



DFMWR Employee Recognition Program

Why This Program Matters

Great work doesn't go unnoticed! This program recognizes employees and teams who step up, support others, and deliver outstanding service.

Goal

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

Types of Awards

Caught in the Act Going the Extra Mile

Criteria: Employees caught in the act going the extra mile while still accomplishing their regular job responsibilities.

Award: \$100 cash or 4 hours time off

Selection: 1 winner per Division

Customer's First Choice

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: \$200 cash or 4 hours time off

Selection: 1 winner per Division

Exceptional Employee of the Quarter

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

Division-Level Recognition

Award: \$250 cash award or 8 hours time off

Selection: 1 winner per Division

Directorate-Level Recognition (DFMWR Winner)

Award: \$250 cash award or 8 hours time off + crystal award

Selection: The overall DFMWR Winner is chosen exclusively from the 5 quarterly Division winners to represent the entire Directorate.

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Exceptional Team of the Quarter

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 DFMWR processes.

Award: Traveling Team Trophy + Team Certificate + 4 hours time off for each team member

Selection: 1 winning team across the Directorate

Bright Idea / Super Saver

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. Cost analysis must be submitted with nomination and approved by Division Chief.

Award: \$300 cash or 8 hours time off

Selection: Unlimited across the Directorate – must meet all criteria

Luz Arroyo Spirit Award

Criteria: The Luz Arroyo Spirit Award honors the legacy of a cherished team member whose dedication, generosity, and positive spirit left a lasting impression on our organization. Luz exemplified what it means to serve others, consistently volunteering her time, stepping forward when help was needed, and offering steadfast support to her colleagues without hesitation. She was a trusted presence, deeply respected and relied upon by those around her. This award recognizes an employee who embodies the same spirit of selflessness, reliability, and commitment that Luz so naturally demonstrated.

Award: \$200 cash or 8 hours time off + crystal award

Selection: 1 winner across the Directorate

Recognition Timeline

1st Quarter: 1 Oct-31 Dec

2nd Quarter: 1 Jan-31 Mar

3rd Quarter: 1 Apr-30 Jun

4th Quarter: 1 Jul-30 Sep



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Award Ceremony Schedule

The Family & MWR Employee Recognition Ceremonies are projected to take place during the following months. Specific dates will be finalized and published at the beginning of each nomination cycle:

- 1st Quarter: March
- 2nd Quarter: June
- 3rd Quarter: September
- 4th Quarter: December



Nomination & Submission Steps

To complete and submit a nomination, please follow these steps:

1. Access the Nomination Form

Locate the form using one of the access portals:

- Network Access: [DFMWR Training and Workforce Development SharePoint Page](#) (requires CAC/network connection)
- Non-Network Access: [DFMWR Employee Recognition Program webpage](#) (accessible from commercial networks)

2. Complete the Form

Fill out all required fields on the nomination document.

3. Submit the Completed Form

Route your finished form through one of the following channels:

- Your immediate Supervisor or Manager
- Your Division Chief
- Direct email to the training team at usarmy.bragg.usag.mbx.dfmwr-training@army.mil

