

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

USATC Memorandum 16

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U.S. Army Training Center (USATC)
Civilian of the Quarter and Civilian of the Year Program

OFFICIAL



DARYL O. HOOD
Major General, U.S. Army
Commanding

Summary. This memorandum establishes policies and procedures for nominating and selecting USATC Civilian of the Quarter (COQ) and Civilian of the Year (COY).

Applicability. This memorandum applies to all units reporting directly to this Headquarters, to include directors, chiefs, and staff offices.

References.

- a. Department of Defense Instruction (DoDI) 1400.25, Volume 451, (DoD Civilian Personnel Management System: Awards).
- b. Army Regulation 672-20 (Incentive Awards).
- c. TRADOC Supplement 1 to Army Regulation 672-20 (Decorations, Awards, and Honors Incentive Awards).
- d. Army Regulation 690-200 (General Personnel Provisions).

Suggested Improvements. The proponent of this memorandum is the G-8, Civilian Human Resource Division. Send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms).

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1.1 Objective. To recognize the special achievements and contributions of USATC's civilian workforce in the following three categories:

- a. GS04-08
- b. GS09-13
- c. WG06

1.2. Policy. The COQ/COY program is designated to recognize and reward an employee's extraordinary efforts, who display a positive attitude and enthusiasm supporting the USATC mission and values.

1.3. Responsibilities.

a. Units/Activities:

(1) Nominate their most deserving employee in accordance with designated timelines.

(2) Submit nominations to G-8, Civilian Human Resource Division (CHRD) using the nomination form signed by the supervisor located at Appendix A.

(3) Submit a DA Form 1256, Feb 19, Incentive Award Nomination and Approval for each nominee in accordance with Appendix B and Appendix C, pending on whether it's the COQ or COY nomination.

(4) Provide a photo of the winning selectee(s) for display in the USATC headquarters building to G-8, CHRD.

(5) Coordinate presentation of the selectee's award in the respective unit/work area.

b. G-8, CHRD:

(1) Administer the program.

(2) Verify the nominees' eligibility with Equal Employment Opportunity Office (EEO) and the Civilian Human Resource Servicing Center, Labor Management Employee Relations prior to being considered for the COQ and COY.

(3) Prepare the DA Form 4689 (Civilian Service Commendation Medal) or DA Form 5654 (Civilian Service Achievement Medal), whichever one is applicable for selectees.

(4) Coordinate the Commanding General (CG) two-star note for the selectees.

(5) Inform the units/activities of the COQ/COY results.

(6) Maintain a record of each quarter's selection proceedings. The chairperson of the board will sign the record indicating their approval of the board recommendation. The G-8, CHRD will retain the original record of the proceedings for two years from the selection date. This record should include date of the board all nomination forms, the total score of each nominee, the name of persons recommended by the board as the COQs and the COYs, and the approved DA Form 1256s.

(7) Enter the COQ/COY selectee's appropriate honorary award into the employee's official record.

(8) Post official photo of selectee(s) in the designated area located in the USATC headquarters building.

(9) Notify the Public Affairs Office to publish COQ and COY selectee(s) in the Fort Jackson Leader.

1.4. Selection Board.

a. The COQ and COY selection board members will be comprised of the following:

(1) USATC Chief of Staff (CofS), Chairperson (non-voting member).

(2) EEO representative (non-voting member).

(3) Two USATC Department of the Army Civilians at the GS/GG12 level or above (voting members).

