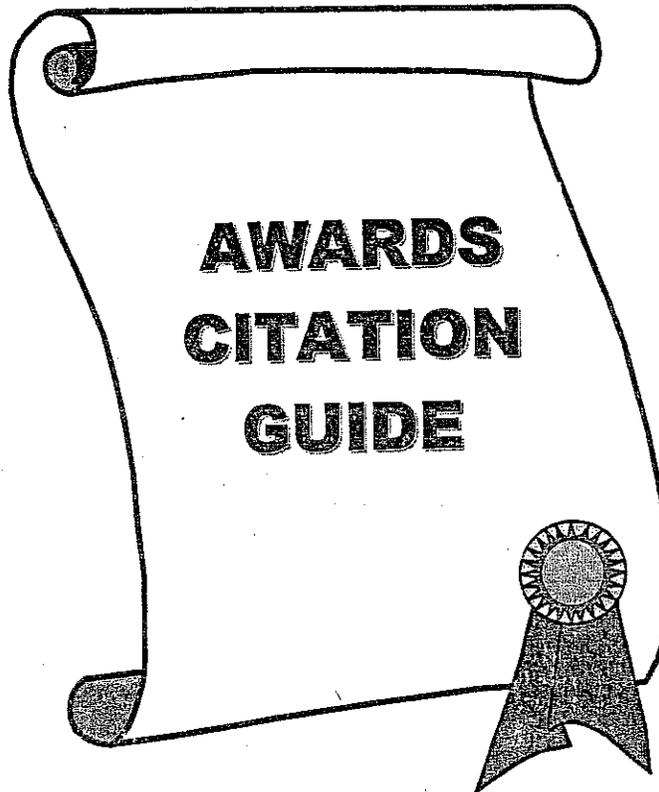


CIVILIAN PERSONNEL ACTIONS

CIVILIAN PERSONNEL ACTIONS



1 FEBRUARY 2002

ATZT-CG-X

1 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Personnel Actions Awards Citation Guide

1. References:

- a. Army Regulation 672-20, Incentive Awards, 1 June 93
- b. DA PAM 672-20, Incentive Awards Handbook, 1 July 93
- c. TRADOC PAM, Recognition and Awards for Civilians, 1 Dec 95
- d. Military Personnel Awards Handbook, 31 July 01
- e. Fort Leonard Wood Command Policy #32-01, Awards Recognition Policy

2. **Purpose.** To establish a standard citation format for the United States Army Maneuver Support Center and Fort Leonard Wood Civilian Personnel Advisory Center (CPAC) coordinators.

3. **General.** The key objective of the Civilian Awards citation guide is to improve the accuracy and efficiency of civilian awards in order to recognize each employee for his/her significant achievements and outstanding service to this installation. It also allows the supervisor to demonstrate the high value of his/her employee by decreasing room for error and unnecessary routing traffic resulting in timely results of the awards process/presentation.

4. **Awards Citation Guide.** This guide is to standardize the format of civilian awards citations. It is not meant to standardize the content of every award citation.

5. **Value.** The value of this guide is based on the effective use of it along with the Fort Leonard Wood Incentive Awards Program, Supervisor's Guide, and the Command Policy #32-01. End results are a timely and efficient awards process/presentation for your employees.

6. If there are any suggestions or comments on ways to improve the awards process, please contact the undersigned via e-mail at dunhamk@wood.army.mil.

ATZT-CG-X

Subject: Civilian Personnel Actions Awards Citation Guide

KIMBERLY R. DUNHAM
CPT, GS
Project Officer

Enclosures

1. Citation Guidelines
2. Command Policy #32-01
3. Awards Approval Chart
4. CPAC Award Routing Sheet

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Citation Guidelines

1. **Definition.** A citation is a formal statement of the achievements of a person receiving an award.
2. **Technical Information.** One paragraph consisting of 50 to 60 words including the name, title, place of employment, and the period of time covered by the award. The citation should highlight the nominee's specific achievement. **Do not use abbreviations and spell out United States.**

3. Contents will read as follows:

a. **OPENING SENTENCE**

Job Transfer: "for exceptionally meritorious service as (job title) while serving in (place of employment) from (time covered)."

*Example. For exceptionally meritorious service as the Combat Developments Experimentation Analyst while serving in the Maneuver Support Battle Lab, United States Army Maneuver Support Center, Fort Leonard Wood, Missouri, from 3 January 1999 to 11 March 2002.

Retirement: "for exceptionally meritorious service spanning 20 years of dedicated and faithful service culminating in his/her position as the Combat Developments Experimentation Analyst while serving in the Maneuver Support Battle Lab, United States Army Maneuver Support Center, Fort Leonard Wood, Missouri, from (time covered is optional in this case).

b. **Body.** The following are general tips of writing style and mechanics that make the award citation clear, concise and, more effective:

1. The key point to remember is that the citation must contain specific, qualitative facts, which highlight major achievements. This is what makes the citation valuable. Never say "successful accomplishment" or use other redundant phrases, such as "each and every one". Each is everyone and vice versa. Eliminate introductory words that say nothing, such as, "It is the opinion of this directorate that"...

Do not use pompous language. One idea per sentence. Aim for clear and concise sentences – Bottom Line Up Front (BLUF).

Use the active voice whenever possible. The action voice is not only the most efficient way of expressing an idea (**requires fewer words per phrase**), but it also conveys a feeling of energy and action. Its structure is simple; subject, verb, and direct object. In other words, the subject (**who should be the nominee**) does something to something else. In the passive voice, the subject shifts from being the nominee to whatever it was the nominee acted on. The purpose of the citation is to focus attention on the nominee and what he/she has done. For example, replace the passive voice construction of: "SQT scores were improved by the effective training plan developed by Ms. Doe," where the subject is SQT scores, with the active voice construction Ms. Doe is the subject: "Ms. Doe developed an effective training plan which improved SQT scores." Notice that in the active constructions Ms. Doe is the driving force of the sentence, the doer. Also notice that the active construction used only 11 words compared to the passive form

of 13. The words "by" and "of" in a sentence are handy warning sign that a sentence is in the passive voice, "We are of the opinion..." or, "We believe..." Notice the reduction from five words to only two, yet both phrases convey the same thought. This is critical when the writer is trying to sum up 36 months of outstanding duty performance on one little certificate.

Before writing the citation:

- Objectively evaluate the nominee's performance compared to others of similar grade and position.

- Jot down specifically what he/she did that was beyond the normal duty requirements.

- Decide on the appropriate sentences to compose a citation that is clear and concise – **BLUF** – that will not rob the nominee of his/her level of achievements.

c. CLOSING.

Below are examples of closing sentences that are **suggested** for use in the narrative citation. These should be the last line of the citation and should summarize the main overall idea of the reason the nominee should receive an award.

- Ms Doe's devotion to duty and outstanding achievements in this position reflect admirably on her and the Maneuver Support Center.

- The outstanding services rendered by Mr. Doe are in keeping with the highest traditions of the United States Army.

- The high level of achievement and excellence demonstrated by Ms. Doe are a direct result of this agency's success.

- Mr. Doe's devotion to duty and high profession standards are models of excellence that should be emulated by all.

CLOSING SENTENCE FOR USE IN THE PROPOSED CITATION

The closing sentence will read as follows:

..... reflect(s) great credit upon him/her (**not himself/herself**), the place of employment, Fort Leonard Wood and the United States Army.

****It (one thing) reflects; They (two or more things) reflect***

