

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

**USASC&FG Regulation
No. 672-6**

24 February 2003

**Decorations, Awards, and Honors
FORT GORDON CIVILIAN RECOGNITION PROGRAM**

Summary. This regulation establishes procedures for selection of the Fort Gordon Civilian of the Quarter and the Fort Gordon Civilian of the Year.

Applicability. This regulation applies to all Department of the Army (DA) civilian personnel assigned or attached to this installation.

Supplementation. Issue of supplements to this regulation by major commands is prohibited unless specifically approved by Headquarters, United States Army Signal Center and Fort Gordon (USASC&FG).

Suggested Improvements. The proponent of this regulation is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Director of Human Resources, ATTN: ATZH-HRC, Fort Gordon, Georgia 30905, and/or submit DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal, to the installation AIEP coordinator.

Availability. This publication is only available at the USASC&FG publications web site at <http://www.gordon.army.mil/doim/imc/Forms.htm>.

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***This regulation supersedes USASC&FG Regulation 672-6, 19 September 1995.**

1. Purpose. This regulation establishes procedures for the selection of the Fort Gordon Civilian of the Quarter and the Fort Gordon Civilian of the Year.

2. Explanation of abbreviations. Abbreviations used in this publication are explained in the glossary.

3. Policy.

a. The Civilian of the Quarter and Civilian of the Year program creates interest and stimulates a competitive spirit among DA Civilians and provides suitable recognition and reward for individuals who possess a superior work record and job knowledge. The Fort Gordon Civilian of the Quarter will be selected the quarter prior to the quarter in which they are recognized.

b. Each major command/activity is encouraged to nominate their most deserving civilian for the competition. Each command or activity may submit only one candidate per quarter.

c. The president of the selection board will be the Executive for Reserve Component Affairs (Army National Guard) to serve in this position for an indefinite period. The rank of the president will be a Colonel or above. The president of the board will only vote in the event of a tie. If the president of the board is unable to [participate, the Garrison Commander will appoint an acting president for that board meeting only](#). The President, American Federation of Government Employees (AFGE), Local 2017, will be a non-voting member.

d. At least six members of the board must vote, for a selection to be made.

e. Any individual, who has been selected as the Fort Gordon Civilian of the Quarter, cannot be re-nominated for 12-months following their selection.

f. During the following designated quarters, the following groups of civilian employees are eligible to be selected as the Fort Gordon Civilian of the Quarter. Please ensure that nominations are submitted in the proper quarter.

October through December (First Quarter)

GS 1-4

NA 1-7

NL 1-7

NS 1-5 WG 1-4

WL 1-3

NF 1

January through March (Second Quarter)

GS 5-8
NA 8-15
NL 8-13
NS 6-11
WG 5-7)
WL 4-6
WS 1-2
NF 2-3

April through June (Third Quarter)

GS 9-11
NL 14-15
NS 12-17
WG 8-12
WL 7-10
WS 3-7
NF 4

July through September (Fourth Quarter)

GS 12-13
WL 11-12
WS 8-12
NF 5-6

4. Responsibilities.

a. The Directorate of Human Resources, Civilian Personnel Advisory Center (CPAC), is responsible for:

- (1) Administering the program.
- (2) Preparing the Fort Gordon Certificate of Achievement for selectee.
- (3) Preparing the installation commander's letter of commendation for the selectee.

(4) Maintaining a record of each quarter's selection proceedings. The president of the board will sign the record, indicating their approval. The Directorate of Human Resources will retain the original record of the proceedings for a period of one year. This record should include the dates the members voted, the members who voted, the names of the nominees, the total score

of each nominee, and the person selected as the Fort Gordon Civilian of the Quarter and the Civilian of the Year by the board.

b. The Public Affairs Office is responsible for:

(1) Providing adequate news coverage for the Fort Gordon Civilian of the Quarter and the Civilian of the Year events.

(2) Conducting the presentation ceremonies.

5. Selection Board.

a. The Fort Gordon Civilian of the Quarter and the Civilian of the Year selection board is composed of the commander, director, or chief of each of the following commands, activities, and organizations. The selection board has the authority to approve the winner.

(1) Dwight David Eisenhower Army Medical Center (DDEAMC), Primary-Deputy Commander for Administration, Alternate-Chief of Staff, or Executive Officer.

(2) Directorate of Human Resources (DHR).

(3) Directorate of Contracting (DOC).

(4) Directorate of Training (DOT).

(5) Directorate of Information Management (DOIM).

(6) Directorate of Public Safety (DPS).

(7) Directorate of Community Activities (DCA).

(8) Directorate of Resource Management (DRM).

(9) Directorate of Public Works (DPW).

(10) Directorate of Combat Developments (DCD).

(11) Directorate of Plans, Training, and Mobilization (DPTM).

