Presented by

Elaine Chavis

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References:

• AR 672-20, September 2019
• TRADOC Supplement 1 to AR 672-20/TRADOC Delegation of Authority, 10 October 2020
• TRADOC Civilian Awards Processing Guide, 4 April 2019
Incentive Award Program Staff Role

Process TRADOC level award nominations
  Provide guidance to TRADOC CoEs
  Review and process TRADOC level award nominations
  Review and process DA level nominations
  Obtain TRADOC Incentive Awards Board (IARB) concurrence

  Obtain CG/DCG approval and signature

Process Secretary of the Army (SA) level award nominations
  Review nomination packages
  Obtain TRADOC CG approval and signature
  Forward nomination packets to SA for final approval
Common Awards Submitted for TRADOC CG/DCG Signature

• Honorary Awards
  • Superior Civilian Service Medal
  • Meritorious Civilian Service Medal
  • Civilian Service Commendation Medal

• Public Service Awards
  • Meritorious Public Service Medal
  • Public Service Commendation Medal
<table>
<thead>
<tr>
<th>MILITARY DECORATIONS</th>
<th>CIVILIAN SERVICE DECORATIONS</th>
<th>PUBLIC SERVICE DECORATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medal</strong></td>
<td><strong>Description</strong></td>
<td><strong>Authority</strong></td>
</tr>
<tr>
<td>Defense Distinguished Service Medal</td>
<td>Secretary of Defense only</td>
<td>Distinguished Service Medal</td>
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<tr>
<td>Defense Superior Service Medal</td>
<td>DCMO for DoD &amp; CJCS for Joint Commands</td>
<td>Legion of Merit (Superior-Level)</td>
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<tr>
<td>Defense Meritorious Service Medal</td>
<td>DCMO, Dir Joint Staff &amp; CoComs</td>
<td>Meritorious Service Medal</td>
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<tr>
<td>Joint Service Commendation Medal</td>
<td>O-7 or Civilian Equivalent</td>
<td>Army Commendation Medal</td>
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<tr>
<td>Joint Service Achievement Medal</td>
<td>O-6 or Civilian Equivalent</td>
<td>Army Achievement Medal</td>
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</tbody>
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**UNCLASSIFIED**
Award Nominations

- TRADOC Requirements
  - Approved DA 1256
  - Commander Endorsement (ACOM, ASCC, DRUC, AASA)
  - Justification
  - Proposed Citation
  - List of Previous Awards (month/year rec’d)

Nominations for TRADOC CG/DCG/DCoS must have Incentive Awards Board and SJA review

- Annual Awards – SA Requirements
  - Photograph (SA Annual Ceremony Requirement)
  - Biographical Information (SA Annual Ceremony Requirement)
  - Certificate (AIAB prepares)
Common Awards Submitted for SECARMY Approval

• Honorary Awards
  • Distinguished Civilian Service Medal
  • Meritorious Civilian Service Medal
  • Civilian Service Commendation Medal
• Public Service Awards
  • Secretary of Defense Outstanding Public Service Medal
  • Superior Public Service Medal
• Annual Awards
  • DoD David O. Cooke Excellence in Public Administration Award
  • DoD Spirit of Hope Award
  • Zachary & Elizabeth Fisher Civilian Humanitarian Award
  • Kushnick, Macy, Hoge Award
  • DoD Distinguished Civilian Service Award
  • Secretary of the Army Award for Valor
  • Secretary of the Army Awards for Diversity and Leadership
  • Arthur S. Flemming Award
Award Process

1. Command submits nomination
2. AIAB Team administrative review
3. Board review
4. PSD Chief
5. AG-1CP XO
6. AG-1CP Deputy
7. AG-1CP Exec Asst
8. AG-1CP
9. G1 SACO
10. Dep G1 XO
11. Dep G1
12. DCS, G-1 XO
13. DCS, G-1
14. M&RA SACO
15. DASA-CP EA
16. DASA-CP
17. M&RA XO
18. M&RA
19. AASA SACO
20. AASA Dep XO
21. AASA XO
22. AASA approval for further processing to SA
23. CP pick up
24. Fedex to CMD (or they pick up)
Challenges

Untimely submissions of awards:
  <30 business days prior to presentation date

Incomplete nomination packages:
  DA 1256s incomplete or not completely correctly
  Missing adverse/CPAC screening
  Missing ACOM endorsement
  Justification does not meet criteria for award
  Missing previous awards
  Overlapping awards
TRADOC does not give retirement awards to civilian employees. It is important that organizations reward employees throughout the year.

Employees cannot receive two different awards for the same accomplishments.