The Garrison Employee of the Month award recognizes one outstanding Civilian employee for contribution(s)/achievement(s) that were above and beyond the Nominee’s regular assigned duties within the last 60 days.

Each directorate is encouraged to recognize one of their Employees each month.

After approval, the Director or Commander will forward by email attachment the completed nomination, using a MS Word format, to the Employee Satisfaction & Improvement Team (ESIT) Chairperson, Mr. James (Jim) Hill, at: james.f.hill46.civ@mail.mil by the 1st Tuesday of each month.

*Director’s e-mail represents approval of nomination.

Nominee: ______________________________ Nominee’s Position Title: ___________________________
Directorate/Division/Branch/Section/Phone #: ______________________________________________
Nominee’s e-mail address: ________________________________________________________________

Nominator: ____________________________________ Nominator e-mail address:_____________
Directorate/Division/Branch/Section/Phone #: ____________________________________________

Month Nominated for:______________ Date of accomplishment/project completion:_______________

Brief description of Nominee’s regularly assigned duties:

Provide a detailed justification of the contribution(s)/achievement(s) that was above and beyond regularly assigned duties:

Indicate which IMCOM Campaign Plan Line of Effort the nominee’s accomplishment/project supported:

- Soldier, Family, and Civilian Readiness
- Soldier, Family, and Civilian Well-being
- Leader and Workforce Development
- Installation Readiness
- Safety
- Energy Efficiency and Security

Most applicable Key to Success (from IMCOM Campaign Plan): ______________________________

Director Remarks/Endorsement (If Applicable):