

## Civilian Personnel

### CIVILIAN OF THE QUARTER/CIVILIAN OF THE YEAR

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**History.** This publication is an administrative revision. The portions affected by this revision are listed in the summary of change.

**Summary.** This regulation provides policy and procedures for the Fort Huachuca Civilian of the Quarter and installation Civilian of the Year program.

**Applicability.** This regulation applies to all elements of the US Army Intelligence Center of Excellence (USAICoE), as well as all Fort Huachuca Garrison, Tenant and Partner Organizations.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent of this regulation is the Deputy to the Commanding General, USAICoE. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAICoE, ATTN: ATZS-DC, Fort Huachuca, AZ 85613-7000.

**Distribution:** This publication is available solely on the Fort Huachuca homepage at <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-T-USAG-Huachuca>

## Summary of Change

This revision—

- Removes Civilian Personnel Advisory Center from the selection board as the reorganization of the agency removes their presence from Fort Huachuca.
- Removes USAG Fort Huachuca responsibilities to align with current events and offerings.
- Makes administrative changes (throughout)

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## **1. Purpose.**

This regulation establishes policy and procedures for eligibility, nomination, selection and recognition of the Fort Huachuca Civilian of the Quarter (COQ) and Civilian of the Year (COY). The objective of this program is to recognize employees with superior work records and/or those who perform meritorious acts or services, on or off duty, which contribute to the mission, quality of life of Fort Huachuca, or its role as a good neighbor in the community.

## **2. References.**

Related publications and prescribed and referenced forms are listed in Appendix A.

## **3. Explanation of abbreviations and terms.**

Abbreviations and terms used in this regulation are explained in the glossary.

## **4. Responsibilities.**

a. The Deputy to the Commanding General (DtCG), USAICoE, will—

(1) Establish policies and procedures for administration of the Fort Huachuca COQ/COY Program.

(2) Establish a selection board comprised of representatives from a cross-section of Fort Huachuca organizations to select the quarterly COQ and annual COY.

(3) Designate a primary and alternate selection board administrator/recorder.

b. Selection Board Organizations.

(1) Identify primary and alternate members to the board administrators so members may be granted access to the online voting application.

(2) Ensure a representative is available for each quarter's virtual selection board or notify board administrators of non-availability.

c. Selection Board Administrators.

(1) Provide administrative oversight of the program, to include granting appropriate access to the online application for designated personnel (board members, administrators) monitoring nominations, serving as board recorder, and certifying quarterly and annual winners.

(2) Provide advice on matters relating to policy, the nomination process, and board proceedings.

(3) Ensure all authorized awards are completed for presentation to each quarter's winner.

(4) Coordinate with the winner's commander or director to schedule a date, time and location for the recognition ceremony and award presentation.

d. Winner's organization.

(1) Coordinate with USAICoE personnel to schedule a date, time and location for the recognition ceremony and award presentation.

(2) Provide personnel at the ceremony to introduce the USAICoE representative, read the award citation, and photograph the ceremony.

(3) Provide a copy of the ceremony photograph to the Selection Board Administrator(s) for inclusion on the Civilian Recognition page on the Intelligence Knowledge Network (IKN) website.

## **5. Policy.**

a. Eligible Personnel. All permanent appropriated fund (AF) employees in the grades of GS/GG-13 (or equivalent) and below, all Wage Employees, and all non-appropriated fund (NAF) employees are eligible. Employees must be stationed at Fort Huachuca, or fall under a Fort Huachuca organization if stationed elsewhere.

b. Nominations. Any individual having direct knowledge of the employee's outstanding job performance, a significant achievement, or other public service may nominate an employee for COQ.

(1) Nominations will be made without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, political affiliation, military service, or other non-merit based factors.

(2) All nominations must be signed by the employee's supervisor, certifying that the nominee has no disqualifying prior or pending disciplinary actions at the time of nomination.

(3) An employee may be selected as COQ only once during a 12-month (fiscal year) period.

