



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY**  
**1759 LEWIS ROAD, SUITE 210**  
**MONTEREY, CA 93944-3223**

**OCT 19 2018**

IMPM-HR

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Command Policy #19, Civilian of the Month (COM), Civilian of the Quarter (COQ) and Civilian of the Year (COY) Program**

**1. References:**

- a. Department of Defense Directive (DODD) 1348.19, Award of Trophies and Similar Devices in Recognition of Accomplishments, 3 February 2014.
- b. Department of Defense Directive 1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, 4 November 2013.
- c. AR 672-20, Incentive Awards, 1 April 2014.
- d. Installation Management Command (IMCOM) Regulation 672-8, Military and Civilian Coins, 15 October 2012.

**2. Purpose:** To establish policy and procedures for the selection of the Civilian of the Month (COM), Civilian of the Quarter (COQ) and the Civilian of the Year (COY) Program for the U.S. Army Garrison (USAG) Presidio of Monterey (POM).

**3. Applicability:** This policy applies to all civilians assigned to USAG POM. Non-applicable to Summer Internship Programs or Summer Hires.

**4. Proponent:** The proponent for this policy is the Directorate, Human Resources (DHR) at (831) 242-7099.

**5. Policy:** The COM, COQ and the COY Program provides recognition and reward for individuals who demonstrate superior work effort, job knowledge, and customer service. The program is designed to reward extraordinary efforts and customer service and to inspire positive attitudes and enthusiasm that support the USAG POM mission and Army values.

**6. Responsibilities:**

- a. The DHR Workforce Development will:

- (1) Administer the program.

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(2) Prepare the United States Army Garrison Certificate of Achievement for COM and COQ selectees.

(3) Prepare the DA Form 4689 (Commanders Award for Civilian Service) for COY selectees.

(4) Prepare a DA Form 1256, Special Act Award, for \$250 for the COQ and \$500 for the COY selectees.

(5) Prepare Requests for Personnel Action (RPA) for each award action.

(6) Maintain a record of each quarter's selection proceedings. The original record of the proceedings will be retained for a period of one year from the date selection is made.

(7) Maintain a list of primary and alternate voting members.

(8) Coordinate with the Directorate, Plans, Training, Mobilization and Security (DPTMS) to have selectees' photo taken for posting in designated areas.

(9) Verify with the EEO Office that the nomination is consistent with paragraph 2-2 in AR 672-20.

#### 7. Selection Board.

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

(1) Deputy to the Garrison Commander, President

(2) Directorate, Resource Management Office, Voting Member

(3) Directorate, Emergency Services, Voting Member

(4) Directorate, Human Resources, Voting Member

(5) Director of Family and Morale, Welfare and Recreation, Voting Member

(6) Directorate, Plans, Training, Mobilization and Security, Voting Member

(7) Directorate, Public Works, Voting Member

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(8) Special Staff, Public Affairs, Alternate

(9) Special Staff, Safety, Alternate

(10) Special Staff, Religious Service Office, Alternate

- b. The selection board has the authority to approve the winner.
- c. At least four members of the board must vote for a selection to be made.
- d. The president or his designated representative will determine the winner in case of a tie.
- e. Each member of the board may appoint an alternate to serve as proxy with full voting rights on the selection board.
- f. The selection board will meet no later than the first Friday following the period in consideration. For example, the board will meet no later than the first Friday in February to determine the January COM; the board will meet no later than the first Friday in April to determine the Second Quarter COQ; and the board will meet no later than the first Friday in January to determine the COY.

8. Procedures.

- a. Nominations for each COM/COQ/COY must be received by the DHR no later than the last Friday of the month.
- b. Nominations will only be submitted by the Director on behalf on the Directorate to DHR. A monthly nomination of an employee is not required however, a negative response is required to DHR if no submission is provided.
- c. Recommendations are submitted by e-mail on the POM Form 1256 Civilian of the Month/Quarter/Year Nomination. Recommendation will include the following:
  - (1) Name and organization (down to office level) of candidate.
  - (2) Position title, series and grade.
  - (3) Narrative justification for the recommendation and proposed citation.

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(4) Director's endorsement

c. The Director will submit the nomination for 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 highest score is the winner. In the event of a tie, the president of the board will determine the winner.

e. The board will consider the three preceding three COM selectees in determining the COQ (for example, the COMs of October, November, and December will be considered for the first quarter COQ). The board will consider the preceding four COQ selectees in determining the COY.

9. Selection Criteria. The selection board shall consider the following factors when evaluating nominees for the COM, COQ and the COY:

a. Specific actions or performance of duty that exceeds normal expectations in the month of submission, and which contributed significantly to the accomplishment of the USAG POM mission.

b. The delivery of notable or outstanding customer service in the month of submission. The term "customer service" is not limited to individuals or organizations external to USAG POM; internal customers will be equally considered.

10. Recognition.

a. The COM will be awarded a United States Army Garrison Certificate of Achievement and a Commander's coin.

b. The COQ will be awarded a United States Army Garrison Certificate of Achievement and a \$250 cash award.


c. The COY will be awarded a Commander's Award for Civilian Service and a \$500 cash award.

d. The Commander or his/her designee will present the award.

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11. The Point of Contact for this program is Workforce Development, Directorate of Human Resources, (831) 242-4074.



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