

DEPARTMENT OF THE ARMY  
Corps of Engineers, Northwestern Division  
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CENWD-NP-HR  
Memorandum  
No. 672-1-2

1 June 1998

Decorations, Awards and Honors  
GALLERY OF DISTINGUISHED CIVILIAN EMPLOYEES

**History.** This issue is a new memorandum for the Northwestern Division and rescinds MRD-M 672-1-1 and paragraph 13 of NPDOM 690-1-672.

**Summary.** As a result of division restructuring, this memorandum combines the two publications listed in the history paragraph

1. PURPOSE. This memorandum establishes criteria for nomination and selection of outstanding civilian employees for the NWD Gallery of Distinguished Civilian Employees.
2. APPLICABILITY. This memorandum applies to all elements of the Northwestern Division Headquarters (Missouri River Region and North Pacific Region).
3. REFERENCE. USACE Supplement 1 to AR 672-20.
4. CRITERIA. The following criteria will be used in nominating candidates for this honor in the Northwestern Division Headquarters.
  - a. Candidates must have completed at least 20 years of service as a civilian employee of the Corps of Engineers. They must have been in a retired status or deceased for a minimum period of two years prior to 1 March of the year in which the nomination is submitted.
  - b. The following criteria will be observed in nominating and considering candidates:
    - (1) Accomplished assigned duties in such a manner as to have been clearly exceptional and preeminent among all who have performed like or similar duties;
    - (2) Developed and/or improved methods and procedures which produced extraordinary benefits for the Corps of Engineers.

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\*This memorandum supersedes MRD-M 672-1-1, 23 Mar 87 and paragraph 13 of NPDOM 690-1-672, 10 Feb 95.

(3) Contributed substantially to the reputation and honor of the Corps of Engineers.

(4) Performed loyally and faithfully throughout the period of service.

5. METHOD OF SELECTION.

a. Nominating Procedures. On or before 1 March of each year, the Incentive Awards Committee will circulate a written request throughout the Headquarters requesting nominations for the Gallery. Nominations may be made by any Division employee prior to 15 March of each year.

b. Selection Committee. The Incentive Awards Committee will consider all nominations. In the event a Committee member cannot be present, a "designated representative" may act in his or her place.

c. Selection Procedure. Only one former employee will be selected in any given year. Final selection must be by majority vote of the Committee. Waiver of the above criteria is subject to the approval of the Division Commander. Official announcement of the new selection will be made on Engineer Day of each year. The individual selected will be inducted into the Gallery at an appropriate ceremony. Their portrait will be placed in a prominent place, with others who have been awarded this recognition, in a Gallery of Distinguished Civilian Employees, in each of the Regional Offices.

d. Implementation Procedure. The two to three year qualification process for this recognition, combined with the phased integration of the Northwestern Division's two regional organizations, requires a special implementation of this publication. So long as there continues to be two separate regional Northwestern Division offices, the portrait will be placed only in the office in which the selected individual finished their career if the career ended prior to the creation of Northwestern Division. When the selected individual's career ended in Northwestern Division, the portrait will be placed in both of the galleries of both regional offices.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.  
Executive Assistant

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