Fort Campbell Family & MWR



Employee Recognition Program

(1 October 2026)

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Welcome!

We, as an organization, fully embrace the Family & MWR Employee and Customer Covenant. Part of embracing that Covenant is through the development of the Fort Campbell Family & MWR Employee Recognition Program. This is your award program!

Our Family & MWR Employee Recognition Program is all about celebrating the great work our fellow employees do! Many employees feel that the most valuable praise comes from their peers and co-workers. This program makes it easy for you to recognize your peers and co-workers for their contributions. The Family & MWR Employee Recognition Program is designed to give all Employees an opportunity to recognize the contributions of their peers. This packet will outline the Family & MWR Employee Recognition Program to include timelines, outline each nomination category, the nomination/submittal process, committee voting, and award ceremony.

Success of these programs is attributed to employee involvement and their dedicated effort to carry out an appropriate award program. With your commitment we can make this a great program to award our outstanding employees!

Rheanna D. Shaw
Family & MWR Director

Point of Contact for Questions:
Lisa L. Taylor
Recognition Program Lead
(270) 498-9373
lisa.l.taylor2.naf@army.mil

FY27 Award Timeline

***Dates subject to change due to mission requirements**

Quarter 1
Nomination Date Range: October 1, 2026 through December 31, 2026
Nominations Due: January 8, 2027
Committee Voting: January 12, 2027*
Award Ceremony: January 28, 2027* at Cole Park Commons from 8:00-9:00 AM

Quarter 2
Nomination Date Range: January 1, 2027 through March 31, 2027
Nominations Due: April 2, 2027
Committee Voting: April 6, 2027*
Award Ceremony: April 22, 2027* at Cole Park Commons from 8:00-9:00 AM

Quarter 3
Nomination Date Range: April 1, 2027 through June 30, 2027
Nominations Due: July 2, 2027
Committee Voting: July 6, 2027*
Award Ceremony: July 22, 2027* at Cole Park Commons from 8:00-9:00 AM

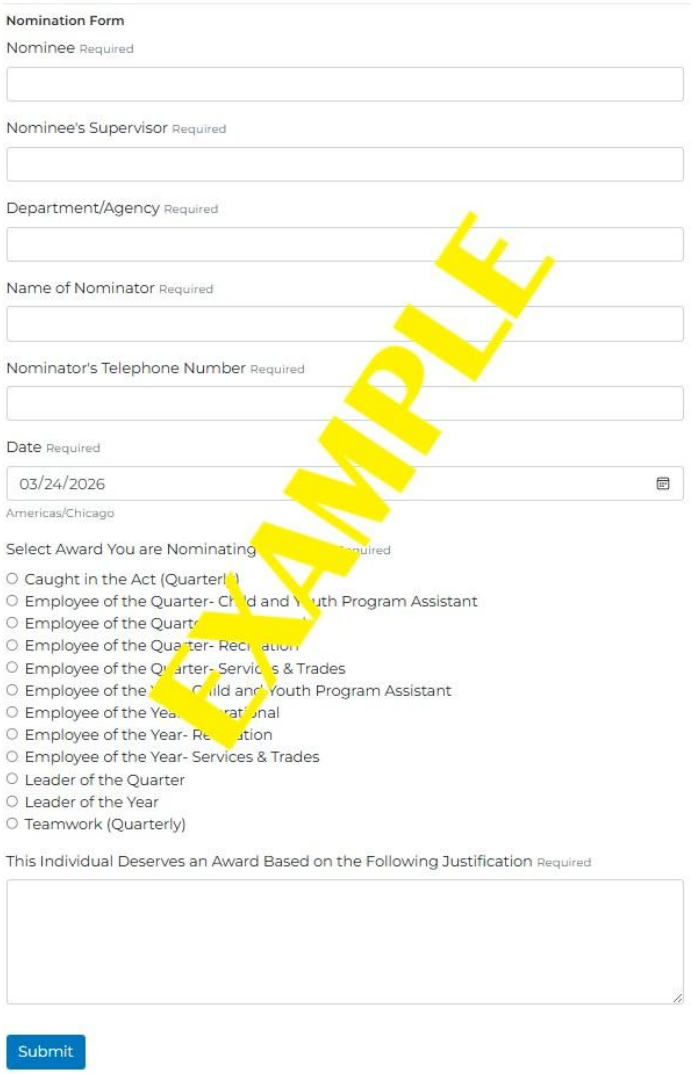
Quarter 4 & Yearly Awards
Nomination Date Range: July 1, 2027 through September 30, 2027
Nominations Due: October 8, 2027
Committee Voting: October 12, 2027*
Award Ceremony: October 28, 2027*at Cole Park Commons from 8:00-9:00 AM

