



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2450 CONNELL ROAD, BLDG 2264  
JBSA FORT SAM HOUSTON, TEXAS 78234-7664

OTSG/MEDCOM Policy Memo 22-025  
7 Jul 22

MCHR-C

Expires 7 July 2024

**MEMORANDUM FOR**

**Commanders, MEDCOM Major Subordinate Commands  
Deputy Chiefs of Staff, OTSG/MEDCOM OneStaff  
Directors, OTSG/MEDCOM OneStaff**

**SUBJECT: U.S. Army Medical Command Civilian Employee of the Year Award Program**

**1. References:**

- a. Army Regulation (AR) 672-20, Incentive Awards, 17 December 2020.
- b. AR 215-3, Non-Appropriated Funds Instrumentalities Personnel Policy, 29 August 2019.
- c. Joint Travel Regulations (JTR), Uniformed Service Members and Department of Defense Civilian Employees, 1 May 2022, or most current version.

**2. Purpose:** Establish guidelines for the U.S. Army Medical Command (MEDCOM) Civilian Employee of the Year (EOY) Award Program to recognize the contributions of deserving civilian employees.

**3. Proponent:** The proponent for this program is the MEDCOM G-1/4/6, Civilian Human Resources Directorate (CHRD), Policy and Programs Division.

**4. Policy:**

a. This program applies to civilian employees assigned to MEDCOM Activities. Employees assigned to The Office of the Surgeon General (Unit Identifier Code W00LA) are eligible for recognition in accordance with applicable Office of Administrative Assistant to the Secretary of the Army policies and are subject to nomination through the OTSG/MEDCOM OneStaff procedures as administered by the HQ MEDCOM Troop Command S-1. This program is not applicable to contracted employees or personnel covered by an Intergovernmental Personnel Act Agreement.

b. The Assistant Chief of Staff/Troop Commander serves as the Chairperson for the MEDCOM Civilian EOY award selection board. Board membership consists of committee members selected from MEDCOM Major Subordinate Commands (MSCs), and an Equal Employment Opportunity (EEO) representative who serves as a

\*This policy supersedes OTSG/MEDCOM Policy Memo 20-046, 27 Aug 2020, subject as above.

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non-voting member. A representative of a Non-Appropriated Fund (NAF) and/or a Foreign National representative serve as voting members when nominations include covered NAF and/or Foreign National employees, respectively.

c. The MEDCOM Civilian EOY selection is determined by a majority vote. In the event of a tie, the Chairperson casts the deciding vote. The board meets virtually once a year to select the Civilian EOY winners.

d. One employee from the pool of MSC and OTSG/MEDCOM OneStaff EOY nominees in the following categories may be selected as Civilian EOY:

(1) Category I: GS-08 and below (non-supervisory)\*  
WG-11 and below  
WL-09 and below  
NF-2 and NF-3 (non-supervisory)\*

(2) Category II: GS-09 and above (non-supervisory)\*  
WG-12 and above  
WL-10 and above  
NF-4 (non-supervisory)

(3) Category III: GS-14 and above\*  
NF-5  
All Supervisors and Managers

\* Denotes equivalent positions in other pay systems (Acquisition, Lab Demo, etc.).

e. Selections are made based on the following criteria:

(1) Contributions that have enhanced the organization's mission accomplishments, teamwork, or public image.

(2) Professional attitude in accomplishment of duties, professional attitude towards others and a willingness to share credit with other team members.

(3) Commitment to excellence demonstrated by responsive public service, continuous improvement, and stewardship of resources.

(4) Personal initiative, creativity, and professionalism reflected in employee's performance of daily duties.

(5) Customer service response.

f. Nominations for the MEDCOM Civilian EOY are based on facts and achievements occurring from 1 January through 31 December of that calendar year.

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**g. Subject to available funding, employees selected as MEDCOM Civilian EOY may be awarded the following in accordance with the most current Department of the Army and MEDCOM award guidance:**

**(1) Meritorious Civilian Service Medal - matted and framed.**

**(2) A 3-Star Note and coin - matted and framed.**

**(3) A \$5,000 cash award for employees in Category I; \$7,500 for employees in Category II; and \$10,000 for employees in Category III.**

**5. Responsibilities:**

**a. The MEDCOM CHRD administers the MEDCOM Civilian EOY Award Program.**

**b. The MSC and OTSG/MEDCOM OneStaff administer their local Civilian EOY award program.**

**c. Supervisors nominate civilian employees who meet eligibility requirements. Each activity should follow procedures established by their MSC and OTSG/MEDCOM OneStaff.**

**d. The MSC and OTSG/MEDCOM OneStaff will select one employee in each category from their EOY award winners and forward their nominations to HQ MEDCOM for MEDCOM Civilian EOY consideration.**

