, 14 November 2017.

2. PURPOSE: The purpose of this memorandum is to provide policy direction to the Directorate activities concerning NAF employee incentive awards.

3. APPLICABILITY: This guidance applies to all Non-Appropriated Fund Civilian employees assigned to the Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

4. GENERAL: Consistent with references and this policy, incentive awards are the prerogative of the nominating supervisor and approving official in the employee's chain of command. For all awards, including performance awards, the approving official for the award must be at a level above the nominating supervisor. Awards are to be utilized as both a reward for excellence and/or an incentive to improve performance. Management has a variety of means of formal recognition at its disposal, to include monetary, time-off, and honorary awards. A vital and effective awards program must include all types and categories of awards and recognition.

5. RESPONSIBILITIES:

- a. The Director of Family and Morale, Welfare, and Recreation provides leadership, direction, and oversight of the Awards and Recognition Program for Nonappropriated Fund (NAF) Employees.

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b. The Chief of Services and Support serves as the executive agent for the Awards and Recognition Program for Nonappropriated Fund (NAF) Employees. The Chief of Services and Support will compute fiscal year award allotments per division.

c. The FMWR Headquarters will perform regulatory review of all honorary awards recommendations requiring ID-Training or HQ IMCOM approval or concurrence, including Department of the Army public service awards.

d. Supervisors will recommend appropriate recognition for employee achievements and initiate award requests in a timely manner.

6. POLICY: Awards must be administered within the limits of our ability to resource whether it is actual dollars of manpower productivity. In regard to these constraints, the following direction is established:

a. Monetary Award. The Financial Management Branch (FMB) will allocate 0.96% of division aggregate salaries and monitor and provide periodic award execution reports. Award budgets will not be exceeded except in the case of a division with fewer than twenty employees and then only with the approval of the DFMWR. All lump-sum monetary bonuses and awards will count toward this 0.96% budget.

b. Annual Performance Award. Annual Performance awards are used to reward past performance and as an incentive to stimulate future high-level performance. Monetary and pay adjustment performance establishes the ceiling or not to exceed amounts at 1%, 2%, and 3% of base salary for summary ratings of levels of Satisfactory, Excellent and Outstanding respectively. Combinations of a time-off award and a monetary award may be used to reward performance. In such cases, the time-off award will be assigned a monetary equivalent value, and when combined with the monetary portion, will not exceed the limits stated above. Employees will not be nominated automatically for a performance award based on their rating. A particular rating does not guarantee an award at any level. Additionally, employees will not be recognized with a performance award if they have previously received an award in whole or in part based on the performance currently being recommended for recognition. No mid-point performance awards are authorized.

c. By exception, any recommendation that exceeds the performance award ceiling stated above may be approved by the Director, Family and Morale, Welfare, and Recreation.

d. Time-off Award. Time-off awards will be capped at 24, 32, and 40 hours for summary ratings levels of Satisfactory, Excellent and Outstanding respectively. Combinations of a time-off award and a monetary award may be utilized to reward performance. For computation purposes, a 40 hour award will be deemed to be equivalent to a 3% of base salary and lesser hour amounts the proportionate

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computation. No approval authority may exceed any of the above stated limits. This award does not convert to a cash payment. The time off award must be scheduled and used within one year of the approval date of the award. The maximum for a 12 month period is 80 hours.

e. On-the-Spot Cash Award. An on-the-spot cash award is a small Special Act or Service Award, within the range of \$50.00 to \$500.00, which may be given as recognition for a special task, normally of short duration. On-the-Spot awards should be submitted immediately after the completion of the task and the justification must include a description of the achievement.

f. Special Act or Service Award (SASA). The SASA award recognizes a meritorious personal effort, act, service or other achievement and will be capped at \$1,000. It is an appropriate tool for recognizing performance resulting in tangible or intangible benefits, or both, to the government; accomplishments in a regularly assigned position that have not been recognized in an annual performance related award; performance during a detail or participation in a special project. A SASA can be given any time throughout the year and should be submitted within 30 days after the completion of the accomplishment.

g. Lump-sum cash bonuses and awards (including SASA) for individual NAF employees are limited to one percent of the aggregate salary of the employee.

h. FMWR Recognition Awards Program. FMWR's internal award program is a variation of the On-the-Spot award and Special Act or Service award and includes a variation of a cash award and/or a time off award. Any FMWR employee can nominate any fellow FMWR employee for the FMWR Recognition Award.

i. Honorary Awards: Detailed criteria for honorary awards may be found in AR 672-20, Chapter 8. Below is an overview of the Civilian honorary awards:

(1) Distinguished Civilian Service Award. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally has been recognized by previous honorary awards up to and including the Superior Civilian Service Award. Approval authority for this award is the Secretary of the Army.

