

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 672-10

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Decorations, Awards, and Honors

UNITED STATES FORCES KOREA CIVILIAN EMPLOYEES APPRECIATION WEEK

*This regulation supersedes USFK Regulation 672-10, dated 12 November 2007.

FOR THE COMMANDING GENERAL:

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Summary. This regulation prescribes policy governing United States Forces Korea (USFK) Civilian Employees Appreciation Week and the USFK Civilian Employees of the Year competition described in appendix A.

Summary of Changes. This revision expands on the awards category definitions, addresses repeat nominations, and incorporates minor administrative changes.

Applicability. This regulation applies to all commands and assigned, attached, or tenant units of USFK, and other Department of Defense activities in the Republic of Korea. It does not apply to USFK invited contractors.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Commander, USFK, ATTN: FKCP-LPM, APO AP 96205-5237.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvement. The proponent of this regulation is the Headquarters (HQ), USFK, (FKCP-LPM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, USFK, (FKCP-LPM), Unit #15237, APO AP 96205-5237.

Distribution. Electronic Media Only (EMO).

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1. Purpose

This regulation establishes the policy, responsibilities, and procedures for the recognition of USFK civilian employees during USFK Civilian Employees Appreciation Week. It also establishes the USFK Civilian Employees of the Year competition described in the appendix A.

2. Reference

Related publication: AR 672-20 (Incentive Awards)

3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. General

a. USFK designates one week each year as USFK Civilian Employees Appreciation week to recognize civilian employees for their accomplishments and contributions to the USFK mission. During this week, subordinate commanders are encouraged to conduct local award ceremonies and other appropriate activities to honor civilian employees who have shown excellence in the performance of their duties.

b. USFK will hold a command awards ceremony during USFK Civilian Employees Appreciation Week. The Commander, USFK, or designee, will host the ceremony to recognize those employees selected as USFK Civilian Employees of the Year. Awards will be based on the employee's accomplishments from the previous calendar year.

5. Responsibilities

a. Commanders should sponsor local recognition activities in conjunction with the USFK Civilian Employees Appreciation Week. Commanders will assure maximum publicity and support for USFK and local awards ceremonies and other related events. When prompted, commanders should nominate deserving civilian employees to compete at the USFK level for an USFK Civilian Employee of the Year award.

b. Civilian Personnel Advisory Center(s) (CPACs)/Civilian Personnel Office(s) (CPOs) will -

(1) Assist commanders in organizing local Civilian Employees Appreciation Week activities.

(2) Ensure that all nominations for awards submitted in connection with these activities are reviewed for regulatory compliance, adequacy of documentation, and are processed in accordance with the annual procedural guidance provided by the USFK Civilian Personnel Directorate (CPD).

c. The CPD will -

(1) Develop procedural guidance for each year's award competition for use by the CPACs/CPOs, incentive awards committees, and nominating officials.

(2) Shall solicit nominations for the USFK Civilian Employees of the Year awards and convene a special USFK Incentive Awards Committee to review the nominations.

(3) Organize the command awards ceremony and related activities.

6. Employees of the Year

The objective of the USFK Civilian Employees of the Year awards program is to encourage the recognition of deserving civilian employees working at all levels throughout the Republic of Korea. The competition is open to both United States (U.S.) and Korean National (KN) employees. An USFK-wide competition is held annually to determine the winners in eleven categories. Award recipients will be recognized at a USFK Civilian Employees of the Year awards ceremony. Selection criteria and nomination procedures are described in the appendix A.

Appendix A

United States Forces Korea Civilian Employees of the Year Awards

A-1. Introduction

The USFK Civilian Employees of the Year award recipients will be selected from among nominations submitted by USFK commanders, staff principals, and independent activities. These awards are in addition to all other civilian awards and are not intended to replace or modify any existing award program. Employees should continue to be nominated for other appropriate awards as performance warrants.

A-2. Definitions

a. Eligibility. Competition is open to all U.S. and KN civilian employees, both appropriated and non-appropriated fund, receiving civilian personnel services from USFK activities as well as those belonging to other agencies of the U.S. Armed Forces present in the Republic of Korea. Employees of USFK invited contractors are not included. Individual awards are authorized for U.S. citizen and KN employees in each category listed in paragraph A-2b(1) through (11). Nominations must be based on accomplishments made during the previous calendar year.

b. Award categories. An explanation of the award categories is provided below. Employees may only be nominated for and compete in one category. Nominators should determine the most appropriate category as the basis for the nomination. For example, a supervisory engineer should be nominated for the professional category if the nomination is based on his/her application of technical expertise rather than supervisory accomplishments. Previous USFK Civilian Employees of the Year award recipients may not compete in the same category in back to back years.

