

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
Fort Hood, Texas 76544-5058
20 April 1993

C1, III CORPS & FH PAM 690-50

Civilian Personnel
INCENTIVE AWARDS PROGRAM

SUMMARY. This change to III Corps & FH Pam 690-50, 15 February 1991, provides guidance for the Time Off Awards Program.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Civilian Personnel. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-CP-IA, Fort Hood, Texas 76544-5056.

1. Add new pages as follows:

Insert pages

20a through 20e

2. File this transmittal sheet in front of the publication.

FOR THE COMMANDER:



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Civilian Personnel
INCENTIVE AWARDS PROGRAM

SUGGESTED IMPROVEMENTS. *The proponent of this pamphlet is the Directorate of Civilian Personnel (DCP). Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-CP-IA.*

TABLE OF CONTENT

Title	Block	Page
OVERVIEW	1	1
Purpose	1a	1
References	1b	1
Policy	1c	1
GENERAL	2	1
Incentive Awards Program	2a	1
Dual Recognition	2b	1
Timing	2c	2
Award Selection	2d	2
DA Awards	2e	2
Awards Hierarchy and Approval Levels Chart	2f	3
SPECIAL ACT/SERVICE AWARD (SA/SA)	3	4
Overview	3a	4
Eligibility	3b	4
Nomination	3c	4
Approval Authority	3d	5
ON-THE-SPOT CASH AWARD (OTS)	4	9
Overview	4a	9
Nomination	4b	9
Approval Authority	4c	9
PERFORMANCE AWARD (PA)	5	9
Overview	5a	10
Eligibility	5b	10
Non Eligibility	5c	10
Nomination	5d	10
Approval Authority	5e	11
QUALITY STEP INCREASE (QSI)	6	16
Overview	6a	16
Eligibility	6b	16
Nomination	6c	16
Approval Authority	6d	17
MERITORIOUS CIVILIAN SERVICE AWARD (MCSA)	7	21
Overview	7a	21
Eligibility	7b	21
Nomination	7c	22
Approval Authority	7d	22

*This regulation supersedes FH Pam 690-50, 24 June 1986.

Title	Block	Page
SUPERIOR CIVILIAN SERVICE AWARD (SCSA)	8	25
Overview	8a	25
Eligibility	8b	25
Nomination	8c	25
Approval Authority	8d	25
COMMANDER'S AWARD FOR CIVILIAN SERVICE (CA)	9	28
Overview	9a	28
Eligibility	9b	28
Nomination	9c	28
Approval Authority	9d	28
ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE (AMCS)	10	31
Overview	10a	31
Eligibility	10b	31
Nomination	10c	31
Approval Authority	10d	31
CERTIFICATE OF ACHIEVEMENT (CofA)	11	33
Overview	11a	33
Eligibility	11b	33
Nomination	11c	33
Approval Authority	11d	33
FORT HOOD CIVILIAN EMPLOYEE OF THE QUARTER	12	36
Overview	12a	36
Nomination	12b	36
Eligibility	12c	36
Approval Authority	12d	36
Award Presentation	12e	37
FORT HOOD OUTSTANDING HANDICAPPED EMPLOYEE OF THE YEAR	13	39
Overview	13a	39
Eligibility	13b	39
Nomination	13c	40
Additional Information	13d	40
Approval Authority	13e	40
CIVILIAN AWARD FOR HUMANITARIAN SERVICE	14	41
Overview	14a	41
Eligibility	14b	41
Nominations	14c	41
Approval Authority	14d	42
OUTSTANDING CIVILIAN SERVICE AWARD	15	42
Overview	15a	42
Eligibility	15b	43
Nominations	15c	43
Approval Authority	15d	43

Title	Block	Page
COMMANDER'S AWARD FOR PUBLIC SERVICE	16	44
Overview	16a	44
Eligibility	16b	44
Nominations	16c	44
Approval Authority	16d	44
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	17	46
Overview	17a	46
Eligibility	17b	46
Nomination	17c	46
Approval Authority	17d	46
APPENDIX A Key Points to Remember		A-1
GLOSSARY		Glossary

OVERVIEW

1

Purpose	<p>This pamphlet</p> <ul style="list-style-type: none"> ● provides managers with a tool to use when recognizing their employees ● for further guidance see the below references or contact the Incentive Awards Administrator at 288-2010. 	1a
References	<p>CFR Parts 430, 451 and 531 AR 672-20 (Incentive Awards) AR 690-400 (General Performance Appraisal System (Chapter 430))</p>	1b
Policy	<p>The policy is to</p> <ul style="list-style-type: none"> ● improve individual and organizational effectiveness in the accomplishment of mission and goals. ● recognize and reward civilian employees for superior performance and for special achievements, individually or in groups, that contribute significantly to the efficiency, economy, or other improvement of Government operations. 	1c

