



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL  
18436 4TH STREET  
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-ZA

18 December 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #42 – Calendar Year 2013 Employee of the Month/Quarter/Year Program

1. Applicability. This policy applies to all Fort A.P. Hill Garrison Appropriated Fund (AF) and Non- Appropriated Fund (NAF) employees.
2. Proponent. Garrison Command Sergeant Major (CSM), USAG Fort A.P. Hill, HQ.
3. References.
  - a. Army Regulation 672-20, (1999) Incentive Awards.
  - b. DA Pamphlet 672-20, (1993) Incentive Awards Handbook.
  - c. IMCOM Regulation 672-10, (2009) Incentive Awards Program for Military and Civilian Personnel.
4. Policy. In order to recognize civilian employees for outstanding achievements, Fort A.P. Hill is implementing a compressive employee recognition program to both motivate and recognize high performing employees. The CSM will accept nominations for outstanding Employees of the Month, Quarter, and Year, from 1 January – 31 December 2013 using the following three award categories from each directorate.
  - a. Category One (1): AF employees in grades GS-8 and below, and NAF employees in grades NF-3 and below. This category does not include Federal Wage System employees and non-appropriated fund employees performing trade and labor work.
  - b. Category Two (2): AF Federal Wage System employees (WS, WL, and WG) and NAF employees (NS, NL, and NA).
  - c. Category Three (3): AF employees in grades GS-9 through GS-14, and NAF employees in grades NF-4 and 5.
  - d. Directorates are defined as follows:

IMPH-ZA

SUBJECT: Command Policy Letter #42 – Employees of the Month/Quarter/Year Program

(1) Combined Directorate (to include ASD (DHR), IMO, ISO, PAIO, PAO, and RMO with ASD (DHR) as the coordinating Directorate).

(2) DES, DFMWR, DPTMS, and DPW.

5. Criteria. The criteria are the same as the Commander's Award for Civilian Service (AR 672-2- paragraph 8-5). The contributions and achievements of the nominees in each category will be measured against one or more of the following criteria as appropriate:

a. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example for others to follow.

b. Demonstrated initiative and skill in devising new or improved equipment, work in manpower, time, space, material, or other items or expenses that improved the safety or health of the work force methods, and procedures or conceiving inventions that resulted in considerable savings in manpower, time, space, material, or other items or expenses that improved the safety or health of the work force.

c. Demonstrated leadership or public relations service that resulted in productivity of the unit.

d. Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.

e. Demonstrated courage or competence, while performing assigned duties, resulting in benefit to the government or its personnel.

6. Procedures.

a. Nominations may be made by any employee about another employee (regardless of grade) and submitted to the employee's Director. The Director will ensure that there is no active disciplinary action against the nominated employee and that the employee is not on a Performance Improvement Plan (PIP). If more than one nomination is received within a Directorate, the Director must choose only one submission per category to forward to the Garrison CSM.

b. Each Directorate, as defined above, will submit one brief nomination (via e-mail or memorandum stating the employee's name and what their accomplishments were) for each category applicable within their Directorate, to the Garrison CSM, NLT than the 5<sup>th</sup> of each month for the month prior (e.g., due 5 Dec for the month of Nov). A negative response must be sent to the CSM if there are no eligible nominees for the month.

c. The Combined Directorate will submit only one nomination per category to the CSM, to be coordinated through the ASD (DHR).

IMPH-ZA

SUBJECT: Command Policy Letter #42 – Employees of the Month/Quarter/Year Program

d. The Command Group (GC, DGC & CSM) will discuss nominations and choose a winner for each category for monthly submissions using the “Fort A.P. Hill Employee of the Month” score sheet attached to this policy (Appendix A). The Director(s) will be notified and recognition will be scheduled at the following Staff Call.

e. Employees selected as Employee of the Month for the Garrison cannot be nominated again until the following quarter.

f. Employees of the Quarter nominees shall be comprised of the selectees for Employees of the Month for that quarter.

