

HONORARY AWARDS – MISSION - Approved by the Commanding General

The award packet for Honorary Awards consists of the following:

- 1) Awards Board Cover Sheet (Top section filled out and initialed by an O6 and above)
- 2) 1256 (Blocks 1,2,3,4,5,6,7 to be complete)
- 3) Justification (1-2 pages long)
- 4) Citation (65 words or less)
- 5) EEO Certification
- 6) List of prior Awards

Type of Award to be given:

- 1) Achievement Medal for Civilian Service (are approved at the Director's level)
- 2) Commanders Award for Civilian Service (can be approved by Commander's of the Engineer, Military and Chemical Schools, and 1st Bde)
- 3) Superior Civilian Service Award - *Approved By the CG*
- 4) Armed Forces Civilian Service Medal (see info in Points)
- 5) Meritorious Civilian Service Award (TRADOC Award) - *this goes off post*

Points:

- 1) When typing the citation, do not type in Caps. When addressing the timeframe use Month and Year (do not list a day). Do not abbreviate, spell everything out.
- 2) Submit the award packet to Debbie Abel, CPAC within 30 days of the presentation date.
- 3) When the awards have been approved by the CG, CPAC will contact the POC on the Awards Board Cover sheet for pick up of the Award and Medal.
- 4) For the AFCSM , please submit the following:
 - a. Awards Board Cover Sheet
 - b. 1256 (Blocks 1,2,3,4,5,6,7 filled out. My signature in block 10 and CG's Signature in block 11)
 - c. Justification (can be some type of orders)

Sample

FORT LEONARD WOOD CIVILIAN AWARD ROUTING

NAME John Doe **ORGANIZATION** CPAC

Presentation Date: 1 May 2010

POC: Debbie Abel

| | Initials | Date | REMARKS |
|----------------------|----------|------|---------|
| Commandant/Commander | | | |
| Directorate | | | |
| EOP (if required) | | | |

Building 470, Room 2210E, ATZT-CPAC, 596-0927

CONTROL # _____ **SUSPENSE** _____

| | Initials | Date |
|------|----------|------|
| CPAC | | |

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

| | AWARDS BOARD |  |  | REMARKS |
|---|--------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------|
| 1 | SGS | | | |
| 2 | COS | | | |
| 3 | CG | | | |
| 4 | PAIO | | | |

FORT LEONARD WOOD CIVILIAN AWARD ROUTING

NAME _____ **ORGANIZATION** _____

Presentation Date: _____

POC:

| | Initials | Date | REMARKS |
|----------------------|----------|------|---------|
| Commandant/Commander | | | |
| Directorate | | | |
| EOP (if required) | | | |

Building 470, Room 2210E, ATZT-CPAC, 596-0927

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| | AWARDS BOARD |  |  | REMARKS |
|---|--------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------|
| 1 | SGS | | | |
| 2 | COS | | | |
| 3 | CG | | | |
| 4 | PAIO | | | |

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 Doe, John R. | 2. ORGANIZATION (No abbreviations) CPAC Fort Leonard Wood, MO |
| 3. PRESENT POSITION, TITLE, GRADE AND SALARY Human Resources Specialist | 4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) |

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

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

c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 02/1980 - 02/2010

6. NOMINATING OFFICIAL

| a. TYPED NAME AND TITLE | b. SIGNATURE | c. TELEPHONE NUMBER | d. DATE |
|-------------------------|--------------|---------------------|---------|
| | | AREA CODE () | |

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

7. 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 | | |
| YES | d. TYPED NAME CIVILIAN PERSONNEL OFFICER | e. SIGNATURE | f. DATE |
| | NO | | |

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

8. APPROVAL DISAPPROVAL OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

| | | | |
|-----------------------|-------------------------------|---------------------|---------------------------------|
| AMOUNT RECOMMENDED \$ | TANGIBLE MONETARY BENEFITS \$ | INTANGIBLE BENEFITS | ESTIMATED FIRST YEAR SAVINGS \$ |
|-----------------------|-------------------------------|---------------------|---------------------------------|

