

DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Civilian Personnel Regulation  
No 690-34

8 June 2007

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

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**Summary.** This regulation establishes procedures for selection of the Civilian of the Quarter (COQ) and Civilian of the Year (COY) for Fort Leonard Wood (FLW).

**Applicability.** This regulation applies to all Department of Army (DA) civilian personnel assigned or attached to this installation.

**Supplementation.** Issue of supplements to this regulation by major commands is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood (USAMANSCE&FLW).

**Suggested Improvements.** The proponent of this regulation is the Civilian Personnel Advisory Center (CPAC). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander (CDR), MANSCEN, ATTN: ATZT-CPAC, 140 Replacement Avenue, Suite 2210, Fort Leonard Wood, MO 65473-8935.

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FOR THE COMMANDER:



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DISTRIBUTION:

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**1. Purpose.** This regulation establishes procedures for the selection of the COQ and the COY for FLW.

**2. Referenced Forms.**

a. DA Form 1256, Incentive Award Nominations and Approval.

b. DA Form 2028, Recommended Changes to Publications and Blank Forms.

c. DA Form 4689, Commander's Award for Civilian Service.

d. DA Form 5654, Achievement Medal for Civilian Service.

e. Request for Personnel Action (RPA)

**3. Explanation of Acronyms and Abbreviations.**

Acronyms and abbreviations used in this publication are explained in the glossary.

**4. Policy.**

a. The COQ and the COY program creates interest and stimulates a competitive spirit among DA civilians (appropriated fund [AF] and nonappropriated fund [NAF]) and provides suitable recognition and reward for individuals who possess a superior work record and job knowledge. The program is designed to reward extraordinary efforts and customer service and to inspire positive attitudes and enthusiasm that support the mission and Army values.

b. Each major command/activity is encouraged to nominate their most deserving civilian for the competition.

**5. Responsibilities.**

a. The CPAC is responsible for:

- (1) Administering the program.
- (2) Preparing a DA Form 5654 for the selectee.

(3) Preparing the CG's letter of commendation for the selectee.

(4) Maintaining a record of each quarter's selection proceedings. The president of the board will sign the record indicating his/her approval. The CPAC will retain the original record of the proceedings for a period of one year from the date selection is made. This record should include the date the board is held, the names of the nominees, the total score of each nominee, and the person selected by the board as the COQ and the COY.

(5) Maintaining a list of primary and alternate voting members.

(6) Coordinating with the Directorate of Information Management (DOIM) to have selectee's picture to be taken for posting in designated areas.

b. The Public Affairs Office is responsible for providing adequate news coverage for the COQ and COY events.

c. The Directorate of Plans, Training, and Mobilization is responsible for conducting the presentation ceremonies.

**6. Selection Board.**

a. The COQ and COY selection board is comprised of the following organizations and individuals:

- (1) Maneuver Support Center, Chief of Staff.
- (2) Garrison Command, Deputy Garrison Commander.
- (3) U.S. Army Chemical School, Chief of Staff.
- (4) U.S. Army Engineer School, Chief of Staff.
- (5) U.S. Army Military Police School, Chief of Staff.
- (6) General Leonard Wood Army Hospital (GLWACH), Deputy Commander for Administration.
- (7) Capabilities Development and Integration Directorate (CDID), Technical Director.
- (8) Maneuver Support Center Directorate of Training (MDOT), Technical Director.

b. The president of the selection board will be the MANSCEN Chief of Staff or his designated representative. The president of the board will determine the winner in case of a tie.

c. At least six members of the board must vote for a selection to be made.

d. The selection board has the authority to approve the winner.

e. The commander or director of each organization listed above may appoint an alternate with full voting rights on the selection board. A listing of the primary or alternate board members will be provided to the CPAC.

f. The COQ will be selected the quarter prior to the quarter in which they are recognized.

g. At the request of the president, the selection board votes quarterly, but not later than the 30th of the last month of the quarter, to select the COQ for the following quarter. Candidates will not appear before

the board. Those employees selected as the COQ during the previous fiscal year (October-September) will be considered for selection as the COY. The COY will be selected each September/October.

h. The selection board will select the COQ and the COY from the recommendations submitted in accordance with paragraph 7, below.

