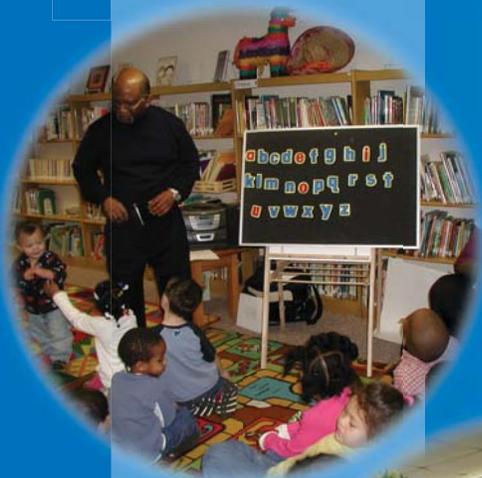


# Directorate of Morale, Welfare & Recreation Awards Guide





# Mission

## **Mission**

Deliver quality MWR programs and services that enhance the well-being of the total military community.

## **Vision**

First Choice for those who serve.

## MWR Information

### **Website**

[www.belvoirmwr.com](http://www.belvoirmwr.com)

### **MWR News**

Keep up-to-date on current MWR events on Fort Belvoir. Subscribe to the online (e-mail) Fort Belvoir MWR news service. Go to [www.belvoirmwr.com](http://www.belvoirmwr.com) and subscribe to MWR News today.

# MWR Official Awards GUIDE

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# E Extraordinary

## Employee of the Month:

**Purpose:**

This award is an organizational recognition of non-supervisory employees who exhibit exceptional performance and reflect positively upon the organization.

- **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 one 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 is willing to take 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:** Any employee within the organization can be nominated for this award. The nominee must not have been already selected as Extraordinary Employee of the Month within the current fiscal year. Any DMWR employee can nominate.
- **Submission:** To be determined by each organization.
- **Selection:** To be determined by each organization.
- **Award:** Suggestions: monthly parking space, coupon booklets, certificates, pins, monetary, or other facility appropriate award.
- **Recognition:** Award nominees name must be submitted to Marketing by the 5th working day of the following month for DMWR's publication.