GENERAL

2

Incentive Awards Program	<p>The Army Incentive Awards program applies to</p> <ul style="list-style-type: none"> ● direct-hire Army civilian personnel (including US Army Reserve technicians paid from appropriated funds) ● nonappropriated fund (NAF) employees eligible for non-cash awards ● former employees, or the estates of deceased employees - for contributions made by such persons while employed by Department of the Army (DA). ● non-Government personnel eligible for Public Service Awards. 	2a
Dual Recognition	<p>Honorary and monetary awards may be granted to civilian personnel for the same act or achievement if the criteria for each award is met.</p> <p>The same act or achievement cannot form the basis for more than one type of monetary or DA honorary award.</p>	2b

Timing Honorary awards may be given to civilian employees at any time in their careers, provided the individual's accomplishments fully meet the criteria for the award under consideration. Such occasions include

- retirement,
- reassignment,
- transfer or separation, or
- immediately after the performance or achievement.

2c

Award Selection The level of the specific contribution(s) being recognized determines the appropriate award. (see page 3, Award Hierarchy and Approval Levels Chart).

NOTE: Lower level honorary awards should normally precede receipt of higher level recognition.

2d

DA Awards DA level awards require additional measures

- nominations for awards which require approval by the Army Incentive Awards Board (AIAB) must be
 - certified by the nominating commander that the pertinent Equal Employment Opportunity (EEO) records have been reviewed and there are no current EEO complaints or personal adverse action pending against the nominee.
 - verified to be sure no past history of adverse findings in EEO complaints based on performance or conduct exist.

Nominations requiring HQ DA approval are

- initiated at the activity level
- processed through the local incentive awards board or committee
- endorsed by the Commanding General (CG) of Fort Hood
- forwarded to proper major Army commands (MACOM's) Incentive Awards
- processed through MACOM board or committee and approved or disapproved by MACOM Commander.

Most worthy nominations are personally endorsed by the MACOM Commander and forwarded to the AIAB for approval/disapproval.

2e

HONORARY AWARDS HIERARCHY AND APPROVAL LEVELS CHART

Civilian Award	Approval Level	Military Award	Approval Level
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM commander has redelegated to Cdr, III Corps & Fort Hood	Legion of Merit	Commanders 0-8 and above depending upon purpose of award and rank of recipient
Superior Civilian Service Award	Commanders 0-8 and above and civilian equivalent	Meritorious Service Medal	Commanders 0-8 and above
Commander's Award for Civilian Service	Commanders 0-6 and above and civilian equivalent	Army Commendation Medal	Commanders 0-6 and above
Achievement Medal for Civilian Service	Commanders 0-5 and above and civilian equivalent	Army Achievement medal	Commanders 0-5 and above
Certificate of Achievement	Activity commanders have redelegated to activity directors.	Certificate of Achievement	Local commanders
Civilian Award for Humanitarian Service	Major commander and above and civilian equivalent	Humanitarian Service Medal	US Total Army Personnel Agency

NOTE: The purpose of this chart is to assist military and civilian supervisors in understanding the awards available in the system.

2f

SPECIAL ACT/SERVICE AWARD (SA/SA) (AR 672-20, CHAP 4)

3

**SA/SA
Overview**

SA/SA is a monetary award given to an individual or group of employees to recognize a meritorious personal effort, act, service, or scientific achievement, performed within or outside assigned job responsibilities. A DA Form 2443 (Commendation Certificate) is given. The cash award ranges from \$25 to \$25,000 depending on the achievement being recognized.

This act or service may

- contribute to the efficiency, economy, or other improvement of Government operations or
- is in the public interest.

The act or service must not have served either wholly or in part as the basis for a previous cash award.

The act, service, or scientific achievement may or may not involve

- measurable monetary benefits
- more than one employee.

When more than one employee (group award) is given an award for the same contribution

- the award may be shared equally, or
- divided in proportion to the individual contribution to the group effort.

NOTE: For a group award, the total amount may not exceed the maximum authorized for the level of contribution rendered by each employee (i.e. if the maximum amount is \$250 and five employees shared in the achievement, The total of the award cannot exceed the aggregate amount of \$250).

3a

Eligibility

Appropriated fund employees are eligible for this award.

3b

Nomination

Nominations require the following

- DA Form 1256 (Incentive Award Nomination and Approval) in an original and three copies
- justification in an original and two copies (see figure 2).

