



DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
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FEB 21 2018

SUBJECT: DLA Land and Maritime Associate of the Month Policy

This policy has been established to recognize and reward DLA Land and Maritime personnel who go beyond the requirements of their job. This policy establishes the guidelines for eligibility requirements, the criteria for nomination, the nomination process and the selection process.

a. **Guidelines.** The DLA Land and Maritime Executive Programs Office manages the Associate of the Month Program.

(1) **Eligibility Requirement.** All non-Supervisory DLA Land and Maritime personnel are eligible.

(2) **Nomination Criteria.** Each nominee will exhibit at least four of the following six requirements to meet the nomination standard.

- (a) Superior Performance
- (b) Innovative Improvement
- (c) Humanitarian Service
- (d) Teamwork with other Associates
- (e) Responsible for Savings to the Government
- (f) Superior Customer Service (Internal or External Customers)

(3) **Nomination Process.** Each director and/or staff office chief may nominate one individual and complete the nomination form using criteria established in Paragraph A2 above. Each nomination must contain the following:

- (a) Full name, position title, organization and grade of nominee.
- (b) Narrative justification not to exceed one page.
- (c) Nominator's name, organization and telephone number.


The nomination for any given month should be sent in pdf format to the DLA Land and Maritime Employee of the Month mailbox at DLALandandMaritimeEmployeeoftheMonth@dla.mil no later than the 15th day of that calendar month via the "Send via Email" link on the nomination page. Any nomination received after the 15th day will be considered as a nominee for the next month's award. In order to make the award process fair and equitable, only one nomination per directorate will be accepted. If more than one package is received from a directorate, the first one received will be put forward to the voting panel. All other packages will be returned back to the originating director. Each directorate/office is expected to participate.

(4) **Selection Process.** After each nomination package has been received. DLA Land and Maritime-DOE will review each for completeness. A selection committee consisting of three senior military and/or civilian Directors, Deputy Directors and/or Office Chiefs will review the nominations, and award each nominee from 1 to 10 points (1 is the lowest, 10 is the highest). The committee will return all nominations to DLA Land and Maritime-DOE, who will then forward the committee's recommendations to the Commander for approval. A DLA Form 38, Incentive Award Nomination for a Time Off Award, will be prepared by DLA Land and Maritime-DOE in the amount of 20 hours to be awarded to the winner. Allocation of hours will come from the Command award fund.

b. **Award.** When possible, selected winners are visited at their work site by the Commander who will present them with the following:

- (1) "Associate of the Month" plaque and certificate.
- (2) "Special Act" Time Off Award of 20 hours.
- (3) Parking pass entitling them to one month of parking in the Executive (E) parking area located in the North lot of Building 20.
- (4) Recognition on the DLA Land and Maritime Website.
- (5) Highlighted during subsequent DLA Land and Maritime Town Hall

c. **DLA Employee of the Quarter.** All DLA field activities must submit nominees for the DLA Employee of the Quarter Award Program. A total of 10 nominations may be submitted. Four nominations may be submitted for civilian grades GS/WG/WL 1-6; four nominations may be submitted for civilian grades GS/WG/WL 7-12; and two nominations may be submitted for civilian grades GS 13-15/WS. There will be a winner from each category. Military members are no longer eligible for this award since they have their own military awards. Therefore, each quarter DLA Land and Maritime will forward the nomination packets for the winners of the DLA Land and Maritime Associate of the Month Award along with the winners of the Supervisors of the Month Awards to J-1 to compete for the DLA Employee of the Quarter Award. A DLA HQ ad hoc committee will review the nominees and forward recommendations to a recognition board which will make their final recommendation to the DLA Director for approval. The DLA Employee of the Quarter will receive a Certificate of Achievement. Each quarterly winner automatically enters into competition for recognition at the DLA Annual Recognition Program where the winners will receive special recognition.



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