**6. Procedures:**

**a. The MEDCOM CHRD annually canvasses and accepts nominations from MSCs for MEDCOM EOY nominees no later than 15 February of the following calendar year.**

**b. The MSCs and OTSG/MEDCOM OneStaff submit nominations and ensure the following documents are provided:**

**(1) DA Form 1256, Incentive Award Nomination and Approval. MSCs and OTSG/MEDCOM OneStaff must ensure the form contains EEO and adverse action certifications. Under no circumstances will an award be accepted for a period of time in which the nominee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct. Nominations of Foreign Nationals must be coordinated with the nearest American Embassy or U.S. Consular Office.**

**(2) Memorandum describing the employee's contributions, achievements, and accomplishments; and the nominator's name, position title, and duty phone. The prescribed nomination format is provided (Enclosure 1).**

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(3) A command-level memorandum of endorsement supporting the nomination including the date of selection for the MSC Civilian EOY. The memorandum of endorsement must acknowledge the total civilian employee concept in representing their command. A sample format is provided (Enclosure 2).

(4) When called upon, be prepared to provide an 8x10 color photo or electronic photo suitable for inclusion in an awards ceremony. Acceptable images are high resolution digital camera files (300 dpi at a minimum, jpg, tiff), professionally printed originals (not from your office printer or printed from the web), and Department of the Army photo originals. Images from the web and images embedded in Word or PowerPoint will not be accepted.

c. The MSCs and OTSG/MEDCOM OneStaff will submit nomination packets via email to [usarmy.jbsa.medcom.mbx.hqmedcom-chrd-civilian-awards@mail.mil](mailto:usarmy.jbsa.medcom.mbx.hqmedcom-chrd-civilian-awards@mail.mil), ATTN: [carmen.d.landin-lomba.civ@mail.mil](mailto:carmen.d.landin-lomba.civ@mail.mil) no later than 15 February each calendar year. CHRD will return late and improperly formatted nominations without action.

d. The MEDCOM Civilian EOY board meets virtually no later than 30 days after the suspense date of the canvass to review nomination packets and make selections.

e. The MEDCOM CHRD awards manager notifies the MSC award points of contact of the results, provides information on the awards presentation, prepares certificates, and instructions to initiate the personnel actions for cash awards for each winner.

f. Awards may be presented at an appropriate Army Medical Department awards ceremony venue.

g. Local commands fund travel, lodging, and per diem costs for award recipients. In accordance with the JTR, Section 0309, MSC Commanders and OTSG/MEDCOM OneStaff Directors are authorized to approve, and organizations are encouraged to issue, invitational travel orders for the recipient's spouse (or one immediate Family Member) to attend the awards ceremony.

FOR THE COMMANDER:

2 Encls  
1. Nomination Format  
2. MSC Endorsement Format

BEAUCHEMIN.RIC  
HARD.ROLAND.116  
5218953  
RICHARD R. BEAUCHEMIN  
Chief of Staff

Digitally signed by  
BEAUCHEMIN RICHARD ROLAN  
D.1165218953  
Date: 2022.07.07 05:57:25 -04'00'

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SUBJECT: U.S. Army Medical Command Civilian Employee of the Year Award Program

**ENCL 1**

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander (your Major Subordinate Command, include complete physical mailing address)

SUBJECT: Nomination for the U.S. Army Medical Command Civilian Employee of the Year

1. Employee's full name (First, Middle Initial, Last):
2. Current Position (Title and Grade):
3. Date Assigned:
4. Organization:
5. Nominator's Name, Position Title, Duty Phone:
6. Contributions/Achievements/Accomplishments(January-December):
  - a. Enhance organization:
  - b. Professional attitude:
  - c. Commitment to excellence:
  - d. Personal initiative, creativity, professionalism:
  - e. Customer service:

NOMINATOR'S Signature Block

Use Arial 12 font, nominations may not exceed two (2) pages.

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**ENCL 2**

**OFFICE SYMBOL**

**DATE**

**MEMORANDUM FOR Commander, Headquarters, U.S. Army Medical Command, 2748  
Worth Road, Suite 6, Joint Base San Antonio-Fort Sam Houston, TX 78234-6006**

**SUBJECT: Endorsement Nomination for the 20XX (calendar year) MEDCOM Civilian  
Employee of the Year Award**

- 1. I nominate (full name, position title, series, and grade, organization, and reason for the nomination).**
- 2. Provide Date of Selection for MSC Employee of the Year.**
- 3. It is the command's intent to have the nominee available for the ceremony.**
- 4. Include complete point of contact information.**

**Encl**

**JOHN T. DOE  
Commanding**