(1) Calendar Year Quarters are defined as:

(a) First Quarter (1 January – 31 March)

(b) Second Quarter (1 April – 30 June)

(c) Third Quarter (1 July – 30 September)

(d) Fourth Quarter (1 October – 31 December)

(2) Directors will submit a broader written justification for this competition to cover the judging criteria contained in Appendix A. Justifications should be brief and legible, contain the nominee’s name, position, and reason for nomination. Directors are encouraged to gather additional information from the original nominator for more detailed information to assist in this process.

(3) Employee of the Quarter Packets are due to the Garrison CSM on the following dates:

(a) First Quarter due 10 April 2013

(b) Second Quarter due 10 July 2013

(c) Third Quarter due 10 October 2013

(d) Fourth Quarter due 10 January 2014

(4) A board will convene consisting of the Garrison CSM (a non-voting member) and tenant leaders from within Fort A.P. Hill to review and rank the packets using the criteria in Appendix A. Winners will be chosen based on their presented accomplishments and corresponding scores. In event of a tie, the Garrison Commander will choose the Employee of

IMPH-ZA

SUBJECT: Command Policy Letter #42 – Employees of the Month/Quarter/Year Program

the Quarter based on information from the tenant board. The Director(s) will then be notified and recognition will be scheduled at the following Staff Call or post-wide event.

g. Employees of the Year shall be comprised of the selectees for Employee of the Quarter in each of the calendar year quarters.

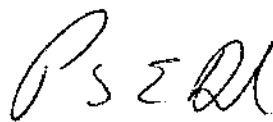
(1) Directors will have the opportunity to submit a broader written justification for this competition to cover the judging criteria contained in Appendix A. Justifications should be brief and legible, contain the nominee's name, position, and reason for nomination. Directors are encouraged to gather additional information from the original nominator for more detailed information to assist in this process. The deadline to submit updated packets will be sent to the affected Directors by the Garrison CSM.

(2) A board will be convened consisting of the Garrison CSM (a non-voting member) and tenant leaders from within Fort A.P. Hill to review and rank the packets using the criteria in Appendix A. Winners will be chosen based on their presented accomplishments and corresponding scores. In event of a tie, the Garrison Commander will choose the Employee of the Year based on information from the tenant board. The Director(s) will then be notified and recognition will be scheduled at the following Staff Call or post-wide event.

7. This Policy Letter will be posted conspicuously throughout each directorate to ensure maximum accessibility throughout the Garrison. POC for this Policy is the Garrison CSM at ext. 8206.

2 Encls:

1. Appendix A (FAPH Employee of the Month Score Sheet)
2. Appendix B (FAPH Employee of the Year Rank Order)



PETER E. DARGLE  
LTC, AR  
Commanding

DISTRIBUTION:

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IMPH-ZA

SUBJECT: Command Policy Letter #42 – Employees of the Month/Quarter/Year Program

### Fort A.P. Hill Employee of the Month

Name of Nominated Individual: \_\_\_\_\_, Directorate: \_\_\_\_\_

Nominating Individual: \_\_\_\_\_

Category: (Circle One)

**CATAGORY 1**

GS-8 & below

NF-3 & below

**CATEGORY 2**

WS/WL/WG

**CATAGORY 3**

GS-9 & above

NF-4 & above

1: Minimal performance    2: Average    3: Above Average    4: Exceptional    5: Best

Key Points	Score
a. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example for others to follow.	
b. Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures or conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items or expenses that improved the safety or health of the work force.	
c. Demonstrated leadership or public relations service that resulted in productivity of the unit.	
d. Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.	
e. Demonstrated courage or competence in an emergency, while performing assigned duties, resulting in benefit to the government or its personnel.	
<b>Total:</b>	

Appendix A

IMPH-ZA

SUBJECT: Command Policy Letter #42 – Employees of the Month/Quarter/Year Program

**Fort A.P. Hill Employee of the Year  
Rank Order**

	<b>CATEGORY 1 GS-8 &amp; below, NF-3 &amp; below</b>	<b>CATEGORY 2 WS/WL/WG</b>	<b>CATEGORY 3 GS-9 &amp; above, NF-4 &amp; above</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			