



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall VA 22211-1199

SUBJECT: Civilian Incentive Awards Program - Policy Memorandum #6

1. A strong Civilian Incentive Awards Program yields tangible benefits in terms of the operational capability of the Headquarters Command Battalion and Fort Myer. I intend to recognize and reward Civilian employees for individual superior performance and special achievements, individually or in groups, that contribute significantly to efficiency, economy, or other improvements of government operations.
2. I encourage Civilian employees to take part fully in improving our operations. This can best be accomplished through the united efforts of all personnel assigned to the Headquarters Command Battalion. The key to management of an effective program lies with the immediate supervisor of each Civilian employee. It is the responsibility of every supervisor to identify the program or operational areas where superior results may warrant consideration for awards.
3. The point of contact for this memorandum is the Battalion Executive Officer who can be reached at (703) 696-1008.


JOHNATHON M. KUPKA
LTC, SF
Commanding