(4) An employee who is nominated but not selected may be re-nominated at any time.

c. Selection Criteria. Nominations will be evaluated against one or more of the following ideals:

(1) Performance: Nominee accomplished regularly assigned duties in an outstanding manner, setting an example for others to follow.

(2) Project: Nominee achieved noteworthy results when undertaking a special project or assignment, allowing the organization to efficiently meet or significantly exceed established mission goals.

(3) Process: Nominee developed a new or enhanced process or product resulting in improved mission accomplishment or a demonstrable savings in resources (time, manpower, materials, money, etc.).

(4) Community Relations: Nominee performed actions on or off duty that presented Fort Huachuca and its organizations/personnel in a positive manner, or garnered significant favorable publicity for Fort Huachuca.

d. In general, sustained superior performance will take precedence over short-term performance or other achievements.

e. The COY will be selected from the previous fiscal year's COQ winners.

## 6. Selection Board.

a. A virtual selection board comprised of representatives from a cross-section of Fort Huachuca organizations will convene quarterly to vote on the current quarter's nominations.

b. The board will include representatives for the following individuals/activities:

- (a) USAICoE Deputy to the Commanding General (Chair)
- (b) USAICoE Chief of Staff
- (c) US Army Garrison Deputy Commander
- (d) US Army Network Enterprise Technology Command (NETCOM) Chief of Staff
- (e) US Army Electronic Proving Ground (USAEPG) Commander
- (f) Joint Interoperability Test Command (JITC) Deputy Commander
- (g) US Army Information Systems Engineering Command (USAISEC) Deputy Commander
- (h) Raymond W. Bliss Army Health Center Commander
- (i) Communications Security Logistics Activity (CSLA) Commander
- (j) Board Administrator/Recorder and Alternate (non-voting members)

c. Except for the chairperson who will only vote in case of a tie, and the Board Administrators/Recorders, each member of the selection board has full voting rights.

d. Each quarter's voting will begin in the third week of the last month of the quarter (i.e., December, March, June and September) and continue until complete, but no later than 21<sup>st</sup> of the month. Fourth quarter nominations and voting will occur earlier to allow time for annual voting on the Civilian of the Year award to be completed.

e. The board will consider all nominations submitted in compliance with procedures established by this regulation. Candidates will not personally appear before the board.

f. The board will select a COY from those selected as COQ during the previous fiscal year. The COY selection will be made each year in October.

## **7. Procedures.**

a. Nominations will be completed using the Fort Huachuca Civilian of the Quarter Nomination Form (FH Form 690-18-R-E), available on the Fort Huachuca Intranet Web site (<https://ikn.army.mil/apps/CivRec/Home>). A sample form is at Appendix B.

b. Narrative justifications are limited to 1500 characters (including spaces). Narratives must include specific timeframes and examples showing the impact of the employee's contributions on their organization, collaborators, or the community. Any additional pages of justification or attachments will be removed from the nomination package and not considered by the voters.

c. All nomination forms will include supervisor certification of employee eligibility, along with certification that the form does not include any sensitive or classified information. Incomplete forms will be returned to the originator.

d. Completed nomination forms will be submitted through the Fort Huachuca Civilian Recognition Application on IKN (<https://www.ikn.army.mil/>). Nominations may be uploaded any time during the quarter up to the posted suspense date, which will be mid-month of the last month of each quarter.

e. After the board determines the quarter's COQ winner, or the Selection Board Chair declares the winner through tie-breaking procedures, the board administrators will obtain final Equal Employment Opportunity (EEO) and adverse action certification from the EEO Office and the Civilian Personnel Advisory Center (CPAC) on a DA Form 1256 (Incentive Award Nomination and Approval). The administrators will then upload the supporting documents (DA Form 1256 and award citation) to IKN and certify the winner.

