



Joint Task Force National Capital Region Medical INSTRUCTION

NUMBER 1348.03

10 1 2011

CSEL

SUBJECT: Enlisted Recognition Program: Enlisted Service Member of the Year (ESOY) Program

- Reference:**
- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
 - (b) Deputy Secretary of Defense Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical," January 15, 2009
 - (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
 - (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010

1. PURPOSE. This Instruction, in accordance with the authority in References (a) through (d), provides guidance for recognizing superior performance, enhancing esprit de corps, and providing incentives for innovation, dedication, and continued superior performance.

2. APPLICABILITY. This Instruction applies to Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy to implement a recognition program for enlisted Service members assigned or attached to JTF CapMed or a Joint MTF or Center within the Joint Operations Area (JOA)/National Capital Region Medical. The ESOY Program objectives are to:

- a. Provide a program to recognize outstanding achievement and performance.
- b. Identify assigned or attached personnel who strive for greater responsibility.

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c. Complement command recognition programs and provide a program for JTF CapMed level recognition of outstanding performers.

4. RESPONSIBILITIES. See Enclosure 1

5. PROCEDURES. See Enclosure 2

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at [http:// www.capmed.mil](http://www.capmed.mil).

7. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.


STEPHEN L. JONES
Brigadier General, U.S. Army
Deputy Commander
By Direction of the Commander

Enclosures

1. Responsibilities
2. Procedures
3. Board Member Guidance
4. JTF CapMed ESOY Nomination
5. ESOY Board Score Sheet

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ENCLOSURE 1RESPONSIBILITIES

1. JTF CAPMED SENIOR ENLISTED LEADER (SEL). The JTF CapMed SEL shall:
 - a. Administer the Command ESOY Program, establish guidelines and suspenses for board dates, appoint board presidents, and approve final winner.
 - b. Serve as the President of the JTF CapMed ESOY Board.
 - c. Oversee Service element ESOY Program duties and responsibilities as outlined in section four of this Enclosure.

2. DIRECTOR, JTF CAPMED J-1. The Director, JTF CapMed J-1 shall:
 - a. Prepare appropriate Joint or Department of Defense impact award for recognition (ESOY).
 - b. Organize and conduct an appropriate award recognition ceremony quarterly and annually.

3. STRATEGIC COMMUNICATIONS (STRATCOM), JTF CAPMED PUBLIC AFFAIRS. The STRATCOM, JTF CapMed Public Affairs shall provide publicity support for the program, to include hometown news releases.

4. REGIONAL SERVICE ELEMENT SELS. Regional Service Element SELs shall:
 - a. Establish a process that conforms to the requirements, intent, and spirit of this Instruction to select and recognize outstanding performers.
 - b. Provide an appropriate means of recognition for element winners in each category.
 - c. Ensure their element award packages are prepared for ESOY selection boards.
 - d. Act as or appoint the appropriate Board Members for command selection boards.

5. JOINT MTFs AND CENTERS SELS. The Joint MTFs and Centers SELs shall:
 - a. Establish a process that conforms to the requirements, intent, and spirit of this Instruction to select and recognize their outstanding performers.

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6. JTF CAPMED, JOINT MTF, AND CENTER SUPERVISORS. Supervisors shall nominate Service members who have demonstrated outstanding performance throughout the period of nomination. Supervisory involvement is the cornerstone of this program. The recognition program begins with the supervisors' recognition and nomination at the work center.

7. ESoy BOARD PRESIDENTS. The ESoy Board Presidents shall preside over sessions of their boards and provide guidance to Board Members regarding selection criteria, scoring methods, and other relevant matters.

8. ESoy WINNERS. ESoy winners are responsible for representing the command during the next year at various functions such as luncheons, dinners, VIP visits, etc.

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ENCLOSURE 2PROCEDURES

1. CATEGORIES OF COMPETITION. The ESOY Program shall include the following categories of competition:

- a. Junior Tier Enlisted. Personnel in the grades of E-1 through E-4
- b. Middle Tier Enlisted. Personnel in the grades of E-5 through E-6
- c. Senior Tier Enlisted. Personnel in the grades of E-7 through E-8

2. PERIODS OF COMPETITION. Service Element ESOY Boards must be held prior to the prescribed date published by JTF CapMed Headquarters. Only winners from each of the Service Element ESOY Boards will be eligible to compete for the JTF CapMed ESOY Boards.

3. NOMINATION PROCEDURES

a. Nominee quality standards. Each nominee must meet the following quality standards:

(1) Nominees must not have had an unfavorable personnel action during the preceding 12 months.

(2) Nominees must not have received administrative action or non-judicial punishment during the preceding 12 months.

b. Additional qualification criteria. Nominees must meet the following additional criteria to be eligible in their respective Enlisted Tier:

(1) The nominees must have been assigned or attached to the JTF CapMed, a Joint MTF, or Center within the JTF CapMed JOA for a minimum of six months of the nomination period.

