



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
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AMIM-SIG-ZA (672-20b)

6 March 2023

MEMORANDUM FOR GARRISON DIRECTORS

SUBJECT: U.S. Army Garrison Fort Sill (USAG-Sill) Performance Awards Guidance,
Garrison Commander (GC) Policy Memorandum 22-21

1. References.

- a. Department of Defense (DoD) Instruction 1400.25, Volume 431 (DoD Civilian Personnel Management System: Performance Management and Appraisal Program).
- b. DoD Instruction 1400.25, Volume 451 (DoD Civilian Personnel Management System: Awards)
- c. Army Regulation (AR) 672-20 (Incentive Awards)
- d. AR 215-3 (Non-appropriated Funds Instrumentalities Personnel Policy)
- e. Department of the Army (DA) Form 1256 (Incentive Award Nomination and Approval)
- f. Headquarters (HQ) Installation Management Command (IMCOM), IMHR-C Memorandum (IMCOM Performance Awards Policy and Business Rules for Appropriated Fund Performance Awards), 16 November 2020
- g. IMCOM Directorate – Training, AMIM-TRN-HR Memorandum (Directorate Policy #9 – Performance Awards Guidance), 10 May 2021

2. Purpose. This memorandum establishes a policy for performance awards to recognize the high-level performance of all Appropriated Fund (APF) and Non-appropriated Fund (NAF) USAG-Sill Civilian employees.

3. Applicability. This memorandum provides guidance and limitations for Civilian employees assigned to USAG-Sill. The USAG-Sill Awards Program will be conducted in accordance with (IAW) the governing regulations and policy found in paragraph 1 above. The USAG-Sill Awards Program is not meant for directors to evenly distribute cash and/or time off across the workforce. Awards are not entitlements and should be approved based on merit.

a. USAG-Sill will ensure Performance Review and Award Boards (PRABs) are implemented for APF and NAF employees to facilitate consistent business practices that are transparent to the workforce. Boards will reflect workforce diversity (gender and race) and include an Equal Employment Opportunity (EEO) Advisor as a non-voting member. USAG-Sill PRABs will be chaired by the Garrison Commander (GC) or Deputy Garrison Commander (DGC) and will include the primary staff directors as panel members. Performance award recommendations are subject to the Garrison PRAB and approved IAW USAG-Sill PRAB business rules.

b. DGC Performance Awards: Performance awards for DGC will be subject to an ID-Training (ID-T) DGC PRAB in order to provide board members both equivalent in grade and not subordinate to the DGC position.

c. The Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) limit award spending each fiscal year to a percentage of the aggregate salaries and individual contribution awards. Supervisors will comply with the references in paragraph 1 and the IMCOM supplemental guidance provided at reference 1e. The GC is responsible for administering the USAG-Sill Civilian Awards Program Guidance with Garrison Resource Management Office (GRMO) for all fiscal aspects of this program. With the approval of the GC, GRMO will establish and publish annually the APF funding ceiling for monetary awards (not to exceed the amount allowed by IMCOM guidance). Directors will not exceed this funding ceiling without prior approval of the DCG.

d. Employees who receive an annual appraisal from IMCOM are eligible for a performance award with no decrement based on time on station. Employees who do not receive an annual appraisal from IMCOM are ineligible for a performance award from IMCOM.

e. Types of performance awards include Quality Step Increases (QSIs), Time Off Awards (TOAs), and monetary performance awards. While not a performance award, Civilian honorary awards may also be considered; guidelines may be found in reference 1c.

f. Employees under any type of investigation that may result in disciplinary action are ineligible for monetary and honorary awards. Employees on leave without pay (LWOP) are not eligible for a TOA.

g. Individuals approved for retirement with Voluntary Separation Incentive Payment (VSIP) will be eligible for a performance award only.

h. Delegated approval authority for performance awards are as follows:

ID-T Employees	Monetary/ QSIs/ TOAs
ID-T Garrison DGC	ID-T Director
ID-T Garrisons	Garrison Commander/Deputy/Staff Director

i. Delegated authority will ensure each employee is notified of their award once it is approved.

j. APF Performance Awards:

(1) Employees must receive at least a fully successful (Level 3) or equivalent rating under their respective performance management system for the most recent rating period in order to receive a performance award. Employees rated as unacceptable (Level 1) are not eligible for an award.

