

SPOUSE AWARDS – Approved by the Commanding General

The award packet for Spouse Awards consists of the following:

- 1) Awards Board Cover Sheet (Top section filled out and initialed by an 006 and above)
- 2) 1256 (Blocks 1, 3, 4, 6, 7 to be completed)
- 3) Justification (1 -2 pages long)
- 4) Citation (65 words or less)

Type of Awards to be given:

- 1) Outstanding Civilian Service Award
- 2) Commanders Award for Public Service
- 3) Certificate Of Appreciation for Patriotic Civilian Service

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.

Sample

FORT LEONARD WOOD CIVILIAN AWARD ROUTING

(Husband's Unit)

NAME Jane Doe ORGANIZATION CPAC

Presentation Date: 10 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

CONTROL # _____ **SUSPENSE** _____

	Initials	Date
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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, Jane S.	2. ORGANIZATION (No abbreviations) CPAC Fort Leonard Wood, MO
3. PRESENT POSITION, TITLE, GRADE AND SALARY Spouse	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 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 checked="" type="checkbox"/>	OTHER (Specify) Commanders Award for Public Service		<input type="checkbox"/>
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 02/1980 - 02/2010		<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

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

Mrs. Jane Doe provided numerous significant contributions to the Fort Leonard Wood Community by volunteering her time and talent to the Headquarters and Headquarters Company, 14th MP Brigade. Her willingness to donate time and share experiences resulted in substantial improvements in the morale and welfare of the organization, with which she was involved. Mrs. Doe was an integral part of the reactivated HHC Family Readiness Group. Her willingness to contribute ideas and labor provided for a tremendously successful unit, Soldier and family-related activities. She avidly supported all Brigade functions.

In addition to her role in the FRG and numerous hours spent supporting Soldier and family activities, Mrs. Doe routinely volunteered her time to support the Installation "Woodworks" Information Forum, a forum designed to share installation and community information by community leaders and command and directorate representatives. Mrs. Doe provided steadfast support to this forum and was also responsible for the décor at several gatherings. Mrs. Doe also supported the 14th MP Brigade's Progressive Dinner with unwavering focus and desire to ensure that the HHC's portion of the Progressive Dinner was a complete success. Additionally, Mrs. Doe supported Soldiers and units by attending numerous graduation ceremonies, promotions and social events. Her devotion to the Army, dedication to the brigade, and desire to assist all those around her will leave a lasting impression on the lives of those she touched in the Fort Leonard Wood Community.

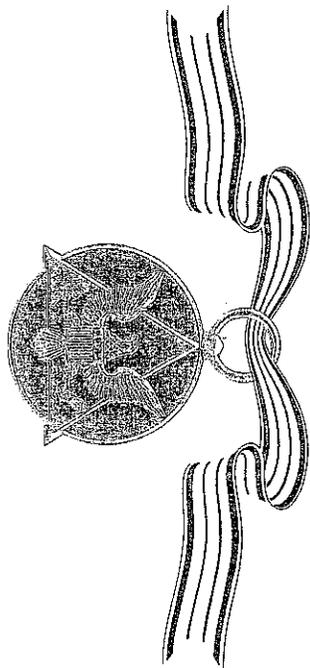
Mrs. Doe is the epitome of selfless service. She has demonstrated the highest standards of patriotic civilian service. Her acts of kindness, words of wisdom, and show of support were felt by all who had the privilege to know her. Her volunteer spirit, devotion to the Army and dedication to Soldiers, families, and the community are in keeping with the most cherished traditions of military service and reflect distinct credit on her, Headquarters and Headquarters Company, and the installation of Army families.

Mrs. Doe will depart on 8 August with her husband,
Virginia.

to

CITATION

For exceptionally meritorious support and dedicated service to the Army for over twenty years. Mrs. Doe's recent active participation in the community as President of the 1st Battalion, 48th Infantry Regiment Family Readiness Group contributed significantly to the quality of life for Army families at Fort Leonard Wood. Her contributions to the many units throughout her husband's career have impacted Soldiers and Families throughout the Army. Mrs. Doe's concern and support for others bring great credit upon her, the 1st Battalion, 48th Infantry Regiment, Fort Leonard Wood, and the United States Army.



DEPARTMENT OF THE ARMY

JANE R. DOE

IS PRESENTED THE

COMMANDER'S AWARD FOR PUBLIC SERVICE

For exceptionally meritorious support of Soldiers and Families assigned to Fort Leonard Wood, Missouri, from August 2007 thru June 2009. Mrs. Jane Doe selflessly served as the Spartan Battalion Steering Committee President and a faithful volunteer to the Community Thrift Shop, Thayer Elementary School, Cub Scouts, and Protestant Women of the Chapel. Mrs. Jane Doe is truly an exceptional and prominent ambassador for the United States Army. Her actions are in keeping with the most cherished traditions and reflect great credit upon her, the 1st Engineer Brigade, Fort Leonard Wood, and the United States Army.

5 May 2009

GREGG F. MARTIN
Major General, U.S. Army
Commanding