

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
18 October 2013

Fort Sill Regulation 672-20

Decorations, Awards, and Honors  
**CIVILIAN AND TEAM OF THE QUARTER AND YEAR RECOGNITION PROGRAM**

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**Summary.** To provide the policy, procedures, and responsibilities for nominating, selecting, and recognizing the Fort Sill Civilian and Team of the Quarter and Year.

**Applicability.** This regulation applies to all Fort Sill garrison appropriate and nonappropriated fund personnel.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Human Resources (DHR), 4700 Mow-Way Road, Suite G35, Fort Sill, OK 73503.

**Suggested Improvements.** The proponent of this regulation is the DHR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR.

**Distribution.** This regulation is distributed solely through the DHR, Administrative Services Division (ASD) Homepage at: <http://sill-www.army.mil/USAG/publications.html>

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## Chapter 1 Introduction

**1-1. Purpose.** To prescribe the policy, procedures, and responsibilities for nominating, selecting, and recognizing the United States Army Garrison Fort Sill Civilian and Team of the Quarter and Year.

**1-2. References.** Required and related publications and prescribed and referenced forms, are listed in appendix A.

**1-3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.

**1-4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

## **Chapter 2 Responsibilities**

**2-1. Directorate of Human Resources.** The Director of DHR will--

- a. Manage the quarterly and yearly Civilian Awards and Recognition Program.
- b. Collect all nomination packets and ensure all nominations are in the prescribed format.
- c. Prepare documentation for award and prizes.
- d. Develop and schedule appropriate recognition ceremonies for quarter and year competition winners.

**2-2. Public Affairs Officer.** The PAO will use available means to publicize and promote the program through the year to encourage interest and participation.

**2-3. Directorate of Plans, Training, Mobilization, and Security (DPTMS).** DPTMS will photograph winners and provide portraits for display.

## **Chapter 3 Eligibility, Criteria, Selection, Recognition for Civilian of the Quarter**

**3-1. Eligibility.** All Fort Sill appropriated and nonappropriated fund civilian employees are eligible for the Civilian of the Quarter award.

**3-2. Criteria.**

- a. Accomplished supervisory or nonsupervisory duties in an outstanding manner during the quarter.
- b. Demonstrated initiative and skill, devising new or improved equipment, work methods and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials or other items of expense, improved safety or health of the work force during the quarter, or improved service to Fort Sill customers.
- c. Demonstrated leadership or public relations service that resulted in improved productivity of the organization during the quarter.
- d. Rendered professional or public relations service that resulted in considerable favorable publicity for the garrison during the quarter.
- e. Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel during the quarter.

**3-3. Selection Procedures.**

a. Directorate Civilian of the Quarter. Each Director will select a Civilian of the Quarter winner from their directorate. Director must complete DA Form 1256 (Part I only) and supporting justification of not more than one 8 1/2 X 11 inch, single-spaced page that relates the winners performance in the current quarterly award criteria.

b. Activity Civilian of the Quarter. The Deputy to the Garrison Commander will select one civilian of the Quarter as the winner from all activity civilians. The activity chief of the civilian selected must complete DA Form 1256 (Part I only) and supporting justification of not more than one 8 1/2 X 11 inch, single-spaced page that relates the winners performance for the current quarterly award..

c. List of participating activities:

- (1) Equal Employment Opportunity Office (EEO)
- (2) Information Management Office (IMO)
- (3) Installation Legal Office (ILO)
- (4) Installation Safety office (ISO)
- (5) Internal Review & Audit Compliance Office (IRACO)
- (6) Personnel Confinement Facility (PCF)
- (7) Plans, Analysis and Integration Office (PAIO)
- (8) Public Affairs Office (PAO)
- (9) Religious Support Office (RSO)

**3-4. Recognition for Awards.**

a. Recognition for Civilian of the Quarter includes an Achievement Medal for Civilian Service, and an 8 hour time off award.

b. All cash awards and time off awards are dependent on available funding and authorization.

c. This is standard, unless higher guidance modifies.

**Chapter 4**

**Eligibility, Criteria, Selection, Recognition for Team of the Quarter**

**4-1. Eligibility.** All Fort Sill appropriated and nonappropriated fund civilian employees are eligible for the Team of the Quarter award.

**4-2. Criteria.**

a. Team demonstrated initiative and skill, devising new or improved equipment, work methods and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials or other items of expense, improved safety or health of the work force during the quarter , or improved service to Fort Sill customers.

b. Team rendered professional or public relations service that resulted in considerable favorable publicity for the garrison during the quarter.

c. Team demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel during the quarter.

