



DEPARTMENT OF THE AIR FORCE
51ST MISSION SUPPORT SQUADRON (PACAF)
UNIT 2097
APO AP 96278-2097

19 May 2009

MEMORANDUM FOR COMMANDERS/MANAGERS/SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 51 MSS/DPC

SUBJECT: USFK Civilian Employee of the Year Awards

1. United States Forces, Korea (USFK) designates the week of 19 - 23 October 2009 as USFK Civilian Employees Appreciation Week with 23 October 2009 as the date of the USFK Civilian Employees of the Year Awards ceremony. At this time, supervisors may nominate their civilian employees, US, Korean National (KN), appropriated or non-appropriated fund, for these awards. Award nominations should be based on accomplishments during calendar year 2008. **The original and four copies of each nomination package must be forwarded to reach 51 MSS/DPCE, the Civilian Personnel Flight, no later than 1400 hours, 08 Jun 09.**

2. Supervisors may nominate one US and one KN civilian employee in each category. Employees with a history of exceptional or outstanding performance will be most competitive at the USFK level competition. Nominations for the awards are not limited to the quarterly or annual winners of the Civilian Employee Base-Wide Recognition Program, but supervisors should consider nominating their quarterly and annual winners in the appropriate category. With these two separate award programs in mind, the criteria under the base-wide recognition program were tailored to correspond with the USFK criteria. USFK award categories are as follows:

a. Manager of the Year

--- Non-supervisory program managers at YC, YF, YJ, YN, KGS-13, and above, or equivalent level who has responsibility for influencing policy

b. Supervisor of the Year

--- Employees in supervisory positions at any grade level

c. Professional of the Year

--- Employees who occupy positions that are classified as professionals (Attorneys, Engineers, Social Workers, Guidance Counselors, Teachers, etc.)

d. Administrator of the Year

--- Employees in grades YB, YE, YI, YL, YM, KGS-07, and above and equivalent level whose positions are primarily administrative in nature

e. Technician of the Year

--- Employees in positions that require training in a specific technical process (Communications Specialists, Computer Specialists, X-Ray Technicians, etc.)

f. Clerical Employee of the Year

--- Supervisory or non-supervisory employees in YB, YE, YI, KGS-06 and below and equivalent level who perform such office tasks as keeping records, handling correspondence, or filing

g. Skilled Employee of the Year

--- Supervisory and non-supervisory employees in trades and crafts occupations

h. Laborer of the Year

--- Employees in trades and crafts occupations that have minimal experience requirements; includes employees in semi-skilled KWB/WG positions (blue-collar employees only)

i. Customer Service Employee of the Year

--- Non-supervisory employees in service occupations (Food Service Workers, Cashiers, Billing Clerks, etc.)

j. Disabled Employee of the Year

--- Open to all employees in any occupation who meet the definition of disabled employees per the Office of Personnel Management

3. The 51st FW, 8th FW, 7th Air Force, and Tenant will separately choose winners in each award category to represent them at USFK level. The respective winner packages will be forwarded to USFK through the Osan Civilian Personnel Flight for the USFK awards competition. The USFK awards ceremony will be held at Knight Field, Main Post, Yongsan, on 23 October 2009. Award winners receive a cash award to accompany their selection.

4. For additional information or further assistance, please contact Ms. Kim, Son I of the Civilian Personnel Flight at 784-4434/8177.



MARK A. SHORES
Civilian Personnel Officer

Attachment:
USFK Nomination Form