(4) One military representative in the grade of E-9 through O-5 from one of the two training brigades, alternating quarters, with the first/third quarter representative from the 165th Infantry Brigade and the second/fourth quarter representative from the 193d Infantry Brigade (voting members).

b. G-8, CHRD will coordinate with USATC units/activities to obtain board panel selections based on availability of personnel to ensure the selections represents the grade and diversity of the civilian workforce within the command.

c. Candidates will not appear before the board.

d. The board will vote to select COQs for the following quarter, but not later than the 25th day of the last month of the quarter.

e. All voting members will vote via email by nominations submitted in accordance with paragraph 1.6(b) below. The results are tallied by the G-8, CHRD and forwarded to the chairperson for both nomination categories.

f. The chairperson will recommend the highest scoring nominee in each category to the CG for approval.

g. The COQ selectees will be recognized the quarter following the quarter in which they were selected (i.e. the first quarter selectee will be recognized during the second quarter of the fiscal year).

h. The COQ selectees during the previous fiscal year will not automatically be considered for selection as the COY. All nominations for COY will require new justifications and will be based on accomplishments over the 12-month period preceding the nomination. The COY selectees will be selected each October for the previous fiscal year.

1.5. Nomination Timeline.

a. Nominations for COQ will be submitted to the G-8, CHRD, as indicated in the timeline below:

| Quarter | Nominations Due |
|----------------|------------------------|
| 1st Quarter | 19 January |
| 2nd Quarter | 19 April |
| 3rd Quarter | 19 July |
| 4th Quarter | 19 October |

If the suspense date falls on a weekend or holiday, the deadline is the next working day.

Each USATC unit/activity may submit multiple candidates for COQ per quarter for each grade category.

b. Nominations for COY will be submitted to the G-8, CHRD by 19 October, the first month of the first quarter of the new fiscal year. Each USATC unit/activity may submit only one candidate for COY per grade category per year. If the suspense date falls on a weekend or holiday, the deadline is the next working day.

1.6. Selection Criteria.

a. Nominations will have personal identifiers (name, series, and unit/activity) redacted before the selection board reviews and votes to avoid the appearance of bias, prejudice, and/or improper influence.

b. The selection board will review each nomination based on the following criteria:

(1) **Performance** – specific accomplishments completed during the award period, including impacts on the organization and the USATC mission, vision, and objectives.

(2) **Personal example** – describe the nominee's application of all Army values and the impact on others; is the nominee a role model in the organization?

(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.

(4) **Dignity and Respect** – describe who the nominee treats others, willingness to cooperate, serves as a member of a team, and the positive influence the nominee has on the organization's command climate.

c. All nominees will be ranked 1 to 5 (5 being the best). Ranking is based on the board members' review of the criteria listed above. The rankings from each voting member will be tallied by the G-8, CHRD. The nominee, in each of the categories, who receives the highest score will be the selectee for the grade category. In the event of a tie the chairperson will determine the final selectee.

d. Any individual who has been selected as the COQ cannot be re-nominated for 12 months.

1.7. Recognition.

a. Employees selected as COQ will be awarded a Civilian Service Achievement Medal (DA Form 5654), CG's Two-Star Note, \$250 Special Act/Service Award (SASA), and a 16-hour time off award (TOA).

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- b. Employees selected as COY will be awarded the Civilian Commendation Medal (DA Form 4689), CG's coin, \$500 SASA, and a 40-hour TOA.
- c. The CG or his/her designee will present the COQ/COY awards at the monthly award ceremony or at the selectee's respective unit/activity, if scheduling permits.
- d. All USATC's COY winners will compete in the installation COY program. If selected as the Fort Jackson Installation COY, the individual will receive \$1,000 SASA and a 32-hour TOA.
- e. All cash awards are dependent on availability of funds and TOAs are dependent on eligibility. TOAs are capped at 80 hours in a 52-week period.

APPENDIX A

U.S. ARMY TRAINING CENTER CIVILIAN OF THE QUARTER/YEAR NOMINATION

QUARTER: YEAR:

Name: Grade Category: Unit/Activity:

1. **Performance:** State specific accomplishments completed during the award period, including impacts on the organization and the USATC's 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.

