

MEMORANDUM FOR North Carolina National Guard (NCNG) Public Affairs Office,  
1636 Gold Star Drive, Raleigh NC 27607

**SUBJECT: JFHQ Building Employee of the Quarter – 4th QTR FY20**

1. NCNG leadership selected the following personnel for JFHQ Building Employee of the Quarter for their outstanding commitment and dedication to the organization. **The employees are authorized to park in designated Employee of the Quarter parking spaces from 15 Oct 20 – 14 Jan 21.**

a. **Mrs. Laverta Flewellen, CFMO**

2. Supervisors submitted the following nomination justification:

a. Mrs. Flewellen has performed her duties exceptionally well over the last quarter of the fiscal year. While performing her duties she has gone well above normal expectations as the Administrative Officer, ensuring that all requirements were met on time. She has also performed an additional duty by serving as the Contracting Representative for the section while the position has been vacant. She has proven that she is essential to construction contracting by providing oversight within the CFMO for all construction project contracts. She executed over \$5 million in contracts this quarter. 100% of the required contracts were executed on time; hundreds of Soldiers within the NCARNG will benefit in the coming months and years. Additionally, she adopted the CFMO section to E-Procurement software changes which allowed E-Procurement purchases to be updated accordingly. This ensured that there were no breaks in services for the field units. Her devotion remains a model for others to follow and although having never served in uniform for the National Guard, she is very devoted to the organization.

3. Congratulations to Mrs. Flewellen.

Teresa R. Bailey  
Human Resources Officer