



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926**

FEB 23 2004

SFIM-HR-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum,
14, Stalwart Award

1. REFERENCE. Department of the Army, Administrative Assistant to the Secretary, memorandum for the Director, Installation Management Agency, 30 Jul 03.
2. PURPOSE. The Stalwart award has been developed for the Installation Management Agency (IMA) and approved by the above referenced letter. It represents the Army's continued commitment to doing business in the best way possible. The award recognizes IMA personnel (military, civilian, and contractor) who have exhibited strength and vigor in mind, body and spirit in promoting the IMA mission and vision – individuals who have demonstrated the highest standards of performance in ways worthy of formal recognition. The intent of the award is to recognize outstanding accomplishments that not only have been highly exemplary and an inspiration to others, but have significantly contributed to the Agency's success and enhanced operational responsibilities.
3. APPLICABILITY. The procedures below are applicable to all personnel assigned to and/or under the operational control of IMA.
4. POLICY. The Stalwart Award recognizes IMA personnel who, in the daily performance of their assigned duties, stand out as model workers among their peers, and represent the ideals and values of IMA. From the nominees of each region and the Headquarters, one awardee will be selected (eight awardees in all per year), and will be presented the IMA Stalwart Award at the annual Garrison Commanders Conference (GCC). Nominees and awardees will be recognized at the GCC formal dinner in acknowledgment of their contributions. Paragraph 5 provides detailed nomination and selection procedures.
 - a. Award eligibility. Any individual, at any rank or grade, employed by, working for, or assigned to IMA is eligible to receive the IMA Stalwart Award.
 - b. Award selection criteria. To be considered for this award, the accomplishments of the employee must be notably significant and must demonstrate positive contributions to the mission and goals of IMA during the award consideration period. Recommendations should articulate pivotal events that demonstrate change and progress for the betterment of Army installations.

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c. Award consideration period. The award consideration period is one year beginning 1 July.

5. PROCEDURES.

a. Garrisons, region offices (RO), and IMA Headquarters staff may nominate employees at any level for this special award. Nominations from garrisons will be sent to the region offices to be screened by the Region Director. Region Directors will select the three most deserving nominees from the installations in their region and submit those three nominations to HQ IMA to be considered for the IMA Stalwart Award. Region Directors will also nominate one employee from their own region office staff and submit the nomination to HQ IMA to be part of the headquarters nominees. One individual will be selected from each region and one from the headquarters nominee pool for the IMA Stalwart Award (total of 8 in all).

b. The names of the region nominees must be submitted to HQ IMA not later than 1 August of each year (or 45 days) in advance of the annual GCC. These nominations will be sent to the HQ IMA Human Resources Division (HRD) point of contact, via email, in read-only format. Nominees should be identified as representing either garrison or region headquarters.

c. HQ IMA division chiefs will also submit nominations to the HQ IMA HRD point of contact, via e-mail, not later than 1 August of each year (or 45 days) in advance of the annual GCC.

d. The IMA Deputy Director will appoint two panels to evaluate Stalwart Award nominations.

(1) One panel will evaluate HQ Division and RO submissions to determine the headquarters nominee. The panel will select the top three nominees from the RO's submissions. The top 3 nominees will then go before the panel in paragraph 5.d.2, below. Regions may determine their own methodology for evaluating garrison nominees to down-select to their three best.

(2) A second panel will be appointed to evaluate region and headquarters nominees and select awardees and runners-up. The panel will submit its recommendations to the IMA Deputy Director (not later than 8 August). The IMA Deputy Director will review the panel deliberations and forward the panel results (8 recommended winners and 16 runners-up) to the Director, IMA for review and approval.

e. The selection process will ensure full and equitable consideration for all personnel.

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f. All 24 nominees will be invited to the annual awards banquet to participate in the awards ceremony.

g. Nominations for this award will be forwarded by enclosure 1 and should contain the following:

(1) Name, address, and office symbol of nominee's assigned organization, including location.

(2) Full name of nominee, current position, title, rank/grade, organization address, point of contact, telephone number, and a brief biography and career history.

(3) A statement (no more than three pages), describing specifically how the nominee fully meets the award selection criteria and the reason why this employee embodies the values and ideals of IMA more than any other. The justification should include specific examples of what the employee did to make IMA a success. The statement should characterize how the individual acted as a positive change agent for IMA. It should address the nominee's impact on IMA's mission, operations, goals, objectives, and strategies during the award consideration period. Nominees will be evaluated using the criteria in enclosure 2.

h. Garrison Commanders, Region Directors and Headquarters Division Chiefs must personally endorse nominations and insure that nominees' credentials are in order (e.g., no finding of discrimination against others or record of disciplinary action).

i. The final three submissions from regions and headquarters should include an 8"x10" head and shoulder photograph of the nominees (taken at government expense). This photograph is for display/presentation purposes. Pictures should be in JPEG format 540x720.

j. A DA Form 1256, 5167, or 638 will be required for each nominee. Signature blocks should be left blank.

