UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND

CIVILIAN HONORARY
AND
PUBLIC SERVICE
AWARDS

PROCESSING GUIDE

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I. PREFACE

Introduction. In the midst of budgetary and personnel constraints, commanders, managers, and supervisors need to be creative in trying to "get the most for the dollar." The process of maximizing the potential for success prompted the idea that managers must ensure that every employee is "doing the right thing, right the first time, all the time." Behavior which is rewarded will be repeated by employees. The challenge is how to motivate the members of a diverse work force and promote team building.

The Incentive Awards Program can be a powerful tool if properly aimed at rewarding performance which is directly related to specific goals and objectives.

Purpose. This guide provides procedures on how the civilian incentive awards program can be used more effectively. It also consolidates as much information about awards processing as possible into one document. Army Regulation 672-20 and DA Pamphlet 672-20 govern the awards described in this document. These documents can be found at http://www.apd.army.mil/series_range_pubs.asp?range=672. This guide is focused on the most commonly used awards. The information in this booklet is provided as a desktop tool and is not a substitute for governing laws and regulations. We have included samples and charts to assist you in putting together a complete award nomination.

Internal Controls. Commanders should ensure that internal control procedures are being followed in order to have an effective incentive awards program. Improper use of awards could result in morale problems and ineffectiveness of mission accomplishment. An effective incentive awards program means:

a. Granting recognition based solely on merit and not as a substitute for other personnel actions.

b. Selecting the most appropriate form of recognition which is motivating to the employee(s) and cost effective to the organization.

c. Assuring that minority and female employees are provided equitable recognition.

d. Publicly recognizing employees for their exceptional performance.

e. Presenting awards are promptly as possible.

General Information. Award nominations must be reviewed/approved at least one level above the nominator unless the nominator is the commander.

Award nominations contain privileged information and should not be made available to anyone outside the approval process. Nominees should not be informed he or she has been recommended for an award until it is approved.

It is very important that timelines for submitting awards are adhered for the award to be meaningful. There will be occasions when this is not feasible and a letter of lateness must be included in the nomination package.

All award nominations must be submitted to the organization's awards administrator point of contact prior to submitting to the TRADOC Awards Executive Secretary. The organization's awards administration should review for correctness.

II. PROCESSING HONORARY AWARDS

Purpose. The following information is provided as a quick reference guide for processing honorary incentive awards for civilian employees. NOTE: All award nominations must be submitted to the organization's awards point of contact before sending to the TRADOC Awards Executive Secretary.

Background. Department of the Army Honorary Incentive Awards policy is outlined in AR 672-20, Chapter 8. A description of these honorary awards is provided at FIGURE 1.

1. Honorary award nomination packages must include the following:

a. DA Form 1256 (dtd Apr 93), Incentive Award Nomination and Approval – FIGURE 2. No abbreviations or acronyms are to be used in block 3 in the organization's name and address or in block 4 for the employee's present position.

b. Employee biographical data (for award nominations for the Department of Defense Distinguished Civilian Service Award, the Decoration for Exceptional Civilian Service, and the Meritorious Civilian Service Award) - FIGURE 3.

(1) Name.

(2) Title and grade.

(3) Education and degrees.

(4) Employment record.

c. Justification – FIGURE 4: The justification (no more than two single-spaced pages) for the award must refer to specific achievements/accomplishments.

d. History of significant awards with dates (mm/yy) – FIGURE 5. List the most current awards first. Honorary awards typically follow a progressive sequence of recognition and may be given to employees any time in their career, including occasions such as reassignment, transfer, separation, and retirement. These situations do not form the basis for the nomination. Employee's award history can be obtained through Defense Civilian Personnel Data System, Army Regional Toolset.

e. The Equal Employment Opportunity (EEO) Office and Civilian Personnel Advisory Center (CPAC) Certifications. The EEO office must affirm that the nominee's records have been reviewed and that there is no current or past EEO complaint against the nominee. The CPAC must certify that the nominee has no current or past adverse actions based on performance or conduct in the nominee's record. Certification must be documented on DA 1256. If there are EEO and/or other adverse action issues, the certification must include the particulars of the case in the nomination package. Electronic mail certification is acceptable but must be printed for inclusion with the nomination. When adverse EEO or CPAC findings are documented, the nominating official will review the findings and determine whether to forward the award nomination for approval. If the award approval authority disagrees with the nominator's determination, the package will be returned to the nominator with reasons for the disapproval.

f. Proposed Citation – FIGURE 6.