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 |
|-------------------------------------------------------------|-----------------------------------------|--------------|-----------------------|---------------------------|
| 9. LOCAL COMMITTEE CHAIRPERSON | | | | |
| 10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE | | | | |
| 11. MAJOR COMMAND REVIEW COMMITTEE | | | | |
| 12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE | | | | |
| 13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD | | | | |

NARRATIVE JUSTIFICATION

For exceptionally meritorious service while serving as the Chief, Law Enforcement Operations Branch from 01 November 2005 to 31 October 2006. Mr. John Doe contributions have directly impacted the success of United States Army Military Police School and the United States Army's Civilian Law Enforcement training capabilities.

Mr. Doe led the successful accreditation of two Army Regional Training Academies for Civilian Police and Guards at Aberdeen Proving Grounds, MD and White Sands Missile Range, NM. These historic Army events were the result of his management skills and subject matter expertise in law enforcement training. He led his team in conducted analytical examinations of the Regional Academy's ability to execute the USAMPS' curriculum. Mr. Doe took it upon himself to provide assistance in correcting deficiencies and provided examples to assist the Regional Academies meet the Commandant's standard.

Mr. Doe was hand selected by the Office of the Provost Marshal General to participate as the law enforcement/physical security subject matter expert in a DA Access Control Manpower Assessment Visit to the Republic of Korea. This mission required four months of train-up and development of assessment tools prior to traveling to South Korea to conduct the visit. He inspected all US Army Installation access control points in Area III as well as several in Area II to determine security effectiveness of access control, physical security measures, and the contract security training and operations. As a result of his findings the Office of the Provost Marshal General was able to direct a course of action that increased the level of security while significantly reducing contract labor cost.

Mr. Doe represented USAMPS as the law enforcement training subject matter expert at high-level DOD and DA policy meetings, decision committees, and working groups. He effectively worked as the USAMPS representative to establish and charter the DA Police & Guard Working Group. He was responsible for authoring sections of the official DA charter. He traveled under official orders to the Pentagon and the Washington, D.C. area to support and promote the USAMPS police mission, vision and objectives. Mr. Doe established and advised DOD legacy projects to include the DoD Law Enforcement Joint Security Chiefs, the Policy and Support Branch of the Undersecretary of Defense, and the Conservation Law Enforcement Legacy Project group. He participated as lead law enforcement subject matter expert at Army and DOD regulation and policy re-write groups.

Mr. Doe was assigned as the Contracting Officer's Representative for a Congressionally funded DOD wide Civilian Law Enforcement Mission and Training Analysis contract. He was responsible for writing the Performance Work Statement and coordinated approvals through legal and contractual reviews, including the Northern Region Contracting Center, Contract Advisory and Assistance Service, and the Office of the Undersecretary of Defense for Personnel and Readiness Law Enforcement Policy and Support Directorate. He was responsible for administering on going financial duties, administrative logistics, and ensured strict compliance with contract deliverables. He completed this contract administrative documents and reviews within an unusually short completion timetable.

Mr. John Doe's immense contributions and superior performance of duty are deserving of the recognition afforded by the [redacted] Award for Civilian Service.

CITATION

For exceptionally meritorious service during the last 5 years as the Force Integration Specialist for the Engineer Directorate of Combat Developments. His outstanding leadership, and technical competence have been the primary reason that Soldiers in the Engineer Regiment are moving from the usage of 1950's and 60's era tool sets to ones equipped with 2005 technology. Mr. Doe's dedication and persistence has enabled him to overcome many obstacles in his goal to equipment and Army engineers with the best and most modern tools and equipment available. Mr. Doe's devotion to duty and performance reflect great credit upon him, the Directorate of Combat Developments, Fort Leonard Wood, and the United States Army.