6. SUPPLEMENTAL RECOGNITION. While the Stalwart Award is exclusive to the Director, IMA, Region Directors may determine if additional recognition is appropriate for Stalwart nominees who make it no further than the RO. The process in this policy memo may not be changed, but supporting region policies may be established.

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7. RESPONSIBILITY. IMA HQ HRD (SFIM-HR) is responsible for the administration of the award. The point of contact is the Incentive Awards Program Specialist at commercial phone number (703) 602-3303, DSN 332-3303, or email IMAAwards@hqda.army.mil.

8. This policy memo supersedes Installation Management Agency memorandum, Subject: Installation Management Agency Stalwart Award, 11 Aug 03.



ANDERS B. AADLAND
Major General, GS
Director

2 Encls

1. Stalwart Nomination Form
2. Worksheet



STALWART NOMINATION FORM

Name of Nominee:

Current Position, Title and Military Rank or Civilian (AF or NAF) Grade (if applicable):

Organization and Address:

Garrison/Region/Division Point of Contact (POC) and phone #:

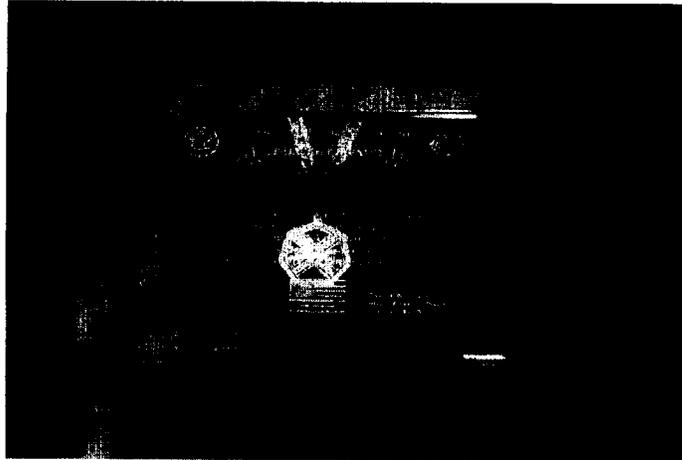
Garrison/Region CSM (if applicable):

Garrison Commander/Region or Headquarters Division Chief Endorsement:

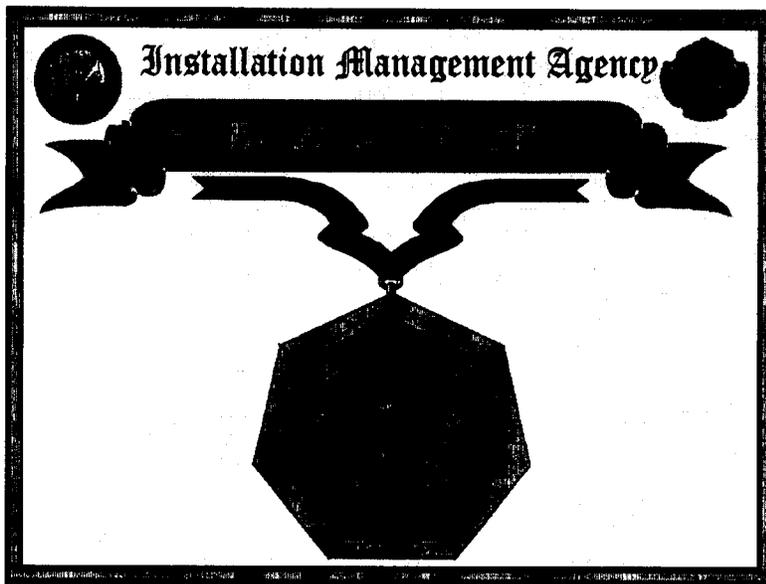
Certification: I certify that the nominee's credentials are without question or appropriate (e.g., no finding of discrimination or record of disciplinary action).

Garrison Commander/Region Director/Division Chief

3 Encl (1. Justification; 2. Biography; 3. DA Forms 1256, 5167, or 638)



IMA Stalwart Award Medallion and Case



Stalwart Award Medallion

**WC SHEET
FOR
INSTALLATION MANAGEMENT AGENCY IMA STALWART AWARD**

Board Member _____

Nominee _____

AWARD CRITERIA	(ORGANIZATION)				
	Minimal	Moderate	High	Outstanding	Exceptional
1. Nominee's contributions to positive change in IMA.	1	2	3	4	5
2. Nominee's industry, application, initiative and resourcefulness resulted in measurable, significant work achievement and contribution to IMA mission accomplishment.	1	2	3	4	5
3. Evidence that nominee held in esteem by peers, subordinates and superiors.	1	2	3	4	5
4. How the nominee motivated/inspired other IMA personnel to improve, increase or expand their work performance.	1	2	3	4	5
5. The nominees efforts to further IMA values	1	2	3	4	5
6. Additional favorable comments or observations	1	2	3	4	5

TOTAL = _____