

# FORT LEONARD WOOD INCENTIVE AWARDS PROGRAM

## SUPERVISOR'S GUIDE



Prepared by LMER Division,  
Directorate of Civilian Personnel  
HQ, U.S. Army Engineer Center & Fort Leonard Wood



ATTENTION OF  
REPLY TO

**DEPARTMENT OF THE ARMY**  
U.S. ARMY MANEUVER SUPPORT CENTER AND PORT LEONARD WOOD  
320 MANSCEN LOOP STE 335  
FORT LEONARD WOOD, MISSOURI 65473-5929

ATZT-CG (672-20)

20 AUG 2002

MEMORANDUM FOR Chief of Staff

SUBJECT: Reinstating the MANSCEN and FLW Monetary Incentive Awards Program

1. I wish to end the moratorium on monetary awards for appropriated fund employees. To that end, have the staff develop or reinstate the needed guidance and procedures to control and manage this program as well as submit an implementing policy memorandum for review and signature.

2. My intent for this program is that:

a. Each activity may allocate up to 1% of their civilian pay budget for Performance Awards, Quality Step Increases, Special Act or Service Awards, and On-the-Spot Cash Awards to recognize and reward high performance appropriated fund civilian employees.

b. Activities will not receive any additional funds to resource this program; however, activities must be guaranteed retention of enough hire lag to cover the 1%.

c. Adequate management controls should be established to stay within the 1% ceiling.

d. Program will be effective once implementing policy and guidance are published.

3. This program rewards employees for excellent work and/or for their innovative ideas that improve the economy and efficiency of their organization. Use it as an additional tool to motivate your work force in a fair and equitable manner.

A handwritten signature in black ink, appearing to read "R. L. Van Antwerp".

Cf: Commanders and Directors

R. L. VAN ANTWERP  
Major General, USA  
Commanding



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-4929

REPLY TO  
ATTENTION OF:

ATZT-CG

04 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #52-02, Civilian Employee Incentive Awards Program

1. REFERENCES.

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. DA Pam 672-20, Incentive Awards Handbook, 1 July 1993.
- c. Memorandum, HQDA, 9 August 2001, subject: Policy Memorandum for On-The-Spot (OTS) Cash Awards.
- d. Fort Leonard Wood Incentive Awards Program: Supervisor's Guide, 23 September 1996.

2. GENERAL.

a. Incentive awards are designed to inspire and reward excellence. Leaders are responsible for ensuring that awards are based on excellent work or innovative ideas used to motivate the work force and further the installation mission and goals. Leaders must administer the incentive awards program within both the letter and spirit of applicable regulatory and policy guidance.

b. An organization's award program must fairly and equitably treat all employees without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability. Award programs must encourage excellence in all grades and pay plans (GS & WG), in both supervisory/non-supervisory employees.

c. In this respect, awards will not become an exercise to simply distribute all potentially available award money. Awards will not be rotated among people based on it being "their turn." Bottom line is that I expect leaders to do what is right. I trust that our terrific civilian work force will understand that the monetary Civilian Incentive Awards Program, by its very design and nature, will be limited in scope to the "best of our best" performing civilian employees.

ATZT-CG

SUBJECT: Command Policy #52-02, Civilian Employee Incentive Awards Program

d. Monetary awards will be funded through each activity's hire lag money and are limited to no more than 1% of that activity's civilian personnel budget. Special Staff activities with less than 15 civilian employees who do not have sufficient hire lag to fund awards will be centrally managed as needed through the Chief of Staff to ensure funds are available for monetary awards not to exceed the 1% civilian pay program cap.

### 3. POLICY/PROCEDURES.

a. Leaders and supervisors will use the existing procedures identified In the Supervisory Guide as supplemented by this policy. CPAC coordinators will track and process awards for organizations with appropriate input from the EOP Directorate, the CPAC, and DRM.

b. Managers will adhere to the following criteria to determine approval of performance award amounts and Quality Step Increase awards. Budget constraints may require supervisors to consider only employees with Successful Level One ratings for monetary awards. Receipt of a Successful Level One or Successful Level Two rating does not mean an automatic monetary or non-monetary award. Performance awards will not be given as a farewell gesture upon departure of the supervisor or the employee. Fair distribution of awards is essential and Is a leadership responsibility:

(1) Successful Level One — Zero to Two Percent of the employee's base salary. Successful Level Two — Zero to One and One Half Percent of the employee's base salary. Successful Level Three — No monetary award will be given.

(2) Quality Step Increase awards are included in an organization's monetary award budget and will be charged to that budget on a pro-rated value based on the month they are approved. Quality Step Increase awards should not normally be given to the same employee in successive years. Supervisors must also consider the future increased salary costs of QSI awards to the activity.

(3) Appendix ZZ, Tables 7-1 and 7-2, provide the guidance for determining the amount of money appropriate for Special Act or Service and On-The-Spot (OTS) Awards. However, the minimum OTS award is \$50 and the maximum is \$500.

(4) Green Facsimile Checks are no longer used for presentation. The Standard Form 50 is the method used to officially notify employees they have received a monetary award. Payment for monetary Awards is included in employees' regular pay and will be detailed In their Leave and Earnings Statements.

ATZT-CG

SUBJECT: Command Policy #52-02, Civilian Personnel Incentive Awards Program

(5) Supervisors are strongly encouraged to select the appropriate non-monetary or monetary award to recognize high achievers and motivate continued excellence.

c. Supervisory monetary awards will not be approved without review and evaluation of that supervisor's use of the award and performance evaluation system to motivate subordinate employees and a determination that the supervisor has administered the incentive awards program fairly, impartially and in accordance with this policy.

4. SUPERSESSION: This supersedes Memorandum, ATZT-CG, Subject: Civilian Awards, 23 September 1996.

5. PROPONENCY: The proponent for this command policy is the Director, Civilian Personnel Advisory Center, 596-0280.

A handwritten signature in black ink, appearing to read 'R. L. Van Antwerp', with a stylized, cursive script.

R. L. VAN ANTWERP  
Major General, USA  
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,  
Detachments, Tenant Units, Directorates, and  
Personal Staff Offices

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## **I. INTRODUCTION**

It is important for each commander, manager, and supervisor to "get the most for the money" with regard to employee efficiency and effectiveness. It is important to reward "good performance" so employees feel their efforts are appreciated and as an added incentive to "exceed the norm". The Incentive Awards Program can be a powerful tool for rewarding behavior that directly supports organizational goals and objectives.

## **II. PURPOSE**

This booklet provides guidance on the civilian incentive awards program. Our objective is to provide general guidance for managers as well as specific requirements to aid first-line supervisors in preparing award nominations. We hope this guide will make it easy for leaders to use the incentive awards program. It is also a means of consolidating as much information about awards as possible into one document. The booklet is not to be considered all inclusive. There are so many awards available space would not permit all to be included. We have focused on the most commonly used awards. The information in this booklet is provided as a handy desktop resource and is not a substitute for governing laws and regulations. Section VII lists governing regulations and guidance.

## **III. AWARDS AS A LEADERSHIP TOOL**

In these challenging times, a manager or supervisor needs a full bag of effective tools with which to measure performance, maintain maximum productivity and achieve excellence. One of the most powerful tools in a manager's bag is employee awards. Like most tools, however, awards are only effective if actually used and most effective when used with skill.

### **Expect Excellent Performance**

Excellent organizations expect outstanding performance from their employees and recognize it when they get it. They set and insist on high standards, empower their employees, and establish and maintain a work environment that encourages success and high levels of achievement from teams and individuals. If you expect to have high achievement in your organization, then you need to be prepared to recognize it so as to encourage continued outstanding performance. Don't impose arbitrary limits on your awards program. If you are successful in leading all of your employees to be great achievers, you then need to so recognize all of your employees. Set high standards. Help your employees exceed those standards and recognize them in a timely and appropriate manner.

## **Team Awards**

one area in which awards can be very effective is in encouraging team efforts. Although individual efforts are very important to achieving organizational goals, the real power is in harnessing total team efforts. Such events as the conclusion of a successful Process Action Team (PAT), the establishment of a new service or production record, or the quick reaction by an ad hoc team to a major crisis are opportunities to give team awards. They include Department of Army honorary awards, time-off awards, command coins and your organization awards. To maximize productivity in your organization, ensure a significant portion of awards you give each year is for team effort.

## **Planning**

You need to carefully plan the use of a tool as powerful as awards for it to be effective. One way to do that is to develop an awards opportunity list (Figure 1) and an awards program matrix (Figure 2). The awards opportunity list identifies known opportunities within your organization over the coming year to give awards to both teams and individuals. The awards program matrix lists each of your employees and identifies what awards they have received and what are known opportunities to give those employees future awards. It will help you identify areas in which you may need to coach and encourage. Organization coordinators can also access the awards history of employees in their organizations through the Civilian Servicing Unit (CSU).



<b>Awards Opportunities List</b>				
Opportunity	Start	End	Candidates	Potential Award Level
New Trans Policy	Jun 95	Sep 95	Smith, Sue	AMCS
Cust Svc PAT	Jan 95	Oct 95	Allen, Pat	TOP-TM
			Tomms, Ed	TOP-TM
			Poll, SPC Don	TOP-TM
			Tracy, Clare	TOP-TM
			Johnson, Fred	TOP-TM
New MIS Tng	Jul 95	Nov 95	Tracy, SSG Clare Horton, Ed	CERT/ACH CERT/ACH

Figure 1

<b>Awards Matrix (Example)</b>							
Name	CAT	GR	SERIES	BRANCH	AWARD	DATE	REMARKS
Adams, Bob	WG	9	6401	ABC	CDRS	30JAN95	PERFORMANCE
					T-OFF-8	03MAR95	TEAM
					TOP-EMPL	30MAY95	
					SUPERIOR	JAN96	PERF- PROJECTED
Collins, Barb	EN	7	74C	DEF	AAM	30JUN94	IMPACT
					TOP-LDR	01DEC94	
					TOP-TM	03MAR95	TEAM
					NCO-Q	JUL95	PROJECTED
					MSM	JAN96	PCS- PROJECTED
Edgar, John	GS	12	301	ABC	AMCS	30JUN94	PERFORMANCE
					TOP-LDR	02OCT94	
					CERT/ACH	15FEB95	IMPACT
					CDRS	30JUN95	PERF- PROJECTED
					TOP-TM	SEP95	IMPACT (PAT) PROJECTED

Figure 2

## **Organization Awards Program**

In addition to formal DA awards, you can develop and run your own organizational awards program. Keep procedures simple and encourage your employees to nominate their fellow-workers so they have input as to who is recognized. Use the program to recognize both your military and civilian employees. (Great for recognizing teams with both military and civilian members.) Using a computer graphics program, you can design professional looking certificates that your employees will be proud to receive and display. They can be used to recognize top teams, employees, or leaders for the month. They can be presented alone or in a special certificate to be given to departing members and even to people outside of your organization who have contributed to your mission success. Sometimes these awards will make the individual an "honorary member" of your organization. Such awards to outside "suppliers and customers" help to enforce the Total Team concept.

### **Celebrate**

Awards given with little or no fanfare provide limited incentive to others to emulate excellence and excel. It also cheats the recipients, who have worked hard to earn the awards, of their moment in the spotlight. Awards become "force multipliers" when they are publicly presented in appropriate ceremonies with suitable fanfare or hoopla. Awards are valuable opportunities to celebrate success. A division level organization should consider having monthly award ceremonies for all employees -- military and civilian. An active organization awards program will help ensure a number of awards are available to give out. The monthly ceremony also gives the division chief an opportunity to hail and farewell employees, recognize outside contributors and share information of interest to the whole organization. You should also encourage your employees to attend award ceremonies of higher organizations. They are all occasions to celebrate and encourage excellence.

### **Publicize**

The overall organizational value of awards can also be enhanced by publicizing them. One good way is to have an organization bulletin board devoted to posting of awards and recognition for your employees. Include both presentation photos and copies of awards. Locate it in a high traffic area where it can be seen by employees and visitors. Put the good news out on the network, in the Guidon and in your professional or "stovepipe" newsletter if your organization is associated with one. Good work is contagious if others know about it.

Publicity can be informal as well as formal. Going to the work site to present an award can be meaningful because employees are recognized in front of their peers and it makes you more visible to the work force. Letters of Appreciation and Commendation should be given publicity along with other types of awards.

### **"Thanks for a Job Well Done"**

We often forget one of the most prized awards is for a supervisor or fellow-worker to sincerely say, "You're doing a great job. I appreciate you very much. I'm glad you're part of the team." Your awards program will be hollow if you don't recognize daily with your words and actions the good work your people are doing. Work is a major portion of most people's lives and plays a major part in their overall satisfaction with life. If they are doing well and know they are appreciated, they will continue to be productive employees and will be proud to be part of your organization. People have a need to know, and deserve to know, how well they are doing.

## **IV. General Information on Submission**

### **Submission Approval**

The nominating official for Incentive Award nominations is normally the first or second level supervisor. The approving official is normally the Commander, Director, or Personal Staff Officer.

### **Nominators' Responsibilities**

Personnel who wish to nominate DOD civilians for an incentive award should check the appendices of this publication to determine the appropriate level of recognition for the noted achievements/accomplishments. Appendix A is recommended as a starting point. To help prepare nominations, there are examples of required documents of each award category at the appendices of this booklet.

Nominators should prepare the nomination packet, have it signed by the appropriate Budget Officer (if appropriate) and Approval Authority, and forward it to their organization's Awards Coordinator. The Coordinator will review the packet to ensure it is completed correctly and will forward it to the installation Incentive Awards Administrator, ATTN: ATZT-CP-LMER. It is highly recommended a nominator obtain personal guidance/help from the Coordinator, another supervisor, or the Incentive Awards Administrator the first time preparing a nomination. After approval of a nomination, the Incentive Awards Administrator provides to the nominator the approved award or certificate as specified in the appropriate appendix to this publication.

### **Approving Official**

The approving official should be the official responsible for the awards budget of the unit. Approval authority should be delegated to a level at which comparable authority lies for significant personnel management actions and effective control can be exercised. When the approving official is the nominating supervisor, higher level review or approval of the award is not required (if the criteria and appropriate approval level is met). A memorandum delegating approval authority should be provided to the individual concerned and a copy provided to the Directorate of Civilian Personnel, ATTN: ATZT-CPLMER.

## **Organization Awards Coordinators**

Awards Coordinators manage the organization's awards program, providing information and reports. They also instruct supervisors on processing procedures and review nomination packets-for completeness before forwarding them to the Incentive Awards Administrator.

## **Confidentiality**

Award nominations contain privileged information and should be made available only to those involved in the decision process. Normally, nominees should not be informed of the award recommendation until it has been approved. In some cases, you will not be able to avoid "tipping your hand" -- particularly, if the award nomination requires a written release or personal data from the employee during the nomination stage. However, to the maximum extent possible, avoid creating a morale problem by not telling employees prematurely about award nominations.

## **Timeliness of Recognition**

There are time limits for submitting an award nomination, and if the award is to be meaningful, very little time should elapse between the date of the contribution and formal recognition. It is suggested the award be presented once it is approved and processed by the installation Incentive Award Administrator. Do not wait until a sufficient number of employees are to be recognized.

## **V. Additional Guidance**

### **Equal Employment Officer's (EEO) Certification**

An EEO certification must accompany award nominations which are forwarded to the Chief of Staff or the Commanding General for approval. The certification must be signed by the EEO Officer. If there are pending adverse actions or EEO investigations, award processing will be suspended. There is an obligation for nominating commanders to notify the award approving authority whenever an EEO complaint or adverse action surfaces after the award was forwarded.

One of the following certifications must accompany the nomination:

- There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.
- There are no current EEO complaints or personal adverse actions pending against the nominee. Although there is a past adverse finding as a result of an EEO complaint (or a past adverse action based on conduct or performance), the nomination is not inconsistent with attainment of EEO/Affirmative Action goals, and will not reflect adversely on the Department of the Army.

### **Records Checks**

It is a good idea for Commanders, Directors, and Personal Staff officers to consider requiring a records check prior to approving other awards of distinction. This added step will avoid embarrassment and ensure the award is compatible with the nominee's personal conduct as well as job performance. Supervisors are also encouraged to review the employee's Official Personnel File (OPF) at the Directorate of Civilian Personnel. This will allow supervisors to become familiar with the employee's past achievements and assist in preparing future awards nominations.

### **Justifications**

The justification for an award should be stated in objective terms objectivity can best be demonstrated by:

- focusing on observable accomplishments which can be documented.
- citing facts, figures, or examples of how the employee achieved results despite obstacles.
- describing what the situation was before the achievement and how the employee caused improvement.

- describing the mission goal/objective and status before and after the employee's contribution.
- avoiding vague, broad, flowery phrases which fail to address specifically what was accomplished.