## **8. Recognition.**

a. The Civilian of the Quarter who is a permanent appropriated or non-appropriated fund Army civilian employee will be honored with a Department of the Army Achievement Medal for Civilian Service and other awards as authorized. The Civilian of

the Year will receive the Commander's Award for Civilian Service and other awards as authorized.

b. The Civilian of the Quarter who is not an Army employee but a permanent appropriated fund employee will receive the Department of the Army Certificate of Appreciation for Patriotic Civilian Service and other awards as authorized. The Civilian of the Year who is not an Army employee will receive the Department of the Army Commander's Award for Public Service and other awards as authorized.

c. Presentation of the Civilian of the Quarter award should take place within the employee's activity with appropriate ceremony as directed by the activity commander. Presentation of the Civilian of the Year award should take place at an appropriate ceremony to include the NCO (Noncommissioned Officer) and Soldier of the Year as directed by the installation commander.

## **9. Grievances.**

The nomination or non-nomination of a candidate and the selection or non-selection of a candidate are not matters subject to an employee grievance, appeal, or arbitration.

## **Appendix A – References**

### **Section I**

#### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

#### **AR 672-20**

Incentive Awards

### **Section II**

#### **Prescribed and Referenced Forms**

DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil/>).

Fort Huachuca forms are available on the Fort Huachuca Intranet Web site (<https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-T-USAG-Huachuca>). To ensure accessibility, FH Form 690-18-R-E will also be available via IKN, at <https://www.ikn.army.mil/>.

#### **Prescribed Forms**

FH Form 690-18-R-E

Civilian of the Quarter Nomination

DA Form 1256

Incentive Award Nomination and Approval

#### **Referenced Form**

DA Form 2028

Recommended Changes to Publications and Blank Forms



## Appendix B – Form Sample

## Fort Huachuca Civilian of the Quarter Nomination Form

For use of this form, see FH Regulation 690-5; the proponent is the Office of the Deputy to the Commanding General, US Army Intelligence Center of Excellence and Fort Huachuca.			
Nominee Name (Last, First, MI) <input type="text"/>			
Position Title <input type="text"/>			
Pay Plan-Series-Grade <input type="text"/>		Length of Civilian Service <input type="text"/>	
Organization <input type="text"/>			
Brief Job Description <input type="text"/>			
Supervisor Name <input type="text"/>		Supervisor Phone <input type="text"/>	
Supervisor Email <input type="text"/>			
<i>Fill in only if nominator is not supervisor</i>			
Nominator Name <input type="text"/>		Nominator Phone <input type="text"/>	
<b>Narrative</b> - 1500 characters/spaces. Include specific examples and timeframes. Avoid uncommon abbreviations and acronyms. <input type="text"/>			
<b>Remarks</b> - Use this space for additional information the board may consider. Do not use to extend the narrative. <input type="text"/>			
<i>By signature below, I certify that to the best of my knowledge the nominee has current fully successful performance, is not on a performance improvement plan, and has no disqualifying prior or pending disciplinary actions at the time of this nomination.</i> <i>I further attest that there is no sensitive or classified information within this nomination form.</i>			
Supervisor Signature <input type="text"/>		Date Signed <input type="text"/>	

## **Glossary**

### **Section I Abbreviations**

AF	Appropriated Fund
COQ	Civilian of the Quarter
COY	Civilian of the Year
CPAC	Civilian Personnel Advisory Center
CSLA	Communications Security Logistics Activity
DtCG	Deputy to the Commanding General, USAICoE
EEO	Equal Employment Opportunity
FH	Fort Huachuca
IKN	Intelligence Knowledge Network
JITC	Joint Interoperability Test Command
NAF	Non-appropriated Fund
NCO	Noncommissioned Officer
NETCOM	US Army Network Enterprise Technology Command
USAG	US Army Garrison
USAEPG	US Army Electronic Proving Ground
USAICoE	US Army Intelligence Center of Excellence
USAISEC	US Army Information Systems Engineering Command

### **Section II Terms**

This section contains no entries.