

**U.S. Army Training and Doctrine Command  
(TRADOC)**



**Handbook for  
Civilian Professional Award and Recognition Program  
24 January 2024**

## **FOREWARD**

This handbook provides responsibilities, guidance, and requirements for the TRADOC Civilian Professional Award and Recognition Program in the deliberate effort to esteem TRADOC civilian professionals who go beyond the call of duty. Please provide frequent and specific feedback any time. We can and will make appropriate changes to this edition as feedback is received.

### **Comments**

Questions, comments, and recommendations may be directed to the TRADOC DCS G-1/4 Civilian Human Resources Directorate at [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-personnel-dir@army.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-personnel-dir@army.mil). This publication is intended as a guide and should not be used as a substitute for specific regulatory and policy guidance.

## Table of Contents

Chapter 1. Introduction .....	5
1-1. Purpose.....	5
1-2. Internal Controls.....	5
1-3. Records Management.....	5
1-4. General Information .....	5
1-5. TRADOC’s Approach.....	7
1-5.1. Award Funding.....	7
1-5.2. Monetary Awards .....	7
Chapter 2. Award Requirements and Procedures.....	7
2-1. Superior Accomplishment Awards .....	7
2-1.1. Special Act or Service Award (SASA).....	7
2-2.2. On-the-Spot (OTS) Cash Award .....	8
2-2.3. Time Off Award .....	8
Chapter 3. Performance Awards .....	9
3-1. Overview .....	9
Chapter 4. Quality Step Increase.....	10
4-1. Overview .....	10
Chapter 5. Honorary Awards .....	10
5-1. Overview .....	10
5-2.1. Distinguished Civilian Service Medal .....	11
5-2.2. Superior Civilian Service Medal .....	12
5-2.3. Meritorious Civilian Service Medal .....	13
5-2.5. Civilian Service Achievement Medal.....	14
5-2.7. Civilian Award for Humanitarian Service.....	16
5-2.8. Certificate of Achievement.....	17
5-2.9. Commendation Certificate.....	17
5-2.10. Certificate of Appreciation .....	18
5-2.11. Department of the Army Certificate of Promotion.....	18
5-2.12. Award for Outstanding Service in the Army Senior Executive Service.....	18
5-2.13. Awards for Outstanding Service in a Senior Level or Senior Scientific and Professional Position.....	19
Chapter 6. Public Service Awards .....	20

6-1. Overview .....	20
6-2. Types of Public Service Awards .....	20
6-2.1. Distinguished Public Service Medal.....	20
6-2.2. Superior Public Service Medal .....	21
6-2.3. Meritorious Public Service Medal .....	21
6-2.5. Patriotic Public Service Lapel Pin .....	23
6-2.6. Civilian Award for Humanitarian Service.....	23
6-2.7. Certificate of Appreciation .....	24
Chapter 7. Routing Process.....	24
7-1. Honorary/Public Service Awards Routing Process.....	24
Appendix A References .....	25
Appendix B Glossary .....	25
Appendix C Certificates .....	26
Appendix D Resources.....	26
Annex A: TRADOC Award Process Samples .....	27

## **Chapter 1. Introduction**

Army Civilian Professionals (ACP) are essential to accomplishing many of TRADOC's missions. They bring diversity of thought and experience to the TRADOC workforce based on their education, training, and employment in the private sector and with other government agencies. ACPs enact change, lead a multi-generational workforce, and execute vital multinational, interagency, and interdepartmental missions, leading change, and producing superior results. They apply technical knowledge, manage human capital, cope with ambiguity, manage resources, and innovatively collaborate to solve problems. In summary, the ACP Corps is vital to TRADOC and the Army meeting their missions. As such, it is imperative that TRADOC leadership invest time and resources to acquiring, developing, employing, and retaining a world-class, diverse civilian professional workforce.

### **1-1. Purpose**

The purpose of this handbook is to provide pertinent information related to the TRADOC Civilian Professional Award and Recognition Program. Army Regulation 672-20 governs the awards described in this document; this handbook provides procedures on how the civilian incentive awards and recognition program can be used effectively. The information in this handbook is provided as a desktop tool and is not a substitute for governing laws and regulations.

### **1-2. Internal Controls**

Commanders and supervisors are to ensure internal control procedures are followed in order to have an effective incentive awards and recognition 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 civilian professional(s) and cost effective to the organization.
- c. Publicly recognizing civilian professionals for their exceptional performance.
- d. Presenting awards as promptly as possible.

### **1-3. Records Management**

Organizations must maintain a hard copy of Department of the Army (DA) Form 1256 and annotate honorary award information in the Automation Innovation Center (AUTONOA). Approved and disapproved DA Form 1256s will be maintained in the office that created the record for two years after final action (in accordance with Army Record Information Management System record number 672-20b) and are subject to inspection.

### **1-4. General Information**

- a. Award nominations must be reviewed and approved at least one level above the nominator unless the nominator is the commander.

