



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

24 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for United States Army Garrison Baden-Wuerttemberg (USAG-BW) Employee of the Quarter Program

1. This SOP establishes responsibilities, guidance, and procedures governing the management of the USAG-BW Employee of the Quarter program. This SOP applies only to the employees assigned to the USAG-BW Direct Reporting Garrison (DRG). This program is designed to recognize those deserving civilians in our workforce for exceptional performance of duty.

2. The objective of the program is to identify and recognize the important contributions of the civilian workforce within the USAG-BW DRG. Employees are to be recognized for extraordinary daily accomplishments that enhance the mission or exceptional service to the organization.

a. The USAG-BW Employee of the Quarter can be given to any deserving non-supervisory employee assigned to the USAG-BW DRG (Appropriated Fund, Non-Appropriated Fund, or Local National).

b. The selected candidate must be a USAG-BW DRG employee for the entire period covered and must be in a non-supervisory position. The narrative should address mission impact, cost savings, and productivity/process improvement when applicable.

c. Nomination narrative must be submitted through the chain of command to the USAG-BW DHR in memorandum format. The nominee's director or staff principal must endorse/sign the memorandum.

d. Narrative of the employee's specific accomplishments and their impact on the garrison must not exceed two type-written pages.

e. The deadline for a nomination submission will be no later than the end of the second week of the new quarter month (January, April, July and October).

Quarter FY	Due date
1 st Quarter (Oct- Nov-Dec)	Last duty day end of the second week in Jan
2 nd Quarter (Jan-Feb-Mar)	Last duty day end of the second week in Apr
3 rd Quarter (Apr-May-Jun)	Last duty day end of the second week in Jul
4 th Quarter (Jul-Aug-Sep)	Last duty day end of the second week in Oct

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3. The USAG-BW DHR has overall responsibility for the implementation and operation of the program. The DHR will inform the directors of suspense dates and coordinate and convene Employee of the Quarter Selection boards. The Deputy to the Garrison Commander chairs a quarterly board consisting of the directors from DHR, DFMWR, DPW, DOL, DRM and DPTMS as voting members, and a DHR representative to serve as the official recorder. The Deputy to the Garrison Commander will determine the winner in the event of a tie.
4. Personnel who are selected as the Garrison Employee of the Quarter will receive a Certificate of Achievement, a Garrison Commander's Coin, and a \$250.00 On-The-Spot cash award. The selected employee's supervisor will submit two separate DA Forms 1256 for the Certificate of Achievement and the On-The-Spot-cash award.
5. The successful execution of this program is contingent on all directors/staff principals taking an active role in nominating and selecting exceptional employees.
6. Point of contact for this program is the USAG-BW DHR, 373-6058. Direct correspondence to Heloisa Sousa Weller, USAG-BW DHR at DSN: 373-8789 or e-mail: heloisa.weller1@eur.army.mil or mbx.usagbw.awards@eur.army.mil.



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