### **Honorary Awards**

Nominations for honorary awards may be submitted for

- Achievement -At any time significant contributions meet the criteria for the award and timely recognition is warranted.
- Service - When the employee warrants recognition for exceptional service, normally covering their entire career in the federal government (on resignation or retirement).

### **Multiple Awards**

Liberal use is encouraged of all available tools to reward the efforts and contributions of our civilian work force. Limited funds, coupled with a downsizing environment, may require a combination of awards be used to recognize a single contribution. A Time-Off Award, an Honorary Award, and a Monetary Award (if no moratorium) may be given together for a single contribution. For example, a one day Time Off Award, a commendation certificate, and a \$50 On-the-Spot award can be given together. There are many ways to show appreciation for good work and give well deserved recognition. Let's use them.

### **Typing Format**

Word standards:

- \* Print: Laser printer
- \* Font: Courier 10 cpi
- \* Justification: Left
- \* Style: Bold (no italics)
- \* Citation length: Not to exceed 8 lines

## **VI. Conclusion**

Most employees feel a sense of accomplishment when their work is recognized. They respond positively when given a chance to be creative in their work and when given challenging work. The satisfaction and pleasure that employees feel as a result of their individual efforts can be considerable. To further enhance such fulfillment, managers should, when possible, assign special projects and opportunities to employees to allow for increased visibility within and beyond the organization.

## **VII. References**

- o AR 672-20, Incentive Awards, 29 January 1999.
- o DA Pam 672-20, Incentive Awards Handbook, 1 July 1993.
- o Memorandum, HQDA, 9 August 2001, subject: Policy Memorandum for On-The-Spot (OTS) Cash Awards.
- o Fort Leonard Wood Incentive Awards Program: Supervisor's Guide, 23 September 1996.

## APPENDIX A

TABLE 8-2. AWARDS HIERARCHY AND APPROVAL LEVELS CHART

<u>CIVILIAN AWARD</u>	<u>APPROVAL LEVEL</u>	<u>MILITARY AWARD</u>	<u>APPROVAL LEVEL</u>
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM commander may redelegate to Major General	Legion of Merit	Commanders 0-8 and above depending upon purpose of award and rank of recipient
Superior Civilian Service Award	Commanding General	Meritorious Service Medal	Commanders 0-8 and above
Commander's Award for Civilian Service	Commanders 0-6 and above (*)	Army Commendation Medal	Commanders 0-6 and above
Achievement Medal for Civilian Service	Commanders 0-5 and above (**)	Army Achievement Medal	Commanders 0-5 and above
Certificate of Achievement	Activity commanders may delegate to subordinates	Certificate of Achievement	Local commanders
Civilian Award for Humanitarian Service	Major commander and above	Humanitarian Service Medal	US Total Army Personnel Agency

(\*) Local approval level: CG; DCG; C of S; Garrison Cdr; Cdr, 1st Bde; Cdr, 3d Bde

(\*\*) Local approval level: Battalion Cdrs, Commanders, Directors, Personal Staff Officers

DA PAM 672-20, Jul 93

**Appendix B**  
**Decoration For Exceptional Civilian Service**  
(Equivalent To Military Distinguished Service Medal)

**Purpose:** This is the highest honorary award granted by the Secretary of the Army to civilian employees. It recognizes contributions which significantly improved or advanced major Army programs, mission, and objectives.

**Eligibility:** All direct-hire DA career employees and NAF employees. Nominees must have established a demonstrable pattern of excellence and achievement which, in most cases, will have been recognized previously by awards up to and including the Meritorious Civilian Service Award.

**Subsequent Awards:** An employee who receives the Decoration for Exceptional Civilian Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster. The bronze, silver and gold clusters signify second, third, and fourth awards, respectively. Please annotate first, second, third, or fourth awards in parenthesis after the name of the award in Block 6a of DA Form 1256.

**Nomination Period:** Minimum of 1 year of service (except for nominations based on bravery). Exception would be a specific impacttype award that would merit immediate recognition. Nominations may be submitted at any time significant achievements warrant recognition, or for service at retirement or resignation.

**Nomination Deadline:** Within 30 days after the act or service, but no later than 6 monthsafter nomination period has been completed. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by the Army Incentive Awards Board (AIAB) shouldbe submitted to the Commanding General 120 days prior to the anticipated presentation date.

**Nomination Approval:** Nominations will be staffed for endorsement by the Commanding General and HQ TRADOC to the AIAB for approval by the Secretary of the Army.

**Presentation:** If approved by the AIAB, presentation will be made by the Secretary of the Army at HQDA; or by the Commanding General of Fort Leonard Wood, if the employee is unable to attend the Secretary of the Army Award Ceremony. Award consists of certificate, medal, and laurel leaf cluster if appropriate.

**Nomination Criteria:** Eligibility will be determined by measuring contributions against the level of achievement defined below. For example, the individual (group) will have --

- accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed like or similar duties
- developed and improved major methods and procedures and developed significant inventions.
- been responsible for exceptional achievements that resulted in large-scale savings or were of major significance in advancing the missions of DA, DOD, and the Federal Government.
- provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishments to meet unique or emergency situations.
- exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

**Nomination Requirements:** Submit the following items (original and nine copies) to the Incentive Awards Administrator:

- a. Forwarding endorsement for the Commanding General's signature: THRU Commander, U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651-5000; TO Executive Secretary, Army Incentive Awards Board, ATTN: HQDA (DAPE-CPL), Deputy Chief of Staff for Personnel, 300 Army Pentagon, WASH DC 20310-0300.
- b. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).  
Do not abbreviate titles of positions or organizations in Blocks 3 and 4.  
Show month and year of service recognized in Block 6c.  
Block 7 Nominating official must be the Director, Commander, or Personal Staff Officer.  
Part II **must** be completed by the EEO Officer and Civilian Personnel Officer. This is the EEO certification (instead of the written statement in V ADDITIONAL GUIDANCE, page 8).

Part III, Block 9 and Part IV, Block 10 will be left blank  
Part III, Block 11 will contain the Commanding General's  
signature block.

c. Brief biographical sketch:

- (1) date and place of birth
- (2) education and degrees conferred
- (3) significant employment record
- (4) type of appointment and grade

Note: State if the award is being given on retirement or  
resignation.

- d. A proposed citation for the signature of the Secretary of the Army. Citation must contain 50-60 words in two-paragraph form, and highlight the significance of the nominee's achievements.
- e. Summary of Achievement. (Limit this information to no more than one or two pages single spaced on plain bond paper). State in specific and quantitative terms and include dates of achievement.
- f. Previous awards and/or publications.  
If the nominee has not previously been awarded the Meritorious Civilian Service Award, a statement explaining why receipt of a lesser award would be insufficient will be included under this heading.
- g. A statement employee will or will not be available for fall ceremony (for annual Secretary of the Army Awards Ceremony only).
- h. Photographs. Two photographs (head and shoulders view, professional attire preferred) must be included for use in the Secretary of the Army Awards Ceremony program booklet and for local publicity. A work order should be submitted to TASC, DPTM, for the photos.

The Incentive Awards Administrator will review the nomination, attach the Command Group Awards Board form, obtain concurrences and approval, and forward the nomination to HQ, TRADOC.

For approved awards, TDY travel expenses are authorized for the nominee and an installation representative to attend the awards ceremony.

**Sample Nomination Packet:** See Example (B-5, B-6, B-7, B-8, B-9 B-10).

# FORT LEONARD WOOD CIVILIAN AWARD ROUTING

**NAME** \_\_\_\_\_ **ORGANIZATION** \_\_\_\_\_

Presentation Date:	
--------------------	--

	Initials	Date	REMARKS
<b>Commandant/Commander</b>			
<b>Directorate</b>			
<b>EOP (if required)</b>			

Building 470, Room 2205, ATZT-CPAC, 596-0927

**CONTROL #** \_\_\_\_\_ **SUSPENSE** \_\_\_\_\_

	Initials	Date
<b>CPAC</b>		

\*Return signed awards to the mentioned print symbol - ATTN: Debbie Abel

	AWARDS BOARD			REMARKS
<b>1</b>	<b>ESO</b>			
<b>2</b>	<b>COS</b>			
<b>3</b>	<b>CG</b>			

ATZT-CG (672-20)

Date

MEMORANDUM THRU           Commander, U.S. Army Training and Doctrine  
                          Command, ATTN: DCSBOS CPD, Executive  
                          Secretary, Performance Management and Awards  
                          Committee, Fort Monroe, VA 23651-5000

FOR Executive Secretary, Army Incentive Awards Board, ATTN: HQDA  
          (DAPE-CPL), Deputy Chief of Staff for Personnel, 300 Pentagon, WASH  
          DC 20310-0300

SUBJECT:    Decoration for Exceptional Civilian Service

1.   Forwarding comments.
2.   POC: Name, Installation Incentive Awards Administrator,  
      (573) 596-0282.

Encl

COMMANDING GENERAL'S  
SIGNATURE BLOCK

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI      2. SOCIAL SECURITY NO.      3. ORGANIZATION (No abbreviations)  
**COMPLETE**      000-00-0000      **COMPLETE**

4. PRESENT POSITION, TITLE, GRADE AND SALARY      5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)  
**COMPLETE**      **COMPLETE**

6. TYPE OF AWARD RECOMMENDED  
 ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a.	HONORARY <i>Jo</i> MONETARY		
<b>X</b>	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE (1st Awd)	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$
	OTHER ( <i>Specify</i> )		ON-THE-SPOT CASH AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) **COMPLETE**      TIME OFF AWARD

**7. NOMINATING OFFICIAL**

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
<b>CDR/ DIR/ PERSONAL STAFF OFFICER</b>		AREA CODE ( 000 1 <b>000-0000</b>	<b>IN 30 DAYS</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (*Circle yes or no - ff no. please explain on separate page*)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
<b>NO</b>	<b>COMPLETE</b>		<b>COMPLETE</b>
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
<b>NO</b>	<b>COMPLETE</b>		<b>COMPLETE</b>

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9 APPROVAL       DISAPPROVAL       OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IEI)**

ACTION LEVEL	APPROVED (if DIS-monetary, indicate amount) APPROVED	ADDITIONAL SIGNATURE, TITLE AND DATE	CASH AWARD
10. LOCAL COMMITTEE CHAIRPERSON	<b>X</b>		AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	<b>X</b>		COMMANDING GENERAL'S
12. MAJOR COMMAND REVIEW COMMITTEE			SIGNATURE BLOCK/DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE			
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD			

- No Abbreviations.
- Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type award.

**BIOGRAPHICAL DATA**

DATE AND PLACE OF BIRTH:

EDUCATION AND DEGREES CONFERRED:

SIGNIFICANT EMPLOYMENT RECORD:

DATE - PRESENT	JOB TITLE, GRADE Promotion from TITLE/GRADE as a result of change in classification standards.
----------------	--

DATE - DATE	JOB TITLE, GRADE
-------------	------------------

CAREER APPOINTMENT: Employee will retire on 31 March 1996.

(SEPARATE SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

(SEPARATE SHEET OF PAPER)

**SUMMARY OF ACHIEVEMENTS**

\_\_\_\_\_ 's 36 year career reflects exceptional devotion to duty and extremely significant contributions of a broad scope to the Fort Leonard Wood and U.S. Army Training and Doctrine Command communities. As the Installation Budget Officer, she has distinguished herself and the installation through continuous exceptionally meritorious service in a very demanding position of responsibility. Recent major achievements are mentioned below.

Fort Leonard Wood's budget reputation allowed the installation to be a successful participant in the 1987-1989 Unified Budget Test. \_\_\_\_\_ was the installation architect as well as the guiding light for the Office of the Secretary of Defense oversight group by devising innovative techniques in implementing Unified Budget Test authority. Her carefully designed execution plan evoked maximum participation, minimized friction between agencies competing for resources, focused commander's priorities, and promoted teamwork. As a result of her personal efforts, Unified Budget Test was a success for Fort Leonard Wood. Office of the Secretary of Defense repeatedly asked for briefings of Fort Leonard wood's innovative applications.

The move of the Army Engineer School from Fort Belvoir, Virginia to Fort Leonard Wood, Missouri during the period 1988 through 1990 presented significant challenges not previously experienced by anyone in the budget community. \_\_\_\_\_ and her team turned all challenges into success stories. Her innate ability to determine requirements, recognize shortfalls, and program and reprogram resources enabled the school to move without resource shortages. Her technical knowledge and communication skills led to practical working agreements with Fort Belvoir, the accurate and defensible identification of resource slices that moved with the school, and the plan for funding and support after the school split between Fort Belvoir and Fort Leonard Wood.

\_\_\_\_\_ reputation at the major command level of being "one of the best in the business," was again tested in 1990 by consolidation of the installation budget offices. She organized and executed an installation level consolidation of various budget offices into the Directorate of Resource Management. This noteworthy effort resulted in a reduction in the installation-wide budget and program management functional area staffing of nine positions and annual savings of \$225K. As a result of her plan, no personnel were adversely affected. She continued to provide outstanding support to the installation.

\_\_\_\_\_ creditable reputation of personal integrity, fair play, and objectivity, technical thoroughness, skillful presentations, and openness again earned Fort Leonard Wood special recognition and trust in Fiscal Year 92. Headquarters,

U.S. Army Training and Doctrine Command chose Fort Leonard Wood as the installation to sweep up excess funds within the major command and close out Fiscal Year 92. \_\_\_\_\_ and her staff were able to plan and execute to a 99.99 percent level of the allocated dollars.

\_\_\_\_\_ skill, abilities, and in-depth installation functional knowledge enabled her to advise the installation commander on a fair and equitable distribution of 30 percent budget reduction. Reduction was spaced between contracts, supplies, equipment, maintenance, and personnel. Through her recommendations, precautionary measures were approved that will ensure the installation operates within Fiscal Years 96 and 97 budgets.

\_\_\_\_\_ detailed knowledge of the operational and resource factors impacting Fort Leonard Wood enables her division to pinpoint resource shortfalls and surpluses as the annual budget is executed. Her skill has enabled her to resolve numerous resource issues at the working level and pose creative and effective solutions for command level issues. budgetary submissions and reports and a myriad of related technical documents are always on time and exceptionally accurate. Her professionalism is known through Training and Doctrine Command.

\_\_\_\_\_ knows, understands, and enforces the legal and ethical aspects associated with stewardship of the taxpayers, dollars. She is quick to identify and suspend expenditures which could be a breach of legal authority or which could result in waste or misuse of government funds. She has repeatedly shown the moral fortitude to stand her ground when such issues have arisen. With her knowledge of the accounting system, she can readily produce performance cost data and trends which provide indicators of productivity or inefficiency. Fort Leonard Wood will be a better place to work and live because of her accomplishments.

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS AND PUBLICATIONS**

Begin with current year and list other previous recognition, such as honorary awards, Successful Level 1 evaluation reports, performance awards, quality step increase awards, or special citations. List publications by title and date.

For nominees who have not previously been awarded the Meritorious Civilian Service Award, a statement explaining why receipt of a lesser award would be insufficient will be included. This statement will help strengthen the package when reviewed by the Army Incentive Awards Board.

PHOTOGRAPHS. Include one photograph (head and shoulders view, professional attire preferred) to be used in the Secretary of the Army Awards Ceremony program booklet.

## Appendix C

### Meritorious Civilian Service Award

(Equivalent to military Legion of Merit)

**Purpose:** This is the second highest honorary award which can be nominated by the Commanding General and forwarded for TRADOC Chief of Staff approval. Tenant organizations must submit nominations to their MACOMS for approval. It is used to recognize contributions which significantly improved or advanced MACOM programs, mission, and objectives.

**Eligibility:** All direct-hire DA career employees and NAF employees. It is normally awarded to employees who have previously received other awards and have established a pattern of excellence normally recognized by receipt of a Superior Civilian Service Award. Performance must be related to official employment and sustained for a period of at least one year, except for nominations for bravery.

**Subsequent Awards:** An employee who receives the Meritorious Civilian Service Award is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster. The bronze, silver and gold clusters signify second, third, and fourth awards, respectively. Please annotate first, second, third, or fourth awards in parenthesis after the name of the award in Block 6a of DA Form 1256.

**Nomination Period:** Minimum of 1 year of service (except for nominations based on bravery). Exception would be a specific impacttype award that would merit immediate recognition. Nominations may be submitted at any time significant achievements warrant recognition, or for service at retirement or resignation.

**Nomination Deadline:** Within 30 days after the act or service, but no later than 6 months after contribution period has been completed. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by TRADOC will be submitted to the Commanding General 120 days prior to the anticipated presentation date.

**Nomination Approval:** Nominations will be staffed for endorsement by the Commanding General to the TRADOC Incentive Awards Board for TRADOC Chief of Staff approval.

**Presentation:**The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. Award consists of a certificate, medal, and laurel leaf cluster if appropriate.

