

# ***SUMMARY of CHANGE***

SC Regulation 0225  
Civilian Employee Recognition Program

This expedite revision, effective 30 April 2013

- o Changes Category I: GS-1 through GS-12 (para 4. a.1).
- o Changes Category II: GS-13 through GS-14 (para 4. a.2).
- o Changes Category I: GS-1 through GS-12 (para 4. b.1).
- o Changes Category II: GS-13 through GS-14 (para 4. b.2).



REPLY TO  
ATTENTION OF

**DEPARTMENT OF DEFENSE**  
**UNITED STATES SOUTHERN COMMAND**  
9301 NW 33RD STREET  
DORAL, FL 33172-1202

\*SC Regulation 0225

27 June 2012

Effective Upon Receipt

Personnel

CIVILIAN EMPLOYEE RECOGNITION PROGRAM

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1. Purpose. To establish and implement a USSOUTHCOM Civilian of the Quarter and Civilian of the Year Program to recognize significant accomplishments of the USSOUTHCOM civilian workforce that are beyond the parameters of established performance objectives.

2. Applicability. This regulation applies to current USSOUTHCOM civil service employees at HQ USSOUTHCOM who are permanent or term employees in a full or part-time position. It also applies to Defense Intelligence Agency (DIA) employees serving at USSOUTHCOM. Contractor, military, and other non-HQ USSOUTHCOM civilian employees (except for DIA employees) are not eligible. This program is based on a calendar year and awarded quarterly and annually in conjunction with like military recognition programs.

3. Policy. Efficiency, innovation and economy of government operations must be objectives of each individual. It is management’s responsibility to encourage greater quality, efficiency, innovation, and productivity by recognizing superior work and special acts or services accomplished by our civilian workforce.

4. Award Categories. The award categories are as follows:

a. Civilian of the Quarter:

- 1) Category I: GS-1 through GS-12
- 2) Category II: GS-13 through GS-14

b. Civilian of the Year:

- 1) Category I: GS-1 through GS-12
- 2) Category II: GS-13 through GS-14

5. Civilian of the Quarter Award.

a. Eligibility Criteria.

- 1) Nominees must meet the criteria in paragraph 2, have served at USSOUTHCOM for at least 90 days, and had a significant positive impact on the mission over the quarter.
- 2) If an employee is selected as the Civilian of the Quarter, they may not be nominated again in the same calendar year.
- 3) If an employee is selected as the Civilian of the Year, they may not be nominated again for the Civilian of the Quarter for following calendar year.

6. Nomination Process:

- a. Each directorate, security cooperation office, and special staff section may nominate only one employee. Group nominations are not permitted.
- b. Supervisors may submit nominations through their respective Directors or Deputy Directors for nomination. All nominations will be submitted through the J17 (Awards Division) and are limited to one page (using Appendix A).
- c. Nominations are due to J17 on the 7th working day of April, July, October and January for nominations for the proceeding quarter. Late submissions will not be accepted, unless approved by the J1 and the selection board has not yet convened.
- d. J17 will receive, consolidate, and coordinate the selection board process.
- e. J17 will forward nomination packages to the selection board. Nominees will not be required to appear before the board.

7. Selection Board:

- a. The board will consist of ten members; one from each Directorate and one from Special Staff. Members will be senior civilians (GS-15 or SES members) and/or senior military members (O-6 and above). At least two board members will be civilians.
- b. Board members will be nominated by each Director or the Deputy Chief of Staff (DCOS) and will serve on the selection board for at least one year for continuity purposes.
- c. The DCOS will serve as the chair of this Board and schedule meetings. A quorum of at least five, with a minimum of two civilian members, is required for the Board to convene and vote on the packets.

8. Recognition of Winner:

- a. The Civilian of the Quarter selectee will be notified by their Director or the Deputy Chief of Staff within 24 hours after the selection board has convened.
- b. The selectee will receive:
  - 1) A certificate signed by the Commander and a USSOUTHCOM Commander' Coin (presented at the quarterly recognition ceremony);
  - 2) A picture with his/her name and "Civilian of the Quarter" displayed in a prominent location in the headquarters building;
  - 3) A time-off award of 8 hours and a \$500 on-the-spot award; and
  - 4) A reserved parking space for one quarter after the selection is announced.

9. Civilian of the Year Award.

a. Eligibility Criteria.

- 1) Only the four civilian employees selected as Civilian of the Quarter are eligible.
- 2) Directors/Chiefs have the option not to nominate a Civilian of the Quarter selectee, but must do so in writing and may not substitute the nomination with any other employee that was not selected as Civilian of the Quarter.

b. Nomination Process:

- 1) All nominations will be submitted through the J17 (Awards Division) and are limited to one page (using Appendix B).

2) Nominations are due to J17 by 31 January for nominations for the proceeding year. Late submissions will not be accepted, unless approved by the J1 and the selection board has not yet convened.

3) If no nomination package is received and the Director/Chief has not indicated in writing that they are not nominating their Civilian of the Quarter selectee, the J17 will forward the Civilian of the Quarter nomination form to the board.

4) J17 will consolidate nomination packages and coordinate the selection board process. Nominees will not be required to appear before the board.

c. Selection Board:

1) The same board members serving on the Civilian of the Quarter Selection Board will conduct the Civilian of the Year Board.

2) A quorum of at least five, with a minimum of two civilian members, is required.

3) Upon completion of the Civilian of the Year Board, members may be replaced or re-appointed to serve for another full year.

d. Recognition of Winner:

1) The Civilian of the Year selectee will be notified by their Director or the Deputy Chief of Staff within 24 hours after the selection board has convened.

2) The selectee will receive:

a) A certificate signed by the Commander and a USSOUTHCOM Commander' Coin (presented at the quarterly recognition ceremony);

b) A picture with his/her name and "Civilian of the Year" displayed in a prominent location in the headquarters building;

c) A time-off award of 24 hours and a \$1000 on-the-spot award; and

d) A reserved parking space for a year after the selection is announced.

2. Point(s) of Contact: Refer all questions regarding this program SCJ14, x1128/3558/1129.

The proponent agency for this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ USSOUTHCOM, ATTN: SCJ14, 9301 NW 33<sup>rd</sup> St, Doral, FL 33172

SCJ14

FOR THE COMMANDER:

“DIGITALLY SIGNED”  
JOSEPH P. DISALVO  
Major General, U.S. Army  
Chief of Staff

DISTRIBUTION:

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APPENDIX B  
 U.S. SOUTHERN COMMAND  
 CIVILIAN OF THE YEAR NOMINATION FORM

1. NAME OF EMPLOYEE ( <i>Last, First, Middle Initial</i> ):	2. TITLE/PAY SCHEDULE/OCCUPATIONAL CODE/PAY:
3. DIRECTORATE/STAFF AGENCY:	
4. DESCRIPTION OF ACHIEVEMENT DURING THE QUARTER:	
MAJOR ACHIEVEMENTS IN PRIMARY DUTY WHICH IMPACTED THE MISSION:	
LEADERSHIP, INITIATIVE, AND INNOVATION:	
OTHER ACCOMPLISHMENTS:	
5. NOMINATED BY ( <i>Name, Title and Signature of Immediate Supervisor</i> ):	6. DATE ( <i>Month/Day/Year</i> ):
7. NOMINATED BY ( <i>Name and Signature of Staff Agency/Directorate Head</i> ):	7. DATE ( <i>Month,Day/Year</i> ):