

DEPARTMENT OF THE ARMY
Headquarters, United States Army
Army Training Center and Fort Jackson
Fort Jackson, South Carolina 29207-5015

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Fort Jackson Civilian Personnel Regulation
Decorations, Awards, and Honors
Civilian of the Quarter and Civilian of the Year Program



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Summary. This regulation establishes procedures for selection of the Civilian of the Quarter (COQ) and Civilian of the Year (COY) for Fort Jackson (FJ).

Applicability. This regulation applies to all Department of Army (DA) civilian personnel assigned or attached to this installation.

Army Internal Control Process. This regulation does not contain management control procedures.

Supplementation. Issue of supplements to this regulation by major commands is prohibited unless specifically approved by Headquarters, United States Army Training Center and Fort Jackson (USATC&FJ).

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander (CDR), USAG, (IMFJ-PL), Jackson Blvd, Room 111, Fort Jackson, SC 29207-5015.

Distribution. This Fort Jackson regulation is available only on the Fort Jackson SharePoint Portal at <https://hq.tradoc.army.mil/sites/fjsc/SitePages/Fort%20Jackson%20Regulations.aspx>.

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1. Purpose. This regulation establishes procedures for the selection of the COQ and the COY for FJ.

2. Referenced Forms.

- a. DA Form 1256, Incentive Award Nominations and Approval.
- b. DA Form 2028, Recommended Changes to Publications and Blank Forms.
- c. DA Form 4689, Commander's Award for Civilian Service.
- d. DA Form 5654, Achievement Medal for Civilian Service.
- e. Request for Personnel Action (RPA).

3. Explanation of Acronyms and Abbreviations.

Acronyms and abbreviations used in this publication are explained in the glossary.

4. Policy.

a. The COQ and the COY program creates interest and stimulates a competitive spirit among DA civilians (appropriated fund [AF] and nonappropriated fund [NAF]) and provides suitable recognition and reward for individuals who possess a superior work record and job knowledge. The program is designed to reward extraordinary efforts and customer service and to inspire positive attitudes and enthusiasm that support the mission and Army values.

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b. Each major command/activity is encouraged to nominate their most deserving civilian for the competition.

5. Responsibilities.

a. The DPTMS is responsible for:

- (1) Administering the program.
- (2) Preparing a DA Form 5654 for the selectee.
- (3) Preparing a DA Form 4689 for the selectee.
- (4) Preparing the Senior Commander's letter of commendation for the selectee.

(5) Maintaining a record of each quarter's selection proceedings. The president of the board will sign the record indicating his/her approval. The DPTMS will retain the original record of the proceedings for a period of one year from the date selection is made. This record should include the date the board is held, the names of the nominees, the total score of each nominee, and the person recommended by the board as the COQ and the COY.

(6) Maintaining a list of primary and alternate voting members.

(7) Schedule date and time with the Training Support Center (TSC) to have selectee's picture taken for posting in designated areas.

b. The Public Affairs Office (PAO) is responsible for providing adequate news coverage for the COQ and COY events.

6. Selection Board.

a. The COQ and COY selection board is comprised of the following organizations and individuals:

- (1) United States Army Training Center, Chief of Staff.
- (2) Garrison Command, Deputy Garrison Commander.
- (3) Logistics Readiness Center, Director, LRC.
- (4) MEDDAC, Chief of Plans and Operations.
- (5) Dental Health Activity designated Field-Grade Officer.

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- (6) United States Army Chaplains School and Center
 - (7) United States Army Soldier Support Institute, Chief of Staff.
 - (8) United States Army Drill Sergeant Academy, Commandant.
- b. The president of the selection board will be the USATC Chief of Staff. The president of the board will make a recommendation concerning the winner in case of a tie.
- c. At least six of the nine members of the board must vote for a selection to be made.
- d. The selection board has the authority to recommend the winner.
- e. The Senior Commander will be the approving authority for COQ and COY board winners.
- f. The COQ will be selected the quarter prior to the quarter in which they are recognized.
- g. At the request of the president, the selection board votes quarterly, but not later than the 30th of the last month of the quarter, to select the COQ for the following quarter. Candidates will not appear before the board. Those employees selected as the COQ during the previous fiscal year (October-September) will be considered for selection as the COY. The COY will be selected each September/October.
- h. The selection board will select the COQ and the COY from the recommendations submitted in accordance with paragraph 7 and forward recommended winner to the Senior Commander for his approval.

