



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMNE-MEA-CPAC

25 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #20, Delegation of Authority to Approve Cash Awards and Guidance for Garrison Civilian Incentive Awards Program

1. References:

- a. Army Regulation (AR) 672-20, Incentive Awards, dated 29 January 1999.
- b. US Army Installation Management Agency Policy Memorandum #16, Military and Civilian Awards Policy, dated 16 April 2004.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, dated 1 July 1993.
- d. Guidelines for Garrison Employee of the Year, dated 8 December 2007.
- e. Excellence in Federal Career Award Program, issued yearly.
- f. Army Regulation 215-3, Nonappropriate Funds Personnel Policy, dated 29 August 2003.
- g. IMCOM Regulation 230-1, Nonappropriate Funds and Related Activities, dated 29 September 2007.

2. US Army Garrison Fort Meade recognizes the importance of having a robust civilian incentive awards program where employees are recognized for their exceptional contributions in support of our demanding mission requirements.

3. To ensure our civilian incentive awards program is managed and executed appropriately, a percentage of the civilian payroll is set aside, each fiscal year (FY), for monetary awards. Monetary awards are to be used as reflected in AR 672-20. Monetary awards are meant to recognize employees who go beyond what is expected on a daily basis and whose performance or contributions have resulted in a positive and significant impact on the mission of the organization. While funding is established for the civilian incentive awards program, it does not mean that every employee will receive a monetary award during the FY. The Director of Resource Management will issue awards budget guidance for each directorate.

4. The authority to approve awards is delegated as follows:

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a. Quality Step Increase (QSI). A QSI is an additional within grade increase which may be given to a non-National Security Personnel System (NSPS) General Schedule employee with a Successful Level 1 rating for the current rating period. The QSI moves the employee to the next step ahead of the normal required waiting period. Due to the increased salary costs which last for the duration of the employee's Federal career, only top performers should receive this award. 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 Senior System Civilian Evaluation Report and Civilian Evaluation Report Support Form or Base System Civilian Evaluation Report and Base System Civilian Performance Counseling Checklist / Record (DA Form 7222 and 7222-1 or DA Form 7223 and 7223-1). The Deputy Installation Commander (DIC) will decide the number of QSIs allotted each FY (normally 10% of the eligible workforce). The DIC will approve QSI nominations which are within the number allotted for the fiscal year and will panel the QSI nominations if the total nominations exceed the number allotted for the fiscal year.

b. TAPES Performance Award. These must be supported by copies of the properly completed Senior System Civilian Evaluation Report or Base System Civilian Evaluation Report (DA Form 7222 or DA Form 7223) that covers the rating period. Nominations are made on the DA Form 7222 / 7223. Nominations should be submitted within 30 calendar days of the senior rater's approval date. The approval authority for performance awards will be the Senior Rater. Senior Raters / Directors can approve performance awards up to \$2,000. For performance awards over \$2,000, the Installation Commander has delegated approving authority to the Deputy Installation Commander. Employees with Successful Levels 1 and 2 rating of record for the most recent rating period may be nominated for this award. Each directorate will receive an annual TAPES performance award budget. Directors are responsible for ensuring they stay within their budget.

c. NSPS Performance Award. These are determined by the Pay Pool Manager (PPM) based upon rating level and allocated shares per rating level.

d. Nonappropriated Fund (NAF) Performance Award. These are awards based on sustained superior performance (SSP). A certificate of commendation will be issued for each SSP. A cash award may be authorized for NAF Federal Wage System (FWS) employees. Pay band employees may be awarded a pay adjustment and/or a cash award. The award must be in recognition of a 12-month period of continuous service sufficiently superior to deserve special recognition (for seasonal employees, time in a non-duty status will apply toward completion of the 12-month period). The amount of the monetary award will be recommended by the supervisor to the designated approving official. The Installation Commander has delegated approval authority to the

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Deputy Installation Commander for pay increases (based upon an Outstanding Rating) of above 5 percent but not to exceed 15 percent of the employee's annual salary. The Director of Family, Morale, Welfare and Recreation (DFMWR) in his role as Fund Manager can approve increases up to 5%. The Deputy Installation Commander will approve all performance based pay adjustments for NF-04 and NF-05 level NAF employees. The award will not exceed 15% of annual salary for an outstanding performance award, or 5% for an excellent performance award. The recommendation for the award must be submitted with a completed performance appraisal (DA Form 3612) with supporting documentation. Upon approval, the award will be sent via Electronic-Request for Personnel Action (E-RPA) with the justification (attached to the supplemental) and forwarded to the NAF Human Resources (HR) Office for processing.

e. Special Act or Service Award (SASA) (Appropriated Fund employees (APF)). These are awarded for 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. For example, Green Belts completing Lean Six Sigma (LSS) projects should be considered for SASAs. The Installation Commander can approve a SASA up to \$5000. The Deputy Installation Commander can approve SASAs up to \$3000. Directors can approve SASAs up to \$1,000. All SASAs, regardless of who approves the award, count against the directorate's awards budget. All SASAs will be announced at the quarterly Town Hall meetings.

f. Special Act or Service Award (SASA) (Nonappropriated Fund employees). The Installation Commander can approve SASAs up to \$5,000. The Installation Commander has delegated authority to the Deputy Installation Commander to approve SASAs up to \$3,000 and the DFMWR to approve up to \$1,500.

g. On-The-Spot Cash Award (OTS) (Appropriated Fund employees). The OTS cash award is a small special act or service award which may be given for day to day accomplishments. The maximum OTS is \$500. The Installation Commander has delegated authority for directors to approve OTSs up to \$300. The Deputy Installation Commander can approve OTSs up to \$500. All OTS, regardless of who approves the award, count against the directorate's award budget. All OTSs will be announced at the quarterly Town Hall meetings.

h. On-The-Spot Cash Award (OTS) (Nonappropriated Fund employees). The on-the-spot award is designed for spontaneity, and to reward employees for acts or services at a less significant level than that required for a special act or service monetary award. This award must be for actions clearly recognizable as beyond what would normally be expected of the employee. Awards up to \$500 (the maximum) may

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be authorized by the DFMWR. Employees may receive more than one on-the-spot award, but the maximum combined total is \$2,000.00 in any 12-month period. An on-the-spot cash award may not be authorized for the same accomplishments during the same period.

i. Time Off Award (TOA) (Appropriated Fund employee). These can be for up to 40 hours for a single contribution, and up to 80 hours of time off during one leave year for achievements or performance contributing to the IMCOM mission. The extent of the contribution will be considered when determining the amount of time off that is approved. Awards up to one day (8 hours) may be approved by supervisors. The Installation Commander has delegated authority for TOAs over one day to be approved by the Deputy Installation Commander. The TOA must be scheduled and used within one year of the approval date. DA Form 1256, Incentive Award Nomination and Approval, will be used to process the TOA. In addition to completing Part 1 of the form, the following documentation is required for all TOA awards: (1) Short description of the employee's achievement and resulting benefits, (2) Indication that the award is a TOA, (3) The length of the time off award, and (4) The signature of the nominating approving official. If the TOA is based on annual performance the Installation Commander has delegated authority to approve TOAs up to 40 hours to the Deputy Installation Commander. When giving a TOA for this purpose, the Senior System Civilian Evaluation Report or Base System Civilian Evaluation Report (DA Form 7222 or 7223) is used instead of DA Form 1256. Annual performance TOAs cannot exceed 40 hours. All TOAs for other than annual performance will be announced at the quarterly Town Hall meetings. The value of all TOAs will count against the directorate's awards budget. The value of a TOA is computed using the employee's hourly salary times the number of hours of time off awarded.