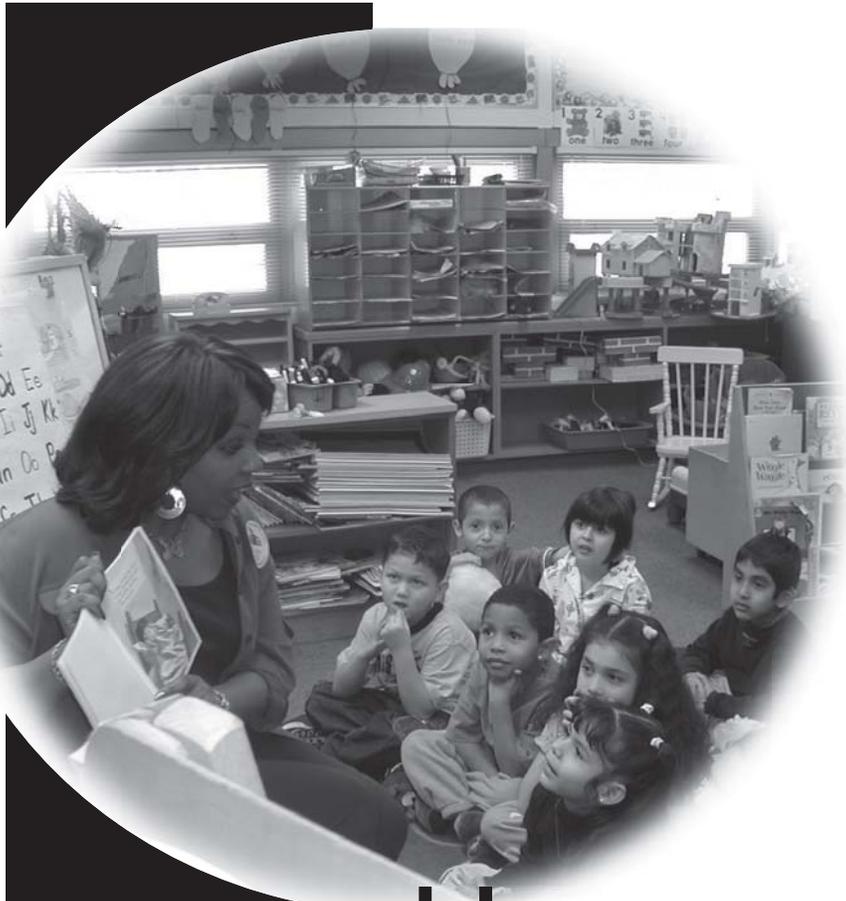
# Exceptional

## Employee of the Quarter:

**Purpose:**

This award is DMWR's recognition of non-supervisory employees who exhibit exceptional performance and reflect 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.
  - E) Employee may have received the Extraordinary Employee of the Month during the current quarter or other type of recognition.
- **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 Exceptional Employee of the Quarter within the current fiscal year. Any DMWR employee can nominate using the on-line or enclosed nomination form.
- **Submission:** Nominations must be received by the award committee by the 5th working day of the next quarter, i.e. first quarter (October-December) due by 8 January.
- **Selection:** Selection is determined by the DMWR Award Committee.
- **Award:** A \$250 gift is to be presented to the recipient. Award recipient will also receive a certificate of achievement.
- **Recognition:** Awards committee submits all names of recipients to Marketing for publication.



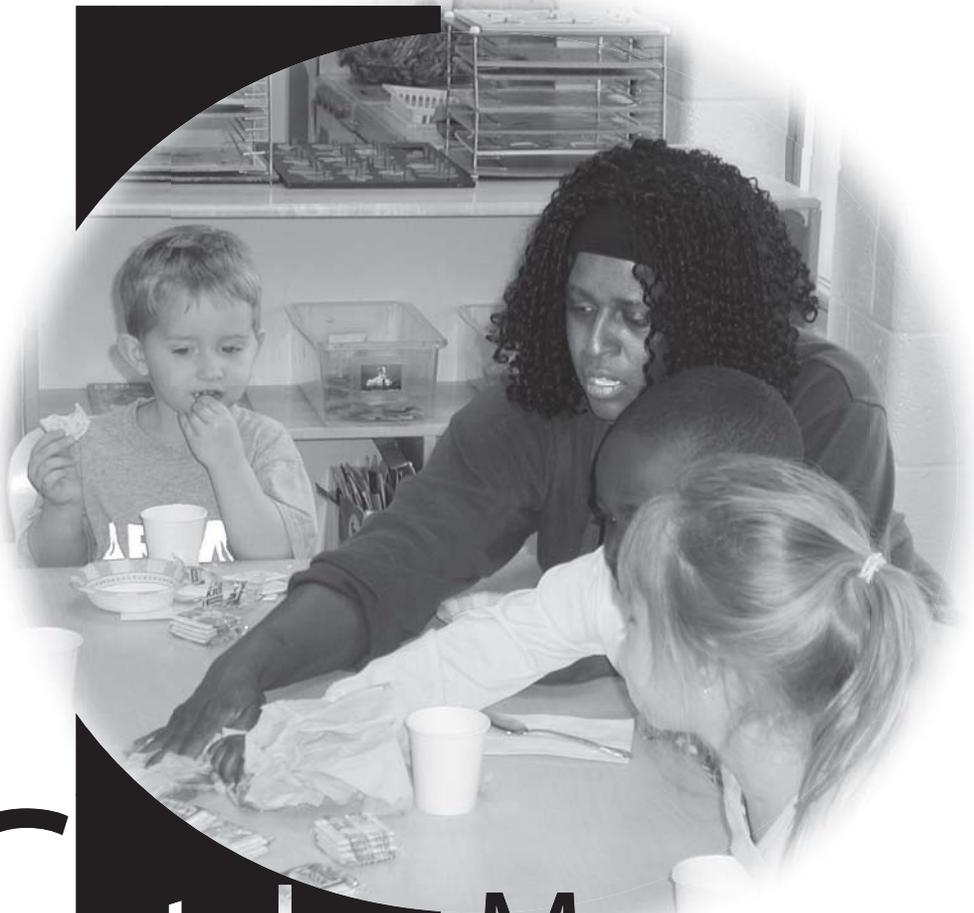
# Unsung Hero

## Award:

**Purpose:** This quarterly award recognizes an employee or group of employees who have made a positive “behind-the-scenes” contribution to the mission of the DMWR organization that would not ordinarily be acknowledged by other types of formal awards such as the Extraordinary Employee of the Month, Exceptional Employee of the Quarter or the Catch Me Award.