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

c. It is very important that timelines for submitting awards are adhered to for the award to be presented in a timely manner. Organizations will send award nominations for CG, TRADOC, DCG/CoS, or EDCG approval no later than 60 days and awards for Secretary of the Army approval no later than 90 days before presentation dates. There will be occasions when this is not feasible; organizations that send award nominations inside the previously cited 60/90 day timeframe will include a memorandum of lateness addressed to Commander, TRADOC (ATBO-C), 950 Jefferson Avenue, Fort Eustis, VA 23604-5745, stating the reason(s) for late submission.

d. All award nominations must be submitted to the organization's awards administrator point of contact. The organization's awards administrator will review for correctness.

e. The TRADOC DCS G-1/4, Civilian Human Resources Directorate (CHRD) award point of contact will not release nominations to the TRADOC Incentive Awards Review Board (IARB) until all required documents have been received. The organization's local EEO Director and CPAC Director must fully complete DA Form 1256 (dated Feb 2019), Part II; 'yes' or 'no' must be checked. If 'no' is checked a full explanation of the issue must be included with the nomination package.

f. Awards (except for inventions) are not mandatory but may be initiated by management when applicable criteria are met.

g. Both an honorary and a monetary award may be granted to civilian personnel for the same act or achievement if the criteria for each award are met. The same act or achievement, however, cannot form the basis for more than one type of monetary or DA honorary award. Inclusive dates for nomination period should not coincide with any period of time covered by previous recognition for the same type of award.

h. Management actions in connection with this handbook may be subject to negotiated grievance procedures. Each installation should review its labor agreement(s) for applicability.

i. Defense Civilian Intelligence Personnel System (DCIPS) civilian professionals of Army activities are eligible for the honorary awards prescribed by this regulation. Policy concerning cash awards for DCIPS civilian professionals are found in DCIPS Policy, Volume 2008.

j. Awards are not an entitlement.

## **1-5. TRADOC's Approach**

The Civilian Professional Award and Recognition Program can be a powerful tool if properly aimed at rewarding exceptional work performance which is directly related to the TRADOC mission. The program is an effective way of retaining exceptional civilian professionals and increasing overall morale.

### **1-5.1. Award Funding**

Funding for awards is solely based on current Army and TRADOC G-8 guidance.

### **1-5.2. Monetary Awards**

DA considers approved monetary awards (i.e., SASA, QSIs, performance awards, on-the-spot cash awards) to be valid obligations of the government that must be paid, subject only to availability of funds and meeting legal and regulatory requirements. Awards may be paid for performance and for contributions that result in tangible or intangible benefits, or a combination of both.

## **Chapter 2. Award Requirements and Procedures**

### **2-1. Superior Accomplishment Awards**

A superior accomplishment award is a monetary or nonmonetary award for a contribution resulting in tangible benefits or savings or intangible benefits to the Federal Government.

#### **2-1.1. Special Act or Service Award (SASA)**

**Overview.** A SASA is a cash award given to recognize a meritorious personal effort, act, service, or scientific or other achievement accomplished within or outside assigned job responsibilities. The SASA is particularly appropriate to recognize the following short-term accomplishments:

- In a regularly assigned position
- During a detail
- At the conclusion of a successful special project
- When performance or honorary awards are not appropriate

**Eligibility.** All appropriated fund civilian professionals are eligible for this award.

**Cash Award Range:** From \$25 to \$25,000, depending on the achievement being recognized. All SASA amounts will be determined using the cash award criteria for tangible or intangible benefits (AR 672-20 Chapter 7)

**Timeline.** Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Final action should be taken within 30 calendar days thereafter unless nominations must be forwarded to higher headquarters.

**Submission.** A civilian professional's supervisor or any individual having direct knowledge of the act, service, scientific, or other achievement, in coordination with the civilian professional's supervisor, may initiate an award nomination. The following documentation is required:

- DA Form 1256

- Narrative justification of the civilian professional's achievement

#### **Approval Authority.**

- Brigadier General and above or equivalent SES has the authority to approve cash awards up to \$10,000 (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).
- Colonel or GS-15 has the authority to approve cash awards up to \$5,000 (TRADOC Supplement 1 to AR 672-20 dated 24 January 2024).
- Cash award nominations in excess of \$10,000 require Secretary of the Army approval. They will be sent via ETMS2 to TR-HQ-G1-4-CHRD.

### **2-2.2. On-the-Spot (OTS) Cash Award**

**Overview.** An OTS Cash Award is a small monetary award given by a supervisor to subordinate civilian professional on the spot for superior day-to-day accomplishments.

**Eligibility.** All appropriated fund civilian professionals are eligible for this award. Civilian professional must have met at least one of the following criteria to be qualified for an OTS Cash Award:

- Initiating or developing work methods or procedures that improve efficiency rates or lower unit costs.
- demonstrating sensitivity and responsibility performance that improves relationships or services with the organization.
- enabling accomplishment of the mission during difficult or austere periods through personal dedication to duty and/or application of innovative solutions to day-to-day operational problems.

**Timeline.** OTS Cash Award should be given within 15 days of achievement.

**Cash Award Range:** \$50 - \$500

**Submission.** A civilian professional's supervisor or any individual having direct knowledge of the act, service, scientific, or other achievement, in coordination with the civilian professional's supervisor, may initiate an award nomination. The following documentation is required:

- DA Form 1256
- Narrative/justification of the civilian professional's achievement

#### **Approval Authority.**

- Brigadier General and above or equivalent SES has the authority to approve cash awards up to \$10,000 (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).
- Colonel or GS-15 has the authority to approve cash awards up to \$5,000 (TRADOC Supplement 1 to AR 672-20 dated 24 January 2024).