j. Time Off Awards (Nonappropriated Fund employees). The Installation Commander has delegated the Deputy Installation Commander authority to approve time off awards for NAF employees for over 8 hours. Supervisors can approve up to 8 hours. The maximum for a single award is 40 hours. The maximum for a 12-month period is 80 hours. The time-off award must be scheduled and used within one year of the approval date. The time-off award may not be converted to a cash payment under any circumstances.

k. Career Service Recognition (Appropriated Fund employees). Civilian employees are entitled to career service awards in increments of five years beginning with 5 years. Certificates are provided for 5 years of service; 10-50 years of service include emblems and certificates. All civilian employees are eligible for these awards. The Garrison Commander will sign all certificates for 5-35 years of service. The Deputy Commander of IMCOM will sign all career service awards certificates of 40 years or more. The

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timeframes for submitting these certificates for signature are 45 days before the presentation date. All of these awards will be announced at the quarterly Town Hall meetings.

l. Career Service Recognition (Nonappropriated Fund employees). Career service awards are authorized for NAF employees in the same manner as appropriated fund employees. The last year of service must be as a NAF employee. The time frames for submission are the same as for appropriated fund employees.

m. Honorary Awards (APF/NAF). These awards (reference 1a, AR 672-20, Chapter 8) are another way to recognize employees for outstanding achievements and accomplishment of duty. They should be granted in a progressive sequence, with recognition beginning at lower levels (e.g., Achievement Medal for Civilian Service) and gradually increasing to higher levels (e.g., Superior Civilian Service Award), except under circumstances where the contributions are so extraordinary that recognition with a lesser honorary award would be insufficient. Otherwise, if effort is not made to nominate employees for lower level awards, employees won't have the pattern of excellence required to get approval for higher level awards. Supervisors will place emphasis on granting honorary awards throughout an employee's career. Honorary awards may also be given on retirement, reassignment, transfer, or separation, provided that the employee's accomplishments fully meet the criteria for the recommended award. Refer to the attached Civilian Honorary Awards Matrix, page 4, US Army Installation Management Agency Policy Memorandum #16 Military Civilian Awards Policy, and Army Regulation 672-20, Chapter 8, for approval authority, required documentation, and the number of days required to submit before desired presentation date. All honorary awards will be presented at the quarterly Town Hall meetings.

n. Installation Commander's Certificate (APF/NAF). The Commander's Certificate may be used to grant recognition for contributions that may not warrant an honorary award. Send a request with proposed citation via email to either the Installation Command Sergeant Major or Deputy Installation Commander. All certificates will be presented at the quarterly Town Hall meetings or other suitable meeting.

o. Commander's Coin (APF/NAF). Directors can nominate individuals for a Commander's Coin via email to the Installation Command Sergeant Major. The nomination must include the justification and a proposed presentation date, time and location. Coins will not normally be presented at the quarterly Town Hall meetings.

p. Garrison Employee of the Year and Excellence in Federal Career (EIFC) Awards Program – AF only. Follow guidelines published each year.

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q. Award Nominations from Other Organizations. On some occasions, a manager outside of an employee's chain of command may wish to nominate the employee for an award. When this occurs, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. Example of such occasions include: when an employee has been assigned to a detail outside his or her organization, or when an employee has completed a special project or has given extraordinary service benefiting a partner organization. If the immediate supervisor disagrees, the nomination may not be submitted since the immediate supervisor is responsible for the employee's overall performance.

r. Other available awards. See Enclosure 1. Supervisors are encouraged to nominate employees for awards for which they are eligible.

s. Sick Leave Recognition. Employees will no longer be recognized for accumulating sick leave. FGGM Form 90-R, dated 1 May 1996, Sick Leave Recognition, is hereby rescinded.

5. No award for performance or achievement will be made to an individual who is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending, or was the subject of a disciplinary action within the preceding 120 days.

6. Supervisors are responsible for ensuring an active Incentive Awards Program is fairly and equitable administered within their section. Supervisors or other nominating officials will ensure all nomination packets are accurately completed and include proper justification for each level of award.

7. Director's are encouraged to institute or continue their own internal Employee of the Month / Quarter / Year programs; however, any awards given as a result of such programs must conform to this policy.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

DISTRIBUTION:
A, B

IMCOM UNIT AWARDS
(Organized under Standard Garrison Organization)

| NAME OF AWARD | Description | Eligibility | IMCOM POC DSN Phone | Due at HQ IMCOM | HQ/ORG Proponent | Due at Higher HQ/Org | Approval Authority |
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| RESOURCE MANAGEMENT | | | | | | | |
| Distinguished Service in Manpower and Force Management | Outstanding manpower project saving resources or implementing significant change. | Civilian and Military | IMRM-M, DSN 332-2153 | August | ASA(M&RA) (SAMR-FMMR) | NLT 3rd Monday of October | SecArmy |
| General Lesley McNair Award for Outstanding Essay | Outstanding ideas and concepts dealing with the solution to significant manpower problems. | Civilian and Military | IMRM-M, DSN 332-2153 | August | ASA(M&RA) (SAMR-FMMR) | NLT 3rd Monday of October | SecArmy |
| General Mark Clark Award for Outstanding Intern Graduate | Outstanding manpower and force management intern who has demonstrated exceptional development of skills, exceptional dedication, and exceptional accomplishments. | Civilian Career Program 26 Intern Graduate | IMRM-M, DSN 332-2153 | August | ASA(M&RA) (SAMR-FMMR) | NLT 3rd Monday of October | SecArmy |
| Lieutenant General (retired) Jerry L. Sinn Award | Recognize members of the financial management community for meritorious and outstanding accomplishments in support of Army financial management. | Civilians (GS-11/Pay Band 2 to SES/Pay Band 4 and Military (Major to General Officer) | IMRM, DSN 332-2216 | August | ASA (Financial Managaement and Comptroller) | 31-Oct | ASA (Financial Management and Comptroller) |
| Superior Performance in Manpower and Force Management | Outstanding manpower and force management program that most effectively assures the optimum efficient use and design of the military and civilian force. | Civilian and Military | IMRM-M, DSN 332-2153 | August | ASA(M&RA) (SAMR-FMMR) | NLT 3rd Monday of October | SecArmy |
| OPERATIONS | | | | | | | |

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| Headquarters, Department of the Army, Deputy Chief of Staff, G3, Sustainable Range Program (SRP) Awards | Recognizes stewardship and sustainability efforts made by installation Range Officers and their staffs. One award category: the SRP Award (individual). The selection criteria for the awards are linked to the three tenants of the SRP: Integrated Management, Information Dominance, and Public Outreach. | Individuals | IMOP-T, DSN 332-1524 | March | DCS, G3, DAMO-TRS | April | HQDA, DCS, G3 |
| DoD, HQDA, Fire & Emergency Services Awards | Each year HQDA conducts the Fire & Emergency Services Awards Program IAW Annual Guidance published by the DoD Fire & Emergency Services Working Group (FESWG). Fire departments are recognized for their achievements in 8 different categories. | Any Army Fire Department including contracted departments. | IMOP-E, DSN 332-4697/3390 | NLT first business day in April of each year | ACSIM (DAIM-FDF-F) | 1-Jun | ACSIM (DAIM-FDF-F) |
| DoD, HQDA, HQIMA Antiterrorism (AT) Awards Program | Each year, DoD, HQDA and HQIMA conduct the annual Antiterrorism (AT) Awards program to recognize significant achievements and strides made by installations in the AT field. | Installations with primary responsibility for AT programs | IMOP-E, DSN 332-4641/3374 | NLT 15 April of each year | HQDA, DCofS, G34 | 1-May | HQDA AT Branch Chief |