- **Intent:** To recognize support personnel of missions or tasks who otherwise go unnoticed, (i.e. the support personnel of Oktoberfest, parking, concessionaires, etc.)
- **Criteria:** Employees selected for this award must have demonstrated one or more of the following characteristics that resulted in successful mission accomplishment:
  - A) Displaying extraordinary effort in performing tasks that are beyond normal job duties.
  - B) Unselfishly sharing his/her time and expertise.
  - C) Consistently and willingly extending a helping hand.
- **Nomination:** Any employee or group of employees, including supervisors, can be nominated for this award. Any DMWR employee can nominate.
- **Submission:** Submissions should be received by the award committee by the 5th working day of the next quarter.
- **Selection:** All submissions are recognized.
- **Award:** Award is a two day off award. The intent is to give the “Unsung Hero” a four-day weekend. Dates taken must be approved through supervisor.
- **Recognition:** Awards committee submits all names of nominees to Marketing for publication.





# Catch Me Award:

**Purpose:**

This award is an on-the-spot award, which can be given from employee to employee or from supervisor to employee.

- **Intent:** The intent of this peer-based award is to promote esprit d’corps throughout the organization using employee to employee recognition. Time awarded is intended to be used in a timely manner.
- **Criteria:** Any action that an employee is “caught” doing that reflects positively upon them and their organizations; these are generally small actions that take place on a daily basis. Possible examples are as follows:
  - A) Employee has a positive work attitude.
  - B) Employee is an asset to the staff of his/her department.
  - C) Employee carries out additional responsibilities.
  - D) Employee is consistently dependable.
- **Nomination:** Any employee is eligible to receive a “Catch Me” chip. Employees can give to other employees and supervisors can give to employees. Contractors are not eligible to receive this award. Chips are available to employees from the Quality office (703) 805-3390, Building 210 or from ANY DMWR supervisor. The supervisor does not have to be from the employees organization. The recipient should notify their supervisor at the time of award for administrative purposes. See guidance outlined in DMWR “Catch Me” SOP.
- **Award:** Each coin is valued at 2 hours of time off. The coins can be used in 2 hour increments for up to 16 hours off in the current Fiscal Year (FY). Four “Catch Me” chips = 1 day off. Time off is limited to 2 days per employee per FY. Time off is subject to supervisor approval.] The “Catch Me” chips must be turned in at time of usage.
- **Recognition:** Anytime an employee is caught doing a “good deed”.



# Bright Idea Award:

**Purpose:**

The "Bright Idea Award" recognizes an employee or group of employees who present a "Bright Idea" that represents innovation, efficiency of operations, or cost savings for the organization.

- **Intent:** The intent of this award is to promote innovative and creative ideas (i.e. thinking outside of the box, willingness to change), within the DMWR organization. The award is designed to improve morale by providing an opportunity for employees to take part voluntarily in the improvement of management within the directorate.
- **Criteria:** Any idea is a good idea. No idea goes unnoticed.
- **Nomination:** Any DMWR employee or group of DMWR employees can be nominated for their idea. Self-nomination is authorized and encouraged. Any DMWR employee may nominate.
- **Submission:** Nominations are accepted at any time throughout the Fiscal Year.
- **Selection:** All submissions are recognized.
- **Award:** A pin and an appropriate tangible award are presented to the recipient. Any monetary recognition is based on implementation of idea or suggestion.
- **Recognition:** Awards committee submits all names of nominees to Marketing for publication. Ideas and or suggestions with higher level value will be submitted to the Army's Ideas for Excellence Program. (AR 5-17)





# Remarkable Leader

Award:

**Purpose:**

This quarterly award provides recognition of managers, supervisors, or employees acting in a supervisory/managerial capacity.

