



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

01 April 2021

MEMORANDUM FOR RECORD

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #25 – Civilian of the Quarter/Year Awards Program

1. References.

a. Army Regulation 672-20, Incentive Awards, 30 November 2018.

b. Memorandum, HQ USARPAC APCG, subj: U.S. Army Pacific (USARPAC) Civilian Recognition Program - Policy Memorandum 20-17, 1 October 2020.

2. Purpose. To establish and publish Civilian of the Quarter/Year Awards Program guidance, procedures, and responsibilities in order to recognize civilians for their outstanding performance and accomplishments throughout the year.

3. Applicability. This policy applies to all Army appropriated fund Civilians assigned to USARPAC P1 commands in Hawaii.

4. Issuance. This policy is effective immediately, and will remain in effect until suspended, revoked or superseded.

5. Program guidance and procedures. See Enclosures 1-4.

6. Point of contact is the Program and Management Analyst at 808-655-8580.

4 Encls

1. USARHAW Program Guidance
2. Nomination Coversheet
3. Nomination Form
4. Sample Narrative

A handwritten signature in green ink, appearing to read "JB JARRARD".

JAMES B. JARRARD  
Major General, USA  
Commanding

Enclosure 1: USARHAW Program Guidance to Policy Letter #25 Civilian of the Quarter/Year Award

1. Eligibility. All civilian nominees must be employed by a USARHAW organization and have served in a permanent or term position for at least six months prior to being nominated for the Civilian of the Quarter and Civilian of the Year.

2. Award Categories.

a. Category I: GS-11 and below or equivalents; Wage Grade and Wage Leader.

b. Category II: GS-12 and above or equivalents; Wage Supervisor.

3. Award periods and nomination suspense. The 25th ID & USARHAW G-1 will publish program details and solicit award nominations for the COQ/COY. The 25th ID & HQ, USARHAW, 94th Army Air and Missile Defense Command 9AAMDC) 8th Theater Sustainment Command (8th TSC), 196th Infantry Brigade and 9th Mission Support Command (MSC) will hold their own COQ/COY boards to identify their respective USARHAW nominees. The quarterly winners of USARHAW will compete for civilian of the year USARHAW. The two annual winners of USARHAW from each category will compete for USARPAC Civilian of the Year.

Recognition Period	Nomination Deadlines No Later Than (NLT)
a. First Quarter: 1 January - 31 March	Due NLT second Friday in April
b. Second Quarter: 1 April – 30 June	Due NLT second Friday in July
c. Third Quarter: 1 July - 30 September	Due NLT second Friday in October
d. Fourth Quarter: 1 October – 31 December	Due NLT second Friday in January
e. Annual: 1 January - 31 December	Due NLT last day in January

4. Responsibilities.

a. 25th ID & USARHAW G-1 is the staff lead for the civilian awards program and will:

1) Provide guidance to subordinate organizations.

2) Solicit quarterly and annual nominations.

3) Receive and process quarterly and annual nominations.

4) Compile and forward nomination packages to the Incentive Awards Committee for voting.

5) Notify leadership and supervisors of final results.

6) Prepare DA Form 1256 (Incentive Award Nomination and Approval) and certificates for senior leader approval.

Enclosure 1: USARHAW Program Guidance to Policy Letter #25 Civilian of the Quarter/Year Award

7) Process awards in AutoNOA.

8) Ensure awardees receive their awards in a timely manner.

b. The 94th AAMDC, 8th TSC, 196th Infantry Brigade and 9th MSC will:

1) Ensure nominations meet awards criteria and are submitted within the established suspense.

2) Ensure a nomination for each category outlined in paragraph 2 is forwarded electronically to the 25th ID & USARHAW G-1 POC.

3) Update civilian employee personnel records in AutoNOA for their COQ and COY winners using the "Activity Created Honorary Award" category.

6. Nomination Procedures. Nominations must be reviewed by the organization's awards panel prior to the submission of nomination packets to the 25th ID & USARHAW G-1. Each organization listed below will determine their final quarterly selectees and may not submit more than two nominations (one per category) on a quarterly and annual basis:

a. 25th ID & HQ, USARHAW

b. 94th AAMDC

c. 8th TSC

d. 196th Infantry Brigade

e. 9th MSC

7. Nomination Packet Contents. A complete nomination packet will include:

a. Completed Nomination Coversheet (Encl 2).

b. Completed Civilian Recognition Program Nomination Form (Encl 3). Include accomplishments performed during the award period for which the individual is being nominated. Individuals will be rated based on the following criteria:

1) Leadership and/or Job Performance: Extraordinary leadership accomplishments, characteristics demonstrated, and performance. Scope, level of responsibilities, and the impact on the mission and organization. New initiatives or techniques developed by the individual that positively impacted the organization and/or mission.

2) Collaboration: Employee contributes to team performance by providing encouragement and support, assisting others to overcome obstacles, and successfully accomplishing goals; is an honest and dependable team player who contributes to group collaboration and consensus decision making and shows empathy and respect for others, and builds and maintains good working relationships. Employees who foster

Enclosure 1: USARHAW Program Guidance to Policy Letter #25 Civilian of the Quarter/Year Award

communication, trust, cooperation and respect for differences and contributes towards an effort that significantly impacted the division or organizational goals and/or mission.

c. Justification narrative on plain bond paper, not to exceed one page, double spaced, Arial 12 font, with one-inch margins on all sides (Encl 4).

8. Nominations. Award packet submissions must include prior to submitting to 25th ID & USARHAW G1:

a. Justification narrative on plain bond paper, not to exceed one page, double spaced, Arial 12 font with one-inch margins on all sides.

b. Nomination Cover Sheet.

c. Nomination Form.