### **2-2.3. Time Off Award**

**Overview.** A Time-Off Award (TOA) is time away from duty, without loss of pay or charge to leave, given in recognition of achievements or performance contributing to the mission. TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same act or achievement and should be commensurate with the Army Civilian Professional's



hourly rate to assess consistency. *Note: TOAs expire one year from their effective date and do not convert to monetary.*

**Eligibility.** All appropriated fund civilian professionals are eligible for this award.

**Timeline.** Processing of the TOA will be accomplished as expeditiously as possible.

**Limitation:** TOA may be granted in amounts up to 40 hours for a single contribution, not to exceed 80 hours during the leave year. The hours awarded must be consistent with AR 672-20, paragraph 4-5, and Table 7.3.

**Submission.** A civilian professional's supervisor or any individual having direct knowledge of the act, service, scientific, or other achievement, in coordination with the civilian professional's supervisor, may initiate an award nomination. The following documentation is required:

- DA Form 1256
- Narrative/justification of the civilian professional's achievement

**Approval Authority.** Commanders should delegate approval authority to a level at which comparable authority lies for significant personnel management actions and effective control can be exercised. The approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review or approval of the TOA is not required.

## Chapter 3. Performance Awards

### 3-1. Overview

A Performance Award is a monetary award given in recognition for high level performance from civilian professionals over a specific period of time. Performance awards are authorized and budgeted for on an annual basis; therefore, distribution of such awards vary year by year.

**Eligibility.** Performance Awards are used to recognize all appropriated fund civilian professionals, except SES members. Civilian professionals rated at Fully Successful Level 3 or higher are eligible for performance award consideration. Please refer to Army DCIPS Policy Volume 2012 for similar types of awards and eligibility.

Civilian professionals will not be nominated automatically for a performance award based on their rating. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardees and their peers.

Organizational accomplishments, including the civilian professional's overall contributions to mission accomplishment, should be major considerations when recommending or approving performance awards for individual civilian professionals.

**Timeline.** The nomination must be submitted within 30 days of approval of the rating of record.

**Submission.** DA Form 1256 and performance narratives justifying the performance must be submitted. Organizations can use one DA Form 1256 to capture spreadsheet of like awards.

**Amount of Award.** Funding will fall within the range of the prevailing award guidance set by DA and TRADOC G-8. Performance awards will be computed as a percentage of pay with a maximum award of 10 percent of the civilian professional's annual base pay.

## Chapter 4. Quality Step Increase

### 4-1. Overview

**Overview.** The Quality Step Increase (QSI) Award recognizes excellence in performance by granting a permanent salary increase. A QSI is a permanent salary increase for General Schedule (GS) civilian professionals only, and careful consideration should be given before granting.

**Eligibility.** This award is reserved for top performers.

- Civilian professional's most current performance rating must be at Level 5 level (Outstanding).
- Must have demonstrated extremely high-level performance for a significant period of time.
- Have not received a QSI within the preceding 52 calendar weeks.
- Currently paid below step 10 in his/her grade.

**Timeline.** The nomination must be submitted within 30 days of approval of the rating of record.

**Submission.** DA Form 1256 should accompany the performance narratives justifying the use of QSI. All documentation for award must be retained on file by the requesting office.

**Approval Authority.** Commanders should delegate approval authority to a level at which comparable authority lies for significant personnel management actions and effective control can be exercised. The approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review or approval of the QSI is not required.

NOTE: The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule prescribed by Title 5, United States Code, Section 5335 (5 USC 5335).

## Chapter 5. Honorary Awards

### 5-1. Overview

Honorary Awards are non-monetary awards intended to be presented to DA Civilian Professionals in recognition of noteworthy accomplishments. Honorary awards may be given to civilian professionals at any time in their careers, including occasions such as retirement, reassignment, transfer, and/or separation, provided the individual's accomplishments fully meet the criteria for the particular award. The below honorary awards are listed in hierarchical order from the highest to the lowest.

### 5-2. Types of Honorary Awards

### **5-2.1. Distinguished Civilian Service Medal**

**Overview.** The Distinguished Civilian Service Medal is the highest honorary award granted by the Secretary of the Army (SECARMY). Except for nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Superior Civilian Service Medal. Award consists of a medal, lapel button, and citation certificate, DA Form 7014. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

**Award Eligibility.** All appropriated fund civilian professionals are eligible for this award. Award justification includes, but is not limited to:

- Accomplishment of assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- Development or improvement of major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the mission of DA, DOD, and the Federal Government.
- Exhibition of great courage and voluntary risk of life in performing an act resulting indirect benefit to the Government or its personnel.
- Provide outstanding leadership in the administration of major Army programs resulting in highly successful mission accomplishment or in the redirection of objectives or accomplishments to meet unique or emergency situations.
- Other exemplary performance related to official employment, comparable to that above, deemed to warrant the highest honorary civilian recognition.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring Secretary of the Army approval can be found in [Chapter 7](#). Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions.
- Chronological list of career employment history.
- Letter of lateness if submitted less than 90 days prior to presentation date.

When the Distinguished Civilian Service Medal is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to the Executive Secretary, Army Incentive Awards Board (AIAB), in sufficient time to be boarded in accordance with the call for nomination. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in

accordance with the call for nominations. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

**Approval Authority.** The Secretary of the Army is the approval authority for Distinguished Civilian Service Medal.

### **5-2.2. Superior Civilian Service Medal**

**Overview.** The Superior Civilian Service Medal is the second highest honorary award. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower-level awards. Award consists of a medal, lapel button, and citation certificate, and DA Form 7015. When granted for bravery, a minimum cash award of \$750 will accompany the medal.