Nomination & Award Categories

- **Caught in the Act** (Quarterly)
- **Employee of the Quarter & Year**
  - **Child and Youth Program Assistant** (Entry, Skill, Target and Lead)
  - **Operational** (Administrative, Army Community Service, Clerks, Financial Management, Information Technology, Library, Marketing, Operations Assistants, Special Events, Supply Warehouse, Trainers, etc.)
  - **Recreation** (Aquatics, Bowling Center, Golf, Outdoor Recreation, Lead Recreation Assistants, PFCs, Sports, Youth Sports, etc.)
  - **Services & Trades** (Automotive, Bartenders, Cooks, Custodial, Food/Beverage Attendants, Maintenance, Waiters, etc.)
- **Leader of the Quarter & Year** (Managers, Supervisors, or Employees Acting in a Manager or Supervisor Capacity)
- **Teamwork** (Quarterly)
- **Director's Award for Excellence** (Program/Facility - Quarterly)

Employee Recognition Submission

Employee Recognition submissions can be made using the online Employee Recognition Nomination Form which can be found on the Employee Desktop (URL & QR Code listed below). Reminders for submission will be provided to supervisor emails to print and share throughout each quarter. The submission due date for each quarterly and yearly nomination is outlined in the Award Timeline. All submissions made via the online Employee Recognition Nomination Form will be sent to Recognition Program Lead. The Recognition Program Lead will provide all submission justifications to the Employee Recognition Committee to vote on the winners for each category. If you need assistance reviewing your nomination justification prior to submission, please contact: Celena Mort / 270-798-9953 / celena.l.mort.naf@army.mil.



https://campbell.armymwr.com/programs/employee-desktop/employee-recognition-incentive-program

Employee Recognition Committee

The Family & MWR Employee Recognition Committee is a volunteer duty and is comprised of **two (2) Business and Recreation, two (2) Child and Youth Services, one (1) NAF Support, one (1) Army Community Service Employees and two (2) alternates**. If an Employee would like to volunteer as a committee member for FY27, they may self-nominate through the supervisory chain of command and/or email celena.l.mort.naf@army.mil. Alternates will serve as a backup for the committee meetings in the event someone is unable to attend. The Family & MWR Employee Recognition Committee will meet quarterly to review all submissions and select winners for each category in person, as a group. To ensure that voting is fair and equitable, the Family & MWR Employee Recognition Committee will follow the guidelines below:

- If a committee member has nominated an employee, they will be excused from voting for that award.
- If a committee member is nominated, they will be asked to leave the room while that category is voted on.
- The Recognition Program Lead will be in attendance to facilitate the meeting. In the event the committee reaches a tie, the Recognition Program Lead will be the tie breaker.

Once winners have been selected, the list of winners will be provided to Financial Management and the Directorate Admin Support Specialist by the Recognition Program Lead, who will then complete the paperwork for all the monetary awards. The Recognition Program Lead will provide the list of winners and nominees to the Marketing Team to print certificates for the Award Ceremony.

Award Ceremony

The Award Ceremonies will be held on the dates outlined in the Award Timeline which will be published each fiscal year (dates are subject to change due to mission requirements). The Recognition Program Lead, along with assistance from the Marketing Team is responsible for coordinating the Award Ceremony to honor all nominees and category winners. The Garrison Commander and/or representative will be invited to each Ceremony to assist with the presentation of certificates. Certificates to be presented during the ceremony are, but not limited to, category winners, length of service certificates, and honorary awards. Nominee recognition at the Award Ceremony includes all category submission justifications being posted throughout the room which nominees will receive at the end of the ceremony and nominees will be asked to stand during the ceremony for acknowledgement.