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| Headquarters, Department of the Army, Deputy Chief of Staff, G2 Army Security Award Program | "Security Professional of the Year"- recognizes Army security professionals who have demonstrated outstanding, innovative individual and/or team performance and contributions in fulfilling security duties or establishing security programs that further the Army security posture. (Applicable IMA programs: (Information; Personnel; Industrial and supporting Security Education, Training and Awareness (SETA) programs). | Civilian and Military personnel with primary responsibility for applicable programs | IMOP-I DSN 332-5482 | NLT 1 June | DCS, G-2 | NLT 1 August | HQDA, DCS, G2 |
| Air Traffic Control Association (ATCA) Award | Private organization award that recognizes an individual from the Air Traffic Control field across the DoD | Civilian & military | IMOP-T 332-3231/3383/4708 | NLT 1 June | USA Aeronautical Services Agency | N/A | ATCA |
| HUMAN RESOURCES | | | | | | | |
| DOD Distinguished Civilian Service Award | Devotion to duty & extremely significant contributions of broad scope of efficiency or other improvement in DOD. | Civilian employees | IMHR-C, DSN 332-7367/5288 | May be submitted for consideration at any time | AASA, DCS, GI AIAB | N/A | SecArmy /DoD |
| Family and MWR Command Civilian Employee of the Quarter Program | Exemplary accomplishments or actions | Non-supervisory civilian employees assigned to FMWRC Headquarters | N/A | Not later than the second full week of the month following the quarter (January, April, July and October) | FMWRC Management Support Directorate, DSN 761-1526 | N/A | FMWRC Commanding General |

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| <u>National Public Service</u> | Outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment. | Civilian employees | IMHR-C, DSN 332-7367/5288 | February | AASA, DCS, G1 AIAB | April | SecArmy & National Academy of Public Administration |
| <u>Ten Outstanding Young Americans (TOYA)</u> | Achievement or contribution in at least three of the following areas: personal improvement or accomplishment; financial success or economic innovation; social improvement to major contemporary problems; philanthropic contribution or voluntary service; politics or government service; scientific or technological contributions; legal reform; cultural achievement (literature, history, education, arts); academic leadership or accomplishment; moral and religious leadership; athletic accomplishment; success in the influence of public opinion; any other important contribution to the community, state, or nation. | Civilian & Military age 18-40 | IMHR-C, DSN 332-7367/5288 | February | HRC Military Awards Branch | April | The United States Junior Chamber of Commerce |
| Civilian Human Resources (CHR) Lifetime Achievement Award | Outstanding performance and contributions to the CHR community. | Current and former HR civilians | IMHR-C, DSN 332-7367/5288 | March | DCS, G-1 AIAB | April | SecArmy |
| DoD David O. Cooke Excellence in Public Administration | Demonstrates great leadership potential as a future Federal Executive. | Civilian employees, non-managerial with 3 to 10 yrs of civilian service | IMHR-C, DSN 332-7367/5288 | March | AASA, DCS, G1 AIAB | May | SecArmy |

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| John J. Dinnien Civilian Award for Excellence in Military Personnel | Outstanding support of military personnel management. | Civilians in CP- 50 | IMHR-M, DSN 332-0914 | March | AASA | April | Adjutant General Corps Regimental Association's Executive Council |
| <u>Roger W. Jones Award for Executive Leadership</u> | Demonstrates executive leadership and management excellence. | Civilian SES employees | IMHR-C, DSN 332-7367/5288 | March | AASA, DCS, G1 AIAB | May | SecArmy & Roger W. Jones Award Selection Committee |
| <u>Tuskegee Airmen, INC (TAI) Military Awards</u> | Professional achievement, development & community & public service. | Military | IMHR-C, DSN 332-7367/5288 | March | HRC Military Awards Branch | May | Tuskegee Airmen, Inc. |
| William A. Jump Memorial Foundation | Outstanding service in public administration. | Civilians 36 years old and under | IMHR-C, DSN 332-7367/5288 | March | AASA, DCS, G1 AIAB | April | SecArmy, William A. Jump Committee |
| <u>American Legion's Spirit of Service Award</u> | Performance & volunteer off-duty service to community. | Military E5 and below | IMHR-C, DSN 332-7367/5288 | April | HRC Military Awards Branch | June | American Legion National Headquarters |
| Director's Army Substance Abuse Program, ADCO, EAPC, PC & IBTC of the year awards. | Designed to recognize outstanding performance on the part of Army Substance Abuse Program Personnel. | Alcohol & Drug Control Officer, Employee Assistance Program Coordinator, Prevention Coordinator, & Installation Biochemical Testing Coordinator | IMHR-S, DSN 332-4832/0542 | April | G-1 Army Center for Substance Abuse Programs | N/A | Director ACSAP |
| <u>Excellence in Government Senior Fellows Award</u> | Outstanding senior fellows who have produced results that benefit the American people. | Any Senior Fellow currently working in or retired from the federal government | IMHR-C, DSN 332-7367/5288 | April | AASA, G1 AIAB | June | The Council for Excellence in government |
| Presidential Quality and Management Improvement | Achievements significantly improve Government operations or the delivery of service to the public. | Civilian & Military | IMHR-C, DSN 332-7367/5288 | April | AASA, G1 AIAB | June | President of the U.S. |

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| Zachary and Elizabeth Fisher Civilian Humanitarian Award | Demonstrates exceptional patriotism and humanitarian concerns for members of the US Armed Forces or their families. | Individuals or organizations who are not currently employed by DOD and its components | IMHR-C, DSN 332-7367/5288 | June | AASA, DCS, G1 AIAB | August | SecArmy |
| <u>GEICO Public Service</u> | Provide outstanding service to the public. | Civilian employees and one Federal retiree | IMHR-C, DSN 332-7367/5288 | August | AASA, DCS, G1 AIAB | October | SecArmy & GEICO Public Service Awards Selection Committee |
| IMCOM NCO of the Year | Outstanding Enlisted Soldier. | Military | IMHR, SGM, DSN 332-1698 | August | IMCOM CSM | N/A | DCG, IMCOM |
| IMCOM Soldier of the Year | Outstanding Enlisted Soldier. | Military | IMHR, SGM, DSN 332-1698 | August | IMCOM CSM | N/A | DCG, IMCOM |
| IMCOM Stalwart Award | Demonstrates positive contributions to the mission and goals of IMA. | Civilians and Military employees | IMHR-C, DSN 332-7367/5288 | August | HQ IMCOM, Human Resources Division | N/A | DCG, IMCOM |
| Presidential Ranks of Distinguished/Meritorious Executives | Demonstrates strength, integrity, industry, and a relentless commitment to excellence in Public service. | SES members | IMHR-C, DSN 332-7367/5288 | September | DCS, G1 US Army SES Office (ASA (M&RA)) | November | President of the U.S. |
| <u>GEICO Military Service Awards</u> | Community Contributions Drug & Alcohol, Fire Safety & Prevention, Traffic Safety & Accident Prevention. | Military | IMHR-C, DSN 332-7367/5288 | October | HRC Military Awards Branch | November | SecArmy & GEICO Insurance Selection Committee |
| President's Award for Distinguished Federal Civilian Service | Exceptional achievements that are of unusual benefit to the Nation. | Civilian employees | IMHR-C, DSN 332-7367/5288 | October | AASA, OPM | December | President of the U.S. |
| <u>Arthur S. Flemming</u> | Outstanding performance in Federal Government. | Civilians and Military 3-15 yrs svc employees | IMHR-C, DSN 332-7367/5288 | November | DCS, G1 AIAB | January | SecArmy & Arthur S. Flemming Commission |
| <u>GEN Douglas MacArthur Leadership Award</u> | Represents Duty, Honor & Country. | 2LT, 1LT, CPT, CW01, CW02 | IMHR-C, DSN 332-7367/5288 | November | DCS, G1 | January | SecArmy |
| William A. Jump Memorial | Outstanding service in public administration. | Civilian and Military under 37 years of age | IMHR-C, DSN 332-7367/5288 | November | DCS, G1 AIAB | December | SecArmy & William A. Jump Committee |

