



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C (25-30i2)

11 Jul 23

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Civilian Service Recognition Guidance

1. References:

- a. AR 672-20 (Decorations, Awards, and Honors - Incentive Awards).
- b. TS 1 to AR 672-20 (Decorations, Awards, and Honors - Incentive Awards).

2. The Army strives to promote a culture of civilian professional appreciation and recognition. The Army Civilian Service Recognition program is intended to make a positive impression on Army Civilian Professionals and to confirm that the Army is an employer that fosters an environment of employee engagement.

3. Pursuant to reference 1b, commanders will create a public forum (e.g., pinning ceremony at town halls or staff gatherings) to recognize TRADOC Civilian Professionals for completion of 1-year of civilian service (bronze civilian service recognition pin), 10 or more years of cumulative civilian service (silver civilian service recognition pin), and upon retirement (gold civilian service recognition pin) in accordance with the conditions and requirements established in reference 1, chapter 21.

4. TRADOC Civilian Professionals are an important asset and are critical to accomplishing the mission. Recognition of the civilian workforce is highly effective and a proven strategy for improving employee engagement, boosting morale, and enhancing productivity. Civilian professional engagement is a key driver for recruitment and retention and directly supports readiness. Army Civilian Professionals will wear the pins with pride, knowing they are part of a community of people who have chosen to use their talent, skills, and expertise in service to the Army and the Nation.

5. Local labor relations obligations must be met prior to implementation.

6. Point of contact is Ms. Hannah Morton, Office of the DCS, G-1/4, DSN 501-6805, (757) 501-6805, hannah.r.morton.civ@army.mil.


MICHAEL D. FORMICA
Executive Deputy to the
Commanding General

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