An Emcee will facilitate each ceremony. Each Award Ceremony will comprise of a theme, games, prizes, photobooth, and catered breakfast finger foods. All attendees will receive a ticket at entry for a chance to win door prizes. Attendance at the Award Ceremonies is open to all employees and max participation is highly encouraged, as mission allows. Program Managers will receive the list of Winners and Nominees at least two weeks prior to the Award Ceremony and should schedule these Employees as a priority for attendance.

Caught in the Act

Purpose: This award can be nominated from employee to employee, supervisor to employee, or customer to employee.

Intent: The intent of this award is to provide employee recognition to promote esprit d' corps throughout the directorate by fellow employees, supervisors, or customers nominations.

Criteria: Any action that an employee is "Caught in the Act" doing that reflects positively upon them and their organization, are generally small actions that take place. Below are few examples of these types of actions:

- ✓ Employee has a positive work attitude that has a positive impact on those around them.
- ✓ Employee is an asset to the staff of his/her department or another department.
- ✓ Employee carries out additional responsibilities.
- ✓ Employee is consistently dependable.

Nomination: Any employee is eligible to receive a "Caught in the Act" nomination. Nominations can be received from fellow employees, supervisors, and Family & MWR patrons using the online nomination form. The individual recognizing the employee does not have to be within the employee's division/program.

Submission: Reminders will be sent out using multiple platforms throughout each quarter. Please see the Award Timeline for all submission due dates.

Selection: Selection is made by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. Caught in the Act winners will receive $5 worth of Family & MWR Bucks. These Family & MWR Bucks are to be used within Family & MWR Business and Recreation activities (excluding Leisure Travel Services and may not be used to purchase food & beverage or retail items [other exclusions may apply]). Family & MWR Bucks will be awarded during the Award Ceremony and may not exceed $10 in Family & MWR Bucks per quarter, if the individual exceeds more than two "Caught in the Act" nominations.

Employee of the Quarter

Purpose: This award is Family & MWR's quarterly recognition of non-supervisory employees who exemplify exceptional performance and reflect positively upon the organization continuously throughout the quarter in the following categories: **Child and Youth Program Assistant** *(Entry, Skill, Target and Lead),* **Operational** *(Administrative, Army Community Service, Clerks, Financial Management, Information Technology, Library, Marketing, Operations Assistants, Special Events, Supply Warehouse, Trainers, etc.),* **Recreation** *(Aquatics, Bowling Center, Golf, Outdoor Recreation, Lead Recreation Assistants, PFCs, Sports, Youth Sports, etc.), and* **Services & Trades** *(Automotive, Bartenders, Cooks, Custodial, Food/Beverage Attendants, Maintenance, Waiters, etc.).*

Intent: The intent of this award is to encourage higher level employee recognition of Employees nominated based on the quarter's performance through peer or supervisor nominations.

Criteria: Employees nominated for this should demonstrate exemplary characteristics throughout the quarter such as, but not limited to:

- Employee exemplifies positive work attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
- Employee is exceptionally productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.
- Employee regularly takes initiative or accepts and carries out additional responsibilities beyond regular assignments.
- Employee exceptionally dependable in completing assignments and participating in additional responsibilities.
- Employee may have received a "Caught in the Act" in that quarter or positive ICE comments.

Nomination: All employees within the Family & MWR organization can be nominated for this award in the appropriate category using the online Employee Recognition Nomination Form. Nominations do not have to be from the nominating employee's own Division. *Nominations for Employee of the Quarter from outside of Family & MWR are not eligible but are eligible for "Caught in the Act."*

Submission: Reminders will be sent out using multiple platforms throughout each quarter. Please see the Award Timeline for submission dates.

Selection: Selection is made by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. The Employee of the Quarter winners for each category will receive a $250 cash award, a certificate of achievement, and Family & MWR Director's Coin.

Employee of the Year

Purpose: This award is Family & MWR's yearly recognition of non-supervisory employees who exemplify exceptional performance and reflect positively upon the organization continuously throughout the year in the following categories: **Child and Youth Program Assistant** *(Entry, Skill, Target and Lead),* **Operational** *(Administrative, Army Community Service, Clerks, Financial Management, Information Technology, Library, Marketing, Operations Assistants, Special Events, Supply Warehouse, Trainers, etc.),* **Recreation** *(Aquatics, Bowling Center, Golf, Outdoor Recreation, Lead Recreation Assistants, PFCs, Sports, Youth Sports, etc.),* and **Services & Trades** *(Automotive, Bartenders, Cooks, Custodial, Food/Beverage Attendants, Maintenance, Waiters, etc.).*

Intent: The intent of this award is to encourage higher level employee recognition of Employees nominated based on the full year's performance through peer or supervisor nominations.