(1) Prepare a one paragraph (approximately 90-95 words) proposed citation. The citation should highlight two to three of the individual's significant achievements. Nominating officials need to avoid using acronyms unless they have been clearly defined.

(2) Indicate the scheduled date award will be presented to the nominee. Indicate (a) nominee is retiring, (b) nominee is departing the current job, or (c) nominee is receiving award for exceptional performance of duties.

g. Letter of lateness – FIGURE 7. Award nominations for approval by the Commanding General, TRADOC, must be forwarded to the ODCSPIL, Civilian Personnel Directorate 60 days prior to the presentation date. This allows adequate time to process to the IARB (if applicable). If the award is not submitted timely to assure proper processing, the package is considered late and must include a letter of lateness from the organization. Nominations arriving late with no explanation will be returned to the organization. If the award nomination is for approval by the Secretary of the Army, it must be submitted to the TRADOC Executive Secretary 90 days prior to the presentation date.

h. Award Processing Checklist – FIGURE 8. Use the checklist to ensure all documentation has been included to process the award nomination.

i. Routing Process – FIGURE 9. Routing for honorary award nominations for all award nomination.

2. Additional processing tips are as follows:

a. The DA Form 1256, biographical data (if applicable), history of awards—honorary and monetary, justification, citation, and EEO Office and CPAC certifications should be scanned and sent via electronic mail to the TRADOC Executive Secretary at atbo-awards@monroe.army.mil.

b. If the honorary award is for approval by the Secretary of the Army or higher level, follow the preparation guidance in DA Pamphlet 672-20, chapters 2-3 and 2-4 and forward the package via the above email address. If a hard copy is needed the organization will be contacted by the TRADOC Executive Secretary.

c. Award nominations for the Meritorious Civilian Service Award (MCSA) require approval by the TRADOC Commanding General and must be reviewed by the TRADOC IARB. Nominations for the Superior Civilian Service Award (SCSA), when approval authority does not exist within the organization, should also be submitted through the TRADOC IARB for approval by the TRADOC Deputy Commanding General/Chief of Staff.

d. All award nominations requiring approval of the Commanding General, TRADOC must show the organization's commander's or staff principal's approval on DA Form 1256, Part IV, Block 11.

e. All documents should be free of typographic and grammatical errors.

DEPARTMENT OF THE ARMY (DA)
Civilian Honorary Awards
(in order of precedence

The Decoration for Exceptional Civilian Service is the highest DA honorary award granted by the Secretary of the Army (SA). This award must be processed through the chain of command to the Army Incentive Awards Board (AIAB). All Army civilian employees paid from appropriated and non-appropriated funds and direct/indirect hire foreign nationals are eligible for consideration. With the exception of nominations for bravery, nominees for this award must have established a pattern of excellence and achievements which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award. (DSM equivalent)

For exceptional achievement or service

The Meritorious Civilian Service Award is the second highest DA honorary award, and may be granted by the SA or a major commander. All Army civilian employees paid from appropriated and non-appropriated funds and direct/indirect-hire foreign nationals are eligible for consideration. Nominees for this award must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards, except nominations for courage and competence in an emergency. (LOM equivalent)

For exemplary achievement or service

The Superior Civilian Service Award is the third highest DA honorary award granted by any Commander (Major General and above) or civilian equivalent. All Army civilian employees paid from appropriated and non-appropriated funds and direct/indirect-hire foreign nationals are eligible for consideration. With the exception of nominations for bravery, nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. (MSM equivalent)

For superior achievement or service

The Commander's Award for Civilian Service is the fourth highest DA honorary award, and may be given by any Commander (Colonel and above) or civilian equivalent. All Army civilian employees paid from appropriated and non-appropriated funds and direct/indirect foreign nationals, are eligible for consideration. With the exception of nominations for bravery, nominations for this award will reflect demonstrated initiative and skill in devising new or improved equipment, work methods; leadership in performing assigned duties; rendered professional or public relations service which resulted in considerable favorable publicity in the local area. (ACM equivalent)

For outstanding achievement or service

The Achievement Medal for Civilian Service is the fifth highest DA honorary award and may be granted by any Commander (Lieutenant Colonel and above) or civilian equivalent. All Army civilian employees paid from appropriated and non-appropriated funds and indirect-hire foreign nationals are eligible for consideration. Nominations for this award must cover either a period of sustained superior service, or a level of achievement sufficient to warrant this recognition, or both. (AAM equivalent)

For noteworthy achievement or service

The Certificate of Appreciation for Patriotic Civilian Service recognizes patriotic civilian service, and may be granted by the SA or by any commander (Lieutenant Colonel and above) for services provided to Army elements under his/her jurisdiction. Nominations will recognize patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. This award may be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation.