**Award Eligibility.** All appropriated fund civilian professionals are eligible for the Superior Civilian Service Medal. This award may be determined by measuring contributions against the following services/accomplishments:

- Accomplishing supervisory and non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quality and quantity of their work.
- Demonstrating unusual initiative and skill in devising new or improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.
- Achieving outstanding results in improving the morale and performance of civilian professionals.
- Exhibits unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- Renders professional or public relations service with unique or distinctive character.
- Other outstanding performance relating to official employment, comparable to examples listed above.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring HQ TRADOC approval can be found in [Chapter 7](#). Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).
- Letter of lateness if submitted less than 60 days prior to presentation date.

**Approval Authority.** TRADOC Commanding General retains approval authority for Superior Civilian Service Medal. (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

### **5-2.3. Meritorious Civilian Service Medal**

**Overview.** The Meritorious Civilian Service Medal is the third highest honorary award given to civilian professionals. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Superior Civilian Service Medal. Award consists of a medal, lapel button, and citation certificate, DA Form 5655. When granted for bravery, a minimum cash award of \$500 will accompany the medal.

**Award Eligibility.** All appropriated fund civilian professionals are eligible for this award. Civilian Professionals who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Examples include the following:

- Accomplishment of supervisory and non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings, manpower, time, space, materials, or other items of expense, or items have improved the safety or health of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity in the unit.
- Renders professional or public relations service that resulted in considerable favorable publicity in the local area.
- Demonstrates courage or competency in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel.
- Achieve outstanding results in improving the morale and performance of civilian professionals.

**Timeline.** The nomination should be submitted within 6 months after completion of the act or period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. The routing process for Honorary Awards requiring HQ TRADOC approval can be found in [Chapter 7](#). Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).
- Letter of lateness if submitted less than 60 days prior to presentation date.

**Approval Authority.** CG, TRADOC delegates approval authority to commanders at the rank of major general (MG), Tier II senior executive service (SES) members, and above at TRADOC centers, major subordinate organizations, and activities. CG, TRADOC retains Meritorious Civilian Service Medal approval authority for HQ TRADOC personnel (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

#### **5-2.4. Civilian Service Commendation Medal**

**Overview.** The Civilian Service Commendation Medal is an award for commendable service or achievements. Award consists of medal, lapel button, and citation certificate, DA Form 4689.

**Award Eligibility.** All appropriated fund civilian professionals are eligible for the Civilian Service Commendation Medal. This award is designated for civilian professionals who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or performance awards, may be considered for this award. Examples include the following:

- Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).

**Approval Authority.** ASA(M&RA) delegated approval authority for the Civilian Service Commendation Medal to SES members and general officers. (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

#### **5-2.5. Civilian Service Achievement Medal**

**Overview.** The Civilian Service Achievement Medal is an award for noteworthy achievements that are of a lesser degree than those recognized by the Civilian Service Commendation Medal Award and consists of a medal, lapel button, and citation certificate, DA Form 5654.

**Award Eligibility.** All appropriated fund civilian professionals are eligible for the Civilian Service Commendation Medal. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

Examples include the following:

- Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.
- Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).

**Approval Authority.** ASA(M&RA) delegated approval authority for the Civilian Service Achievement Medal to SES members and general officers TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

### **5-2.6. Patriotic Public Service Lapel Pin**

**Overview.** The Patriotic Public Service Lapel Pin recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. Award consists of a lapel button and certificate, DA Form 7012.

**Award Eligibility.** This award is granted to individual civilian professionals or groups of civilian professionals for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army

personnel. This award may also be used to recognize civilian professionals for community service that reflects favorably on an Army activity or installation.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).

**Approval Authority.** ASA(M&RA) delegated approval authority for Patriotic Public Service Lapel Pin to SES members and general officers (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

### **5-2.7. Civilian Award for Humanitarian Service**

**Overview.** The Civilian Award for Humanitarian Service is granted to individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Award consists of medal, lapel button, and certificate, DA Form 5652.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).

**Approval Authority.** CG, TRADOC delegates approval authority for Civilian Award for Humanitarian Service to commanders in the rank of Major General (MG) and above or senior civilian equivalent (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).



### **5-2.8. Certificate of Achievement**

**Overview.** Certificate of Achievement (DA Form 2442) recognizes civilian professionals for accomplishing assigned duties in a commendable manner, demonstrating skill and initiative in devising, and improving work methods and procedures. May be granted by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions.

**Award Eligibility.** Award eligibility will be determined by measuring contributions against the following example levels of achievement:

- Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time, space, or materials. Significantly improved civilian professional morale and job performance. Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words)

**Approval Authority.** The Certificate of Achievement may be granted by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions.

### **5-2.9. Commendation Certificate**

**Overview.** A Commendation Certificate (DA Form 2443) is typically given on the occasion of a cash award such as a SASA, a performance award, or a QSI. The use of this certificate is optional.

**Award Eligibility.** Civilian professionals that have been granted a monetary award.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific accomplishments/contributions and impact on organization, TRADOC, Army, and/or DoD.
- Proposed citation (not to exceed 90 words).

**Approval Authority.** The certificate may be signed by the recipient's supervisor or higher management level.

### **5-2.10. Certificate of Appreciation**

**Overview.** A Certificate of Appreciation (DA Form 7013) is used to recognize accomplishments of civilian professionals when a monetary or higher-level honorary award is not appropriate.

**Award Eligibility.** Civilian professional is eligible for recognition when an unusual work situation or other emergency exists, contributions to civic or professional activities related to assigned duties such as speaking, participating in conferences, or other leadership activities, as well as other special civilian professional efforts while on special assignment or during short periods.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).

**Approval Authority.** The Certificate of Appreciation may be granted by local commanders or other locally authorized individuals. The certificate may be overprinted for particular groups or events at the discretion of the commander.

### **5-2.11. Department of the Army Certificate of Promotion**

**Overview.** DA Certificate of Promotion (DA Form 4592) may be awarded to civilian professionals upon promotion.

**Award Eligibility.** DA appropriated civilian professionals, including direct and indirect-hire local national civilian professionals, are eligible to receive this certificate. To be eligible, the nominee must be employed by DA immediately preceding the permanent promotion action, or after military service, be reemployed by DA at a higher grade than that held previously. Changes between pay systems that result in pay increases and are properly processed as promotions are included (except for those changes required by reduction in force actions).

**Approval Authority.**

The certificate may be signed by the recipient's supervisor or higher management level.

### **5-2.12. Award for Outstanding Service in the Army Senior Executive Service**

**Overview.** This award is given upon departure from the Army and an individual may only receive this award once in his or her life. The Award for Outstanding Service in the Army Senior Executive Service (SES) consists of the Army SES flag, lapel pin replica of the Army SES flag, and an official commendation for outstanding Army SES service.

**Award Eligibility.** Served in an outstanding manner for 3 years or more as Army SES members.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring HQ TRADOC approval can be found in [Chapter 7](#). If an additional honorary award nomination is submitted for the departing Army SES member, both awards will be submitted together. Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).
- Letter of lateness if submitted less than 90 days prior to presentation date.

NOTE: The nominating organization of the individual is responsible for ordering the flag and pin through U.S. Army TACOM, Clothing & Heraldry PSID's website at [www.heraldry.army.mil](http://www.heraldry.army.mil). Click on Create a New SES Flag Request.

**Approval Authority.** The Secretary of the Army is the approval authority.

### **5-2.13. Awards for Outstanding Service in a Senior Level or Senior Scientific and Professional Position**

**Overview.** The Award for Outstanding Service in a Senior Level (SL) position or Senior Scientific and Professional (ST) Position is given upon retirement. Award consists of an Army SL or ST flag, lapel pin replica of the Army SL or ST flag, and an official commendation certificate (DA Form 2443) for outstanding service in an Army SL or ST position.

**Award Eligibility.** Served in an outstanding manner for 3 years or more in an Army SL or ST position and is retiring.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring HQ TRADOC approval can be found in [Chapter 7](#). If an additional honorary award nomination is submitted for the departing Army SES member, both awards will be submitted together. Nomination package must include:

- DA Form 1256.
- Narrative/justification (not to exceed 3 pages) should include description of current duties with details of specific accomplishments/contributions and impact on organization, TRADOC, Army and/or DoD.
- Proposed citation (not to exceed 90 words).

- Chronological list of awards and other significant recognitions (civilian awards and recognitions only).
- Letter of lateness if submitted less than 90 days prior to presentation date.

NOTE: The nominating organization of the individual is responsible for ordering the flag and pin through U.S. Army TACOM, Clothing & Heraldry PSID's website at [www.heraldry.army.mil](http://www.heraldry.army.mil). Click on Create a New SES Flag Request.

**Approval Authority.** The Secretary of the Army is the approval authority.

## Chapter 6. Public Service Awards

### 6-1. Overview

Public service awards are particularly appropriate for honoring and recognizing service and contributions of spouses, private citizens, and public officials, such as mayors and members of city councils and college and university officials. Senior mission commanders will review and approve/disapprove public service awards for which they have approval authority. Awards for military spouses are approved through the normal chain of command. When the nomination is for the senior mission commander's spouse, any member of the command group may sign as nominator on the DA Form 1256, block 6, before it is submitted to the CG, TRADOC for approval. Nomination for public service recognition must be submitted within 6 months after completion of the act or period cited. The routing process for Public Service Awards can be found in [Chapter 7](#).

### 6-2. Types of Public Service Awards

#### 6-2.1. Distinguished Public Service Medal

**Overview.** The Distinguished Public Service Medal is awarded to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions. The award consists of a gold medal, lapel button, and citation certificate, DA Form 7016.

**Award Eligibility.** The Distinguished Public Service Medal may be awarded to -

- Civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, and so forth).
- Presidential appointees and senior Army officials in non-career positions.
- Technical personnel who serve the Army in an advisory capacity or as consultants.

**Timeline.** Nominations must be submitted within 6 months from the end of the period of service to be recognized.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring Secretary of the Army approval can be found in [Chapter 7](#). Nominations should cover a period of service during which the individual performed significant humanitarian/public service actions, deeds, or achievements. Nomination package must include:

- DA Form 1256.

- Narrative/justification should include details of specific volunteer service/contributions and impact on organization, TRADOC, Army and/or DoD.
- List of previous public service awards/recognitions (Title/Month/Year).
- Proposed citation (not to exceed 90 words).

