



DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-ZB

1 February 2012

MEMORANDUM FOR All Department of the Army (DA) and Non-Appropriated Fund (NAF) Civilian Employees Assigned to Parks Reserve Forces Training Area (PRFTA) Garrison Command

SUBJECT: Camp Parks Policy Letter # 52 – Garrison Commander's Employee of the Quarter/Employee of the Year (EOQ/EOY) Program

1. REFERENCES:

- a. Army Regulation (AR) 672-20, Incentive Awards, 29 January 1999.
- b. Army Regulation (AR) 690-400, Total Army Performance Evaluation System, 16 October 1998.
- c. Army Regulation (AR) 690-900, Civilian Personnel – General and Miscellaneous, 15 December 1979.

2. PURPOSE. The goal of the Commander's EOQ/EOY program is to publicly recognize outstanding employees and acknowledge their accomplishments and contributions to the PRFTA mission. It also offers an opportunity for all PRFTA Managers to recognize their employees for their exceptional job performance.

3. APPLICABILITY. This policy applies to all civilian government employees (DAC and NAF) assigned to the PRFTA garrison. It is not applicable to military personnel and contractor employees.

4. POLICY. Quarterly, the PRFTA Garrison Commander will recognize up to two civilian employees nominated for Employee of the Quarter. Annually, the PRFTA Garrison Commander will select one of the quarterly awardees as PRFTA Employee of the Year. To be eligible for nomination, employees must meet the following criteria:

- a. Nominee(s) must be a full-time employee, scheduled to work 40 hours per week. This eligibility includes term and temporary employees, and those employees in a career or career-conditional status.
- b. Nominee(s) must have successfully completed his/her initial probationary period.
- c. Nominee(s) must not have any active disciplinary action pending or on file for the previous two years. The term "on file" includes notices of disciplinary action filed locally or in the employees' official personnel file maintained at the servicing Civilian Personnel Advisory Center (CPAC).

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d. Nominee(s) must have consistent satisfactory job performance based on most current TAPES evaluation. Employees receiving less than “Successful” ratings on the most recent evaluation may not receive a nomination.

e. Employees may only be selected one quarter each year, but may be nominated more than once. Use Fiscal Year quarters to determine nomination periods.

f. Selectees may receive a Time-Off Award, Achievement Award for Civilian Service or other recognition deemed appropriate by the Garrison Commander.

g. This policy does not prevent submission of performance awards under provisions of reference (a) above. However, employees may not receive duplicate awards for the same act(s) of service or duty performance.

5. PROCEDURES.

a. Managers and supervisors will nominate eligible employees on the PRFTA Civilian of the Quarter Nomination form enclosed. Use one additional narrative sheet as needed.

b. The criteria for nomination will include, but is not limited to, the following:

- Producing high quantity and quality of work over an extended period of time;
- Giving extra effort to complete a job or handle a heavier workload;
- Filling in when team is short-staffed;
- Volunteering for and working on special projects;
- Creative problem-solving resulting in substantial cost or time savings;
- Significantly improving customer service or increased customer satisfaction;
- Significantly improving a work process or increasing the efficiency of a procedure; and
- Performing at a level above and beyond normal job requirements.

c. Complete nomination forms to arrive at PRFTA Command Group no later than the 15th day of the last month of the nominated quarter.

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d. The Deputy to the Garrison Commander (DGC) convenes a review panel consisting of the Garrison Command Sergeant Major (GCSM) and one Coordinating or Special Staff director (DOL, DPTMS, DPW, PAO, or Safety).


e. The Review Panel reviews the nominations and rank orders the nominees. The rank-ordered list is given to the GC for final approval.

e. The GC reviews the recommendation and approves/disapproves top-ranked nominee. If approved, the GC directs an appropriate award for the employee. If disapproved, the review panel reconvenes for an additional review of the nominees.

f. The employee is recognized formally by the GC at the next scheduled Employee Town Hall where he or she is present.

6. PROPONENT. The proponent for this policy is the PRFTA Deputy to the Garrison Commander at (925) 875-4675.

Encl
as


DAVID R. JAMES
LTC, LG
Commanding

PRFTA Civilian Employee of the Quarter Nomination

1st Quarter (Jan - Mar)
 2nd Quarter (Apr - Jun)
 3rd Quarter (Jul - Sep)
 4th Quarter (Oct - Dec)

CATEGORY I
 GS-1/WS-1/WL-1/WG-1/UA-9 through
 GS-7/WS-7/WL-5/WG-11/UA-4

CATEGORY II
 GS-8/WS-8/WL-8/WG-12/UA-3 through
 GS-12/WS-11/WL-14/WG-15/UA-1S

1. NAME OF EMPLOYEE (LAST Name, First Name, MI)

2. POSITION TITLE/PAY PLAN-SERIES-GRADE (i.e., Mgt Svc Tech/GS-0303-xx)

3. DIRECTORATE and SECTION:

4. BRIEF DESCRIPTION OF JOB DUTIES

5. BRIEF DESCRIPTION OF PERFORMANCE UPON WHICH AWARD RECOMMENDATION IS BASED

NOMINATING SUPERVISOR

(Typewritten Name and Title)

DIRECTORATE/SECTION HEAD

(Typewritten Name and Title)

(Signature)

(Signature)