

**Headquarters, U.S. Army  
Training Center and Fort Jackson  
2400 Jackson Boulevard  
Fort Jackson, South Carolina 29207-5015**

**Decorations, Awards, and Honors  
Fort Jackson Civilian of the Year Program**

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**OFFICIAL**



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Major General, U.S. Army  
Commanding

**History.** This is a new administrative publication specifically for the use of the United States Army Training Center and Fort Jackson organizations and personnel.

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

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

**Proponent and exception authority.** The proponent of this regulation is the USATC&FJ G8 Resource Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The proponent may delegate authority, in writing, to division chiefs in the grade of colonel or the civilian equivalent within the proponent agency, its direct report unit, or field operating activity. Organizations may request a waiver of this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to the policy proponent.

**Army management control process.** This regulation does not contain management control procedures.

**Distribution.** This Fort Jackson regulation is available only on the Fort Jackson SharePoint Portal at  
[https://armyeitaas.sharepoint-mil.us/sites/TR-FJSC/Fort\\_Jackson\\_Administrative\\_Publications](https://armyeitaas.sharepoint-mil.us/sites/TR-FJSC/Fort_Jackson_Administrative_Publications).

**Summary of Change**

Revises or replaces: New Regulation

<b>Contents</b>	<b>Page</b>
Chapter 1	
Introduction.....	3
1-1. Purpose .....	3
1-2. Reference Forms.....	3
1-3. Policy.....	3
1-4. Responsibilities.....	3
1-5. Records Management.....	4
Chapter 2	
Selection Board.....	4
2-1. Members.....	5
Chapter 3	
Nominations.....	5
3-1. Procedures.....	5
Chapter 4	
Criteria.....	6
4-1. Selection.....	6
Chapter 5	
Recognition.....	7
5-1. Presentation.....	7
Figure 1.....	8
Figure 2.....	9
Appendix A – References .....	10
Appendix B – Glossary.....	10

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation establishes procedures for the selection of the Civilian of the Year (COY) for Fort Jackson.

#### **1-2. 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, Civilian Service Commendation Medal.
- d. Request for personnel action (RPA).

#### **1-3. Policy**

a. 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 supports the mission and Army values. The exception to the above policy is that Federal Wage System (FWS), wage grade (WG), wage leader (WL), wage supervisor (WS) employees will compete against each other.

b. Each major command/activity is encouraged to nominate their most deserving civilian for the competition. Commands/activities may nominate one civilian employee in each of the categories. The five categories are:

- (1) General schedule (GS) 08 and below (or equivalent).
- (2) GS-09 and above (or equivalent).
- (3) FWS, WG, WL, WS 08 and below.
- (4) FWS, WG, WL, WS-9 and above.
- (5) Category for NAF employee submission will be determined by the nominating supervisor in accordance with the grade equivalency.

c. Candidates will not appear before the selection board.

#### **1-4. Responsibilities**

- a. The U.S. Army Garrison is responsible for:

(1) Soliciting the call for nominations for the COY from all commands on Fort Jackson, 15 October – 15 November for the previous fiscal year.

(2) Compile, package, and send all nomination packets via email to the USATC, G8, Manpower Equipment Division (MED) by 20 November for submission for the board. If the suspense falls on a weekend or holiday, the deadline is the next workday.

(3) The Public Affairs Office is responsible for providing adequate news coverage for the COY events and post selectees in The Leader.

b. The USATC G-8, MED is responsible for:

(1) Administer the program by sending out electronic nomination packets to board members for voting, tallying scores, and determining a winner in each category by 1 December. If the suspense falls on a weekend or holiday, the deadline is the next workday.

(2) Verify the nominees' eligibility with the Fort Jackson Equal Employment Opportunity (EEO) Office and Civilian Human Resources Service Center (CHRSC) prior to being considered for the COY.

(3) Maintain a listing of primary and alternate voting members.

(4) Maintain a record of each year's selection proceedings for three years. The president of the board will sign the record indicating their approval. The USATC, G-8, MED, will retain the original record of the proceedings for a period of one year from the date selection is made. This record includes board date, nominees name, nominees total score, board's recommendation for COY, and an approved DA Form 1256 for each winner.

(5) Provide funding for award recipients in each category to the respective commands.