**Nomination Criteria:** Eligibility will be determined by measuring contributions against the level of achievement defined below:

- accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of work. Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures resulting in manpower, time, space, materials, other items of expense or improved safety or health of the workforce.
- achieved outstanding results in improving the morale and performance of workers.
- exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- rendered professional or public relations service of a unique or distinctive character.

**Nomination Requirements:** Submit the following items (original and nine copies) to the Incentive Awards Administrator:

- a. Forwarding endorsement for the Commanding General's signature:  
TO: Commander, U.S. Army Training and Doctrine Command, office of the Deputy chief of Staff for Base Operations Support, Civilian Personnel Directorate, ATTN: Executive Secretary, Performance Management and Awards Committee, Fort Monroe, VA 23651-5000.
- b. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).  
Do not abbreviate titles of positions or organizations in Blocks 3 and 4.  
Show month and year of service recognized in Block 6c.  
Block 7 Nominating Official must be the Commander, Director, or Personal Staff Officer.  
Part II **must** be completed by the EEO Officer and Civilian Personnel Officer. This is the EEO certification (instead of the written statement in V Additional Guidance, page 8).

Part III, Block 9 and Part IV, Block 10 will be left blank Part III, Block 11 will contain the Commanding General's signature block.

c. Brief biographical sketch:

- (1) date and place of birth
- (2) education and degrees conferred
- (3) significant employment record
- (4) type of appointment and grade

Note: State if the award is being given on retirement or resignation.

- d. A proposed citation for the signature of the TRADOC Chief of Staff. Citation must contain 50-60 words in two-paragraph form, and highlight the significance of the nominee's achievements.
- e. Summary of Achievement. (Limit this information to no more than one or two pages). State in specific and quantitative terms and include dates of achievement.
- f. Previous awards and/or publications.  
If the nominee has not previously been awarded the Superior Civilian Service Award, a statement explaining why receipt of a lesser award would be insufficient will be included under this subheading.

The Incentive Awards Administrator will review the nomination, attach the Command Group Awards Board form, obtain concurrences and approval and forward the nomination to HQ TRADOC.

**Sample Nomination Packet:** See Example (C-4, C-5, C-6, C-7).

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-5.

**2D PAGE** --

SAMPLE - FORWARDING ENDORSEMENT FOR REVIEW BY THE TRADOC AWARDS COMMITTEE; MAILED BY THE DIRECTORATE OF CIVILIAN PERSONNEL:

ATZT-CG (672-20)

Date

MEMORANDUM FOR Commander, U.S. Army Training and Doctrine  
Command, Office of the Deputy Chief of Staff for  
Base Operations Support, Civilian Personnel  
Directorate, ATTN: Executive Secretary,  
Performance Management and Awards Committee,  
Fort Monroe, VA 23651-5000

SUBJECT: Meritorious Civilian Service Award

1. Forwarding comments
2. POC: Name, Installation Incentive Awards Administrator,  
(573) 596-0282.

Encl

COMMANDING GENERAL'S  
SIGNATURE BLOCK



- No Abbreviations.
- Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type award.

**BIOGRAPHICAL DATA**

DATE AND PLACE OF BIRTH:

EDUCATION AND DEGREES CONFERRED:

SIGNIFICANT EMPLOYMENT RECORD:

DATE - PRESENT	JOB TITLE, GRADE Promotion from TITLE/GRADE as a result of change in classification standards.
----------------	--

DATE - DATE	JOB TITLE, GRADE
-------------	------------------

CAREER APPOINTMENT: Employee will retire on 31 March 1996.

(SEPARATE SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

(SEPARATE SHEET OF PAPER)

**SUMMARY OF ACHIEVEMENTS**

See Example (B-8 to B-10).

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS AND PUBLICATIONS**

Begin with current year and list other previous recognition, such as honorary awards, Successful Level 1 evaluation reports, performance awards, quality step increase awards, or special citations. List publications by title and date.

For nominees who have not previously been awarded the Superior Civilian Service Award, a statement explaining why receipt of a lesser award would be insufficient will be included. This statement will help strengthen the package when reviewed by the Army Incentive Awards Board.

Do not include a photograph.

**Appendix D**  
**Superior Civilian Service Award**  
(Equivalent to Military Meritorious Service Medal)

**Purpose:** This is the third highest Department of Army honorary award and ranks directly below the Meritorious Civilian Service Award. It is approved locally by the Commanding General. Tenant organizations must submit nominations to their MACOMs for approval. It is used to recognize contributions which were significant to advancing a major program, function, or mission of the installation, major subordinate command or field operating activity, and which warrants recognition above the Commander's Award for Civilian Service.

**Eligibility:** All direct-hire DA career employees and NAF employees. It is normally awarded to employees who have previously received other awards and have established a pattern of excellence normally recognized by receipt of a Commander's Award for Civilian Service or the Achievement Medal for Civilian Service. Performance must be related to official employment and sustained for a period of at least one year, except for nominations for bravery.

**Subsequent Awards:** An employee who receives the Superior Civilian Service Award is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster. The bronze, silver and gold clusters signify second, third, and fourth awards, respectively. Please annotate first, second, third, or fourth awards in parenthesis after the name of the award in Block Ga of DA Form 1256.

**Nomination Period:** Minimum of 1 year of service (except for nominations based on bravery). Exception would be a specific impact type award that would merit immediate recognition. Nominations may be submitted at any time significant achievements warrant recognition, or for service at retirement or resignation.

**Nomination Deadline:** Within 30 days of act or service, but no later than 6 months after contribution is made. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by the Commanding General should be submitted 90 days prior to the anticipated presentation date.

**Nomination Approval:** The Incentive Awards Administrator will review the nomination, attach a blank certificate and the Command

Group Awards Board form, obtain the Civilian Personnel Officer's concurrence, and return the packet to the nominator. The certificate will then be typed in final and forwarded as part of the nomination for the Commanding General's signature and approval. The medal will be provided when the Incentive Award Administrator receives copies (original plus one) of the approved nomination and certificate.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate civilian ceremony. The award consists of a certificate, medal, and laurel leaf cluster if appropriate.

**Nomination Criteria:** Superior service or achievement which is of a lesser degree than that required by the Meritorious Civilian Service Award (also see Purpose above). Eligibility will be determined by measuring contributions against the level of achievement defined below:

- accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed like or similar duties.
- developed and improved major methods and procedures and developed significant inventions.
- been responsible for exceptional achievements that resulted in large-scale savings or were of major significance in advancing the missions of DA, DOD, and the Federal Government.
- provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishments to meet unique or emergency situations.
- exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel. or
- Act of heroism, courage, or competence in an emergency which is of a lesser degree than that required by the Meritorious Civilian Service Award.

**Nomination Requirements:** Submit the following items (Original and one copy) to Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition). Part III, Block 7 Nominating official is the Commander, Director, or Personal Staff Officer (approval authority for the unit). Part III, Block 11, will contain the Commanding General's signature block.
- b. A proposed citation for the signature of the Commanding General. Citation must contain 50-60 words, the period of service covered, and highlight the significance of the nominee's achievements.
- c. Justification. (Limit this information to no more than one or two pages). State in specific and quantitative terms and include dates of achievement.
- d. Previous awards and/or publications. If the nominee has not previously been awarded the Commander's Award for Civilian service, a statement explaining why receipt of a lesser award would be insufficient will be included under this heading.
- e. State whether the award is for service or if it is for a specific achievement, and if it is being given when a person is retiring, resigning, or being transferred.
- f. EEO and Adverse Action Certification (See V ADDITIONAL GUIDANCE, page 8.)

**Sample Nomination Packet:** See Example (D-4, D-5).

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI **COMPLETE**      2. SOCIAL SECURITY NO. **000-00-0000**      3. ORGANIZATION (No abbreviations) **COMPLETE**

4. PRESENT POSITION, TITLE, GRADE AND SALARY **COMPLETE**      5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4) **COMPLETE**

**6. TYPE OF AWARD RECOMMENDED**

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a.	HONORARY		D.	MONETARY
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$
<b>X</b>	SUPERIOR CIVILIAN SERVICE AWARD (1st Award)		CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$
	OTHER (Specify)		i ON-THE-SPOT CASH AWARD	
c.	PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) <b>COMPLETE</b>			TIME OFF AWARD

**7. NOMINATING OFFICIAL**

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
<b>CDR/ DIR/ PERSONAL STAFF OFFICER</b>		AREA CODE ( 000) <b>000-0000</b>	<b>IN 30 DAYS</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	<b>DO NOT COMPLETE (ATTACH EEO CERTIFICATION)</b>		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
No	N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9. APPROVAL        DISAPPROVAL        OTHER   

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)**

ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	<b>X</b>			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	<b>X</b>			COMMANDING GENERAL'S
12. MAJOR COMMAND REVIEW COMMITTEE				SIGNATURE BLOCK/DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-5.

**2D PAGE** -- DA Form 1256

**3D PAGE** --

**JUSTIFICATION**

(1-2 PAGES)

Indicate if the award is being given when the employee is retiring, resigning, or transferring to another organization.

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS AND PUBLICATIONS**

Begin with current year and list other previous recognition, such as honorary awards, Successful Level 1 evaluation reports, performance awards, quality step increase awards, or special citations. List publications by title and date.

For nominees who have not previously been awarded the Commander's Award for Civilian Service, a statement explaining why receipt of a lesser award would be insufficient will be included.

(MAY BE ON SAME SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8, for cases where there have been past adverse actions.

**Appendix E**  
**Commander's Award for Civilian Service**  
(Equivalent to Army Commendation Medal)

**Purpose:** This is the fourth highest DA honorary award and ranks directly below the Superior Civilian Service Award. It is used to recognize contributions which were significant to the organization and/or the installation.

**Eligibility:** All direct-hire DA career employees and NAF employees. It is normally awarded to employees who have previously received other awards and have established a pattern of excellence normally recognized by receipt of the Achievement Medal for Civilian Service. Performance must be related to official employment and sustained for a period of at least one year, except for nominations for bravery.

**Subsequent Awards:** An employee who receives the Commander's Award for Civilian Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster. The bronze, silver and gold clusters signify second, third, and fourth awards, respectively. Please annotate first, second, third, or fourth awards in parenthesis after the name of the award in Block 6a of DA Form 1256.

**Nomination Period:** Minimum of 1 year of service (except for nominations based on bravery). Exception would be a specific impact type award that would merit immediate recognition. Nominations may be submitted at any time significant achievements warrant recognition, or for service at retirement or resignation.

**Nomination Deadline:** Within 30 days after the act or service, but no later than 6 months after the nomination period has been completed. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by the Chief of Staff or Garrison Commander, or higher, should be submitted 90 days prior to the anticipated presentation date.

**Nomination Approval:** The Commanding General has delegated approval authority to the Deputy Commanding General; Chief of Staff; Garrison Commander; Cdr, 1st Bde; and Cdr, 3d Bde.

Nominations approved by the Chief of Staff, the Deputy Commanding General, and the Commanding General must first be reviewed by the Incentive Awards Administrator. The Administrator will attach a blank certificate and the Command Group Awards Board form, obtain the Civilian Personnel Officer's concurrence, and return the packet to the nominator. The certificate will then be typed in final and forwarded as part of the nomination for command group approval and signature. The medal will be provided when the Incentive Awards Administrator receives copies (original plus one) of the approved nomination and certificate.

Nominations approved by the Garrison Commander; Cdr, 1st Bde; and Cdr 3d Bde will be processed on receipt.

**Presentation:** The presentation will be made by the authorized commander or director or designated representative in an appropriate civilian ceremony. The award consists of a certificate, medal, and laurel leaf cluster if appropriate.

**Nomination Criteria:** Service or achievement of significance to the activity, organization, or the installation. The contribution is of a lesser degree than required for the Superior Civilian Service Award. For example, the individual or group will have:

- demonstrated outstanding leadership in performing assigned duties.
- demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures.
- saved manpower, time, space, materials; improved safety or health of the workforce; or improved productivity or efficiency.
- rendered service that resulted in favorable publicity in the local area.
- demonstrated courage or competence in an emergency resulting in benefit to the Government or its personnel.

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval
- b. EEO and Adverse Action Certification. (See V ADDITIONAL GUIDANCE, page 8).
- c. A proposed citation (50-60 words). The citation must include the period of service covered and highlight the significance of the nominee's achievements.
- d. Justification. (Limit this information to no more than one or two pages.) State in specific and quantitative terms and include dates of achievement.
- d. State whether the award is for service or if it is for a specific achievement, and if it is being given when a person is retiring, resigning, or being transferred.

**Sample Nomination Packet:** See Example (E-4, E-5)

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME- MI **COMPLETE**      2. SOCIAL SECURITY NO. **000-00-0000**      3. ORGANIZATION (No *abbreviations*) **COMPLETE**

4. PRESENT POSITION, TITLE, GRADE AND SALARY **COMPLETE**      5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (*If other than that shown in item 4*) **COMPLETE**

6. TYPE OF AWARD RECOMMENDED  
 ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

		HONORARY b.		MONETARY
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input checked="" type="checkbox"/>	COMMANDER'S AWARD FOR CIVILIANSERVICE (2d Award)		QUALITY STEP INCREASE
MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD \$
OTHER ( <i>Specify</i> )				ON-THE-SPOT CASH AWARD
				TIME OFF AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (*MO1YR - MO1YR*) **COMPLETE**

**7. NOMINATING OFFICIAL**

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
<b>DIR/ PERSONAL STAFF OFFICER</b>		AREA CODE ( 000) <b>000-0000</b>	<b>IN 30 DAYS</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (*DAPE-CPL*)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (*Circle yes or no - If no. please explain on separate page*)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
No	<b>DO NOT COMPLETE (ATTACH EEO CERTIFICATION)</b>		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
N70	N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9 APPROVAL DISAPPROVAL OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED	TANGIBLE MONETARY BENEFITS	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
\$ N/A	\$ N/A	\$N/A	\$ N/A

**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)**

ACTION LEVEL	APPROVED ( <i>If monetary, indicate amount</i> )	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	<input checked="" type="checkbox"/>			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	<input checked="" type="checkbox"/>			Chief of Staff; Garrison Cdr; or
12. MAJOR COMMAND REVIEW COMMITTEE				Cdr, 1st Bde; Cdr, 3d Bde
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**1<sup>ST</sup> PAGE** - FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). Use only for awards approved by the command group. See Example B-5.

**2D PAGE** - DA Form 1256

**3D PAGE** -

**JUSTIFICATION**

(1-2 PAGES)

Indicate if the award is being given when the employee is retiring, resigning, or transferring to another organization.

For nominees who have not previously been awarded the Achievement Medal for Civilian Service, a statement explaining why receipt of a lesser award would be insufficient will be included.

(SEPARATE SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

USE ONLY FOR AWARDS APPROVED BY THE COMMAND GROUP:

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8, for cases where there have been past adverse actions.

**Appendix F**  
**Achievement Medal for Civilian Service**  
(Equivalent to Army Achievement Medal)

**Purpose:** This is the fifth highest DA honorary award and ranks directly below the Commander's Award for Civilian Service. It is used to recognize contributions which were significant to the organization and to the installation.

**Eligibility:** All appropriated and non- appropriated fund employees.

**Subsequent Awards:** An employee who receives the Achievement Medal for Civilian Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster. The bronze, silver and gold clusters signify second, third, and fourth awards, respectively. Please annotate first, second, third, or fourth awards in parenthesis after the name of the award in Block 6a of DA Form 1256.

**Nomination Period:** Minimum of 1 year of service (except for nominations based on bravery). Nominations may be submitted at any time significant achievements warrant recognition, or for service at retirement or resignation.

**Nomination Deadline:** Within 30 days of act or service, but no later than 6 months after the contribution has been made or after the nomination period. Nominations may be submitted at any time for a significant achievement or for service at the time of retirement or resignation.

**Nomination Approval:** Approval authority is delegated to O5 Commanders, Directors, and equivalent Personal Staff Officers. The Commander, 1st Bde, has delegated approval authority to Battalion Commanders (O5). Approved nominations will be processed on receipt

**Presentation:** The presentation will be made by the authorized commander or director or designated representative in an appropriate civilian ceremony. Award consists of a certificate, medal, and laurel leaf cluster if appropriate.

**Nomination Criteria:** Award contribution is of a lesser degree than required for the Commander's Civilian Service Award. For example, the individual or group will have:

- outstanding leadership in performing assigned duties.
- demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures.
- saved manpower, time, space, materials; improved safety or health of the workforce; or improved productivity or efficiency.
- rendered service that resulted in favorable publicity in the local area.
- demonstrated courage or competence in an emergency resulting in benefit to the Government or its personnel.

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval.
- b. Justification. (Limit this information to no more than one or two pages.) State in specific and quantitative terms and include dates of achievement.
- c. EEO and Adverse Action Certification. (See V ADDITIONAL GUIDANCE, page 8). Provide if the award is being approved by the command group.
- d. Proposed citation (50-60 words). Provide if the award is being approved by the command group.
- e. State whether the award is for service or if it is for a specific achievement, and if it is being given when a person is retiring, resigning, or being transferred.

**Sample Nomination Packet:** See Example (F-3, F-4).

## INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

### PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI  <b>COMPLETE</b>	2. SOCIAL SECURITY NO.  <b>000-00-0000</b>	3. ORGANIZATION (No <i>abbreviations</i> )  <b>COMPLETE</b>
4. PRESENT POSITION, TITLE, GRADE AND SALARY  <b>COMPLETE</b>	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If <i>other than that shown in item 4</i> )  <b>COMPLETE</b>	

6. TYPE OF AWARD RECOMMENDED  
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

HONORARY		MONETARY	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE
MERITORIOUS CIVILIAN SERVICE AWARD	<b>X</b>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE (3d Award)	PERFORMANCE AWARD
SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD
OTHER ( <i>Specify</i> )			\$
			ON-THE-SPOT CASH AWARD
			\$
			TIME OFF AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) **COMPLETE**

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE  <b>IMMEDIATE SUPERVISOR</b>	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 000) <b>000-0000</b>	d. DATE  <b>IN 30 DAYS</b>
--	--------------	--	----------------------------------

### PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

B. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (*Circle yes or no - If no, please explain on separate page*)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
No	N/A (ATTACH EEO CERT FOR CMD GROUP AWD)		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
No	N/A		N/A

### PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL  DISAPPROVAL  OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A I	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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### PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED ( <i>if monetary; indicate amount</i> )	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	<b>X</b>			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	<b>X</b>			DIR/PERSONAL STAFF OFFICER
12. MAJOR COMMAND REVIEW COMMITTEE				BDE CDR; BN CDR, 1ST BDE/
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				DATE
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). Use only for awards approved by the command group. See Example B-5.

**2D PAGE** -- DA Form 1256

**3D PAGE** --

**JUSTIFICATION**

(1-2 PAGES)

Indicate if the award is being given when the employee is retiring, resigning, or transferring to another organization

CITATION WILL BE TYPED ON THE CERTIFICATE. IT IS PART OF THE NOMINATION PACKET ONLY FOR AWARDS APPROVED BY THE COMMAND GROUP:

(SEPARATE SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

USE ONLY FOR AWARDS APPROVED BY THE COMMAND GROUP:

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8, for cases where there have been past adverse actions.

**Appendix G**  
**DA Certificate of Achievement**  
(DA 2442)

**Purpose:** This honorary award ranks directly below the Achievement Medal for Civilian Service and is used to recognize employees for performing duties in a commendable manner or to give recognition for a significant act or service.

**Eligibility:** All appropriated and non- appropriated fund employees.

**Subsequent Awards:** An employee who receives the DA Certificate of Achievement is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** No time limitations (Could be for one day)

**Nomination Deadline:** Submit nominations within 30 days after the act or service.

**Nomination Approval:** The nominator is the supervisor and the approving official is the Director, Commander, and Personal Staff officer.

**Presentation:** The presentation will be made by approving official or authorized representative. Award consists of a certificate.

**Nomination Criteria:** Commendable performance, personal diligence or initiative on a special project. The criteria is determined by measuring contributions against the level of achievement:

- Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures that result in saving of manpower, time, space or materials.
- Significantly improved employee morale and job performance.
- By personal diligence or initiative was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval
- b. Justification/Citation Highlight the contribution; include the period covered.

**Sample Nomination Packet:** See Example (G-3, G-4).



**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM).  
Use only for awards approved by the command group. See Example B-5.

**2D PAGE** -- DA Form 12S6

**3D PAGE** --

(TYPE ON REVERSE OF THE DA FORM 1256)

**JUSTIFICATION/CITATION**

One paragraph consisting of 90 words or less, including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

Indicate if the award is being given when the employee is retiring, resigning, or transferring to another organization.

USE ONLY FOR EMPLOYEE AWARDS APPROVED BY THE COMMAND GROUP:

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8, for cases where there have been past adverse actions.

**Appendix H**  
**DA Certificate of Appreciation**  
(DA 7013)

**Purpose:** This honorary award is directly below the DA Certificate of Achievement and recognizes accomplishments of employees when a monetary or higher level honorary award is not appropriate. It is also used to recognize accomplishments of private citizens (or private organizations) when a higher level honorary award is not appropriate.

**Eligibility:** All appropriated and non- appropriated fund employees Private citizens not employed by the Army or Army contractors (includes military and civilian spouses).

**Subsequent Awards:** An employee or a private citizen who receives the DA Certificate of Appreciation is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** No time limitations (Could be for one day)

**Nomination Deadline:** Submit nominations within 30 days after the act or service.

**Nomination Approval:** Directors, Commanders, and Personal Staff officers have approval authority for employee awards. Directors, Commanders, and Personal Staff Officers may approve and sign certificates to private citizens or private organizations. However, they should be approved for release by the Command Group since they will be given outside the installation. Consideration should be given to obtaining the Commanding General's approval for certificates recognizing significant contributions requiring command level recognition.

**Presentation:** The presentation will be made by the approving official or authorized representative. Award consists of a certificate. The certificate may be overprinted for particular groups or events at the discretion of the Commanding General.

**Nomination Criteria:** This certificate is given as a "thank you" for a specific accomplishment not recognized at higher levels. Examples are:

- serving as a volunteer in installation sponsored activities or events, such as the Missouri Special Olympics, Boy Scouts, or EEO Special Emphasis programs.
- serving as a volunteer in activities and events contributing to the welfare of Army personnel.
- contributing to the mission of an activity or the installation.

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval Part I, Block 7 Nominating Official can be the person who sponsored the special event and Part IV, Block 11 will be approved by the Commander, Director, or Personal Staff Officer of the employee's organization.

or,

if to be approved by the Commanding General, then Part I, Block 7 Nominating Official will be the Commander, Director, or Personal Staff Officer and Part IV, Block 11 will be signed by the Commanding General. (The person who sponsored the special event and initiated the nomination will sign as the primary nominating official on the reverse side of the DA Form 1256.)

- b. Documentation of significant achievement (Limit to one or two pages.) Include period covered.
- c. Citation. Submit only if the nomination is to be approved by the Commanding General.
- d. EEO and Adverse Action Certification. (See V ADDITIONAL GUIDANCE.) Submit only if the nomination is to be approved by the Commanding General.

Note: Awards approved by Commanders, Directors, and Personal Staff officers will be processed on receipt. The Incentive Awards Administrator will review awards to be approved by the Commanding General, attach the Command Group Awards Board form and a blank certificate, obtain the Civilian Personnel officer's concurrence, and return the packet to the nominator. The nominator will prepare the certificate in final and forward the packet to the Command Group for approval. The approved nomination must return to the Incentive Awards Administrator for final processing.

**Sample Nomination Packet:** -See Example (H-4, H-5).

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI <b>COMPLETE</b>	2. SOCIAL SECURITY NO. <b>000-00-0000</b>	3. ORGANIZATION (No <i>abbreviations</i> ) <b>COMPLETE</b>
--	--	---

4. PRESENT POSITION, TITLE, GRADE AND SALARY <b>COMPLETE</b>	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4) <b>COMPLETE</b>
---	--

6. TYPE OF AWARD RECOMMENDED  
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

<input type="checkbox"/> HONORARY	<input type="checkbox"/> MONETARY
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE
MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE
SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT
<b>X</b> OTHER (Specify) DA CERTIFICATE OF APPRECIATION	ON-THE-SPOT CASH AWARD
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO1YR - MO1YR) <b>COMPLETE</b>	TIME OFF AWARD

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE <b>IMMEDIATE SUPERVISOR</b>	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 000 <b>000-0000</b>	d. DATE <b>IN 30 DAYS</b>
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PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no. please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	N/A (ATTACH EEO CERT FOR CMD GROUP AWD)		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
No	N/A		NIA

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL  DISAPPROVAL  OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	<b>X</b>			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	<b>X</b>			CDR, DIR, PERS STAFF OFFICER/ OR COMMANDING GENERAL IF
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				TO A PRIVATE CITIZEN OR
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD.				ORGANIZATION OFF POST.

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). Use only for awards approved by the command group. See Example B-5.

**2D PAGE** -- DA Form 1256

**3D PAGE** --

(TYPE ON REVERSE OF THE DA FORM 1256)

**JUSTIFICATION/CITATION**

One paragraph consisting of 90 words or less, including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

Indicate if the award is being given when the employee/private citizen is retiring, resigning, or transferring to another organization.

USE ONLY FOR EMPLOYEE AWARDS APPROVED BY THE COMMAND GROUP

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8, for cases where there have been past adverse actions.

## **Appendix I**

### **DA Certificate of Customer Service Excellence**

**Purpose:** This DA honorary award is to recognize customer service excellence beyond that normally expected by the customer; such as attitude, courtesy, helpfulness, and promptness.

**Eligibility:** All appropriated and non- appropriated fund employees, military personnel, and volunteer staffs. The certificate may not be given to private citizens employed by Army contractors.

**Subsequent Awards:** An employee who receives the DA Certificate of Customer Service Excellence is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination would cover a period of customer service excellence.

**Nomination Deadline:** Within 30 days, but no more than 6 months after the act or after the act became known to the nominating official.

**Nomination Approval:** Anyone may nominate an individual for the award at any time simply by submitting the employee's name and the name of the office where employed to the Incentive Awards Administrator. Nominations may be submitted through LAN, by telephone, or a written note. Formal approval and written justification are not required. However, a short statement as to why the nomination is submitted is appreciated by the supervisor and employee.

**Presentation:** The presentation should be made by the Commander, Director, or Personal Staff Officer for DA employees. The award will be sent to store managers (Commissary, PX, Banks, etc.) for presentation. Award consists of a certificate.

**Nomination Criteria:** The award is not meant to be given by supervisors to their employees. The nomination must be submitted by customers who are appreciative of excellent service to themselves or someone else. Customers are encouraged to express their personal thanks to the employees and may ask to be present when the certificate is awarded.

**Nomination Requirements:** Submit employee's name and office to the Incentive Awards Administrator.

**Sample Nomination Packet:** None

**Appendix J**  
**Civilian Award for Humanitarian Services**  
(Equivalent to Humanitarian Service Medal)

**Purpose:** This DA honorary award is approved by TRADOC. Achievements deserving DA-wide recognition should be submitted to the Secretary of the Army for approval. Tenant organizations must submit nominations to their MACOMs for approval. It is for individuals who have distinguished themselves by meritorious direct "hands on" participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals.

**Eligibility:** All appropriated and non-appropriated fund employees, U.S. private citizens, and private citizens and government officials of foreign nations are eligible for nominations.

**Subsequent Awards:** An employee who receives the Civilian Award for Humanitarian Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination would cover a period of service during which the individuals performed significant humanitarian actions, deeds, or achievement.

**Nomination Deadline:** Within 30 days of the act or achievement, but no more than 6 months after the act or after the act became known to the nominating official. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by TRADOC will be submitted to the Commanding General 120 days prior to the anticipated presentation date.

**Nomination Approval:** Nominations will be staffed for endorsement by the Commanding General to the TRADOC Incentive Awards Board for TRADOC Chief of Staff approval.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. Award consists of a medal, lapel button, and certificate. If it is a DA-level award and approved by the Army Incentive Awards Board, it will be presented by Secretary of the Army at HQDA.

**Nomination Criteria:** Participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals.

**Nomination Requirements:** Submit the following items (original and nine copies) to the Incentive Awards Administrator:

a. Forwarding endorsement for the Commanding General's signature: TO: Commander, U.S. Army Training and Doctrine Command, office of the Deputy Chief of Staff for Base Operations Support, Civilian Personnel Directorate, ATTN: Executive Secretary, Performance Management and Awards Committee, Fort Monroe, VA 23651-5000.

b. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).

Do not abbreviate titles of positions or organizations in Blocks 3 and 4.

Show month and year of service recognized in Block 6c.

Block 7 Nominating Official must be the Commander, Director, or Personal Staff Officer.

Part II **must** be completed by the EEO officer and Civilian Personnel officer. This is the EEO certification (instead of the written statement in V ADDITIONAL GUIDANCE, page 8).

Part III, Block 9 and Part IV, Block 10 will be left blank.

Part IV, Block 11 will contain the Commanding General's signature block.

c. Brief biographical sketch

(1) date and place of birth

(2) education and degrees conferred

(3) significant employment record

4) type of appointment and grade

Note: State if the award is being given on retirement or resignation.

d. A proposed citation for the signature of the TRADOC Chief of Staff or the Secretary of the Army. Citation must contain 5060 words in two-paragraph form, and highlight the significance of the nominee's achievements.

- e. Summary of Achievement. (Limit this information to no more than one or two pages). State in specific and quantitative terms and include dates of achievement.
- f. Previous awards and/or publications
- g. A statement employee will or will not be available for fall annual Secretary of the Army Ceremony (for awards approved by the Secretary of the Army).

The Incentive Awards Administrator will review the nomination, attach the Command Group Awards Board form, obtain concurrences and approval and forward the nomination to HQ TRADOC.

**Sample Nomination Packet:** See Example (J-4, J-5, J-6, J-7)

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-5.

**2D PAGE** -SAMPLE - FORWARDING ENDORSEMENT FOR REVIEW BY THE TRADOC AWARDS COMMITTEE; MAILED BY THE DIRECTORATE OF CIVILIAN PERSONNEL:

ATZT-CG (672-20

Date

MEMORANDUM FOR Commander, U.S. Army Training and Doctrine  
Command, Office of the Deputy Chief of Staff for  
Base Operations Support, Civilian Personnel  
Directorate, ATTN: Executive Secretary,  
Performance Management and Awards Committee,  
Fort Monroe, VA 23651-5000

SUBJECT: Humanitarian Civilian Service Award

1. Forwarding comments.
2. POC: Name, Installation Incentive Awards Administrator,  
(314) 596-0282.

Encl

COMMANDING GENERAL'S  
Signature Block





- No Abbreviations.
- Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type award.

**BIOGRAPHICAL DATA**

DATE AND PLACE OF BIRTH:

EDUCATION AND DEGREES CONFERRED:

SIGNIFICANT EMPLOYMENT RECORD:

DATE - PRESENT	JOB TITLE, GRADE Promotion from TITLE/GRADE as a result of change in classification standards.
----------------	--

DATE - DATE	JOB TITLE, GRADE
-------------	------------------

CAREER APPOINTMENT: Employee will retire on 31 March 1996.

(SEPARATE SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States

(SEPARATE SHEET OF PAPER)

**SUMMARY OF ACHIEVEMENTS**

See Example (B-8 to B-10)

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS AND PUBLICATIONS**

Begin with current year and list other previous recognition, such as honorary awards, Successful Level 1 evaluation reports, performance awards, quality step increase awards, or special citations. List publications by title and date.

For nominees who have not previously been awarded the Superior Civilian Service Award, a statement explaining why receipt of a lesser award would be insufficient will be included. This statement will help strengthen the package when reviewed by the Army Incentive Awards Board.

Do not include a photograph.

## **Appendix K**

### **Outstanding Civilian Service Award**

**Purpose:** This honorary award is nominated by the Commanding General and forwarded for TRADOC Chief of Staff approval. Tenant organizations must submit nominations to their MACOMs for approval. It recognizes outstanding service that makes a substantial contribution or is of significance to the major command concerned.

**Eligibility:** Private citizens (including military and civilian spouses), civilians not employed by the Army or Army contractors, Federal Government Officials at the policy development level, technical personnel who serve the Army in an advisory capacity or as consultants (such as Civilian Aides to the Secretary of the Army).

**Subsequent Awards:** An employee or private citizen who receives the Outstanding Civilian Service Award is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination will normally cover a minimum period of one year of service.

**Nomination Approval:** Within 30 days, but no more than 6 months after the end of the period of service to be recognized. Nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by TRADOC will be submitted to the Commanding General 120 days prior to the anticipated presentation date.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. Award consists of a medal, lapel button, and certificate.

**Nomination Criteria:** Must have performed an outstanding service that makes a substantial contribution or is of significance to the major command.

**Nominations Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator.

- a. Forwarding endorsement for the Commanding General's signature: TO: Commander, U.S. Army Training and Doctrine Command, Office of the Deputy Chief of Staff for Base Operations



Support, Civilian Personnel Directorate, ATTN: Executive Secretary,  
Performance Management and Awards Committee, Fort Monroe, VA  
23651-5000.

- b. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).  
Name of nominee in Block 1 should be exactly how it is desired to appear on certificate.  
DO NOT complete blocks 2 through 5.  
Complete Block 6a by checking "OTHER" and specifying name of award.  
Complete Block 6c.  
Where a nomination is for the spouse of installation commander, any member of the installation command group may serve as the nominating official and complete Block 7.  
Part IV, Block 11 will be signed by the Commanding General (for awards for spouses other than his own).
- c. Justification. The project, research, or service performed, the activity in which performed, and dates of service will be described as well as the relationship and value of the service to the MACOM and to the Army.
- d. Proposed citation not to exceed 60 words. The citation should highlight the nominee's specific achievements.
- e. List previous public service awards received by the nominee.