(2) Superior Civilian Service Award. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Award. Approval authority for this award is Secretary of the Army, or commanders, major general and above or Civilian equivalent.

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(3) Meritorious Civilian Service Award. Nominees must have accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work. Approval authority for this award is commanders in the rank of MG and above, or the civilian equivalent.

(4) Civilian Service Commendation Award. Nominations for this award must have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards; however, it can be given to a retiring Civilian, even if they have never received an Achievement Medal for Civilian Service. Approval authority for this award is retained by the Garrison Commander.

(5) Civilian Service Achievement Medal. This award normally covers either a period of sustained superior service or a level of achievements sufficient to warrant recognition. Approval authority for this award is retained by the Garrison Commander.

j. Certificate of Achievement. This award may be granted by a local commander or other locally authorized individual as honorary recognition for individual or group contributions. Appropriate accomplishments include: completing assigned duties in a commendable manner, demonstration skill and initiative in either devising or improving work methods, causing a savings of manpower, time, space or materials.

k. Length of Service (LOS) Award. LOS Certificates are used to recognize all NAF and military service in 5-year increments provided that five years of total service have been served as a civilian employee. For example, a civilian employee with five years of civilian service who is also a military retiree with 20 years of service may receive a 25 year LOS certificate and pin.

l. Civilian of the Quarter. FMWR employees selected as Civilian of the Quarter category winner will receive a \$300 SASA or 24 hour TOA.

m. Civilian of the Year. FMWR employees selected as Civilian of the Year category winner will receive a \$500 SASA.

7. Senior leaders at every level must be personally engaged in this effort to ensure the intent of our fiscal reality supports local garrison, IMCOM and DoD guidance.

8. General Awards Guidelines:

a. Award nominations should be submitted within 30 days of approval of the rating of record.

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b. Employees will not be advised that they are being nominated for a performance award.

c. Employees will not be automatically nominated for any award based on their performance rating.

d. All civilian mandatory training must be completed within employee rating period.

e. Employees performance rating period will be on their entry on duty/transfer in to Fort Leonard Wood date.

f. Employees performance standards will be aligned with the employee's entry on duty/transfer in to Fort Leonard Wood. Interim ratings will be completed and authorized to finish cycle of performance rating. By exception, any awards may be approved by the Director, Family and Morale, Welfare, and Recreation within the interim rating period.

9. PROCEDURE: The Director, FMWR will approve all monetary and non-monetary awards.

10. PROPONENT: The Point of Contact for this policy is the Chief, Services and Support Division, at (573) 596-5374.

**Directorate of Family and
Morale, Welfare, and
Recreation**

***Awards
Guide***

Fort Leonard Wood, Missouri

2 Aug 2019

Mission

To deliver quality Family and Morale, Welfare, and Recreation program and services supporting the readiness and resilience of the All-Volunteer Army.

Vision

A Team of innovative professionals committed to effectively delivering extraordinary programs and services to our premier Army.

**Family & MWR Information Website:
leonardwood.armymwr.com**

Award Form SharePoint Site:

<https://sp.wood.army.mil/sites/IMCOM/DFMWR/FMWR%20Awards%20Site/default.aspx>

Family & MWR OFFICIAL AWARDS GUIDE

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Employee of the Quarter

Purpose: This award is Family and MWR's recognition of non-supervisory employees who exhibit exceptional performance and reflect positively upon the organization continuously throughout the quarter.

- **Intent:** The intent of this award is to promote employee recognition through peers and/or supervisors.

- **Criteria:** Employees nominated for this award must have demonstrated two or more of the following characteristics that resulted in successful mission accomplishment.

A) Employee has a positive work attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.

B) Employee is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.

C) Employee takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.

D) Employee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

- **Nomination:** Nominees are forwarded from each organization. Any employee within the organization can be nominated for this award. The nominee must not have already been selected as the Employee of the Quarter within the current calendar year.

- **Selection:** Selection is determined by the FMWR Awards Committee.

- **Award:** A trophy, \$300 or a 24-hour time off award (awardees' choice), and a traveling parking space sign are to be presented to the recipient. The parking sign will be placed at the employee's duty location for the next quarter.