9. Board Members.

USARHAW Boards

Quarterly and Annual Voting Members
1. DCoS, 25th ID & HQ, USARHAW
2. CDR or Designee, 94th MSC
3. CDR or Designee, 94th AAMDC
4. CDR or Designee, 8th TSC
5. CDR or Designee, 196th IN BDE
Non-Voting Members
1. SJA, USARHAW

10. Awards and Honors. Photos for quarterly and annual winners will be displayed on the USARHAW COQ/COY Awards Wall on the second floor of Building 580, Schofield Barracks, HI.

a. COQ/COY winners will schedule and obtain photos through the Visual Information Ordering website (<http://www.vios.army.mil>). Unit commands within USARHAW must obtain permission from their civilians to publish their photos on the COQ/COY Awards Wall and/or social media websites (employee must sign bottom of nomination coversheet; Encl 2).

b. Civilian of the Quarter. 25th ID & USARHAW G-1 will prepare appropriate certificates for presentation to respective quarterly winners for USARHAW winners. Each USARHAW quarterly winner will receive a certificate, an eight-hour time off award and \$250 cash award.

Enclosure 1: USARHAW Program Guidance to Policy Letter #25 Civilian of the Quarter/Year Award

c. Civilian of the Year. Each USARHAW annual winner will receive a certificate, 16-hour time off award, Commander's coin, and \$500 cash award. The winners will be encouraged to apply for future professional training and developmental opportunities.

d. Should USARHAW winner(s) win Civilian of the Year USARPAC, the winner(s) will receive a Civilian Service Commendation Medal in addition to awards from USARPAC.

e. Processing Awards. Awards will be processed in AUTONOA by the 25th ID & USARHAW G1 or respective G1 in USARHAW.

11. Thank you for supporting the USARHAW Civilian of the Quarter Program.

**UNITED STATES ARMY HAWAII  
CIVILIAN RECOGNITION PROGRAM NOMINATION COVERSHEET**

1st:Jan-Mar // 2nd:Apri-Jun // 3rd:Jul-Sep // 4th:Oct-Dec

Check the appropriate box if nominating for an award:

Civilian of the Quarter (COQ):  1<sup>st</sup> Quarter / /  2<sup>nd</sup> Quarter / /  3<sup>rd</sup> Quarter / /  4th Quarter

Civilian of the Year (COY):

**RECOGNITION CATEGORY**

Check the appropriate box(es):

Category I: GS-11 and below or equivalent; and Wage Grade (WG) and Wage Leader (WL)

Category II: GS-12 and above or equivalent; and Wage Supervisor (WS)

**NOMINEE INFORMATION**

Nominee's Full Name: \_\_\_\_\_

Title, Pay Plan-Series-Grade: \_\_\_\_\_

Agency/Command: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SUPERVISOR'S CERTIFICATION**

Supervisor's Full Name: \_\_\_\_\_

I affirm this employee's records have been reviewed and there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**ENDORISING OFFICIAL (O6/GS-15/Above OR Equiv) & POINT OF CONTACT INFORMATION**

Endorser's Name/Signature: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Point of Contact Full Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOMINEE'S AUTHORIZATION FOR RELEASE OF INFORMATION (TO BE  
COMPLETED UPON NOTIFICATION OF SELECTION)**

"Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by United States Army Hawaii and my photo for publicity and promotion of the Civilian Recognition Program."

Selectee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# USARHAW CIVILIAN RECOGNITION PROGRAM NOMINATION FORM



NOMINATING ORGANIZATION OR STAFF OFFICE

NAME OF NOMINEE (FIRST MIDDLE INITIAL LAST)

## LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Bullet Accomplishments (COQ: Six lines maximum)

- Civilian of the Quarter: 6 Lines maximum
- Describe significant leadership accomplishments/how employee performed assigned duties
- Only use bullet format
- Action, Result, Impact bullet format is best; two-lined bullets carry less impact--polish bullets to perfection!
- Quantify your bullets; include Army, ACOM/ASCC level inspections--no wrap around bullets
- Do not submit more lines than authorized; only the six lines will be scored

## COLLABORATION:

Bullet Accomplishment (COQ: Six lines maximum):

- Line 1
- Line 2
- Line 3
- Line 4
- Line 5
- Line 6

Nomination for Civilian of the Quarter/Year

First Name MI. Last Name: (Organization Name / Division / Position Title): Mr./Ms.  
First Name Last Name has been essential to the \_\_\_\_\_ Division team's success in accomplishing its day-to-day mission. He/She loyally serves with the utmost professionalism.

Explain: What is unique about Mr./Ms. Last Name and his/her efforts is that anticipates the needs of his team members and external customers alike.

Mr./Ms. Last Name is an integral part of the PTA staff, balancing many command priorities to provide first class training to our Soldiers, Marines, Airmen and Seamen. His/Her "Can-do" spirit has facilitated training rotations for several Infantry Regiments from Month thru Month Year. Exemplifying the Army core values, having a positive work ethic, and being that dependable employee that his/her peers and superiors can depend on, has established Mr./Ms. Last Name as the cornerstone of his department.

Mr./Ms. Last Name has coordinated and briefed numerous distinguished visitors including the PACOM Combatant Commander, the Assistant Secretary of the Army, Congressional delegations and local elected officials. Mr./Ms. Last Name is a proven leader, respected expert and seasoned warrior who pulls together myriad resources, usually at the last minute, to pull of seamless training events that provides a challenging and realistic training environment. He is most deserving of this award.