



DEPARTMENT OF THE ARMY  
MEMPHIS DISTRICT CORPS OF ENGINEERS  
167 NORTH MAIN STREET B-202

MEMPHIS TN 38103-1894

CEMVM-DE

8 June 2004

MEMORANDUM FOR All Supervisors

SUBJECT: Decorations and Awards – Incentive Awards, EEO Awards and Safety Awards

1. The Memphis District Awards Regulation is a compilation of awards that offers a variety of options for supervisors and managers to use to reward deserving employees and to motivate them to improve their job performance and work ethic, both as individuals and as team members.
2. Many studies show that recognition of good work contributes to motivation of employees in reaching their highest potential and ultimately to the successful accomplishment of the mission. Therefore, I encourage each of you to become familiar with and to use this regulation.
3. While this is a rather extensive document and contains most of the awards available to our organization, it is not all-inclusive. Consequently, if you do not find an award that meets your need, I recommend that you contact the Civilian Personnel Advisory Center for advice and assistance.

A handwritten signature in black ink, appearing to read "Jack V. Scherer", is written over the typed name and title. The signature is fluid and cursive, with a large loop at the end.

JACK V. SCHERER  
Colonel, Corps of Engineers  
Commanding