



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

IMGO-ZA

APR 25 2016

MEMORANDUM FOR All Garrison Civilian Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 23 – All Civilian Awards and Distribution

1. References:

- a. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, dated 29 August 2003.
- b. Army Regulation 672-20, Incentive Awards Program for Military and Civilian Personnel, dated 1 May 2014.
- c. Army Regulation 690-400, Chapter 4302 Total Army Performance Evaluation System, dated 16 October 1998.
- d. Office of the Under Secretary of Defense memorandum, dated 6 July 11, subject: Supplemental Guidance on Award Limitations for Department of Defense (DoD) Civilian Employees in Fiscal Years 2011 and 2012.
- e. Office of Personnel Management (OPM) memorandum, dated 10 June 11, subject: Guidance and Awards for Fiscal Years 2011 and 2012.
- f. Headquarters Installation Management Command (HQ IMCOM) memorandum, dated 17 Jan 13, subject: Policy Memorandum 672-20 – Policy Guidance on Award Limitations for Civilian Employees in Fiscal Year 2013.
- g. Installation Management Command (IMCOM) memorandum, dated 16 April 2004, subject: Policy Memorandum #16, Military and Civilian Award Policy.
- h. Installation Management Command (IMCOM) memorandum, dated 25 October 2005, subject: Policy Memorandum #17, Nonappropriated Funds (NAF) Pay Policy Revision 1.
- i. Installation Management Command (IMCOM) memorandum, dated 20 August 2012, subject: Commanding General's FY13 Funding Program Guidance.
- j. Installation Management Command (IMCOM) memorandum, dated 2 September 2014, subject: Quarterly Award Program for Atlantic Region.
- k. Installation Management Command (IMCOM) memorandum, dated 24 Mar 16, subject: Command Policy #17, Annual Performance Awards Program.

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2. Purpose. To provide guidance, implement spending limitations, and formalize the Command's policy for all awards.

3. Applicability. This policy applies to all IMCOM Civilian personnel including Foreign Nationals, Appropriated, and Non-Appropriated Fund of the Fort Gordon Garrison.

4. Policy.

a. The Garrison Commander (GC) is the approval authority for all Honorary, Monetary, Time-Off-Award (TOA), On-the-Spot (OTS), Special Act or Service Awards (SASA), and Quarterly awards, to include Quality Step Increases (QSIs) through the use of a performance review board (PRB) process for Appropriated Fund (APF) and for Nonappropriated Fund (NAF) personnel at all grades that's chaired by the Deputy Garrison Commander (DGC). Performance pay adjustments for NAF employees do not require the PRB for approval. The PRB will be used to determine distribution of awards and distinguish between performance levels.

b. Performance awards are given in recognition of high-level performance for a specific period of time. Appropriated Fund employees with Successful Levels 1 and 2 rating of record may be nominated for an award. Be advised, the award is a directorate award amount that will be a percentage of the total Civilian pay as determined by IMCOM. These awards should be granted selectively to the very best performers and not given in a uniform fashion to the majority of the workforce. Contributions to organizational accomplishments, including the employee's overall contributions to mission accomplishment, are major considerations when recommending or approving performance awards for individual employees. Performance awards should not exceed three percent of an individual employee's salary, base pay plus locality. Awards that exceed the three percent cap must be fully justified and submitted to the Region Director for confirmation prior to approval. It is the responsibility of all within the rating chain to make sure the Performance Standards/Objectives are clear and measurable on the DA Form 7223-1 or 7222-1. Each appraisal should directly address his/her performance in relation to those standards/objectives on the DA Form 7222 or 7223.

c. Quality Step Increases (QSI) are reserved for the exceptional employee who routinely performs at a level clearly beyond peers at the same grade and step. To be eligible for a QSI, the employee must not have been granted a QSI in the previous 52-week period. The number of QSI's granted in a fiscal year will not exceed the Garrison limit established by Atlantic Region for that year. An approved QSI will not count against the .96% spending limitations. An employee may not receive a QSI if the employee received a Special Act Award during the performance period and the SASA is based in whole or in part of the performance being recommended for recognition via a QSI. Procedures are in-place to monitor adherence to the spending limitations and provide oversight on all references mentioned.

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d. On-the-Spot (OTS) Awards can be given for high achievement one time in accomplishing day-to-day work for APF and NAF employees. These awards may be granted in amounts ranging from \$50 to \$500. In determining the dollar value of a proposed OTS Award, nominating officials are to consider the employee's grade level, the scope and impact of the work accomplished, and any special circumstances or unusual difficulties involved in the employee's accomplishments. Supervisors are encouraged to utilize OTS Awards, but they should not automatically propose the maximum amount by default, and they are cautioned to remember that accomplishments specifically recognized by an OTS Award cannot later be the specific basis for a subsequent monetary award. This authority is delegated to the DGC in the absence of the GC.

e. Special Act or Service Awards (SASA) can be given to APF and NAF employees that are eligible for this award. A SASA is a cash award given to recognize a meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible benefits or both to the government and may involve more than one employee. There are limitations for SASA in the Army Regulation 215-3, NAF Personnel Policy and IMCOM Regulation 672-10. Commanders must ensure that SASA's are not used as a means to bypass monetary limitations for performance awards.

f. Time Off Awards (TOA) are limited to 40 hours for a single contribution and up to 80 hours of time off during one-leave year for achievements or performance contributing to the Garrison mission. This award can be given to APF and NAF employees. All TOAs must be scheduled and used within 1 year of the approval date. Monetary and TOAs may be combined. TOA's do not convert to cash payment under any circumstances. Guidance concerning part-time employees or employees with uncommon tours of duty is located in AR 672-20. This authority is delegated to the DGC in the absence of the GC.

g. Installation Management Command (IMCOM) Quarterly Award Program for Atlantic Region will recognize employees for their significant achievements and outstanding service. This program supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing excellence within our workforce and motivating employees to high levels of performance and service. All Civilian employees who established a pattern of noteworthy achievement should be considered for the region quarterly awards.

h. Policy Memorandum # 87 – Garrison Employee Recognition contains the guidelines on submission, processes, and ceremonies. Some of the common awards our employees deserve are: Length of Service Award, Unit Award, Departure Award, Employee of the Quarter, and IMCOM "Hero of the Week" Recognition. It is a command priority to pursue every opportunity to recognize Garrison employees for the outstanding work they do for Soldiers, Families, and Civilians on this installation.

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5. The POC is Workforce Management Specialist at (706) 791-9325.

A handwritten signature in black ink, appearing to read 'S. G. Anderson', with a long horizontal flourish extending to the right.

SAMUEL G. ANDERSON
Colonel, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 23 – All Civilian Awards and Distribution, dated 22 June 2015