

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS MISSOURI 63103-2833

CEMVS-HR

Regulation
No. 672-1-1

21 November 2003

Decorations, Awards, and Honors
KUDO AWARDS

1. **PURPOSE.** To implement peer recognition awards within the St. Louis District. Peer recognition fosters team member commitment, teamwork, esprit de corps, empowerment and morale.
2. **APPLICABILITY.** Kudo awards may be given to government employees of the St. Louis District, Army-funded interns assigned to the St. Louis District, and employees of the St. Louis District Civilian Personnel Advisory Center (CPAC).
3. **POLICY.**
 - a. Every St. Louis District nonsupervisory employee is eligible to nominate one employee for a Kudo Award one time per fiscal year. Supervisors are not eligible to make nominations nor may employees nominate anyone in their supervising chain. Supervisors may receive Kudo awards if the nominator is not a subordinate.
 - b. The justification for a Kudo Award should cite such factors as helping fellow employees, going above and beyond the call to assist customers, exceptional team collaboration, furthering the goals of PMBP, etc.
 - c. Recipients of Kudo Awards choose their reward from one of two items available – jackets and stadium blankets offered only under this program.
 - d. Authority to make a nomination cannot be carried over to the next fiscal year nor transferred to others for their use.

e. To further cross-functional teamwork and the Project Management Business Process, employees are encouraged to nominate an employee outside of their organizational entity who has assisted in a significant degree in accomplishing the employee's work.

f. An employee may receive only one Kudo Award in a fiscal year. Nominations received for employees who have already received a Kudo in the same FY will be returned to the nominator.

g. The District Incentive Awards Committee (IAC) is responsible for approving Kudo Award nominations.

4. PROCEDURE.

a. Nomination forms are available on the Outlook System as a pull-down form and are also at Appendix A. Completed nomination forms should be sent to the Human Resources Office (HRO) electronically or in hard copy.

b. The HRO will transmit nominations to the members of the IAC. This committee includes equal numbers of management and employee members.

c. Nominations deemed by the IAC to have insufficient justification will be returned to the nominator. Approved Kudo Award recipients and their supervisors and nominators will be notified by the HRO via email of their award approval and name of their nominator, and invited to choose their reward.

d. The HRO will initiate cost transfers quarterly to charge overhead accounts for Kudo Award costs based on the organizational entity of the award recipients.

APPENDIX:
A – CEMVS Form 868
KUDO Nomination Form


C. KEVIN WILLIAMS
COL, EN
Commanding

DISTRIBUTION:
All Employees
CEMVS-HR (5)

APPENDIX A

KUDO AWARD NOMINATION

I would like to nominate _____ (name) who
works in _____ (office symbol) for the Kudo Award. This
person is deserving of this award because:

Nominator's Name

Nominator's Signature (if hard copy)

Nominator's Office Symbol