



**DEPARTMENT OF THE ARMY**  
235<sup>TH</sup> BASE SUPPORT BATTALION  
UNIT 28614  
APO AE 09177

AETV-WG-A

14 August 2002

**MEMORANDUM FOR DISTRIBUTION A**

**SUBJECT: Employee of the Quarter Award/Employee of the Year Award, Policy Letter #23**

1. The 235<sup>th</sup> Base Support Battalion (BSB) recognizes extraordinary contributions to mission accomplishment through its Employee of the Quarter and Employee of the Year award program.
2. This program is designed to reward employees who have exceeded the set standard of performance. Exemplary performance may be accomplished in normal job requirements or on a special project. Justification for nominating an employee for the awards must be sufficiently outstanding to warrant special recognition.
3. Supervisors and managers are encouraged to nominate deserving civilian employees, whether U.S. or local national, or paid by appropriated or non-appropriated fund instrumentalities.
4. The command will acknowledge the accomplishments of Employee of the Quarter selectees with appropriate recognition as determined by the BSB commander.
5. An employee's selection for one quarter does not preclude that person's nomination for subsequent or future Employee of the Quarter awards.
6. At the end of the fiscal year, all Employee of the Quarter selectees will be considered for the Employee of the Year award.
7. Supervisors and managers will make maximum use of this recognition device to motivate high performance and to show our employees that we value outstanding contributors to mission success.

A handwritten signature in black ink, appearing to read "Parker B. Schenecker".

**PARKER B. SCHENECKER**  
LTC, MI  
Commanding