**Approval Authority.** The Secretary of the Army is the approval authority.

### **6-2.2. Superior Public Service Medal**

**Overview.** Nominated individuals must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by an Army commander. This award is appropriate for spouses of military members provided they meet the criteria. The Superior Public Service Medal award consists of a silver medal, lapel button, and citation certificate, DA Form 7402.

**Award Eligibility.** The Superior Public Service Medal may be award to-

- Civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, spouses of military members and so forth).
- Presidential appointees and senior Army officials in non-career positions.
- Contractors are not eligible for this award.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Organizations are responsible for submitting the award package to the CHRD award point of contact; the routing process for Honorary Awards requiring Secretary of the Army approval can be found in [Chapter 7](#). Nominations should cover a period of service during which the individual performed significant humanitarian/public service actions, deeds, or achievements. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific volunteer service/contributions and impact on organization, TRADOC, Army and/or DoD.
- List of previous public service awards/recognitions (Title/Month/Year)
- Proposed citation (not to exceed 90 words).

**Approval Authority.** The Secretary of the Army is the approval authority.

### **6-2.3. Meritorious Public Service Medal**

**Overview.** This award consists of a bronze medal, lapel button, and citation certificate, DA Form 7017.

**Award Eligibility.** The Meritorious Public Service Medal may be awarded to—

- Civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, and so forth).
- Presidential appointees and senior Army officials in non-career positions.
- Technical personnel who serve the Army in an advisory capacity or as consultants.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nominations should cover a period of service during which the individual performed significant humanitarian/public service actions, deeds, or achievements. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific volunteer service/contributions and impact on organization, TRADOC, Army and/or DoD.
- List of previous public service awards/recognitions (Title/Month/Year).
- Proposed citation (not to exceed 90 words).

**Approval Authority.** CG, TRADOC delegates approval authority to SES members and commanders at the rank of brigadier general (BG) (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

#### **6-2.4. Public Service Commendation Medal**

**Overview.** The Public Service Commendation Medal is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. This award consists of a bronze medal, lapel button, and certificate, DA Form 5231.

**Award Eligibility.** The Public Service Commendation Medal may be awarded to—

- Civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, and so forth).
- Presidential appointees and senior Army officials in non-career positions.
- Technical personnel who serve the Army in an advisory capacity or as consultants.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nominations should cover a period of service during which the individual performed significant humanitarian/public service actions, deeds, or achievements. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific volunteer service/contributions and impact on organization, TRADOC, Army and/or DoD.
- List of previous public service awards/recognitions (Title/Month/Year).
- Proposed citation (not to exceed 90 words).

**Approval Authority.** ASA(M&RA) delegates approval authority for Public Service Commendation Medal to SES members and general officers.

### **6-2.5. Patriotic Public Service Lapel Pin**

**Overview.** The Patriotic Public Service Lapel Pin 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 certificate, DA Form 7012. The lapel button will accompany the certificate only when the award is presented as an individual award.

**Award Eligibility.** This certificate may be awarded to civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, and so forth) or officials of DA at the policy development or approval level. It also may be awarded to groups, including civilian professionals, business firms, fraternal organizations, and quasi-military units.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nominations should cover a period of service during which the individual performed significant humanitarian/public service actions, deeds, or achievements. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details of specific volunteer service/contributions and impact on organization, TRADOC, Army and/or DoD.
- List of previous public service awards/recognitions (Title/Month/Year).
- Proposed citation (not to exceed 90 words).

**Approval Authority.** ASA(M&RA) delegates approval authority for Patriotic Public Service Lapel Pin to SES members and general officers.

### **6-2.6. Civilian Award for Humanitarian Service**

**Overview.** The Civilian Award for Humanitarian Service awards individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. This award consists of a medal, lapel button, and certificate, DA Form 5652.

**Award Eligibility.** Private citizens of the United States, as well as private citizens and Government officials of foreign nations, are eligible for consideration.

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

Nomination package must include:

- DA Form 1256.

- Narrative/justification (not to exceed 3 pages) should contain details and reports (i.e., photos, news reports, websites, witness statements, etc.) in support of the recommendation. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation.
- Proposed citation (not to exceed 90 words).
- Chronological list of awards and other significant recognitions.

**Approval Authority.** CG, TRADOC delegates approval authority for Civilian Award for Humanitarian Service to commanders in the rank of Major General (MG) and above or senior civilian equivalent (TRADOC Supplement 1 to AR 672-20 dated 16 June 2023).

### **6-2.7. Certificate of Appreciation**

**Overview.** A Certificate of Appreciation (DA Form 7013) is used to recognize accomplishments of private citizens when a higher-level honorary award is not appropriate.

**Award Eligibility.** Civilians not employed by the Army (for example, other Federal civilian professionals, private citizens, military spouses and so forth).

**Timeline.** Nominations should be submitted within 6 months after completion of the period to be cited.

**Submission.** Directors are responsible for submitting the award package to the organization's awards administrator point of contact. Nomination package must include:

- DA Form 1256.
- Narrative/justification should include details in support of the recommendation.
- Proposed citation (not to exceed 90 words).

**Approval Authority.** The Certificate of Appreciation may be granted by local commanders or other locally authorized individuals. The certificate may be overprinted for particular groups or events at the discretion of the commander.

## **Chapter 7. Routing Process**

### **7-1. Honorary/Public Service Awards Routing Process**

1. The organizations Awards Administrator reviews packages for completeness and correctness. The Awards Administrator submits nomination packages to the TRADOC DCS G-1/4, Civilian Human Resources Directorate (CHRD) award point of contact via ETMS2 (TR-HQ-G1-4-CHRD).

2. The CHRD award POC reviews all packages for completeness and correctness prior to submitting all nominations to the TRADOC IARB for review.

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

- Staff Judge Advocate (SJA)
- Deputy Director, CHRD
- DCS, G-1/4 (if applicable)
- DCoS



- EDCG
- DCG/CoS
- CG for approval or endorsement to HQDA

4. Once the nomination is approved by CG, TRADOC, it is returned by SGS to the CHRD award POC. The award (to include medal set and/or pin if applicable) will be sent to the nominating organization for presentation. If the nomination requires SECARMY approval, the CHRD award POC forwards the endorsed nomination package for HQDA review and decision.

5. HQDA will mail approved awards to the nominating organization for presentation and forward a copy to TRADOC CHRD awards POC.

6. Upon receipt of an approved award, it is the civilian professional's responsibility to ensure honorary award information is entered into AUTONOA. Awards are not filed in the eOPF.

7. Originating organization will maintain a copy of the signed certificate and DA Form 1256 for a period of 4 years. DA Form 1256 and certificates are subject to inspection.

## Appendix A References

[Army Regulation 672-20](#) Incentive Awards, 17 Sep 2020

[TRADOC Supplement 1 to AR 672-20 \(Incentive Awards\)](#), dated 16 June 2023

ASA (M&RA) Memorandum, Delegation of Authority and Timely Processing for Honorary Awards and Public Service Awards dated 03 February 2023

## Appendix B Glossary

AIAB	Army Incentive Awards Board
ASA (M&RA)	Assistant Secretary of the Army (Manpower & Reserve Affairs)
BG	Brigadier General
CHRD	Civilian Human Resources Directorate
CoS	Chief of Staff
CPAC	Civilian Personnel Advisory Center
DA	Department of Army
DA Form 1256	Incentive Award Nomination and Approval Form
DCG	Deputy Commanding General
DCoS	Deputy Chief of Staff
DCS, G-1/4	Chief of Staff for Personnel and Logistics
EDCG	Executive Deputy to the Commanding General
EEO	Equal Employment Opportunity
eOPF	Electronic Official Personnel Folder
G-8	Resource Management
GS	General Schedule
HQDA	Headquarters, Department of the Army
MG	Major General

OTS	On-The-Spot
PSID	Public Safety Identification
QSI	Quality Step Increase
SASA	Special Act or Service Awards
SECARMY	Secretary of the Army
TACOM	Tank-Automotive & Armaments Command
TOA	Time Off Award
TRADOC	U.S. Army Training and Doctrine Command

## Appendix C Certificates

**Certificates available for the following awards:**

DA Form 2442	Certificate of Achievement
DA Form 2443	Commendation Certificate
DA Form 4251	Certificate of Appreciation
DA Form 4689	Civilian Service Commendation Medal
DA Form 5231	Public Service Commendation Medal
DA Form 5652	Civilian Award for Humanitarian Service
DA Form 5654	Civilian Service Achievement Medal
DA Form 5655	Meritorious Civilian Service Medal
DA Form 7012	Patriotic Public Service Lapel Pin
DA Form 7013	Certificate of Appreciation
DA Form 7014	Distinguished Civilian Service Medal
DA Form 7015	Superior Civilian Service Medal
DA Form 7016	Distinguished Public Service Medal
DA Form 7017	Meritorious Public Service Medal
DA Form 7129	Secretary of the Army's Award for Outstanding Achievement in Materiel Acquisition
DA Form 7402	Superior Public Service Medal

Certificate name and form numbers, medal set NSNs, and pin numbers can be found in AR 672-20, Chapter 22, subpara 22-1 & 2

## Appendix D Resources

[Form 1256 | Incentive Award Nomination and Approval Form](#)

[SF-50 Form](#)

[TRADOC Decorations/Medals Hierarchy](#)

## Annex A: TRADOC Award Process Samples

# SAMPLE

### SUPPORTABLE JUSTIFICATION for Meritorious Civilian Service Medal

Mr. John W. Doe is nominated the Meritorious Civilian Service Medal 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 position 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 civilian professional's achievements/ accomplishments 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 civilian professional achieved savings or avoided unnecessary production and administrative costs.

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

Nominators must avoid inflated language and remain true to the actual achievements.