## 7. Procedures.

a. Recommendations of candidates for the COQ shall be submitted to the CPAC, by the 15th of the last month of each quarter. If the 15th falls on a weekend or holiday, the deadline is the next workday. (See Appendix A, Figure A-1 for an example nomination memorandum.) Each command/activity may submit only one candidate per quarter for the COQ and one per year for the COY.

b. The supervisor may request to review the nominee's official personnel folder prior to submitting the nomination through the CPAC.

c. Recommendations are submitted in narrative format by e-mail, not to exceed two pages, and should include the following information:

- (1) Name of candidate.
- (2) Position title, series, and grade.
- (3) Length of time in position.
- (4) Evaluation of overall performance.
- (5) Attitude, courtesy, and demonstrated professionalism.
- (6) Training, self-development/ performance of service.
- (7) Reasons for the recommendation.

d. The commander or director of the organization will endorse the recommendations.

e. The selection board's administrator will verify the nominees' eligibility with the Equal Employment Opportunity Office (EEO) and CPAC prior to their being considered for the COQ and COY.

f. Each selection board member will vote by e-mail. All nominees will be ranked in numerical ascending order (one being the best score). Ranking is based on the board members' review of the nominations submitted. The rankings from each board member are totaled, and the candidate with the lowest score is the winner. In the event of a tie, the president of the board will determine the winner.

g. Any individual who has been selected as the COQ cannot be renominated for 12 months following their selection.

**8. Selection Criteria.** The COQ and COY Award is intended to recognize meritorious personal effort, service, or other achievement within or outside the individual's assigned job responsibilities. The selection board shall consider the following factors when evaluating nominees for the COQ and the COY:

a. Attitude, courtesy, and job performance. Specific actions related to the mission of the organization and performance of duty that exceeds the normal expectations for someone in the position.

b. Training/self-development. The degree to which an individual spends personal time in work-related training or self-development and any personal circumstances that might have limited the employee's ability to seek self-development, during off-duty time. Performance outside the job that supports the organization or FLW's mission should also be considered.

c. Reason for the recommendation. What significant contribution has the individual made to the organization to include a concise statement as to why the individual is worthy of selection as the COQ.

## 9. Recognition.

a. The candidate selected by the selection board will be designated as the COQ for the following quarter. The board will also select the COY from the winners of the past four quarters. These awards will be announced in the "The GUIDON." A photograph of the COQ and COY will be displayed in the MANSCEM Headquarters in Hoge Hall.

b. The individual selected as the COQ will be awarded a DA Form 5654, the CG's coin, and a personal letter of commendation signed by the CG. The COY will be awarded a DA Form 4689, the CG's coin, and a personal letter of commendation signed by the CG.

c. The CG or his/her designee will present the award. The award ceremony will be held quarterly in conjunction with the ceremony that recognizes outstanding Soldiers.

d. The COQ will receive a \$250 Special Act Award and a 16-hour Time-Off Award, and the COY will receive a \$500 Special Act Award and a 24-hour Time-Off Award. The nominating organization will prepare a DA Form 1256, with a justification statement. Upon approval of DA Form 1256, the nominating organization will initiate an electronic RPA no later than three business days after being notified of the nominee's selection for the award.

**APPENDIX A**

**EXAMPLE OF A NOMINATION MEMORANDUM**

(Office Symbol)

MEMORANDUM FOR Civilian Personnel Advisory Center (CPAC)

SUBJECT: Fort Leonard Wood Civilian of the Quarter – Quarter Ending \_\_\_\_\_

1. Name of Candidate: \_\_\_\_\_  
 Position Title, Series, and Grade: \_\_\_\_\_  
 Length of Service: \_\_\_\_\_

2. Evaluation of Overall Performance:

\_\_\_\_\_ has established himself/herself as a thoroughly competent and knowledgeable employee. He/She has consistently provided exceptional support to his/her supervisor and the \_\_\_\_\_ staff. \_\_\_\_\_ performance has been superior in all aspects. \_\_\_\_\_ is completely dedicated to the success of the organization and accomplishment of the organization’s mission. In addition to his/her outstanding performance as a \_\_\_\_\_, he/she maintains approximately \_\_\_\_\_, for the \_\_\_\_\_. \_\_\_\_\_ is consistently \_\_\_\_\_ make certain \_\_\_\_\_ files are up-to date, that \_\_\_\_\_ have the education and training required for their specialties, and that they are in total compliance with \_\_\_\_\_ Department of the Army (DA) regulations.

