



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

04 MAR 2025

ATZT-CSW (1e)

MEMORANDUM FOR SEE DITRIBUTION

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 Fort Leonard Wood. Contractors and non-appropriated fund (NAF) employees are ineligible for this recognition. These are the premier honorary awards presented by the Commanding General (CG) each year. Only 12 awards are presented annually to recognize employees from across Fort Leonard Wood 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, sex, religion, national origin, marital status, age, disability, or sexual orientation.

4. Eligibility.

a. General.

(1) Nominees must have been in the position they are being nominated for at least 9 months during the calendar year that is being recognized.

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

(3) Nominees must be DA, appropriated fund, civilians; contractors and NAF employees are ineligible.

(4) Nominees cannot have received an award from the same program within the past five years, regardless of the level or category (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 aligned with the CGs Enduring Priorities as follows:

(1) Drive Change that Shapes the Force of the Future Army (Modernization). Scope: this award is focused on the development, fielding and sustainment of Capabilities within proponent 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.

(2) Leader Development and Steward the Profession. Scope: this award is focused on instructors, trainers, curriculum development, accreditation, 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) Care for, retain, and inspire current and future Soldiers, Civilians, and their Families. Scope: this award is focused on how the team and organization is cared for. Honorees will be recognized for nurturing and mentoring subordinates, peers, and community or how they have contributed to organization efficiency and institutional agility to uphold the essence of our profession and the importance of their service to it.

(4) Train Warriors of Character. 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, Mobilization plans, emerging BCT/AIT/OSUT training requirements, facilitated increased throughput, 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.

5. Guidelines.

a. Nominations must be based on the past calendar 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.

Encl: FLW Form 3005



AARON D. BOHRER
Colonel, GS
Chief of Staff

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