

## Types of Awards (Continued)

### Exceptional Team of the Quarter

**Purpose:** Recognize teams who exhibit exceptional teamwork and work cohesively toward a common goal continuously throughout the quarter while still accomplishing their regular job responsibilities.

**Frequency:** Quarterly.

**Criteria:** Teams nominated for this award must have demonstrated characteristics that resulted in mission accomplishment with exceptional service above and beyond customer's expectations or improvement to Family & MWR processes.

**Award:** Traveling Team Excellence Trophy and Certificates of Appreciation.



## Recognition Program Timeline

**1<sup>st</sup> Quarter:** 1 Oct-31 Dec

**2<sup>nd</sup> Quarter:** 1 Jan-31 Mar

**3<sup>rd</sup> Quarter:** 1 Apr-30 Jun

**4<sup>th</sup> Quarter:** 1 Jul-30 Sep

### Award Ceremony

**1<sup>st</sup> Quarter:** February\*\*

**2<sup>nd</sup> Quarter:** May\*\*

**3<sup>rd</sup> Quarter:** Family & MWR Org Day\*\*

**4<sup>th</sup> Quarter:** December\*\*

\*\*Date: TBD

### Types of Awards

1. Caught in the Act Going the Extra Mile
2. Customer's First Choice
3. Exceptional Employee of the Quarter  
\*Per Division and Family & MWR
4. Exceptional Team of the Quarter
5. Bright Idea/Super Saver

Directorate of Family  
and Morale, Welfare,  
and Recreation  
(Family & MWR)

Employee Recognition  
Program



# Family & MWR Employee Recognition Program



## Goal:

Recognize and reward individual achievements and successes of Directorate of Family & MWR employees that exceed expectations and enable the organization to better achieve its mission.

## Plan:

All employees, as well as our customers, are encouraged to submit a written statement supporting the nomination of any deserving employee.

## Process:

All employees will be given a copy of the Family & MWR Employee Recognition Program nomination form. Once nomination form is completed, it can be submitted via the following methods:

**Email to:** Family & MWR Training Instructor

- garret.a.finley.naf@army.mil
- Division Chief
- Supervisor or Manager

## Types of Awards

### Caught in the Act Going the Extra Mile

**Purpose:** A peer based award to promote esprit d'corps throughout the organization using employee to employee recognition.

**Frequency:** Monthly.

**Criteria:** Employees caught in the act going the extra mile while still accomplishing their regular job responsibilities and are considered to be in good standing within the organization.

**Award:** \$50 cash award or two hours time off.



### Exceptional Employee of the Quarter

**Purpose:** Recognize employees who exhibit exceptional performance and reflect positively upon the organization throughout the quarter while still accomplishing their regular job responsibilities.

**Frequency:** Quarterly.

**Criteria:** Recipient must have demonstrated characteristics that resulted in successful mission accomplishment with consistent success with customers and improvement to Family & MWR processes.

**Award:**

1. **Division:** \$150 cash award or four hours time off.
2. **Family & MWR:** \$200 cash award or eight hours time off.

## Types of Awards (Continued)

### Bright Idea/ Super Saver

**Purpose:** Recognize an employee or group of employees who present a bright idea/super saver that represents innovation, efficiency of operations, or cost savings for the organization.

**Frequency:** As it is merited.

**Criteria:** Recipient is chosen based on a suggestion resulting in a measured cost savings or cost avoidance to the organization, minimum of \$500 one-time cost or annually.

**Award:** \$200 cash award or eight hours time off.



### Customer's First Choice

**Purpose:** Recognize employees who excel in their performance and responsibilities continuously throughout the quarter while still accomplishing their regular job responsibilities.

**Frequency:** Quarterly.

**Criteria:** Nominations are taken from Interactive Customer Evaluation (ICE) comments submitted from the customer who identifies an employee(s) by name that provided outstanding customer service and going beyond what is expected.

**Award:** \$100 cash award or four hours time off.