

JOHN E. DOE  
CHIEF, MILITARY PERSONNEL DIVISION  
SUPERIOR CIVILIAN SERVICE AWARD

Mrs. Joanna E. Doe is officially commended for her exemplary performance of duty as Chief, Military Personnel Division from October 1980 to January 2016. During this period, she ensured the seamless transition of the Military Personnel Service Division. Proposed presentation date is 31 January 2016.

Her 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. Mrs. Doe performed as the installation resident expert on all enlisted promotions concerns. She consistently exhibited outstanding foresight and knowledge in the military personnel arena. She has earned the distinguished "Blue Chip," presented to only two percent of civilian employees on Fort Riley. She has led the military personnel division to receive laudable comments from the Power Projection Enhancement Team as the best Enlisted Promotions Section in FORSCOM. During the SGT/SSG conversion, Joanne 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 her efforts Fort Riley was rated the best FORSCOM unit for having the greatest number of Specialists and Corporals promotable.

She 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 her knowledge base, she 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. She 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, she superbly performed the duty of Enlisted Promotion Inspector. During her tenure, she performed hundreds of inspections, trained hundreds of Noncommissioned Officers and Soldiers on the correct policies and procedures on enlisted promotions. She was routinely called upon for advice by Soldiers, installation echelons and HRC, Enlisted Promotion Branch due to her knowledge and experience in the promotion arena.

**MRS. JOANNA 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. Her leadership, initiative and skill resulted in Fort Riley constantly leading Forces Command in the enlisted promotions arena. Joanna E. Doe's professionalism, loyalty, and dedication to duty reflect great credit upon her, the United States Army Garrison Fort Riley, Installation Management Command, and the United States Army.