

DEPARTMENT OF THE ARMY
Academy of Health Sciences
Fort Sam Houston, Texas 78234

AHS Memorandum
No. 672-1

1 December 1983

Decorations, Awards, and Honors
Recognition of Sick Leave Accrual
by Civilian Employees

1. PURPOSE. This memorandum establishes a system of recognition for those employees who, by judicious use of sick leave, contribute significantly to the economy and efficiency of operations through individual productivity.

2. APPLICABILITY. This memorandum is applicable to all civilian personnel assigned to the Academy of Health Sciences, Fort Sam Houston, Texas. The USA Medical Equipment and Optical School personnel will comply with procedures established at the host installation.

3. POLICY. This memorandum will not be used to inhibit the legitimate use of sick leave by civilian employees of this command, but the following recognition will be afforded those civilian employees who achieve the milestones indicated:

a. Employees with less than three years of current, continuous Federal Service who expend not more than eight hours of sick leave during any 12 consecutive month period will receive an official Letter of Commendation. Letters will be prepared in the format shown at Appendix A and will be signed and presented by the Brigade Commander, Director, separate Division Chief, or Special Staff Office Chief in an appropriate ceremony.

b. Employees who accrue 500, 1000, and 1500 hours of sick leave will, upon reaching these milestones, receive a Certificate of Recognition (FSH Form 2003). Certificates will be prepared in the format shown at Appendix B and will be signed and presented by the Brigade Commander, Director, separate Division Chief, or Special Staff Office Chief in an appropriate ceremony.

c. Employees who accrue 2000, 2500, and 3000 hours will receive a DA Form 2442, Certificate of Achievement, signed by the Commandant, Academy of Health Sciences, and presented at an appropriate awards ceremony. A sample citation is shown at Appendix C.

4. DOCUMENTATION AND PUBLICITY

a. Recognition awarded under para three above will be documented by an entry on the SF 7-B, Employee Service Record Card.

b. The employee's name, organization, the type of recognition awarded and the milestone achieved will be furnished the Public Affairs Office, Bldg 2840, AHS, ATTN: PAO, for publication.

APPENDIX A

(Sample)

HSA-DOT

(date)

SUBJECT: Letter of Commendation

Mr. John A. Doe
Directorate of Training
Academy of Health Sciences
Fort Sam Houston, Texas 78234

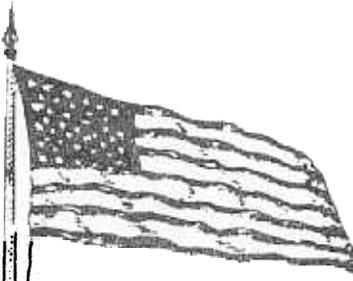
1. This letter is to officially recognize your highly commendable accomplishment of expending only eight hours of sick leave during the 12 month period _____ through _____.
2. By your judicious use of sick leave, you have made a significant contribution to productivity and mission accomplishment which brings great credit to both yourself and to this organization.
3. This recognition was documented by entry on your employee record card.

PAUL A. SMITH
Colonel, MSC
Director of Training

APPENDIX B

SAMPLE FSH FORM 2003

Please note that the HQ, FSH, Logo is used as representative of the installation as a whole, in that separate activity Logo's were deemed not to be cost effective.



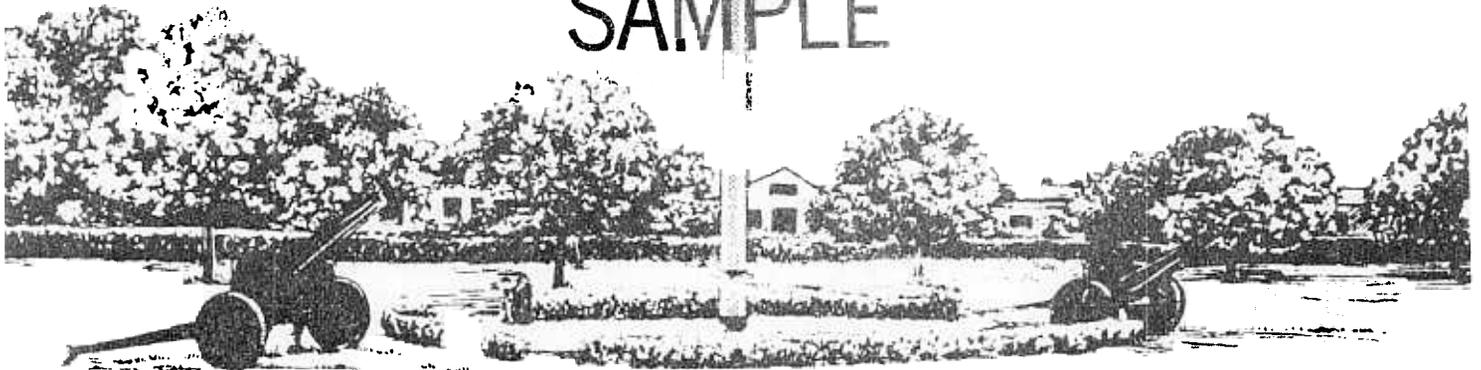
This Certificate of Recognition is awarded to

(Employee's Name)

(Assigned Office and Activity)

For accruing _____ hours of sick leave. The attainment of this milestone through the judicious use of sick leave reflects a significant contribution to productivity and mission accomplishment.

SAMPLE



This day of _____ 19__

(Director or Staff Office Chief)

(Sample)



DEPARTMENT OF THE ARMY

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

JOHN A. DOE

FOR

Your judicious use of sick leave which significantly contributed to the productivity and mission accomplishment of the Directorate of Training, Academy of Health Sciences, Fort Sam Houston. Official records indicate that as of (Date) you had accrued (Number) hours of sick leave. This meaningful accomplishment brings great credit to yourself, your organization, and this Command of which you are a valuable member.

(Date)

WILLIAM P. WINKLER, JR., M. D.
Major General, MC
Commandant

HSA-ZA

FOR THE COMMANDANT:

OFFICIAL:



DUKE R. WILLIAMS
CPT, MSC
Chief, Admin Svcs Div

BYRON P. HOWLETT, JR.
COL, MSC
Deputy Assistant Commandant

DISTRIBUTION:

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