(2) Determination of a military member's Enlisted Tier of competition will be based on the grade held during the majority of the competition period.

c. Nomination packages. All nominations shall be prepared on the JTF CapMed ESOY Nomination Form. See Enclosure 4.

d. Restrictions. Service Elements may nominate one individual in each Enlisted Tier to the board.

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4. BOARD PROCEDURES

- a. Appointment. The SEL of each Service element is appointed to the boards. Service element senior enlisted members may delegate their authority to a junior member within the same Service with the approval from the JTF CapMed SEL.
- b. Composition. The boards will consist of at least one member from each Service, no more than five members. The minimum grade for Board Members is E-7, and E-9 for Board President.
- c. Uniform. Army Service Uniform or Army Class A, Navy Service Dress Blue, Air Force Service Dress, and Marine Corps Service "A."
- d. Voting. All Board Members will be voting members. The President will not normally vote except in the event of a tie, or unless the President is the only member representing his/her service element. The Recorder/Executive Assistant positions are non-voting.

5. SELECTION PROCEDURES

a. Criteria. The ESOY boards shall evaluate nominees and select winners using the following criteria:

(1) Leadership and Primary/Collateral Duty Performance. The nominee's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission success.

(2) Special Contributions. How member's performance exceeded the job requirements, e.g., specific projects, volunteer or committee work.

(3) Self-Improvement Achievements, Awards, Education, and Deployments. The nominee must show this improvement through off-duty education, achievements in professional and/or cultural societies/associations, development of creative abilities, etc.

(4) Command and Community Involvement. The nominee must contribute tangibly or intangibly to the local or military community's welfare, morale, and/or status.

(5) Appearance. Dress, appearance, and military bearing.

(6) Communication Skills and Questions. The nominee's ability to demonstrate communication skills and answer/articulate questions clearly to Board Members.

b. Scoring of packages

(1) ESOY Board Members will consider the four major categories (see Enclosure 3) and assign a score based on a "whole person concept."

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(2) A total of 100 possible points may be awarded: 60 points for the written package and 40 for the board. Based on these scores, each ESOY board member rank orders his or her nominee score sheets from number one to the last number and turns their sheets into the President of the Board. The Recorder/Executive Assistant for the Board reviews the score sheets and adds the scores for each nominee and then rank orders them from one to the last number, with the highest score being number one and so on. In the event of a tie score between nominees, the Board Members will rescore only the tied nominees. The President validates the final rankings based on nominee total scores and announces the results to the Board Members. The nominee with the highest score will be ranked number one, with the remaining nominees being ranked two to the end based on their respective total scores. The nominee ranked number one (i.e., with the highest overall score) shall be recommended as the winner. See Enclosure 5 for a sample score sheet.

c. Ineligibility. If the number one ranked nominee becomes ineligible prior to receipt of the ESOY award, the number two ranked nominee shall be recommended for receipt of the ESOY award and so on. A new Board shall not be required.

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ENCLOSURE 3BOARD MEMBER GUIDANCE1. TO ASSIST IN SCORING THE WRITTEN EVALUATION

a. Effective evaluation of the written nomination requires a detailed thought process. It is challenging to review nomination packages and determine who is the "Best of the Best." Each board member must remember that it is not the writer, but the accomplishment of the nominee which makes the difference. Strong emphasis must be on initiative, achievement, and impact, not writing style.

b. There are only four main categories that will be scored. Each line will be evaluated on its own merit. Board Members have the opportunity to award maximum points to each section and can score each category using whole point increments.

(1) Leadership and Primary/Collateral Duty Performance. The individual's primary duty accomplishments are the most important element of the award nomination package. This is the most difficult section to score, because everyone does an outstanding job in his/her area of expertise. Below are guidelines to assist Board Members in differentiating the impact on the mission and leadership role.

- (a) Innovative methods/programs developed, designed, implemented, and impact.
- (b) Process Improvement – cost saving, percentage improved or reduced.
- (c) Superior leadership or management skills and accomplishments.
- (d) Quantifications and results.
- (e) Key additional duties with significant impact.
- (f) Working groups, committee chair/member, project officer.

(2) Special Contributions. The primary focus of this section is the individual's special contributions and how it benefited the command and/or individual.

(3) Self-Improvement Achievements, Awards, Education and Deployment. The primary focus of this section is the individual's professional and personal development and how it benefits the respective service. The key factors to this category are INDIVIDUAL COMMITMENT LEVEL and PERSONAL SACRIFICE. This can be judged by answering the following questions: How much time was expended? How much effort was involved? Was the achievement done on duty or during off-duty time? How will this self improvement benefit the member's unit and service?