(6) Schedule date and time with selectees to have their photo taken at USATC, Building 2400 for posting in designated areas.

c. G-8, business compliance division will be responsible for establishing and maintaining the U.S. Government Interagency 7600A agreement between Garrison and the USATC.

d. Secretary of the general staff officer will:

(1) Obtain approving authority signatures for winners from the USATC Chief of Staff (COS) and Senior Commander (SC) on the DA Form 1256.

(2) Prepare the DA Form 4689 Civilian Service Commendation Medal certificate, obtain SC note, and a coin for each winner.

(3) Provide the G-8, MED a copy of all approved DA1256's and certificates upon completion.

(4) Coordinate with the winning commands for the date and time to be determined yearly no later than 28 February for the SC or his/her representative will present the award. If the suspense falls on a weekend or holiday, the deadline is the next workday.

**1-5. Records management requirements**

As prescribed by AR 25-400-2, the records management (recordkeeping) requirements for all ARIMS record numbers, associated forms, and reports are included in the Army's Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports associated with this regulation are in RRS-A at <https://www.arims.army.mil/arims/default.aspx>.

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**Chapter 2**  
**Selection Board**

**2-1. Members**

- a. The COY selection board is comprised of the following organizations and individuals:
  - (1) USATC Deputy Chief of Staff
  - (2) USAG Deputy to the Garrison Commander
  - (3) U.S. Army Soldier Support Institute Chief of Staff
  - (4) Defense Health Agency Deputy Commander
- b. The president of the selection board will be the USATC COS. The president of the board will make a recommendation concerning the winner in the event of a tie.
- c. At least three of the four members of the board must vote for a selection to be made.
- d. The selection board has the authority to recommend winner in each category.
- e. The SC approves the COY board selected winners.
- f. The COY will be selected in the 1st quarter of the next fiscal year.
- g. The selection board votes not later than the 15th of December to select the COYs. The COYs will be selected for the fiscal year prior to the fiscal year in which they are recognized.
- h. The selection board will select the COY from the recommendations submitted in accordance with paragraph seven and forward recommended winner to the SC for his/her approval.

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**Chapter 3**  
**Nominations**

### **3-1. Procedures**

- a. Organizations will submit nominations using the Fort Jackson Installation COY nomination form and a DA Form 1256 for each category to the USAG, Workforce Development (USAG WFD) Office by the 15th of November. If the 15th falls on a weekend or holiday, the deadline is the next workday. See figure 1 and 2 for the requirements on the nomination and DA Form 1256. Each command/activity may submit only one candidate per category per fiscal year.
- b. Nomination packet will include the following and sent via email to USAG WFD:
  - (1) Fort Jackson Installation COY nomination form
  - (2) Signed appropriate DA Form 1256 by the nominator in accordance with Appendixes A and B.
- c. The commander or the appropriate level command representative of the unit/ organization will endorse the recommendations.
- d. Each selection board member will vote via e-mail. All nominees will be ranked in numerical descending order (five 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 highest score is the recommended winner. In the event of a tie, the president of the board will determine the winner.
- e. Any individual who has been selected as the COY cannot be re-nominated for 12 months following their selection.

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## **Chapter 4**

### **Criteria**

#### **4-1. Selection**

The 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 COY:

- a. Performance: State specific accomplishments and contributions completed during the fiscal year, including impacts on the organization and contributions to the Fort Jackson mission, vision and objectives.
- b. Personal example: Describe the nominee's application of all Army values through words and actions and the impact on others; are they role models in the organization? (Personal Courage, Integrity, Selfless Service, Honor, Loyalty).
- c. Dedication (duty): Describe the nominee's work ethic, willingness to take on more responsibilities, the demonstration of initiative and willingness to seek professional growth and development.

- d. Dignity and respect: Describe how the nominee treats others, willingness to cooperate, serves as team member, customer service, and the positive influence the nominee has on the organization's command climate.

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## **Chapter 5**

### **Recognition**

#### **5-1. Presentation**

- a. The candidates selected by the board and approved by the SC will be designated as the COY for the fiscal year in each category. These awards will be announced in "The Leader." A photograph of the COY recipient will be displayed in the USATC Post Headquarters Building 2400.
- b. The individual selected as the COY in each category will be awarded a DA Form 4689, a SC's note, and a coin.
- c. The SC or his/her designee will present the award. The award ceremony will be determined based on the SC's calendar.
- d. The COY will receive a \$1000 Special Act Service Award and up to 32-hour time-off award. The Fort Jackson COY nomination form will serve as the justification for the special act award. Upon receiving all signed and approved documents, the nominating organization will initiate an electronic Request for Personnel Action no later than three business days.
- e. Civilian awards will be funded by the SC's budget for all winners.
- f. All cash awards and time-off awards are dependent on funding availability and authorization.

