

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Force Korea
Regulation 672-10

12 November 2007

Decorations, Awards, and Honors

UNITED STATES FORCES, KOREA CIVILIAN EMPLOYEES APPRECIATION WEEK

*This regulation supersedes USFK Regulation 672-10, 21 September 1994

For the Commander:

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Summary. This regulation establishes a United States Forces, Korea (USFK) Civilian Employees Appreciation Week to recognize the contributions of Civilian employees to the mission of USFK. This regulation also establishes the USFK Employees of the Year competition described in appendix A.

Summary of Change. This document has been substantially changed a full review of its contents is required.

Applicability. This regulation applies to all commands and assigned, attached, or tenant units of USFK, and other Department of Defense activities in the Republic of Korea. It does not apply to USFK invited contractors.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, (FKCP-LPM), Unit #15237, APO AP 96205-5236.

Forms. USFK forms are available at www.usfk.mil.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 or the applicable service regulations. Record titles and descriptions are available on the Army Records Management System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is HQ USFK, (FKCP-LPM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USFK, (FKCP-LPM), Unit #15237, APO AP 96205-5237.

Distribution. Electronic Media Only (EMO).

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GLOSSARY

1. PURPOSE. This regulation establishes a USFK Civilian Employees Appreciation Week to recognize the contributions of Civilian employees to the mission of USFK. This regulation also establishes the USFK Employees of the Year competition described in appendix A.

2. REFERENCES. Related publication. AR 672-20 (Incentive Awards).

3. EXPLANATION OF ABBREVIATIONS. Abbreviations and terms are explained in the glossary.

4. GENERAL.

a. It is the policy of USFK to recognize civilian employees for their accomplishments and contributions to the USFK mission. The Commander, USFK, will designate one week in the fiscal year (FY) as USFK Civilian Employees Appreciation Week to encourage subordinate commanders to recognize their deserving employees. During this week, commanders are encouraged to conduct local award ceremonies and other appropriate activities to honor civilian employees who have shown excellence in the performance of their duties or who have made significant contributions to the mission of USFK.

b. USFK will hold a command awards ceremony during USFK Civilian Employees Appreciation Week. The Commander, USFK, or designee, will host the ceremony to recognize those employees selected as USFK Employees of the Year. Awards will be based on accomplishments made during the previous year.

5. RESPONSIBILITIES.

a. Commanders should sponsor local recognition activities in conjunction with the USFK Civilian Employees Appreciation Week. Commanders will assure maximum publicity and support for USFK-wide and local awards ceremonies and other related events. Commanders should nominate deserving civilian employees for competition at the USFK level.

b. Civilian Personnel Advisory Center(s) Civilian Personnel Advisory Center (CPACs) will --

(1) Assist commanders in organizing local Civilian Employees Appreciation Week activities.

(2) Ensure that all nominations for awards submitted in connection with these activities are processed in accordance with this regulation and specific annual guidance established by the USFK Civilian Personnel Directorate (CPD).

c. The CPD will --

(1) Organize the command awards ceremony and related activities.

(2) Develop and provide procedural guidance on each year's award competition.

6. EMPLOYEES OF THE YEAR. The objective of the USFK Employees of the Year awards program is to encourage the recognition of deserving civilian employees at all levels of the command. The competition will honor both United States (U.S.) and Korean National (KN) employees who have been selected for their outstanding contributions in various categories. The honorees will be chosen through USFK-wide competition and recognized at a USFK

Employees of the Year awards ceremony. The criteria and nomination procedures are described in appendix A.

APPENDIX A

UNITED STATES FORCES, KOREA CIVILIAN EMPLOYEES OF THE YEAR AWARDS

1. INTRODUCTION. This competition is open to all U.S. and KN civilian employees, both appropriated and nonappropriated fund, receiving civilian personnel services from USFK activities as well as other agencies of the U.S. Armed Forces present in the Republic of Korea. Employees of invited contractors are not included. The USFK Civilian Employees of the Year award recipients will be selected from among nominations submitted by USFK commanders, staff principals, and independent activities. These awards are an adjunct to all other civilian awards and are not intended to replace or modify any existing award program. Employees should continue to be nominated for other appropriate awards as their performance warrants.

