

2 June 2003

Civilian Personnel

CIVILIAN OF THE MONTH/CIVILIAN OF THE YEAR

Summary. This revised regulation provides policy and procedures for the installation Civilian of the Month and installation Civilian of the Year Program.

Applicability. This regulation applies to all elements of the US Army Intelligence Center and Fort Huachuca (USAIC&FH) and to all partner organizations of this installation.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the Civilian Personnel Advisory Center (CPAC), US Army Garrison (USAG). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Civilian Personnel Advisory Center, 476 Augur Avenue, ATTN: ATZS-CP, Fort Huachuca, AZ 85613-7006.

Availability. This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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*This regulation supersedes FH Regulation 690-5, 16 Jul 01.

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1. Purpose.

This regulation establishes procedures for recognition of an installation Civilian of the Month and an installation Civilian of the Year. The objective of this program is to recognize employees with superior work records and/or those who perform meritorious acts of services, on or off duty, which contribute to the mission, quality of life of Fort Huachuca, or its role as a good neighbor in the community. All permanent appropriated fund (AF) and non-appropriated fund (NAF) employees are eligible, with the exception of employees officially assigned as supervisors GS/WS-10 and above and Senior Executive Service (SES) and Defense Intelligence Senior Executive Service (DISES) personnel.

2. References .

Required and related publications and referenced forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

3. Explanation of abbreviations and terms .

- a. AF. Appropriated Fund
- b. CPAC Civilian Personnel Advisory Center
- c. NAF Non-appropriated Fund
- d. NCO Noncommissioned Officer
- e. SES Senior Executive Service
- f. DISES Defense Intelligence Senior
Executive Service
- g. USAIC&FH. US Army Intelligence Center and Fort
Huachuca
- h. USAG. US Army Garrison

4. Responsibilities.

a. Supervisors will nominate their most deserving employees without regard to race, color, national origin, religion, sex, age, disability, marital status, or political affiliation. Each activity is normally limited to one nominee per month.

b. The Public Affairs Office, USAG, will provide news coverage and publicity.

c. The Civilian Personnel Advisory Center (CPAC), USAG, will-

(1) Establish a selection board to select the Civilian of the Month and the Civilian of the Year. Allow the chairperson the right to appoint new members to the board for vacancies that occur.

(2) Provide a recorder and maintain records for the selection board.

(3) Prepare award documentation for selectees.

5. Selection board.

a. The selection board will be composed of the following officials or the representative of their choosing:

(1) Director, CPAC, USAG, Chairperson.

(2) Assistant Chief of Staff, G-1, NETCOM/9th Army Signal Command.

(3) Director of Resource Management, USAIC&FH.

(4) Executive Officer or Assistant, US Army Information Systems Engineering Command.

(5) Chief, Civilian Personnel Division, US Army Medical Department Activity.

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(6) Dean of Individual Enlisted Training, 111th Military Intelligence Brigade, USAIC&FH.

(7) Executive Officer, US Army White Sands Missile Range, Electronic Proving Ground.

(8) Director, US Army Communications-Electronics Command, Communications Security Logistics Activity.

(9) Chief, Equal Employment Opportunity Office, USAG.

(10) Chairperson, Civilian Nonappropriated Fund Council.

(11) Executive Vice-President, American Federation of Government Employees Union, Local 1662.

(12) Deputy Commander, 11th Signal Brigade.

(13) Civilian of the Month/Year Coordinator, as executive Secretary/Recorder.

b. Each member of the selection board has full voting rights except for the executive secretary/recorder and the chairperson (who will only vote in case of a tie). Voting by the selection board will be done by e-mail or fax sent to the executive secretary/recorder.

c. The board will consider all nominations submitted in compliance with procedures established by this regulation. Candidates will not personally appear before the board, and board members may advocate for any candidate except for a candidate from their own organization.

d. The board will select a Civilian of the Year from those selected during the previous fiscal year as Civilian of the Month. The selection will be made each year in October.

6. Nomination procedures.

a. Supervisors may nominate an employee for Civilian of the Month by electronically submitting a Word document in the format

of FH 690-18-R-E (Civilian of the Month Nomination). Nominations must be routed through supervisory channels in sufficient time to arrive at CPAC on or before the 10th of each month. Supervisors at each level will ensure only nominations for the most deserving employees will be processed.

b. An employee may be selected only once during a 12-month (fiscal year) period.

c. An employee who is nominated but not selected may be re-nominated at the discretion of the nominating official.

d. The proposed citation will be limited to 90 words. The narrative justification will be limited to the space provided (one page printed front and back or two separate pages each printed on one side only). Any additional pages of justification or other attachments will be removed from the nomination package and not considered in the nomination process.

e. Supervisors should be sure to address how the employee's job performance exceeds normal day-to-day expectations or requirements to reflect superior job performance and impact on the Army mission. Additionally, community service may be considered provided superior job performance is evident.

7. Criteria for selection.

a. Selection of the Civilian of the Month will be based predominantly on superior job performance and impact on Army mission. It will also reflect an attitude of continuous improvement toward organizational efficiencies.

b. Superior performance over a period of years will usually take precedence over short-term performance.

c. Service to the civilian or military community demonstrating that a Government employee is a good citizen may be considered.

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d. As an exception, acts of heroism or other extraordinary individual actions reflecting credit on Army may justify selection, provided job performance is at least satisfactory.

8. Recognition.

a. The Civilian of the Month who is a permanent or non-appropriated Army civilian employee will be honored with a Department of the Army Achievement Medal for Civilian Service and other awards as authorized. The Civilian of the Year will receive the Commander's Award for Civilian Service and other awards as authorized.

b. The Civilian of the Month who is not an Army employee but a permanent appropriated fund employee will receive the Department of the Army medal for the Commander's Award for Public Service and other awards as authorized. The Civilian of the Year will receive the Department of the Army medal for the Outstanding Civilian Service Award and other awards as authorized.

c. Presentation of the Civilian of the Month award should take place within the employee's activity with appropriate ceremony as directed by the activity commander. Presentation of the Civilian of the Year award should take place at an appropriate ceremony to include the Noncommissioned Officer (NCO) and Soldier of the Year as directed by the installation commander.

9. Grievances.

The nomination or non-nomination of a candidate and the selection or non-selection of a candidate are not matters subject to an employee grievance, appeal, or arbitration.

(ATZS-IMI-IP)



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