Nominations should be submitted within 30 calendar days after the act, service or achievement to be recognized.

NOTE: For recommendations based on measurable tangible benefits, the supporting data must show in detail how these benefits were computed. On intangible benefits, identify the value of benefits and extent of application appropriated for the achievement to be recognized. State the value and extent on the nomination. (See pages 6 and 7, this pamphlet for Tangible and Intangible charts).

3c

**Approval
Authority**

III Corps and Fort Hood major subordinate command (MSC) commanders and heads of major staff sections, i.e., those reporting directly to the Garrison Commander (GC), Chief

(continued on next page)

Approval Authority (Continued)

of Staff (CofS), and CG have delegated authority to approve awards up to and including \$2,500. Awards above that level are forwarded to DCP, Incentive Awards for processing through the Incentive Awards Committee.

Tenant activities forward nominations to their local approving authority through the DCP for a regulatory compliance check before forwarding to higher headquarters for approval.

3d

JUSTIFICATION

Special Act or Service Award

Jane A. Doe

For the period 15 Mar 88 - 15 Jun 88

This narrative justification must fully describe the act, service, or scientific achievement to be recognized.

When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized. (See AR 672-20, pages 2-1 and 2-2, and pages 6 and 7 in this pamphlet.

This narrative justification is submitted in an original and two copies.

Figure 1. Justification for Special Act or Service Award

PROPOSED CITATION

Special Act or Service Award

Jane A. Doe

Jane A. Doe is officially commended for a Special Act or Service Award while serving as a Management Assistant, Division, Directorate, III Corps and Fort Hood, Fort Hood, Texas for the period of 15 March 1988 to 15 June 1988. (Insert a couple of sentences which highlight accomplishments during the period recognized). Such performance reflects great credit upon her, Fort Hood, and the U.S. Army.

This citation is submitted in an original only.

Figure 2. Proposed Citation for Special Act or Service Award

CONTRIBUTIONS WITH TANGIBLE BENEFITS

Estimated First-Year Benefits to Government

Amount of Award

Up to \$10,000
 \$10,001 - \$100,000
 *\$100,001 or more

10 percent if benefits
 \$1,000 for the first \$10,000, plus 3 percent of
 benefits over \$10,000
 \$3,700 for the first \$100,000 plus .5 percent of
 benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefit	Award	Benefit	Award	Benefit	Award	Benefit	Award
Up to									
\$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

* Awards over \$10,000 require the approval of the Office of Personnel Management

** Maximum award authorized by the Office of Personnel Management. A presidential award of up to \$10,000 may be paid in addition to the \$25,000.

SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS

Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	<p>Affects functions, mission, or personnel of one office, facility installation, or an organization element of a headquarters</p> <p>Affects a small area of science or technology.</p> <p>FORT HOOD</p>	<p>Affects functions, mission, or personnel of several officer facilities, or installations.</p> <p>Affects an important area of science or technology</p> <p>MORE THAN ONE INSTALLATION</p>	<p>Affects functions, mission or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects a broad area of science or technology.</p> <p>DA</p>	<p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency or is in the public interest throughout the Nation or beyond</p> <p>DOD</p>
<p>Moderate Value Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award an improvement of rather limited value of a product, activity, program, or service to the public.</p>	<p>\$25-100 (compare w/ \$250-1,000 tangible benefit)</p>	<p>\$100-250 (compare w/ \$1,000-2,500 tangible benefits)</p>	<p>\$250-500</p>	<p>\$500-1,000</p>
<p>Substantial Value Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public.</p>	<p>\$100-250 (compare w/ \$1,000-2,500 tangible benefits)</p>	<p>\$250-500 (compare w/ \$2,500-5,000 tangible benefits)</p>	<p>\$500-1,000 (compare w/ \$5,000-10,000 tangible benefits)</p>	<p>\$1,000-2,500</p>
<p>High Value Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity or program, or service to the public.</p>	<p>\$250-500</p>	<p>\$500-1,000 (compare w/ \$10,000-60,000 tangible benefits)</p>	<p>\$1,000-2,500 (compare w/ \$60,000-360,000 tangible benefits)</p>	<p>\$2,500-5,000 (compare w/ \$360,000-1,360,000 tangible benefits)</p>
<p>Exceptional Value Initiation of a new principle or major product: a superior improvement to the quality of a critical product, activity, program or service to the public</p>	<p>\$500-1,000</p>	<p>\$1,000-2,500</p>	<p>\$2,500-5,000 (compare w/ \$60,000-360,000 tangible benefits)</p>	<p>\$5,000-10,000 (compare w/ \$360,000-1,360,000 tangible benefits)</p>