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- (a) Off-duty Education – College (in-residence, on-line, correspondence, etc.).
- (b) Professional Military Education (specific progress, attendance or completion).
- (c) Upgrade Training (formal training courses, etc.).
- (d) Advanced career field or Military Occupational Specialty/Navy Enlisted Classification/Air Force Specialty Code specialty training.
- (e) Readiness training.
- (f) Conferences/Symposiums related to job or career field/specialty – how the nominee used information to improve processes, mission impact, etc.

(4) Command and Community Involvement. This section rounds out the whole person concept. Unit and Directorate activities/support should be weighed more heavily than community involvement because they directly impact the JTF CapMed JOA and surrounding community. The individual's COMMITMENT LEVEL and PERSONAL SACRIFICE are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the member participate or lead the effort?

- (a) Involvement in professional organizations.
- (b) Key leadership position on executive council coupled by the achievement or results.
- (c) Color Guard and sustained participation.
- (d) Leadership position or role in the community.
- (e) Special Olympics, Boy Scouts, Big Brother/Sister, etc. (number of hours, frequency, etc.).
- (f) Coaching sporting teams (unit teams, adult or youth programs, etc.).
- (g) Participating in major community ceremonies as unit member, retirements, POW/MIA vigil, retreat, marching in parades in uniform, etc.
- (h) JTF CapMed-sponsored programs.

2. PERSONAL INTERVIEW CONSIDERATIONS. The primary purpose of the face-to-face board is to evaluate the nominee's dress and appearance, military bearing, oral expression, and articulation of responses. Additionally, the interview will assist Board Members in assessing the nominee's ability to represent JTF CapMed at various command and community functions. This

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is a very subjective area for Board Members to evaluate; however, the evaluation must be based on the Service member's military standards. Items to consider:

a. Dress and Appearance

- (1) Uniform: cleaned, pressed and proper fitting.
- (2) Accouterments properly placed on uniform.
- (3) Jewelry: not more than 2 rings, correct earrings, no visible necklace, etc.
- (4) Decorations: ribbons in proper order, clean/serviceable condition.
- (5) Hair: appropriate style, length, color, approved ornamentation.

b. Military Bearing

- (1) Appropriate facing movements.
- (2) Reporting: appropriate introduction.
- (3) Posture.

c. Communication Skills

- (1) Pronunciation/Annunciation.
- (2) Eye contact: direct and impartial.
- (3) Demonstrates ability to organize thoughts.
- (4) Speech: appropriate rate, pitch, volume.
- (5) Non-verbal; appropriate use of facial expressions, gestures.

d. Board Questions. Each board panel member will ask three to five questions.

- (1) Questions should be reasoned, thought provoking, and designed to assess the nominee's ability to organize thoughts and articulate a response.
- (2) Questions may be posed as leadership challenges – scenario based situations and how the nominee would react/respond.
- (3) Questions should include military customs and courtesies – general knowledge required to obtain the nominee's accurate and articulate response.

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(4) Questions may be posed from current national/world events – general knowledge required to obtain the nominee’s reasoned, thoughtful, and articulate response.

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ENCLOSURE 4

JTF CAPMED ESOY NOMINATION

JOINT TASK FORCE NATIONAL CAPITAL REGION MEDICAL ENLISTED SERVICE MEMBER OF THE YEAR NOMINATION		
<p><i>Enlisted Person of the Year will follow the nomination format as prescribed in JTF CAPMED-I 1348.03. Include the following documentation in package: Copy of member's Electronic Training Record/Jacket, Physical Fitness Summary, Service Record (with updated entries), and any other documentation pertinent to the nomination.</i></p>		
Award Category:		Nomination Period:
Nominee Name: (Last, First MI)	Rank:	Service:
Command:	Current Position/Job Title:	
<p>A. Leadership and Primary/Collateral Duty Performance (Include comments on leadership abilities, watch qualifications, professional knowledge, quality of work, military bearing/character, personal job accomplishment/initiative, and team work.)</p>		
<p>B. Special Contributions (Explain how the member's performance exceeded the job requirements, e.g., specific projects, volunteer or committee work, etc.)</p>		
<p>C. Self-Improvement Achievements, Awards, Education and Deployments</p>		
<p>D. Command and Community Involvement</p>		
Supervisor – Signature & Date	Command SEL – Signature & Date	Commanding Officer – Signature & Date

ENCLOSURE 5

ESDY BOARD SCORE SHEET

AWARD TIER: _____

AWARD PERIOD: _____

		WRITTEN EVALUATION			PERSONAL INTERVIEW			
RANK	NAME	Leadership & Primary/Collateral Duty Performance (20 Points Possible)	Special Considerations (20 Points Possible)	Self Improvement, Awards, Education, & Deployments (20 Points Possible)	Apperance & Military Bearing (20 Points Possible)	Communication Skills and Questions (20 Points Possible)	Total (100 Points Possible)	Rank Order

Board Member: _____

Board Member Signature: _____