

Headquarters, Department of the Army Outreach Awards Standard Operating Procedures

1. References.

- a. Army Regulation 600-20 (Army Command Policy), July 24, 2020.
- b. Army Regulation 600-100 (Army Profession and Leadership Policy), April 5, 2017
- c. Army Regulation 672-20 (Incentive Awards), September 17, 2020.
- d. Army Regulation 690-12 (Civilian Personnel – Equal Employment Opportunity and Diversity), December 12, 2019.
- e. Army Regulation 1-50 (Army Conference Policy), July 2, 2018.

2. Purpose: To provide a Standard Operating Procedure (SOP) for the annual Department of the Army Outreach Awards. The goal of the Outreach Awards and the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of military and civilian members.

3. Applicability. In accordance with the above references, this SOP is applicable to all Army military and civilian personnel paid from appropriated and non-appropriated funds. Additional information regarding the Department of the Army Outreach Awards can be found in the references above.

SAMPLE CHECKLIST

ODASA-DL: Collects all nomination packets and conduct a thorough quality control check in accordance with the checklist below.

Nomination Package Checklist: Nominees for the Diversity Outreach Awards must meet the eligibility criteria established for the award. **All nominations** for all categories **must** include the following:

Requirement	Explanation	Action
Presentation of package	Readability, quality of presentation	Is package clean, without lines or distortions? Are dates consistent throughout the package?
Adverse Screening – Civilians Only	All nominations reviewed by the AIAB for DA employees, must include EEO and adverse action certifications and EO certification for military. In no event will an award be accepted or approved for a period of time in which the nominee was found to have acted in a discriminatory manner in violation of EEO guidelines or standards of conduct. Any nomination package containing only an endorsement from subordinate commands disqualifies the nomination for consideration.	Is a completed DA Form 1256 signed by nominating commander or representative, affirming that nominee’s records have been reviewed and there are no current EEO complaints or past adverse action?
Adverse Screening – Military Only	Same as above (SAB)	Is there a Non-adverse Memorandum Statement signed by Commander/G-1/S-1? Military nominations containing only an endorsement from subordinate commands disqualifies the nomination for consideration.

		<p><u>Sample</u></p> <p><u>Verbiage/Language:</u> There are no current adverse actions pending against (Nominee's name) and no past history of adverse finding or actions based on performance or conduct.</p>
Adverse Screening – GOs & SES members	Nomination packages will not be accepted with adverse screening. Additional level of adverse screenings at HQDA will also be conducted on members of the SES and GOs.	Commands follow steps above. GOMO/CLSMO and forwarded with the package? IAW AR 672-20, para 2-2. For non SES civilians the serving EEO office may sign the DA 1256, Part II, Block 7a.
Citation	<p>The award citation must highlight the nominee's accomplishments.</p> <p>Should be prepared in Microsoft word document that is single-spaced. The citation should not exceed twenty lines of text, 12-pitch Arial font, with one inch left and right margins.</p>	<p>Is an award citation included, in the correct format and length?</p> <p>Is the citation accurate given materials presented in the package?</p>
Narrative Statement	<p>The narrative statement should list 3-5 accomplishments, and highlighting clear outcomes warranting this recognition.</p> <p>Should be prepared in Microsoft word document. The narrative statement should single-spaced and not exceed two pages, 12 pitch Arial font, with one inch left and right margins.</p>	<p>Is the narrative statements included in the correct format and length? Is the narrative accurate given materials presented in the package?</p> <p>Does the narrative statement and status of person (mil/civ et al) match the specific award criteria?</p>

Biography	Should be a single-spaced biography of the nominee in Microsoft word document. The biography should not exceed one page, 12 pitch Arial font, with one inch left and right margins.	Is the biography included in the correct format and length?
Photo	Acceptable media for the photo include: High resolution digital camera files. (300 dpi at a minimum. JPG, tiff, etc.). Professionally printed originals (not from an office printer or printed from the web) if a professional photograph is not available, a photo from a digital camera with high image quality may be acceptable.	Is a “program ready” photo included in the package and part of the electronic submission? (See sample photos below.)
Transmittal Form	The transmittal form should include information about the nominee, i.e., name, grade or rank, position, organization, contact information, etc. It should also include information about the nominating official, i.e., name, grade or rank, position, organization, contact information, etc.	Is a nomination cover sheet included and does it contain all the required information? Info needed for both nominee and nominating official. <ul style="list-style-type: none"> ✓ Name, grade/rank ✓ Position/organization ✓ Contact info ✓ Relationship to nominee ✓ Intent to attend ceremony and pay for travel if necessary?

DIVERSITY OUTREACH AWARD NAME

Command Check List

NOMINEE NAME: _____ COMMAND: _____

COMMAND (Award) POC: _____

REQUIREMENT	CHECKED BY /DATE
Nominee's Information Form:	
Name of Diversity Outreach National Award:	
CG (ACOMs, ASCCs, DRUs or AASA) Endorsement:	
Narrative Justification:	
Citation:	
Biography(including employment history):	
Civilian Adverse Screen (DA Form 1256):	
Military Adverse Screen (Memorandum):	
Photo (300 dpi at a minimum JPG, tiff, etc.):	
Other supporting documents (intent to be at award ceremony, budget requirements, etc.):	
Meets award criteria:	
Command Intent (fund travel, per diem, etc., and have the awardee attend the award ceremony):	
Nominee Meets Criteria & all required documents enclosed.	

All ACOMs, ASCCs, DRUs and HQDA Senior Principle Officials nomination packages for any of the outreach awards must be sent electronically to the Deputy Assistant Secretary of the Army (Equity and Inclusion Agency) (DASA-EI) on or before the suspense date. Army nomination package sent directly to the external (Non-Federal Entity) (NFE) organization will be pulled from the competition and the command will be notified.