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

Title: Date:

APPENDIX B CIVILIAN OF THE QUARTER

| INCENTIVE AWARD NOMINATION AND APPROVAL <small>For use of this form, see AR 672-20; the proponent agency is DCS, G-1.</small> | | | | |
|---|--|--|---------------------------------|------------------------------------|
| PART I - TO BE COMPLETED BY OPERATING OFFICE | | | | |
| 1. EMPLOYEE'S NAME (Last, First, MI) FILL IN INFORMATION | | 2. ORGANIZATION (No abbreviations) (LIST ORGANIZATION) Fort Jackson, SC 29207 | | |
| 3. PRESENT POSITION, TITLE, GRADE AND SALARY FILL IN INFORMATION | | 4. POSITION HELD DURING PERIOD COVERED IN NOMINATION <small>(If other than that shown in Item 3)</small> N/A | | |
| 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 type="checkbox"/> CIVILIAN SERVICE COMMENDATION MEDAL | <input type="checkbox"/> QUALITY STEP INCREASE | | |
| <input type="checkbox"/> SUPERIOR CIVILIAN SERVICE MEDAL | <input checked="" 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 \$250.00 | | |
| <input checked="" type="checkbox"/> OTHER (Specify) FYxx USATC Civilian of the Quarter | | <input type="checkbox"/> ON-THE-SPOT CASH AWARD \$ | | |
| c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) (Dates of the Qtr) | | <input checked="" type="checkbox"/> TIME OFF AWARD 16 hr | | |
| 6. NOMINATING | | | | |
| a. TYPED NAME AND TITLE | b. SIGNATURE | c. TELEPHONE NUMBER | d. DATE | |
| Nominating Supervisor | | AREA CODE: (803) 751-xxxx | | |
| 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 | |
| <input type="checkbox"/> No | | | c. DATE | |
| <input type="checkbox"/> Yes | d. TYPED NAME CIVILIAN PERSONNEL OFFICER | | e. SIGNATURE | |
| <input type="checkbox"/> No | | | f. DATE | |
| 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 \$ | TANGIBLE MONETARY BENEFITS \$ | INTANGIBLE BENEFITS | ESTIMATED FIRST YEAR SAVINGS \$ | |
| PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES) | | | | |
| ACTION LEVEL | APPROVED <small>(If monetary, indicate amount)</small> | DIS-APPROVED | ADDITIONAL CASH AWARD | SIGNATURE, TITLE AND DATE |
| 9. LOCAL COMMITTEE CHAIRPERSON | | | | Signature Block of Current COS COS |
| 10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE | | | | Signature Block of Current CG CDR |
| 11. MAJOR COMMAND REVIEW COMMITTEE | | | | |
| 12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE | | | | |
| 13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD | | | | |

APPENDIX C CIVILIAN OF THE YEAR

| 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) FILL IN INFORMATION | | 2. ORGANIZATION (No abbreviations) (LIST ORGANIZATION) Fort Jackson, SC 29207 | |
| 3. PRESENT POSITION, TITLE, GRADE AND SALARY FILL IN INFORMATION | | 4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) N/A | |
| 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 | \$ 500.00 |
| <input checked="" type="checkbox"/> OTHER (Specify) FYxx USATC Civilian of the Year | | <input type="checkbox"/> ON-THE-SPOT CASH AWARD | \$ |
| c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 10/2x - 09/2x fiscal yr | | <input checked="" type="checkbox"/> TIME OFF AWARD | 40 hr |
| 6. NOMINATING | | | |
| a. TYPED NAME AND TITLE | b. SIGNATURE | c. TELEPHONE NUMBER | d. DATE |
| Nominating Supervisor | | AREA CODE: (803) 751-xxxx | |
| 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 \$ | TANGIBLE MONETARY BENEFITS \$ | INTANGIBLE BENEFITS | ESTIMATED FIRST YEAR SAVINGS \$ |
| PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES) | | | |
| ACTION LEVEL | APPROVED (If monetary, indicate amount) | DIS-APPROVED | SIGNATURE, TITLE AND DATE |
| 9. LOCAL COMMITTEE CHAIRPERSON | | | Signature Block of COS, COL COS |
| 10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE | | | Signature Block of CG CDR |
| 11. MAJOR COMMAND REVIEW COMMITTEE | | | |
| 12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE | | | |
| 13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD | | | |