



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11293 SGT E. CHURCHILL STREET
FORT BLISS TX 79918-8002

ATSS-CD

26 September 2017

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, U.S. ARMY
SERGEANTS MAJOR ACADEMY (USASMA), FORT BLISS, TX 79918-8002

SUBJECT: USASMA Policy Memorandum #32, **Civilian of the Quarter (COQ)
Program**

1. Reference: AR 672-20, Incentive Awards

2. Purpose: To provide for a quarterly recognition and awards program for USASMA's professional DA Civilian workforce. Intent of program is for the Commandant to select and recognize and select a USASMA DA Civilian of the Quarter (COQ) and runner up for each quarter of the fiscal year.

3. Execution:

a. The USASMA COQ Program is designed to identify and recognize superb performance of our DA Civilian employees.

b. Periods of Consideration and Suspense for Nomination:

(1) 1st Quarter: 1 October - 31 December S: 14 January

(2) 2d Quarter: 1 January - 31 March S: 14 April

(3) 3rd Quarter: 1 April - 30 June S: 14 July

(4) 4th Quarter: 1 July - 30 September S: 14 October

c. Nomination Process:

(1) First line supervisor of nominee will prepare a typewritten recommendation not to exceed one page for the DA Civilian who is being recommended. The recommendation should be limited to the achievements of that employee during the quarter that's being considered. To make the program realistic and rewarding to all, supervisors are encouraged to recommend an employee only for a level of performance that's clearly above and beyond and that set the employee apart from their peers.

(2) Recommendation will be forwarded through the recommended employee's Senior Rater and respective Director for comments prior to being submitted to the CofS for consideration.

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(3) The recommendations will be compiled by the Chief of Staff who will make recommendation to the Deputy Commandant, who in turn will recommend to the Commandant.

(4) The Commandant will select the COQ and the Runner-Up from the nominations and recommendations submitted to him by the Deputy Commandant.

(5) The Commandant's selections will be returned to the Chief of Staff for action/preparation of awards for the next COQ luncheon.

d. Awards:

(1) COQ will be awarded a \$500.00 On the Spot Cash Award and an Achievement Medal for Civilian Service.

(2) Runner Up for COQ will be awarded a \$250.00 On the Spot Cash Award and a USASMA Certificate of Achievement.

4. Responsibilities:

a. Plans & Operations will:

(1) publish TASKORD quarterly announcing the date for the COQ potluck luncheon and provide suspense dates for nominations to all DA Civilian supervisors.

(2) reserve venue for the luncheon, ICW Human Resources.

(3) set up Public Address system for the event.

b. Human Resources will:

(1) prepare award actions for all selected employees and ensure those approved personnel actions are input on the respective employee's official personnel record.

(2) serve as the Master of Ceremonies for the recognition luncheon.

(3) oversee potluck luncheon planning to ensure full spectrum of meal is covered by volunteers bringing food.

(4) determine location for the event, ICW Plans & Operations

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c. Logistics & Resource Management will provide logistical support for the event to include paper plates, cups, and plastic ware utensils.

d. Command Communications will provide coverage of the awards luncheon and publicize the selectees on social networking as well as in other media as appropriate.

e. Chaplain will provide invocation for the event.

5. This policy memorandum is effective until superseded or rescinded. Point of Contact is the SGM Daryl L. Harris, USASMA Human Resources, Director, DSN 621-8379, 915-744-8379, daryl.l.harris.mil@mail.mil.

“ULTIMA STRONG!”

JIMMY J. SELLERS
CSM, USA
Commandant