Unsung Hero Award

Purpose: This award recognizes an employee or group of employees who have made a positive “behind-the-scenes” contribution to the mission of the FMWR organization that would not ordinarily be acknowledged by other types of formal awards such as the Employee of the Quarter or the Catch Me Award.

- **Intent:** To recognize support personnel of missions or tasks who otherwise go unnoticed, (i.e. the support personnel of Oktoberfest, parking, concessionaires, etc.).

- **Criteria:** Employees selected for this award must have demonstrated one or more of the following characteristics that resulted in successful mission accomplishment:

- A) Displaying extraordinary effort in performing tasks that are beyond normal job duties.

- B) Unselfishly sharing his/her time and expertise.

- C) Consistently and willingly extending a helping hand.

- **Nomination:** Any employee or group of employees, including supervisors, can be nominated for this award. Any FMWR employee can nominate. The nominee must not have already been selected for this award within the current calendar year.

- **Selection:** Selection is determined by the FMWR Awards Committee.

- **Award:** Awardee receives a 16-hour time off award and a memento.

Catch Me Award

Purpose: This award is an on-the-spot award, which can be given from employee to employee or from supervisor to employee.

- **Intent:** The intent of this peer-based award is to promote esprit d'corps throughout the organization using employee-to-employee recognition.

- **Criteria:** Any action that an employee is "caught" doing that reflects positively upon them and their organization; these are generally small actions that take place on a daily basis. Possible examples are as follows:

- A) Employee has a positive work attitude.
- B) Employee is an asset to the staff of his/her department.
- C) Employee carries out additional responsibilities.
- D) Employee is consistently dependable.

- **Nomination:** Any employee is eligible to receive a "Catch Me" chip. Employees can give to other employees and supervisors can give to employees. Contractors are not eligible to receive this award. Chips are available to employees from their directorate admin person or from ANY FMWR supervisor. The supervisor does not have to be from the employees' organization. The recipient should notify their supervisor at the time of award for administrative purposes. See guidance outlined in FMWR "Catch Me."

- **Recognition:** Anytime an employee is caught doing a "good deed".

- **Award:** Once an employee receives the appropriate number of chips, they turn them into their division admin person. The recipient then chooses which "reward" they wish to receive from the below list. No more than 16 hours of Time off can be awarded per year.

2 Chips/Coins: 59 minute card

5 Chips/Coins: 2 lines of bowling + shoes OR 2 rounds of mini-golf

10 Chips/Coins:

4-hour time off award OR a Day Pass at the RecPlex for 4, OR an MWR Shirt

15 Chips/Coins:

8-hour time off award OR one free night at LORA

Penny Saver Award

Purpose: The "Penny Saver Award" recognizes an employee or group of employees who present a "Penny Saver Idea" that is implemented and represents innovation, efficiency of operations, or cost savings for the organization.

- **Intent:** The intent of this award is to promote innovative and creative ideas (i.e. thinking outside of the box, willingness to change) within the FMWR organization. The award is designed to improve morale by providing an opportunity for employees to take part voluntarily in the improvement of management within the Directorate.
- **Criteria:** Present an idea that is implemented.
- **Recognition:** Ideas and or suggestions with higher level value will be submitted by their division admin to the Army's Ideas for Excellence Program, per instructions listed in AR 5-17.
- **Nomination:** Any FMWR employee or group of FMWR employees can be nominated for their idea. Self-nomination is authorized and encouraged. Any FMWR employee may nominate. The nominee must not have already been selected for this award within the current calendar year.
- **Submission:** Nominations are accepted at any time throughout the year. Turn in your nomination to any division admin person.
- **Selection:** Selection to be determined by the FMWR Awards Committee.
- **Award:** A pin, an appropriate tangible award, and a large check stating how much they have saved the Directorate are presented to the recipient.

Remarkable Leader Award

Purpose: This quarterly award provides recognition of managers, supervisors, or employees acting in a supervisory/managerial capacity.

- **Intent:** The intent of this award is to promote positive, constructive and quality leadership standards within FMWR.

- **Criteria:** Employees selected for this award must have demonstrated three or more of the following characteristics that resulted in successful mission accomplishment:

- A) Employee has a positive work attitude toward work responsibilities, co-workers and customers, and serves as a role model for others.

- B) Employee is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.

- C) Employee takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.

