DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
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AMIM-LDG-ZA (1e) 4 Nov 22

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 37, Civilian Awards Guidance

1. References.

a. Army Regulation 672-20, Incentive Awards, 17 Sep 2020.

b. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 Jun 09.

c. Memorandum, US Army Installation Management Command – Training, 22 May 20, Subject: Directorate Policy #9 – Performance Awards Guidance.

d. Memorandum, US Army Installation Management Command – Fort Leonard Wood, 21 Dec 18, Subject: Garrison Policy 31, Honorable Order of “The Rough Riders”.

2. Applicability: This memorandum provides awards guidance and limitations for APF 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. Civilian Awards Board for Appropriated Fund Civilian Employees. The awards board will review all monetary awards and time-off awards for performances. The awards board is established as follows:

a. The chairperson of the awards board is the Deputy to the Garrison Commander.

b. Voting members of the awards board 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), Religious Support Services (RSO), Internal Review (IR), and Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

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

d. The GHRC 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 1.

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

5. Appropriated Funds (APF) Employee Award Recognition: 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.

a. Monetary Awards: Monetary awards can be given in recognition of high-level performance for a specific period for APF. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual employees.

(1) On the Spot Award. Recognizes the day to day accomplishments of civilian employees. This monetary award can range from $50 to $500. This award is submitted to the Civilian Awards Board.

(2) Special Act or Service Award. Recognizes a meritorious personal, effort, act, service or scientific or other achievement accomplished within or outside assigned job responsibilities. This monetary award can range from $25 to $25,000 depending on the achievement being recognized.

(3) Performance award based on annual evaluation. Guidance will be given to the directorates/managers each year based on guidance given to us from ID-T

b. 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 QSI is the Garrison Commander (GC). QSI nominations are submitted to the Civilian Awards Board.

c. 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.

(1) The TOA may be granted in amounts up to 40 hours for a single contribution. The immediate supervisor can grant up to 1 day. Awards over 1 day must be approved by the level above the immediate supervisor. The TOA must be scheduled and used within one year of the approval date.

(2) 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 2,

(3) Time-Off Awards Scale. TOAs aligned with DPMAP annual appraisals must be submitted to the Civilian Awards Board.

(4) For employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

(5) Honorary awards are authorized and encouraged as a form of recognition for employees, see Enclosure 3, Honorary Awards and Submission Procedures.

(6) Rough Riders. 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. 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 4, Rough Rider Token of Appreciation (RRTA).

6. Garrison Civilian of the Quarter/Year Program: Recognizes USAG Fort Leonard Wood top-performing civilian of the quarter and year for APF employees.

a. Eligibility: Nominees must not have active disciplinary actions related to EEO or Labor and Management Employee Relations (LMER). Employees can only win civilian of the quarter once per fiscal year.

b. Award Criteria: Civilian of the Quarter (COQ) selection board will score each justification using the following award criteria:

(1) Exceptional dedication to their mission – accomplishing duties in an outstanding manner

(2) Ability to foster collaboration, communication, and cooperation among peers, management staff and/or customers

(3) Initiative through activities such as mentoring, voluntarily assisting coworkers, and/or participating in cross-functional activities

(4) Initiative through skill such as improving equipment, work methods and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials or other items of expense.

c. Procedure: Nomination form including a justification that describes accomplishments related to the award criteria will be emailed to the GHRC. See Enclosure 5.

(1) The top-scoring nominee will be honored as the COQ; if there is a tie score, the DGC will cast a vote deeming the winner of the tie.

(2) Voting will be included in the monthly awards board meetings.

(3) COQ winner will automatically be nomination for COY. Selection will be voted at monthly awards board meeting one month after the 4th quarter COQ selection is made.

(4) COQ winner will be nominated for the Army Materiel Command (AMC) Top COQ through ID-T. COY winner will be nominated for the AMC Top COY through ID-T.

d. Recognition:

(1) COQ winner will receive a $500 OTS award and an Achievement Medal for Civilian Service.

(2) COY winner will receive a $1000 Special Act Award and a Commanders Award for Civilian Service.

(3) Monetary awards are subject to budget allowance. TOA may be submitted if funds are not available.

7. 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) 596-4715, or farrah.l.overman.civ@army.mil.

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ANTHONY F. POLLIO JR.
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5 Encls
1. Time-Off Awards Scale
2. Honorary Awards and Submission
3. Rough Riders Token of Appreciation
4. Civilian Awards Board Checklist
5. COQ Nomination Form