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, Jane A.		2. SOCIAL SECURITY NO. XXX-XX-XXXX	3. ORGANIZATION Directorate, Division, Branch	
4. PRESENT POSITION TITLE GRADE AND SALARY Job Title, GS-7/4, (Current salary)			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in Item 4)</i>	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
A. HONORARY			B. MONETARY	
<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		<input checked="" type="checkbox"/> QUALITY INCREASE TO: \$ P.A. FROM: \$	DATES FROM: TO:
<input type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	<input type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD			<input checked="" type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE FROM: TO:
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD		<input checked="" type="checkbox"/> SPECIAL SERVICE \$500.00	
OTHER (Specify)				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Supervisor</i>	20 Jun 1988
Second Line Supervisor		287-XXXX	<i>Second Line Supervisor</i>	26 Jun 1988
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	<input type="checkbox"/> QUALITY INCREASE	<input type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE	<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> SPECIAL ACT OR SERVICE	<input type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD	<input type="checkbox"/> OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$	
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	\$000.00			<i>Appropriate Approving Authority (Date)</i> Appropriate Approving Authority
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in an original and three (3) copies)			
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

ON-THE-SPOT CASH AWARD (OTS) (AR 672-20, chap 4)

4

Overview

OTS Cash Award is a small cash SA/SA (\$25 to \$250) which may be given by the supervisor for day-to-day worksite achievements.

NOTE: Group awards cannot exceed the maximum amount of \$250.

Examples of achievements warranting the OTS include

- streamlining, eliminating, or modifying an office or operating procedure to improve effectiveness, efficiency, and/or timeliness.
- accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.
- implementing a program to improve employee morale or productivity.

This award is intended to provide immediate recognition to an employee or group of employees who perform short term tasks or assignments in an exemplary manner.

Special handling by DCP and DRM provide for fast payment of the award.

Certificates are not furnished for the OTS award.

4a

Nomination

DA Form 1256 is submitted in an original and three copies with

- a short description of the employee's achievement
- indication in block 6a that it is a OTS award
- the amount of the award, and
- the signatures of the nominating and approving officials.

4b

Approval Authority

Approval authority will be consistent with paragraph 3d.

4c

See Special Act or Service Awards, paragraph 3c, for sample format.

PERFORMANCE AWARDS (PA) (AR 672-20, chap 5)

5

Overview

A PA is a monetary award and is given in recognition of high-level performance for a specific rating period. A DA Form 2443 is given.

Performance must

- cover the most recent rating period and be rated as exceptional or highly successful, or
- exceed minimum requirements for a fully successful performance rating, with at least one critical element exceeded.

(continued on next page)

**Overview
(Continued)**

PA consist of a lump sum cash award paid as a percentage of the pay with the maximum being 10% of the employee's base pay.

With the exception of general merit employees, as a rule of thumb for Fort Hood, PA amounts are paid up to

- 2% for Fully Successful appraisals (with at least one critical element exceeded)
- 4% for Highly Successful appraisals, and
- 6% for Exceptional appraisals.

5a

Eligibility

PA can be awarded to appropriated fund (excluding SES) employees, provided the employee has not received a previous performance award based in whole or in part on the performance currently being recommended for recognition.

5b

Non Eligibility

PA should not be prompted

- by the impending departure of a supervisor or an employee.
- solely by the fact that the employee is currently at a pay rate subject to legal limitations (pay cap).

5c

Nomination

PA nominations are

- submitted on DA Form 1256 in an original and three copies, with a copy of the employee's current DA Form 5398-R and a copy of the current DA Form 5397-R (Civilian Performance Plan).
 - check DA Form 1256, block 4 to be sure present grade and salary are correct.
 - check DA Form 1256, block 6b to be sure amount is stated as a percentage of the annual salary, not a dollar figure.

Nominations should be submitted

- within 30 days of the approval date of the employees last DA Form 5398-R.
- with draft citation (original only) of 90 words or less (see paragraph 5d).

Nominations must cover the exact dates on the DA Form 5398-R.

5d

**Approval
Authority**

Commanders of MSC's, commanders and chiefs of major staff sections, i.e., those reporting directly to the GC, CofS, and the CG are delegated authority to approve PA up to and including \$2,500.

NOTE: The approving official must be at least one level above the nominating official.

Tenant activities forward PA nominations through the DCP for a regulatory compliance check. The award is then forwarded to the higher headquarters for approval/disapproval.

