



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-HR

MEMORANDUM FOR SEE DISTRIBUTION

4 OCT 15

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 by the 15th day (or next business day) of the next quarter.

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.

(1) 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.

(2) A nomination will consist of FWA Form 672-E (Nomination/Score for Civilian Employee Recognition Program) as described below.

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

(b) Outstanding Performance in Duties. This is a mandatory heading not to exceed 10 lines for quarterly and 20 lines for annual submissions. Performance may be in primary or additional duties. 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.

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

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 the garrison. The Chief of Administrative Services, Directorate of Human Resources (DHR), will serve as Recorder and will collect the nominations, organize the scoring packages, set up a board time and meeting place, and collate and announce the 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 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?

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(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?

(e) Each individual nominee may earn up to 50 points.

(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 and a 20-hr Time-Off Award (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 Request for Personnel Action (RPA) is submitted in the Defense Civilian Personnel Data System (DCPDS). 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 an 8-hr 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. 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.

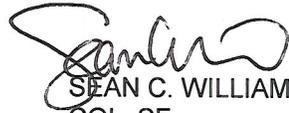
5. This policy supersedes Garrison Policy #16 SAB, dated 9 November 2011.

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6. The DHR is the proponent for this policy. Point of contact is Mr. Kelly Cyrus, Chief, Administrative Services Division, 907-353-7624, [kelly.j.cyrus.civ@mail.mil](mailto:kelly.j.cyrus.civ@mail.mil).

Encl  
FWA Form 672-E

  
SEAN C. WILLIAMS  
COL, SF  
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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.)**

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

**OTHER ACHIEVEMENTS: (Max is 5 lines.)**

DIRECTOR/AGENCY CHIEF  
APPROVAL SIGNATURE \_\_\_\_\_

**SCORECARD**

(This section is for CERP  
selection board only.)

BOARD MEMBER'S NAME

DIRECTORATE/STAFF

TOTAL POINTS  
(max 50 points)