



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501<sup>ST</sup> MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

22 SEP 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #32, Civilian Employee of the Quarter/Year Awards Program

1. EFFECTIVE DATE: This policy is effective 1 October 2016.
2. PURPOSE. The Civilian Employee of the Quarter/Year Award recognizes the special achievements and contributions of our employees in two categories:
  - a. Korean National (KN) employees in KWB and KGS positions.
  - b. Department of the Army Civilians, including Military Intelligence Civilian Excepted Career Program (MICECP) civilians.
3. APPLICABILITY: This program applies to all civilian personnel assigned to the 501<sup>st</sup> Military Intelligence Brigade.
4. POLICY / GENERAL CRITERIA
  - a. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
  - b. Demonstrated initiative and skill in developing new or improved equipment, work methods, and procedure; initiative that resulted in considerable savings in manpower, time, space, materials or other items of expense; improved safety or health of the workforce.
  - c. Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
  - d. Demonstrated courage or competence in an emergency, while performing assigned duties, which resulted in benefits to the Government or its personnel.
  - e. For Civilian Employee of the Quarter nominations, submit accomplishment performed by the nominee in the preceding quarter. However, it is possible that some accomplishments might occur over the course of several months or the benefits of a previous act outside that preceding quarter and might finally be realized in the current quarter.

IADK-Z

SUBJECT: Brigade Commander's Policy #32, Civilian Employee of the Quarter/Year Awards Program

## 5. RESPONSIBILITIES

### a. Supervisors shall:

(1) Nominate individuals for this program, in accordance with the timelines designated.

(2) Ensure nominations are accurate and complete in accordance with guidelines.

(3) The Civilian Awards Board, made up of the BDE DCO, BDE Special Advisor, and BDE MASINT OIC shall review nomination packets and vote on a winner for each category.

### b. The Brigade Civilian Personnel Liaison Office (CPL) shall:

(1) Receive and track all nominations for each award category.

(2) Ensure all nominations, submitted on time, are considered by the Civilian Awards Board.

(3) Prepare award certificates for presentation.

## 6. INFORMATION REQUIREMENTS

### a. Civilian Employee of the Quarter

#### (1) Nomination/Selection Criteria

(a) Supervisors complete DA Form 1256, citing the award nomination.

(b) A supporting justification that relates to the nominee's performance will be limited to one 8 ½ x 11 double-spaced page highlighting the significant achievement(s) of the nominee.

(c) A citation not to exceed nine lines.

(d) Nominations must be submitted to the Brigade CPL no later than COB on the 1<sup>st</sup> Thursday of the following months: January, April, July, and October.

(e) The Civilian Awards Board will review all nominations and select the best qualified nominee based on the general criteria.

IADK-Z

SUBJECT: Brigade Commander's Policy #32, Civilian Employee of the Quarter/Year Awards Program

(2) Recognition for Civilian Employee of the Quarter. Civilian Employee of the Quarter winners will receive:

- (a) Achievement Medal for Civilian Service (Certificate and Medal)
- (b) On-the-Spot cash award of \$100.00
- (c) Commander's coin

b. Civilian Employee of the Year

(1) Nomination/Selection Criteria

(a) To become Civilian Employee of the Year, individuals must first be nominated for Civilian of the Quarter.

(b) Supervisors complete DA Form 1256, citing the award nomination.

(c) A supporting justification that relates to the nominee's performance will be limited to one 8 ½ x 11 double-spaced page highlighting the significant achievement(s) of the nominee.

(d) A citation not to exceed nine lines.

(e) Nominations must be submitted to the Brigade CPL no later than COB on the 2nd Thursday of January.

(f) The Civilian Awards Board will review all nominations and select the best qualified nominee based on the general criteria.

(2) Recognition for Civilian Employee of the Year. Civilian Employee of the Year winners will receive:

- (a) Commander's Award for Civilian Service (Certificate and Medal)
- (b) Special Act or Service Award of \$500.00
- (c) Commander's coin

7. RELEASABILITY. All BN/BDE leadership shall ensure all personnel adhere to the procedures outlined in this policy memorandum.

8. EFFECTIVE DATE. All provisions of this policy memorandum are effective 1 October 2016.

IADK-Z

SUBJECT: Brigade Commander's Policy #32, Civilian Employee of the Quarter/Year Awards Program

9. Point of contact for this policy is Ms. Brenda Council, Brigade Civilian Personnel Liaison, DSN 315-723-8065, email [brenda.r.council.civ@mail.mil](mailto:brenda.r.council.civ@mail.mil).



DERRICK S. LEE  
COL, MI  
Commanding