

**Robert P. Varni**  
Ten Miller Place  
San Francisco, CA. 94108

February 28, 2005

BG Joseph Schrodel  
U.S. Army Corps of Engineers  
333 Market Street  
San Francisco, CA 94105-2197

Dear General Schrodel:

AUSA is currently taking nominations for Regional Civilian of the Year Awards. If you have a nominee to enter into the Sixth Region competition, The San Francisco Chapter would be pleased to support such nomination. Enclosed is a communication from AUSA Headquarters describing the process.

I have also enclosed two documents describing the role that AUSA plays in promoting the benefits and welfare of your civilian employees before Congress. If an opportunity were to arise for me to speak to your employees on behalf of AUSA, I would be delighted to do so. We would like to encourage them to become members of AUSA because, when we approach Members of Congress; they are impressed by the number of members that AUSA represents.

Sincerely,

A handwritten signature in black ink that reads "Robert P. Varni". The signature is written in a cursive style with a large, prominent initial "R".

Robert P. Varni, President  
San Francisco Chapter  
Association of the United States Army



# ASSOCIATION OF THE UNITED STATES ARMY

2425 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22201-3385 (703) 841-4300

## MEMORANDUM

TO: Chapter Presidents

FROM: John E. Davies, Director, Regional Activities 

Subject: Nominations for the AUSA Regional Army Civilian of the Year Awards

Date: 11 February 2005

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Each year your AUSA Region President selects an Army Civilian to receive the AUSA Citation for Exceptional Service Award to be presented at the October Annual Meeting.

I am writing to request that you select and nominate one Department of the Army Civilian from your chapter to receive the AUSA Citation for Exceptional Service Award. Submit your nominee to your Region President who will make the selection to receive the award for your region. Awardees who can attend will be presented their award at the DA Civilian Luncheon held during the Annual Meeting on Wednesday, 5 October 2005, along with the other Army Civilians selected from each of AUSA's nine regions. If you have other candidates that you did not select but are deserving of recognition, you may submit them separately for an appropriate level award (such as the National Certificate of Appreciation) to AUSA HQ ATTN: Pat Taylor NLT 17 June 2005. The AUSA National Awards Committee will consider them in July.

Attached is a ballot containing the criteria for the award. You are requested to submit one nominee to your Region President. Your nomination must contain the endorsement of the local commander. Submit your nomination to your region president NLT 17 June 2005. The Region President will submit the name and justification of the region awardee to AUSA headquarters by 1 July 2005 (see attached timeline).

In 2004, eight of the nine regions submitted a winner who received their award at the Annual Meeting Army Civilian Luncheon. It was a great event and very well received by the Army Civilian community in attendance. We encourage you to nominate an Army Civilian so that we can recognize this important and essential member of the Army team.

You are reminded that all logistics arrangements for your award recipient and their guest to attend the AUSA Annual Meeting are the responsibility of the chapter in coordination with your region. AUSA National furnishes the award, and complimentary luncheon tickets for the award recipient, a guest and a chapter representative.

We appreciate your support.

2 Attachments  
cc: Region and State Presidents

## **BALLOT – AUSA Army Civilian Exception Service Award**

**Eligibility:** For this award, we define Army Civilians as appropriated or non-appropriated fund federal employees who **directly or indirectly support any component of the Army**. They include military technicians in the Army National Guard and US Army Reserve. Federal employees in Joint or Defense Agencies who are in support of the Army are also eligible (this is a judgment call to be made by the nominator and the commander).

**Criteria:**

- Exemplary service to the US Army **and** the local community. (Exemplary performance of normal duties alone will not justify award).
- Current or recently retired DA Civilian.
- May be from SES, GS, WG or NAF pay systems. No grade restrictions. Outstanding nominees should not automatically be assumed to be those with the highest grade and most responsibility.
- Currently contributing significantly to AUSA, the community or both. Membership in AUSA is encouraged.
- Must receive the endorsement of the local commander at a level high enough to appreciate the contributions of all civilians assigned to the post, installation or activity.

**Reminder:** Over 40% of the Army civilian workforces are women and or minorities. Our goal is to recognize deserving individuals who truly represent the cross section of high quality people in our workforce.

**Nominee:** **Supporting Rationale:** Your justification must include: a short biography, and the endorsement of the local commander. Please **ensure accuracy regarding name and position title**. In order to prepare the narrative, which will be read during the presentation, please provide the following as a minimum: **description of responsibilities** and **noteworthy accomplishments** on the job, **number of years of government civilian service**, **community/civic** contributions and **involvement with AUSA**.

Nominator Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

**TIMELINE**

**ACTION REQUIRED**

**DUE NLT DATE**

Chapter nominations sent to Region President

17 June 2005

Region President selects winner and sends  
packet to AUSA National

1 July 2005.

Region President notifies AUSA National whether  
awardee will attend the DAC Awards Luncheon

2 September 2005