PRIOR AWARDS

| | |
|-------------------------------------------------------|-----|
| 2006-05-09 (80) Time Off Award | 8 |
| 2005-12-29 (06) Special Act or Service Award | 719 |
| 2005-04-08 (9L) Performance Award | 700 |
| 2004-10-06 (8L) Achievement Medal for Civ Service --- | |
| 2004-07-26 (8L) Achievement Medal for Civ Service | 16 |
| 2004-01-16 (9L) Performance Award | 500 |
| 2002-12-20 (9L) Performance Award | 250 |
| 2002-02-14 (80) Time Off Award | 8 |
| 2000-10-16 (80) Time Off Award | 16 |
| 2000-08-24 (80) Time Off Award | 16 |
| 1997-08-14 (80) Time Off Award | 24 |

EEO CERTIFICATION

FOR JANE R. DOE

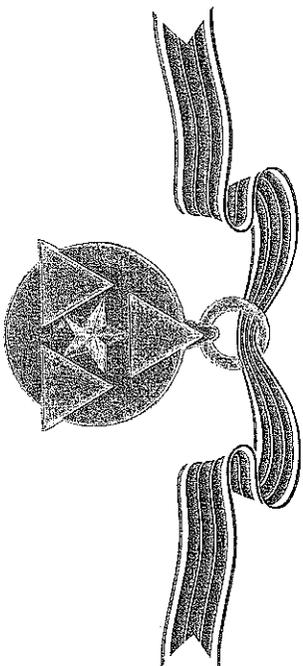
There are no current EEO complaints or Personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

Date

LARRY D. BRUCE
Director, Equal Opportunity
Programs

Date

Debbie Abel
Human Resources Technician
CPAC



DEPARTMENT OF THE ARMY

JOHN R. DOE

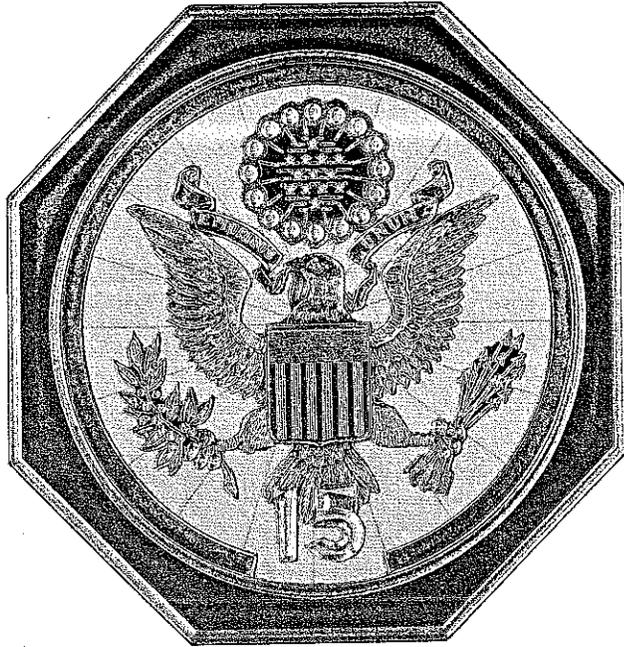
IS PRESENTED THE

COMMANDER'S AWARD FOR CIVILIAN SERVICE

For exceptional service as Chief, Training Technology Branch, Special Facilities Division, Department of Career Studies Maneuver Support Center Directorate of Training, Fort Leonard Wood, Missouri during the period November 2007 through March 2008. Mr. Doe demonstrated expert technical knowledge, skills, and abilities to identify, plan, coordinate and ultimately provide outstanding training technology solutions to the Maneuver Support Center, it's support Brigades and the Installation Management Command. Mr. Doe constantly displayed a high degree of professionalism, initiative, and devotion to duty which reflects distinct credit upon him, the Special Facilities Division, MANSCEN and the United States Army.

23 February 2009

JOHN C. MCCLELLAN, JR.
Colonel, GS
Director, MDDOT



This certificate is
awarded to

JANE R. DOE

in recognition of Fifteen Years
of service in the
Government of the
United States of America.

13 January 2009

Commander/Director Name
COL, CM
Commanding