# SAMPLE

## HISTORY OF PREVIOUS HONORARY AWARDS

### Employee Info

**Name:**  
**Title:**  
**Servicing CPAC:**  
**Servicing Region:** South Central CHRA

**PS-Occ Code-PB:**  
**Current Supervisor:**

### Awards

Request Date	Award Type	Award Amount
---	(---)	---
2018-05-07	(80) TIME OFF AWARD	---
2017-08-16	(9L) PERFORMANCE AWARD	---
2016-07-20	(9L) PERFORMANCE AWARD	---
2016-05-26	(34) SUPERIOR CIVILIAN SERVICE AWD	---
2015-07-26	(9L) PERFORMANCE AWARD	---
2014-08-01	(9L) PERFORMANCE AWARD	---
2012-08-28	(9L) PERFORMANCE AWARD	---
2012-03-22	(8L) ACHIEVEMENT MEDAL FOR CIV SERVICE	---
2011-09-09	(9L) PERFORMANCE AWARD	---
2010-01-03	(8G) NSPS PERFORMANCE BONUS	---
2009-01-04	(8G) NSPS PERFORMANCE BONUS	---
2008-01-06	(8F) NSPS PERFORMANCE INCREASE	---
2007-06-19	(06) SPECIAL ACT OR SERVICE AWARD	---
2006-08-18	(9L) PERFORMANCE AWARD	---
2005-08-21	(07) QUALITY STEP INCREASE	---
2004-08-20	(9L) PERFORMANCE AWARD	---
2004-01-31	(80) COMMANDER'S AWARD FOR CIV SVC	---
2003-08-10	(9L) PERFORMANCE AWARD	---
2002-11-03	(9L) PERFORMANCE AWARD	---
2002-07-24	(80) COMMANDER'S AWARD FOR CIV SVC	---
2001-08-27	(80) TIME OFF AWARD	---
2001-08-26	(07) QUALITY STEP INCREASE	---
2000-08-27	(80) TIME OFF AWARD	---
2000-08-17	(9L) PERFORMANCE AWARD	---
2000-08-07	(80) TIME OFF AWARD	---
1999-09-22	(06) SPECIAL ACT OR SERVICE AWARD	---
1999-02-08	(80) TIME OFF AWARD	---
1999-02-08	(9L) PERFORMANCE AWARD	---
1998-04-24	(80) TIME OFF AWARD	---
1997-12-21	(80) TIME OFF AWARD	---
1997-12-12	(9L) PERFORMANCE AWARD	---
1996-12-18	(80) TIME OFF AWARD	---
1996-11-23	(9L) PERFORMANCE AWARD	---
1996-10-29	(80) TIME OFF AWARD	---
1996-01-25	(80) TIME OFF AWARD	---
1996-01-16	(9L) PERFORMANCE AWARD	---
1993-07-07	(9L) PERFORMANCE AWARD	---

[https://acpol.army.mil/ako/apps/employee/details/main.jsp;JSESSIONID\\_employee/details=rTSs4Fd62...](https://acpol.army.mil/ako/apps/employee/details/main.jsp;JSESSIONID_employee/details=rTSs4Fd62...)

# SAMPLE

## PROPOSED 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 civilian professional. Mr. Doe was instrumental in successfully negotiating the settle of a major merit system protection board complaint saving the garrison tens of thousands of dollars. Mr. Doe's exceptional performance, professionalism, and dedication to duty reflect great credit on him, the Defense Language Institute, the Ordnance 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 civilian professional's official position, organization, duty location, and the period of recognized service.

Next, two or three key accomplishments of the civilian professional for the period specified in the citation.

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

The citation should be one paragraph in length consisting of approximately 90 to 95 words. The recommended print is Arial font, 12 pitch, justified.

# 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 Medal.

### Example a

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 G-1/4, CHRD, for the following reason (brief statement).

4. POC is (name and phone number).

### Example b

2. Reason - Mr. Doe announced on (insert date) that he would be retiring which only allowed 2 weeks to process this award.

3. It is appropriate that Mr. Doe be recognized, upon his retirement, for his exceptional accomplishments to the G-1/4, CHRD, for the following reason (brief statement).

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 have to support the letter of lateness.

# SAMPLE

## DA FORM 1256

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is DCS, G-1.				
PART 1 - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S NAME (Last, First, MI) Volunteer, Jane B.		2. ORGANIZATION (No abbreviations) Headquarters, Training and Doctrine Command 950 Jefferson Ave Fort Eustis, V A 23604		
3. PRESENT POSITION, TITLE, GRADE AND SALARY Spouse/Volunteer Spouse of MG Jerry C. Volunteer, Chief of Staff		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.				
a. HONORARY		b. MONETARY		
<input type="checkbox"/> DISTINGUISHED CIVILIAN SERVICE MEDAL	<input type="checkbox"/> CIVILIAN SERVICE COMMENDATION MEDAL	<input type="checkbox"/> QUALITY STEP INCREASE		
<input type="checkbox"/> SUPERIOR CIVILIAN SERVICE MEDAL	<input type="checkbox"/> CIVILIAN SERVICE ACHIEVEMENT MEDAL	<input type="checkbox"/> PERFORMANCE AWARD \$		
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE MEDAL	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD \$		
<input checked="" type="checkbox"/> OTHER (Specify) Superior Public Service Medal		<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$		
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 03/14-06-18		<input type="checkbox"/> TIME OFF AWARD		
6. NOMINATING				
a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE	
COL Oliver Edwards Chief of Staff, HQ, TRADOC		AREA CODE: ( 757 ) 501-1111	20190211	
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 (Check Yes or No, if no, explain on separate attached page)				
<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
<input type="checkbox"/> No	N/A			
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
<input type="checkbox"/> No	N/A			
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> 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
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				George A. Davis, MG, CG
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				Stephen J. Townsend, GEN, CG
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				



# SAMPLE

## SUPPORTABLE JUSTIFICATION for the Superior Public Service Medal

During the period March 2014 to June 2018, 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 2015 and 2016, 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 2016 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's 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.