



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SC 29207

ATZJ-CG

06 JUL 2018

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum # 16 - United States Army Training Center (USATC) Civilian of the Quarter (COQ) and Civilian of the Year (COY) Program

1. References:

a. Department of Defense Instruction (DoDI) 1400.25 Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013.

b. Army Regulation (AR) 672-20, Incentive Awards, 1 April 2014.

2. Purpose. This policy establishes responsibilities and procedures (enclosed) for selection of the COQ and COY for the USATC, Fort Jackson in order to recognize USATC civilians for outstanding performance and accomplishments, quarterly and annually.


3. Applicability. This policy applies to all USATC civilians assigned to units/support staff offices who report directly to the USATC Headquarters.

4. Policy. This program stimulates a competitive spirit among USATC civilians and provides suitable recognition and reward for individuals who possess a superior work record, knowledge, positive attitude, and enthusiasm that support our missions and Army values. Each unit/directorate/staff office is encouraged to nominate their most deserving civilian employee for the competition.

5. The USATC G-8 is the proponent for this policy memorandum. It is effective until superseded or rescinded.

2 Encls

1. Guidance and Procedures
2. COQ Nomination Format


MILFORD H. BEAGLE, JR.
Brigadier General, U.S. Army
Commanding

**United States Army Training Center (USATC) Civilian of the Quarter (COQ) and
Civilian of the Year (COY) Program
Responsibilities and Procedures**

1. Purpose. To establish responsibilities and procedures for the selection of the USATC COQ/COY, in categories GS04 – GS08 and GS09-GS13.

2. Referenced Forms.

- a. DA Form 1256, Incentive Award Nominations and Approval.
- b. DA Form 4689, Commander's Award for Civilian Service.
- c. DA Form 5654, Achievement Medal for Civilian Service.
- d. Request for Personnel Action (RPA).

3. Policy.

a. The COQ/COY program creates interest and stimulates a competitive spirit among Department of the Army civilians 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 USATC mission and Army values.

b. Each commander/staff officer is encouraged to nominate their most deserving civilian for the competition.

4. Responsibilities.

a. The G-8 Manpower and Equipment Division (MED) is responsible for:

(1) Administering the program.

(2) Verifying the nominees' eligibility with the Equal Employment Opportunity Office (EEO) and Civilian Personnel Advisory Center (CPAC) prior to their being considered for the COQ and COY.

(3) Preparing a DA Form 5654 for the selectee.

(4) Preparing a DA Form 4689 for the selectee.

(5) Coordinating the CG's letter of commendation and coin for the selectee.

(6) Informing units of results, coordinating citation and electronic RPA submission, and providing additional instructions and information for official photo and presentation ceremony.

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(7) Maintaining a record of each quarter's selection proceedings. The Chairman of the board will sign the record indicating his/her approval of board recommendation. The G-8 MED 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, the name of persons recommended by the board as the COQs and the COYs, and the approved DA Form 1256 – Nomination for Incentive Award.

(8) Posting official photo of winners in designated area.

(9) Submitting COQ winners for participation in the installation COQ board.

b. The Public Affairs Office (PAO) is responsible for providing adequate news coverage for the COQ and COY events and publication in "The Fort Jackson Leader".

5. Selection Board.

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

(1) USATC Chief of Staff (CofS), Chair

(2) USATC Brigade Executive Officers (alternating quarters – First/Third Quarter (165th Infantry Brigade); Second/Four Quarter (193d Infantry Brigade))

(3) USATC G-1

(4) Leader Training Brigade Senior Civilian Representative

(5) Soldier Support Institute CofS

b. At least three of the five members of the board must vote for a selection to be made.

c. The selection board has the authority to recommend a winner for each nominating category.

d. The Commanding General (CG) will be the approving authority for USATC COQ and COY board winners.

e. The COQ winners will be recognized the quarter following the quarter in which they were selected (i.e., first quarter winners will be recognized during the second quarter of the fiscal year).

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f. At the request of the chairman, the selection board votes quarterly, but not later than the 10th day of the last month of the quarter, to select the COQs 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; however, new justifications are required and will encompass accomplishments completed over the 12-month period. The COY winners will be selected each October.

g. The selection board will select the COQs and COYs from nominations submitted in accordance with paragraph 7 and will forward recommendations for each nomination category to the CG for his approval.

6. Procedures.

a. Nominations for COQs will be submitted to G-8 MED, by the 12th day of the first month of the following quarter for each quarter. See table below:

Quarter	Nominations Due
1 st Quarter	12 January
2 nd Quarter	12 April
3 rd Quarter	12 July
4 th Quarter	12 October

If the 12th day falls on a weekend or holiday, the deadline is the previous workday, (See Appendix A, Figure A-1 for nomination memorandum format). Each USATC commander/staff officer may submit only one candidate, for each nomination category, per quarter for the COQ.

b. Nominations for COY will be submitted to G-8 MED, by the 12th day of the first month of the first quarter of new fiscal year (12 October). If the 12th day falls on a weekend or holiday, the deadline is the previous workday, (See Appendix A, Figure A-1 for nomination memorandum format).

b. The supervisor may request to review the nominee's official personnel folder prior to submitting the nomination to G-8 MED for board consideration.

c. Nominations are submitted by email, accompanied by a completed DA1256, signed by the nominator, and should include the following information:

- (1) Name of candidate.
- (2) Position title, series, and grade.

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- (3) Length of time in current position.
- (4) Evaluation of overall performance.
- (5) Attitude, courtesy, and demonstrated professionalism.
- (6) Outstanding accomplishments.
- (7) Reasons for the recommendation.

e. 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, in each of the nomination categories, with the lowest score is the winner. In the event of a tie, the CofS will determine the winner.

7. Selection Criteria. The COQ and COY Awards are 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 COQs and COYs.

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. Outstanding accomplishments. Address outstanding accomplishments, specifically those that supports the organization or Fort Jackson's mission. For COQ nominees, focus will be on quarterly accomplishments; for COY nominees, accomplishments should encompass those completed during the fiscal year.

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.

8. Recognition.

a. Candidates selected by the selection board will be designated as the COQs for the following quarter. The board will select COYs from the winners of the past four quarters based on new justifications and any additional nominations submitted. Awards will be announced in the "The Fort Jackson Leader" and an official photographs of the COQ and COY winners will be displayed in the USATC headquarters building.

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b. Individuals selected as COQs will be awarded a DA Form 5654, the CG's coin, a personal letter of commendation signed by the CG, a \$250 Special Act or Service Award and an 8-hour time off award (TOA).

c. Individuals selected as COYs will be awarded a DA Form 4689, the CG's coin, a personal letter of commendation signed by the CG, a \$500 Special Act or Service Award and a 16-hour TOA.

d. The CG or his/her designee will present the award during the quarterly award ceremony.

e. All cash awards are dependent on availability of funds and time-off awards are dependent on eligibility (TOAs are capped at 80 hours in a 52-week period).