



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
PLANS, ANALYSIS, AND INTEGRATION OFFICE  
463 HAMILTON ROAD, SUITE 206  
FORT SILL, OKLAHOMA 73503-9004

IMWE-SIL-PAI

7 April 2010

Memorandum of Instruction

SUBJECT: Workforce Engagement

1. **PURPOSE:** To actively support the USAG Fort Sill strategic objective of fostering a culture of workforce engagement.
2. **BACKGROUND:** The Garrison Directorate of Human Resources has implemented a workforce engagement program that addresses the five core components of engagement; selecting the right person, training, setting expectations, motivating, and developing an employee. The Garrison Performance Improvement Council recommends Garrison-wide implementation of the program.
3. **REFERENCE:** USAG Fort Sill DHR Workforce Engagement SOP, January 2010
4. **CONCEPT OF OPERATIONS:**
  - a. All Garrison organizations will sign the Fort Sill Employee Covenant.
  - b. To assess workforce engagement Garrison PAIO will conduct an annual workforce engagement survey, using the survey developed by DHR. Issues will be identified and briefed to the GC. Solutions will be briefed to the workforce by the GC at the state of the Garrison. Directorates will implement an annual "state of the Directorate" briefing where directorate specific issues will be briefed to the workforce.
  - c. All Garrison employees will be provided with an exit survey form prior to departure. Completion of the form is voluntary and employees that would like to provide their exit survey anonymously can drop it in any ICE box on the installation.

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d. All Garrison directorates, support offices, and management/control offices will follow the workforce engagement SOP provided by DHR in their selection, training, setting expectations, motivating, and development processes.

e. All Garrison directorates, support offices, and management/control offices will provide PAIO with a status update on issues, outcome, and follow-ups annually, as well as upon request.

5. SUSPENSE DATES:

- a. Implementation of Workforce Engagement SOP nlt 1 Jul 2010.
- b. First Garrison-wide survey to be conducted between 1 October 2010 and 31 October 2010.

6. POC for this memorandum is Mrs. Bea Floor at (580) 442-3671 or [beate.floor@us.army.mil](mailto:beate.floor@us.army.mil)

Encl.  
DHR Workforce Engagement SOP  
USAG Sill Employee Covenant  
Employee Engagement Survey  
Employee Exit Survey

  
Raymond P. Lacey  
Colonel, US Army  
Garrison Commander

DISTRIBUTION  
Fort Sill Garrison Directorates  
Fort Sill Garrison Support Offices  
Fort Sill Garrison Management and Control Offices