Criteria: Employees nominated for this should demonstrate exemplary characteristics throughout the year such as, but not limited to:

- Employee exemplifies positive work attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
- Employee is exceptionally productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.
- Employee regularly takes initiative or accepts and carries out additional responsibilities beyond regular assignments.
- Employee exceptionally dependable in completing assignments and participating in additional responsibilities.
- Employee may have received a "Caught in the Act" in that quarter or positive ICE comments.

Nomination: All Employees within the Family & MWR organization can be nominated for this award in the appropriate category using the online Employee Recognition Nomination Form. Nominations do not have to be from the nominating employee's own Division. Nominations will only be accepted in the 4th Quarter as they are a reflection of the Employee's accomplishments throughout the year. *Nominations for Employee of the Year from outside of Family & MWR are not eligible.*

Submission: Reminders will be sent out using multiple platforms throughout the year and during final quarter. Please see the Award Timeline for submission dates.

Selection: Selection is made by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. The Employee of the Year for each category will receive a $500 cash award, a certificate of appreciation, and Family & MWR Director's Coin Trophy.

Leader of the Quarter

Purpose: This award is Family & MWR's quarterly recognition for Leaders (Managers, Supervisors, or Employees Acting in a Supervisory or Managerial capacity) who exemplify exceptional performance and reflect positively upon the organization continuously throughout the quarter.

Intent: The intent of this award is to encourage higher level employee recognition of Leaders nominated based on the quarter's performance through peer or supervisor nominations.

Criteria: Leaders nominated for this award should demonstrate exemplary characteristics throughout the quarter such as, but not limited to:

- Leader has a positive work attitude toward work responsibilities, co-workers and customers, and serves as a role model for others.
- Leader is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.
- Leader takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.
- Leader consistently displays and encourages caring, respect, responsibility, trustworthiness, honesty and integrity.
- Leader creates a pleasant and productive work environment for employees.
- Leader listens to suggestions and ideas.
- Leader recognizes and rewards superior performance and is fair and flexible with employees.
- Leader encourages professional growth of employees.
- Leader provides a sense of vision for the department and makes employees feel actively involved in the goals of the department.

Nomination: All Leaders (Leads, Managers, Supervisors, Trainers or Employees currently acting in a Supervisory/Managerial capacity) within the Family & MWR organization can be nominated for this award using the online Employee Recognition Nomination Form. Nominations do not have to be from the nominating Leader's own Division. *Nominations for Leader of the Quarter from outside of Family & MWR are not eligible but are eligible for "Caught in the Act."*

Submission: Reminders will be sent out using multiple platforms throughout each quarter. Please see the Award Timeline for submission dates.

Selection: Selection to be determined by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. The Leader of the Quarter winner will receive a $250 cash award, a certificate of achievement, and Family & MWR Director's Coin.

Leader of the Year

Purpose: This award is Family & MWR's yearly recognition for Leaders (Managers, Supervisors, or Employees Acting in a Supervisory or Managerial capacity) who exemplify exceptional performance and reflect positively upon the organization continuously throughout the year.

Intent: The intent of this award is to encourage higher level employee recognition of Leaders nominated based on the full year's performance through peer or supervisor nominations.

Criteria: Leaders nominated for this should demonstrate exemplary characteristics throughout the year such as, but not limited to:

- Leader has a positive work attitude toward work responsibilities, co-workers and customers, and serves as a role model for others.
- Leader is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.
- Leader takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.
- Leader consistently displays and encourages caring, respect, responsibility, trustworthiness, honesty and integrity.
- Leader creates a pleasant and productive work environment for employees.
- Leader listens to suggestions and ideas.
- Leader recognizes and rewards superior performance and is fair and flexible with employees.
- Leader encourages professional growth of employees.
- Leader provides a sense of vision for the department and makes employees feel actively involved in the goals of the department.

