



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU  
UNIT #15746  
APO AP 96218-5746

2015.11.23

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter # 5, Civilian and Korean National Workforce Recognition Program

1. This memorandum establishes policy and procedures for USAG Daegu and supporting Garrison's Civilian and Korean National Employee of the Quarter Programs.

2. In order to recognize excellence within its civilian and Korean national workforce, USAG Daegu will recognize a Civilian or Korean supervisor, technician and laborer (blue collar employees) quarterly. All USAG Daegu Civilian and Korean National employees are eligible for this recognition.

3. PROCEDURES

a. The Employee of the Quarter will be held according to the fiscal year. USAG Daegu will have the month following the end of the fiscal quarter to conduct the Employee of the Quarter. Those nomination packets from each directorate will be forwarded to USAG Daegu Administrative Officer (AO).

b. Nomination packets for the quarterly board will consist of Justification Statement. The justification statements must describe the merits and significance of the employee's accomplishments during the quarter being covered and all enclosures will be limited to one (1) page in length. Justification cannot include events or accomplishments that have already been awarded or recognized. The overall key is identifying individual contributions to the accomplishments of the USAG Daegu mission. The description of accomplishments will address each of the six rating criteria listed below.

1. Contribution to USAG Daegu 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.

c. Employees can only be selected as Employee of the Quarter onetime per fiscal year, but may be nominated more than one per year. All Directorates should submit nominations for their deserving employees to the greatest extent possible. Nominations will be sent through command channels to the Administrative Officer.

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

e. The winner is based on the overall total of each category.

4. According to established criteria, individuals will be recognized during the appropriate quarterly award ceremony and will receive: Employee of the Quarter Certificate and UASG Daegu plaque.

5. The point of contact is the Deputy to the Garrison Commander or the Administrative Officer at DSN 768-8778.



K TED STEPHENS  
COL, AR  
Commanding

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