

Supervisors,

Please consider nominating a worthy employee for this award. PLEASE follow the guidelines in Policy Letter, then forward your memorandums to me thru your higher command and I will submit them to the Employee of the Month Committee for selection. **PLEASE, NO ACRONYMS!** This program is now officially open to all **AGR's, Federal Technician, and State employees** (except Temporaries and Contractors) of the Utah National Guard, **Air and Army**, who are not currently serving in a supervisory position. **ADOS (ADSW)** personnel who have been on orders for more than one year are also included in this program. **PLEASE INCLUDE THE NOMINEES WORK STATUS!** All other elements of this program remain unchanged. Submissions are due to me NLT the second Thursday of each month. Please E-mail to me at ([janna.sadler@us.army.mil](mailto:janna.sadler@us.army.mil)), as I send the nomination via Email to the committee, and shotgun original signed copies of them to me in HRO-T. Previously selected Employees of the Month are not eligible for selection in the same job position for which they were selected.

Please consider community services performed when submitting a nomination.

See this site for Policy Letter and a sample nomination:

<http://www.ut.ngb.army.mil/hro/EOM/Employee%20of%20Month%20Policy%20Letter.html>

Photographs of Employees of the Month for last 12 months:

<http://www.ut.ngb.army.mil/hro/EOM/EOM%20Submissions.htm>

Thank you,

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