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| John W. Macy, Jr. | Excellence in the leadership of Army civilians. | Civilian employees | IMHR-C, DSN 332-7367/5288 | December | DCS, G1 AIAB | January | SecArmy |
| Nick Hoge | Submit papers on Civ Admin and Mgmt that are judged professionally significant & of value to Army. | Civilian and Military | IMHR-C, DSN 332-7367/5288 | December | DCS, G1 AIAB | January | Assistant G-1 for Civilian Personnel Policy staff and Army Civilian Personnel Alumni Association |
| William H. Kushnick | Contributions & achievements in Army civilian HR program. | Civilians in CP-10 | IMHR-C, DSN 332-7367/5288 | December | DCS, G1 AIAB | January | SecArmy |
| MWR | | | | | | | |
| Child and Youth Services (CYS) Pioneer Award | Trailblazing Efforts in support of the CYS program. | CYS Employees and external staff/volunteers who support the program | Peggy Hinson DSN 332-4241 | May be submitted for consideration at any time | MWR, IMCOM and FMWRC | May be submitted for consideration at any time | CYS Steering Committee Majority Vote |
| The Order of the White Plume Award | Exception service or achievement which contributes significantly to the Army's MWR/family programs and activities | Primarily military and civilian personnel for services performed while in active employment with DoD; others determined worthy of such recognition | N/A | May be submitted for consideration at any time | FMWRC Management Support Directorate, DSN 761-1526 | May be submitted for consideration at any time | FMWRC Commanding General |
| Peter F. Isaacs MWR/Family Programs Lifetime Achievement Award | Honors individuals who, in the course of their career, have made significant and lasting contributions to Army MWR and/or Family Programs | Primarily senior civilian personnel who worked for a majority of their career in Army MWR or Family Programs | N/A | May be submitted for consideration at any time | FMWRC Management Support Directorate, DSN 761-1526 | May be submitted for consideration at any time | FMWRC Commanding General |
| Recreation Employee of the Year | Recognizes the Individual that contributes to/has the greatest impact on improving recreation programs for Soldiers and their families during the past year. | Program Managers | MWR -332-1662 | June | HQDA FMWRC | July | Recreation Program Review Board - representatives from IMA regions |

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| Recreation Career Award | Recognizes the Individual that the greatest impact on improving recreation during a long-term professional involvement with the Army. | MWR Employees | MWR -332-1662 | June | HQDA FMWRC | July | Recreation Program Review Board - representatives from IMA regions |
| Armed Forces Recreation Society (AFRS) - Front Line Award | Recognizes the staff rarely heard about, but who are vital to delivering exceptional customer service (e.g. service workers, lifeguards, recreation aides, etc). | Civilians | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Behind the Scenes Award | Recognizes excellence for those behind the scenes who, though rarely seen by the external customer, play a vital role in the successful delivery of recreation programs and services (e.g. marketing, admin, maintenance workers, grounds keepers, etc.) | Civilian or Military | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Practitioner Award | Recognizes excellence in prospective career Armed Forces recreation employees (working for MWR no more than seven years). | Civilian | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Commander's Award | Recognizes those in the Command military leadership who are not necessarily recreation professionals, but who advocate and display extraordinary leadership in delivery and implementation of Armed Forces recreation programs. | Military | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |

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| Armed Forces Recreation Society (AFRS) - Special Citation Award | Recognizes civilian or military individuals who have been exceptional volunteers or who have contributed significantly to the recreation program at installation level. | Civilian or Military | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Fellow Award | Recognizes an employee who has the responsibility of overseeing and implementing the recreation program and has worked a minimum of two years in Armed Forces recreation. | Civilian | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Executive Fellow Award | Recognizes the accomplishments of management staff at the HQ, Major Command, Major Subcommand, and/or installation responsible for recreation program management. | Civilian | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Armed Forces Recreation Society (AFRS) - Distinguished Fellow Award | Highest form of recognition from AFRS; only previous recipients of a Fellow Award or Executive Fellow Award are eligible. Candidates must have made significant contributions to AFRS through serving on the AFRS BoD, have authored NRPA publication, presented at a National or regional conference or served a volunteer assignment in support of AFRS. | Civilian | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |

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| Armed Forces Recreation Society (AFRS) - Lifetime Service Award | Recognizes a career of service to the profession. Candidate must be retired with a minimum of 10 years service in the Armed Forces recreation profession. | Civilian | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | May | National Recreation and Parks Association |
| Friend of Recreation | Recognizes noteworthy contributions of time and effort by individuals outside of the Community Recreation Program. The time span of contributions may be over a period of years, but the individual must be a current volunteer during the award year. | Volunteers | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | July | recreation Program Review Board - representative from IMCOM regions. |
| Emma Baird Award for Outstanding Volunteer Service | Established 29 Aug 88. This award represents DA-level recognition of volunteers who have contributed outstanding service to ACS. | ACS Volunteer | T. Rogers, DSN 332-5451 | October 25th | FMWRC, Family Programs Directorate | 1-Nov | SecArmy |
| Army Community Service (ACS) Sterling Performance Award | Established March 2001. Recognizes individuals that demonstrated excellence in leadership resulting in significant garrison impact. | ACS Employees | FP, DSN 332-5451 | June 1st | FMWRC, Family Programs Directorate | 15-Jun | ACS Steering Committee Majority Vote |
| Army Community Service (ACS) Individual Performance Award | Established March 2001. Recognizes individuals whose outstanding work impacted the garrison and served as an inspiration to others. | ACS Employees | FP, DSN 332-5451 | June 1st | FMWRC, Family Programs Directorate | 15-Jun | ACS Steering Committee Majority Vote |
| AUSA Volunteer Family of the Year | Recognizes the vital role volunteers and families play in the life of military communities. | Army Families | N/A | N/A | FMWRC, Family Programs Directorate, Karen Nicholson, DSN 761-7409 | 3d Quarter | AUSA |

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| Daily Point of Light Award | Honors individuals and volunteer groups that have made a commitment to connect Americans through service. | Volunteers | N/A | N/A | FMWRC, Family Programs Directorate, Karen Nicholson, DSN 761-7409 | Ongoing | Points of Light Foundation |
| National Military Family Association Family of the Month/Year | Families who exemplify the best of the military family lifestyle. | Military families | N/A | N/A | FMWRC, Family Programs Directorate, Karen Nicholson, DSN 761-7409 | Monthly w/yearly award selected from monthly recipients | National Military Family Association |
| Very Important Patriot Award | Volunteers whose outstanding service contributes to improving the quality of life in their military and/or neighboring communities. | Volunteers who are Active or Reserve Component Service Members, retirees and family members. | N/A | N/A | FMWRC, Family Programs Directorate, Karen Nicholson, DSN 761-7409 | 3d Quarter | National Military Family Association |
| James A. Carroll, Jr. Award for Excellence in Club Management | Leader in the Army food service and club management. | Club Manager | N/A | N/A | FMWRC, Business Programs Directorate, Paul Arthur, DSN 761-5219 | November | Carroll - Excellence in Management Awards Selection Panel |
| Excellence in Management Awards | Excellence in management of Army Bowling Centers, Golf Courses, Leisure Travel, Recycling and Food, Beverage and Entertainment Facilities. | General Manager | N/A | N/A | FMWRC, Business Programs Directorate, Paul Arthur, DSN 761-5219 | November | Carroll - Excellence in Management Awards Selection Panel |
| MWR Branded Restaurants "Best In Class" Award | Awarded annually to managers for achieving and maintaining the highest quality food/beverage and guest service standards | MWR Branded Restaurants Program/Business Managers | N/A | N/A | FMWRC, Business Programs Directorate, Bill Sewell, DSN 761-5218 | February | MWR Branded Restaurants Operations Team |

