



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

22 January 2016

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #2, U.S. Army Garrison Fort Leavenworth Policy on the Use of Honorary Awards, Monetary Awards, Quality Step Increases (QSI), and Time Off Awards (TOA)

1. REFERENCE.

a. Army Regulation 672-20.

b. HQDA Memorandum, SUBJECT: Guidance on Award Limitations for Department of the Army Civilian Employees Fiscal Year (FY) 2016, dated 14 December 2015.

2. PURPOSE. To provide the U.S. Army Garrison Fort Leavenworth Policy on the use of Honorary Awards, Monetary Awards, QSIs, and TOAs.

3. GENERAL. This policy applies to all activities with assigned Installation Management Command (IMCOM) personnel.

4. POLICY/PROCEDURES.

a. Honorary Awards.

(1) The use of Honorary Awards is encouraged to recognize outstanding performers. Honorary Awards are normally issued in a sequential manner from the lowest to highest.

(2) All honorary awards will be initiated on a DA Form 1256 and include a justification and a proposed citation.

(3) The award paperwork must be sent to the Directorate of Human Resources Workforce Development (DHR WFD) Office prior to coming to the Garrison Commander for approval. DHR WFD will review the award nomination for eligibility¹ and will prepare the appropriate certificate for the Garrison Commander's signature, or will forward the award to IMCOM-Central if it is above the Garrison Commander's approval authority. If the award is approved, DHR WFD Office will input the information in the Defense Civilian Personnel Data System (DCPDS). DHR WFD Office will hold the award for presentation at the Garrison All-Hands or notify the originating activity when the certificate and accompanying medal are ready for pick up.

¹This includes review by EEO and CPAC

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b. Discretionary Monetary Awards

(1) The total of all FY16 monetary awards (Performance, Special Act and On the Spot) for each individual employee is limited to 0.96% of their salary (base plus locality pay).

(2) Performance awards.

(a) Performance awards are discretionary and FY16 awards are based on the employee's FY16 rating of record. Performance awards may be given to employees who exceed at least 50% of their standards.

(b) The maximum amount allowed for IMCOM employee performance monetary awards is 0.96% of the total salary. Monetary award amounts will be dependent on the percentage of objectives exceeded and computed on a sliding scale. For example, if an employee exceeds 100% of the objectives, he/she may receive a 0.96% monetary award. If an employee exceeds 87%, then he/she may receive 87% of the 0.96% monetary award; if an employee exceeds 67%, then he/she may receive 67% of the 0.96% monetary award; etc.

(c) Nomination for FY16, TOA, OTS, and monetary performance awards, (with the exception of QSI's), should be submitted within 30 calendar days of the approval of the rating of record to the WFD Office, or within 30 calendar days of the publication of this policy, whichever is later. The nomination for QSI's per AR 672-20, Chapter 6, para 6-3(b) will be submitted within 30 days of approval of the rating of record. It is strongly recommended they are submitted at the same time the rating of record is approved. The monetary performance award will be input through AutoNOA (Auto Nature of Action) by the DHR WFD Office.

(d) The Garrison Commander is the approval authority on all IMCOM employee performance awards. The evaluation is the justification for the award and will be submitted along with the request for the performance award.

(3) Special Act or Service Award (SASA).

(a) Special Act or Service Awards are appropriate to recognize a meritorious personal effort, act, service, or other achievement accomplished within or outside assigned job responsibilities. The act, service, or achievement must result in either tangible or intangible benefits to the Government.

(b) Nominating officials need to refer to Table 7-1 and Table 7-2 of AR 672-20 to

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determine the value of the act, service, or achievement. The maximum amount for a SASA for an IMCOM employee is \$1,000 and is limited to the 0.96% cap as indicated in paragraph 3b(1).

(c) All SASAs will be initiated on a DA Form 1256 and include a justification and proposed citation. Submit nominations to the DHR WFD office for review prior to the award going to the Garrison Commander for approval. If the Garrison Commander approves the award, the SASA will be input through AutoNOA by the DHR WFD Office.

(4) On-The-Spot (OTS) Cash Award.

(a) An On-The-Spot cash award is a small SASA normally given in recognition of a one-time achievement. The maximum amount for an OTS for IMCOM employees is \$500.

(b) OTS awards will be initiated on a DA Form 1256 and include a justification. Submit nominations to the DHR WFD office for review prior to the award going to the Garrison Commander for approval. If the Garrison Commander approves the award, the OTS Award will be input through AutoNOA by the DHR WFD Office.

c. Quality Step Increase (QSI).

(1) Only GS employees rated Successful Level 1 are eligible for a Quality Step Increase (QSI) and only one QSI can be granted to an employee within any 52-week period. A QSI is reserved for employees who have demonstrated sustained performance at the highest level.

(2) QSIs are not subject the 0.96% cap, but are frozen at FY10 spending levels. The number of available QSIs for FY16 and the approval authority will be retained by the Garrison Commander.

(3) Submit a memorandum request for the QSI to the Garrison Commander prior to submitting the request on the appraisal record copy. If the Commander approves the QSI, follow the submission procedures for a performance award.

d. Time Off Awards (TOA).

(1) A Time Off Award (TOA) may be given in lieu of a monetary award and/or in conjunction with a monetary award.

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(2) The TOA will be dependent on the percentage of objectives exceeded:

Exceeds at least 50%, but less than 65% - 8 hour TOA (0.385%)

Exceeds at least 65%, but less than 75% - 16 hour TOA (0.77%)

Exceeds at least 75%, but less than 85% - 24 hour TOA (1.155%)

Exceeds at least 85%, but less than 100% - 32 hour TOA (1.54%)

Exceeds 100% - 40 hour TOA (1.925%)

(3) The maximum percentage for a TOA or a monetary award plus a TOA is 2% of the employee's salary for FY16. (For example, if an employee was awarded a 0.45% monetary performance award, they could also receive a 32 hour TOA (1.54%) for a total of 1.99%).

(4) Employees may receive a combination of a discretionary monetary award and a TOA not to exceed 2% of their salary (base plus locality pay). The maximum combined award amount will be dependent on the percentage of objectives exceeded and computed on a sliding scale. For example, if an employee exceeds 100% of the objectives, he/she may receive up to 2% of a combined award. If an employee exceeds 87%, then he/she may receive 87% of the 2% combined award; if an employee exceeds 67%, then he/she may receive 67% of the 2% combined award; etc.

e. Employees **will not** be informed of award nominations prior to approval by the Garrison Commander.

5. This policy is effective immediately and supersedes memorandum dated 9 January 2015, subject: FY15 U.S. Fort Leavenworth Policy on the Use of Honorary Awards, Bonuses, Quality Step Increases (QSI), and Time Off Awards. If you need assistance or have questions concerning the policy, please contact, DHR, at 684-1606 or 1697.

//Original Signed//

THOMAS A. SHOFFNER

COL, AR

Garrison Commander