5e

PROPOSED CITATION

Performance Award

Jane Jones

Jane Jones is officially commended with a performance award for outstanding performance of duty as job title, Division, Directorate, III Corps and Fort Hood, Fort Hood, Texas, for the period 1 April 1987 to 31 March 1988. (Insert a copy of sentences which reflect the highlights of the performance to be recognized). Such performance reflects great credit upon her, Fort Hood, and the U.S. Army.

Figure 3. Proposed Citation for Performance Award

CIVILIAN PERFORMANCE RATING						
For use of this form see AR 690-400 Chapter 430. The approving agency is DCSPER						
PART I - ADMINISTRATIVE DATA						
1. NAME (Last, First, MI) AND SSN Jones, Jane J.			2. NAME AND LOCATION OF EMPLOYING OFFICE III Corps and Fort Hood Directorate, Division			
3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL Job Title, GS-(Series)-6/2, Job Number						
4. PERIOD COVERED FROM: 1 April 87 TO: 31 March 88		5. UNDER SUPERVISION OF CURRENT SUPERVISOR FROM: 29 June 86		6. TYPE OF RATING <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> PROBATIONARY		7. IF PROBATIONARY, INDICATE RECOMMENDED ACTION <input type="checkbox"/> RETAIN <input type="checkbox"/> REMOVE FROM POSITION (SF 52 attached)
PART II - PERFORMANCE EVALUATION						
8. JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>	JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>	
1. Transcribed From DA Form 5397-R (Civilian Performance Plan)	Yes	E				
2.	Yes	E				
3.	No	M				
9. ELEMENT RATING EXPLANATION						

SAMPLE

DA FORM 5398-R, May 86

REPLACES DA FORMS 4940 1 R, 4940 2 R and 4940 3 R, OCT 80. DA FORMS 4969 AND 4969 1, APR 91 WHICH ARE OBSOLETE.

COPY: EMPLOYEE SUPERVISOR RECORD OTHER

PART II - PERFORMANCE EVALUATION (Continued)							
9. ELEMENT RATING EXPLANATION (Continued)							
PART III - INDIVIDUAL DEVELOPMENT PLAN							
10.							
PART IV - SENIOR EXECUTIVE SERVICE (SES) ONLY							
11. RECOMMENDING OFFICIAL	11. RECOMMENDATIONS				12. RATING OFFICIAL APPROVAL		
	RATING a	SALARY b		PERFORMANCE AWARD (BONUS) c		SALARY ADJUSTMENT d	PERFORMANCE AWARD (BONUS) e
		YES	NO	YES	NO		
SUPERVISOR						ES- _____	_____
REVIEWING OFFICIAL (Optional)							
PERFORMANCE REVIEW BOARD							
<p>Note: SES members may respond in writing to their initial ratings. They also may request higher executive level review either before ratings are submitted to the Performance Review Board or after final rating is assigned, but not both. See AR 690-900, chapter 920, Subchapter 5.</p>							
PART V - COMMENTS							
13.							
PART VI - SUMMARY RATING LEVEL							
14. <input type="checkbox"/> EXCEPTIONAL <input checked="" type="checkbox"/> HIGHLY SUCCESSFUL <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> MINIMALLY ACCEPTABLE/ SATISFACTORY <input type="checkbox"/> UNACCEPTABLE/ UNSATISFACTORY							
PART VII - AUTHENTICATION							
15a. SUPERVISOR NAME AND TITLE		b. SIGNATURE		c. DATE			
16a. REVIEWING OFFICIAL (Optional) NAME AND TITLE		b. SIGNATURE		c. DATE			
17a. PRB REPRESENTATIVE NAME AND TITLE		b. SIGNATURE		c. DATE			
18a. APPROVING/SES RATING OFFICIAL NAME AND TITLE		b. SIGNATURE		c. DATE			
19a. EMPLOYEE NAME		b. SIGNATURE		c. DATE			

Reverse of DA Form 5398-R, May 86

CIVILIAN PERFORMANCE PLAN		PAGE	OF	PAGES
For use of this form, see AR 690-400, Chapter 430; the proponent agency is DCSPER				
PART I - ADMINISTRATIVE DATA				
1. NAME (Last, First, MI) AND SSN		2. NAME AND LOCATION OF EMPLOYING OFFICE		
3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL				
PART II - PERFORMANCE ELEMENTS AND STANDARDS				
JOB ELEMENTS <small>a</small>	CE <small>b</small>	PERFORMANCE STANDARDS <small>c</small>		
SAMPLE				
PART III - AUTHENTICATION				
	SIGNATURE	DATE	SIGNATURE	DATE
1				
SUPERVISOR				
2				
REVIEWER/ APPROVING OFFICIAL				
3				
EMPLOYEE*				

*Employee signature indicates that discussion, not necessarily agreement, has occurred

QUALITY STEP INCREASE (QSI) (AR 672-20, chap 6)

6

Overview

QSI's consist of

- an additional within-grade pay increase and
- is accompanied by a DA Form 2443 given in recognition of exceptional performance.

