



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

REPLY TO
ATTENTION OF

AETV-SCR-M

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: SUBJECT: 3d Corps Support Command (3D COSCOM) Policy Memorandum # 28, Civilian of the Quarter and Year Program

1. **PURPOSE.** To establish policy and procedures for the 3d COSCOM Civilian Employee of the Quarter and Year Program.
2. **APPLICABILITY.** Headquarters, 3d COSCOM and all subordinate units.
3. **BACKGROUND.** To recognize outstanding performance of its civilian employees, 3d COSCOM will select a civilian employee of the quarter and year. All 3d COSCOM civilian employees, both LN and U.S. are eligible for the award. Proponent for this program is the Directorate, Resource Management (DRM).
4. **PROCEDURES.**
 - a. Nominations are due at the end of the first month of each quarter. During the fiscal year those dates are 31 October, 31 January, 30 April and 31 July. Nominations can cite any individual accomplishment(s) that occurred during the preceding quarter, and up until the nomination due date. Some accomplishments are projects that are the culmination of many months or years of work. When completion of a long-term mission or project is cited as justification for the award, contributions over the entire length of the project can be mentioned in the justification. Completion date of lengthy projects must fall within the 4-month nomination window to be eligible. An individual can be selected as civilian of the quarter only one time per fiscal year, but may be nominated more than once per year.
 - b. Units submit nominations based on authorized civilian strength. The following targets are established with this in mind. 27th Transportation Battalion and STB will submit at least two nominations per quarter. 7th Corps Support Group will submit one nomination per quarter. 16th CSG and 19th CMMC will submit at least one nomination per year.
 - c. Nominations are submitted through command channels by any soldier or civilian assigned to a DOD organization. Nomination form is at enclosure 1 and can be submitted in hard copy, on disk, or via email to Headquarters, 3d COSCOM, Directorate of Resource Management. Email address is rmmanmgt1@3coscom.wiesbaden.army.mil. Nominations must include a justification statement that describes the merits and significance of the employee's accomplishment(s). Justification statements follow the format at enclosure 2 and are limited to one page 8.5" X 11".

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d. The selection committee is comprised of five members. Each member has a designated alternate. Members, with their alternates in parenthesis are the Chief of Staff (SGS), the ACofS, G1 (Deputy G1), the CSM (Senior Staff SGM), the Chief of Ammunition Surveillance (Deputy Chief, Ammunition Surveillance), and the Protocol Specialist (Budget Officer). The board may convene with a minimum of 3 personnel that must include the Chief of Staff or his alternate. The Civilian of the Quarter board is convened NLT 45 days into each quarter. DRM provides nomination packets to the committee members at least 3 days prior to the board. SGS schedules time and place for board meeting. The Deputy Commander approves the committee's final selection. To ensure uniformity of the selection process, the committee will establish and operate under a rules charter.

e. At the end of the fiscal year, the full board is convened to select one of the four quarterly winners as Civilian of the Year. Units will be given the opportunity to submit an addendum to the original nomination packet that outlines significant achievements over the entire year. Addendums are submitted to DRM as a standard memorandum of not more than one page. Committee selection for Civilian of the Year is reviewed by the Deputy Commander and approved by the Commanding General.

f. Civilian of the Quarter and Civilian of the Year are recognized with a plaque and a honorary award. DRM prepares the awards. SGS arranges presentation of the awards to the winners and displays their photos in the command section.

5. SUPERSESSION. This supersedes the previous Civilian of the Quarter and Year Program Policy memorandum.

6. EXPIRATION. This memorandum remains in effect until superseded by the Commander, 3d COSCOM.

7. "Sustaining the line!"

2 Encls
as

//ORIGINAL SIGNED//
VINCENT E. BOLES
Brigadier General, USA
Commanding

JUSTIFICATION STATEMENT FORMAT

a. Duty Assignment or Tasking: Briefly describe the individual's assigned duties or describe a special tasking the individual is being cited for. Explain who directed the tasking and what the expected outcomes were.

b. Accomplishment: Clearly describe what the nominee accomplished in regard to his assigned duties or in regard to a special task. Describe how the individual exceeded performance objectives, standards, or expectations. Reference previous recognition of the achievement through the Army Civilian Awards Program, written citations, or an evaluation report.

c. Significance: Describe how the results of the accomplishment had a significant impact on 3D COSCOM operations. Quantitative data add substance to the nomination, and should be used whenever possible. Notable results are those which demonstrate:

- a. Effective and efficient utilization of limited government resources.
- b. Savings in government funds, time, or manpower.
- c. Increases in productivity.
- d. Contribution to the accomplishment of an important or difficult mission.
- e. Contribution(s) beyond expected standards of performance.
- f. Initiative, ingenuity, professional competence, and leadership.
- g. Efforts to develop self and/or unit professionally through education and training.
- h. Creation/implementation of methods or procedures that improve customer service or increase operational efficiency.
- i. Community service or volunteer work.
- j. Published works related to career field.

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3D COSCOM Civilian of the Quarter Nomination Form

Quarter: 1st (1 JUL-31 OCT) 2nd (1 OCT-31 JAN) 3rd (1 JAN-30 APR) 4th (1 APR-31 JUL)

Nominee Data

Unit of Assignment: _____

Name: _____
RANK/GRADE FIRST M.I. LAST

Position/Title: _____

Office Address: (Include Zip Code or APO/FPO #)

Telephone: _____ Facsimile: _____
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

E-Mail Address: _____

Nominator Data

Unit of Assignment: _____

Name: _____
RANK/GRADE FIRST M.I. LAST

Signature

Date

Position/Title: _____

Office Address: (Include Zip Code or APO/FPO #)

Telephone: _____ Facsimile: _____
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

E-Mail Address: _____

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