For patriotic civilian service

The Civilian Award for Humanitarian Service recognizes individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directly to an individual or groups of individuals. Any commander at the MACOM level or higher may approve this award. All Army civilian employees paid from appropriated and non-appropriated funds and indirect-hire foreign nationals are eligible for consideration. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

For humanitarian service

NOTE FOR ALL OF THE ABOVE MEDALS

1. Commanders have authority to approve awards based on the rank/grade of the position and not the actual rank/grade of the individual occupying the position. This applies to all high level honorary and public service awards.

2. HQ TRADOC organizations follow approval authority in accordance with TRADOC Reinvention policy...all other organizations in accordance with AR 672-20.

FIGURE 1. Hierarchy - Honorary Awards

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)
DOE, JOHN W.	123-45-6789	Deputy Chief of Staff for Personnel, Infrastructure and Logistics (Civilian Personnel Directorate), Fort Monroe, VA

4. PRESENT POSITION, TITLE, GRADE AND SALARY	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)
Human Resources Specialist, GS-13, $00,000.00	

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
X	MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD $
	SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD $
	OTHER (Specify)				ON-THE-SPOT CASH AWARD
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) (REQUIRED)					TIME OFF AWARD

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
IM A. NOMINATOR Director		AREA CODE (555) 987-6543 or DSN	(REQUIRED)

PART II - 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 NO	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER EEO signs (EEO Spec may sign in his or her absence)	b. SIGNATURE	c. DATE (REQUIRED)
YES NO	d. TYPED NAME CIVILIAN PERSONNEL OFFICER CPAC signs (MER Spec may sign in his or her absence)	e. SIGNATURE	f. DATE (REQUIRED)

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 $

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				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Cdr or Staff Principal must sign here
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				(Leave blank if processing through)
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				the TRADOC Executive Secretary)

DA FORM 1256, APR 93 EDITION OF OCT 78 MAY BE USED UNTIL EXHAUSTED. USAPPCV3.00

NOTE. PART II, item 8a and 8b above – Yes or No must be circled.

Figure 2. DA Form 1256 – Honorary Awards

SAMPLE

BIOGRAPHICAL DATA

Name: Mr. John W. Doe

Title and Grade: Human Resources Specialist, GS-13

Education:

Apr 91–Apr 91	
EEO for Managers	**Fort Belvoir, VA**
Mar 90–Mar 90	
Labor Relations Course	**Carlisle Bks, PA**
Oct 85–Dec 85	
College (Communications)	**Oklahoma Univ, OK**
May 79–Jun 79	
Basic Supervision Course	**Chambersburg, PA**
May 77–Jun 77	
Personnel Staffing Course	**Ft Ben Harrison, IN**
Jan 67–May 68	
College (English/Philosophy)	**Christian Br Col, TN**
Apr 68–Apr 68	
Briefing Techniques	**Ft Ben Harrison, IN**
Sep 64–Jan 67	
College (English/Philosophy)	**Mt Saint Mary's Col, MD**

Employment:

Apr 87–Present	
Human Resources Specialist (GS-13)	**HQ TRADOC, Ft Monroe, VA**
Nov 82–Apr 87	
Personnel Staffing Specialist (GS-12)	**US Army Engineer Div, GE**
Dec 77–Nov 82	
Personnel Staffing Specialist (GS-11)	**WSMR, NM**
Oct 76–Dec 77	
Labor Relations Specialist (GS-9)	**WSMR, NM**
Oct 75–Oct 76	
Employee Relations Specialist (GS-7)	**WSMR, NM**
Apr 74–Oct 75	
Personnel Assistant (GS-5)	**USATECOM, MD**

Figure 3. Biographical data – Honorary Awards

SAMPLE

SUPPORTABLE JUSTIFICATION
for a
Meritorious Civilian Service Award

Mr. John W. Doe is nominated the Meritorious Civilian Service Award for the outstanding performance of his duties as Deputy, Garrison Commander, Presidio of Monterey and the Ord Military Community, from September 1999 to June 2003.