Nomination: All Leaders (Leads, Managers, Supervisors, Trainers or Employees currently acting in a Supervisory/Managerial capacity) within the Family & MWR organization can be nominated for this award using the online Employee Recognition Nomination Form. Nominations do not have to be from the nominating Leader's own Division. Nominations will only be accepted in the 4th Quarter as they are a reflection of the Leader's accomplishments throughout the year. *Nominations for Leader of the Year from outside of Family & MWR are not eligible.*

Submission: Reminders will be sent out using multiple platforms throughout the year and during final quarter. Please see the Award Timeline for submission dates.

Selection: Selection is made by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. The Leader of the Year for each category will receive a $500 cash award, a certificate of appreciation, and Family & MWR Director's Coin Trophy.

Teamwork (Quarterly Only)

Purpose: This award is Family & MWR's quarterly recognition of commendable Teamwork during the quarter. Teams can be any Family & MWR facility, program or group.

Intent: To recognize those groups that come together to do great things. Teams can be existing groups, i.e. Family & MWR Program/Activity, Trainers, etc. or a mix of personnel from two or more Family & MWR Programs/Activities through peer or supervisor nominations.

Criteria: Teams nominated for this should demonstrate Teamwork within the quarter to plan and/or execute an event, program, activity, etc. Examples may include SFA Sports and Youth Sports coming together for a Father/Child Fun Run, Golf/ODR working together for campout on the golf course or CYS Trainers organizing Training Day or the Library organizing Summer Reading Kick-Off Event.

Nomination: Any team or group within Family & MWR can be nominated for this award using the online Employee Recognition Nomination Form. Nominations do not have to be from the nominating Employee's own Division. *Nominations for the Teamwork Award from outside of Family & MWR are not eligible but are eligible for "Caught in the Act."*

Submission: Reminders will be sent out using multiple platforms throughout the quarter. Please see the Award Timeline for submission dates.

Selection: Selection to be determined by the Family & MWR Employee Recognition Award Committee.

Award/Recognition: All nominees will be recognized during the Award Ceremony. Each member of the winning Team will receive $10 in Family & MWR Bucks and certificates of appreciation.

Director's Award for Excellence (Quarterly Only)

Purpose: This award is Family & MWR Director's quarterly recognition of any Family & MWR facility or program of his/her choosing.

Intent: To recognize those Employees that come together to do great things at any Family & MWR facility or program.

Criteria: Presented to a facility or program that is committed to upholding the Family & MWR Customer Covenant by providing excellent service to our internal and external customers. Nominated facilities and programs must demonstrate predictable, consistent, efficient, and customer-focused service. Customers of the nominated facilities and programs can expect to be treated with respect, greeted promptly in a courteous manner, offered high-quality products and services, have an opportunity for feedback, and receive timely, accurate and helpful information.

Nomination/Selection: Nomination and selection to be determined by the Family & MWR Director.

Award/Recognition: The "Directors Award for Excellence Winner" will receive the traveling Trophy and certificate of achievement presented quarterly by the Family & MWR Director during the Award Ceremony, to be placed prominently in the facility.

Yearly Budget Lay Out

Value of Family & MWR Bucks in $5 dominations approximate cost **$1,000.00** per quarter if 200 nominations are given for four quarters = **$4,000.00**

Employee of the Quarter $250.00 for four categories for four quarters = **$4,000.00**

Employee of the Year $500.00 for four categories **$2,000.00** plus cost of four coin trophies (price is to be kept under **$100.00 each**) = **$2,400.00**

Leader of the Quarter **$250.00** for four quarters = **$1,000.00**

Leader of the Year **$500.00** plus cost of coin trophy (price is to be kept under **$100.00**) = **$600.00**

Director's Award trophy (one-time payment of $1,000.00 in FY26, to serve as a traveling trophy for nine total years) = **$0**

Four Quarterly Ceremony rental space contracts at $110.00 per hour for 2 hours set up the day prior and 3 hours day of the ceremony for a total of **$550.00** per quarter = **$2,200.00**

Four Quarterly Employee Recognition Ceremony contracted refreshments at **$2,000.00** per quarter = **$8,000.00**

Four Quarterly Employee Recognition Ceremony decorations, games, etc. at **$500.00** per quarter = **$2,000.00**

Total forecasted yearly cost = **$25,200.00**