



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 12541.1C
31 Jan 2004

NMRCD INSTRUCTION 12541.1C

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: FSN OF THE QUARTER/YEAR PROGRAM

1. Purpose. To provide the Naval Medical Research Center Detachment, Lima, Peru policy and assign overall responsibility for the implementation and administration of the FSN of the Quarter/Year Program.

2. Cancellation NAMRIDINST 12451.1B

3. Policy. The goal of the FSN of the Quarter/Year Program is to encourage and recognize FSN personnel for significant contributions being made to the mission and priorities established by higher authority. The FSN of the Quarter/Year Program goal is to motivate employees to increase productivity by recognizing creativity in the workplace and by rewarding employees as soon as possible after contributions are made.

4. Responsibilities.

a. The Officer in Charge shall appoint an Awards Committee, consisting of a Chairman, Department Head, Senior FSN's, and Military Enlisted member. The Awards Committee will make recommendations to the Officer-in-Charge of their selectee for FSN of the Quarter and FSN of the Year.

b. Department heads shall be responsible for submitting nominations to the awards committee when the call is made by the Chairman for nominations.

c. The Chairman of the Awards Committee shall establish criteria to be utilized in selection of the FSN of the Quarter/Year.

5. Action. All NMRCD personnel are to become familiar with the contents of this instruction. Department heads shall implement the policy of this instruction.


J. K. BAIRD