

DLA Employee of the Quarter Program Award

Award Eligibility: All HQ DLA and all DLA Field Activities (FA) civilian and military employees.

Any or all of the criteria listed below may be used as justification. Other meritorious actions may also be submitted as justification for an employee's nomination.

- Superior performance
- Innovative improvement
- Humanitarian service
- Teamwork with other employees
- Responsible for any savings to the Government
- Performance of an act or service that reflects positively on DLA.

No individual may be selected as Employee of the Quarter more than once in any 12-month period.

As part of the Annual DLA Recognition Awards each year, Agency Employee of the Quarter award winners will automatically be considered for selection as the Agency Employee of the Quarter Annual Winner.

Award Submission: All nominations must contain the following:

- Full name of the nominee
- Position title and grade of nominee
- Organization to which the nominee is assigned
- Narrative justification
- Nominator's name, e-mail address, organization and telephone number.

Nominations must be received in the DLA Human Resources Center (DHRC-P) by 15th of January, April, July, and October.

Award Nominations Approved by: Endorsement by the Heads of FA, the Director's Staff Group, or management official designated by the Corporate Board members as appropriate. The Director of an organization may sign as both recommending and approving official.

The DLA Recognition and Awards Board, review the nominations, select two winners, and recommend the winners to the Director, DLA for approval.