(12) 15th Regimental Signal Brigade.

(13) Equal Employment Opportunity Office (EEOO).

(14) President, American Federation of Government Employees (AFGE), Local 2017.

(15) Commandant, Leader College for Information Technology (LCIT).

(16) Office Chief of Signal (OCOS).

(17) 93rd Signal Brigade.

b. The commander, director, or chief may appoint his/her executive officer or deputy as his/her alternate with full voting rights on the selection board. A listing of the primary and alternate board members, with the exception of the President, AFGE, Local 2017, will be maintained by the CPAC. In the event the primary and alternate board members are on temporary duty or on leave, the acting commander, director, or chief has full voting rights.

c. At the request of the president, the selection board votes quarterly, but not later than the 30th of the last month of the quarter, to select the Fort Gordon Civilian of the Quarter for the following quarter. Candidates will not appear before the board. Those employees selected for Fort Gordon Civilian of the Quarter during the previous fiscal year (October-September) will be considered for the Fort Gordon Civilian of the Year. The Fort Gordon Civilian of the Year will be selected each September/October.

d. The selection board will select the Fort Gordon Civilian of the Quarter and the Civilian of the Year from the recommendations submitted in accordance with paragraph 6, below.

6. Procedures.

a. Recommendations of candidates for the Fort Gordon Civilian of the Quarter are submitted to CPAC, Directorate of Human Resources, by the 15th of the last month of each quarter. If the 15th falls on a weekend or holiday, the deadline is the next workday.

b. The supervisor may review the nominee's official personnel folder, prior to submitting the nomination.

c. Recommendations are submitted in narrative format by e-mail, not to exceed two pages, and should include the following information:

(1) Name of candidate.

(2) Position title, series, and grade.

(3) Length of time in position.

(4) Evaluation of overall performance.

- (5) Attitude, courtesy, and demonstrated professionalism.
 - (6) Training, self-development, and/or performance of service.
 - (7) Reasons for recommendation.
- d. The commander, director, or chief of the organization will endorse recommendations.
 - e. The selection board's administrator will verify the nominees' eligibility prior to their being considered for the Fort Gordon Civilian of the Quarter.
 - f. Each selection board member will vote by e-mail. All nominees will be ranked in numerical ascending order (one being the best score). Ranking is based on the board members' review of the nominations submitted. The rankings from each board member are totaled. The candidate with the lowest score becomes the winner. In the event of a tie, the president of the board will vote.

7. Selection Criteria. The Civilian of the Quarter Award is given to recognize meritorious personal effort, service, or other achievement within or outside assigned job responsibilities. The performance of the awardee must result in benefits (tangible or intangible) to the individual's office, the installation, the U.S. Army, or Department of Defense. The selection board shall consider the following items while evaluating nominees for the Fort Gordon Civilian of the Quarter and Civilian of the Year:

- a. Attitude, courtesy, and job performance. Specific actions, by the nominee, related to the mission of the organization performance of service that exceed normal expectations for someone in the position.
- b. Training and/or self-development. Consider the degree to which an individual spends personal time in work-related training or self-development and any personal circumstances that might have limited the employee's ability to seek self-development during off-duty time. Performance outside the job, which supports the organization or Fort Gordon's mission, should also be considered.
- c. Reasons for recommendation. What makes the person worthy of being the Civilian of the Quarter and what significant contributions the individual has made to the organization.

8. Recognition.

- a. The candidate selected by the selection board is designated the Fort Gordon Civilian of the Quarter for the following quarter. The award is announced in "The Signal." A photograph of the Fort Gordon Civilian of the Quarter is displayed in the Fort Gordon distinguished persons gallery.

b. The individuals selected as the Fort Gordon Civilian of the Quarter and the Civilian of the Year are awarded the Fort Gordon Certificate of Achievement and a personal letter of commendation signed by the installation commander.

c. The installation commander or his/her designee presents the award. The award ceremony will be held quarterly on the last Thursday in the first month of each quarter.

d. The Fort Gordon Civilian of the Quarter will receive a \$100 Special Act Award and the Civilian of the Year will receive a \$700 Special Act Award. The organization that nominated the selected Fort Gordon Civilian of the Quarter and the Civilian of the Year is responsible for funding the award. The nominating organization will prepare DA Form 1256, Incentive Award Nomination and Approval, with justification statement. Upon approval of DA Form 1256, the nominating organization will initiate an electronic Request for Personnel Action no later than three business days after being notified of the nominee's selection for the award.

e. Individuals and organizations, within the Fort Gordon community and the surrounding Central Savannah River Area, will present additional recognition.

