



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

08 NOV 2021

ATZT-CSW (1e)

MEMORANDUM FOR Maneuver Support Center of Excellence (MSCoE) Headquarters (HQ)
Staff and Directorate Personnel

SUBJECT: Revised Memorandum of Instruction: MSCoE HQ Monthly Recognition Program

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 MSCoE HQ Monthly Recognition Program Memorandum of Instruction dated 21 Nov 2019, applicable to the members of the MSCoE HQ, staff and directorate personnel. The intent of this program is to provide a less formal, more frequent means of recognizing MSCoE HQ employees for their outstanding efforts in both their daily work and specific acts. This informal recognition program is a supplement to a separate MSCoE-wide annual recognition program. The focus is on the Civilian employee, but Military may be considered. Nominees must be assigned to a MSCoE UIC or assigned as a shared resource between the MSCoE and other local commands. Contractors are not eligible for this recognition.

3. Civilian Recognition Process.

a. Nominations will be collected on a continual basis and may be submitted by supervisors, co-workers, or an individual outside of the nominee's supervisory chain of command. Nominations will be submitted via email to the MSCoE CIVPER. The submitted information must include the nominee's name, work section, a one to two paragraph narrative describing the employee's action or accomplishment and, if applicable, relevant dates.

b. CIVPER will screen all nominations through the Equal Employment Opportunity (EEO) Office and the Civilian Personnel Advisory Center (CPAC) to ensure nominees are eligible for receiving recognition and not currently under any adverse personnel actions. CIVPER will also screen all nominations with the individuals' supervisory chain if the nomination was submitted from an external source.

c. The nominees will be reviewed by a panel of a minimum of 3 GS-15s from across MSCoE HQs. Each GS-15 will rank the nominees (1 being the highest). Scores will be combined and the top 3 nominees will move forward as winners for the recognition.

d. Nominations will be forwarded to the Assistant Chief of Staff (ACoS), Chief of Staff (CoS), and the Deputy to the Commanding General (DtCG) for review with final recommendation to the Commanding General (CG) for approval.

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e. Up to 3 individual Civilian winners will be awarded an on the spot award of \$250 and a two star note. Group and Military winners will be recognized with a two star note.


f. Awards will be funded from the MSCoE HQ awards budget. Awards will be processed by CIVPER.

g. There is no limit to the number of times an employee can be nominated, but an employee can only win once per fiscal year. Nominations will not carry over to the next month.

h. The monthly ceremony will be an established event on the CG's battle rhythm. CIVPER will coordinate the event, the speech writer will ensure the script is written, and MSCoE Protocol will set standards for the ceremony and prepare two star notes.

4. This memorandum supersedes the MSCoE HQ Monthly Recognition Program dated 21 Nov 2019.

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


RICHARD J. BALL
Colonel GS
Chief of Staff

From: [Johnson, Travis W CIV USARMY MSCOE \(USA\)](#)
To: [Martin, Sarah B CIV USARMY MSCOE \(USA\)](#)
Subject: RE: MSCOE HQ Monthly Recognition
Date: Monday, October 18, 2021 9:13:23 AM

Sarah – I don't see an issue in supporting from the MSCoE awards budget given the increased ceilings TRADOC has provided. G8 is good with this change.

V/R,
Travis

Travis W. Johnson, CDFM
Director, MSCoE G-8
Fort Leonard Wood, MO 65473
(573) 563-7298

From: Martin, Sarah B CIV USARMY MSCOE (USA) <sarah.b.martin13.civ@mail.mil>
Sent: Monday, October 18, 2021 8:58 AM
To: Johnson, Travis W CIV USARMY MSCOE (USA) <travis.w.johnson7.civ@mail.mil>
Subject: MSCOE HQ Monthly Recognition

Sir,

We are working an updated MOI for the MSCOE HQ Monthly Recognition. I spoke with Valerie a bit ago about these changes and she gave the thumbs up that the awards budget can support it. I just want to run it by you before staffing in gears to get the thumbs up from G8.

Please see attached.

Thank you!

Sarah Martin
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