

DEPARTMENT OF THE ARMY
43d Signal Battalion
Unit 29227
APO AE 09063

NETC-SER-BC

11 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #17 - Civilian Employee of the Quarter/Civilian of the Year Program

1. Purpose: The spirit and the intent of the Battalion Commander is to recognize Team 43 personnel who continually demonstrate superior performance, contribute significantly to process improvement, and display outstanding efforts to support the complex mission of the Signal Command. Although there are various organizational awards for civilian employees, this program provides the 43d Signal Battalion employees with well-deserved command recognition.
2. Applicability: This instruction is applicable to all 43d Signal Battalion U.S. Civilians and Local Nationals, both full and part-time.
3. Responsibilities: The Senior CPM Advisor is responsible for developing the program and the Human Resource Office will administer. Leaders and Supervisors at all levels will provide support to assure the Commander's intent is achieved.
4. Procedures: The categories for the awards and acknowledgements are as follows: Local National Civilian Award Junior Grades (C1-C6); Local National Civilian Award Senior Grade (C7-C8); US Civilian Award Junior Grades (GS1- GS8); and US Civilian Award Senior Grades (GS9-GS12). A total of 9 nominations will be accepted per category from the following: HHD - 1, 11th - 1, 181st - 1, NOSC - 1, NSC HDG - 1; NSC KLN - 1; NSC MHN - 1; DMS - 1 and 1 nomination will be left open for exceptions. If an activity does not have a nomination, they can turn it into the overall pool for others to use. Nominations must be received in the office of the Senior CPM Advisor no later than the 15th of January, April, July, and October. The first submissions are due on 14 October 2005. At the end of the year, all quarterly winners will compete for the Battalion Civilian of the Year Award.
5. Criteria: Enclosure 1 is the format for submission. We want to recognize our talented civilians that provide innovative improvements, exemplify teamwork and humanitarian service within the 43d and for our customer base, generate savings for the government, and reflect positively on the 43d Signal Battalion.

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6. Review of Nominations: An awards committee, selected by the Battalion Commander, will consist of a cross-section of the Battalion. The committee will convene after submissions are received and will select the top two nominees per category. Ratings will be based on Enclosure 2. The BN CDR will select the overall winner per category from the top 2 two finalists.
7. Quarterly winners: The winner will be awarded a Commander's coin and a certificate of achievement.
8. Annual winner: The winner will be awarded a plaque and a Commander's Award for Civilian Service. The annual winner will represent the 43d Signal Battalion as the battalion's nomination for the 2d Brigade Civilian of the Year.
9. Eligibility: No individual may be selected as Employee of the Quarter more than once in any 12-month period.
10. The proponent of this memorandum is Mr. Dishman, Senior CPM Advisor, DSN 370-6504.
11. This memorandum is effective immediately.
12. ***"Teamwork, Strength, Speed. Always Professional!"***

Encls
as



PHILIP A. HOYLE
LTC, SC
Commanding

DISTRIBUTION: A

CIVILIAN EMPLOYEE OF QUARTER/YEAR NOMINATION FORMAT

Employee Name: _____

Grade: _____

Job Title: _____

Submitted by: _____

Date: _____

Directorate Review: _____

Supervisor Review: _____

1. Please provide a brief description of the employee's assigned duties:

2. In addition, the five (5) criteria below **MUST** be addressed. The write-ups for each criterion will receive a point value and be weighed. The criteria below have a few examples for use in addressing the accomplishments and contributions the employee has made in each category. Please limit your nominations to 1 to 2 pages.

a. Professional accomplishments:

- excelling in normal duties
- certifications or continuing education
- recognition from a professional organization
- initiative
- ownership of responsibilities

b. Leadership:

- sharing of expertise
- setting an example
- involving co-workers

c. Customer Service:

- internal and external customers
- teamwork
- projecting a positive attitude

d. Stewardship:

- creative ways to conduct business
- new approaches to resolve issues
- utilization of resources
- cost avoidance

e. Command Support:

- collateral duties
- committee work
- community involvement

Enclosure (1)

