



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG

26 JAN 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #9 - Civilian of the Quarter/Year Awards Program

1. References.

- a. Army Regulation 672-20, Incentive Awards, 17 September 2020
- b. United States Army Pacific (USARPAC) Civilian Recognition Program - Policy Memorandum 21-16, 29 October 2021.

2. Applicability and Eligibility. This policy applies to all Army appropriated funds Civilian Employees assigned to USARPAC P1 commands in Hawaii (25th Infantry Division (25ID) & HQ USARHAW, 3rd Multi-Domain Task Force (MDTF), 8th Theater Sustainment Command (TSC), 9th Mission Support Command (MSC), 18th Medical Command (MEDCOM), 94th Army Air and Missile Defense Command (AAMDC), and 196th Infantry Brigade). To be eligible for these awards, nominees must be employed by a Major Subordinate Command in USARHAW and have served in a permanent or term position for at least six months prior to their nomination.

3. Intent. To establish and publish Civilian of the Quarter/Year (COQ/COY) Awards Program guidance, procedures, and responsibilities to recognize Civilians for their outstanding performance and accomplishments.

4. Policy.

a. Award Categories.

(1) Category I: GS-12 and below or equivalents; Wage Grade and Wage Leader.

(2) Category II: GS-13 and above or equivalents; Wage Supervisor.

b. Award periods and nomination suspenses. The USARHAW G-1 will publish program details and solicit award nominations for the COQ/COY. The 25ID & HQ USARHAW, 3rd MDTF, 8th TSC, 9th MSC, 18th MEDCOM, 94th AAMDC, and 196th

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Infantry Brigade will hold their own COQ/COY boards to identify their respective nominees and submit nominations no later than the timeframes indicated in the table below. The quarterly winners will compete for USARHAW COY. The two annual winners of USARHAW COY will compete for USARPAC COY.

Recognition Period	Nomination Deadlines No Later Than (NLT)
First Quarter: 1 January - 31 March	Due NLT second Friday in April
Second Quarter: 1 April - 30 June	Due NLT second Friday in July
Third Quarter: 1 July - 30 September	Due NLT second Friday in October
Fourth Quarter: 1 October- 31 December	Due NLT second Friday in January
Annual: 1 January - 31 December	Due NLT last day in January

5. Responsibilities.

a. As the staff lead for this program, the USARHAW G-1 will:

- (1) Receive and process quarterly and annual nominations.
- (2) Compile and forward nomination packages to the incentive awards committee for voting.
- (3) Notify leadership and supervisors of final results.
- (4) Prepare DA Form 1256 (Incentive Award Nomination and Approval) for cash and time-off awards and USARHAW commander certificates of appreciation for approval.
- (5) Process awards in AutoNOA.
- (6) Ensure awardees receive their awards in a timely manner.

b. Major Subordinate Commands in USARHAW will:

- (1) Ensure nominations meet awards criteria and are submitted within the established suspense.
- (2) Ensure a nomination for each category outlined in paragraph 2 is forwarded electronically to the USARHAW G-1 POC.
- (3) Update civilian employee personnel records in AutoNOA for their COQ and COY winners using the "Activity Created Honorary Award" category.

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6. Nomination Procedures. Each organization listed below will determine their final quarterly selectees and may not submit more than two nominations (one per category) on a quarterly and annual basis. Nominations must be reviewed by the organization's awards panel prior to submission.

- a. 25th ID & HQ, USARHAW
- b. 3rd MDTF
- c. 8th TSC
- d. 9th MSC
- e. 18th MEDCOM
- f. 94th AAMDC
- g. 196th Infantry Brigade

7. Nomination Packet Contents. A complete nomination packet includes:

- a. Nomination Coversheet (Encl 1).
- b. Civilian Recognition Program Nomination Form (Encl 2). Include accomplishments performed during the award period for which the individual is being nominated. Individuals will be evaluated based on the following criteria:

(1) Leadership and/or job performance: Extraordinary leadership accomplishments, characteristics demonstrated, and performance. Scope, level of responsibilities, and the impact on the mission and organization.

(2) Collaboration: Employee contributes to team performance by providing encouragement and support, assisting others to overcome obstacles, and successfully accomplishing goals; Employees who foster communication, trust, cooperation and respect for differences and contributes towards an effort that significantly impacted the division or organizational goals and/or mission.

- c. Justification narrative on plain paper, not to exceed one page, double spaced, Arial font, size 12, with one-inch margins on all sides (Encl 3).

8. Board Members.

- a. Voting Members of the COQ/COY selection committee include:

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- (1) Deputy Chief of Staff, USARHAW
- (2) CDR or Designee, 3rd MDTF
- (3) CDR or Designee, 8th TSC
- (4) CDR or Designee, 9th MSC
- (5) CDR or Designee, 18th MEDCOM
- (6) CDR or Designee, 94th AAMDC
- (7) CDR or Designee, 196th Infantry Brigade

b. Non-Voting Members of the COQ/COY selection committee include:

- (1) Staff Judge Advocate
- (2) USARHAW G1 Representative

9. Awards and Honors.

a. COQ/COY winners will schedule and obtain photos through the Visual Information Ordering website (<http://www.vios.army.mil>). Unit commands within USARHAW must obtain permission from their civilians to publish their photos on the COQ/COY Awards Wall and/or social media websites (employee must sign bottom of nomination coversheet; Encl 1). Photos for quarterly and annual winners will be displayed on the USARHAW COQ/COY Awards Wall on the second floor of Building 580, Schofield Barracks, HI.

b. COQ. USARHAW G-1 will prepare appropriate certificates for presentation to respective quarterly winners. Each USARHAW quarterly winner will receive a certificate, an eight-hour time off award and \$250 cash award.

c. COY. Each USARHAW annual winner will receive a certificate, 16- hour time off award, and \$500 cash award. The winners will be encouraged to apply for future professional training and developmental opportunities.

d. Processing Awards. Awards will be processed by the USARHAW G1.

