



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-HR

10 Apr 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum HR-2,
Military and Civilian Awards Policy

1. REFERENCES.

- a. Army Regulation 672-20, Incentive Awards, 1 Apr 14.
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- c. Army Regulation 215-3, Non-appropriated Funds Personnel Policy, 29 Aug 03.
- d. Army Regulation 600-8-22, Military Awards, 11 Dec 06.
- e. IMCOM Regulation 672-10, Incentive Award Program for Military and Civilian Personnel, 23 Jun 09.
- f. JBM-HH Regulation 672-2, Civilian and Team of the Quarter and Year Recognition Program, 8 Jan 10.

2. PURPOSE. To recognize and award Soldiers and Army civilians assigned or attached to Joint Base Myer-Henderson Hall (JBM-HH). To establish policy and provide procedural guidance to ensure a robust, fair and equitable awards program.

3. APPLICABILITY. This policy is applicable to all Soldiers and Army civilian personnel (appropriated and non-appropriated) assigned or attached to JBM-HH. Where provisions of this policy differ from the provisions of a written agreement between the installation/serviced organization and an exclusive bargaining unit, the provisions of that agreement will take precedence over this policy memorandum with regard to employees subject to that agreement.

4. POLICY.

a. The Army Incentive Awards programs, identified in the above references, provide for a variety of awards to recognize outstanding performance and achievement by Soldiers and civilian employees, as well as public service awards, which are designed to recognize individual and group accomplishments. Recognition can have a cumulative positive impact on improving the morale, productivity, efficiency, and effectiveness of the organization.

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b. The Joint Base Commander encourages all leaders to endorse and support incentive awards programs to ensure that:

(1) Awards are granted in an appropriate, effective, and consistent manner, mindful of the awards spectrum for which personnel are eligible.

(2) Full consideration is given to eligible members for awards sponsored by external organizations.

(3) Awards are based on merit.

c. Directors, Division Chiefs, Staff Offices, and Unit Commanders will:

(1) Provide leadership, direction, and supervision for the program.

(2) Provide supervisors with guidance and staff assistance so they are able to initiate appropriate, timely recognition actions for employee achievements and service.

(3) Make appropriate, effective, and consistent use of the various types of awards available to their personnel.

(4) Foster an active interest and participation by all assigned personnel.

5. PROCEDURES.

a. Incentive awards are not automatic entitlements. Supervisors will selectively nominate employees for awards and ensure equitable consideration of all employees for incentive awards. Recognition will be made promptly and appropriately on the basis of merit. Nominating officials should follow the timeframes for submission as given in the applicable regulation. Civilian time-off and performance awards can be combined.

b. As a general rule, employees will not receive performance or achievement awards if under investigation or with disciplinary/performance-based action pending; have had disciplinary action in last 120 days or involved in "unlawful discrimination".

c. Nominating officials will not notify individuals that an award recommendation has been submitted or that they are under consideration for an award, in case the recommendation is ultimately disapproved, modified, or returned.

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d. The Joint Base Commander has overall responsibility for the incentive awards program and delegates operational responsibility to the Human Resources Director (HRD).

e. Awards that require IMCOM or higher approval will be routed as usual then returned to HRD, which will forward the recommendation to the Awards Program Specialist at IMCOM.

f. Supervisors are responsible for ensuring an active incentive awards program is fairly and equitably administered within their section. Supervisors or other nominating officials will ensure all nomination packets are accurately completed, to include DA Form 1256, DA Form 5167, DA Form 638, or DA Form 7222/7223 for performance awards. Proper justification for each level of award approval is required.

g. Supervisors should recognize members with an appropriate award ceremony before their departure from the installation or at appropriate intervals during the year. Periodic joint civilian and military awards ceremonies should be part of each leadership's agenda.

h. Late awards will not be tolerated. It is the responsibility of every commander and supervisor to ensure that Soldier and civilian award recommendations are submitted in a timely manner so the departing Soldier/civilian receives the award prior to PCSing, ETSing, or assignment to a new position. If an award is submitted late, the Joint Base Commander may recommend administrative action against the supervisor for failing to take care of Soldiers and civilians.

