

## **HONORARY AWARDS – IMCOM - Approved by the Garrison Commander**

**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
- 2) Commanders Award for Civilian Service
- 3) Certificate of Appreciation
- 4) Certificate of Achievement

**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 GC, CPAC will contact the POC on the Awards Board Cover sheet for pick up of the Award and Medal.

**IMCOM, HQ AWARDS:**

- 1) Superior Award for Civilian Service
- 2) Meritorious Civilian Service Award

These awards are approved by the IMCOM, HQ. These awards are to be received by IMCOM, HQ 65 days (Superior) prior to the presentation date and 120 days (Meritorious) prior to the presentation date. First, the award packet has to be endorsed by the Garrison Commander before going to IMCOM, HQ. To do this the award packet consist of the following:

- a. Awards Board Cover Sheet
- b. Endorsement letter from the Garrison Commander ( will send new one out with new addresses)
- c. 1256
- d. Justification (also sent to me electronically in Word Doc)
- e. Citation (also sent to me electronically in Word Doc)
- f. List of prior award

# GARRISON COMMAND CIVILIAN AWARD ROUTING

**NAME**

**ORGANIZATION**

Presentation Date:	
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**POC:**

	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	GC SECRETARY			
2	DEPUTY TO GC			
3	GC			

Sample

# GARRISON COMMAND CIVILIAN AWARD ROUTING

NAME John R. Doe ORGANIZATION CPAC

Presentation Date: 6 June 09

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	GC SECRETARY			
2	DEPUTY TO GC			
3	GC			

**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 \$
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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
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 ~~?~~ 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 for Jane Doe

<u>Date</u>	<u>Type of Award</u>	<u>Award Amount</u>
2007-10-23	Performance Awd	1649
2007-06-28	TOA	40
2006-12-20	QSI	
2006-12-20	TOA	40
2005-1127	QSI	
2005-11-17	TOA	40
2004-11-23	TOA	40
2004-11-22	Performance Awd	680
2003-09-23	TOA	40
2002-11-29	Performance Awd	500
2002-04-10	TOA	20
2001-07-30	TOA	40
2000-11-02	TOA	40
1998-09-30	TOA	40
1997-09-17	TOA	40
1997-06-30	Superior Civ Svc Awd	
1993-09-19	QSI	
1992-06-05	Performance Awd	600
1991-09-11	Performance Awd	750
1990-08-01	Performance Awd	1000
1990-07-20	Superior Civ Svc Awd	
1989-09-06	Performance Awd	350
1988-10-17	Performance Awd	275
1988-06-01	Performance Awd	250
1987-03-27	Performance Awd	1674
1983-05-27	Sust Superior Performance Awd	1431

**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.

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Date

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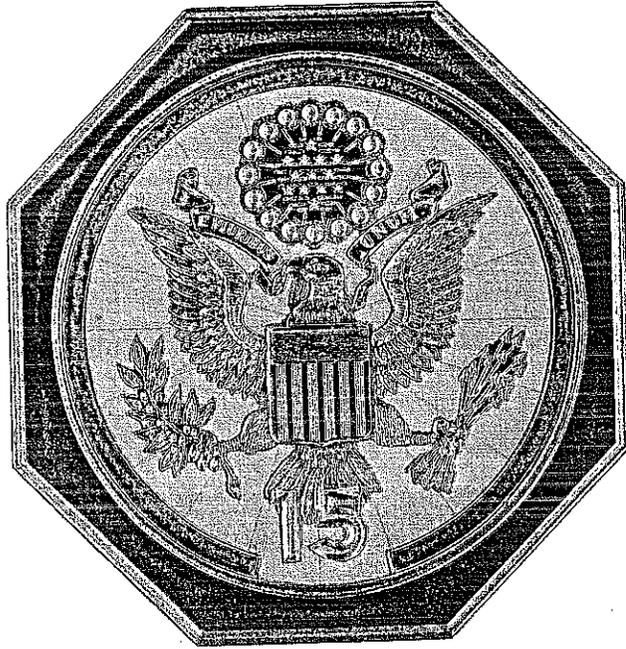
LARRY D. BRUCE  
Director, Equal Opportunity  
Programs

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Date

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Debbie Abel  
Human Resources Technician  
CPAC



This certificate is  
awarded to

**JANE R. DOE**

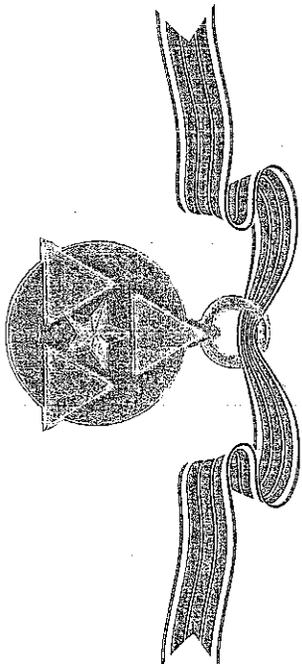
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in recognition of Fifteen Years  
of service in the  
Government of the  
United States of America.

13 January 2009

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**JOHN J. MEGNIA**  
COL, CM  
Commanding



# DEPARTMENT OF THE ARMY

**JOHN D. DOE**

IS PRESENTED THE

## **COMMANDER'S AWARD FOR CIVILIAN SERVICE**

For exceptionally meritorious service during his tenure as the Garrison Command Human Resources Assistant from April 2005 through October 2008. His outstanding technical abilities, knowledge of Human Resource functions and Soldier's First mentality have established him as the subject matter expert and the "GO TO" person in the Garrison Command for all Human Resources related issues. Mr. Doe's dedication to duty and loyalty to this organization have been a vital component to mission accomplishment and have ensured a professional and efficient Garrison work force. Mr. Doe's devotion to duty and performance reflect great credit upon him, the Garrison Command, Fort Leonard Wood, and the United States Army.

7 October 2008

**JOHN J. MEGNIA**  
COL, CM  
Garrison Commander