

JOHN E. DOE  
DIRECTOR, HUMAN RESOURCES  
MERITORIOUS CIVILIAN SERVICE AWARD

Mr. John E. Doe is officially commended for his exemplary performance of duty as Director, Human Resources from October 1980 to December 2016. During this period, he ensured the seamless transition of the Military Personnel Service Division into a Directorate. Proposed presentation date is 15 December 2016.

His keen insight, devotion and unselfish contributions to the organization throughout her years of service which were some of the most tumultuous times in the Directorate's history. Mr. Doe performed as the installation resident expert on all enlisted promotions concerns. He consistently exhibited outstanding foresight and knowledge in the enlisted promotions arena. He has earned the distinguished "Blue Chip," presented to only two percent of civilian employees on Fort Riley. He has led the enlisted promotion section to receive laudable comments from the Power Projection Enhancement Team as the best Enlisted Promotions Section in FORSCOM. During the SGT/SSG conversion, John played a vital role in Fort Riley being identified by PERSCOM as leading the way in the promotion conversion process. He performed superbly by processing over 2000 initial promotion packets and due to his efforts Fort Riley was rated the best FORSCOM unit for having the greatest number of Specialists and Corporals promotable.

He was chosen by the MSE1 to submit a quarterly article on enlisted promotions enhancing the installation Human Resource leaders and managers capability in processing enlisted promotion actions. In preparation for the automated SGT/SSG promotion DA Form 3355, she organized and prepared over 500 promotion packets and enlisted record briefs for Soldiers serviced by Garrison ensuring a smooth, efficient transition to the new HRC automated promotion system. This took months of preparations, notifying Soldiers, their commands and updating the system so promotion points would appear on the Soldiers automated DA Form 3355 in time for the 3 October 2007 conversion date. As a testament to his knowledge base, he submitted a how-to-manual to the S1 net on the new automated DA Form 3355 in December 2007. The S1 Net adopted and posted the manual to the S1 Net for all Army units to use.

The Army once again changed the enlisted promotion system with an implementation date of 1 June 2011. He once again led from the front by ensuring the Soldiers of the units she serviced was ready prior to the implementation date but provided outstanding training to every PSDR Brigade on Fort Riley enhancing their capability to meet the Army objective by the implementation date. In addition, he superbly performed the duty of Enlisted Promotion Inspector. During her tenure, he performed hundreds of inspections, trained hundreds of Noncommissioned Officers and Soldiers on the correct policies and procedures on enlisted promotions. He was routinely called upon for advice by Soldiers, installation echelons and HRC, Enlisted Promotion Branch due to his knowledge and experience in the promotion arena.

**MR. JOHN E. DOE**

For exceptionally meritorious service as a Department of the Army Civilian employee during an over thirty-one year career culminating as Director, Human Resources, Fort Riley, KS. His leadership, initiative and skill resulted in Fort Riley constantly leading Forces Command in the enlisted promotions arena. John E. Doe's professionalism, loyalty, and dedication to duty reflect great credit upon him, the United States Army Garrison Fort Riley, Installation Management Command, and the United States Army.