



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

IMSG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter # 17, Civilian Employee of the Quarter and Year Program

1. **Applicability:** This memorandum is applicable to all civilian personnel employed by USAG Stuttgart to include (Appropriated Fund, Wage Grade, Non-Appropriated Fund and Local National). Contractors are not eligible.
2. **Purpose:** To establish responsibilities, guidance and procedures governing the management of the United States Army Garrison Stuttgart Employee of the Quarter/Year Program. This program is designed to recognize deserving civilians in the workforce for exceptional performance of duty.
3. **Responsibilities:**
  - a. Each director/office chief should support the program and may submit one civilian nominee per quarter.
  - b. The DHR will implement the program and chair Employee of the Quarter/Year Selection Boards consisting of four other members, an official recorder and an Equal Employment Opportunity (EEO) representative to serve as an advisor to the board.
  - c. The DHR will recommend board composition to the Deputy Garrison Commander.
  - d. The four appointed board members will serve one year.
4. **Policy:** The objective of the program is to identify and recognize the important contributions of the civilian workforce within the USAG Stuttgart. Employees should be recognized for extraordinary daily accomplishments that enhance the mission.
  - a. Nomination packets must be submitted through the appropriate director/office chief to the DHR no later than the fifth day of January, April, July and October. Nominations will be submitted electronically in a word document and consist of the items outlined in paragraph 3b.
  - b. Selection criteria and format:
    - (1) Candidate must have been a USAG Stuttgart employee the entire period covered.

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(2) Justification must address the employees' specific accomplishments and their impact on the garrison during the period (for example, employee received a letter or email from outside the organization applauding the employee for providing exceptional customer service and/or employee went beyond normal duty requirements in performing a task).

(3) Narrative should address mission impact, cost savings and productivity/process improvements when applicable.


(4) Nomination will not exceed two double spaced pages.

c. Quarterly winners will be announced at a Garrison Awards Ceremony following the cutoff date. The four quarterly award winners will be considered for the yearly award. The yearly award will be announced at the first Garrison Awards Ceremony of the following calendar year.

5. **Awards:** Personnel who are selected as the Garrison Employee of the Quarter will receive a Certificate of Achievement, a Garrison Commander's Coin and a \$250.00 on-the-spot cash award. The yearly winner will receive an Achievement Medal for Civilian Service and a \$500 on-the-spot cash award. The DHR will create the RPA.

6. **Execution:** The successful execution of this program is contingent on all Directors/Office Chiefs taking an active role in nominating exceptional employees.

7. Questions or comments about the policy or procedures in this memorandum should be addressed to the USAG Stuttgart DHR, Ms. Sehra, DSN: 431-3807 or email [harminder.sehra2.ln@mail.mil](mailto:harminder.sehra2.ln@mail.mil).

  
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Commanding