



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

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

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 23 June 2009.
- 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) Policy Memorandum #16, Military and Civilian Award policy, dated 16 April 2004.
- h. Installation Management Command (IMCOM) Policy Memorandum #17, Nonappropriated Funds (NAF) Pay Policy Revision 1, dated 25 October 2005.
- i. Installation Management Command (IMCOM) Commanding General's FY13 Funding Program Guidance 20 August 2012 (Encl).
- j. Installation Management Command (IMCOM) Memorandum, dated 30 Aug 11, subject: FY12 Awards Guidance.

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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 is the approval authority for all Honorary, Monetary, Time-Off (TOA), and On-the-Spot (OTS) awards, to include Quality Step Increase (QSIs) and performance pay adjustments for NAF employees through the use of a performance review board process for Appropriated Fund personnel at all grades and for Nonappropriated Fund personnel at all grades. This authority is delegated to the Deputy Garrison Commander in his absence. The board will be used to determine distribution of awards, distinguish between performance levels, and ensure equity for high performing employees. Maintaining a reasonable degree of equity is a key management objective that must be considered in the distribution process of all awards.

b. Performance awards are given in recognition of high-level performance for a specific period of time. These awards should be granted selectively to the very best performers and not given in a unilateral fashion to the majority of the workforce. Organizational accomplishments, including the employee's overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual employees.

c. Appropriated Fund employees with Successful Levels 1 and 2 ratings of record may be nominated for an award. Be advised that the award is a percentage of the maximum limitations established for each civilian (1 percent). Refer to references 1f and 1h to determine percentage ranges for NAF employees. Quality Step Increases (QSIs) are reserved for the exceptional employee who routinely performs at a level clearly beyond peers at the same grade and step. Although QSIs are not considered awards, organizations cannot exceed their fiscal year spending levels on QSIs. Procedures are in-place to monitor adherence to the spending limitations and provide oversight on all references mentioned.

d. Each nomination for a monetary performance award and TOAs must be documented in Part III of DA Form 7222, Senior System Civilian Evaluation Report, or DA Form 7223, Base System Civilian Evaluation Report. Also, if you have more than 10 awards at one time, they can be documented on an Excel spreadsheet. The form or spreadsheet must be routed for the Garrison Commander or Deputy Garrison

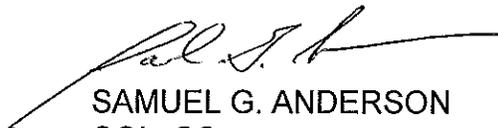
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Commander signature, along with the Fort Gordon Form 1203, Action Summary. Award packages will need to be routed through the Director of Human Resources (DHR), Equal Employment Opportunity Office (EEO), and the Garrison Resource Management Office (GRMO). Supporting documentation of all previous awards should be included as an enclosure. After the Garrison Commander or Deputy Garrison Commander has approved the award nomination, it will be returned to the originating activity for further processing from the DHR. All awards are processed through AutoNOA at: <https://nccpoc.ria.army.mil/autonoa>.

e. On-the-Spot (OTS) Awards are small Special Act or Service Awards that can be given for high achievement in accomplishing day-to-day work. 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. On-the-Spot Awards must be documented on DA Form 1256, Incentive Award Nomination and Approval, and signed and routed through the same offices as described above for monetary performance awards.

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



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 23 – Performance Awards to Non-National Security Personnel System (NSPS) Employees, dated 22 November 2011