(2) Approval authority at each level may approve recommended monetary awards with the most current references in paragraph 1. The guidelines in the table below will be used when nominating employees for performance awards at the end of the appraisal year. Performance awards will be computed as a percentage of pay not to exceed the element rating. Total award limit to 10 percent maximum award as a percent of the employee's pay (including locality). Performance awards that exceed 5 percent of the employee's pay (including locality) will be submitted to the ID-T Director for review and approval.

DPMAP Rating Total (DPMAP Raw Score)	Overall Rating	Award Range (Cash and/or TOA)
3.0 – 3.4	3	Up to \$1000 and/or up to 16 Hours
3.5 – 3.9	3	Up to \$2000 and/or up to 24 Hours
4.0 – 4.2	3	Up to \$3000 and/or up to 32 Hours
4.3 – 5.0	5	Up to \$5000 and/or up to 40 Hours

(3) Employees may be awarded a cash award, a TOA, or a combination of a cash award and time off. If an employee receives a combination of a cash award and a TOA, the total combined award cannot exceed the cash award limitation provided in the table above or the 10 percent maximum award limit as a percent of the employee's pay (including locality). For example, a combined cash and TOA for an employee with a raw score of 4.2 cannot exceed the combined value (cash and TOA) of \$3000 or 10 percent of the employee's pay (including locality).

(4) In the event an employee has minimal leave accrued, supervisors may request TOAs which exceed the amounts listed in the above table so long as there is an off-setting performance award dollar reduction, and the TOA does not exceed 40 hours.

(5) IMCOM's annual QSI ceiling is not to exceed 1 QSI per 30 APF employees receiving a rating for the performance year. A QSI is a stand-alone award and will not be combined with TOA. Only employees with an outstanding/exceptional (Level "5") rating of record for the most recent rating period are eligible for consideration to receive a performance award in the form of a QSI if they are currently paid below step 10 of their pay grade, or they have not received a QSI (or equivalent under a personnel system other than the general schedule) within the preceding 52 consecutive weeks. Directors will nominate their employees for QSIs utilizing the criteria provided in reference 1f. The nominations must be boarded by the PRAB IAW the awards panel prescribed by IMCOM in Tab A of reference 1f that is governed by the QSI Business Rules in Tab B of reference 1f.

k. NAF Performance Awards:

(1) Army guidance is prescribed in AR 215-3. Only one Sustained Superior Performance (SSP) award based on the performance of assigned duties may be granted to a NAF employee for any 12-month period of service. This period of time may be reduced to 90 calendar days for commands that have established procedures and criteria for providing interim performance ratings.

(2) The total amount for NAF performance awards issued during a 12-month period will not exceed 15 percent of the annual salary for outstanding performance, 5 percent for excellent performance, and 1 percent for satisfactory performance. Employees may be recognized individually or in groups for performance. All operating budgets should include provisions for incentive awards.

(3) The approval official for NAF awards is one level above the nominating official unless directed otherwise by delegating authority. Performance award recommendations that exceed 5 percent of the employee's pay will be submitted to the ID-T Director for review and approval.

4. Superior Accomplishment Awards.

a. On-the-Spot (OTS) Cash Award. Supervisors may recommend their employees for an OTS cash award for day-to-day accomplishments within or outside of their assigned job responsibilities. OTS cash awards in the amount of \$50 - \$500 may be approved by the appropriate director. **A checklist for processing and the required documents for OTS, Special Act or Service Award (SASA), and TOAs are listed in Civilian Honorary Awards Checklist, see Encl 1.**

b. SASA. This award is based on more significant, short-term accomplishments within or outside of the employee's assigned job responsibilities, as outlined in AR 672-20 and may be used to recognize both individual and team accomplishments. An SASA up to \$500 may be approved by the appropriate director.