Performance must

- exceed performance standards (other than absolute standards) for each job element and
- be of such quality that it could only be achieved by the most exceptional employee.

6a

Eligibility

To be eligible for a QSI, an employee must

- be a general schedule (GS) employee.
- have received an exceptional rating on the current annual rating of record.
- be expected to remain in the same organization, at the same grade, in the same or similar position for 60 days after the effective date of the QSI.
- not have received a QSI within the last 52 week period and the period covered must be 52 weeks.
- not have received another monetary award based in whole or in part on the performance proposed for recognition.

6b

Nomination

QSI's are submitted on DA Form 1256 in an original and two copies , along with a

- copy of the employee's current DA Form 5398-R,
- copy of the current DA Form 5397-R, and
- draft citation (original only) 90 words or less (see figure 4)

QSI nominations must cover the exact dates on the DA Form 5398-R and should be submitted within 30 days of approval of the rating of record. This is especially important because of clear time restrictions for eligibility for subsequent awards.

6c

Approval Authority

Commanders of MSC's and chiefs of major staff sections, i.e., those reporting directly to the GC, CofS, and the CG are authorized to approve QSI's.

If delegated authority has not been approved by their major command, tenant activities will forward nominations to their local approving authority through the DCP for regulatory check before forwarding to their higher headquarters for approval.

(continued on next page)

Approval
Authority
(Continued)

Upon the administrative office recommendation for a QSI, the approving authority should immediately complete, sign and date block 12 of the DA Form 1256. The QSI will not be effective until the first day of the first pay period after this signature.

6d

<p style="text-align: center;">PROPOSED CITATION</p> <p style="text-align: center;">Quality Step Increase</p> <p style="text-align: center;">John D. Doe</p> <p><i>John D. Doe is officially commended for outstanding performance of his duties as job title, Branch , Division, Directorate, III Corps and Fort Hood, Fort Hood, Texas, for the period 1 April 1987 to 31 March 1988. (Here insert a couple of sentences which reflect the highlights of the accomplishments to be recognized). Such performance reflects great credit upon him, Fort Hood, and the United States Army.</i></p> <p style="text-align: center;">This proposed citation is submitted in an original only.</p>
--

Figure 4. Proposed Citation for Quality Step Increase

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 673-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI Doe, John D.		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job title, GS-4/2 (Current salary)			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY		b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	X QUALITY INCREASE TO: GS-4/3 \$ (New salary) ^A	DATES FROM: 1 Apr 87 TO: 31 Mar 88	
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SPECIAL ACT OR SERVICE		DATE
OTHER (Specify)				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Supervisor</i>	3 April 1988
Second Line Supervisor		287-XXXX	<i>Second Line Supervisor</i>	10 April 1988
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$		ESTIMATED FIRST YEAR SAVINGS \$
11 DATE		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE
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
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	QSI			<i>Appropriate Signature</i> 18 April 1988 Appropriate Approving Authority
13 MAJOR COMMAND REVIEW COMMITTEE				
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in an original and two (2) copies)			
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

CIVILIAN PERFORMANCE RATING					
For use of this form (Do AR 190-400 Chapter 4J0, the responsible agency is DCSPER)					
PART I - ADMINISTRATIVE DATA					
1. NAME (Last, First, MI) AND SSN DCE, John D. XXX-XX-XXXX			2. NAME AND LOCATION OF EMPLOYING OFFICE III Corps and Fort Hood Directorate, Division, Fort Hood, Texas 76544-5058		
3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL Job Title, GS-322-04, Job No. X47					
4. PERIOD COVERED FROM: 1 April 1987 TO: 31 March 1988		5. UNDER SUPERVISION OF CURRENT SUPERVISOR FROM: 29 Dec 1986		6. TYPE OF RATING <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> PROBATIONARY	
7. IF PROBATIONARY INDICATE RECOMMENDED ACTION <input type="checkbox"/> RETAIN <input type="checkbox"/> REMOVE FROM POSITION (SF 32 attached)					
PART II - PERFORMANCE EVALUATION					
8. JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>	JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>
1. Transcribed from DA Form 5397-R (Civilian Performance Plan)	Yes	E			
2.	Yes	E			
3.	No	E			
9. ELEMENT RATING EXPLANATION This column must fully explain how the major elements are being exceeded. <u>Absolute standards</u> would be the exception to this rule. NOTE: In order for the employee to be recognized with a Quality Step Increase, this rating must be an Exceptional ^{Summary}					

SAMPLE

DA FORM 5398-R, May 86

REPLACES DA FORMS 4940 1 R, 4940 2 R and 4940 3 R, OCT 80; DA FORMS 4969 AND 4969-1, APR 91, WHICH ARE OBSOLETE.