**4- 3. Selection Procedures.**

a. Each Director will nominate a Team of the Quarter from their directorate.

b. Director will provide required information using Fort Sill Form 784 to the Directorate of Human Resources.

c. Teams of the Quarter are selected by a committee made up of four members of the Fort Sill Civilian of the Year Board.

**4-4. Recognition and Funding**

a. Recognition for Team of the Quarter includes a Fort Sill Certificate of appreciation for each member of the team and a 16-hour time off award for civilian team members.

b. All cash awards and time off awards are dependent on available funding and authorization.

c. This is standard, unless higher guidance modifies.

**Chapter 5**

**Annual Selection Procedures**

**5-1. Annual Selection Procedures.**

a. Civilians/Team of the Year. Nominating official must complete DA Form 1256 (Part I only) and supporting justification of not more than one 8 1/2 X 11 inch, single-spaced page that relates the nominees performance in the current fiscal year to award criteria.

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b. Winners of the annual competition will be selected from the quarterly winners.

c. Winners of the civilian and Team of the year awards will be selected by the full board.

**5-2. Board Composition.** Standing members of the Fort Sill Civilians/Team of the Year Board are listed below. Each board member will select a winner from each category, if applicable.

a. President – Fort Sill Deputy to the Garrison Commander.

b. Voting Members are as follows:

(1) Director of Resource Management.

(2) Director of Emergency Services.

(3) Director of Public Works.

(4) Director of Plans, Training, Mobilization, and Security.

(5) Director of Human Resources.

(6) Director of Family, Morale, Welfare and Recreation.

c. In the absence of the Fort Sill Deputy to the Garrison Commander, the acting deputy will preside. The Fort Sill Deputy to the Garrison Commander will only vote in the case of a tie.

d. The Annual board will convene during the month of January.

**5-3. Recognition and Awards**

a. Recognition for Civilian of the Year includes a Commanders Award for Civilian Service and a \$1500 cash award. Winners of the Fort Sill Civilian of the Year Board will have their nominations forwarded to any higher level competition.

b. Recognition for Team of the Year includes a Fort Sill Certificate of Appreciation for each member of the team and a 24-hour time off award for civilian team member.

c. Annual civilian awards will be funded by the Garrison Commander, Fort Sill for appropriated fund winners. All non-appropriated fund winners funding will come from non-appropriated funds managed by the DFMWR.

d. All cash awards and time off awards are dependent on available funding and authorization.

e. This is standard, unless higher guidance modifies.

**Appendix A  
References**

**Section I  
Required Publications**

**AR 672-20**  
Incentive Awards

**Section II  
Related Publications**

This section contains no entries.

**Section III  
Prescribed Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**FS Form 784**  
Civilian/Team of the Quarter/Year Nomination Form

**Section IV  
Referenced Forms**

**DA Form 1256**  
Incentive Award Nomination and Approval

**Appendix B**

<b>CIVILIAN / TEAM OF THE QUARTER / YEAR NOMINATION</b>	
<b>Type of Nomination</b>	
<input type="checkbox"/> Civilian of the Quarter <input type="checkbox"/> Civilian of the Year <input type="checkbox"/> Team of the Quarter <input type="checkbox"/> Team of the Year <input type="checkbox"/> 1st Quarter <input type="checkbox"/> 2nd Quarter <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter	
<b>Civilian of the Quarter / Year</b>	
Nomination for:	<input type="checkbox"/> Category I (GS8 and below, NF-3 and below) Wages systems employees (WS, WL, and WG) and NAF employees (NS, NL, and NA).  <input type="checkbox"/> Category II (GS9 through GS/GM 13 and NAF employees NF-4 and NF-5).
Nominee (Last, First, MI):	Organization:
<b>Team of the Quarter/Year</b>	
Nominees (Last, First, MI):	Team Name:
Nomination Data: (Describe the contribution(s) and impact it has had on the community)	
Supervisor's Signature	Date:
Director / Chief's Signature	Date:

## **Glossary**

### **Section I Abbreviations**

#### **ARIMS**

Army Records Information Management System

#### **ASD**

Administrative Services Division

#### **DHR**

Directorate of Human Resources

#### **DMWR**

Directorate of Morale, Welfare, and Recreation

#### **DPTMS**

Directorate of Plans, Training, Mobilization, and Security

#### **GS**

General Schedule

#### **GM**

General Merit

#### **PAO**

Public Affairs Officer

#### **WG**

Wage Grade

#### **WL**

Wage Leader

#### **WS**

Wage Supervisor

### **Section II**

#### **Terms**

This section contains no entries.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.



IMSI-HR



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