



DEPARTMENT OF THE ARMY
208TH FINANCE BATTALION
UNIT 30041
APO AE 09166



AEUFC-FBS-AG

20 December 2000

MEMORANDUM FOR See Distribution

SUBJECT: Policy Letter 12 – Civilian Recognition Program

1. PURPOSE: To provide information on the Civilian Recognition Program.
2. APPLICABILITY: This policy applies to all 208th Finance Battalion (FB) personnel.
3. POLICY:

a. 59-Minute Award – The “59 Minute Award” grants the awardee to either depart 59 minutes early one day during the upcoming month or receive a \$50 cash award. The 59 Minute Awards will be allocated in the following manner:

	Maximum per month
A Detachment	4
B Detachment	7
C Detachment	1
D Detachment	7

The Detachment Commanders will present these awards each month at an Awards Ceremony. C & D Detachment Commanders will present the awards in a public forum.

b. Employee of the Month Award - One civilian employee will be named the “Employee of the Month” for the Battalion each month. A, B, and D Detachments will nominate at least one employee each month for this award. C Detachment will make nominations as appropriate. The nomination will consist of a memo of one page or less. Anyone can nominate a civilian employee for this award. Nominations are due to the XO by the 20th of the month. The Employee of the Month will be awarded the following:

1. \$250 Cash Award
2. A designated parking space in front of the Battalion / D Detachment Headquarters for the month of award.
3. The opportunity to compete to be Employee of the Year

c. Employee of the Year Award - One civilian employee will be named the "Employee of the Year" for the Battalion each Fiscal Year. The awardee will be selected from those named Employees of the Month during the previous fiscal year. The Employee of the Year will be awarded the following:

1. \$1000 Cash Award
2. Achievement Medal for Civilian Service

d. A panel consisting of the Battalion Commander, the Command Sergeant Major, and the Executive Officer will determine the Employee of the Month and Year.

e. The awards described in paragraphs 1-3 above are not meant to replace other incentive, cash, or honorary awards. The Battalion Commander is the lowest level any incentive, cash, or honorary awards may be approved.

SERVICE, PAY, SUPPORT!

STEPHEN J. RIVIERE
LTC, FC
Commanding

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