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| Lodging Employee of the Year | Outstanding support to the Army Lodging vision of promoting "the lodging of choice and great value for the traveler, the Army, and the taxpayer. | Manager, Supervisory, Employee | N/A | N/A | FMWRC, Hospitality Programs Directorate, Jonina Asmundsdottir, DSN 761-5211 | Four months prior to the annual Lodging Training Seminar (generally held in April or August) | FMWRC Lodging Panel |
| PLANS | | | | | | | |
| <u>Service to America Medals</u> | Shown a strong commitment to public service and demonstrated one or more significant accomplishments within his/her particular government field. | Civilian employees | IMPL, DSN 332-5470 | February | IMPL | March | Government Executive, Partnership for Public Service Selection Committee |
| LOGISTICS | | | | | | | |
| SDDC Excellence in Traffic Management Award | Excellence in traffic management. | Government & Military in DOD | IMLO-T, DSN 332-4630 | March | DCS, G4 | April | Commander, SDDC |
| Transportation Corps Regimental Officer, Warrant Officer (WO), Noncommissioned Officer (NCO), Civilian Employee of the Year Award | Excellence in Army transportation achievements for the past calendar year. | Army Transportation Corps Officers from 2LT - CPT, WO1 - CW3, NCOs - through Sergeant First Class, Civilian employees through GS-12, and Wage Grade employees to WG-10 | IMLO-T, DSN 332-4630 | March | Office of the Chief of Transportation, Fort Eustis, VA | March | Office of the Chief of Transportation, Fort Eustis, VA |
| Defense Packaging Policy Group (DPPG) Excellence Award | Outstanding performance by an individual(s) in the DOD packaging community to the packaging and preservation development efforts. | Government employees involved in packaging improvements through research and development | IMLO-T, DSN 332-4630 | September | DSC, G4 | October | DSC, G-4 |
| PUBLIC WORKS | | | | | | | |

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| Annual Army Directorate of Public Works Awards Program- each of 9 annual awards follows | Annual DPW awards recognize excellence in the various DPW functions and by supporting USACE District and support contractors. | Civilian and Military eligible 7 individual and 2 organization awards | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | AR 420-10 Establishes Annual DPW Awards, IMA-PW executes the Army DPW awards Program |
| DPW William Gribble, Jr. Executive of the Year | Award recognizes exceptional overall Management of DPW activities. | Civilian & Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Engineering, Plans, and Services Executive of the Year | Award recognizes exceptional performance of DPW Engineering, Plans and Services activities. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Business Management Executive of the Year | Award recognizes exceptional performance of DPW Business Management activities. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Housing Executive of the Year | Award recognizes exceptional performance of DPW Housing Management activities. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Operations and Maintenance Executive of the Year | Award recognizes exceptional performance of DPW Operations and Maintenance activities. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Support Executive of the Year | Award recognizes exceptional performance of a DPW support functions. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Region Support Executive of the Year | Award recognizes exceptional support of a DPW installation by a IMA Region employee. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |
| DPW Installation Support program of the Year | Award recognizes exceptional support to a DPW installation by a USACE or other gvt support activity. | Civilian and Military | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | DCG, IMCOM |

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| DPW Support Contractor of the Year | Award Recognizes exceptional support to a DPW installation by a Civilian support contractor. | Civilian | IMPW, DSN 332-0528/6413 | January | IMPW | N/A | IMPW |
| Federal Energy and Water Management | Outstanding performance and accomplishments in the area of energy efficiency and conservation. | Civilian and Military | IMPW-E, DSN 332-1540 | March | ACSIM, Facilities Policy Division | March | Department of Energy |
| Presidential Award for Leadership in Federal Energy Management | Outstanding performance and accomplishments in the area of energy efficiency and conservation. | Civilian and Military | IMPW-E, DSN 332-1540 | March | ACSIM, Facilities Policy Division | March | Department of Energy |
| Louis R. Harris, Jr. | Excellence in improving energy efficiency through utility energy service contracting at federal facilities. | Civilian and Military | IMPW-E, DSN 332-1540 | March | ACSIM, Facilities Policy Division | March | Department of Energy |
| Secretary of the Army Energy and Water Management | Outstanding performance and accomplishments in the area of energy efficiency and conservation. | Civilian and Military | IMPW-E, DSN 332-1540 | March | ACSIM, Facilities Policy Division | March | ASA(I&E) |
| ENVIRONMENTAL | | | | | | | |
| Secretary of the Army Natural Resources Conservation | To recognize efforts and innovations in promoting the conservation of natural resources. | Individuals / Teams | N/A | N/A | SECARMY/ASA(I&E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |

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| Secretary of the Army Cultural Resources Management | To recognize efforts and innovations in promoting the management of cultural resources conservation. | Individuals / Teams | N/A | N/A | SECARMY/AS A(I&E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Secretary of the Army Environmental Quality | To recognize efforts and innovations in protecting human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. | Individuals/Installations | N/A | N/A | SECARMY/AS A(I&E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Secretary of the Army Environmental Restoration | To recognize efforts and innovations in protecting human health and the environment by cleaning up identified DoD sites. | Individuals / Teams | N/A | N/A | SECARMY/AS A(I&E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Secretary of the Army Pollution Prevention | To recognize efforts and innovations in preventing pollution at the source. | Individuals / Teams | N/A | N/A | SECARMY/AS A(I&E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |

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| White House Closing the Circle Awards | Recognize outstanding achievements of individuals for efforts that resulted in significant contributions to, or have made a significant positive impact regarding environmental stewardship. | Individuals | N/A | N/A | Office of the Federal Environmental Executive (OFEE) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | OFEE Board |
| DOIM | | | | | | | |
| Army Knowledge Management Award | Army's transformation to a network-centric and knowledge-based force. | Civilian and Military | NETCOM LNO, DSN 332-5248 | N/A | CIO/G6 | 20-Jun | CIO, G6 |
| Army Information Assurance Award | Information Assurance. | Civilian, Military, and Contractor | NETCOM LNO, DSN 332-5248 | N/A | CIO/G6 | 30-Jun | CIO, G6 |
| Information Systems Security National Awards | Recognize outstanding organization and individual excellence in the field of information systems security. | Civilian and Military | NETCOM LNO, DSN 332-5248 | N/A | N/A | 28-Jul | NSA |
| DoD Modeling & Simulation Award | Recognize excellence, innovation and achievement in advancing the "state of the art" of M&S & contributing to interoperability and reuse in support of DoD M&S objectives. | Civilian and Military | NETCOM LNO, DSN 332-5248 | N/A | CIO/G6 | Open 1 October - 15 Dec | Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) |
| DoD Chief Information Officer Award | Outstanding achievement in at least one of seven key areas of information technology outlined in the Clinger-Cohen Act of 1996, and results that improved service, saved money or significantly affected the department's IT mission. | Civilian & Military Individual (not GO or SES) or Group/Team (not DoD CIO) | NETCOM LNO, DSN 332-5248 | N/A | CIO/G6 | 24-May | DoD CIO Executive Board |
| LEGAL | | | | | | | |

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| <u>Outstanding Career Armed Services Attorney Award</u> | Evaluated on professional accomplishments, service to community, leadership, service to the legal profession and development of subordinates. | Judge Advocates 35 years of age, or older | LEGAL, DSN 602-1340 | N/A | Judge Advocates Association (JAA) | NLT 1 April | JAA |
| <u>Outstanding Young Military Service Lawyer Award</u> | Demonstrated excellence in service to the legal profession, proven leadership accomplishments, service to the community. | Military, recipient must be under 36 years of age, or admitted to practice law for less than 5 years. | LEGAL, DSN 602-1340 | N/A | American Bar Association, Young Lawyer Division (ABA/YLD) | April | ABA/YLD |
| PUBLIC AFFAIRS | | | | | | | |
| Keith L. Ware Awards for print and broadcast journalism | Individual and publication achievement in Army journalism. | Military and Civilian | PAO, DSN 332-3193 | N/A | DA, OCPA | January | Chief, Public Affairs |
| Community Relations and Outreach Awards | Recognizes individuals, events and comrel programs for excellence in community outreach. | Military and Civilian | PAO, DSN 332-3193 | December | DA, OCPA Outreach | January | Chief, Public Affairs |
| Thomas Jefferson Awards for excellence in journalism | Recognizes the best of the service level winners in print, web and broadcast journalism. | Military and Civilian | PAO, DSN 332-3193 | N/A | OASD-PA | April | Chief, Public Affairs |
| SAFETY | | | | | | | |
| Chief of Staff, Army, Headquarters Safety Award Plaque | Awarded to Army Commands, Army Service Component Commands (ASCC) and Direct Reporting Units (DRU) that have demonstrated significant improvements, sustained excellence and leadership in accident prevention programs. | IMCOM. Initiated by IMCOM Commander, Safety Director, or DASAF. Criteria contained at https://crc.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | November | Office of the Director of Army Safety (DACS-SF) Awards Administrator | November | Chief of Staff, Army |

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| Chief of Staff, Army, Exceptional Organization Safety Award Plaque | Awarded to the Battalion thru Division and Garrison Organization with the most effective overall safety program. | Any IMCOM Garrison. Initiated by Garrison Commander or Safety Manager. Criteria contained at https://crc.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | November | Office of the Director of Army Safety (DACS-SF) Awards Administrator | November | Chief of Staff, Army |
| Chief of Staff, Army, Individual Award of Excellence in Safety Plaque | Awarded to individuals who make the most significant contribution to accident prevention in each of four categories: Officer, NCO/Enlisted, DA Civilian and Contractor. | Military personnel, DA Civilians and Army contracted employees. Initiated at any supervisory level and endorsed through chain of command to IMCOM. Criteria contained at https://crc.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | November | Office of the Director of Army Safety (DACS-SF) Awards Administrator | November | Chief of Staff, Army |
| Director of Army Safety, Composite Risk Management Award Plaque | Awarded to organizations or individuals who have made significant contributions to Army readiness through Composite Risk Management. | Any individual or organization. Initiated by DASAF or Garrison Commander. Criteria contained at https://crc.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | Anytime | Director of Army Safety (DACS-SF) Awards Administrator | Anytime | Director of Army Safety |
| Sergeant Major of the Army, Superior Soldier Safety Award Plaque | Awarded to a soldier who demonstrates pockets of excellence or best practices in safeguarding Army operations or personnel. | Individual Soldiers. Initiated by SMA, IMCOM HQ, Region, or Garrison CSM. Criteria contained at https://crc.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | Anytime | Sergeant Major of the Army, ATTN: SMA Awards Manager | Anytime | Sergeant Major of the Army |

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| United States Army Safety Guardian Award Certificate and Plaque | Presented to individuals who through extraordinary individual action in an emergency situation, prevent an imminently dangerous situation, prevent injury to personnel, or minimize or prevent damage to Army property. | Military personnel, DA Civilians and Army contracted employees. Initiated by DASAF or Garrison Commander. Criteria contained at https://cra.army.mil/awardsprogram/Army%20Safety%20Award%20Guidelines%20(2).tif | IMSO DSN 332-3475 | Anytime | Director of Army Safety (DACS-SF) Awards Administrator | Anytime | DASAF |
| Army Aviation Broken Wing Award Certificate and Plaque | Presented to individuals who through outstanding airmanship, minimize or prevent aircraft damage or injury to personnel during an emergency situation. | Individuals performing authorized aircrew member flight duties on behalf of the Army while on a DOD mission. Initiated by DASAF or Garrison Commander. | IMSO DSN 332-3475 | Anytime | Director of Army Safety (DACS-SF) Awards Administrator | Anytime | DASAF |
| EQUAL EMPLOYMENT OPPORTUNITY | | | | | | | |
| HQDA Army-Wide EEO Conference Award | Best Programs in EEOC MD715, Complaints Processing, Alternative Dispute Resolution (ADR) and Special Emphasis Program (SEP). | DA EEO Personnel | EEO, DSN 332-3371/ | February | DA EEO & Civil Rights Office | Mar | DA EEO & Civil Rights Office |
| Women's History Month Recognition | Significant contributions of Women to Science, Technology, Engineering and Math. | Civilian and Military | EEO, DSN 332-3371 | March | DA EEO and Civil Rights Office | March | DoD, Office of the Deputy Under Secretary of Defense for Equal Opportunity |
| Award for Outstanding Achievement in Equal Employment Opportunity | Outstanding achievements in EEO. | Civilian and Military | EEO, DSN 332-3371/EO, DSN 332-4772 | March | DA EEO & Civil Rights Office | May | SecArmy |

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| Federal Asian Pacific American Council (FAPAC) Meritorious Service Award and Outstanding Civilian Individual Award | Significant contributions to the advancement of Asian Americans and Pacific Islanders (AAPI) and the promotion of diversity/EEO in the federal workforce and the AAPI community. | Military and Civilian | EEO, 332-3371/EO, 332-4772 | March | EEO, EO, DCG, IMCOM | May | FAPAC |
| <u>Blacks In Government (BIG) Civilian Meritorious Service Award</u> | Outstanding contributions to the furtherance of BIG's goals and objectives. | Military and Civilian | EEO, DSN 332-3371 | April | DA EEO & Civil Rights Office | July | Black In Government National Board of Directors |
| <u>Roy Wilkins Renown Service Award for Army Personnel</u> | Significant contribution to country in the areas of civil/human rights, race relations, Eo, affirmative action, HR, and or public service. | Civilian and Military | EEO, DSN 332-3371/EO, DSN 332-4772 | April | DA EEO & Civil Rights Office | June | SecArmy, National Association for the advancement of Colored People |
| Outstanding Army Employee with Disability & Best Disability Program | Outstanding contribution to the Army mission. | Army Individuals with Disabilities Program | EEO, DSN 332-3371 | May | DA EEO & Civil Rights Office | May | HQDA |
| <u>Latina Style Meritorious Service Award</u> | Embodies the qualities that are at the core of the service's mission. Displays exceptional character and represents the Hispanic community with dignity and pride. | NCR Civilian and Military Female | EEO, DSN 332-3371 | July | DA EEO & Civil Rights Office | August | HQDA, LATINA Style Magazine Panel |
| National Association of Hispanic Federal Executives (NAHFE)/DOD Civilian Meritorious Award | Significant contribution to the advancement of Hispanic Americans. | Career civil service employees, GS-9 through GS-15 | EEO, DSN 332-3371 | September | Office of the Deputy Under Secretary of Defense | October | National Association of Hispanic Federal Executives |

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| Distinguished EEO Professional (Careerist) | Outstanding EEO careerist who has provided outstanding leadership in the development and/or implementation of a management oriented affirmative employment program and/or activity, which leads to significant results and improvements within the Army EEO program. | Civilian and Military | EEO, DSN 332-3371 | November | ASA(M&RA) EEOCR (POC: Mrs. Margaret D. Barfield, Director, Minority College Relations Program (703) 607-2331 | NLT 31 December | SecArmy |
| Distinguished Civilian or Military Member | Outstanding civilian and/or military, who have significantly contributed or achieved outstanding success in working in support of EEO and Affirmative Employment objectives. Demonstrates positive direction of the development of policies to ensure that EEO and Affirmative Employment is an integral part of the organization's mission. | Civilian and Military | EEO, DSN 332-3371 | November | ASA(M&RA) EEOCR (POC: Mrs. Margaret D. Barfield, Director, Minority College Relations Program (703) 607-2331 | NLT 31 December | SecArmy |
| EQUAL OPPORTUNITY | | | | | | | |
| Federal Asian Pacific American Council (FAPAC) Meritorious Service Award, http://www.FAPAC.org | Has distinguished him/herself in the War on Terrorism, whose activities best support the ideals of duty, honor, country, or who best epitomize the core values and the citizen-warrior attributes of their respective military service. | Military | EO, DSN 332-4772 | February | DA, Human Resources Policy Directorate, G-1, Human Relations Readiness Division, EO Branch | March | FAPAC |