- D) Employee consistently displays and encourages caring, respect, responsibility, trust worthiness, honesty and integrity.

- E) Employee creates a pleasant and productive work environment for employees.

- F) Employee listens to suggestions and ideas.

- G) Employee recognizes and rewards superior performance and is fair and flexible in dealing with employees.

- H) Employee encourages professional growth of employees.

- I) Employee provides a sense of vision for the department and makes employees feel actively involved in the goals of the department.

- **Nomination:** Nominations can be made by any FMWR employee. Any manager, supervisor or employee acting in a manager/supervisor capacity may be nominated. Nominee must not have already received Remarkable Leader within the current calendar year.

- **Selection:** Selection to be determined by the FMWR Awards Committee.

- **Award:** \$300 and a trophy are presented to the recipient.

Dream Team Award

Purpose: This award is presented for recognition of outstanding teamwork within the FMWR organization.

- **Intent:** The intent of this award is to recognize teams that are working cohesively towards a common goal.
- **Criteria:** Teams nominated for this award demonstrated characteristics that resulted in successful mission accomplishment. The team is productive, exhibits commitment to quality, carries out their mission and is an asset to the FMWR.
- **Nomination:** Teams are nominated by any employee and nominations will be forwarded to the awards committee. Identical Teams must have not already been selected within the current calendar year.
- **Selection:** To be determined by the Awards Committee.
- **Award:** A “traveling trophy” will be presented to the team for display during the quarter. A pin and an 8-hour time off award will be presented to each award-winning team member.

Employee of the Year

Purpose: This award is FMWR's recognition of non-supervisory employees who exhibit exceptional performance and reflect positively upon the organization continuously throughout the year.

- **Intent:** The intent of this award is to promote employee recognition through peers and/or supervisors.

- **Criteria:** All nominees previously submitted for an Employee of the Quarter award will be considered for this award. They must have continued to demonstrate two or more of the following characteristics that resulted in successful mission accomplishment.

A) Employee has a positive work attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.

B) Employee is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.

C) Employee takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.

D) Employee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

- **Nomination:** Nominees are forwarded from each organization. Any employee within the organization can be nominated for this award.

- **Selection:** Selection is determined by the FMWR Awards Committee.

- **Award:** \$500 and a jacket.

**DIRECTORATE OF FAMILY AND MORALE, WELFARE, AND
RECREATION
AWARD NOMINATION FORM**

This award recognizes an **Employee, Supervisor, or Team** who has demonstrated extraordinary performance. Why should this Employee or Team be recognized for this specific award? See criteria below for factors to be considered. Please describe as concisely, completely and accurately as you can. Self-nominations are not accepted.

Nominee: (please print):

Nominee's Supervisor, if known: (please print)

Nominee's Division/Activity:

Name of Nominator:

Nominator's Telephone Number: _____ Date: _____

What Award you are nominating Nominee for?

Employee of the Quarter ☐

Unsung Hero Award ☐

Catch Me Award ☐

Penny Saver Award ☐

Remarkable Leader Award ☐

Dream Team Award ☐

Employee of the Year ☐

Time Period of Nomination/Event: _____

Justification for this Award: _____

For assistance filling out the form, please contact one of the below-listed Awards Committee Members:

Megan O'Donoghue, 596-5374 (Non-voting Member)

Ruby O'Dell, 596-5367 (Voting Member)

Michele Reynolds, 596-0200 (Voting Member)

Trinity Ponder, 596-0241 (Voting Member)

Samantha Marler, 596-0118 (Voting Member)

EEO Representative (Non-Voting Member)

On-line form can be found at SharePoint Link:

<https://sp.wood.army.mil/sites/IMCOM/DFMWR/FMWR%20Awards%20Site/default.aspx>

Nominations must be received by a member of the FMWR Awards Committee by the first working day of the first month of the next quarter; i.e., first quarter (OCT-DEC) due by first working day in January; second quarter (JAN-MAR) due by first working day in April; third quarter (APR-JUN) due by first working day in July; and fourth quarter (JUL-SEP) due by first working day in October.

Awards will be presented during FMWR Award Ceremonies, as follows (dates to be announced:

Nominations for October-December timeframe are due by first working day in January with presentation in January.

Nominations for January-March timeframe are due by first working day in April, with presentation in April.

Nominations for April-June timeframe are due by first working day in July, with presentation in July.

Nominations for July-September timeframe are due by first working day in October with presentation in October.