During this time frame, Mr. Doe proved himself to be the consummate professional, one whose guidance and counsel is sought by all around him because of his calm, thoughtful manner and his impeccable knowledge of installation management. He showed a remarkable ability to work with people and effectively organize large, complex tasks and organizations.

He was a caring, compassionate leader with high moral standards who sets the example for the civilian workforce. He had the presence of mind and self-confidence to act correctly during critical and short-fused situations. He always did the right thing at the right time and for the right reasons.

Within months of his assignment, Mr. Doe successfully negotiated the settle of a major merit system protection board complaint that saved the garrison tens of thousands of dollars.

He used common sense and his vast Army experience in tackling problems. He was extremely logical and thoughtful in his decision-making and problem-solving process. He originated well thought ideas and did not await direction or guidance to organize and proceed with the task at hand.

Mr. Doe eagerly took on the additional duty of the installation director of resource management for 6-months when the outgoing director was not immediately replaced. He performed these duties in the same, impeccable manner that he does all other things. He accomplished all of his tasks in this area in a superb manner.

As the appointing authority, he developed and implemented a program for administering reports of survey that reduced the large backlog of surveys that existed when he arrived, and he improved the rate of recovery of damages by the government significantly in the process.

He effectively and efficiently established position management control over all civilian positions and managed the civilian work force in a superb manner. He assisted the installation Chief of Staff and Installation commander in this area, and he was the recognized expert on civilian personnel and management matters.

He directed the complete review of all civilian positions descriptions in the garrison over a 3-year period that will lead to a more effective and efficient use of our scarce authorizations.

He had an aggressive mentoring relationship with several subordinates that ensured that development of future civilian leaders for the installation and for the Army.

He had a remarkable ability to work with people and organize tasks, as shown by his pivotal role in the A-76 studies for the installation. He personally managed appeal responses that allowed the

installation to prevail in the appeal process quickly, and to continue the march toward implementation of the winning most efficient organizations.

Mr. Doe was chosen by the Assistant Chief of Staff for installation management to play a leading role in the development of an official career program for civilian deputies.

He developed, implemented, and executed a program that drastically reduced the number of delinquent hand receipt reviews, going from more than fifty to less than ten within a one-year period.

He was the installation subject-matter-expert on all things involving the transformation of installation management, and the installation management agency.

He always maintained a useful, helpful, and appropriate relationship with the union. He was an accomplished negotiator.

Mr. Doe always had a complete grasp of the Commander's vision and intent. He understood his Commander's rhythm and successfully anticipated his desires. He skillfully represented the garrison and installation in all forums. Mr. Doe was a tested and proven professional who leads by example and sets the benchmark for the civilian work force.

NOTE: A well-supported justification describes the employee's achievements in detail for the period of service being recognized. Any periods of service recognized by a previous honorary award may not be used as justification for the current award. Justifications should include descriptions of programs, plans, projects, or events developed, created, and orchestrated by the individual. Cite any situations where the employee achieved savings or avoided unnecessary production and administrative costs.

A weak justification fails to provide a complete picture of the employee's accomplishments. It may only cite the employee's position and state that he/she did a great job or served with distinction. Specific examples of accomplishments would strengthen the justification.

Nominators should not use previous years' accomplishments to enhance a justification without coordination from the former organization. Supervisors must avoid inflated language and remain true to the actual achievements.

Figure 4. Supportable Justification – Honorary Awards

Close Window

SAMPLE

Employee Information

SSN:

Pay Plan: **Series:**

Grade: **Step:**

PayRD: **CPOID:**

○ Salary	○ SCD	○ TSP	○ WIGI	○ NTE	○ Other CPCN's
○ Retained	○ Benefits	○ Projected	○ Other	○ Training	○ Overseas
○ Appraisal	◉ Award	○ LQA			

