

FORT CAMPBELL

FAMILY AND MWR



EMPLOYEE
RECOGNITION

&

AWARDS PROGRAM

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Division Stepping Up to the Plate Award

- Purpose: This is a **DIVISION** level award for the recognition of employees who exhibit **exceptional performance and reflect positively upon the organization.**
- Intent: The intent of this award is to provide employee recognition through peers and/or supervisors.
- Criteria: Employees nominated for this award must have demonstrated the criteria listed below.
 1. Employee consistently displays **SERVICE** principles.
 - **Service**
 - **Excellence**
 - **Respect**
 - **Visionary**
 - **Integrity**
 - **Communication**
 - **Empowerment**
 2. Employee consistently displays Army Values.
 - **Loyalty**
 - **Duty**
 - **Respect**
 - **Selfless service**
 - **Honesty**
 - **Integrity**
 - **Personal Courage**
 3. Employee creates a pleasant and productive work environment for employees.
 4. Employee listens to suggestions and ideas.
- Nomination: Any Family & MWR employee may be nominated for this award. The nominee must not have been already selected as Division Stepping Up to the Plate Award within the last four quarters.
- Submission: Nominations are accepted up until the submission deadline.
- Selection: Award recipients are chosen by the committee consisting of one employee from each division.
- Award: \$150 On the Spot (OTS) and Certificate of Appreciation.
- Recognition: Recipients will receive award during Quarterly Family & MWR award ceremony.

Family & MWR Stepping Up to the Plate Award

- Purpose: This is a **DIRECTORATE** level award for the recognition of employees who exhibit exceptional performance and reflect positively upon the organization.
- Intent: The intent of this award is to provide employee recognition through peers and/or supervisors.
- Criteria: Employees nominated for this award must have demonstrated the criteria listed below.
 1. Employee consistently displays **SERVICE** principles.
 - Service
 - Excellence
 - Respect
 - Visionary
 - Integrity
 - Communication
 - Empowerment
 2. Employee consistently displays Army Values.
 - Loyalty
 - Duty
 - Respect
 - Selfless service
 - Honesty
 - Integrity
 - Personal Courage
 3. Employee creates a pleasant and productive work environment for coworkers.
 4. Employee listens to suggestions and ideas.
- Nomination: **Any Division Stepping Up to the Plate recipient is eligible.** The recipient must not have already been selected as the Family & MWR Stepping Up to the Plate recipient within the last four quarters.
- Submission: Nominations are accepted up until submission deadline.
- Selection: Award recipients are chosen by the committee consisting of one employee from each division.
- Award: \$200 OTS and Certificate of Appreciation.
- Recognition: Recipients will receive award during Quarterly Family & MWR award ceremony.

Caught In the Act (C.I.A.) Award

- Purpose: **This award is an award which can be given from employee to employee or from supervisor to employee.**
- Intent: The intent of this award is to promote esprit d' corps throughout the organization using employee to employee recognition.
- Criteria: Any action that an employee is "Caught In the Act" doing which reflects positively upon them and their organization; these are generally small actions that take place on a daily basis. Possible examples are as follows:
 1. Employee goes above and beyond to assist a customer.
 2. Employee is a team player when working with other Family & MWR agencies.
 3. Employee is willing to take on additional responsibilities.
 4. Employee received customer submitted positive ICE comment(s).
 5. Customer provided positive feedback, other than ICE, to employee's supervisor or co-worker.
- Nomination: Any Family & MWR employee is eligible to receive a "Caught In the Act" (C.I.A.) nomination. **Employees may nominate other employees, even outside their division, and supervisors may nominate employees.** Multiple nominations may be submitted.
- Submission: Nominations are accepted up until submission deadline.
- Selection: Award recipients are chosen by the committee consisting of one employee from each division.
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- Award: \$100 OTS and Certificate of Appreciation. Multiple winners may be awarded.
- Recognition: Recipient(s) will receive recognition during Quarterly Family & MWR award ceremony.

Family & MWR Shining Star Award

- Purpose: **This award is an award which can be given from peers only.**
- Intent: The intent of this peer-based award is to promote esprit d' corps throughout the organization using employee to employee recognition.
- Criteria: A **single act** by an employee during the quarter of award, must demonstrate exceeding customer expectation & being a stellar team player.
- Nomination: Any Family & MWR employee is eligible to receive a Shining Star nomination. Employees may nominate their peers.
- Submission: Nominations are accepted up until submission deadline.
- Selection: Award recipients are chosen by the committee consisting of one employee from each division.
- Award: \$300 OTS, Certificate of Appreciation, and the Shining Star Trophy to be displayed at the winning employee's work place.
- Recognition: Recipient will receive recognition during Quarterly Family & MWR award ceremony.

Division Cross-Functional Team Award

- **Purpose: This nomination can be given from employee to employee or from supervisor to employee.**
- **Intent: The intent of this award is to promote esprit d' corps throughout the organization using employee to employee recognition.**
- **Criteria: The team of employees nominated for this award must have demonstrated #1 through #4 of the criteria listed below.**
 1. Cross-Functional Team members embrace the diversity of skills and expertise to encourage innovative and creative solutions.
 2. Cross-Functional Team members research, develop and execute a shared goal.
 3. Cross-Functional Team members encourage transparent communication and accountability.
 4. Cross-Functional Team members are willing to take on additional responsibilities.
- **Nomination: Any Family & MWR cross-functional team of employees may be nominated for this award. A cross-functional team is one which is not already working together on a regular basis. The team is made up from multiple divisions or facilities. The same team must not have been already selected as for the Cross-Functional Team Excellence Award within the last four quarters.**
- **Submission: Nominations are accepted up until submission deadline.**
- **Selection: Award recipients are chosen by the awards committee.**
- **Award: \$ 100 OTS and Certificate of Appreciation.**
- **Recognition: Recipients will receive recognition during Quarterly Family & MWR award ceremony.**



DIRECTORATE OF FAMILY AND MWR AWARD NOMINATION FORM

This award recognizes an **Employee** who has demonstrated extraordinary performance. Why should this employee be recognized for an award? Review the criteria below for factors to be considered. Please give a concise, complete and accurate description. Self-nominations are not accepted. Please submit to the

following e-mail: **USARMY Ft Campbell IMCOM FMWRC Mailbox MWR Employee Awards**
<usarmy.campbell.imcom-fmwrc.mbx.mwr-employee-awards@mail.mil>

Nominee (please print): _____

Nominee's Supervisor (please print): _____

Department/Agency: _____

Name of Nominator: _____

Telephone number: _____ Date: _____

Stepping Up to the Plate Award _____ Shining Star Award _____

Caught In the Act (C.I.A.) Award _____ Cross-Functional Team Award _____

Nomination Criteria

Below are the criteria for consideration when nominating an EMPLOYEE. **List the project, process, activity, task, etc. BE SPECIFIC.** It is not necessary that an EMPLOYEE meet all criteria. **If the accomplishments do not correspond with the measurements listed below, tell us about them anyway – let the committee of your peers be the final judge. Please attach additional sheets if necessary.**

INCREASE IN QUALITY OF SERVICES DELIVERED: Employee's actions directly impact the level of customer service provided within the Family & MWR Directorate. Employee consistently displays Army Values, IMCOM Principles and contributes to a positive environment. Employee must not have a derogatory counseling or report during the period of nomination.

TEAM/MORALE BUILDING: Employee has a positive attitude toward work responsibilities, co-workers and customers; serves as a role model for others. Employee provides a sense of vision for the department and makes employees feel actively involved in the organizational goals. Employee recognizes and awards superior performance and is fair and flexible in dealing with employees. Employee encourages professional growth of co-workers or others.

INITIATIVE: Employee demonstrates the ability to begin and complete tasks on their own, have assisted in volunteering to serve on work-related committees, submitting ideas and suggestions, and/or have assisted in the completion of special projects and assignments.

PROCESS IMPROVEMENT: Employee developed or redesigned a day-to-day task, project or special assignment that had an overall positive impact on productivity within their division or program, Family & MWR or Fort Campbell in general.

