



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-HR

26 August 2009

MEMORANDUM FOR Headquarters, US Army Garrison Fort Hunter Liggett, and Direct Reporting Sites, Directors and Special Staff

SUBJECT: FHL Policy #43, Civilian Awards Policy

1. REFERENCE.

- a. AR 672-20, Incentive Awards. 29 Jan 1999
- b. DA Pam, 672-20 Department of the Incentive Awards Handbook. 1 Jul 1993
- c. 5 CFR CH 451
- d. IMCOM policy #16, Military and Civilian Awards Policy, 16 Apr 2004

2. PURPOSE. To provide guidance to USAG FHL and direct reporting sites Soldiers and civilian on civilian awards.

3. APPLICABILITY. These procedures are applicable to all civilian and military personnel assigned to and or under the operational control of USAG excluding non-appropriated fund activities.

4. BACKGROUND. Civilian performance awards are not mandatory or an entitlement; however, managers are encouraged to recognize employee's exemplary accomplishments through the use of civilian awards.

5. PROCEDURES. When nominating employees for awards, supervisors will demonstrate selectivity and ensure equitable considerations of all employees. Recognition will be made promptly and appropriately on the basis of merit.

a. Award nominations, except for performance awards, will be prepared using DA Form 1256 with a proposed citation and necessary justification 30 days prior to presentation date. All awards will be approved only if the nomination is consistent with EEO principles and will not reflect adversely on the Department of the Army (DA) and HQ, USAG FHL.

b. Performance Awards: A performance awards is a monetary or time-off award given in recognition of high-level performance for a specific period. NSPS guidance will be followed for those under the NSPS Pay Pool System. For employees under the TAPES system, nominations

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should be submitted within 30 calendar days of the senior rater's approval date. The award recommendations package will include the employee's current performance appraisal and award history. Nominations are made in Part III of the completed evaluation report.

(1) Approval level for civilian performance awards are as follows:

(a) Up to 3% of basic pay – Activity directors.

(b) Up to 5% of basic pay – Deputy to the Garrison Commander.

(c) Up to 10% of basic pay- Garrison Commander.

c. Quality Step increase (QSI): Is an additional within-grade pay increase given to General Schedule (GS) employees with exceptional ratings of record for the current rating period. An employee may not receive more than one QSI in any 52-week period. The nomination will be submitted within 30 days of approval of the rating of record. Garrison Commander or Deputy to the Garrison Commander are the approval authority for all QSIs.

d. Time Off Awards (TOA): The minimum award is one hour but no more than 40 hours for a single accomplishment, and up to 80 hours in a leave year. For part-time employees or those employees with uncommon tour of duty, total time off granted during any calendar year should be based on the average number of hours of work generally performed during a two week period. The maximum award for any single accomplishment should be one-half of the amounts of time that would be granted during the year. Since a TOA does not convert to a cash payment and will only transfer to another Army organization upon departure of the employee, effort must be taken to ensure that time off is scheduled. TOAs must be used within one year of the approval date. Directors may authorize up to 40 hours. The Deputy to the Garrison Commander is the approval authority for all authorizations exceeding 40 hours up to 80 hours.

e. On-the-spot Cash Awards (OTS) is a small Special Act or Service Award (\$50 to \$500) which may be given by a supervisor for day-to-day accomplishments of subordinate employees. Processing of the OTS awards will be accomplished as expeditiously as possible. Activity directors are the approval authority for OTS awards.

f. Honorary Awards: These awards are an excellent means for supervisors to recognize and reward superior performance demonstrated during an individual's career. The awards may be given to civilian employees at any time in their careers provided the individual's accomplishments meet the criteria for the particular award. Supervisors will ensure that deserving employees are recommended and nominated for these awards.

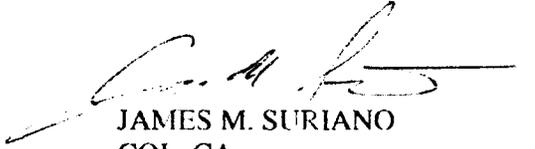
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g. Restrictions: The same act or service cannot serve as the basis for more than one monetary award; however, a monetary and honorary award may be given to civilian employees for the same act or achievement, if the criteria for each award are met and the Garrison Commander approves.

6. EXPIRATION. This memorandum remains in effect until rescinded or superseded.

7. PROPONENT. The Directorate of Human Resources is the proponent for this policy at (831) 386-2810.



JAMES M. SURIANO
COL, CA
Commanding