Award Data

Effective Date	Award Type	Award Amount
1991-05-15	Letter/Certificate Of Commendation	
1991-08-07	Commander's Award for Civ Svc	
1991-09-03	PRMS Performance Award	975
1993-08-04	Performance Award	1000
1993-09-01	Special Act or Service Award	300
1994-08-18	Performance Award	500
1995-06-02	Certificate Of Achievement	
1995-08-30	Performance Award	2010
1999-07-07	Time Off Award	8
1999-07-11	Performance Award	1483
2000-10-16	Time Off Award	40
2000-10-22	Quality Step Increase	
2001-07-27	Time Off Award	40
2001-08-02	Performance Award	4600
2002-08-19	Time Off Award	40
2002-08-25	Quality Step Increase	
2003-05-09	Time Off Award	40
2003-05-09	Performance Award	7600
2003-06-05	On the Spot Cash Award	500

Figure 5. History of Awards – Honorary Awards

SAMPLE

CITATION

For exceptional service as Deputy, Garrison Commander, Defense Language Institute, Presidio of Monterey, and the Ord military community, during the period September 1999 to June 2003. Mr. Doe displayed the highest levels of leadership and management skills, showing that he was the consummate professional employee. All those around him seeked his counsel and guidance. Mr. Doe's exceptional performance, professionalism, and dedication to duty reflect great credit on him, the Defense Language Institute, the Ord military community, and the United States Army Training and Doctrine Command.

Presentation of this award is scheduled for (indicate a date).

NOTE: The citation should start with the statement "For exceptional service," followed by the employee's official position, organization, duty location, and the period of recognized service.

Next, two or three key accomplishments of the employee for the period specified above should be cited.

In conclusion, some distinctive qualities should be described about the employee. For example, Mr. Doe's exceptional performance, professionalism, and dedication to duty reflect great credit on him, (his organization), and the (command) United States Army Training and Doctrine Command.

The citation should be one paragraph in length consisting of approximately Defense Language Institute, Presidio of Monterey, and the Ord military community 90 to 95 words. The recommended print is Courier font, 11 pitch, justified.

Figure 6. Citation – Honorary Awards

SAMPLE
Letters of Lateness

(Office symbol) **(Date)**

MEMORANDUM FOR COMMANDER, TRADOC

SUBJECT: Letter of Lateness

1. Request approval of enclosed award nomination for Mr. John Doe, Human Resources Specialist, for the Meritorious Civilian Service Award.

<u>Example a</u>

2. Reason - On (date), Mr. Doe was notified he had been accepted for a position at Fort Monroe and will be departing on (date).

3. It is appropriate that Mr. Doe be recognized for his exceptional accomplishments to the ODCSPIL, Civilian Personnel Directorate, for the following reason (state reason(s)).

4. POC is (name and phone number).

<u>Example b</u>

2. Reason - Mr. Doe announced on (insert date) that he would be retiring which allowed (insert a time such as 1, 2, or 3 weeks) to process this award.

3. It is appropriate that Mr. Doe be recognized, upon his retirement, for his exceptional accomplishments to the ODCSPIL, Civilian Personnel Directorate, for the following reason (state reason(s)).

4. POC is (name and phone number).

COMMANDER or STAFF PRINCIPAL SIGNATURE BLOCK

NOTE: Above are two examples of reasons for requesting the TRADOC, Commanding General's approval for late submissions of award nominations. There may be other valid reasons the nominator may use to support the letter of lateness.

Figure 7. Letter of Lateness – Honorary Awards

HONORARY
AWARD PROCESSING
CHECKLIST

Review award packet using checklist to ensure all applicable documentation has been included.

Honorary Award Nomination

- ☐ **DA Form 1256, Incentive Award Nomination and Approval.**
- ☐ **Biographical data (if applicable).**
- ☐ **Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.**
- ☐ **Citation (NO acronyms or abbreviations).**
- ☐ **List of previous honorary and cash awards.**
- ☐ **CPAC certification. (Certification may be provided in PART II of the DA Form 1256 or as a separate statement from the EEO Officer or Human Resources Specialist.)**
- ☐ **EEO Office certification. (Certification may be provided in PART II of the DA Form 1256 or as a separate statement from the EEO Officer or EEO Specialist.)**
- ☐ **Coordination with other organizations (if applicable).**
- ☐ **Letter of lateness (if applicable).**

Figure 8. Award Processing Checklist – Honorary Awards

ROUTING PROCESS
HONORARY AWARD

For Employees
Award Processing

Routing of award nominations for:

DoD Distinguished Civilian Service Award (DoD DCSA),
DA Decoration for Exceptional Civilian Service (DECS),
DA Meritorious Civilian Service Award (MCSA), and
DA Superior Civilian Service Award (SCSA) (if applicable).

