



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCoE LOOP, STE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

23 FEB 2024

ATZT-CSW (1e)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Memorandum of Instruction, Fort Leonard Wood Annual Civilian Awards

1. References:

a. Department of Defense Manual 1348.33 Volume 3, (Military Decoration and Awards. DoD-Wide Performance and Valor Awards).

b. Army Regulation 672-20 (Incentive Awards).

2. Purpose. To revise the Fort Leonard Wood Annual Civilian Awards Program. The intent of this program is to recognize employees for their outstanding efforts in both their daily work and specific acts. Nominees must be assigned to a Fort Leonard Wood UIC. Contractors and non-appropriated fund (NAF) employees are not eligible for this recognition. These are the premier honorary awards presented by the Commanding General (CG) each year. Only 12 awards are presented each year to recognize employees from across Fort Leonard Wood and at all levels.

3. Applicability: This MOI is applicable to Fort Leonard Wood, Appropriated Fund, Civilian employees. Awards are approved or disapproved without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. Eligibility.

a. General.

(1) Nominees must be in the position for one year at the time of the submission.

(2) Nominees must be assigned to Fort Leonard Wood.

(3) Nominees must be DA, appropriated fund, civilians; contractors and NAF employees are not eligible.

(4) Nominees cannot have received an award from the same program within the past five years, regardless of the level (i.e. different level due to change in grade).

(5) Nominees will meet all eligibility criteria prescribed in AR 672-20.

b. Each Category has three levels of awards based on grade:

(1) Foundational – Grade 8 and below.

(2) Advanced – Grade 9-12.

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(3) Strategic – Grade 13-15.

c. The award categories are as follow:

(1) Acquire, Retain, and Care for People. Scope: this award is focused on how the team is cared for. Honorees will be recognized for nurturing and mentoring subordinates, peers, and community to uphold the essence of our profession and the importance of their service to it.

(2) Develop Leaders of Character. Scope: this award is focused on instructors, trainers, curriculum development, and related enablers or support activities. Honorees will be recognized for contributions to training and developing the Soldiers, junior leaders, and personnel of our Regiments and workforce.

(3) Train Warriors of Character & Generate Readiness. Scope this award is focused on the readiness of Soldiers and units, training and certification of cadre and instructors, professionally developing the Military and Civilian workforce, and daily operations. Honorees will be recognized for contributions to providing the operational forces with trained, disciplined, and fit Soldiers and leaders and integrated capabilities.

(4) Drive Change and Shape the Force. Scope: this award is focused on the development, fielding, and sustainment of Capabilities within proponency responsibilities. Honorees will be recognized for contributions to Force Design and Force Development activities that integrate the elements of DOTMLPF-P in support of emergent concepts, capabilities, experimentation, and organizational design.

5. Guidelines.

a. Nominations must be based on the past-year's work rather than a career.

b. Nominations should be qualified and quantified whenever possible. For example, citing command metrics is very helpful to draw comparisons, highlight distinctions and determine the degree of excellence.

c. Nominations will be submitted with the FLW Form 3005, not to exceed one page.

d. Those submitting nominations are encouraged to submit employees for routine work done extremely well and include unique accomplishments and initiatives.

e. Employees can be nominated by their chain of command or peers. The nominee's supervisor or chain of command must concur with the nomination.

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6. Process.

a. Nominations will be accepted from 15 March to 15 April. Packets will be submitted to MSCoE CIVPER.

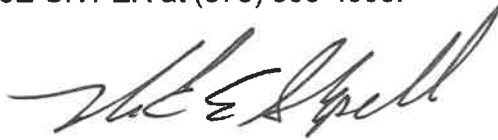
b. CIVPER will screen each packet for eligibility, that no issues exist that prohibit an award, and to ensure the packet is complete.

c. A panel, chaired by the DtCG with selected members from across Fort Leonard Wood, will convene to vote on packets. The intent of the panel is to select the most deserving candidate based on the contribution and/or impact of the individual and not based on a nominator's writing skills. The DtCG, based on the input from panel members, will provide a recommendation to the CG. In the absence of a DtCG the Chief of Staff will be the panel chair.

d. The CG selects the awardees, and the awards are finalized.

e. An awards ceremony will be held where awardees will be recognized with a personalized desktop (or similar) award and a \$500 cash award.

7. The POC for this program is the MSCoE CIVPER at (573) 563-4000.



MARK E. GLASPELL
Colonel, GS
Chief of Staff

Encl: FLW Form 3005

DISTRIBUTION:
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Companies, Detachments, Tenant Units,
Directorates, General and Personal Staff Offices

MSCoE ANNUAL CIVILIAN AWARD NOMINATION

PART I – NOMINEE INFORMATION

| | |
|--------------------|------------------------------|
| 1. NAME: | 2. ORGANIZATION: |
| 3. POSITION: | 4. TIME IN CURRENT POSITION: |
| 5. SERIES & GRADE: | 6. AWARD YEAR: |

PART II – AWARD INFORMATION & NARRATIVE

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| 7. CATEGORY: (Check one) <input type="checkbox"/> Develop Warrior Leaders Award <input type="checkbox"/> Readiness, Train and Prepare Award <input type="checkbox"/> Improving Force Capabilities Award <input type="checkbox"/> Caring for the MSCoE Team Award | 8. GRADE: (Check one) <input type="checkbox"/> Foundational (GS8 & Below) <input type="checkbox"/> Advanced (GS9-GS12) <input type="checkbox"/> Strategic (GS13-15) |
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9. NARRATIVE:

| | |
|---------------------|-----------|
| 10. NOMINATOR NAME: | 11. DATE: |
|---------------------|-----------|

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| 12. SUPERVISOR'S SIGNATURE: | 13. DATE: |
|-----------------------------|-----------|

By signing this form, the supervisor concurs with the nomination and confirms that the nominated employee is eligible for the award and not under any adverse actions.