



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

IMBW-ZA

1 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference, USAG Baden-Wuerttemberg Memorandum, Subject: Standing Operating Procedures (SOP) for the USAG Baden-Wuerttemberg Employee of the Quarter Program, 24 October 2011
2. This SOP establishes responsibilities, guidance, and procedures governing the management of the USAG-BW Employee of the Year 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. The USAG-BW Directorate of Human Resources (DHR) has overall responsibility for the implementation and operation of the program.
3. 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 for exceptional service to the organization.
4. The USAG-BW DRG Employee of the Year will be selected from the four Employees of the Quarter. Only Employees of the Quarter still employed by USAG-BW at the end of the fiscal year (30 September) will be considered for Employee of the Year.
5. The USAG-BW DHR will coordinate and convene the Employee of the Year selection board. The Deputy to the Garrison Commander chairs a yearly 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. The deadline for voting members to return their selections to the DHR representative will not be later than 31 October.
6. The Garrison Employee of the Year will receive a Certificate of Achievement, a Garrison Commander's Coin, and a \$500.00 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.

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7. The successful execution of the Employee of the Quarter and the Employee of the Year programs is contingent on all directors taking an active role in nominating and selecting exceptional employees.

8. The 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.h.sousaweller.ln@mail.mil](mailto:heloisa.h.sousaweller.ln@mail.mil) or [mbx.usagbw.awards@eur.army.mil](mailto:mbx.usagbw.awards@eur.army.mil).



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