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 Human Resource Coordinator is 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. Directorates/Offices are responsible for reporting the issue and usage of RTA tokens.

d. 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.

e. 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.

f. Employees may either keep the RTA tokens they have earned; redeem a token for 59 minute 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.

g. One hour redeemed RTA tokens are not annotated in time and attendance (ATAAPS).

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.

a. Any time an employee desires to redeem four tokens at one time, a time off award must be submitted in AutoNOA after a Form 1256 is completed and approved.

b. Any time an employee desires to redeem four tokens at one time, this will be annotated in time and attendance (ATAAPS) as an award. This does count against the 80 hours an employee can be awarded within a year time frame.

5. Contract employees are not eligible for presentation of the RTA token.