7. Procedures.

- a. Recommendations of candidates for the COQ shall be submitted to DPTMS, by the 15th of the last month of each quarter. If the 15th falls on a weekend or holiday, the deadline is the next workday. (See Appendix A, Figure A-1, for an example nomination memorandum.) Each command/activity may submit only one candidate per quarter for the COQ and one per year for the COY.
- b. The supervisor may request to review the nominee's official personnel folder prior to submitting the nomination through DPTMS.
- c. Recommendations are submitted in narrative format by e-mail, not to exceed two pages, and should include the following information:

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- (1) Name of candidate.
- (2) Position title, series, and grade.
- (3) Length of time in position.
- (4) Evaluation of overall performance.
- (5) Attitude, courtesy, and demonstrated professionalism.
- (6) Outstanding accomplishments.
- (7) Reasons for the recommendation.

d. The commander or director of the organization will endorse the recommendations.

e. The selection board's administrator will verify the nominees' eligibility with the Equal Employment Opportunity (EEO) Office and Civilian Personnel Advisory Center (CPAC) prior to their being considered for the COQ and COY.

f. Each selection board member will vote by e-mail. All nominees will be ranked in numerical ascending order (one being the best score). Ranking is based on the board members' review of the nominations submitted. The rankings from each board member are totaled, and the candidate with the lowest score is the winner. In the event of a tie, the president of the board will determine the winner.

g. Any individual who has been selected as the COQ cannot be renominated for 12 months following their selection.

8. Selection Criteria. The COQ and COY Award is intended to recognize meritorious personal effort, service, or other achievement within or outside the individual's assigned job responsibilities. The selection board shall consider the following factors when evaluating nominees for the COQ and the COY:

a. Attitude, courtesy, and job performance. Specific actions related to the mission of the organization and performance of duty that exceeds the normal expectations for someone in the position.

b. Outstanding accomplishments. Address the outstanding accomplishments, specifically those that supports the organization or FJ's mission.

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c. Reason for the recommendation. What significant contribution has the individual made to the organization to include a concise statement as to why the individual is worthy of selection as the COQ.

9. Recognition.

a. The candidate selected by the selection board will be designated as the COQ for the following quarter. The board will also select the COY from the winners of the past four quarters. These awards will be announced in "The Leader." A photograph of the COQ and COY will be displayed in building 2400.

b. The individual selected as the COQ will be awarded a DA Form 5654, the Senior Commander's coin, and a personal letter of commendation signed by the Senior Commander. The COY will be awarded a DA Form 4689 and a personal letter of commendation signed by the Senior Commander.

c. The Senior Commander or his/her designee will present the award. The award ceremony will be held quarterly in conjunction with the Installation Quarterly Award Ceremony (Jan, Apr, July and Oct).

d. The COQ will receive a \$500 Special Act Award and a 16-hour Time-Off Award, and the COY will receive a \$1000 Special Act Award and a 32-hour Time-Off Award. The nominating organization will prepare a DA Form 1256, with a justification statement. Upon approval of DA Form 1256, the nominating organization will initiate an electronic RPA no later than three business days after being notified of the nominee's selection for the award.

e. Civilian awards will be funded by the Senior Commander's fund for all winners.

f. All cash awards and time-off awards are dependent on available funding and authorization.

