

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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Fort Sill Regulation 672-20

Decorations, Awards, and Honors
CIVILIAN AND TEAM OF THE QUARTER AND YEAR RECOGNITION PROGRAM

Summary. To provide the policy, procedures, and responsibilities for nominating, selecting, and recognizing the Fort Sill Civilian and Team of the Quarter and Year.

Applicability. This regulation applies to all Fort Sill garrison appropriate and nonappropriated fund personnel.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Human Resources (DHR), 4700 Mow-Way Road, Suite 90, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DHR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR.

Distribution. This regulation is distributed solely through the DHR, Administrative Services Division (ASD) Homepage at:
http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

Chapter 1

Introduction

1-1. Purpose. To prescribe the policy, procedures, and responsibilities for nominating, selecting, and recognizing the United States Army Garrison Fort Sill Civilian and Team of the Quarter and Year.

1-2. References. Required and related publications and prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide

to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Directorate of Human Resources. The Director of DHR will--

- a. Manage and coordinate quarterly and yearly boards at the garrison level.
- b. Collect all nomination packets in prescribed format.
- c. Prepare paperwork for award prizes.
- d. Develop and schedule appropriate recognition ceremonies for quarter and year competition winners.

2-2. Public Affairs Officer. The PAO will use available means to publicize and promote the program through the year to encourage interest and participation.

2-3. Directorate of Plans, Training, Mobilization, and Security (DPTMS). DPTMS will photograph board winners and provide portraits for display.

Chapter 3 Eligibility Criteria and Recognition and Funding for the Awards

3-1. Eligibility Criteria. All Fort Sill appropriated and nonappropriated fund civilian employees are eligible for the award. There are three award categories as shown below:

- a. Category 1 covers appropriated fund employees in grade GS-8 and below, federal wage system employees (WS, WL, and WG) and nonappropriated fund employees (NS, NL, and NA) in grades NF-3 and below.
- b. Category II covers appropriated fund employees in grades GS-9 through GS/GM-13, NSPS supervisors and nonsupervisors, and nonappropriated fund employees in grades NF-4 and NF-5.
- c. Category III covers all teams regardless of pay schedule.

3-2. Recognition and Funding for the Awards.

- a. Recognition for Civilian of the Quarter includes a Achievement Medal for Civilian Service, and a \$500 cash award.

b. Recognition for Civilian of the Year includes a Commanders Award for Civilian Service, and a \$1,500 cash award. Winners of the Fort Sill Civilian of the Year Board will have their nominations forwarded to any higher level competition.

c. Recognition for Team of the Quarter includes a Fort Sill Certificate of appreciation for each member of the team, a 16 -hour time off award for civilian team members.

d. Recognition for Team of the Year includes a Fort Sill Certificate of appreciation for each member of the team, a 24-hour time off award for civilian team members.

e. Funding for the awards will come from the Garrison Commander, Fort Sill, for appropriated fund winners. For nonappropriated fund winners, funding will come from nonappropriated funds managed by the DMWR.

Chapter 4

Selection Criteria, Nominating Procedures, and Board Composition

4-1. Selection Criteria.

a. Accomplished supervisory or nonsupervisory duties in an outstanding manner during the quarter (or year).

b. Demonstrated initiative and skill, 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 of expense, improved safety or health of the work force during the quarter (or year), or improved service to Fort Sill customers.

c. Demonstrated leadership or public relations service that resulted in improved productivity of the organization during the quarter (or year).

d. Rendered professional or public relations service that resulted in considerable favorable publicity for the garrison during the quarter (or year).

e. Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel during the quarter (or year).

4-2. Nominating Procedures.

a. Civilian/Team of the Quarter. Nominating official must provide information using Fort Sill Form 784 with all required information.

b. Civilian/Team of the Year. Nominating official must complete DA Form 1256 (Part I only) and supporting justification of not more than one 8 1/2 X 11 inch, single-

spaced page that relates the nominees performance in the current fiscal year to award criteria.

c. Any supervisor may nominate an employee(s) for each category and a team. The organization's director/chief should approve the nominations; then forward them to the Directorate of Human Resources for preparation of board package.

4-3. Board Composition. The standing members of the Fort Sill Civilian of the Quarter and Year Board are listed below (board is conducted with only four members of the senior staff each time). Membership is on a rotational basis. Each board member will select a winner from each category, if applicable.

a. President – Fort Sill Deputy to the Garrison Commander.

b. Voting Members are as follows:

(1) Director of Resource Management.

(2) Director of Emergency Services.

(3) Director of Public Works.

(4) Director of Logistics.

(5) Director of Plans, Training, Mobilization, and Security.

(6) Director of Human Resources.

(7) Director of Moral, Welfare, and Recreation.

(8) Chief, Installation Safety Office.

(9) Chief, Equal Employment Opportunity Office.

(10) Chief, Internal Review and Compliance Office.

(11) Chief, Plans, Analysis & Integration.

(12) Equal Opportunity Advisory.

c. In the absence of the Fort Sill Deputy Garrison Commander, the acting deputy will preside. The Fort Sill Deputy Garrison Commander will only vote in the case of a tie.

d. The quarterly boards will convene during the months of April, July, October, and January. The yearly boards will convene in January.

**Appendix A
References**

**Section I
Required Publications**

AR 672-20
Incentive Awards

**Section II
Related Publications**

This section contains no entries.

**Section III
Prescribed Forms**

DA Form 2028
Recommended Changes to Publications and Blank Forms

FS Form 784
Civilian/Team of the Quarter/Year Nomination Form

**Section IV
Referenced Forms**

DA Form 1256
Incentive Award Nomination and Approval

Appendix B

| CIVILIAN / TEAM OF THE QUARTER / YEAR NOMINATION | |
|--|--|
| Type of Nomination | |
| <input type="checkbox"/> Civilian of the Quarter <input type="checkbox"/> Civilian of the Year <input type="checkbox"/> Team of the Quarter <input type="checkbox"/> Team of the Year <input type="checkbox"/> 1st Quarter <input type="checkbox"/> 2nd Quarter <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter | |
| Civilian of the Quarter / Year | |
| Nomination for: | <input type="checkbox"/> Category I (GS8 and below, NF-3 and below) Wages systems employees (WS, WL, and WG) and NAF employees (NS, NL, and NA). <input type="checkbox"/> Category II (GS9 through GS/GM 13 and NAF employees NF-4 and NF-5). |
| Nominee (Last, First, MI): | Organization: |
| Team of the Quarter/Year | |
| Nominees (Last, First, MI): | Team Name: |
| Nomination Data: (Describe the contribution(s) and impact it has had on the community) | |
| Supervisor's Signature | Date: |
| Director / Chief's Signature | Date: |

FS Form 784
(DHR) 27 Sep 2010

Glossary

Section I Abbreviations

ARIMS

Army Records Information Management System

ASD

Administrative Services Division

DHR

Directorate of Human Resources

DMWR

Directorate of Morale, Welfare, and Recreation

DPTMS

Directorate of Plans, Training, Mobilization, and Security

GS

General Schedule

GM

General Merit

PAO

Public Affairs Officer

WG

Wage Grade

WL

Wage Leader

WS

Wage Supervisor

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.

IMWE-SIL-HR



JAMES A. MILLER
Director of Human
Resources

RAYMOND P. LACEY
COL, FA
Garrison Commander