



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-C (25-30i2)

16 April 2021

MEMORANDUM FOR

Commander, U.S. Army Center for Initial Military Training (CIMT)
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ TRADOC

SUBJECT: Policy Memorandum for Fiscal Year 2021 Civilian Recognition Awards

1. References:

a. OASA (M&RA), SAMR-CP memorandum (Guidance on Award Limitations for Department of the Army Civilian Employees Fiscal Year (FY) 2021), 28 January 2021 (Encl).

b. Army Directive 2018-20 (Army Civilian Service Recognition), 4 October 2018.

c. Army Regulation 672-20 (Incentive Awards), 17 September 2020.

2. The purpose of this policy is to implement and maintain a robust, consistent, and equitable Civilian Performance Awards program at HQ TRADOC and CIMT. It is important to support the engagement of our civilian workforce by recognizing deserving civilian employees for their exceptional accomplishments, contributions, and/or achievements. It is imperative that supervisors make meaningful distinctions when assessing civilian employee contributions and recommend/approve rewards that are commensurate with the measurable results our civilian employees achieve.

3. The following guidelines are in effect:

a. Total spending limit for individual monetary awards, which includes performance awards, special act or service awards (SASA), and on-the-spot (OTS) cash awards, may not exceed 2.5 percent of the aggregate salaries of employees in each staff element at the end of the previous fiscal year (aggregate salary includes locality pay). TRADOC is not resourced to support a 2.5 percent award program. Activities must operate within existing pay targets or request transfer from non-pay to pay in order to support this increased award threshold. Award criteria listed must be consistent with AR 672-20, chapter 7.

b. Civilian awards should be distributed throughout the year. Each organization should set aside a reasonable percentage of their available award dollars to be used for SASA and OTS awards to recognize specific accomplishments at other times during the year.

c. Each staff section and organization is expected to expend their allocation on civilian awards each FY.

d. Time off awards (TOA) may be granted in amounts from 8 hours up to 40 hours

for a single contribution, not to exceed 80 hours, during a leave year. The hours awarded must be consistent with AR 672-20, paragraph 4-5 and Table 7-3.

e. TOAs may be combined with performance or other monetary awards and should be commensurate with the employee's hourly rate as a way to assess consistency. However, the value of TOAs will not be considered as part of the civilian award budget.

f. It is critical that awards be distributed fairly among the top performers, regardless of grade, consistent with how they have met and/or exceeded expectations. Higher grades indicate increased levels of responsibility and expectations. You are expected to monitor the distribution of awards in your organization.

4. A quality step increase (QSI) is an additional within-grade pay increase that may be approved for employees with "Exceptional" ratings of record. While there is no government wide or Army cap, the maximum QSI allowed for HQ TRADOC and CIMT remains at 15 percent of the workforce.

5. The establishment of Army Civilian Service Recognition creates opportunities for displaying and acknowledging the dedicated service of the workforce and its significance to furthering the Army mission. Creating a culture of employee recognition drives employee engagement, improves performance, and bolsters retention. Service recognition is important in acknowledging significant milestones in an employee's years of employment to Army service. Army civilian service recognition does not replace career service emblems and U.S. Office of Personnel Management certificates awarded to civilians in recognition of credited Federal Government service. Service recognition descriptors:

a. Department of the Army Civilian Service Recognition. The bronze civilian service recognition pin will be bestowed on any Army civilian employee after 1 year of service with the Department of the Army whose rating of record is fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

b. Army Time-Honored Civilian Service Recognition. The silver civilian service recognition pin will be bestowed on any Army civilian with 10 or more years of cumulative Army service whose rating of record is currently fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

c. Army Civilian Retiree. The gold civilian service recognition pin will be bestowed on any Army civilian upon retirement from the Army with a rating of record of fully successful or above.

6. I strongly support the use of honorary awards separate or together with other awards, particularly for those who continuously have high levels of contributions year after year. This includes honorary awards outlined in AR 672-20, as well as awards sponsored and awarded through functional areas. Honorary awards are allowed in conjunction with TOAs, as well as cash awards. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and

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achievement that normally have been recognized by previous honorary awards up to and including the Superior Civilian Service Medal. This pattern can be established by awarding employees by the precedence of the awards from lowest level to highest level. I recommend honorary awards be presented at periodic staff gatherings such as awards ceremonies or town halls. This will provide an opportunity for peers to recognize the employee's contributions to the organization and for the awards to become a more effective tool to honor achievements. While not mandating specific quotas, I encourage each organization to strive to recognize at least 10 percent of your civilian workforce with honorary awards annually. To allow for proper tracking, awards must be entered into the employee's official personnel record.

7. Performance awards given to employees covered by the Defense Civilian Intelligence Personnel System are regulated by Department of Defense Instructions and not covered by this policy.

8. As required by AR 672-20, awards will be documented on a DA Form 1256.

9. This policy is effective immediately and remains in effect unless suspended, revoked, or superseded.

Encl

A handwritten signature in black ink, appearing to read 'Theodore D. Martin', with a long horizontal flourish extending to the right.

THEODORE D. MARTIN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff