



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

23 NOV 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-4, Civilian Awards

1. REFERENCE.

- a. AR 672-20, Incentive Awards.
- b. DA Pam 672-20, Department of the Incentive Awards Handbook.
- c. 5 CFR CH 451.
- d. IMCOM Policy #16, Military and Civilian Awards Policy.

2. PURPOSE. To provide guidance on Civilian awards.

3. APPLICABILITY. This policy applies to Soldiers and appropriated fund Civilian employees assigned or attached to U.S. Army Garrison, Fort Hunter Liggett (USAG FHL).

4. POLICY. 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. Award nominations will be submitted to the Directorate of Human Resources (DHR) for processing.

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. Awards will only be approved if the nomination is consistent with EEO principles and will not reflect adversely on the Department of the Army (DA) and USAG FHL.

b. Special Act or Service Awards: These awards are subject to annual fiscal guidance.

(1) On-the-spot Cash Award (OTS): Supervisors will route recommendations for the OTS cash awards through their Director or Special Staff Chief for approval by the

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Garrison Commander. Processing of the OTS award will be accomplished as expeditiously as possible.

(2) Time Off Awards (TOA): Directors and Special Staff Chiefs can approve TOA up to 20 hours. The Deputy to the Garrison Commander is the approval authority for TOA exceeding 20 hours.

c. Honorary Awards: Supervisors will ensure that deserving employees are recommended and nominated for these awards. Approval level is as per AR 672-20.

d. Town Hall Award Presentations:

(1) All awards being presented at employee town halls will be submitted to the Command Group for the Deputy to the Garrison Commander's (DGC) review 15 business days prior to the town hall.

(2) After the DGC's review, the award will be routed to DHR who will prepare award certificates for the Commander's approval no later than 10 business days prior to the employee town hall.

(3) DHR will publish a list of awardees five business days prior to the employee town hall

e. Performance Awards: A Performance Award Board will be conducted to determine performance awards. The following procedures will be followed:

(1) A board will be conducted for employees in the grade of GS-12 and below (or wage grade equivalent) and for employees in the grade of GS-13 and above. The board will be conducted after the rating period ends and as soon as funding is verified for performance awards. The board will determine what level monetary awards to give successful employees and top performers annually.

(a) For the GS12 and below, the board will consist of the Deputies to the Garrison Commander for FHL and Parks Reserve Forces Training Area, the Director of Human Resources and the Chief of Resources Management.

(b) For the GS-13 and above, the board will consist of the Command Group.

(2) The total number of Quality Step Increases (QSI) and monetary awards is determined by the Installation Management Command (IMCOM).

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(3) Prior to the Performance Award Board, Deputies to the Garrison Commander, Directors and Special Staff Chiefs will nominate top performers. Up to 5% of a Director/Special Staff Chiefs on-hand workforce can be nominated. Directors/Special Staff Chiefs will round up to the nearest whole employee. Nominations consist of a memorandum of justification, the employee's evaluation and support form. Only employees rated Level 1 can be submitted as a top performer.

(4) Each Commander (FHL and PRFTA) may choose to submit one employee as a top performer.

(5) Top performers will be reviewed and considered for QSI by the board. Nominated top performers not selected (or otherwise ineligible) for QSI will receive an increased cash award as determined by the board.

f. 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. PROPONENT. The Directorate of Human Resources is the proponent for this policy. POC is the DHR at (831) 386-2113.


JAN C. NORRIS
COL, SC
Commanding

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