**FORT JACKSON**  
**INSTALLATION CIVILIAN OF THE YEAR NOMINATION**    FY

NAME:  Grade/  
Category  Unit/  
Activity

**1. Performance:** State specific accomplishments and contributions completed during the fiscal year, including impacts on the organization and contributions to the Fort Jackson mission, vision and objectives.

**2. Personal Example:** Describe the nominee's application of all Army values through words and actions and the impact on others; are they role models in the organization? (Personal Courage, Integrity, Selfless Service, Honor, Loyalty).

**3. Dedication (Duty):** Describe the nominee's work ethic, willingness to take on more responsibilities, the demonstration of initiative and willingness to seek professional growth and development. willingness to seek professional growth and development.

**4. Dignity and Respect:** Describe how the nominee treats others, willingness to cooperate, serves as a team member, customer service, and a positive influence the nominee has on the organization's command climate.

 

Date

Nominator Title  Commander/Command's Representative Title

Figure 1. FJ Installation Civilian of the Year Nomination Form

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is DCS, G-1.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S NAME (Last, First, MI) <b>FILL IN INFORMATION</b>		2. ORGANIZATION (No abbreviations) <b>FILL IN INFORMATION</b> Fort Jackson, SC 29207		
3. PRESENT POSITION, TITLE, GRADE AND SALARY <b>FILL IN INFORMATION</b>		4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) <b>N/A</b>		
5. TYPE OF AWARD RECOMMENDED ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED.				
a. HONORARY		b. MONETARY		
<input type="checkbox"/> DISTINGUISHED CIVILIAN SERVICE MEDAL	<input checked="" type="checkbox"/> CIVILIAN SERVICE COMMENDATION MEDAL	<input type="checkbox"/>	QUALITY STEP INCREASE	
<input type="checkbox"/> SUPERIOR CIVILIAN SERVICE MEDAL	<input type="checkbox"/> CIVILIAN SERVICE ACHIEVEMENT MEDAL	<input type="checkbox"/>	PERFORMANCE AWARD \$	
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE MEDAL	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input checked="" type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$1,000.00	
<input checked="" type="checkbox"/> OTHER (Specify) <b>FYXX FJ Installation Civilian of the Year</b>		<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) <b>Oct XX - Sep XX</b>		<input checked="" type="checkbox"/>	TIME OFF AWARD <b>32 hours</b>	
6. NOMINATING				
a. TYPED NAME AND TITLE <b>FILL IN INFORMATION</b>	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE	
		AREA CODE: ( <b>      </b> ) <b>FILL IN FORMATION</b>		
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Check Yes or No, if no, explain on separate attached page)				
<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
<input type="checkbox"/> No				
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
<input type="checkbox"/> No				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. <input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> OTHER		
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$ <b>      </b>	TANGIBLE MONETARY BENEFITS \$ <b>      </b>	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$ <b>      </b>	
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				 Signature Block COL
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				 Signature Block CG
11. MAJOR COMMAND REVIEW COMMITTEE				 CDR
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

## **Appendix A References**

### **Section I Required Publications**

AR 672-20  
Incentive Awards  
Handbook for Civilian Professional Awards

### **Section II Related Publications**

This section contains no entries.

### **Section III Reference Forms**

DA Form 1256 Incentive Award Nomination and Approval  
Fort Jackson Installation of the Year Nomination Form  
DA Form 2028 Recommended Changes to Publications and Blank Forms  
DA Form 4689 Civilian Service Commendation Medal

### **Section IV Prescribe Forms**

This section contains no entries.

## **Appendix B Glossary**

### **Section I Abbreviations**

AF	appropriated funds
ARIMS	Army Records Information Management System
CHRSC	Civilian Human Resources Service Center
COY	civilian of the year
CoS	chief of staff
DA	Department of the Army
EEO	equal employment opportunity
FJ	Fort Jackson
FWS	Federal Wage System
FY	fiscal year
GS	general schedules

MED	Manpower and Equipment Division
NAF	non-appropriated funds
RRS-A	Records Retention Schedule-Army
SC	senior commander
USAG	United State Army Garrison
WFD	workforce development
WG	Wage Grade
WL	wage leader
WS	wage supervisor
USATC	United States Army Training Center