State if the individual is departing the command on the occasion of the military spouse's move or retirement, or if a private citizen is departing from the local community.

The Incentive Awards Administrator will review the nomination, attach the Command Group Awards Board form, obtain concurrences and approval, and forward the nomination to HQ TRADOC.

**Sample Nomination Packet:** See Example (K-3, K-4)

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-5.

**2D PAGE** --

SAMPLE - FORWARDING ENDORSEMENT FOR REVIEW BY THE TRADOC AWARDS COMMITTEE; MAILED BY THE DIRECTORATE OF CIVILIAN PERSONNEL:

ATZT-CG (672-20)

Date

MEMORANDUM FOR Commander, U.S. Army Training and Doctrine  
Command, Office of the Deputy Chief of Staff for  
Base Operations Support, Civilian Personnel  
Directorate, ATTN: Executive Secretary,  
Performance Management and Awards Committee,  
Fort Monroe, VA 23651-5000

SUBJECT: Outstanding Civilian Service Award

1. Forwarding comments.
2. POC: Name, Installation Incentive Awards Administrator,  
(314) 596-0282.

Encl

COMMANDING GENERAL'S  
Signature Block

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI <b>COMPLETE</b>	2. SOCIAL SECURITY NO. <b>DO NOT COMPLETE</b>	3. ORGANIZATION (No abbreviations) <b>DO NOT COMPLETE</b>
--	--	--

4. PRESENT POSITION, TITLE, GRADE AND SALARY <b>DO NOT COMPLETE</b>	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4) <b>DO NOT COMPLETE</b>
--	---

6. TYPE OF AWARD RECOMMENDED  
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a. HONORARY		b. MONETARY	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE AWARD SUPERIOR CIVILIAN SERVICE AWARD OTHER (Specify)	COMMANDER'S AWARD FOR CIVILIAN SERVICE ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE CERTIFICATE OF ACHIEVEMENT	QUALITY STEP INCREASE PERFORMANCE AWARD \$ SPECIAL ACT/SERVICE AWARD \$	ON-THE-SPOT CASH AWARD TIME OFF AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) **COMPLETE**

7. NOMINATING OFFICIAL			
a. TYPED NAME AND TITLE <b>COMPLETE</b>	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( ) <b>COMPLETE</b>	d. DATE <b>COMPLETE</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

B. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - ff no. please explain on separate page)

YES a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER <b>NO DO NOT COMPLETE</b>	b. SIGNATURE	c. DATE N/A
YES d. TYPED NAME CIVILIAN PERSONNEL OFFICER <b>NO DO NOT COMPLETE</b>	e. SIGNATURE	f. DATE N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9 APPROVAL DISAPPROVAL OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AI**

ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	X			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	X			COMMANDING GENERAL'S
12. MAJOR COMMAND REVIEW COMMITTEE				SIGNATURE BLOCK (Leave blank if
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				the award is for the CG's spouse.)
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				



**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-5.

**2D PAGE** -- Forwarding Memorandum

**3D PAGE** -- DA Form 1256

**JUSTIFICATION**

(1-2 PAGES)

Indicate if the award is being given when the private citizen or spouse is retiring or departing to another installation.

**PREVIOUS AWARDS**

List previous public service awards received by the nominee.

**CITATION**

(60 WORDS)

Include name, title, unit, installation, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

**SAMPLE**

For exceptionally meritorious support of soldiers and families assigned to Fort Leonard Wood, Missouri, from 19 July 1995 to 25 June 1996. Mrs. \_\_\_\_\_ served as President of the officer and Civilian Wives Club and was an active advisor to the Red Cross, Armed Forces YMCA, and Community Health Care Boards. Her genuine concern for others resulted in permanent enhancement to soldier and family programs. Mrs. \_\_\_\_\_ is truly an exceptional and prominent ambassador for the United States Army.

## **Appendix L**

### **Commander's Award for Public Service**

**Purpose:** This honorary award is approved locally by the Commanding General. It recognizes service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

**Eligibility:** Private citizens (including military and civilian spouses), civilians not employed by the Army or Army contractors, Federal Government officials at the policy development level, technical personnel who serve the Army in an advisory capacity or as consultants (such as Civilian Aides to the Secretary of the Army).

**Subsequent Awards:** An employee or private citizen who receives the Commander's Award for Public Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination will normally cover a minimum period of one year of service.

**Nomination Deadline:** Within 30 days, but no more than 6 months after the end of the period of service to be recognized. Nominations approved by the Commanding General should be submitted 90 days prior to the anticipated presentation date.

**Nomination Approval:** The Incentive Awards Administrator will review the nomination, attach a blank certificate and the Command Group Awards Board form, obtain the Civilian Personnel Officer's concurrence, and return the packet to the nominator. The certificate will then be typed in final and forwarded as part of the nomination to the Commanding General for signature and approval. The medal will be provided when the Incentive Award Administrator receives the original copy of the approved nomination and certificate.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. Award consists of a medal, lapel button, and certificate.

**Nomination Criteria:** Must have performed an outstanding service that makes a substantial contribution or is of significance to the installation.

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator.

- a. DA Form 1256, Incentive Awards Nomination and Approval. Part I, Block 7 Nominating Official is the Commander, Director, or Personal Staff Officer. Part IV, Block 11 will be signed by the Commanding General.
- b. Justification. The project, research, or service performed, the activity in which performed, and dates of service will be described as well as the relationship and value of the service to the Army. (Limit to one or two pages.)
- c. Proposed citation not to exceed 65 words.

State if the individual is departing the command on the occasion of their military spouse's move or retirement, or if a private citizen is departing from the local community.

**Sample Nomination Packet:** See Example (L-3, L-4).

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI <b>COMPLETE</b>	2. SOCIAL SECURITY NO. <b>000-00-0000</b>	3. ORGANIZATION (No abbreviations) <b>COMPLETE</b>
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4. PRESENT POSITION, TITLE, GRADE AND SALARY <b>SPOUSE (OR PRIVATE CITIZEN)</b>	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4) <b>N/A</b>
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**6. TYPE OF AWARD RECOMMENDED**

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION

a.		HONORARY		b.	
				REQUIRED BY DA PAM 672-20.	
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD
<input checked="" type="checkbox"/>	OTHER (Specify) Commander's Award for Public Service (2d Award)				ON-THE-SPOT CASH AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (MO1YR - MO1YR) <b>COMPLETE</b>	TIME OFF AWARD
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**7. NOMINATING OFFICIAL**

a. TYPED NAME AND TITLE <b>CDR/DIR/PERSONAL STAFF OFFICER</b>	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 000) <b>000-0000</b>	d. DATE <b>IN 30 DAYS</b>
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**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	N/A		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO	N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9. APPROVAL  DISAPPROVAL  OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)**

ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	X			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	X			COMMANDING GENERAL'S
12. MAJOR COMMAND REVIEW COMMITTEE				SIGNATURE BLOCK/DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-1.

**2D PAGE** -- DA Form 1256

**3D PAGE** --

**JUSTIFICATION**  
(1-2 PAGES)

Indicate if the award is being given when the private citizen or spouse is retiring or departing to another installation.

**PREVIOUS AWARDS**

List previous public service awards received by the nominee.

**CITATION**  
(60-65 WORDS)

Include name, title, unit, installation, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

SAMPLE

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For exceptionally meritorious support of soldiers and families assigned to Fort Leonard Wood, Missouri, from 19 July 1995 to 25 June 1996. Mrs. \_\_\_\_\_ served as President of the Officer and Civilian Wives Club and was an active advisor to the Red Cross, Armed Forces YMCA, and Community Health Care Boards. Her genuine concern for others resulted in permanent enhancement to soldier and family programs. Mrs. \_\_\_\_\_ is truly an exceptional and prominent ambassador for the United States Army.

**Appendix M**  
**Certificate of Appreciation**  
**for Patriotic Civilian Service**

**Purpose:** This honorary award is approved locally by the Commanding General. It recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel.

**Eligibility:** Private citizens (including military and civilian spouses), civilians not employed by the Army or Army contractors, Federal Government officials at the policy development or approval level. It may also be awarded to groups, including employees, business firms, fraternal organizations, and quasimilitary units.

**Subsequent Awards:** An individual who receives the Certificate of Appreciation for Patriotic Civilian Service is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination would normally cover a minimum period of one year of service.

**Nomination Deadline:** Within 30 days of the act or service, but no more than 6 months after the period of service. Award nominations should be submitted in sufficient time to allow for processing at all levels. Nominations approved by the Commanding General should be submitted 90 days prior to the anticipated presentation date.

**Nomination Approval:** The Commanding General has approval authority. The Incentive Awards Administrator will review the nomination, attach a blank certificate and the Command Group Awards Board form, obtain the Civilian Personnel Officer's concurrence, and return the packet to the nominator. The certificate will then be typed in final and forwarded as part of the nomination to the Commanding General for signature and approval. The lapel pin will be provided when the Incentive Award Administrator receives the original copy of approved nomination and certificate.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. The award consists of a certificate and a lapel pin.

**Nomination Criteria:** Patriotic activities of a public service type which contribute to mission accomplishment or to welfare of Army personnel. Examples:

- Service which supports soldier and family programs.
- Donation of 5 gallons (40 units) of blood to the American Red Cross or similar community blood bank.
- Significant participation in service or voluntary organization.
- Participation in a disaster relief action

**Nomination Requirements:** Submit the following in duplicate (original plus one copy) to the Incentive Awards Administrator.

- a. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).  
Part III, Block 7 Nomination Official is the Commander, Director, or Personal Staff Officer (approval authority for the unit).  
Part IV, Block 11 requires the Commanding General's signature block.
- b. Justification. The project, research, or service performed, the activity in which performed, and dates of service will be described as well as the relationship and value of the service to the Army. (Limit to one or two pages.)
- c. Proposed citation not to exceed 65 words.

State if the individual is departing the command on the occasion of their military spouse's move or retirement, or departing from the local community if a private citizen.

**Sample Nomination Packet:** See Example (M-3, M-4).

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

<b>1. EMPLOYEE'S LAST NAME - FIRST NAME - MI</b>	<b>2. SOCIAL SECURITY NO.</b>	<b>3. ORGANIZATION (No abbreviations)</b>
<b>COMPLETE</b>	<b>000-00-0000</b>	<b>COMPLETE</b>
<b>4. PRESENT POSITION, TITLE, GRADE AND SALARY</b>		<b>5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)</b>
<b>SPOUSE (OR PRIVATE CITIZEN)</b>		<b>N/A</b>

**6. TYPE OF AWARD RECOMMENDED**  
 ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

<b>a.</b>	<b>HONORARY</b>		<b>MONETARY</b>
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SER71-CE AWARD	CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$
<input checked="" type="checkbox"/>	OTHER (Specify) Certificate of Appreciation for Patriotic Civilian Service (1st Awd)		ON-THE-SPOT CASH AWARD \$

**c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) COMPLETE**      **TIME OFF AWARD**

**7. NOMINATING OFFICIAL**

<b>a. TYPED NAME AND TITLE</b>	<b>b. SIGNATURE</b>	<b>c. TELEPHONE NUMBER</b>	<b>d. DATE</b>
<b>CDR/DIR/PERSONAL STAFF OFFICER</b>		AREA CODE ( 000) <b>000-0000</b>	<b>IN 30 DAYS</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

**8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - if no, please explain on separate Page)**

<b>a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER</b>	<b>b. SIGNATURE</b>	<b>c. DATE</b>
YES		
NO      N/A		N/A

<b>d. TYPED NAME CIVILIAN PERSONNEL OFFICER</b>	<b>e. SIGNATURE</b>	<b>f. DATE</b>
YES		
NO      N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

**9. APPROVAL DISAPPROVAL OTHER**  
 COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING**

ACTION LEVEL	APPROVED of monetary, indicate amount	DIS-APPROVED	ADDITIONAL CASH AWARD	AUTHORITY (IES) SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	X			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	X			COMMANDING GENERAL'S
12. MAJOR COMMAND REVIEW COMMITTEE				SIGNATURE BLOCK/DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**1ST PAGE** -- FORT LEONARD WOOD AWARDS BOARD FORM (COMMAND GROUP FORM). See Example B-1.

**2D PAGE** -- DA Form 1256

**3D PAGE** --

**JUSTIFICATION**  
(1-2 PAGES)

Indicate if the award is being given when the private citizen or spouse is retiring or departing to another installation.

**PREVIOUS AWARDS**

List previous public service awards received by the nominee.

**CITATION**  
(60-65 WORDS)

Include name, title, unit, installation, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

**SAMPLE**

---

For exceptionally meritorious support of soldiers and families assigned to Fort Leonard Wood, Missouri, from 19 July 1995 to 25 June 1996. Mrs. \_\_\_\_\_ served as President of the officer and Civilian Wives Club and was an active advisor to the Red Cross, Armed Forces YMCA, and Community Health Care Boards. Her genuine concern for others resulted in permanent enhancement to soldier and family programs. Mrs. \_\_\_\_\_ is truly an exceptional and prominent ambassador for the United States Army.

## **Appendix N**

### **Supervisor of the Year Award**

**Purpose:** This honorary award recognizes exemplary performance of supervisory duties and is approved locally by the Commanding General.

**Eligibility:** Individuals in the following categories who supervise civilian employees: GS grades 05-09, 10-12; and GS/GM 13, 14, and 15; Wage Supervisors (WS); Non-appropriated Fund Supervisors; Officers; and Noncommissioned officers. Tenant activities are eligible to participate.

**Subsequent Awards:** An individual who receives the Supervisor of the Year Award is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination must cover a minimum period of 1 year. Open season will be held once annually, as announced.

**Nomination Deadline:** -Within 30 days, or as announced.

**Nomination Approval:** The nomination will be submitted by the employee(s) and must be endorsed by the supervisor of the nominated individual. The Commander, Director, or Personal Staff Officer must also concur in the nomination. Nominations will be reviewed by the installation's Incentive Awards Committee and recommendations for approval will be made to the Commanding General.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony. The award consists of a plaque or trophy.

**Nomination Criteria:** Exemplary performance in relation to employees supervised, contact with higher level supervisors, and actions that impact the mission, Fort Leonard Wood, and its relationship with the Army and civilian communities.

**Nomination Requirements:** Submit the following (original plus 11 copies) through the supervisor's chain of command to the Incentive Awards Administrator.

- a. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).

Part III, Block 7 Nomination Official is the Commander, Director, or Personal Staff Officer (approval authority for the unit). Part IV, Block 11 requires the Commanding General's signature block. Employee(s) who submitted the nomination will sign on the reverse of this form.

- b. Justification for award. Specific examples of contributions which reflect exemplary performance of supervisory duties will be described. Dates of service and the value of the service to the Army will be described.
- c. Previous Awards. List previous recognition. Include military awards for military supervisors.
- d. Proposed citation not to exceed 60 words.
- e. EEO and Adverse Action Certification for civilian and military supervisors. (See V ADDITIONAL GUIDANCE, page 8.)

**Sample Nomination Packet:** -See Example (N-3. N-4).



**JUSTIFICATION**

(1-2 PAGES)

SPECIFY EXEMPLARY PERFORMANCE OF SUPERVISORY DUTIES. SOME AREAS TO CONSIDER ARE:

- POSITIVE LEADERSHIP RESULTING IN MISSION ACCOMPLISHMENT
- EFFECTIVE LISTENING TECHNIQUES
- MODELING EFFECTIVE SUPERVISORY METHODS
- PROVIDING INDIVIDUAL AND GROUP TRAINING (MENTORSHIP/EMPLOYEE DEVELOPMENT)
- PRODUCTIVITY IMPROVEMENT AS A RESULT OF TEAMWORK
- TIMELY COMPLETION OF EVALUATION REPORTS AND CONDUCTING EFFECTIVE COUNSELLING SESSIONS
- RECOGNIZING AND REWARDING EMPLOYEE CONTRIBUTIONS
- FOSTERING A SUPPORTIVE WORK ENVIRONMENT
- PROFESSIONALISM

Indicate if the award is being given when the nominee is retiring, resigning, or transferring to another organization.

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS**

Begin with current year and list other previous recognition, such as honorary awards, monetary awards, and time off awards for performance or special acts. Include military awards for military supervisors.

(MAY BE ON SAME SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or - See V Additional Guidance, page 8, for cases where there have been past adverse actions.

## **Appendix 0**

### **EEO Supervisor of the Year Award**

**Purpose:** This honorary award recognizes exemplary performance in the area of Equal Employment Opportunity and is approved by the Commanding General.