2. DEFINITIONS.

a. Eligible candidates. Individual awards are authorized for U.S. citizen employees and KN employees in each category listed in subparagraph 2b(1) through 2b(11). The nominations must be based on accomplishments made during the preceding year.

b. Award categories. Competitive categories are shown below. There may be situations where an employee could be nominated in more than one category. The nominator should review the basis for the nomination to determine the most appropriate category for the nominee. For example, a supervisory engineer should be nominated for the professional category if the nomination is based on his/her application of technical expertise rather than supervisory accomplishments.

(1) Manager of the Year. This category is for managers with responsibility for influencing policy or managing major programs. An individual who supervises subordinate supervisors may also be nominated in this category. Responsibilities of this nature usually occur at the GS-13 and above or equivalent level. However, the duties are the determining factor, not the grade level of the nominee.

(2) Supervisor of the Year. Employees in supervisory positions at any grade level. The nomination should be based on supervisory accomplishments. This category includes wage supervisors. Wage leaders are not supervisors; therefore, they are not considered in this category.

(3) Professional of the Year. 1) Employees in positions that require a positive education requirement or training in the liberal arts or the sciences and advanced study in a specialized field such as attorneys, social workers, and teachers; or 2) employees possessing great skill or experience in a specialized field or activity that also requires advanced study and training.

(4) Administrator of the Year. Employees in positions that is primarily administrative in nature. These duties usually occur at the GS-7 and above or equivalent level.

(5) Technician of the Year. Employees in positions that require training in a specific technical process (for example, communications specialists, computer specialists, X-ray technicians, etc.).

(6) Clerical Employee of the Year. Employees in clerical positions that include such office work as record keeping, preparing and handling correspondence, filing, etc. These duties usually occur at the GS-6 and below or equivalent level.

(7) Customer Service Employee of the Year. Employees in service related occupations such as food service workers, billeting clerks, etc.

(8) Skilled Employee of the Year. Employees in trades and crafts positions at any grade level. These positions are usually found in the wage grade system.

(9) Laborer of the Year. Employees in trades and crafts occupations that have minimal experience requirements; this includes employees in semi-skilled wage grade positions.

(10) Disabled Employee of the Year. Employees, regardless of position, who have contributed significantly to the attainment of USFK mission objectives in spite of their handicapping condition. The nominee must meet the U.S. Office of Personnel Management definition of disabled.

(11) KSC Employee of the Year. This category is for Korean Service Corps (KSC) employees at any grade level. The KSC workforce is comprised of Korean nationals who assist in mission accomplishment both in peacetime and wartime. They may be placed on special duties, detailed to different job sites or tasked according to skill identifier specialties which are necessary for unique mission assignments.

3. RESPONSIBILITIES.

a. Commanders will –

(1) Establish procedures to govern competition at the installation level. Ensure compliance with rules of eligibility and criteria established in this regulation. Ensure nominations originated within command channels are submitted through incentive awards committees.

(2) Establish an installation incentive awards committee to assure nominations comply with established criteria and select installation winners from among the nominations submitted. To ensure appropriate representation for this program, installation commanders should expand their local incentive awards committee to include members from other commands or tenant activities.

(3) Support the USFK Employees of the Year awards program by appropriate publicity to employees, supervisors, and management officials to assure maximum participation from subordinate organizations and activities.

(4) Serve as the final approving authority for installation nominations forwarded for the USFK competition.

b. Tenant commanders (for example, 1st Signal Brigade) may elect to have their employees compete with installations where the employees are represented or to convene a separate incentive awards committee for competition within their command. Once an election is made, all employees of that command may only use that avenue for USFK level competition consideration. The option must be chosen at the beginning of each annual nomination cycle.

c. Civilian Personnel Office (CPOs)/CPACs will –

(1) Assist incentive awards committees with the review of locally submitted nominations.

(2) Ensure nominations packages are submitted to the CPD according to the guidance presented in this regulation and the annual procedural guidance. Nomination packages should be screened for completeness, format, accuracy of verifiable data, and timeliness of submission. The nomination packages from the local incentive awards committee competition will be forwarded to the CPD.

(3) Serve as a non-voting advisor to assist incentive awards committees as required.

d. The USFK, CPD, will –

(1) Exercise primary staff responsibility and administration of the USFK Civilian Employees of the Year awards program.

(2) Administer the selection process by convening a special USFK Incentive Awards Committee. A member of the CPD staff will serve as a nonvoting recording secretary of the committee.

(3) Arrange for the USFK Civilian Employees of the Year awards ceremony and reception.