- **Intent:** The intent of this award is to promote positive, constructive and quality leadership standards within DMWR.
- **Criteria:** Employees selected for this award must have demonstrated three 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 consistently displays and encourages caring, respect, responsibility, trustworthiness, honesty and integrity.
  - E) Employee creates a pleasant and productive work environment for employees.
  - F) Employee listens to suggestions and ideas.
  - G) Employee recognizes and rewards superior performance and is fair and flexible in dealing with employees.
  - H) Employee encourages professional growth of employees.
  - I) Employee provides a sense of vision for the department and makes employees feel actively involved in the goals of the department.
- **Nomination:** Nominations can be made by any DMWR employee. Any manager, supervisor or employee acting in a manager/supervisor capacity may be nominated. Nominee must not have already received Remarkable Leader within the current fiscal year.
- **Submission:** Nominations should be received by the Award Committee by the 5th working day of the next quarter.
- **Selection:** Selection to be determined by the DMWR Award Committee.
- **Award:** A \$250 gift is presented to the recipient. Award recipient also receives a certificate of achievement.
- **Recognition:** Awards committee submits all names of nominees to Marketing for publication.

# The Dream Team Award:



## **Purpose:**

This award is presented for recognition of outstanding teamwork within the DMWR organization.

- **Intent:** The intent of this award is to recognize teams that are working cohesively towards a common goal.
- **Criteria:** Teams nominated for this award demonstrated characteristics that resulted in successful mission accomplishment. The team is productive, exhibits commitment to quality, carries out their mission and is an asset to the DMWR.
- **Nomination:** Teams are nominated by the current recipient and nominations may be forwarded to the awards committee. Teams must have not already been selected within the current fiscal year.
- **Submission:** Nominations should be received by the award committee by the 5th working day of the next quarter.
- **Selection:** To be determined by the current award-winning team.
- **Award:** The Soaring Eagle Award is presented to the team for display during the quarter. An Eagle pin is given to each award-winning team member.
- **Recognition:** Awards committee submits all names of nominees to Marketing for publication.



## DIRECTORATE OF MORALE, WELFARE AND RECREATION AWARD NOMINATION FORM

This award recognizes an **Employee, Leader or Team** who has demonstrated extraordinary performance. Why should this Employee or Team be recognized as an Employee or Team of the Quarter? See criteria below for factors to be considered. Please describe as concisely, completely and accurately as you can. Self-nominations are not accepted.

Nominee: (please print): \_\_\_\_\_

Nominee's Supervisor: (please print) \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

### Nomination Criteria

Below are the criteria for consideration when nominating an EMPLOYEE, LEADER or TEAM. A specific project, process, activity, task, etc., **MUST BE SPECIFIED.**

It is not necessary that an Employee, Leader or Team meet all criteria. **If the accomplishments do not correspond with the measurements listed below, tell us about them anyway – let the committee be the final judge. Please attach additional sheets if necessary.**

**PROBLEM SOLVING ABILITY:** The Employee, Leader or Team identified problems, prevented them or provided an effective solution.

**INITIATIVE:** The Employee, Leader or Team demonstrated the ability to begin and complete tasks on their own, have assisted in volunteering to serve on work-related committees, submitting ideas and suggestions, and/or have assisted in the completion of special projects and assignments.

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**INCREASE IN QUALITY OF SERVICES DELIVERED:** The Employee, Leader or Team's actions directly impacted the level of customer service provided within the DMWR Directorate, Fort Belvoir or directly to the public.

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**COST SAVINGS OR REVENUE GENERATED:** The Employee, Leader or Team's service resulted in direct or indirect cost savings or generated additional revenue.

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**TEAM /MORALE BUILDING:** The Employee, Leader or Team promoted cooperation and team effort among co-workers.

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**PROCESS IMPROVEMENT:** The Employee, Leader or Team improved, developed or redesigned a day-to-day task, project or special assignment that had an overall positive impact on productivity within their unit, DMWR or Fort Belvoir in general.

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**Form may be completed electronically or by hand and emailed or delivered to any member of the MWR Dream Team. Questions or concerns about the form or the Dream Team may be directed to the Quality Office, Bldg. 210, (703) 805-3390.**



We are dedicated to providing support and leisure services that are as outstanding as the people we serve.

## This is Your System

Many employees feel that the praise and appreciation they are accorded by their peers and co-workers is the most valuable recognition they can receive. The DMWR Award Program is designed to give all employees an opportunity to recognize the contributions of their peers. Some awards an employee can give a peer with little or no approval by a manager. For awards that do require the approval of a manager, a designated division/activity reward and recognition (R&R) representative is available to coach and assist employees through the nomination and submittal process. Contact the Quality Office at (703) 805-3390.

Success of these programs is attributed to employee involvement and their dedicated effort to carry out an appropriate award program.

This is your program, use it!

