



EMPLOYEE OF THE QUARTER

This award is to promote employee recognition through peers and/or supervisors.

Employees nominated for this award must have demonstrated two or more of the following characteristics that resulted in successful mission accomplishment.

- A) Employee has a positive work attitude
- B) Employee is productive
- C) Employee takes initiative
- D) Employee is consistently dependable and punctual

Award: A trophy, \$300, and a traveling parking space sign are to be presented to the recipient. The parking sign will be placed at the employee's duty location for the next quarter.



Purpose: This award is FMWR's recognition of non-supervisory employees who exhibits exceptional performance and reflects positively upon the organization continuously throughout the quarter.

- **Intent:** The intent of this award is to promote employee recognition through peers and/or supervisors.
- **Criteria:** Employees nominated for this award must have demonstrated two or more of the following characteristics that resulted in successful mission accomplishment.

A) Employee has a positive work attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.

B) Employee is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department.

C) Employee takes initiative, and accepts and carries out additional responsibilities beyond regular assignments.

D) Employee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

- **Nomination:** Nominees are forwarded from each organization. Any employee within the organization can be nominated for this award. The nominee must not have already been selected as the Employee of the Quarter within the current calendar year.
- **Submission:** Nominations must be received by the Directorate Executive Assistant by the first working day of the next quarter; i.e., first quarter (October-December) due by first working day in January; second quarter (January-March) due by first working day in April; third quarter (April-June) due by first working day in July; and fourth quarter (July-September) due by first working day in October.
- **Selection:** Selection is determined by the FMWR Awards Committee.
- **Award:** A trophy, \$300, and a traveling parking space sign are to be presented to the recipient. The parking sign will be placed at the employee's duty location for the next quarter.

[Online Nomination Form](#)