COPY: EMPLOYEE SUPERVISOR RECORD OTHER

PART II - PERFORMANCE EVALUATION (Continued)					
9. ELEMENT RATING EXPLANATION (Continued)					
PART III - INDIVIDUAL DEVELOPMENT PLAN					
10.					
PART IV - SENIOR EXECUTIVE SERVICE (SES) ONLY					
11. RECOMMENDING OFFICIAL	RECOMMENDATIONS				12. RATING OFFICIAL APPROVAL
	RATING <small>d</small>	SALARY <small>e</small>		PERFORMANCE AWARD (BONUS) <small>c</small>	
		YES	NO	YES	NO
	SUPERVISOR				
REVIEWING OFFICIAL (Optional)					SALARY ADJUSTMENT <small>e</small>
PERFORMANCE REVIEW BOARD					PERFORMANCE AWARD (BONUS) <small>b</small>
ES- _____ %					
<p><i>Note:</i> SES members may respond in writing to their initial ratings. They also may request higher executive level review either before ratings are submitted to the Performance Review Board or after final rating is assigned, but not both. See AR 690-900, chapter 920, Subchapter 5.</p>					
PART V - COMMENTS					
13.					
PART VI - SUMMARY RATING LEVEL					
14.					
<input checked="" type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> HIGHLY SUCCESSFUL <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> MINIMALLY ACCEPTABLE/ SATISFACTORY <input type="checkbox"/> UNACCEPTABLE/ UNSATISFACTORY					
PART VII - AUTHENTICATION					
15a. SUPERVISOR NAME AND TITLE		b. SIGNATURE		c. DATE	
16a. REVIEWING OFFICIAL (Optional) NAME AND TITLE		b. SIGNATURE		c. DATE	
17a. PRB REPRESENTATIVE NAME AND TITLE		b. SIGNATURE		c. DATE	
18a. APPROVING/SES RATING OFFICIAL NAME AND TITLE		b. SIGNATURE		c. DATE	
19a. EMPLOYEE NAME		b. SIGNATURE		c. DATE	

Reverse of DA Form 5398-R, May 86

TIME OFF AWARDS (TOA)**6-1****Overview**

TOAs consist of time off during a leave year without charge to leave or loss of pay as an award for achievements which contribute to the Army's mission.

Time granted

- must be documented. An SF 50 will be retained in the employee's personnel folder.
- will not be in increments less than 1 hour.
- will not exceed 40 hours for a single contribution.
- will not exceed 80 hours during a leave year.
- must be scheduled and used within 1 year of the approval date.
- must be used prior to transfer to another DOD agency or forfeited.
- cannot be transferred outside of DOD.
- may not be converted to a cash payment under any circumstance.
- to part-time employees or employees with uncommon tours of duty
 - for a single contribution will not exceed one-half the maximum amount of time that could be granted in the leave year.
 - for the leave year will not exceed the average number of work hours in the employee's biweekly scheduled tour of duty.

Group awards

- will be shared by group members according to the extent of their contribution to the overall achievement.
- where contributions are equal, the award amount would be divided equally among all employees.

NOTE: Time off would then be determined by dividing each employee's share of the award amount by their hourly rate of pay. Time off granted would not be the same for each employee due to differences in pay rates.

6-1a**Eligibility**

TOAs may be awarded to all Appropriated Fund, Department of the Army civilian personnel.

Eligibility is determined by considering the extent of the contribution to the Army's mission.

(continued on next page)

Eligibility (cont) The extent of contribution will also be considered when determining the amount of time off that is approved.

Achievements must

- directly support the Army mission.
- result in benefits to the Government similar to Special Act or Service Awards and On-the-Spot cash awards.

NOTE: The tangible/intangible benefits criteria (pages 6 and 7) will be used to determine benefits and the award amount for nominations for awards of more than 1 day off. The award amount will then be converted to time off using the employee's hourly rate of pay. (Determine the hourly rate by dividing the annual salary by 2087 hours then divide the award amount by the hourly rate. Round up to the nearest hour).

6-1b

Nomination DA Form 1256 (figures 6-1-1 and 6-1-2) is submitted in an original and three copies with

- a short description of employee's achievement for awards of 1 day or less (figure 6-1-3).
- a justification (figure 6-1-4) which includes the tangible/intangible criteria which was used to determine the extent of the contribution and the award amount which was used to determine actual time off for awards exceeding 1 day.
- indication that the award is a TOA.
- the length of time off.
- the signature of the nominating and/or approving official.