**Eligibility:** Individuals in the following categories who supervise civilian employees: GS grades 05-09, 10-12; and GS/GM 13, 14, and 15; Wage Supervisors (WS); Non-appropriated Fund Supervisors; Officers, and Noncommissioned Officers. Tenant activities are eligible to participate.

**Subsequent Awards:** An employee who receives the EEO Supervisor of the Year Award is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** Nomination must cover a minimum period of 1 year. Open season will be held once annually, as announced.

**Nomination Deadline:** Within 30 days, or as announced.

**Nomination Approval:** The nomination will be submitted by the employee(s) and must be endorsed by the supervisor of the nominated individual. The Commander, Director, or Personal Staff Officer must also concur in the nomination. Nominations will be reviewed by the installation's Incentive Awards Committee and recommendations for approval will be made to the Commanding General for approval.

**Presentation:** The presentation will be made by the Commanding General or designated representative in an appropriate ceremony.

#### **Nomination Criteria:**

- a. Support Equal Employment Opportunity Program
- b. Fair and impartial treatment of employee  
Evidence of active Affirmative Employment Program  
Evidence of active support of EEO Special Emphasis Programs (FWP, BEP, HEP) i.e., attending and allowing employees to attend special employment program functions. Permitting employees to serve on committees.

c. Discrimination Complaints

No finding of discrimination during the previous calendar year.

d. Career Enhancement

Encourage employees to attend workshops, seminars, and related courses.

Ensures all employee individual development plans are followed. Non-compliance must be fully explained.

e. Professionalism

Provides clear and concise instructions on tasks to be performed. Creates a calm working atmosphere within the office environment. Keeps all key personnel informed of actions in progress. Individual is sensitive to problems of his/her personnel

**Nomination Requirements:** Submit the following (original plus 11 copies) through the supervisor's chain of command to the Incentive Awards Administrator.

a. DA Form 1256, Incentive Awards Nomination and Approval (Apr 93 edition).

Part III, Block 7 Nomination Official is the Commander, Director, or Personal Staff Officer (approval authority for the unit).

Part IV, Block 11 requires the Commanding General's signature block.

Employee(s) who submitted the nomination and chain of command will sign on the reverse of this form.

b. Justification for award. Specific examples of contributions which reflect exemplary performance of supervisory duties in relation to Equal Employment Opportunity will be described. Dates of service and value of the service to the Army will be described.

c. Previous Awards. List previous recognition Include military awards for military supervisors.

d. Proposed citation not to exceed 65 words.

- e. EEO and Adverse Action Certification for civilian and military supervisors. (See V ADDITIONAL GUIDANCE, page B.)
- f. Citation, previous awards, and EEO certification may be typed on one page to save paper.

**Sample Nomination Packet:** See Example(0-4, 0-5).



1ST PAGE -- DA Form 1256

2D PAGE --

**JUSTIFICATION**

(1-2 PAGES)

Indicate if the award is being given when the nominee is retiring, resigning, or transferring to another organization.

(SEPARATE SHEET OF PAPER)

**PREVIOUS AWARDS**

Begin with current year and list other previous recognition, such as honorary awards, monetary awards, and time off awards for performance or special acts. Include military awards for military supervisors.

(MAY BE ON SAME SHEET OF PAPER)

**CITATION**

One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.

(MAY BE ON SAME SHEET OF PAPER)

**EEO CERTIFICATION**

There are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

SIGNATURE BLOCK (NAME)

Director, Equal Opportunity Programs

Or

See V Additional Guidance, page 8 for cases where there have been past adverse actions.

**Appendix P**  
**Fort Leonard Wood Certificate of Achievement**  
(FLW Form 1759)

**Purpose:** This local honorary award is to recognize sick leave accrual. It is also used to recognize achievements at a level below the DA Certificate of Achievement. It is approved by the Commander, Director, or Personal Staff Officer and can be delegated to first-line supervisors.

**Eligibility:** All appropriated fund and non- appropriated fund employees deserving recognition for an act or achievement. Individuals with sick leave accruals of 1000, 2000, 3,000 or more hours at end of leave year who have not previously been recognized for this achievement.

**Subsequent Awards:** An employee who receives the Fort Leonard Wood Certificate Of Achievement is not precluded from future receipt of the same award if any later consideration is based on higher level accruals.

**Nomination Period:** No time limitation.

**Nomination Deadline:** Nomination not required. Certificate will be prepared by the supervisor when the employee has accrued the appropriate number of hours or within 30 days of the act or achievement.

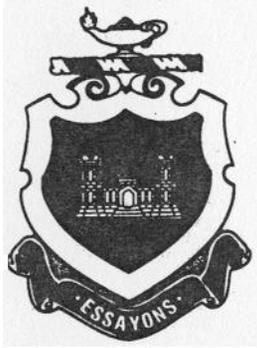
**Nomination Approval:** Certificates will be requested from the organization Awards Coordinator. Certificates will be prepared by the organization where the employee works.

**Presentation:** The presentation will be made by the Commander Director, Personal Staff Officer, designated representative, or supervisor (if delegated).

**Nomination Criteria:** The act or achievement must be of benefit to the organization or the installation.

**Nomination Requirements:** Submit name of nominee and the reason for the recognition to the Organization Awards Coordinator. The coordinator will forward the request to the Incentive Awards Administrator, who will provide the certificate.

**Sample Nomination Packet:** See Example (P-3).



# Certificate of Achievement

Awarded To

FOR ACCUMULATION OF OVER 2000 HOURS OF SICK LEAVE.

Dated: \_\_\_\_\_

\_\_\_\_\_

P-3

SIGNATURE BLOCK

**Appendix Q**  
**Fort Leonard Wood Certificate of Appreciation**  
(FLW Form 1307)

**Purpose:** This local honorary award is to thank an employee for a job well done or outstanding achievement.

**Eligibility:** All employees, spouses, and volunteers

**Subsequent Awards:** An employee who receives the Fort Leonard Wood Certificate Of Appreciation is not precluded from future receipt of the same award if any later consideration is based on a different achievement or service performed during a later period.

**Nomination Period:** No time limitations (Could be for one day)

**Nomination Deadline:** Submit nominations within 30 days after the act or service.

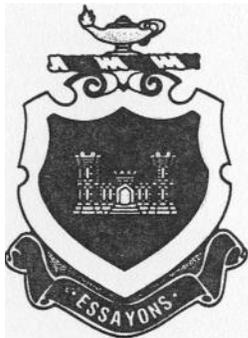
**Nomination Procedures:** Nomination recognizing any performance a supervisor feels merits recognition but does not meet criteria of a higher award. Certificates will be requested from the organization Awards Coordinator. Certificates will be prepared by the organization where the employee works.

**Presentation:** The presentation will be made by the Supervisor or designated representative. Award consists of a certificate.

**Nomination Criteria:** Normally awarded for short-term but important accomplishments of workers. May be given by first-line supervisors.

**Nomination Requirements:** Submit the name of nominee and the reason for the recognition to the Organization Awards Coordinator. The coordinator will forward the request to the Incentive Awards Administrator, who will provide the certificate.

**Sample Nomination Packet:** See Example (Q-2).



# Certificate of Appreciation

**Awarded To**

---

For her selection as the Finance and Accounting Division's Support Service Employee of the Quarter, 1 January 1996 to 31 March 1996. She has shown exceptional support of the mission, courtesy to others, and has displayed a very positive attitude towards her job.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE BLOCK

## **Appendix R Length of Service**

**Purpose:** Recognize Length of Service

**Eligibility:** Employees with 10, 15, 20, 25, 30, 35, 40, 45 or 50 years of Federal Service.

Subsequent Awards: N/A

**Nomination Period:** See Eligibility section above.

**Nomination Deadline:** None required; automatic by DCP.

**Nomination Approval:** Certificates and pins will be sent to organization Awards Coordinators by the Directorate of Civilian Personnel when eligibility is acquired.

**Presentation:** The presentation will be made by the Commander, Director, or Personal Staff Officer, or designated representative.

**Nomination Criteria:** All Federal Service (retired military and civilian) is used to compute years of service.

**Nomination Requirements:** Commanding General will sign certificates for 30 or more years length of service. Commanders, Directors, or Personal Staff Officers will sign certificates for employees with less than 30 years length of service.

**Sample Nomination Packet:** None.

## **Appendix S**

### **Retirement Certificate**

**Purpose:** Recognize Retirement

**Eligibility:** Any civilian employee retiring from Federal service.

**Subsequent Awards:** N/A

**Nomination Period:** Retirement

**Nomination Deadline:** N/A

**Nomination Procedures:** Certificates are prepared by the Directorate of Civilian Personnel at the time of retirement and forwarded to the organization.

**Presentation:** The presentation will be made by the organization.

**Nomination Criteria:** Approval authority is the Commanding General.

**Nomination Requirements:** N/A

**Sample Nomination Packet:** None

## **Appendix T**

### **Listing -- Other Honorary Awards**

The Directorate of Civilian Personnel should be contacted to assist you with more detailed criteria and format for the awards listed below. HQDA will send out an announcement; however, advance planning and preparation are necessary in order to meet the deadlines. A quality nomination package will require considerable thought and you cannot wait for the announcement to get started. This command will generally require nomination packages 15 to 20 days prior to the final due date listed below.

#### **Department of Defense Distinguished Civilian Service Award**

Due: 1 Nov to Personnel. Submit by 28 Feb to the Executive Secretary, AIAB.

To recognize careers which reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of DOD. The Secretary of Defense awards only six each year. Employee must have received the Decoration for Exceptional Civilian Service Award.

#### **William A. Jump Memorial**

Due: 1 Sep to Personnel. Submit by 30 Dec to the Executive Secretary, AIAB.

Nominee (civilian/military) must be under 37 years of age and performance must demonstrate unusual competence and interest in public administration, endowment for leadership, creative thinking, or close adherence to the basic principles of enlightened public service. Only one award presented annually.

#### **William H. Kushnick**

Due 1 Oct to Personnel. Submit by 30 Jan to HQDA

Nominee (career civilian) will have been personally responsible for contributions in civilian personnel administration which resulted in material improvement in service, substantial financial savings, or significant social or technological progress. A special form is required (DA Form 5576-R). The award consists of a certificate and an appropriate memento provided by the Army Civilian Personnel Alumni Association. The award winner will also be given the opportunity to apply for an appropriate long term training or developmental assignment. Award is presented by the Secretary of the Army usually in May.

## **John W. Macy, Jr.**

Due: 1 Oct to Personnel. Submit by 30 Jan to Executive Secretary, AIAB.

Nominee (civilian/military) will have demonstrated excellence in leadership of Army civilian personnel which has resulted in material improvements in areas such as mission support, military-civilian teamwork, customer service, productivity, EEO accomplishments, and enhancement of Army's reputation as an employer. Award is presented by the Secretary of the Army.

## **Nick Hoge**

Due: 1 Apr to Personnel. Submit papers to the MACOM by 30 July

Essay competition dedicated to promote excellence in civilian personnel management and administration. Essay (2500-3000 words) may discuss civilian personnel functional issues or recommend improvements in civilian personnel management which will benefit the total Army. Competition is open to civilian and military. Co-authors as well as group authors are permitted. Award is presented at an awards luncheon in the fall by the Assistant Secretary of the Army (Manpower and Reserve Affairs). Author(s) are invited to discuss the winning essay at the luncheon.

## **Arthur S. Flemming**

Due: 1 Aug to Personnel. Submit by 30 Nov to Executive Secretary, AIAB

The Junior Chamber of Commerce of Washington, DC selects 10 young women and men (under age 40) who have performed outstanding and meritorious work in one of two categories: scientific or technical fields and administrative or executive fields. A special form furnished by the Arthur S. Flemming Commission is required.

## **Roger W. Jones**

Due: 1 Jun to Personnel. Submit by 30 Sep to Executive Secretary AIAB.

The American University presents this annual award to two career executives of the Federal government who have demonstrated superior leadership which resulted in outstanding organizational achievements; and strong commitment to the effective continuity of government evidenced by success in bringing about the development of managers and executives.

### **Presidential Letter of Commendation**

Due Any time.

For civilian and military personnel (individuals, teams, task forces, etc.) for suggestions, inventions or special achievements beyond job requirements. Contributions must have been recognized by honorary and/or monetary awards, and must have resulted in tangible benefits of \$250,000 or more, or equivalent intangible benefits. There is a special form (OPM Form 1588) to be completed and sent through command channels.

### **Position Management Award**

Due Any time

For supervisors who, through position structure improvements, reduce personnel costs with no loss to mission effectiveness; improve productivity with no increase to personnel costs; or improve utilization of employee skills, employee development, or motivation. Approval level for the award to be determined locally.

### **Outstanding Army Employee with Disability**

Due: 1 Mar to Personnel Submit to the MACOM by 31 May

For Nominees who have displayed courage and initiative in overcoming his/her disability; acted as an inspiration to other disabled individuals; assisted handicapped and disadvantaged persons in the community to achieve their full potential.

### **Federal Engineer of the Year**

Due: 1 Sep to Personnel. Submit in proper format to NSPE by 1 Nov.

All federal agencies employing at least 50 engineers worldwide are eligible to compete. Individual agency nominees must be presently engaged in the practice of engineering as an employee of the federal government in either managerial or technical positions. (only

licensed professional engineers (P.E. or E.I.T.) are eligible for nomination for the Top Ten Finalists, and therefore Federal Engineer of the Year. However, non-licensed engineers are eligible to participate in the awards ceremony if they are chosen as Engineer of the Year within their agencies. Engineers who will have retired within 12 months of the award ceremony are eligible for nomination. Employee should be able to attend ceremony in the Spring.

## **LOCAL AWARD**

### **FORT LEONARD WOOD LABOR-MANAGEMENT PARTNERSHIP AWARD**

Due: Any time to Partnership Council. Managers, employees, and employees, elected union representatives serve as partners, making it possible to design and implement comprehensive changes necessary to deliver the highest quality services. In order to support and promote this principle, this award was established to recognize the accomplishments of the installation labor-management partnership. The award consists of a certificate presented by the Commanding General to recognize the partnership council, sub-councils, or work team activities which have achieved significant success at any level. Nominations may be made at any time by a partnership team which consists of one management representative and one union representative. More than one award may be given. However, a specific contribution may be recognized only once. A nomination which reflects significant contributions at the highest levels may be forwarded for competition in the National Partnership Council's Annual Partnership Award program. The following criteria will be used to determine recipients for the award:

- Greater achievement of installation mission through partnership (e.g., shared responsibility, commitment and accountability for results; more constructive relationships between labor and management).
- Improved customer service.
- Increased productivity and improved work product quality.
- Significant cost savings or cost avoidance.

- Joint resolution of problems.
- Enhanced employee morale and job satisfaction
- Heightened communication and information sharing that
  - brings all employees into the installation's decision-making process;
  - helps them understand the mission, goals and objectives of the agency; and
  - fosters employee support for organizational decisions.

## **Appendix U**

### **Incentive Awards Checklist**

Supervisors often complain the effort required to nominate an employee for an award discourages them, or when they do nominate someone the paperwork is rejected for various reasons. Here is a checklist to help you avoid a few of the major problems which cause awards to be rejected. If the answer is "no" to the following questions, then the package needs more work.

- Is the DA Form 1256, Incentive Award Nomination and Approval prepared accurately and signed?
- Have you carefully reviewed the requirements for the award you wish to submit?
- Have you gone through your documents to ensure every requirement has been met?

(For high level honorary awards, all too often nomination packages do not include the EEO Certification, omit a listing of previous awards or other recognition, or fail to address one of more of the award documentation requirements.)

- Does the justification address specific contributions?

(This is by far the most common problem area - the justification fails to spell out exactly what the employee did to warrant recognition. You must avoid vague statements, overly flowery phrases, and acronyms which are only understood by members of your organization. Write the justification to specifically address the What, When, How, and Benefits of the contribution.)

- Does the justification indicate the award is being given for reasons other than the purpose for which the award was established?

(Avoid making statements, such as, "the employee donated his free time ... 11, "the employee worked many hours of overtime without compensation... 11, etc. Such statements disclose inappropriate actions since volunteer work is not authorized and employees are entitled to compensation, in the form of pay or compensatory time off, when they work in excess of 8 hours a da-Y or 40 hours a week. Do not use the awards program as a substitute for other personnel actions.)

- Is the TAPES Evaluation Report (DA Form 7222) or (DA Form 7223) rating adequate to support the nomination for the award?)

If an award is to be recommended on justification related to the elements or objectives of the Support Form, then specifically state what the employee did to exceed those standards.)

- Does the justification include a statement of tangible and/or intangible benefits? (Refer to Appendix ZZ.)

## **Appendix V**

### **Time Off Award**

(TOA)

**Purpose:** The Time Off Award is designed to recognize employee achievements that directly support the Army's mission and result in benefits to the Government. The award is also given to recognize exemplary employee performance. This award consists of time off from duty without charge to leave or loss of pay.

