



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMPC-FWA-HR

09 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Employee Recognition Program (CERP) (Garrison Policy #16)

1. References:

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. DA Pam 672-20, Incentive Awards Handbook, 1 July 1993.
- c. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009.
- d. AR 215-3, Non-appropriated Funds Personnel Policy, 29 August 2003.

2. Purpose. This policy establishes the civilian quarterly and annual recognition program. This policy allows directors and agency chiefs sufficient authority to recognize and reward superior job performance within our limited resources.

3. Applicability. This policy applies to all directorates, organizations, agencies, appropriated and non-appropriated fund Civilians assigned or attached to the US Army Garrison, Fort Wainwright, Alaska, without regard to actual duty location. Contractor employees are not eligible under CERP. Personnel that serve in positions below division chief level (if in a directorate), or below staff agency chief (if in a staff agency), are eligible to compete for quarterly and annual awards. Award categories are Supervisor and Non-Supervisor.

4. Policy. Each directorate or staff agency attached to the garrison may nominate one supervisor and one non-supervisor per award period for quarterly and annual award categories. The quarterly awards program periods are defined as follows: 1 January-31 March, 1 April-30 June, 1 July-30 September, 1 October-31 December; the annual award period is 1 January-31 December. The recognition packages are due the 15th of the month or next business day after the 15th.

a. Civilian Quarterly and Annual Award Categories.

(1) Civilian Supervisor of the Quarter/Year. This category applies to any supervisory personnel. If the Civilian Personnel System identifies the individual as a supervisor, then the employee will compete in the supervisory category.

(2) Civilian Non-Supervisor of the Quarter/Year. If the employee is not identified as a supervisor in the Civilian Personnel System, the individual will compete in the non-supervisor category.

b. Basic Qualifications for Nomination.

(1) Commanders, directors, and staff agency chiefs are responsible for verifying that nominees are submitted for the appropriate award.

(2) Nominations must be in the category held by the nominee for the majority of the award period.

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(3) Nominees must be assigned to the unit during the majority of the award period to be considered and they must be currently assigned to the garrison.

c. Nomination Procedures. Each directorate or staff agency attached to the garrison may nominate one supervisor and one non-supervisor each award period. Directors and agency chiefs are responsible for ensuring that award nominations go to the most deserving personnel; therefore, there is no limit to the number of times a person can be nominated.

(1) Nomination packages will consist of (1) FWA Form 672-E (Nomination/Score for Civilian Employee Recognition Program), and (2) the nominee's position description (PD) will consist of a standard Army memorandum with the headings as described under (5) below.

(2) Quarterly submissions will consist of no more than 10 lines, not including the job description and category headings.

(3) Annual submissions will consist of no more than 20 lines, not including the job description and category headings.

(4) Exceeding the maximum allowed lines may eliminate the package from consideration.

(5) FWA Form 672-1-E's Headings:

(a) Job description. This is a mandatory heading not to exceed 5 lines for quarterly and annual submissions. Summarize the employee's duties from the PD.

(b) Outstanding Performance in Primary Duties. This is a mandatory heading not to exceed 10 lines for quarterly and 20 lines for annual submissions. Example justifications for this heading are outstanding performance that exceeds established goals or reduces resource (e.g., time, money or manpower,) requirements.

(c) Other Achievements. This is an optional heading not to exceed 5 lines for quarterly and annual submissions. Example justifications for this heading are outstanding performance in managing an additional duty program, special project assignment, temporary promotion, performing another person's duties in addition to the employee's own, significant self-improvement (education and training), or community service (on or off the garrison).

d. Selection Board.

(1) The Deputy to the Garrison Commander has overall responsibility for the Civilian board and is the Board President. One board will meet for all Civilian categories. The board will be comprised of three Civilian employees from throughout the garrison. The Chief of Administrative Services Workforce Development, within the Directorate of Human Resources (DHR), will serve as Recorder. In that capacity, the incumbent will collect the nominations, set up a board time, meeting place, organize the scoring packages, as well as collect and collate results of the board.

(2) In accordance with Civilian Personnel policy, whether honorary or monetary, awards should be granted when merited. It is important that awards be granted for job-related contributions if the contribution is clearly beyond performance requirements. If the recognition is within job responsibilities, it

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must be so superior or meritorious that it warrants special recognition. If the award eligibility is too liberal or stringent, it will lead to a lack of employee confidence in the program and management. Board members should consider the following questions when scoring nominees:

(a) Is the subject of the contribution clearly above and beyond the scope of the employee's performance requirements?

(b) Is the contribution of particular importance or significance to the organization?

(c) Was there a great amount of independent thought, unusual insight, imagination, or effort involved?

(d) Will there be a substantial impact or benefit derived from the contribution?