(1) Manager of the Year. This category is for managers with responsibility for influencing policy or managing major programs. An individual who supervises subordinate supervisors may also be nominated in this category. Responsibilities of this nature usually occur at the GS-13 and above or equivalent level. However, the duties are the determining factor, not the grade level of the nominee.

(2) Supervisor of the Year. Employees in supervisory positions at any grade level. The nomination should be based on accomplishments as a supervisor directing people rather than application of technical skills. This category includes wage supervisors. Wage leaders are not supervisors; therefore, they are not considered in this category.

(3) Professional of the Year. Positions in the General Schedule that involve the performance of two-grade interval professional work requiring either 1) a positive education requirement which must have been satisfied in order to qualify for the position. Examples include accountants, attorneys, architects, engineers, historians, medical officers, nurses, occupational therapists, pharmacists, social workers and teachers; or 2) a great skill or experience in a specialized field with advanced study, training, or specialized experience in areas such as family advocacy, community planning, contracting, education services, health promotion, library science, procurement, and positions in the GS-0101 social science series.

(4) Administrator of the Year. Employees in positions that involve the performance of two-grade interval administrative and management work. These duties usually occur at the GS-7 and above or equivalent level. Many of the positions classified with a GS-0301 or GS-0343 occupational series belong in this category. Examples include administrative officers, program managers, and budget analysts, as well as specialists in the following occupations: financial management, air traffic control, commissary management, environmental protection, housing,

human resources, intelligence, logistics, marketing, physical security, public affairs, realty, recreation, safety and occupational health, supply, telecommunications, traffic management, training, and visual information.

(5) Technician of the Year. Employees in positions that require training in a specific technical process such as quality assurance, information technology, safety, electronics, and engineering. Family readiness and social services assistants, production controllers, and X-ray or other medical assistants/technicians also are included in this category.

(6) Clerical Employee of the Year. Employees in positions in the General Schedule that involve the performance of clerical and administrative support work performing duties such as keeping records, preparing and handling correspondence, filing, etc. Clerical positions include clerks, assistants, or technicians working in accounting or budgeting, claims, computer operations, communications, dispatch, education and training, human resources, purchasing, medical support, etc. These duties usually occur at the GS-7 and below or equivalent level.

(7) Customer Service Employee of the Year. Employees in service related occupations, which require one-to-one contact with customers for more than 50% of their assigned tasks. Food service workers, sales store cashiers, and billeting clerks are examples of the type of jobs that belong in this category.

(8) Skilled Employee of the Year. Employees in trades and crafts positions at any grade level. These positions are usually found in the wage grade system.

(9) Laborer of the Year. Employees in trades and craft occupations that have minimal experience requirements. This category includes employees in semi-skilled wage grade positions.

(10) Disabled Employee of the Year. Employees, regardless of position, who have contributed significantly to the attainment of USFK mission objectives in spite of their condition. The nominee must meet the U.S. Office of Personnel Management definition of disabled.

(11) KSC Employee of the Year. This category is for Korean Service Corps (KSC) employees at any grade level. The KSC workforce is comprised of Korean nationals who assist in mission accomplishment both in peace and wartime. KSC employees may be placed on special duties, detailed to different job sites or tasked according to skill identifier specialties which are necessary to meet their unique mission requirements.

A-3. Responsibilities

a. Commanders will -

(1) Establish procedures to govern competition at the installation level. Ensure nominations originating within command channels are submitted through incentive award committees.

(2) Establish an installation incentive awards committee to assure nominations comply with rules of eligibility and that winners are selected from among the nominations submitted. To ensure appropriate representation, installation commanders should expand their local incentive awards committee to include members from other commands or tenant activities.

(3) Support the USFK Civilian Employees of the Year awards by publicizing the program to employees, supervisors, and management officials to guarantee maximum participation from subordinate organizations and activities.

(4) Serve as the final approving authority for installation nominations forwarded for competition at the USFK level.

b. Tenant commanders (for example, 1st Signal Brigade) may elect to have their employees compete with the installation where employed or to convene a separate incentive awards committee for competition within their command. Tenant commanders must establish the method of competition at the beginning of each nomination cycle. Employees may only compete with the installation to which assigned or within the tenant command.

c. CPACs/CPOs will -

(1) Assist incentive awards committees with the review of nominations submitted at the local level. This includes any special tenant incentive awards committees that may be set up by tenant units.

(2) Serve as a non-voting advisor to assist incentive awards committees as required.