**Eligibility:** Any appropriated fund employee May be individual or group effort.

**Subsequent Awards:** The minimum number of hours to be awarded at one time is eight hours (exception part-time), and the maximum is 40 hours for any single contribution. The total amount of time off an employee may be granted during any one leave year is 80 hours. For part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for these employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

An employee may not receive more than one TOA for a specific contribution. (Example: if an achievement TOA was given and then a performance TOA is submitted, ensure the contribution for which already rewarded is not on the evaluation report.) However, a monetary award and/or honorary award can be given at the same time for a single contribution.

**Nomination Period:** No time limitations when it is given for a specific act or achievement. (Could be for one day.) When it is given for performance based on the evaluation report, it must cover the period of service cited in an annual rating of record.

**Nomination Deadline:** Submit nominations within 30 days after the act or service or within 30 days after completion of the annual evaluation report.

**Nomination Approval:** Approval authority is the first-line supervisor (rater) for the one-day TOA. The approval for TOA over one day will be the Commander, Director, or Personal Staff Officer (approval authority for the organization's awards budget).

**Presentation:** The presentation will be made by the supervisor or designated representative. Award consists of a Standard Form (SF) 50 Notification of Personnel Action. Presentation of a certificate of commendation is optional.

**Nomination Criteria:** The enclosed Tables 7-2 and 7-3 (Appendix ZZ), extracted from AR 672-20, 1 Jun 93, will be used to determine the number of hours for awards over one day. These tables give supervisors flexibility in selecting from a range of hours, depending on the value of the contribution. The contributions described on the evaluation report will justify TOA given for performance. TOA will not be given as a farewell gesture upon departure of the supervisor or the employee.

### **Nomination Requirements:**

ONE DAY TOA - EXAMPLES OF EMPLOYEE ACHIEVEMENTS. It is appropriate to reward employee efforts that might go unrecognized. Situations where employees:

- produce exceptional high quality work under tight deadlines.
- perform added or emergency assignments in addition to their regular duties.
- demonstrate exceptional courtesy or responsiveness in dealing with customers or colleagues.
- exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

In other words, these awards are appropriate for employees who "go the extra mile" or who perform "above and beyond the call of duty." A short description of the contribution and the date of service is all that is required as justification.

MORE THAN ONE DAY\* -- EXAMPLES OF EMPLOYEE ACHIEVEMENTS:

- Making a high quality contribution involving a difficult or important project or assignment.
- Displaying special initiative and skill in completing an assignment or project before the deadline.
- Using initiative and creativity in making improvements in a product, activity, program, or service; and ensuring the mission of the unit is accomplished during a difficult period; successfully completing additional work or project assignment while maintaining the employee's own workload.

\*Table 7-3 (U-4) criteria will be used to determine the amount of time off.

TIME OFF BASED ON PERFORMANCE EVALUATION: Contributions are justified on the annual evaluation report which is the rating of record. A TOA can be given for Successful Level 1, Successful Level 2, or Successful Level 3. Mission accomplishment may require supervisors to consider only employees with the highest ratings for TOA. However, receipt of a Successful Level 1 or 2 rating does not mean an automatic award.

**Sample Nomination Packet:** The award must be processed through the Directorate of Civilian Personnel and Civilian Pay before the time off is awarded or granted. A SF 50, Notification of Personnel Action will be prepared for each award. Time cards will be annotated as for excused absence, i.e., 110 = TOA, 1 Feb 93.11 Supervisors will ensure employee takes the time off within one year from the effective date on the SF 50. The TOA will not convert to a cash payment under any circumstances.

FOR TOA BASED ON ACT OR ACHIEVEMENT SUBMIT THE FOLLOWING (ORIGINAL PLUS ONE COPY):

- a. DA Form 1256, Incentive Award Nomination and Approval  
If TOA is for one day, the nominating supervisor will sign the Nomination Official block and the Approving Official Block.  
If TOA is over one day, the nominating supervisor will sign the Nomination Official block and the Commander, Director, or Personal Staff officer will sign in the Approving Official block.  
Indicate if this is a group award in block 6a (Other).
- b. Justification may be typed on the reverse of the form. Include period of service. For one day, a sentence or two is all that is required. More than one day must include a statement which describes the contribution and its value to the organization (from TABLE 7-3; see page U-6). Example of the statement for a 20 hour TOA: "Contribution is of Substantial Value to the Organization."
- c. Citation/EEO Certification is not required (unless approved by the Command Group). EEO review is required for all awards for supervisory personnel.

FOR TOA BASED ON PERFORMANCE SUBMIT THE FOLLOWING (ORIGINAL PLUS ONE COPY):

- a. on a copy of the front page of the completed Evaluation report, next to the words, "Part III - Performance Award/

Quality Step Increase," add "TOA" and the number of hours in parenthesis next to it; example: "TOA (20)" for more than one day. The rater will sign and date the "Approved By" block for a one day TOA. For more than one day, the Commander, Director, or Personal Staff Officer will sign and date this block. This original copy with original signatures will be the Civilian Pay copy.

- b. The second copy is the employee's OPF copy. It must be a copy of the front and back of the completed evaluation report.
- c. The evaluation report must have been completed and approved before an award can be submitted. TOA based on performance should be given to employees whose evaluations clearly justify an award.
- d. Citation/EEO Certification is not required (unless approved by the Command Group. EEO review is required of all awards for supervisory personnel.

**Sample Nomination Packet:** See Example (V-5, V-6, V-7, V-8).



**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART I - TO BE COMPLETED BY OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI **COMPLETE**      2. SOCIAL SECURITY NO. **000-00-0000**      3. ORGANIZATION (No abbreviations) **COMPLETE**

4. PRESENT POSITION, TITLE, GRADE AND SALARY **COMPLETE**      5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4) **COMPLETE**

6. TYPE OF AWARD RECOMMENDED  
 ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a.	HONORARY	b.	MONETARY
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD \$
OTHER (Specify) (GROUP AWARD; 2d Award/Leave Year 96)			ON-THE-SPOT CASH AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) **COMPLETE**       TIME OFF AWARD (24 hr)

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
<b>IMMEDIATE SUPERVISOR</b>		AREA CODE ( 000) <b>000-0000</b>	<b>IN 30 DAYS</b>

**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - ff no. please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	N/A (ATTACH EEO CERT FOR CMD GROUP AWD)		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO	N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9. APPROVAL          DISAPPROVAL          OTHER   

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$ N/A	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS N/A	ESTIMATED FIRST YEAR SAVINGS \$ N/A

**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)**

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	TOA-24 hr			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	TOA-24 hr			CDR, DIR, PERS STAFF OFFICER/
12. MAJOR COMMAND REVIEW COMMITTEE				DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

SAMPLE JUSTIFICATION  
ONE-DAY TOA

Mr. \_\_\_\_\_ is commended for his dedication and initiative in streamlining and improving the office suspense system during the period 1-31 April 1996.

MORE THAN ONE DAY

Ms. \_\_\_\_\_ is cited for meritorious achievement while serving as \_\_\_\_\_ in the Directorate of Public Works from 2 October 1995 to 20 April 1996. Due to the extended illness of the previous employee in this position, maintenance of furnishings accountability records had been deferred to the point that the accuracy of records was no longer acceptable; a fact verified by the Inspector General inspection. Although new to the position, Ms. \_\_\_\_\_ formulated and executed a plan of action which was successful in returning the records to an acceptable state. She revised the operational schedule of her branch, brought records up-to-date, and reestablished accountability. She also set in place safeguards designed to ensure that future records maintenance will not suffer due to the extended absence of any employee. Finally, Ms. \_\_\_\_\_ conducted a 100 percent inventory of all furnishings, an inventory valued at over \$20 million. This difficult task was accomplished without disruption to consumer service and was the first annual inventory conducted in over three years. As a direct result of her leadership, valuable data is now available to accurately program our needs. Ms. \_\_\_\_\_'s exceptional contributions are deserving of a 40-hour Time Off Award, based on intangible benefits of Exceptional value with limited extent of application (Table 7-2 and 7-3).\*

See Example: Appendix ZZ



TIME OFF AWARD FOR PERFORMANCE

BASE SYSTEM CIVILIAN EVALUATION REPORT					
For use of this form, see AR 690-400; the proponent agency is ODCSPER					
PART I - ADMINISTRATIVE DATA					
a. NAME (Last, First, Middle Initial) COMPLETE		b. SSN 000-00-0000	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE COMPLETE		
d. ORGANIZATION COMPLETE			e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL		
f. PERIOD COVERED (YYMMDD) FROM COMPLETE THRU		g. RATED MOS. 12 <input type="checkbox"/>	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE		
PART II - AUTHENTICATION					
a. NAME OF RATER (Last, First, Middle Initial) COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE					
b. NAME OF INTERMEDIATE RATER (Optional) Last, First, MI COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE					
c. NAME OF SENIOR RATER (Last, First, middle Initial) COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE					
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		SIGNATURE OF RATEE		DATE DO NOT COMPLETE	
PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE **TOA = 16 hours**					
PERFORMANCE AWARD		AWARD APPROVED BY			
PERCENT OF SALARY AMOUNT		COMPLETE			
QSI (GS with Successful Level 1 Rating Only)		DATE (YYMMDD) COMPLETE	FUND CITE DO NOT COMPLETE		
TO (GradelStep):					
PART IV - DUTY DESCRIPTION (Rater)					
a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct <input type="checkbox"/> YES <input type="checkbox"/> NO					
THE EVALUATION REPORT MUST BE COMPLETE BEFORE AN AWARD CAN BE SUBMITTED. THE AWARD NOMINATION SHOULD BE FORWARDED THROUGH THE CHAIN OF COMMAND FOR APPROVAL AT THE SAME TIME THE EVALUATION REPORT IS SUBMITTED.					
BULLETS JUSTIFY THE AWARD.					
b. AREAS OF SPECIAL EMPHASIS COMPLETE					
c. COUNSELING DATES FROM CHECKLIST/RECORD		INITIAL COMPLETE	LATER (Optional) COMPLETE	MIDPOINT COMPLETE	LATER (Optional) COMPLETE
PART V - VALUES (Rater)					
<b>PERSONAL</b> Commitment Competence Candor Courage  V A ARMY ETHIC L Loyalty Duty Selfless Service Integrity		a. BULLET COMMENTS COMPLETE  AWARD COPIES MUST HAVE ALL SIGNATURES (EXCEPT EMPLOYEE'S):  OPF COPY = COPY OF FRONT PAGE AND REVERSE PAGE.  CIV PAY COPY = COPY OF FRONT PAGE ONLY.			

## **Appendix W**

### **Performance Award**

**Purpose:** To recognize an employee's high-level performance over a specific period of time with a one-time lump sum award.

**Award Amount:** It is best to discuss the availability of funds with your organization's Resource Management Office. Appropriate award amounts will be computed as a percentage of employee's salary using the rate of basic pay before any deductions. If a calculation results in a fractional dollar amount, round to the nearest whole dollar amount. Maximum award based on the employee's rating is indicated below.

Successful Level 3: No monetary award  
Successful Level 2: 1.5 percent  
Successful Level 1: 2 percent

An award may be less than the prescribed percentage but should not exceed the maximum amount allowable for each rating. The Commanding General has approval authority of up to 20 percent of the employee's rate of basic pay.

**Eligibility:** All appropriated fund employees. Cash awards should be reserved for the truly top performers--the best of the best. Budget constraints may require supervisors to consider only employees with Successful Level 1 ratings for monetary awards. However, receipt of a Successful Level 1 or 2 rating does not mean an automatic award.

**Previous or Subsequent Awards:** An **employee may not** receive more than one monetary award for a specific contribution. For example, an employee receiving a monetary performance award may not receive a quality step increase award, a special act award, or an on-the-spot award for contributions documented on the evaluation report. However, a monetary performance award can be given in conjunction with a Time off Award or an Honorary Award for the same contribution(s). A separate nomination (DA Form 1256) with justification must be submitted for the Time Off Award and the Honorary Award.

**Nomination Period:** Minimum of 1 year based on the employee's current annual evaluation report. Early annual evaluation reports are acceptable since they are ratings of record. (Special ratings are not ratings of record and cannot be used as a basis to grant an award). Performance awards will not be given as a farewell gesture upon departure of the supervisor or the employee.

**Nomination Deadline:** Within 30 days after the annual rating has been approved. If budget problems or other considerations prevent you from meeting the deadline, attach a statement to the nomination indicating the reason for the delay.

**Nomination Approval:** Normally submitted by first-line supervisors and approved by Commanders, Directors, Staff Officers, or those delegated approval authority for the organization's awards budget. When the Commander/Director/Staff officer is the rating supervisor, higher review/approval of the award is not required (unless the dollar amount of the award exceeds the delegated approval authority).

**Presentation:** The presentation will be made by the approving official or a designated representative in an appropriate ceremony. Award consists of a SF 50, Personnel Action and a DA Certificate of Commendation. Payment will be reflected in the employee's Leave and Earnings Statement.

**Nomination Criteria:** Performance exceeding the norm should be fully documented on the evaluation report. Contributions to mission accomplishment and organizational effectiveness would be easily identified as clearly superior.

**Nomination Requirements:** The evaluation report must be completed and approved before an award can be submitted. The OPF copy of the evaluation report and the award packet are processed as separate actions. However, it is recommended the award nomination be submitted at the same time the evaluation report is routed through the rating chain for signature/approval. The employee's signature should not be on the award copies. If the award nomination is submitted separately, a complete copy of the evaluation report is required (copy of front and back of evaluation report and a copy of the support form or checklist).

**Sample Nomination Packet:** See Example (W-4). Submit the following items (original signatures on a copy plus one copy) to the Incentive Awards Administrator:

- a. Award copies: 1 copy of front page only with original signatures/dates (Civilian Pay Copy); 1 copy of front and back with copied signatures/dates (OPF Copy) of the most current, ANNUAL evaluation report with a Successful Level 1 or Successful Level 2 rating of record for the most recent rating period.

- b. Evaluation Report Award Information, Part III
  - o Recommended award amount (Please highlight award copies).
  - o Percent of salary amount.
  - o Fund citation initialed by budget officer.
  - o Approval signature/date by the organization's awards approving official.
  
- c. Citation/EEO Certification is not required (unless approved by the Command Group). EEO review is required for all awards for supervisory personnel.

PERFORMANCE AWARD

<b>BASE SYSTEM CIVILIAN EVALUATION REPORT</b>				
For use of this form, see AR 690-400; the proponent agency is ODCSPER				
PART I - ADMINISTRATIVE DATA				
a. NAME (Last, First, Middle Initial) COMPLETE		b. SSN 000-00-0000	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE COMPLETE	
d. ORGANIZATION COMPLETE			e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYMMDD) FROM COMPLETE THRU	g. RATED MOS. 12	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE (DATE) <input type="checkbox"/> FORWARDED TO RATEE		
<b>PART II - AUTHENTICATION</b>				
a. NAME OF RATER (Last, First, Middle Initial) COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE				
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI) COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE				
c. NAME OF SENIOR RATER (Last, First, middle initial) COMPLETE		SIGNATURE COMPLETE		DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE				
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		SIGNATURE OF RATEE DO NOT		DATE COMPLETE
<b>PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE</b>				
\$32,000.00 PERFORMANCE AWARD		AWARD APPROVED BY		
PERCENT OF SALARY .02	AMOUNT \$640.00	CDR/DIR/PERSONAL STAFF OFFICER		
QSI (GS with Successful Level 1 Rating Only)		DATE (YYMMDD) 000000	FUND CITE WITH BUDGET OFFICER'S SIGNATURE/DATE	
TO (Grade/Step):				
<b>PART IV - DUTY DESCRIPTION (Rater)</b>				
a. DAILY DUTIES AND SCOPE <i>ro</i> include as appropriate: people, equipment, facilities, and dollars. Position Description (DA Form 374) is correct: <input type="checkbox"/> YES <input type="checkbox"/> NO				
<p><b>THE EVALUATION REPORT MUST BE COMPLETE BEFORE AN AWARD CAN BE SUBMITTED. THE AWARD NOMINATION SHOULD BE FORWARDED THROUGH THE CHAIN OF COMMAND FOR APPROVAL AT THE SAME TIME THE EVALUATION REPORT IS SUBMITTED.</b></p> <p><b>BULLETS JUSTIFY THE AWARD.</b></p>				
b. AREAS OF SPECIAL EMPHASIS COMPLETE				
c. COUNSELING DATES FROM	INITIAL COMPLETE	LATER (Optional) COMPLETE	MIDPOINT COMPLETE	LATER (Optional) COMPLETE
CHECKLIST/RECORD				
<b>PART V - VALUES (Rater)</b>				
<b>PERSONAL</b> Commitment Competence Candor Courage  V A L ARMY ETHIC U Loyalty    E Duty        S Selfless Service Integrity		a. BULLET COMMENTS COMPLETE  AWARD COPIES MUST HAVE ALL SIGNATURES (EXCEPT EMPLOYEE'S):  OPF COPY = COPY OF FRONT PAGE AND REVERSE PAGE		

## **Appendix X**

### **Quality Step Increase Award**

**Purpose:** This monetary award recognizes an employee's exceptional performance over a specific period of time. The Quality Step Increase (QSI) is an additional within-grade pay increase.