1. The organizations Awards Administrator submits nomination to the TRADOC Executive Secretary at atbo-awards@monroe.army.mil.

2. The Executive Secretary forwards all nominations to the TRADOC IARB for review.

3. If the IARB recommends approval, award is routed through the following:

- **DCSPIL**
- **ACofS**
- **DCG/CofS**
- **CG for approval or endorsement to HQDA (if applicable)**

- **When approval by higher headquarters it is returned to the TRADOC Executive Secretary (ODCSPIL-CPD).**

4. Approved nominations for the SCSA and MCSA are returned to the organization for presentation. The Executive Secretary forwards a copy of the approved package to the CPAC.

5. Endorsed award nominations for the DoD DCSA and DECS are forwarded to HQDA.

6. HQDA returns approved awards to the TRADOC Executive Secretary who forwards to the organization for presentation. It is the responsibility of the organization to forward a copy of the approved DA Form 1256 to their servicing CPAC for inclusion in the employee's official personnel file.

Figure 9. Award Routing Process – Honorary Awards

III. PROCESSING PUBLIC SERVICE AWARDS

Purpose. The following information is provided as a quick reference guide for the processing of public service awards for private citizens. NOTE: All award nominations must be submitted to the organization's awards point of contact before sending to the TRADOC Awards Executive Secretary.

Background. Private citizens are eligible for public service awards based upon their volunteer contributions in accordance with AR 672-20, Chapter 9. A description of these public service awards is provided at FIGURE 10.

1. Public service award nomination packages must include the following:

a. DA Form 1256 (dtd Apr 93), Incentive Award Nomination and Approval – FIGURE 11. If the nomination is for the spouse of the installation commander, any member of the installation command group may serve as the nominating official. No abbreviations or acronyms are to be used in block 3 in the organization's name and address.

b. Biographical data (for award nominations for the Department of the Army Distinguished Civilian Service Award) - FIGURE 12.

(1) Name.

(2) Full Address.

(3) Education and degrees.

(4) Employment record.

c. *Justification (not more than 2 pages) – FIGURE 13*. Identify the specific achievements and provide the accomplishment dates. Be sure the accomplishments show the relationship and value of the service to the Army.

d. List significant history of awards with dates (mm/yy) – FIGURE 14. List the most current awards first.

e. Proposed Citation – FIGURE 15.

(1) Prepare a one paragraph (approximately 90-95 words) proposed citation. The citation should highlight the individual's contributions. Refrain from the use of acronyms.

(2) Indicate the scheduled date award will be presented to the nominee.

f. Award Processing Checklist – FIGURE 16. Use the checklist to ensure all documentation has been included to process the award nomination.

g. Routing Process – FIGURE 17. Routing for public service award recognition.

2. Additional processing tips are as follows:

a. Public service award nominations for approval by the TRADOC Commanding General must include the following (1) DA Form 1256, (2) biographical data (if applicable), (3) justification, (4) citation, and (5) history of previous Department of the Army public service awards. These documents should be scanned and sent via electronic mail to the Awards POC at the Civilian Personnel Directorate.

b. If the public service award is for approval by the Secretary of the Army or higher level, follow the preparation guidance in DA Pamphlet 672-20, chapters 2-3 and 2-4. The nomination package is forwarded to the HQ, TRADOC, ODCSPIL, ATTN: ATBO-C, Incentive Awards Review Board (IARB) Executive Secretary, for processing. These award nominations must be submitted to the ODCSPIL, Civilian Personnel Directorate 90 days prior to the presentation date.

c. All documents should be free of typographic and grammatical errors.

d. All award nominations requiring approval by the Commanding General, TRADOC must show the organization's commander's or staff principal's approval on DA Form 1256, Part IV, Block 11.

DEPARTMENT OF THE ARMY (DA)
Public Service Awards
For Private Citizens
(in order of precedence)

The Decoration for Distinguished Civilian Service Award consists of a gold medal, lapel button, and citation certificate. The Secretary of the Army (SA) awards this decoration to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions. These include any individual (except Army civilian employees who are eligible for Army honorary awards, military personnel, or Army contractors), Federal Government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

The Secretary of the Army Public Service Award consists of a silver medal, lapel button, and citation certificate. The SA awards this decoration to those who provide exceptional service that makes a substantial contribution to the accomplishment of the Army's missions. These include any individual (except Army civilian employees who are eligible for Army honorary awards, military personnel, or Army contractors).