3. Attitude, Courtesy and Appearance:

\_\_\_\_\_ attitude, courtesy and appearance are truly remarkable. His/Her positive and helpful attitude has won her the respect of all those who come in contact with him/her. \_\_\_\_\_ treats everyone with the utmost respect and courtesy irrespective of rank, position or title with the organization. He/She serves as a role model for other staff and employees with his/her sunny disposition and pleasant, helpful attitude. \_\_\_\_\_ also serves daily as a model for appearance and demeanor in the work place, which is essential, given the number of military and civilian personnel he/she encounters on a daily basis. He/She is often required to appear before the \_\_\_\_\_ or commander and is ever mindful of creating a favorable impression for our department. \_\_\_\_\_ is very concern with getting a favorable impression for our department. \_\_\_\_\_ is very concerned with getting the job accomplished as efficiently as possible. He/She demonstrates remarkable attention to detail.

Figure A-1. Example of a Nomination Memorandum (Page 1 of 2).

<p>(Office Symbol) (Subject) Fort Leonard Wood Civilian of the Quarter – Quarter Ending _____</p> <p>4. Outstanding Accomplishments:</p> <p>a. _____ has been an invaluable asset in supporting major office projects and short suspense's. He/She is adept at streamlining many of the tasks in the _____ office, saving many man-hours and enabling him/her to use the extra time more wisely.</p> <p>b. _____ accomplishes any undertaking, no matter how minor or highly visible, and does so in an exemplary manner. He/She is highly professional and truly committed to doing his/her utmost to ensure our _____ files are complete and correct according to _____ and Department of Army requirements and regulations. _____ has worked tirelessly with the _____ preparing documents showing how we have not only met but exceed _____ requirements in our _____ as well as other areas.</p> <p>c. _____ has tirelessly participated in walk-arounds with the _____ committee throughout assisting in preparing our staff for our next _____ inspection. His/Her involvement in the committee has meant he/she has had to expend much additional effort to keep his/her work flowing smoothly so it will be accomplished in a timely manner.</p> <p>d. _____ has utilized our _____ database to its utmost capability, designing reports to assist in accomplishing his/her job more efficiently. _____ is very pro-active and generally when asked if he/she will do something, he/she has already taken the initiative to take care of it. He/She often presents ideas that aid in making our operation run more efficiently and smoothly.</p> <p>e. _____ organizes the _____ committee meeting monthly and makes certain all pertinent items are on the agenda for discussion by the _____. He/She makes certain all members and non-members are notified of meetings in a timely manner rescheduling of patient appointments. He/She is totally efficient in his/her organization and presentation and the meetings always flow smoothly with the accomplishment of all agenda items.</p> <p>5. Reason for Recommendation:</p> <p>There is no better candidate for the prestigious recognition of Fort Leonard Wood Civilian of the Quarter due to his/her attention to detail, dedication to _____, performance as a team player, willingness to help others, and the professional attitude he/she displays.</p> <p style="text-align: center;">Signature Block</p> <p style="text-align: center;">2</p>
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Figure A-1. Example of a Nomination Memorandum (Page 2 of 2).

**FLW CPR 690-**

**GLOSSARY**

**AF**

appropriated fund

**CDID**

Capabilities Development and Integration Directorate

**CDR**

Commander

**CG**

Commanding General

**CPAC**

Civilian Personnel Advisory Center

**DA**

Department of Army

**DOIM**

Directorate of Information Management

**DPTM**

Directorate of Plans, Training, and Mobilization

**EEO**

Equal Employment Opportunity Office

**FLW**

Fort Leonard Wood

**GLWACH**

General Leonard Wood Army Community Hospital

**MANSCEN**

Maneuver Support Center

**MDOT**

Maneuver Support Center Directorate of Training

**NAF**

non-appropriate Fund

**RPA**

Request for Personnel Action

**SF**

Standard Form

**USAMANSCEN&FLW**

United States Army Maneuver Support Center and  
Fort Leonard Wood