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| Salute to Hispanics in the Military Meritorious Service Award | Has distinguished him/herself by promoting the tenets of civil/human rights, race relations, EO, affirmative action, human relations, and/or public service. | Military | EO, DSN 332-4772 | March | EO, IMCOM | April | Sec of Defense(EO), National Image, INC. |
| <u>League of United Latin American Citizens (LULAC) Excellence in Military Service Award Nomination for the Army</u> | Support the ideals of duty, honor, country, and epitomize the core values and the citizen-warrior attributes. | Military | EO, DSN 332-4772 | April | DCS, G-1 | May | SecArmy, League of United Latin American Citizens |
| <u>Federally Employed Women (FEW) Military Meritorious Service Award</u> | Outstanding contributions toward the service of women in our national defense. | Military | EO, DSN 332-4772 | May | EO, IMCOM | June | FEW National Board of Directors |
| <u>African American History Month Recognition Award</u> | Support the Global War on Terrorism, demonstrate positive role model qualities, and epitomize the core values of their respective military service components. | Military | EO, DSN 332-4772 | December | HQDA, EO | January | Sec of Defense(EO) |
| RELIGIOUS SUPPORT | | | | | | | |
| Order of Aaron and Hur | Recognizes significant contribution through active support of Army-wide chaplaincy program | Civilian and Military | IMRS, DSN 332-1368 | May be submitted for consideration at any time | Ofc of Chief of Chaplains (DACH-IMP) | May be submitted for consideration at any time | Army Chief of Chaplains |
| Scroll of Honor | Recognizes significant contribution to overall chapel program on an installation through continuous active, personal involvement. | Civilian and Military | IMRS, DSN 332-1368 | May be submitted for consideration at any time | Ofc of Chief of Chaplains (DACH-IMP) | May be submitted for consideration at any time | Army Chief of Chaplains |

| NAME OF AWARD | Description | Eligibility | IMCOM POC DSN Phone | Due at HQ IMCOM | HQ/ORG Proponent | Due at Higher HQ/Org | Approval Authority |
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| RESOURCE MANAGEMENT | | | | | | | |
| Organizational Excellence in Manpower and Force Management | Outstanding manpower and force management organization whose program or project has contributed to improved resource management through innovative problem solving. | Organizations | IMRM-M, DSN 332-2153 | August | ASA(M&RA) (SAMR-FMMR) | 3rd Monday of October | SecArmy |
| OPERATIONS | | | | | | | |
| Headquarters, Department of the Army, Deputy Chief of Staff, G3, Sustainable Range Program (SRP) Awards | Recognizes stewardship and sustainability efforts made by installation Range Officers and their staffs. Four awards categories: the Range Control Team SRP Award; and three Installation SRP awards based on installation size/training load (Tiers). The selection criteria for the awards are linked to the three tenants of the SRP: Integrated Management, Information Dominance, and Public Outreach. | Range Control organizations, Installations | IMOP-T, DSN 332-1524 | March | DCS, G3, DAMO-TRS | April | HQDA, DCS, G3 |
| Army Compatible Use Buffer Installation Award | Recognizes innovative and resourceful installation ACUB program with successful partnerships securing buffer areas to protect training and testing lands. | Installations with approved ACUB proposals | IME-TSR, DSN 584-7090 | March | DCS G3, DAMO-TRS and ACSIM DAIM-ED | April | ARSIC (DAMO-TRS and DAIM-ED) |
| DoD, HQDA, Fire & Emergency Services Awards | Each year HQDA conducts the Fire & Emergency Services Awards Program IAW Annual Guidance published by the DoD Fire & Emergency Services Working Group (FESWG). Fire departments are recognized for their achievements in 8 different categories. | Any Army Fire Department including contracted departments | IMOP-E, DSN 332-4697/3390 | NLT first business day in April of each year | ACSIM (DAIM-FDF-F) | 1-Jun | ACSIM (DAIM-FDF-F) |

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| DoD, HQDA, HQIMA Antiterrorism (AT) Awards Program | Each year, DoD, HQDA and HQIMA conduct the annual Antiterrorism (AT) Awards program to recognize significant achievements and strides made by installations in the AT field. | Installations with primary responsibility for AT programs | IMOP-E, DSN 332-4641/3374 | NLT 15 April of each year | HQDA, DCofS, G34 | 1-May | HQDA AT Branch Chief |
| Headquarters, Department of the Army, Deputy Chief of Staff, G2 Army Security Award Program | "Security Center of Excellence" Award (Installation) recognizes the importance and role of leadership support and participation in the establishment and sustainment of an effective, dynamic Command security program. (Applicable IMA programs: (Information; Personnel; Industrial and supporting Security Education, Training and Awareness (SETA) programs). | Installations | IMOP-I, DSN 332-5482 | 1 June | DCS, G2 | 1 August | HQDA, DCS, G2 |
| HUMAN RESOURCES | | | | | | | |
| Secretary of Defense Community Drug Awareness Award | Conducts exceptional anti-drug activities within each Military Service, Defense Agency or the National Guard. | Programs conducted with DoD assets (e.g. Substance Abuse Programs) or voluntarily by DoD personnel | IMHR-S, DSN 332-4832/0542 | April | ACSAP, G-1 | 1 June | OSD, SOLIC |
| Fulcrum Shield Award | To promote community drug awareness efforts targeting youth programs associated with Military Service, Defense Agencies, and the National Guard Bureau. | Programs conducted with DoD assets (e.g. Substance Abuse Programs) or voluntarily by DoD personnel | IMHR-S, DSN 332-4832/0542 | April | ACSAP, G-1 | 1 June | OSD, SOLIC |
| Zachary and Elizabeth Fisher Civilian Humanitarian Award | Demonstrates exceptional patriotism and humanitarian concern for members of the US Forces or families. | Individuals or organizations who are not currently employed by DoD | IMHR-C, DSN 332-7367/5288 | June | Office of the Deputy Chief of Staff, G-1 | August | SecArmy |

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| David Packard Excellence in Acquisition | Demonstrated exemplary innovations and best practices in the Defense acquisition process. | Civilian and/or military organizations, groups, and teams | IMHR-C, DSN 332-7367/5288 | June | Acquisition Support Center | July | Under Secretary of Defense for Acquisition, Technology & Logistics |
| MWR | | | | | | | |
| Lodging Operation of the Year | Provide outstanding lodging support. | Installations | N/A | N/A | FMWRC, Hospitality Programs Directorate, Sheryl Cleland, DSN 761-7758 | Four months prior to the annual Lodging Training Seminar (generally held in April or August) | FMWRC Lodging Panel |
| Army Community Service (ACS) Award of Excellence | Established March 2001. Recognizes a garrison ACS as an Army wide model for excellence in programming and operations. | Installation ACS Offices | FP, DSN 332-5451 | June 1st | FMWRC, Family Programs Directorate | 15-Jun | ACS Steering Committee Majority Vote |
| Installation Recreation Program of the Year | Recognizes superior achievement in the operation of a diverse and dynamic community recreation program. | Army installation recreation programs | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | July | Recreation Program Review Board - with representatives from IMCOM regions |
| Recreation Program of the Year | Salutes superior achievement of individual recreation programs. Installations may submit a nomination for each recreation program: Arts and Crafts, Automotive Skills, Entertainment, Libraries, Outdoor Recreation, Recreation Centers and Sports and Fitness. | Army recreation programs | N/A | N/A | FMWRC, Community Recreation Directorate, DSN 761-7218 | July | Recreation Program Review Board - with representatives from IMCOM regions |
| Military Surface and Distribution Command (SDDC) Quality Award | Excellence in transportation support to any DoD activity by the American transportation industry. | Commercial companies including freight, household goods, car rental, bus companies and travel agencies | IMLO-T, DSN 332-4630 | January | DCS, G-4 | January | Commander, SDDC |

