**Awards:**

Family and Morale, Welfare and Recreation (FMWR) Business Operations’ (BO) Excellence in Management Awards

FMWR Business Operations has annually recognized excellence in management of business operations since 1976. All Garrison Commanders can nominate selected managers to compete for the James A. Carroll, Jr. (JAC) or Excellence in Management (EIM) awards. Armed Forces Recreation Center General Managers may nominate events for the Best in Class Award (BIC) for Armed Forces Recreation Centers (AFRCs).

Not later than (NLT) the last working day of January each year, nomination packets for deserving Family and Morale, Welfare and Recreation (FMWR) managers that meet the award criteria must be received by HQ IMCOM G9.

The intent is for Garrison Commanders and AFRC General Managers to take this opportunity to formally recognize their Family and MWR managers and/or events that have excelled beyond their peers/competition in support of our Soldiers, their Families, Civilians and Retirees.

**Award Process:**

Garrison Commanders, AFRC General Managers, and IDs will review the Implementing Instructions, Annex A, the Award Categories by Program Code, Annex B, and the Timeline, Annex C.

Garrison Commanders may nominate one or more of their Business Operations managers deserving to compete against their peers for these five prestigious awards in three categories (James A. Carroll, Jr. Award for Club, Food, Beverage, and Entertainment; four Excellence in Management Awards for Golf Courses, Bowling Centers CAT C or CAT B and Bingo). Garrison Commanders will complete the JAC & EIM Award Criteria and Nomination Packet, Annex D, and the Personnel File Review Disclaimer, Annex E, and forward them to the ID for review and endorsement.

Each IMCOM Directorate (ID) Business Program Manager will serve as the ID POC for this award program. IDs will review and endorse completed nomination packets from the Garrison Commanders IAW Annexes A, B, C, D, and E. IDs will be able to submit up to one nomination for each award for a total of five nominations per ID. One endorsement letter from each ID’s Director should list all nominations from that ID.

IDs will establish suspense for Garrisons to forward completed nomination packets, comprised of Annexes D and E, to ID POC to allow ID review and endorsement in order to meet ID’s suspense for submission of packets to HQ IMCOM G9 BO POC NLT the last working day of January each year.

AFRC General Managers may nominate one event deserving to compete against the other AFRC properties for the Best in Class (BIC) Award for Best Armed Forces Recreation Center Event. AFRC General Managers will complete Annex F in its entirety and return it to HQ IMCOM G9 Hospitality Programs for endorsement before -submission to G9 Business Operations POC NLT the last working day of January each year.

**Coordinating Instructions**:

**U.S. Army Garrisons**. (All)

IAW ID established suspense, Garrisons must forward a Garrison Commander endorsed nomination packet, comprised of a completed Annex D and E, to the respective ID for review and ID Director endorsement.

**HQ, IMCOM G-Staff.** (G9)

**Hospitality Programs**/Armed Forces Recreation Centers send his/her contact information to HQ IMCOM G9 Business Operations POC.

Establish a suspense for AFRCs to forward completed nomination packets, comprised of Annex F, to IMCOM G9 Hospitality Program Manager POC to allow review and endorsement in order to meet IMCOM’s suspense for submission of packets to HQ IMCOM G9 BO POC NLT the last working day of January each year.

Review and endorse each AFRC completed nomination packet IAW guidance at Annexes A, B, C, and F.

NLT the last working day of January each year, provide endorsed nomination packets to the HQ IMCOM G9 Business Operations POC.

**Business Operations** will engage the evaluation panel to review nomination packets received based on published criteria at Annexes D and F and rank by total number of points earned. Panel members consist of G9 BO program managers, ID business chiefs, and one Armed Forces Recreation Center representative.

Announce JAC and EIM winners during the third quarter of the current FY. Prepare congratulatory 3-Star notes, order plaques as allowed by AR 215-1, transfer cash award funds and send them to the JAC and EIM Award winners’ home station Garrison Commanders for formal and public recognition.

Announce EIM Bingo category winners during the third quarter of the current FY. Prepare congratulatory 3-Star notes, transfer cash award funds and send them to the EIM Bingo Award winners’ home station Garrison Commanders for formal and public recognition.

Announce Best in Class winners during third quarter of the current FY. Prepare congratulatory 3-Star notes and send it to the Best in Class Award winner’s AFRC for formal and public recognition.

Requests for exemptions to the instructions in this award program or suspense extensions will not be granted.

Annexes D and F are to be completed in their entirety IAW guidance at Annexes A, B, C, D, E, and F and submitted electronically. No hard copy submissions will be accepted.

All submissions must be reviewed and endorsed IAW guidance in each of the Annexes.

IMCOM G9 Business Operations, POC is Mr. Glenn Pietras, commercial: 210-221-5017;e-mail: glenn.j.pietras.naf@mail.mil

**ANNEXES**:

A – (U) Implementing Instructions

B – (U) Award Categories by Program Code

C – (U) Timeline

D – (U) JAC & EIM Award Criteria and Nomination Packet

E – (U) Personnel File Review Disclaimer

F – (U) BIC Award Criteria and Nomination Packet