



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-ZA

21 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Humphreys Policy Letter #97, Civilian and Korean National Workforce Recognition Program

1. This memorandum establishes policy and procedures for USAG Humphreys Civilian and Korean National Employee of the Quarter Program.
2. In order to recognize excellence within its Civilian and Korean National workforce, USAG Humphreys will recognize a Civilian or Korean supervisor, technician and laborer (blue collar employee) quarterly. All USAG Humphreys Civilian and Korean National employees are eligible for this recognition.
3. Procedures:
  - a. The employee of the Quarter program will occur according to fiscal year (FY).
  - b. USAG Humphreys will review nomination packets one month following the end of each FY quarter.
  - c. Director/staff principals will forward nomination packets through command channels to USAG Humphreys Administrative Officer (AO) for action.
  - d. Nomination packets will include justification statements describing the merits and significance of the employee's accomplishments during the quarter recommended for recognition. (Do not include events or accomplishments previously awarded or recognized). The description of accomplishments will address each of the six rating criteria:
    - (1) Contribution to USAG Humphreys mission.
    - (2) Increased productivity, efficiency, cost savings/avoidance.
    - (3) Innovativeness or creativeness. Personally inspired improvement process.
    - (4) Positive influence on co-workers and others.
    - (5) Positive customer service.
    - (6) Volunteer work in the community such as scouting, youth sports, etc.

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e. Supervisors may nominate an employee more than once a quarter, however selection will only occur once during the FY.

f. All director/staff principals are encouraged to nominate a deserving employee to the greatest extent possible.

g. The selection committee for all boards will consist of three (3) board members: the Deputy to the Garrison Commander (DGC), CSM and the AO.

h. The committee will select a winner in each category based solely on the supervisor's recommendation and contents of the nomination packet.

4. According to established criteria, the USAG Commander will recognize each individual category winner and present,

a. Employee of the quarter certificate.

b. USAG Humphreys plaque.

5. POC is the Deputy to the Garrison Commander or the Administrative Officer at 753-6416/8644.



JOSEPH C. HOLLAND  
COL, AR  
Commanding

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