**Award Amount:** It is best to discuss the availability of funds with your organization's Resource Management Office. The Quality Step Increase Award is an additional Within-Grade Pay Increase given in recognition of exceptional performance justified by a Successful Level 1 rating. The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade; the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule.

**Eligibility:** GM and GS employees with Successful Level 1 ratings of record for the current rating period are eligible. The QSI is used to reward a set record of past performance and as an incentive to stimulate future high level performance of the awardee and peers.

**Previous or Subsequent Awards:** An employee may not receive more than one QSI in an 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition. A monetary award can be given only once for a specific contribution. However, a Time off Award or an Honorary Award, or both, can be given for the same contribution(s). A separate nomination (DA Form 1256) with justification must be submitted for the additional award(s).

**Nomination Period:** Minimum of 1 year based on the employee's current annual evaluation report. Early annual evaluation reports are acceptable since they are ratings of record. (Special ratings are not ratings of record and cannot be used as a basis to grant an award). The QSI award will not be given as a farewell gesture upon departure of the supervisor or the employee.

**Nomination Deadline:** Within 30 days after the annual rating has been approved. If budget problems or other considerations prevent you from meeting the deadline, attach a statement to the nomination indicating the reason for the delay, the employee's performance remains at the same high level, and the employee is expected to remain in the same position for the next 60 days.

**Nomination Approval:** Normally submitted by first-line supervisors and approved by Commanders, Directors, Staff Officers. When the Commander, Director, or Personal Staff Officer is the rating supervisor, higher review/approval of the award is not required (unless the dollar amount exceeds the delegated approval authority).

**Presentation:** The presentation will be made by the approving official or a designated representative in an appropriate ceremony. Award consists of a SF 50, Personnel Action and a DA Certificate of Commendation. The employee's pay will be adjusted to the appropriate within-Grade Increase.

**Nomination Criteria:** Performance exceeding the norm should be fully documented on the evaluation report. Contributions to mission accomplishment and organizational effectiveness would be easily identified as clearly superior.

**Nomination Requirements:** The award nomination should be submitted for at the same time the evaluation report is routed through the rating chain for signature/approval. The employee's signature will not be on the award copies. After signatures are obtained on both the award nomination and evaluation report, they will be processed as two separate actions.

**Nomination Packet:** See Example (X-3). Submit the following items (original signatures on a copy plus one copy) to the Incentive Awards Administrator:

- a. Award copies: 1 copy of front page only with original signatures/dates (Civilian Pay Copy); 1 copy of front and back with copied signatures/dates (OPF Copy) of the most current, ANNUAL evaluation report with a Successful Level 1 rating.
- b. Evaluation Report Award Information, Part III.
  - To Grade and Step.
  - Fund citation initialed by budget officer.
  - Approval signature/date by the organization's awards approving official.
- c. Citation/EEO Certification is not required (unless approved by the Command Group). EEO review is required on awards for supervisory personnel.

QUALITY STEP INCREASE AWARD

**BASE SYSTEM CIVILIAN EVALUATION REPORT**

For use of this form, see AR 690-400; the proponent agency is ODCSPER

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) COMPLETE		b. SSN 000-00-0000	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE COMPLETE
d. ORGANIZATION COMPLETE		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYMMDD) FROM COMPLETE THRU	g. RATED MOS. 12	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE (DATE) <input type="checkbox"/> FORWARDED TO RATEE	

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial) COMPLETE	SIGNATURE COMPLETE	DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE		
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI) COMPLETE	SIGNATURE COMPLETE	DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE		
c. NAME OF SENIOR RATER (Last, First, middle initial) COMPLETE	SIGNATURE COMPLETE	DATE COMPLETE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COMPLETE		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE DO NOT COMPLETE

**PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE**

PERFORMANCE AWARD	AWARD APPROVED BY	
PERCENT OF SALARY AMOUNT	CDR/DIR/PERSONAL STAFF OFFICER	
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step): GS-05 Step 8	DATE (YYMMDD) 000000	FUND CITE WITH BUDGET OFFICER'S SIGNATURE/DATE

**PART IV - DUTY DESCRIPTION (Rater)**

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct:  YES  NO

THE EVALUATION REPORT MUST BE COMPLETE BEFORE AN AWARD CAN BE SUBMITTED. THE AWARD NOMINATION SHOULD BE FORWARDED THROUGH THE CHAIN OF COMMAND FOR APPROVAL AT THE SAME TIME THE EVALUATION REPORT IS SUBMITTED.

BULLETS JUSTIFY THE AWARD.

**b. AREAS OF SPECIAL EMPHASIS**

COMPLETE

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER (Optional)	MIDPOINT	LATER (Optional)
	COMPLETE	COMPLETE	COMPLETE	COMPLETE

**PART V - VALUES (Rater)**

PERSONAL Commitment V Competence A Candor L Courage U ARMY ETHIC E Loyalty S Duty Selfless Service Integrity	a. BULLET COMMENTS COMPLETE
	AWARD COPIES MUST HAVE ALL SIGNATURES (EXCEPT EMPLOYEE'S):
	OPF COPY = COPY OF FRONT PAGE AND REVERSE PAGE.
	CIV PAY COPY = COPY OF FRONT PAGE ONLY.

## **Appendix Y**

### **Special Act or Service Awards**

**Purpose:** To recognize a meritorious personal effort, act, service, scientific or other achievement which results in tangible or intangible benefits to the Government.

**Award Amount:** \$250 - \$25, 000 (Not to exceed delegated authority). Award amounts will be determined using the cash award criteria for tangible or intangible benefits listed in Tables 7-1 and 7-2, AR 672-20, 1 Jun 93; Appendix ZZ. See Y-3 and Y-4.

**Eligibility:** All appropriated fund employees (may be individual or group effort).

**Previous or Subsequent Awards:** No prior cash award covering all or part of same accomplishment/period of service. Normally, this is a one-time contribution.

**Nomination Period:** No limitation (may be for one day')

**Nomination Deadline:** As soon as possible or no later than 30 days after the act was performed.

**Nomination Approval:** Normally submitted by first-line supervisors and approved by Commanders, Directors, Staff Officers. When the Commander/Director/Staff Officer is the rating supervisor, higher review/approval of the award is not required (unless the dollar amount exceeds the delegated approval authority).

**Presentation:** The presentation will be made by the approving official or a designated representative in an appropriate ceremony. Award consists of a SF 50, Personnel Action and a DA Certificate of Commendation. Payment will be reflected in the employee's Leave and Earnings Statement.

**Nomination Criteria:** The act, service, or achievement must result in either tangible or intangible benefits or both to the Government and may involve more than one employee. It is particularly appropriate to recognize the following short-term accomplishments:

- In a regularly assigned position.
- During a detail.
- At the conclusion of a successful special project

- When performance or honorary awards are not appropriate

Also for

- Ideas or improvements resulting in tangible or intangible benefits not recognized under the provisions of AR 5-17.
- An accomplishment within job responsibilities which significantly exceeds normal expectations.
- Scientific or technical contributions.
- Reduction of wasted resources.
- Simplification of operating procedures.
- Reducing energy or other operating costs.
- Disclosure of fraud, waste, and mismanagement.
- Recruiting for hard to fill vacancies.
- Achievement of EEO or other mission goals.
- Improving services to the public or customers.
- Creative problem-solving.

**Nomination Requirements:** Submit the following items (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval. Nominating Official is the nominating supervisor and the Approving Official is the Commander, Director, or Personal Staff Officer.  
Fund citation initialed by budget officer.  
Indicate if this is a group award in block 6, "Other."
- b. Justification. Limit to no more than one page.
  - What did the employee do?
  - Dates of achievement?
  - How did the achievement benefit the organization/ installation/Government?Statement from Table 7-1 or 7-2 (ZZ-1 and ZZ-2) is required.  
Example: "Intangible Benefit: Contribution is of Substantial Value with Broad Extent of Application. Award of \$500 is appropriate."
- c. Citation/EEO Certification Not required (unless approved by Command Group).

**Sample Nomination Packet:** See Example (Y-3 Y-4).

**INCENTIVE AWARD NOMINATION AND APPROVAL**

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

**PART 1 - TO BE COMPLETED BY OPERATING OFFICE**

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI <b>COMPLETE</b>	2. SOCIAL SECURITY NO. <b>000-00-0000</b>	3. ORGANIZATION (No abbreviations) <b>COMPLETE</b>
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4. PRESENT POSITION, TITLE, GRADE AND SALARY <b>COMPLETE</b>	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4) <b>COMPLETE</b>
---	--

**6. TYPE OF AWARD RECOMMENDED**

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a.		HONORARY		b.		MONETARY	
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE				QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE				PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT	<b>X</b>			SPECIAL ACT/SERVICE AWARD \$250.00
<b>X</b>	OTHER (Specify) <b>GROUP AWARD</b>						ON-THE-SPOT CASH AWARD
	c. PERIOD OF SERVICE TO BE RECOGNIZED (M01YR - M01YR) <b>COMPLETE</b>						TIME OFF AWARD

**7. NOMINATING OFFICIAL**

a. TYPED NAME AND TITLE <b>IMMEDIATE SUPERVISOR</b>	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 000) <b>000-0000</b>	d. DATE <b>IN 30 DAYS</b>
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**PART 11 - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)**

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - ff no. please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	N/A (ATTACH EEO CERT FOR CMD GROUP AWD)		N/A
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO	N/A		N/A

**PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND**

9. APPROVAL  DISAPPROVAL  OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$250.00	TANGIBLE MONETARY BENEFITS \$ N/A	INTANGIBLE BENEFITS <b>X</b>	ESTIMATED FIRST YEAR SAVINGS \$ N/A
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**PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY PERS)**

ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	\$250.00			AWD ADMIN SIG BLOCK/DATE
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	\$250.00			CDR, DIR, PERS STAFF OFFICER/
12. MAJOR COMMAND REVIEW COMMITTEE				DATE
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	FUND CITATION	:BUDGET	OFFICER	SIGNATURE/DATE
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

SAMPLE JUSTIFICATION  
SPECIAL ACT/SERVICE AWARD  
GROUP AWARD

NAME	SSN	JOB TITLE	AMOUNT
_____	_____	_____	\$100.00
_____	_____	_____	\$100.00
_____	_____	_____	\$100.00
TOTAL			\$300.00

1. The above listed individuals are recognized for completion of the FY 96 \_\_\_\_\_ Report and the FY 97 \_\_\_\_\_ Report. Rapid completion of both reports, coupled with short suspenses contributed to the mission of the organization.

2. These reports have consolidated internal reporting requirements, eliminated dual data collection and have improved the effectiveness and efficiency of the organization. As a result, functional responsibilities/tasks which previously were not completed are being addressed.

3. (State individual contribution.) Mr. \_\_\_\_\_'s part was to coordinate input from all branches in the organization and to consolidate the data into one list.

4. Based on intangible benefits with high value and limited extent of application, a \$300 award is recommended. (Table 7-2)

## **Appendix Z**

### **On-The-Spot Awards**

**Purpose:** To recognize day-to-day accomplishments. This award is considered a small Special Act or Service Award.

**Award Amount:** \$50 - \$500

**Eligibility:** All appropriated fund employees may be an individual or group effort. The maximum dollar amount to be shared for a group effort is \$500.

**Previous or Subsequent Awards:** No prior cash award covering all or part of same accomplishment/period of service. Normally, this is a one-time contribution.

**Nomination Period:** No limitation (can be for one day)

**Nomination Deadline:** As soon as possible or no later than 30 days after the act was performed.

**Nomination Approval:** Normally submitted by first-line supervisors and approved by Commanders, Directors, or Personal Staff Officers.

**Presentation:** The presentation will be made by the approving official or a designated representative in an appropriate ceremony. Award consists of a SF 50, Personnel Action and a DA Certificate of Commendation. Payment will be reflected in the employee's Leave and Earnings Statement.

**Nomination Criteria:** The OTS may be given for small contributions as described for Special Act or Service Awards Employees were observed:

- completing a special assignment, project, or detail.
- giving excellent customer service.
- going that "extra mile" to help the team complete a project or assignment.
- completing a report or assignment well in advance of the due date.
- using initiative or ingenuity in completing a task.
- doing things which aided in "passing" an inspection.
- performing an act which motivated other employees.

**Nomination Requirements:** Submit the following items (original plus one copy) to the Incentive Awards Administrator:

- a. DA Form 1256, Incentive Awards Nomination and Approval.  
Nominating Official is the nominating supervisor and Approving Official is the Commander, Director, or Personal Staff officer.  
Fund citation initialed by budget officer.  
Indicate if this is a group award in block 6, "Other."  
(Maximum award is \$500.)
- b. Justification. Briefly describe who, what, when. Limit to one page.  
(Value statement from Tables 7-1 or 7-2 is not required.)
- c. Citation/EEO Certification. Not required (unless approved by the Command Group.)

**Sample Nomination Packet:** See Example (Z-3 Z-4).



SAMPLE JUSTIFICATION

ON-THE-SPOT CASH AWARD: \$250.00

Mr. \_\_\_\_\_ is commended for meritorious achievement as an Education Specialist assigned to the Directorate of Civilian Personnel, from 1 January 1995 to 31 March 1996. He has obtained command support for the performance management program and has been commended by the Commanding General for his efforts in addition to receiving accolades from many commanders whom he services. The new performance management system was recently implemented, but training was necessary to ensure it is understood by all those involved in rating civilian employees. In February, he alone conducted three employee classes, two officer classes, two Officer Professional Development Classes and three 12-hour classes for both employees and supervisors. His dedication and initiative in providing education classes to the entire installation has resulted in a dramatic improvement in the correct and timely completion of civilian evaluation reports.

# Appendix ZZ

## Scale of Awards/Tangible/Intangible/Time Off

Table 7-1  
Contributions with tangible benefits

AR 672-20, 1 June 1993

Estimated First-Year Benefits to Government      Amount of Award  
 Up to \$10,000 . . . . . 10 percent of benefits  
 \$10,001-\$100,000 . . . . . \$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000  
 \*\$100,001 or more . . . . . \$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

### Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	205,000	4,225	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	210,000	4,250	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	215,000	4,275	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	220,000	4,300	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	225,000	4,325	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	230,000	4,350	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	235,000	4,375	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	240,000	4,400	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	245,000	4,425	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	250,000	4,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	255,000	4,475	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	260,000	4,500	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	265,000	4,525	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	270,000	4,550	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	275,000	4,575	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	280,000	4,600	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	285,000	4,625	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	290,000	4,650	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	295,000	4,675	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	300,000	4,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	305,000	4,725		
38,000	1,840	78,000	3,040	118,000	3,790	310,000	4,750		
39,000	1,870	79,000	3,070	119,000	3,795	315,000	4,775		
40,000	1,900	80,000	3,100	120,000	3,800	320,000	4,800		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

\* Awards over \$10,000 require the approval of the Office of Personnel Management.

\*\* Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

# Appendix ZZ

## Scale of Awards/Tangible/Intangible/Time Off

Table 7-2

Scale of awards based on Intangible benefits

AR 672-20, 29 January 1999

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations.  Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area or command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (COMPARE WITH \$250-1000 TANGIBLE BENEFITS)	\$100-250 (COMPARE WITH \$1,000-2,500 TANGIBLE BENEFITS)	\$250-500	\$500-1,000
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (COMPARE WITH \$1,000-2,500 TANGIBLE BENEFITS)	\$250-500 (COMPARE WITH \$2,500-5,000 TANGIBLE BENEFITS)	\$500-1,000	\$1,000-2,500
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (COMPARE WITH \$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500 (COMPARE WITH \$10,000-50,000 TANGIBLE BENEFITS)	\$2,500-5,000 (COMPARE WITH \$50,000-250,000 TANGIBLE BENEFITS)
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (COMPARE WITH \$50,000-250,000 TANGIBLE BENEFITS)	\$5,000-10,000 (COMPARE WITH \$250,000-1,250,000 TANGIBLE BENEFITS)

**TABLE 7-3**  
**TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION**  
**(AR 672-20, 1 Jun 93)**

**VALUE TO ORGANIZATION**

**NUMBER OF  
HOURS**

**Moderate:**

**1 to 10**

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

**Substantial:**

**11 to 20**

(1) An important contribution to the value of a product activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

**High:**

**21 to 30**

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

**Exceptional:**

**31 to 40**

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

**FOR MORE THAN ONE DAY, ALSO USE TABLE 7-2. EXAMPLE:  
"The contribution is of moderate value with limited  
extent of application (Table 7-2 and Table 7-3)."**