The Commanding General of ACOMs, ASCCs, DRUs, and Principal Official of HQDA (AASA) must endorse all nominations.

1. If nominee was not selected as the award recipient, consider the nominee as an attendee at the NFE conference.
2. Commander will ensure a command representative accompany the award recipient to the ceremony.
3. Budgetary uncertainty should not discourage Commanders from nominating deserving personnel for this Secretary of the Army award.
4. Negative response is required by the official suspense date.
5. Commanders are responsible for the award recipient travel and per diem costs, registration fees and costs associated with attendance at the Award ceremony.

COMMAND EEO AND EO OFFICIALS:

Command's EO and EEO officials will provide the adverse screenings of all nomination packages, advice and assistance to Commanders, Managers, and Supervisors in coordination of all nominations as appropriate.

COMMAND CONFERENCE COORDINATORS/LEAD:

Travel is approved under the Army Conference Policy, attendance by Army personnel at any of the award events that meet the definition of a conference must be approved in accordance with (IAW) the procedures set forth in Army Regulation 1-50, Army Conference Policy, July 2018.

DASA-EI POC is Mr. James J. Cox at 202-704-1383, email:
james.j.cox2.civ@army.mil.

Outreach Award Nomination Transmittal Form

2023 OUTREACH AWARD NAME:

PART A: NOMINEE'S INFORMATION

Name of the Nominee:

Position/Title/Grade/Rank:

Department/Agency/Organization:

Organization Mailing Address:

Work Phone Number:
Fax Number:

Email Address:

PART B: NOMINATING OFFICIAL'S INFORMATION

Name of Nominating Official:

Position/Title/Grade/Rank:

Department/Agency/Organization:

Organization Mailing Address:

Work Phone Number:

Email Address:

TEMPLATE & NOMINATION GUIDANCE

Nomination Guidelines and Procedures. Organizations will submit all nomination packets to the Deputy Assistant Secretary of the Army (Equity and Inclusion Agency), electronically to Mr. James J. Cox, james.j.cox2.civ@army.mil , (202) 704-1383.

A. Nominees for these awards must meet the eligibility criteria established for each award. Commanding Generals will ensure that civilian employees and military service members are considered. All nominations packages must include the following:

B. **Civilian Adverse Screening:** The nominating official must endorse advance screening for Civilian nominations, Commander, EEO Officials and Human Resources representatives using a DA Form 1256. Civilian nominations missing the DA Form 1256 or containing only an endorsement for subordinate commands disqualifies the nomination from consideration.

C. **Military Adverse Screening:** Military nominations require memorandum (PDF). Non-adverse Action Memorandum Statement signed by Commander/G-1/S-1 Template
(Military Only):

Sample Verbiage/Language: There are no current adverse actions pending against (Nominee's Name) and no past history of adverse findings or actions based on performance or conduct.

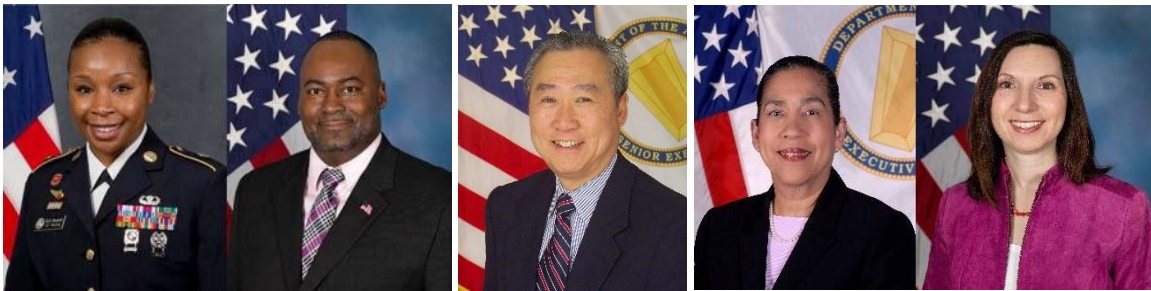
Military nominations containing only an endorsement from subordinate commands disqualifies the nomination from consideration.

D. **General Officers and Members of the Senior Executive Service:** Completed adverse information screening for SES members or an EEO/EO Statement for non-SES employees and military service members is IAW Army Regulation 672-20, para 2-2. For non SES civilians the servicing EEO office may sign the DA Form 1256, Part II, Block 7a.

E. **Citation Template:** The award citation highlighting the nominee's accomplishments will be prepared in a Microsoft word document that is single-spaced, do not exceed twenty lines of text, 12-pitch Arial font, with 1 inch left and right margins.

F. **Narrative:** Nomination Narrative Statement: List 3 – 5 Accomplishments with clear outcomes. A two page, single-spaced narrative describing the nominee's accomplishments (IAW criteria) warranting this recognition. (Microsoft word document not to exceed two pages, 12-pitch Arial font, with 1 inch left and right margins).

G. **Biography:** A single-spaced biography of the nominee (Microsoft word document not to exceed one page, 12-pitch Arial font, with 1 inch left and right margins).



H. **Photo:** A current electronic professional photograph for each nominee suitable for the inclusion in the ceremony program booklet. Acceptable media include:

High resolution digital camera files. (300 dpi at a minimum. JPG, tiff, etc.).
Professionally printed originals (not from an office printer or printed from the web) if a professional photograph is not available, a photo from a digital camera with high image quality may be acceptable.

I. **Nomination Package:** **The nomination package should be clean without lines or distortions. Date should be consistent throughout the package and the HQDA Command Checklist and Transmittal Form must accompany all nominations.** Submission of a nomination represents the commanders' intent to have the awardee present at the ceremony and that the command will be responsible for the funding, if necessary, for the awardees. **Centralized funding is not available.**