



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 442D SIGNAL BATTALION  
FORT GORDON GEORGIA 30905

## COMMAND POLICY LETTER

ATZH-LCB

3 June 2015

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #32 – Selection of the 442d Signal Battalion Instructor and Support Person of the Month

1. This policy establishes the 442nd Signal Battalion selection of the Instructor and Support Person of the Month.

2. Policy/Procedures:

a. The 442d Instructor and Support Person of the month will be selected on the last day of the month and recognized on the 1<sup>st</sup> day of the month following the selection.

b. Any supervisor may nominate one candidate per selection. Nominations will consist of a one or two paragraph statement and be submitted to the Battalion XO NLT the 20<sup>th</sup> of each month.

c. A board will consisting of the Battalion Cdr, Battalion CSM, Battalion XO, Battalion S3, Battalion Senior Tech Advisor, Deputy CLC and Deputy PME. The board will evaluate the submissions and select the winner for each award NLT the last day of the month.

d. Winners will receive a travelling trophy for display on their desk the following month. All trophies must be returned to the Battalion XO NLT the last day of each month. Winners will also receive an Army Achievement Medal (for military personnel) or Army Medal for Civilian Service (for civilians). Winners will also have their pictures displayed in the Battalion Conference room for the month.

3. Eligibility

e. Any certified DA Civilian or Military instructor may be nominated to receive Instructor of the Month. Military personnel who are currently flagged may not be nominated for this award. Due to legal constraints, contractors are not allowed to be nominated.

f. Any DA Civilian or Military personnel not in an instructor position may be nominated for the Battalion Support Person of the Month. Military personnel currently flagged may not be nominated for this award. Due to legal constraints, contractors are not allowed to be nominated.

g. An individual, who has been selected as the Instructor or Support Personnel of the Month cannot be re-nominated for 12 months following their selection.

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4. Point of contact for this memorandum is Battalion XO at 706-791-3359.

5. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #32 dated 9 January 2014

*Ready Rapid Reliable*

**//ORIGINAL SIGNED//**

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

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