(4) Procure award plaques.

e. The USFK Incentive Awards Committee will be comprised of the Eighth United States Army (Eighth Army) Incentive Awards Committee members plus representatives from Air Force, Navy, Army and Air Force Exchange Service-Korea, Korean Service Corps, Joint U.S. Military Affairs Group, Korea, and Dragon Hill Lodge. The chair of the Eighth Army Incentive Awards Committee serves as the chair for the USFK Incentive Awards Committee. The committee will -

(1) Determine whether a nomination has been submitted in the appropriate category and decide if it should be changed to a category that better fits the nominee's job responsibilities and accomplishments. The committee's decision regarding the appropriate category of any nomination is final.

(2) Evaluate nominations, assign a numerical rating and submit the winners in each category, subject to the approval of the USFK Chief of Staff. The committee may choose to not select a winner in any category because of weak supporting documentation.

f. Local Incentive Awards Committees.

(1) Each committee will develop local selection procedures and evaluate nominations. The eligibility criteria and selection procedures will comply with this regulation and the annual procedural guidance.

(2) The committees' recommendations will be submitted to the respective installation or tenant commander for final selection of nominations for the USFK level competition. No more than one U.S. and one KN employee may be selected in each category from each installation or

tenant command. Nominations of tenant command employees must follow the same chain in which they competed, either the installation to which assigned or tenant command.

(3) Installation incentive awards committees without an installation CPO/CPAC will be assisted by their servicing CPO/CPAC. Special tenant incentive awards committees will be assisted by the CPO/CPAC servicing the installation where the committee convenes.

(4) Activities with separate personnel offices, such as Dragon Hill Lodge or Department of Defense Dependent Schools, may elect to compete with the installation where they are located or convene a separate incentive awards committee.

4. NOMINATIONS. All nominations will be submitted in an original plus three copies in the format described in the annual procedural guidance.

a. The description of accomplishments will be limited to two pages and will address each of the six rating criteria listed below. For managers and supervisors, the committee will also consider effectiveness in leadership and human relations, and support of affirmative action goals. For volunteer work, the committee may consider accomplishments in the nominee's local community. The overall key is identifying individual contributions to the accomplishment of the USFK mission.

(1) Contribution to USFK mission.

(2) Increased productivity, efficiency, cost savings/avoidance.

(3) Innovativeness or creativeness. Personally inspired improvement processes.

(4) Positive influence on co-workers and others.

(5) Positive customer service.

(6) Volunteer work in the community such as scouting, youth sports, monitoring, foster parenting, etc.

b. Awards and recognition. Only awards or other recognitions earned during the past year will be considered. The recognition may be for performance on the job or activities outside of work that are relevant to the nomination.

5. USFK LEVEL CANDIDATE SELECTION PROCEDURES.

a. Winning nominees of local competitions will compete in the USFK Civilian Employees of the Year selection process. Deadlines for submitting the nomination packages will be announced during the first quarter of the FY.

b. The USFK Incentive Awards Committee will evaluate the nominations and make selections subject to the approval of the USFK Chief of Staff.

6. EMPLOYEE RECOGNITION.

a. USFK Employees of the Year.

(1) The presentation of the awards will be made during the USFK Civilian Employees of the Year awards ceremony by the Commander, USFK, or designated representative. The ceremony will take place during the week designated as the USFK Civilian Employees Appreciation Week.

(2) Each USFK honoree will receive a commemorative plaque.

(3) Honorees may also be considered for local awards.

b. Local Employees of the Year. Winners of local competitions should be recognized for their achievements and their selection as installation or tenant command employees of the year in an appropriate ceremony by the commander or designee, regardless of whether they were also selected at the USFK level. Recipients may be considered for cash awards, plaques, or certificates at the option of local commanders. All costs associated with local awards will be borne by the nominating activity.

7. FUNDING OF AWARDS.

a. Activity commanders are responsible for budgeting for locally sponsored civilian recognition programs.

b. Costs for travel and temporary duty for the honorees and spouses, the USFK award plaques, and the reception will be budgeted and paid for by HQ, USFK.

GLOSSARY

CPO (s)	Civilian Personnel Office (s)
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
Eighth Army	Eighth United States Army
FY	fiscal year
HQ	headquarters
KN	Korean National
U.S.	United States (of America)
USFK	United States Forces, Korea