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| National Defense Transportation Association (NDTA) Unit Award | Outstanding performance in an operational mission. | Installations having a company or detachment size transportation unit | IMLO-T, DSN 332-4630 | May | Office of the Chief of Transportation, Fort Eustis, VA | May | Office of the Chief of Transportation, Fort Eustis, VA |
| Connelly Award Program | Excellence in preparation and serving of food in Army dining facilities and during field kitchen operations. | All Active and Reserve Component units having an organic food service capability (field or garrison) | IMLO-S, DSN 332-4341 | June | DCS, G4 | August | DCS, G-4 |
| Supply Excellence Award (SEA) | Excellence in supply management for all U.S. Army units and organizations. | Army MTOE/TD A Units and Organizations, AC/RC and ARNG | IMLO-S, DSN 332-4341 | July | DCS, G-4 | September | DCS, G-4 |
| Army Award for Maintenance Excellence (AAME) | Excellence in maintenance support. | Active, Reserve, Army NG units and Army Installations | IMLO-M, DSN 332-4315 | October | DCS, G-4 | December | DCS, G-4 |
| Deployment Excellence Award (DEA) | Excellence in deployment by units, installations, and supporting units. | Active, Reserve, Army NG units and Army Installations | IMLO-T, DSN 332-4630 | November | DCS, G-4 and G-3 | January | DCS, G-4 and G-3 |
| Alternative Fuels, Conservation, and Awareness Awards | For demonstrated strong commitment to the use of alternative fuels, and fuel conservation in Federal motor vehicles. | Army installations, units or organizations | IMLO-T, DSN 332-4630 | December | General Service Administration (GSA) | January | GSA |
| PUBLIC WORKS | | | | | | | |
| Annual Army Directorate of Public Works Awards Program- each of 9 annual awards follows | Annual DPW awards recognize excellence in the various DPW functions and by supporting USACE District and support contractors. | Civilian and Military eligible 7 individual and 2 organization awards | IMPW, DSN 332-0528/6413 | January | IMA-PW | N/A | AR 420-10 Establishes Annual DPW Awards, IMA-PW executes the Army DPW awards Program |
| DPW Installation Support program of the Year | Award Recognizes exceptional support to a DPW installation by a USACE or other gvt support activity. | Civilian & Military | IMPW, DSN 332-0528/6413 | January | IMA-PW | N/A | IMPW |

Installation Support
Program of the
Year Award

Recognizes support to
the installation DPW's
operations, maintenance,
and repair mission and
military construction
program.

Eligibility is
restricted to
(1) U.S.
Army Corps
of
Engineers
Districts (2)
U.S. Army
Corps of
Engineers
Operating
Divisions
(3) U.S.
Army
Constructio
n
Engineering
Research
Laboratory
(4) U.S.
Army
Center for
Public
Works
(5) U.S.
Army Cold
Regions
Research
and
Engineering
Laboratory
(6) U.S.
Engineering
Waterways
Experiment
Station

IMPW, DSN
332-5486

February

IMA-PW

N/A

DCG,
IMCOM

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| DPW Support Contractor of the Year Award | Recognizes excellence in contractual accomplishment of an installation's DPW mission. | Restricted to contractors providing extensive base operations (BASOPS) support to an Army installation including all or part of the engineering, housing operations, RPMA, environmental or engineering support functions. For service, operations, maintenance, or engineering support type contracts, contractors must have provided continuous support for at least 18 months. For project type work, contractors must have accomplished at least three projects within the preceding 3 years before service can be recognized. | IMPW, DSN 332-5486 | February | IMA-PW | N/A | DCG, IMCOM |
| Federal Energy Saver Showcase | Exemplary new and existing facilities with significant public access and exposure as showcase facilities to highlight energy or water efficiency and renewable | Federal facilities | IMPW-E, DSN 332-1540 | March | ACSIM, Facilities Policy Division | March | Department of Energy |

energy improvements.

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| DOIM | | | | | | | |
| DoD Chief Information Officer Award | Outstanding achievement in at least one of seven key areas of information technology outlined in the Clinger-Cohen Act of 1996, and results that improved service, saved money or significantly affected the department's IT mission. | Civilian and Military Individuals (not SES or GO) or Group/Team *not DoD CIO) | NETCOM LNO, DSN 332-5248 | N/A | DoD CIO | 24-May | DoD CIO Executive Board |
| Army DOIM Award | Recognize outstanding DOIM who meets CIO/G-6 Goals. | Installation DOIM | NETCOM LNO, DSN 332-5248 | N/A | NETCOM /9th ASC ESTA | 7-Jul | NETCOM/9th ASC ESTA Director |
| SAFETY | | | | | | | |
| Army Accident Prevention Award of Accomplishment | Presented by Army Commands, ASCC and DRU Commanders to subordinate units for completion of an accident free year or major exercise. | Subordinate units | IMSO, DSN 332-3475 | Anytime | IMSO DSN 332-3475 | Anytime | DCG, IMCOM |
| Director of Army Safety Award | Must make significant improvements (a minimum of 3% reduction) in its safety injury/accident rates when compared with the previous fiscal years rates and must experience no class A, B, or C accidents (accident classes as defined in AR 385-40) during the fiscal year of nomination. | Installations | SAFETY, DSN 332-3475 | N/A | USASC, ATTN: CSSC-PT | December | DASAF |
| ENVIRONMENTAL | | | | | | | |
| Natural Resources Conservation | To recognize efforts and innovations in promoting the conservation of natural resources. | Installations | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |

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|---|--|-------------------------------|-----|-----|--------------------|---|---|
| Cultural Resources Management | To recognize efforts and innovations in promoting the management of cultural resources conservation. | Installations | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Environmental Quality | To recognize efforts and innovations in protecting human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. | Installations | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Pollution Prevention | To recognize efforts and innovations in preventing pollution at the source. | Installations | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Environmental Restoration | To recognize efforts and innovations in protecting human health and the environment by cleaning up identified DoD sites. | Installations | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | HQDA Review Board OSD Board (for SECDEF equivalent award) |
| Secretary of the Army Environmental Restoration | To recognize efforts and innovations in protecting human health and the environment by cleaning up identified DoD sites. | Team/Installations/Individual | N/A | N/A | SECARM Y/ASA(I &E) | October - [Army Winner submitted for SECDEF Award to OSD in February of next | HQDA Review Board OSD Board (for SECDEF equivalent award) |

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| | | | | | | calendar year] | |
| Army Compatible Use Buffer Partner Award | To recognize an ACUB partner's extraordinary efforts of in-kind services, leveraging capability for outside funding, and resourcefulness in working with landowners to secure permanent buffer areas to protect Army training and testing. | 10 USC 2684a eligible entity (state or political subdivision thereof; or private organization whose primary purpose is conservation of natural resources. | IME-TSR, DSN 584-7090 | March | ACSIM DAIM-ED | April | DAIM-ED, Director of Environmental Programs |
| White House Closing the Circle Awards | Recognize outstanding achievements of individuals and Federal Facilities for efforts that resulted in significant contributions to, or have made a significant positive impact regarding environmental stewardship. | Installations | N/A | N/A | Office of the Federal Environmental Executive (OFEE) | October - [Army Winner submitted for SECDEF Award to OSD in February of next calendar year] | OFEE Board |
| INTERNAL REVIEW | | | | | | | |
| IR Award of Excellence | Unit recognition for performance, personnel development, and proficiency. 4 categories for this award. | Civilians | IMIR, DSN 332-7361 | March | IR | April | ASA FM&C |