Appendix A

Example of a Nomination Memorandum

Figure A-1. Example of a Nomination Memorandum (Page 1 of 2)

(Office Symbol)

MEMORANDUM FOR Directorate of Plans, Training, Mobilization, and Security (DPTMS)

SUBJECT: Fort Jackson Civilian of the Quarter – Quarter Ending _____

1. Name of Candidate: _____
Position Title, Series, and Grade: _____
Length of Service: _____

2. Evaluation of Overall Performance:

_____ has established himself/herself as a thoroughly competent and knowledgeable employee. He/She has consistently provided exceptional support to his/her supervisor and the _____ staff. _____ performance has been superior in all aspects. _____ is completely dedicated to the success of the organization and accomplishment of the organization's mission. In addition to his/her outstanding performance as a _____, he/she maintains approximately _____, for the _____. _____ is consistently _____ make certain _____ files are up-to date, that _____ have the education and training required for their specialties, and that they are in total compliance with _____ Department of the Army (DA) regulations.

3. Attitude, Courtesy and Appearance:

_____ attitude, courtesy and appearance are truly remarkable. His/Her positive and helpful attitude has won her the respect of all those who come in contact with him/her. _____ treats everyone with the utmost respect and courtesy irrespective of rank, position or title with the organization. He/She serves as a role model for other staff and employees with his/her sunny disposition and pleasant, helpful attitude. _____ also serves daily as a model for appearance and demeanor in the work place, which is essential, given the number of military and civilian personnel he/she encounters on a daily basis. He/She is often required to appear before the _____ or commander and is ever mindful of creating a favorable impression for our department. _____ is very concern with getting a favorable impression for our department. _____ is very concerned with getting the job accomplished as efficiently as possible. He/She demonstrates remarkable attention to detail.

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(Office Symbol) Fort Jackson Civilian of the Quarter – Quarter Ending _____	(Subject)
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4. Outstanding Accomplishments:

a. _____ has been an invaluable asset in supporting major office projects and short suspense's. He/She is adept at streamlining many of the tasks in the _____ office, saving many man-hours and enabling him/her to use the extra time more wisely.

b. _____ accomplishes any undertaking, no matter how minor or highly visible, and does so in an exemplary manner. He/She is highly professional and truly committed to doing his/her utmost to ensure our _____ files are complete and correct according to _____ and Department of Army requirements and regulations. _____ has worked tirelessly with the _____ preparing documents showing how we have not only met but exceed _____ requirements in our _____ as well as other areas.

c. _____ has tirelessly participated in walk-arounds with the _____ committee throughout assisting in preparing our staff for our next _____ inspection. His/Her involvement in the committee has meant he/she has had to expend much additional effort to keep his/her work flowing smoothly so it will be accomplished in a timely manner.

d. _____ has utilized our _____ database to its utmost capability, designing reports to assist in accomplishing his/her job more efficiently. _____ is very pro-active and generally when asked if he/she will do something, he/she has already taken the initiative to take care of it. He/She often presents ideas that aid in making our operation run more efficiently and smoothly.

e. _____ organizes the _____ committee meeting monthly and makes certain all pertinent items are on the agenda for discussion by the _____. He/She makes certain all members and non-members are notified of meetings in a timely manner rescheduling of patient appointments. He/She is totally efficient in his/her organization and presentation and the meetings always flow smoothly with the accomplishment of all agenda items.

5. Reason for Recommendation:

There is no better candidate for the prestigious recognition of Fort Jackson Civilian of the Quarter due to his/her attention to detail, dedication to _____, performance as a team player, willingness to help others, and the professional attitude he/she displays.

Signature Block

Figure A-1. Example of a Nomination Memorandum (Page 2 of 2)

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AF

appropriated fund

CDR

Commander

CG

Commanding General

CPAC

Civilian Personnel Advisory Center

DA

Department of Army

DPTMS

Directorate of Plans, Training, and Mobilization

EEO

Equal Employment Opportunity Office

FJ

Fort Jackson

NAF

nonappropriated fund

RPA

Request for Personnel Action

SF

Standard Form

USATC&FJ

United States Army Training Center and Fort Jackson

TAB LISTING

- | | |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| TAB A | Staffing Documentation |
| TAB B | Initial Draft of the Fort Jackson Regulation 690-3 Civilian of the Quarter and Civilian of the Year Program (Includes required changes from CoS) |
| TAB C | Fort Jackson Regulation 690-3 Civilian of the Quarter and Civilian of the Year Program-FINAL |