The Outstanding Civilian Service Award consists of a bronze medal, lapel button, and citation certificate. The SA or a major commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the major Army command concerned. Eligible recipients include any individual (except Army civilian employees who are eligible for Army honorary awards, military personnel, or Army contractors), Federal Government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants. Commanders of Major Army commands may re-delegate approval authority for this award to any commander in the rank of Major General or above.

The Commander's Award for Public Service consists of a bronze medal, lapel button, and citation certificate. It ranks directly below the OCSA and may be approved by any commander (colonel and above), commanders exercising courts-martial authority, principal officials of HQDA staff agencies, and officials of general officer or Senior Executive Service rank. This medal may be awarded to any individual (except Army civilian employees who are eligible for Army honorary awards, military personnel, or Army contractors), Federal Government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

The Certificate of Appreciation for Patriotic Civilian Service recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and citation certificate. The lapel button will accompany the certificate only when the award is presented as an individual award. This certificate may be awarded to any individual (except Army civilian employees who are eligible for Army honorary awards, military personnel, or Army contractors), Federal Government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units. Any commander (lieutenant colonel and above) may approve this award.

The Civilian Award for Humanitarian Service consists of a medal, lapel button, and citation certificate. Any commander at the major Army command level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds or achievement. Achievements deserving Army-wide recognition should be submitted to the SA for approval.

NOTE FOR ALL OF THE ABOVE MEDALS

1. Commanders have authority to approve awards based on the rank/grade of the position and not the actual rank/grade of the individual occupying the position. This applies to all high level honorary and public service awards.

2. HQ TRADOC organizations follow approval authority in accordance with TRADOC Reinvention policy...all other organizations in accordance with AR 672-20.

FIGURE 10. Hierarchy – Public Service Awards

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)
VOLUNTEER, JANE A.	987-65-4321	Deputy Chief of Staff for Personnel, Infrastructure and Logistics (Civilian Personnel Directorate), Fort Monroe, VA

4. PRESENT POSITION, TITLE, GRADE AND SALARY	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)
Spouse (military/civilian spouse) or private citizen's occupation	

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 $
X	OTHER (Specify) Outstanding Civilian Service Award			ON-THE-SPOT CASH AWARD
c. PERIOD OF SERVICE TO BE RECOGNIZED (MOYR - MOYR) (REQUIRED)				TIME OFF AWARD

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
IM A. NOMINATOR MAJ, XO		AREA CODE (555) 987-6543 or DSN	(REQUIRED)

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

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 $

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				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Cdr or Staff Principal must sign here
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				N/A
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256, APR 93 EDITION OF OCT 78 MAY BE USED UNTIL EXHAUSTED. USAPPCV3.00

Figure 11. DA Form 1256 – Public Service Awards

SAMPLE

BIOGRAPHICAL DATA

Name:

Full Address:

Work Experience:

Education/Degrees:

Professional Memberships:

Published Works:

Honors and Awards:

NOTE:

When Secretary of the Army or higher approval is requested biographical data is required.

Military and civilian spouse's award nominations are exempt from this requirement.

Figure 12. Biographical Data –Public Service Awards

SAMPLE

SUPPORTABLE JUSTIFICATION
for the
Secretary of the Army Public Service Award

During the period June 1996 to August 2002, Mrs. Volunteer exhibited exceptional individual effort to improve the quality of life for soldiers and their families at Fort Swampy. Mrs. Volunteer served in numerous official and unofficial volunteer capacities during her tenure at the installation.

Mrs. Volunteer single-handedly revamped and automated the entire thrift shop operation. Last year, the thrift shop realized a profit of over $60,000. As a result, many post activities were enhanced for Army families and numerous scholarships were awarded to deserving students. In 1998 and 1999, the direct results of her tireless efforts resulted in $28,000 for scholarships and $29,000 for welfare related activities. Her outstanding management skills, contagious enthusiasm, and relentless motivation led to a marked increase in membership of the Officers' Wives Club during the last 3 years.

Jane Volunteer worked continuously to support the Army mission through the Army Family Team Building program. Her regular contact with the Family Support Division kept her in touch with the most critical needs facing our Army families. Student education was one of Mrs. Volunteer's top priorities. She constantly stressed the importance of education and the development of future leaders in our community. To promote this effort, she implemented a school page in the post's weekly paper—the *Bayonet*. She also suggested that a school representative be included in the installation-wide quarterly retreat ceremony to symbolize the high priority of education at Fort Swampy.

