



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMH-W (100)

12 04 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # ³⁶ Civilian Awards Program for Employee of the Quarter/Year

1. **References:**

- a. Army Regulation 672-20, Incentive Awards, 17 September 2020.
- b. Army Regulation 215-3, Non-Appropriated Funds Instrumentalities Personnel Policy, 29 August 2019.

2. This policy is **effective** immediately and remains in effect unless rescinded or superseded.

3. **Purpose:** The purpose of this awards policy is to provide guidance and ensure successful recognition of outstanding achievement, performance, and leadership by Civilian personnel assigned to United States Army Garrison (USAG) Humphreys.

4. **Applicability:** This policy applies to all assigned to USAG Humphreys Civilian personnel and local nation workforce.

5. **Responsibility:**

- a. The USAG Humphreys Garrison Commander has the overall responsibility for the Civilian Award Recognition Program. The Deputy to the Garrison Commander (DGC) is designated as the alternate and assumes all responsibility in the Commander's absence.

- b. Directors and supervisors are responsible for recognizing employees for their contributions and will adhere to garrison and Installation Management Command (IMCOM) awards guidance.

- c. Directors and supervisors at all levels will support and promote employee recognition. Nominating officials (supervisor, manager, or team leader, however the supervisor is the final approval on nominations) will ensure that nomination packets are accurately completed with proper justification. Awards recommendations are confidential until awards are approved and presented.

AMIM-HMH-W (100)

SUBJECT: Command Policy # 7, Civilian Awards Program for Employee of the Quarter/Year

6. Criteria, Eligibility, and Limitations:

a. The Employee of the Quarter and Year Program will occur according to fiscal year (FY) for the following four categories:

- (1) US Non-Supervisory (NAF, GS, Lead)
- (2) US Supervisory (NAF, GS)
- (3) KN Non-Supervisory (KGS, KWB)
- (4) KN Supervisory (KGS)

b. Only personnel selected as quarterly winners are eligible to be nominated for the Employee of the Year award for each representative category.

7. Nominations:

a. Nominations may be submitted regardless of position or grade, time in grade or length of service.

b. Nominations must be endorsed by DGC, directors, or division chiefs. Submit all nominations to the Directorate of Human Resources (DHR), Workforce Development (WFD) designated representative on designated suspense date.

c. Nominations for Employee of the Quarter will only include the contributions, and achievements, completed during the current quarter.

d. Nominations for Employee of the Year will include contributions and achievements completed during the fiscal year. All Nominees are from the winners of Employee of the Quarter of the previous fiscal year.

e. Workforce Development (WFD) will review and compile all nomination packets and supporting documentation for each panel and administers the process.

8. Selection Process:

a. Selections will be based on the following criteria:

- (1) Contribution to USAG Humphreys mission.

AMIM-HMH-W (100)

SUBJECT: Command Policy #~~3~~ Civilian Awards Program for Employee of the Quarter/Year

- (2) Increased productivity, efficiency, cost savings/avoidance.
 - (3) Innovativeness or creativeness contributed to the directorate.
 - (4) Demonstrated excellent internal or external customer service.
 - (5) Provide support to their team, directorate, or garrison.
- b. In order to ensure Quality Control (QC) WFD will:
- (1) Ensure nomination packets comply with the above procedures.
 - (2) Review and prepare nomination packets for panel evaluation.
 - (3) Consolidate all panel scores and prepare a summary sheet for the DGC.
 - (4) Once approved, WFD will notify nominees and supervisor of results.
- c. The Awards Panel will consist of SIX (6) panel member, one from each of the following Directorates: Directorates or supervisors from the Directorate of Plans, Training, Mobilization, and Security (DPTMS), Directorate of Emergency Services (DES), Directorate of Resource Management (DRM), Directorate of Family, Morale, Welfare, and Recreation (DFMWR), Directorate of Public Works (DPW), and Directorate of Human Resources (DHR) on a rotational basis. WFD will select panel members based on an alphabetical order. To ensure fairness and quality, the panel may include supervisors, managers, and team leads.
- d. Panel members will utilize the standard rating documents provided by WFD, when reviewing and submitting recommendations.
- e. Panel members will review all submitted nomination packets and award the nominee points using a Scale of 1, 3, and 5, with 1 being "minimal impact", 3 being "significant impact", and 5 being "outstanding impact."
- f. In the event of a tie the Deputy to the Garrison Commander (DGC) or designated representative will cast the deciding vote.

9. Winner and Nominee Incentives:

- a. Employee of the Quarter will receive a plaque.

AMIM-HMH-W (100)

SUBJECT: Command Policy # 36 Civilian Awards Program for Employee of the Quarter/Year

b. Employee of the Year will receive a plaque and \$250 On-the-Spot (OTS) cash award.

c. Non-selected nominees will receive an honorable mention during the Workforce Town Hall & Awards Ceremony.

10. **Point of Contact** for this policy is the Director of Human Resources, at DSN 757-2094 or email, renee.tucker2.civ@army.mil.



RYAN K. WORKMAN
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website

Selection Review Board **USAG Humphreys Non-Supervisory Employee of the Quarter Award, Q4, FY23**

Score Guidance	1 point	1 contribution (minimum, 1)
	3 point	3 contributions (significant, 2-3)
	5 point	5 or more contribution (Outstanding, 4+)

PANEL NAME: _____

SIGNATURE: _____

US Non-Supervisory	(1-5 points)						
	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7
Contributions to their Directorate and HSAG Humphreys Mission							
Demonstrations to their Team, Directorate or Garrison							
Demonstrations to Internal or External Customer Service							
Total	0	0	0	0	0	0	0

KN Non-Supervisory	(1-5 points)						
	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7
Contributions to their Directorate and HSAG Humphreys Mission							
Demonstrations to their Team, Directorate or Garrison							
Demonstrations to Internal or External Customer Service							
Total	0	0	0	0	0	0	0

Selection Review Board **USAG Humphreys Supervisory Employee of the Quarter Award, Q4, FY23**

PANEL NAME: _____

SIGNATURE: _____

Score Guidance	1 point	1 contribution (minimum, 1)
	3 point	3 contributions (significant, 2-3)
	5 point	5 or more contribution (Outstanding, 4+)

US Supervisory	(1-5 points)						
	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7
Contributions to USAG Humphreys Mission	2						
Increased productivity, efficiency, cost savings/avoidance.							
Innovativeness or creativity. Personally inspired improvement process.							
Positive Internal/external customer service.							
Total	2	0	0	0	0	0	0

KN Supervisory	(1-5 points)						
	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7
Contributions to USAG Humphreys Mission							
Increased productivity, efficiency, cost savings/avoidance.							
Innovativeness or creativity. Personally inspired improvement process.							
Positive Internal/external customer service.							
Total	0	0	0	0	0	0	0