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10. Proponent. The 25ID and USARHAW G1 Program Management Analyst is the proponent for this policy. Questions should be directed to the Program Management Analyst at 808-655-8580.



JOSEPH A. RYAN
Major General, USA
Commanding

3 Encls

1. Nomination Coversheet
2. Nomination Form
3. Sample Narrative

DISTRIBUTION:

25th Infantry Division
5th Battlefield Coordination Detachment
8th Theater Sustainment Command
9th Mission Support Command
18th Medical Command
19th Military Police Battalion
94th Army Air and Missile Defense Command
196th Infantry Brigade
311th Theater Signal Command
402nd Army Field Support Battalion
413th Contracting Support Brigade
500th Military Intelligence Brigade
516th Signal Brigade
599th Transportation Brigade
Desmond Doss Health Clinic
Dental Health Command
Installation Management Command – Pacific
Regional Health Medical Command Pacific
Tripler Army Medical Center
United States Army Corps of Engineers Pacific Ocean Division
United States Army Garrison – Hawaii

UNITED STATES ARMY HAWAII
CIVILIAN RECOGNITION PROGRAM NOMINATION COVERSHEET

Check the appropriate box if nominating for an award: 1st: Jan-Mar // 2nd: Apr-Jun // 3rd: Jul-Sep // 4th: Oct-Dec

Civilian of the Quarter (COQ): ☐ 1st Quarter // ☐ 2nd Quarter // ☐ 3rd Quarter // ☐ 4th Quarter
Civilian of the Year (COY): ☐

RECOGNITION CATEGORY

Check the appropriate box(es):

Category I: GS-11 and below or equivalents; and Wage Grade (WG) and Wage Leader (WL) ☐
Category II: GS-12 and above or equivalents; and Wage Supervisor (WS) ☐

NOMINEE INFORMATION

Nominee's Full Name: _____

Title, Pay Plan-Series-Grade: _____

Agency/Command: _____

Office Address: _____

Office Phone: _____ Fax: _____ E-mail: _____

SUPERVISOR'S CERTIFICATION

Supervisor's Full Name: _____

I affirm this employee's records have been reviewed and there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

Signed: _____ Dated: _____

ENDORISING OFFICIAL (O6/GS-15/Above OR Equiv) & POINT OF CONTACT INFORMATION

Endorser's Name/Signature: _____

Office Phone: _____ Fax: _____ E-mail: _____

Point of Contact Full Name: _____

Office Phone: _____ Fax: _____ E-mail: _____

**NOMINEE'S AUTHORIZATION FOR RELEASE OF INFORMATION (TO BE
COMPLETED UPON NOTIFICATION OF SELECTION)**

"Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by United States Army Hawaii and my photo for publicity and promotion of the Civilian Recognition Program."

Selectee's Signature: _____ Date: _____

Revised 19 January 2021 lfd



USARHAW CIVILIAN RECOGNITION PROGRAM NOMINATION FORM



NOMINATING ORGANIZATION OR STAFF OFFICE

NAME OF NOMINEE (FIRST MIDDLE INITIAL LAST)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Bullet Accomplishments (COQ: Six lines maximum)

- Civilian of the Quarter: 6 Lines maximum
 - Describe significant leadership accomplishments/how employee performed assigned duties
 - Only use bullet format
 - Action, Result, Impact bullet format is best; two-lined bullets carry less impact--polish bullets to perfection!
 - Quantify your bullets; include Army, ACOM/ASCC level inspections--no wrap around bullets
 - Do not submit more lines than authorized; only the six lines will be scored
-

COLLABORATION:

Bullet Accomplishment (COQ: Six lines maximum):

- Line 1
 - Line 2
 - Line 3
 - Line 4
 - Line 5
 - Line 6
-

Revised 5 March 2021

Encl 2

Nomination for Civilian of the Quarter/Year

First Name MI. Last Name: (Organization Name/ Division/ Position Title): Mr./Ms.
First Name Last Name has been essential to the _____ Division team's success in accomplishing its day-to-day mission. He/She loyally serves with the utmost professionalism.

Explain: What is unique about Mr./Ms. Last Name and his/her efforts is that anticipates the needs of his team members and external customers alike.

Mr./Ms. Last Name is an integral part of the PTA staff, balancing many/command priorities to provide first class training to our Soldiers, Marines, Airmen and Seamen. His/Her "Can-do" spirit has facilitated training rotations for several Infantry Regiments from Month thru Month Year. Exemplifying the Army core values, having a positive work ethic, and being that dependable employee that his/her peers and superiors can depend on, has established Mr./Ms. Last Name as the cornerstone of his department.

Mr./Ms. Last Name has coordinated and briefed numerous distinguished visitors including the PACQM Combatant Commander, the Assistant Secretary of the Army, Congressional delegations and local elected officials. Mr./Ms. Last Name is a proven leader, respected expert and seasoned warrior who pulls together myriad resources, usually at the last minute, to pull off seamless training events that provides a challenging and realistic training environment. He is most deserving of this award.