One of the most significant contributions during the period was Mrs. Volunteer's hosting of the highly successful Army Family 2002 Symposium. Mrs. Volunteer spent endless hours in planning and coordinating the activities for this Army wide conference. Since a large part of the conference focused on school age children topics, Mrs. Volunteer interfaced with local educators, school system administrators, students, and parents. At the conclusion of the conference, Mrs. Volunteer was recognized by Mrs. Shinseki, wife of the Chief of Staff of the Army, for her dedication and service to Army families.

NOTE: A well-supported justification describes the volunteer's contributions in detail for the period of service being recognized. Any periods of service recognized by a previous public service award should not be used as justification for the current award. Justification statements should include a description of specific voluntary services and their effect upon the community. If there are examples of cost savings, this should be included in the justification.

A weak justification may only state that the private citizen contributed to the welfare of the military family but fails to explain how the achievements impact the community or the Army family.

Figure 13. Supportable Justification – Public Service Awards

SAMPLE

List of public service awards with dates

Outstanding Civilian Service Award with Bronze Laurel Leaf Cluster, January 1996
Outstanding Civilian Service Award, August 1992
Leaders Award for Public Service, August 1989

Figure 14. Awards History – Public Service Awards

SAMPLE

CITATION

For extraordinary service to the United States Army Training and Doctrine Command during the period June 1996 to August 2002. Mrs. Volunteer's dedicated and exceptional service as an Army spouse, and most importantly as a leader and community volunteer, has had a tremendous influence on service to the Army and the Nation. As a result of her tireless efforts, thousands of dollars have been given in scholarships and welfare donations. Mrs. Volunteer's enthusiasm, dedication, genuine concern for others, and sincere involvement enhanced all aspects of the family support system. The Army and the Nation will remain forever grateful for her dedicated service.

Presentation of this award is scheduled for (indicate a date).

NOTE: The citation should start with the statement "For extraordinary service" followed by the name of the command and the specific period of service.

Next, two or three key contributions by the volunteer should be cited.

In conclusion some distinctive qualities should be cited about the volunteer. For example,

Mrs. Volunteer's enthusiasm, dedication and genuine concern for others, and sincere involvement enhanced all aspects of the family support system. The Army and the Nation will remain forever grateful for her dedicated service.

or

Mrs. Volunteer's enthusiasm, dedication, genuine concern for others, and sincere involvement enhanced all aspects of the family support system and reflect great credit on her, (add the organization of the spouse, if used), and the (add command) United States Army Training and Doctrine Command.

The citation should be one paragraph in length consisting of 90 to 95 words. The recommended print is Courier font, 11 pitch, justified.

Figure 15. Citation – Public Service Awards

PUBLIC SERVICE
AWARD PROCESSING
CHECKLIST

Review award packet using checklist to ensure all applicable documentation has been included.

Public Service Award Nomination

☐ **DA Form 1256, Incentive Award Nomination and Approval.**

☐ **Biographical data (if applicable).**

☐ **Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.**

☐ **Citation (NO acronyms or abbreviations).**

☐ **List of previous public service awards.**

Figure 16. Award Processing Checklist – Public Service Awards

ROUTING PROCESS
PUBLIC AWARD

For Non-civilians
Award Processing

Routing of award nominations for the Decoration for Distinguished Civilian Service Award (DDCSA), the Secretary of the Army Public Service Award (SAPSA), and the Outstanding Civilian Service Award (OCSA) is as follows:

1. Organization submits nomination to the TRADOC Executive Secretary.

2. Executive Secretary forwards all nominations (except nominations for a military or civilian spouse) to the TRADOC IARB for review.

3. If the IARB recommends approval, award is routed through the following:

- **DCSPIL**
- **ACofS**
- **DCG/CofS**
- **CG for approval or endorsement to HQDA, and**

- **Returned to the TRADOC Executive Secretary (ODCSPIL-CPD).**

4. Approved nominations for the OCSA are returned to the organization for presentation.

5. Endorsed award nominations for the DDCSA and SAPSA are forwarded to HQDA.

6. HQDA award nominations are returned to the TRADOC Executive Secretary to return to the organization.

Figure 17. Award Routing Process – Public Service Awards