(3) Each individual nomination package may earn up to 50 points: 25 points for duty performance, 15 points for community service, and 10 points for self-improvement. Board members will score nominee packages using the enclosed FWA Form 672-1-E.

(a) Duty Performance. Performance may be in primary or additional duties.

(b) Self-Improvement. Self-improvement may be education, training, professional association membership, and etceteras.

(c) Community Service. Community service may be club membership, community involvement, service on or off-post, and etceteras. Community service must project a positive image of employees of the United States Government. Bullets in this category must describe accomplishments during off-duty time only.

(4) Winner Selection.

(a) Each selection board member will evaluate each individual nominee. Once the board concludes, the Board Recorder will tabulate the results and present the results to the Board President.

(b) The intent of this program is to select the most deserving candidate and not to recognize winners based on a nominator's writing skills; therefore, the Board President will use the board's score results as only one data point in the selection-making process.

(c) Upon the Board President's selection, the winners' names will be forwarded to the Garrison Commander for appropriate presentation.

(d) All records and notes regarding the board, other than the names of the winners, will be destroyed after presentation of award to winners.

(5) Winner Recognition.

(a) Annual Award Winners. An individual does not have to be a quarterly award nominee to be nominated for this award. Annual winners will receive the Achievement Medal for Civilian Service Award. The appropriate director or staff agency will ensure: (1) the nomination packages are prepared and

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submitted to the Garrison Commander for approval; (2) the purchase of the award; and (3) the appropriate Request for Personnel Action (RPA) is submitted in the Defense Civilian Personnel Data System (DCPDS). Cash awards are subject to funds available; consequently, they may or may not be authorized. A Time-off Award (TOA) may also be authorized depending on operational tempo (OPTEMPO). The Garrison Commander's office will determine the award presentation ceremony/format.

(b) Quarterly Award Winners. Quarterly winners will receive the Certificate of Achievement/Appreciation Award and a Two-day TOA. The appropriate director or staff agency will ensure: (1) the nomination packages are prepared and submitted to the Garrison Commander for approval; (2) the purchase of the award; and (3) the appropriate RPA is submitted in DCPDS. Cash awards are subject to funds available; consequently, they may or may not be authorized. The Garrison Commander's office will determine the award presentation ceremony/format.

(c) The Civilian Personnel Advisory Center (CPAC) may reduce TOAs to prevent an employee from exceeding 80 hours total for TOAs in a leave year. There will not be provisions to make up for lost TOAs in this circumstance, nor is there an alternative means of quarterly recognition. The Certificate of Achievement will serve as the means of recognition.

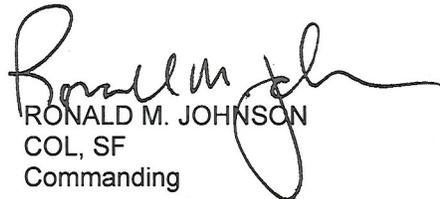
e. The Chief, Administrative Services Division, DHR will provide a list of nominees and winners quarterly to the Union President.

5. This policy supersedes Garrison Policy #44 SAB, dated 16 Nov 10.

6. This policy memorandum will remain in effect until superseded or rescinded.

7. The DHR is the proponent for this policy. Point of contact is Mr. Kelly Cyrus, Chief, Administrative Services Division at 907-353-7624, kelly.cyrus@us.army.mil.

Encl
as


RONALD M. JOHNSON
COL, SF
Commanding

DISTRIBUTION:
All Garrison Directorates/Agencies

NOMINATION/SCORE FOR CIVILIAN EMPLOYEE RECOGNITION PROGRAM

AWARD PERIOD 1 QTR 2 QTR 3 QTR 4 QTR ANNUAL

AWARD CY

AWARD CATEGORY SUPERVISOR NONSUPERVISOR

DATE OF SUBMISSION

FIRST

LAST

M.I.

SUPERVISOR'S NAME

DIRECTORATE/STAFF

JOB DESCRIPTION: (Max is 5 lines.)

This is a mandatory heading (summarize the duties from the PD).

OUTSTANDING PERFORMANCE OF DUTIES: (Max is 10 lines for qtr; 20 lines for annual.)

This is a mandatory heading.

OTHER ACHIEVEMENTS: (Max is 5 lines.)

This is an optional heading.

SUPERVISOR/DIRECTOR

APPROVAL SIGNATURE

(click or print & sign) _____

DATE: _____

SCORECARD

BOARD MEMBER'S NAME

(This section to be filled in by the CERP Selection Board.)

DIRECTORATE/STAFF

Duty Performance (max 25 pts)	Community Service (max 15 pts)	Self Improvement (max 10 pts)	Total (max 50 pts)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Encl