



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

IMHL-HR

18 DEC 2012

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians

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 FHL 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 prior to desired presentation date or as soon as practical after the action warranting the award. 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 USAG FHL.

b. Performance Awards: A performance award is a monetary or time-off award given in recognition of high-level performance for a specific period. Nominations should be submitted within 30 calendar days of completion of the appraisal. The award recommendation package will include the employee's current performance appraisal and award history. Directors will review all recommendations for performance awards and forward to the DHR for further processing. Nominations are made in Part III of the completed evaluation report. An awards panel will be conducted by the Deputy to the Garrison Commander which will ensure overall fiscal guidance and limits are followed. Approval for all performance awards will be the Garrison Commander or Deputy to the Garrison Commander.

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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. The Garrison Commander or Deputy to the Garrison Commander is 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 an 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 the amount of time that would be granted during the year. 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.

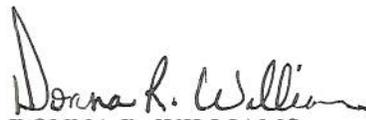
e. On-the-spot Cash Award (OTS): Is a small Special Act or Service Award (\$50 to \$500) which may be granted by a Director for day-to-day accomplishments of subordinate employees. Processing of the OTS award will be accomplished as expeditiously as possible.

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. Approval level is as per regulation.

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) 386-2566.

  
DONNA R. WILLIAMS  
COL, EN  
Commanding