An SASA in the amount of \$501 to \$1500 may be approved by the DGC. An SASA in the amount of \$1,501 - \$5,000 will be processed through the Performance Review Board (PRB) and approved by the GC. Awards of \$5,001 - \$10,000 will be processed through the PRB and must be approved by the IMCOM DCG. Awards over \$10,000 will be processed through the PRB and requires approval by the Army Incentive Awards Board. An SASA requires justification outlining tangible and/or intangible benefits per AR 672-20, Chapter 7, Table 7-1. **A checklist for processing and the required documents for OTS, SASA, and TOAs are listed in Civilian Honorary Awards Checklist, see Encl 1.**

c. TOAs. A TOA may be used to recognize civilian employees for achievements or performance contributing to direct support of the Army mission and resulting in benefits to the U.S. Government. The magnitude and impact of the achievement or performance should be considered when determining the appropriate amount of time off that is approved. This award is available for APF and NAF employees. TOAs must be scheduled and used within one year of the approval date. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. TOAs do not convert to cash payment under any circumstances. TOAs are not included in the IMCOM annual percent spending level (provided by RMO when distributed by IMCOM); however, TOAs represent a cost to the agency and should be valued relative to monetary awards accordingly. When combined with a cash award, the cash value of the TOA is considered in order to ensure the director does not exceed the cash award approval authority. Guidelines for converting the value of employee contributions to the number of hours off are found in AR 672-20, Table 7-3.

(1) For a single contribution, USAG-Sill employees may be granted up to 24 hours (with director's approval) or between 25 to 40 hours (with GC's approval). The total number of hours granted to one individual during a leave year may not exceed 80 hours. IAW AR 672-20, para 4-5, awards of up to one day may be approved by the immediate supervisor.

(2) In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour of duty employee will be one-half the maximum amount of time that could be granted in the leave year for the employee (AR 672-20, para 4-5g). **A checklist for processing and the required documents for OTS, SASA, and TOAs are listed in Civilian Superior Accomplishment Awards Checklist, see Encl 2.**

5. Honorary awards are often underutilized. Honorary awards can be an invaluable tool for recognizing outstanding performance and providing an incentive to others to perform


at a higher level. I encourage directors to consider the use of honorary awards where appropriate. A listing of, and criteria for, honorary awards is outlined in AR 672-20.

a. Civilian Service Achievement Medal or Civilian Service Commendation Medal, the GC will be the approving authority. **A checklist for processing and the required documents for honorary awards are located in Civilian Superior Accomplishment Awards Checklist, see Encl 2.**

b. Meritorious Civilian Service Medal or Superior Civilian Service Medal awards will be submitted through ID-T. If the award presentation date is less than 125 days from the date of submission to ID-T, a letter of lateness is required. **A checklist for processing honorary awards is located in Civilian Superior Accomplishment Awards Checklist, see Encl 2.**

c. Retirement awards. Army civilians are not entitled to a retirement award; however, an honorary award can be given at an employee's retirement for any exceptional work performed since the employee's last honorary award. The recognition and time period may not overlap a previously issued award. Honorary awards require that a pattern of excellence be established, thus the recipient's award history is reviewed to ensure that the criterion is met IAW AR 672-20, Table 8-1. Awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient (Certificate of Achievement, Civilian Service Achievement Medal, Civilian Service Commendation Medal, Meritorious Civilian Service Medal, Superior Civilian Service Medal, and Distinguished Civilian Service Medal, see Encl 3, for the Army Decorations Hierarchy).

6. The point of contact for this memorandum is M. Lorenzo Heller, Director, Human Resources, at (580) 442-0145 or michael.l.heller4.civ@army.mil.


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AMIM-SIG-ZA (672-20b)

SUBJECT U.S. Army Garrison Fort Sill (USAG-Sill) Performance Awards Guidance, GC
Policy Memorandum 22-21

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Encl: 1

Civilian Honorary Awards Checklist

	All civilian awards will be submitted on Department of the Army (DA) Form 1256, Incentive Awards Nomination and Approval.
	Block 5a. - Place an "X" beside the award being recommended.
	Block 5c. - Period of service to be recognized must be completed. Periods of service for honorary awards cannot overlap periods of a previous honorary award.
	Part II, Block 7 will be signed and dated by the Equal Employment Opportunity (EEO) and Civilian Personnel Officers (CPAC) for awards routed to ID-T or higher.
	<p>Award nominations for Civilian Service Achievement Medal and Civilian Service Commendation Medal must also contain the following:</p> <ul style="list-style-type: none"> o Action memo signed by the director. o DA Form 1256 signed, and Part IV needs to be completed with the appropriate approving authority information. o Justification on FS Form 1256-1. o Completed signature ready DA Certificate - Approximately 90 words. o Copy of the employee's award summary (periods of honorary awards should not overlap). <p>Award nominations for Meritorious Civilian Service Medal and Superior Civilian Service Medal must contain the following:</p> <ul style="list-style-type: none"> o Action memo routing through Garrison Commander (GC) to ID-Training (ID-T), signed by the director. o Army Materiel Command (AMC) Biographical data sheet for DA Civilian Honorary Awards, Encl 1. o DA Form 1256 signed off by EEO/CPAC, and section Part IV needs to be completed with the appropriate approving authority information. o Detailed Justification. o Proposed Citation - Approximately 90 words. o Copy of the employee's award summary (periods of honorary awards should not overlap). o If the award presentation date is less than 125 days from the date of submission to ID-T a letter of lateness is required. The memo will be concurred through the GC for ID-T/ Installation Management Command (IMCOM) with an explanation of why the award is being submitted late signed by the director.