(Office Symbol)

(Date)

MEMORANDUM FOR Civilian Personnel Advisory Center, DHR

SUBJECT: Civilian of the Quarter - Quarter ending _____

- 1. Name of Candidate: _____
 Position and Grade: _____
 Length of Service: _____

2. Knowledge of Job Performance:

_____ has established himself/herself as a thoroughly competent and knowledgeable employee. He/She has consistently provided exceptional support to his/her supervisor and the _____ staff. _____ performance has been superior in all aspects. _____ is completely dedicated to the success of the organization and accomplishment of the organization’s mission. In addition to his/her outstanding performance as a _____, he/she maintains approximately _____, for the _____. _____ is consistently _____ make certain _____ files are up-to-date, that _____ have the education and training required for their specialties, and that they are in total compliance with _____ and Department of the Army (DA) regulations.

3. Attitude, Courtesy and Appearance:

_____ attitude, courtesy and appearance are truly remarkable. His/Her positive and helpful attitude has won her the respect of all those who come in contact with him/her. _____ treats everyone with the utmost respect and courtesy irrespective of rank, position or title with the organization. He/She serves as a role model for other staff and employees with his/her sunny disposition and pleasant, helpful attitude. _____ also serves daily as a model for appearance and demeanor in the work place, which is essential, given the number of military and civilian personnel he/she encounters on a daily basis. He/She is often required to appear before the _____ or commander and is ever mindful of creating a favorable impression for our department. _____ is very concerned with getting the job accomplished as efficiently as possible. He/She demonstrates remarkable attention to detail.

4. Outstanding Accomplishments:

- a. _____ has been an invaluable asset in supporting major office projects and short suspenses. He/She is adept at streamlining many of the tasks in the _____ office, saving many man-hours and enabling him/her to use the extra time more wisely.

Figure 1. Nomination Sample

(Office Symbol)
(Subject)

b. _____ accomplishes any undertaking, no matter how minor or highly visible, and does so in an exemplary manner. He/She is highly professional and truly committed to doing his/her utmost to ensure our _____ files are complete and correct according to _____ and Department of the Army requirements and regulations. _____ has worked tirelessly with the _____, preparing documents showing how we have not only met but exceed _____ requirements in our _____ as well as other areas.

c. _____ has tirelessly participated in walk-arounds with the _____ committee throughout assisting in preparing our staff for our next _____ inspection. His/Her involvement in the committee has meant he/she has had to expend much additional effort to keep his/her work flowing smoothly so it will be accomplished in a timely manner.

d. _____ has utilized our _____ database to its utmost capability, designing reports to assist in accomplishing his/her job more efficiently. _____ is very pro-active and generally when asked if he/she will do something, he/she has already taken the initiative to take care of it. He/She often presents ideas that aid in making our operation run more efficiently and smoothly.

e. _____ organizes the _____ committee meeting monthly and makes certain all pertinent items are on the agenda for discussion by the _____. He/She makes certain all members and non-members are notified of meetings in a timely manner rescheduling of patient appointments. He/She is totally efficient in her organization and presentation and the meetings always flow smoothly with the accomplishment of all agenda items.

5. Reason for Recommendation:

There is no better candidate for the prestigious recognition of Fort Gordon Civilian of the Quarter due to his/her attention to detail, dedication to _____, performance as a team player, willingness to help others, and the professional attitude he/she displays.

Signature Block

Appendix A

REFERENCES

Section I

Required publications

This section contains no entries.

Section II

Related publications

Section III

Prescribed Forms

This section contains no entries

Section IV

Related Forms

DA Form 1045

Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1256

Incentive Award Nomination and Approval

DA Form 2028

Recommended Changes to Publications and Blank Forms

GLOSSARY

Abbreviations

AFGE

American Federation of Government Employees

AIEP

Army Ideas for Excellence Program

CPAC

Civilian Personnel Advisory Center

DA

Department of the Army

DCA

Directorate of Community Activities

DCD

Directorate of Combat Developments

DHR

Directorate of Human Resources

DDEAMC

Dwight David Eisenhower Army Medical Center

DHR

Directorate of Human Resources

DOC

Directorate of Contracting.

DOIM

Directorate of Information Management

DOT

Directorate of Training

DPS

Directorate of Public Safety

DPTM

Directorate of Plans, Training and Mobilization

DPW

Directorate of Public Works

DRM

Directorate of Resource Management

EEOO

Equal Employment Opportunity Office

LCIT

Leader College for Information Technology

OCOS

Office Chief of Signal

USASC&FG

United States Army Signal Center & Fort Gordon

24 February 2003

USASC&FG Reg 672-6

(ATZH-HRC)

FOR THE COMMANDER:

OFFICIAL:

JEFFREY W. FOLEY
Colonel, GS
Chief of Staff

//SIGNED//

LISA E. McCLEAVE
Director
Information Management

DISTRIBUTION:

<http://www.gordon.army.mil/doim/imc/Forms.htm>