(3) Ensure nominations packages are submitted to the CPD according to this regulation and the annual guidance published by the CPD. Review nominations for procedural compliance, adequacy of documentation, and timeliness of submission.

d. The CPD will -

(1) Exercise primary staff responsibility and administration of the USFK Civilian Employees of the Year awards program.

(2) Administer the selection process by convening a special USFK Incentive Awards Committee. A member of the CPD staff will serve as a non-voting recording secretary for the committee.

(3) Arrange for the USFK Civilian Employees of the Year awards ceremony and reception.

(4) Procure award plaques.

e. The USFK Incentive Awards Committee will -

(1) Be comprised of the U.S. 8th Army Incentive Awards Committee members plus representatives from Air Force, Navy, Army and Air Force Exchange Service-Korea, Korean Service Corps, Joint U.S. Military Affairs Group - Korea, and Dragon Hill Lodge. The chair of the U.S. 8th Army Incentive Awards Committee serves as the chair for the USFK Incentive Awards Committee.

(2) Determine whether a nomination has been submitted in the appropriate category and decide if it should be changed to a category that better fits the nominee's job responsibilities and accomplishments. The committee's decision regarding the appropriate category of any nomination is final.

(3) Evaluate nominations, assign a numerical rating, and recommend a list of winners to the USFK Chief of Staff for approval. The committee may choose not to recommend a winner in any given category because of weak supporting documentation.

f. Local Incentive Awards Committees will -

(1) Ensure eligibility criteria and selection procedures comply with this regulation and the annual procedural guidance. Committees may develop local procedures for the selection and evaluation of nominees.

(2) Will submit their recommendations to the respective installation or tenant commander for approval before the CPAC/CPO forwards the nominations to the CPD for the USFK level competition. No more than one U.S. and one KN employee may be selected in each category from each installation or tenant command. Nominations of tenant command employees must follow the same chain in which they competed, either with the installation to which assigned or within the tenant command.

(3) Activities with separate personnel offices, such as Dragon Hill Lodge or Department of Defense Dependent Schools, may elect to compete with the installation where they are located or to convene a separate incentive awards committee.

A-4. Nominations

The original nomination package must be accompanied by three copies and in the format described in the annual procedural guidance.

a. Description. The description of accomplishments is limited to two pages and will address each of the six rating criteria listed below. For managers and supervisors, the committee will also consider effectiveness in leadership and human relations, as well as support of affirmative action goals. For volunteer work, the committee may consider activities in the local community, as well as those within military circles. Packages must identify the nominee's accomplishments and contributions to the USFK mission in relation to:

(1) Contribution to USFK mission.

(2) Increased productivity, efficiency, cost savings/avoidance.

(3) Innovativeness or creativeness. Personally inspired improvement processes.

(4) Positive influence on co-workers and others.

(5) Positive customer service.

(6) Volunteer work in the community with organizations and activities such as youth sports, scouts, family advocacy, etc.

b. Awards. Incentive awards committees will consider only awards received during the nomination period. The recognition may be for performance on the job or activities outside of work that are relevant to the nomination.

A-5. USFK Level Candidate Selection Procedures

a. Winners of local competitions will compete in the USFK Civilian Employees of the Year selection process. Deadlines for submitting nomination packages will be announced during the second quarter of the fiscal year.

b. The USFK Incentive Awards Committee will evaluate and score the nomination packages submitted to the CPD to provide a list of recommended winners. This list will be forwarded to the USFK Chief of Staff for approval.

A-6. Employee Recognition

a. USFK Civilian Employees of the Year.

(1) The presentation of the awards will be made during a USFK Civilian Employees of the Year awards ceremony hosted by the Commander, USFK, or designated representative. The ceremony will take place during USFK Civilian Employees Appreciation Week.

(2) Each USFK honoree will receive a commemorative plaque.

(3) Honorees may also be considered for local awards.

b. Local Employees of the Year.

(1) Winners of local competitions should be recognized for their achievements and selection as installation or tenant command employees of the year in an appropriate ceremony by the commander or designee, regardless of whether they were also selected at the USFK level.

(2) Recipients may be considered for cash awards, plaques, or certificates at the discretion of local commanders. All costs associated with local awards will be borne by the nominating activity.

A-7. Funding of Awards

a. Activity commanders are responsible for budgeting locally sponsored civilian recognition programs.

b. Costs for travel and temporary duty for the honorees and spouses, the USFK award plaques, and the reception will be funded by HQ, USFK.

Glossary
Abbreviations

CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
CPO	Civilian Personnel Office
HQ	Headquarters
KN	Korean National
KSC	Korean Service Corps
U.S.	United States
USFK	United States Forces Korea