



**DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
9301 NW 33<sup>RD</sup> STREET  
DORAL, FL 33172-1202**

SC-COS

22 May 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 02-19, USSOUTHCOM Impact and On-The-Spot Awards

1. The Commander of USSOUTHCOM has implemented a new program recognizing both military and civilian employees with "Great Job" stickers. These stickers are to be treated as an recognition awards where recipients will be granted time off for superior performance for a single contribution or accomplishment. Individuals who receive the award will process as follows:

a. Military members receive an "impact" award and are entitled to a 1-day pass to be taken at a time coordinated with their respective supervisors and work sections. Military members must also comply with any administrative requirements imposed by Service regulations.

b. Civilian employees receive an 8 hour time-off award (TOA) from duty, without loss of pay or charge to ordinary leave. Time-off award recommendations for Department of Army (DA) civilians, are required to be initiated by the employee's respective supervisor through the Incentive Award Nomination And Approval Form (DA FORM 1256), approved by the Director/Deputy Director and submitted to the employee's Civilian Personnel Office for processing. TOA nominations for Defense Intelligence Agency (DIA) employees are submitted by the supervisor on the JWICS Network via 'myHR'. The nominator would select and route to the appropriate approving authority. The TOA must be reflected on the employee's leave and earning statement for DA and DIA employees before it is used. All TOAs have to be used within 1 year after the effective date of the award.

2. This policy applies to all military and civilian employees in the HQ, SCOs and JTFs.

3. My POC for this memo is SCJ1, Col Brian Lewis at DSN 567-1117.

ANSLOW.PATRICIA  
MARIE.1018742612

Digitally signed by  
ANSLOW.PATRICIA.MARIE.1018742  
612  
Date: 2019.05.22 19:11:38 -04'00'

**PATRICIA M. ANSLOW  
Major General, US Army  
Chief of Staff**

DISTRIBUTION:  
D