

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

FSH Regulation
No. 672-1

7 March 1997

Decorations, Awards, and Honors
CIVILIAN EMPLOYEE OF THE QUARTER AWARDS PROGRAM

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston.

1. **PURPOSE.** To establish a system of recognition for those civilian employees who are nominated/selected for the installation Civilian Employee of the Quarter Awards Program.

2. **APPLICABILITY.** This regulation applies to appropriated and nonappropriated fund civilian employees that are assigned to or employed by an activity that receives incentive awards services from the Civilian Personnel Advisory Center (CPAC) at Fort Sam Houston.

3. **RESPONSIBILITY.** The Civilian Employee of the Quarter Awards Program will be administered by the CPAC. The program is intended to recognize the contributions of deserving civilian employees.

4. **PROCEDURES.** The below listed policies and procedures will apply.

a. Selection will be based on the following criteria:

(1) Contributions that have enhanced the organization's mission accomplishment, teamwork, or public image.

(2) Professional attitude toward self and others, and a willingness to share credit with other team members.

(3) Commitment to excellence demonstrated by responsive public service, continuous improvement, and stewardship of resources.

(4) Personal initiative, creativity, and professionalism reflected in employee's performance of daily duties.

(5) Customer service response

b. Four civilian employees may be selected on a quarterly basis as the installation Civilian Employee of the Quarter. One civilian employee may be selected in each of the following categories:

Pay Band One: GS-08 and below (Nonsupervisory)
WG-11 and below
WL-09 and below

Pay Band Two: GS-09 and above (Nonsupervisory)
WG-12 through WG-15
WL-10 through WL-15

(3) Nonappropriated fund employee (all grades except for supervisory employees).

Supervisory/managerial (all grade levels)

c. Employees selected as Civilian Employees of the Quarter will be awarded:

(1) A cash award of \$500.00

(2) A Certificate of Appreciation.

(3) A personally engraved plaque with awardee's name and organization

A gift certificate for two to the Harlequin Dinner Theater

A two-day Time-Off award

d. Awards and plaques will be funded by the awardee's command. Certificate(s) will be supplied by the CPAC.

e. Awards will be presented in an appropriate ceremony by the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston (or his/her designee), and the respective activity commander/director/chief.

f. The panel for selecting the Civilian Employees of the Quarter will consist of the following:

One female civilian employee

One ethnic minority employee

One manager or supervisor (GS/GM)

One manager or supervisor (WS).

One nonappropriated fund employee

One union representative.

One CPAC representative

g. Activities will submit only one nomination for each category to the Incentive Awards Section, CPAC. Serviced activities may use whatever internal method they determine best to select their nominee(s). Nominations will be submitted using the sample format at Appendix A (not to exceed two pages) and will include the original and five copies. Submission deadlines will be on the 15th workday after the end of each quarter. Final selection will be made by the last day of the same months.

APPENDIX A

SAMPLE FORMAT FOR NOMINATION FOR CIVILIAN EMPLOYEE OF THE
QUARTER

Office Symbol (672-20)

Date

MEMORANDUM FOR Civilian Personnel Advisory Center,
ATTN: Incentive Awards, Fort Sam Houston

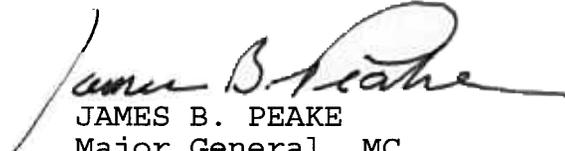
SUBJECT: Nomination for Civilian Employee of the Quarter

- 1 Employee's Last Name, First Name, Middle Initial:
2. Current Position and Grade:
3. Date Assigned:
4. Nominator's Name and Position Title:
- 5 Organization
6. Contributions/Achievements/Accomplishments: Briefly describe recent (within previous 12 months) achievements, accomplishments, significant acts, etc.

Supv/Director/Dept Chief
Signature Block

(NOT TO EXCEED 2 PAGES)

The proponent of this regulation is the Civilian Personnel Activity Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School, and Fort Sam Houston, ATTN: MCGA-CP, Fort Sam Houston, Texas.


JAMES B. PEAKE
Major General, MC
Installation Commander

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