Enclosure: 1

















Encl: 2

Civilian Superior Accomplishment Awards Checklist

	<p>All civilian awards will be submitted on Department of the Army (DA) Form 1256 (Incentive Awards Nomination and Approval).</p> <ul style="list-style-type: none">o Block 5a. - Place an "X" beside the award being recommended.o Block 5c. - Period of service to be recognized must be completed.o Part II, Block 7 will be signed and dated by the Equal Employment Opportunity (EEO) and Civilian Personnel Officers (CPAC).
	<p>On the Spot, Special Act or Service Award and Time off Awards:</p> <p>All awards less than \$500 and Time Off Awards up to 24 hours can be approved by the appropriate director. Awards above \$501 must be approved by the DGC.</p> <ul style="list-style-type: none">o Completed and signed DA Form 1256.o Justification on FS Form 1256-1. <p>Performance Awards (Monetary and Time Off) awards will be processed through the Performance Review Board. documentation needed:</p> <ul style="list-style-type: none">o DA Form 1256 signed and Part IV to be completed with the appropriate approving authority information by the nominating official.o Awards tracking spreadsheet. <p>Quality step increase, (QSI) will be processed through the Performance Review Board, Documentation required:</p> <ul style="list-style-type: none">o Action memo with justification signed by the director requesting the QSI.o Completed Performance Incentive Award Board Cover Sheet.o DA Form 1256 signed and Part IV to be completed with the appropriate approving authority information by the nominating official.o Copy of the employee's award history and the employee's rating.

Enclosure: 2

Encl 3 - Army Decorations Hierarchy - Redacted

<div>  <div> <div>Encl 4 (Army Decorations Hierarchy) to CTO T19-034: Army Regulation 672-20, Incentive Awards, dated 30 Nov 18 (U)</div> <div> <div>ARMY DECORATIONS HIERARCHY</div> <div>As of 09-19-18</div> <div>Department of the Army</div> <div>The Institute of Heraldry</div> </div> </div> </div>									
MILITARY DECORATIONS					CIVILIAN SERVICE DECORATIONS				
Medal	Description	Authority	Medal	Description	Authority	Medal	Description	Authority	Public Service Decorations
	Defense Distinguished Service Medal	Secretary of Defense only		Distinguished Service Medal	Chief of Staff of the Army		Distinguished Civilian Service Medal	Secretary of the Army	Distinguished Public Service Medal
	Defense Superior Service Medal	DCMO for DSO & CJCS for Joint Commands		Legion of Merit (Superior-Level)	MACOM Commanders LTG & above		Superior Civilian Service Medal	Commanders of ACOMs, ASCCs, and DRUs; SES serving as the director of a DRU; and the AASA for HODA	Superior Public Service Medal
	Defense Meritorious Service Medal	DCMO, Dir Joint Staff & CoComs		Meritorious Service Medal	Commanders MG & above		Meritorious Civilian Service Medal	Commanders (Major General and above) or civilian equivalent	Meritorious Public Service Medal
	Joint Service Commendation Medal	O-7 or Civilian Equivalent		Army Commendation Medal	Commanders COL & above		Civilian Service Commendation Medal	Commanders (Colonel (06) and above or civilian equivalent) and HODA Principal Officials	Public Service Commendation Medal
	Joint Service Achievement Medal	O-6 or Civilian Equivalent		Army Achievement Medal	Commanders LTC & above Civilian Equivalent		Civilian Service Achievement Medal	Commanders (Lieutenant Colonel (05) and above or civilian equivalent) and HODA Principal Officials	Patric Public Service Label Pin
									Commanders LTC & above and the AASA for HODA

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Enclosure: 3