6. PROPONENT. The Human Resources Directorate is the proponent and POC for this policy at commercial 703-696-3520.

2 Encls

1. Military Awards Processing
2. Civilian Awards Processing


MICHAEL D. HENDERSON
COL, AR
Commanding

DISTRIBUTION:

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Joint Base Myer-Henderson Hall (JBM-HH) Procedures for Processing Military Awards

1. Recommending officials will prepare the recommendation and approval form (DA Form 638) with a proposed citation and narrative when required. Completed recommendation packets will be forwarded through the appropriate channels to the Human Resources Directorate (HRD).

2. The proposed citation will be well-written using short, simple, and direct sentences incorporating accurate facts. Citations must be prepared as a word document using 12-font New Courier type; must be no less than 8 and no more than 9 lines in length; and must begin with the word "For". Use the recommended Soldier's name in the proposed citation rather than "he" or "she" and do not restate the period of the award. When referring to more than one position title, the titles will be listed by order of importance. When referring to more than one individual/organization, the officials will be listed by order of protocol (i.e., President of the United States, Secretary of Defense, Secretary of the Army, etc.).

3. The DA Form 638, citation and narrative will be routed as usual; and, if required, HRD submit the package to the awards program specialist at IMCOM.

MILITARY AWARDS CHART

Award Type	Criteria	Approval/Disapproval Authority	# of Days to IMCOM before Presentation Date	# of Days to BN S-I before Presentation Date
Distinguished Service Medal	For exceptional service/achievement or heroism	Vice Chief of Staff of the Army	120	180
Legion of Merit	For exemplary service/achievement	Director of Army Staff (DAS) <i>Retirement:</i> Commanding General (CG), Installation Management Command (IMCOMA)	DAS – 90 CG, IMCOM - 60	DAS – 150 CG, IMCOM - 120
Meritorious Service Medal	For superior service/achievement	Region Commanders or Directors <i>(Brigadier General and above or civilian equivalent)</i>	60	120
Army Commendation Medal	For service, achievement, and/or heroism	Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or managers <i>(Colonel and above)</i>	60	60
Army Achievement Medal	For noteworthy service/achievement	Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or managers <i>(Lieutenant Colonel and above)</i>	60	60

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Army Commendation Medal	For service, achievement, and/or heroism	Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or	60	60
Army Achievement Medal	For noteworthy service/achievement	Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or managers (<i>Lieutenant Colonel and above</i>)	60	60

**Joint Base Myer-Henderson Hall (JBM-HH) Procedures for Processing
Appropriated Fund Civilian Awards**

1. To ensure timely processing of all award actions, the Human Resources Directorate will establish a tracking system for all award recommendations as shown in the attached IMCOM charts. Only the appropriate approval authority may approve or disapprove award recommendations. Other parties involved in the routing procedure may only recommend approval, disapproval, upgrade, or downgrade.
2. Procedures for submitting a nomination:
 - a. Nominating officials prepare the nomination and approval forms (DA Form 1256) with a proposed citation and necessary justification and additional documents as needed to recommend an award.
 - b. Complete nomination packets will be forwarded through supervisory channels to the Human Resources Directorate (HRD).
 - c. The proposed citation should be no more than 90 words in length and should include the job title, organization of the nominee, period for which cited, and a statement of the accomplishment.
 - d. Performance Awards must be supported by copies of the properly completed Civilian Evaluation Report (DA Form 7222/7223) and Civilian Evaluation Report Support Form/Civilian Performance Counseling Checklist/Record (7222-1/7223-1) that cover the rating period. Nominations are made in Part III of the Form 7222/7223.
 - e. Awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award is insufficient.
 - f. Managers and supervisors will establish internal procedures to allow for timely processing of awards.
3. Performance Awards (PA) are given in recognition of high-level performance for a specific period. PA nominations are submitted with a fully completed copy of the applicable Civilian Evaluation Report (DA Form 7222 or 7223) and the evaluation support form (DA Form 7222-1 or 7223-1). Nominations should be submitted to HRD within 30 calendar days of the senior rater's approval date. The JBM-HH Commander will appoint a Performance Review Board (PRB) to determine distribution of awards, distinguish between performance levels and ensure equity for high performance in accordance with the most current IMCOM Policy guidance. The PRB will approve all cash awards nominations to include on the-Spot-Cash Awards.
4. A Quality Step Increase (QSI) is an additional within-grade pay increase, which may be given to a General Schedule employee with a Successful Level 1 rating for the current rating period. An employee may not receive more than one QSI in any 52-week period. Nominations for the QSI must include a fully completed copy of the applicable Civilian Evaluation Report and evaluation support form (DA 7222 and 7222-1 or 7223 and 7223-1). The PRB will review and approve nominations for Quality Step Increases in accordance with IMCOM guidance.

