



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCCS

14 September 2001

POLICY MEMORANDUM NO. 11-01

From: Chief of Staff
To: See Distribution

SUBJECT: Review Board for Competitive Civilian Training and Awards

1. **PURPOSE:** To establish the U.S. Southern Command (SOUTHCOM) policy for review and prioritization of competitive civilian training opportunities and any competitive awards requiring command level review or prioritization.
2. **APPLICABILITY:** This policy applies to all actions requiring board review in reference to civilian personnel assigned to this command.
3. **POLICY:** Any competitive training or competitive awards requiring command level review or prioritization will be boarded by the Civilian Review Board. All competitive nominations must first go through the applicable supervisory chain, to Directors for approval and internal directorate prioritization. The Civilian Review Board will consist of the Quality of Life Advisor, who will be the Chair, and two other members who will be selected to participate based on type of action being boarded, availability, or functional expertise. The two other members will be chosen from the attached list, which consists of all GS-15 SOUTHCOM civilian employees who are located in Miami, the Deputy Chief of Staff and the J1 Director. The Chief, Civilian Personnel Division, will serve as Executive Secretary for the Board.
4. **RESPONSIBILITIES:** Committee members will review all applicable actions and, depending on the type of action required, either prioritize/rank nominations, select nominees, or recommend selection to a higher level official. The Executive Secretary will make all advance preparations for the Board to include determining Board members, scheduling, and coordinating any advance packet review that may be required.
5. This policy is effective immediately. The point of contact is Ms. Cheri Kenyon, J1-C, x1106.

FOR THE COMMANDER IN CHIEF:

R.A. HUCK
Brigadier General, U. S. Marine Corps
Chief of Staff, U. S. Southern Command

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