Civilian Awards Matrix

Award Type	Criteria	Approval Authority	Days*
Decoration for Exceptional Civilian Service	Exceptional service, achievement or heroism	Secretary of the Army (SECARMY)	90
Meritorious Civilian Service Award	Exemplary service or achievement	Commanding General (CG), Installation Management Command (IMCOM)	60
Civilian Award for Humanitarian Service	Meritorious participation in an act or operation of humanitarian nature	CG, IMCOM	60
Superior Civilian Service Award	Superior service or achievement	Region Commanders or Directors <i>(Brigadier General and above or civilian-equivalent)</i>	60
Commander's Award for Civilian Service**	Service, achievement, or heroism	Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or managers <i>(Colonel and above or civilian-equivalent)</i>	60
Achievement Medal for Civilian Service**	Noteworthy service or achievement	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors Garrison commanders or managers <i>(Lieutenant Colonels and above or civilian-equivalent)</i>	60
IMCOM Stalwart Award	Notably significant contributions to the mission and goals of IMCOM	DCG, IMCOM <i>Supplemental Programs:</i> Commander, FMWRC or USAEC; Region Commanders or Directors	45
Armed Forces Civilian Service Medal	Meritorious <i>hands on</i> participation in an act or operation of a humanitarian nature to an individual or group	CG, IMCOM	60

Civilian Awards Matrix (cont'd)

Award Type	Criteria	Approval Authority	Days*
Outstanding Civilian Service Award	Outstanding contributions to the IMCOM mission	DCG, IMCOM	60
Certificate of Achievement**	Commendable service or achievement	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated to Division Chiefs or equivalent. Garrison commanders or managers may delegate to directors or equivalent positions.	30
Certificate of Appreciation**	In lieu of monetary or higher level award	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated to Division Chiefs or equivalent. Garrison commanders or managers may delegate to directors or equivalent positions.	30
Career Service Certificates 5 to 35 Years**	Recognition of career service	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated to Division Chiefs or equivalent. Garrison commanders or managers may delegate to Directors or equivalent positions.	30
40 to 50 Year Career Service Certificates	Recognition of 40, 45 or 50 years of career service	DCG, IMCOM	30
Time Off Awards	Up to 40 hours for a single contribution. Up to 80 hours of time off during one leave year for achievements or performance contributing to the IMCOM mission.	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated to Division Chiefs or equivalent Garrison commanders or managers may be further delegated to Division Chiefs or equivalent.	30

Civilian Awards Matrix (cont'd)

Award Type	Criteria	Approval Authority	Days*
On-the-Spot Award (up to \$500)	Achievements or performance contributing to the IMCOM mission.	DCG, IMCOM Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated Garrison commanders or managers may be further delegated.	30
Special Act or Service Award	An act, service, or achievement resulting in either tangible or intangible benefits or both to the Government and may involve more than one employee. This award is also appropriate to recognize performance that has exceeded job requirements as a one-time occurrence.	<i>Varies with amount:</i>	
		More than \$10,000 per Army Incentive Awards Board	120
		Up to \$10,000 per Deputy Commanding General (DCG), IMCOM may be further delegated.	60
		Up to \$5,000 that are redelegated to Commander, FMWRC or USAEC; Region Commanders or Directors may be further delegated.	60
		Up to \$5,000 that are redelegated to garrison commanders or managers may be further delegated.	30

* Minimum number of days to submit recommendation before presentation date.

** Approval-level is based on nominee's duty assignment and chain of command.