NOTE: No proposed citation is required.

6-1c

Approval Authority

First line supervisors are authorized to approve awards up to 1 day off.

III Corps and Fort Hood major subordinate command and heads of major staff sections, i.e., those reporting directly to the Garrison Commander, Chief of Staff, and Commanding General approve awards which exceed 1 day off.

Tenant activities may approve awards in accordance with approval levels designated by the next higher headquarters. A regulatory compliance check will be made through the DCP.

NOTE: Absent next higher headquarters guidance, tenant activities may establish approval authority as deemed appropriate. A regulatory compliance check will be made through the DCP.

6-1d

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI Jones, Eureka K.		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE	DATES
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		TO: \$ P A	FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES
X OTHER (Specify) Time Off Award - 4 hours			SPECIAL ACT OR SERVICE	DATE
7 NOMINATING OFFICIALS				
TYPED NAME AND TITLE	EXTENSION NO.	SIGNATURE		DATE
First Line Supervisor	287-XXXX	First Line Supervisor		Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8 TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify) Time Off Award
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				First Line Supervisor First Line Supervisor (Date)
13 MAJOR COMMAND REVIEW COMMITTEE				
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in original and three copies.)			
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

• U S GPO 1984-0-481-033/27053

Figure 6-1-1. Sample DA Form 1256 for TOA of 1 day or less

INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.					
PART I - TO BE COMPLETED BY OPERATING OFFICE					
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI Ray, Pablo Q.		2 SOCIAL SECURITY NO. XXX-XX-XXXX		3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)		
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION					
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.					
a. HONORARY			b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE	DATES		
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	\$ P.A.	TO:	FROM:	
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SUSTAINED SUPERIOR PERFORMANCE	TO:	DATES	
OTHER (Specify) X Time Off Award - 12 hours		SPECIAL ACT OR SERVICE	TO:	DATE	
7 NOMINATING OFFICIALS					
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE	
First Line Supervisor		288-XXXX	<i>First Line Supervisor</i>	Date	
Second Line Supervisor		287-XXXX	<i>Second Line Supervisor</i>	Date	
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE					
8 TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)					
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE					
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)	
COMPLETE FOR MONETARY AWARDS RECOMMENDED					
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS		<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS
\$		\$			\$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE		
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	
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				<i>Appropriate Signature</i> 19 Dec 92	
13 MAJOR COMMAND REVIEW COMMITTEE				Appropriate Approving Authority	
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in an original and three copies.)				
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

*U.S. GPO 1984-0-481-033/27063

Figure 6-1-2. Sample DA Form 1256 for TOA exceeding 1 day off

NARRATIVE DESCRIPTION

Time Off Award

Eureka K. Jones

This narrative should briefly describe the achievement and indicate the amount of time off recommended.

This narrative description is submitted in an original and two copies.

Figure 6-1-3. Narrative description for TOA of 1 day or less

JUSTIFICATION

Time Off Award

Ray Q. Pablo

This narrative justification must fully describe the act, service, or scientific achievement which contributed to the mission of the Army. Describe in detail the extent of the contribution and the means by which the award amount was determined. Recommendations based on intangible benefits will identify the value of benefits and the extent of application appropriate for the achievement to be recognized. Tangible benefits will be described by indicating the cost savings to the Army (see pages 6 and 7). Include arithmetic conversion to time off.

This narrative justification is submitted in an original and two copies.

Figure 6-1-4. Justification for TOA exceeding 1 day off

MERITORIOUS CIVILIAN SERVICE AWARD (MCSA) (AR 672-20, chap 8)

7

Overview

An MCSA is the second highest DA honorary award, ranking directly below the Decoration for Exceptional Civilian Service. It consists of a medal, rosette, and certificate.

An individual being considered for this award should have previously received recognition through awards approved at the local level such as

- the Superior Civilian Service Award,
- the Commander's Award for Civilian Service, and/or
- other monetary or honorary awards.

A nomination will normally cover a minimum period of 1 year of service.

NOTE. Be sure EEO check is completed prior to submitting to the Honorary Awards Board.

The Honorary Awards Board must recommend approval for this award. The board meets the third Tuesday of each month with the exception of December when it meets on the first Tuesday.

7a

Eligibility

Eligibility is determined by measuring contributions to the activity against the level of achievement. For example, the individual

- accomplished supervisory or nonsupervisory contributions in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of their work.
- achieved outstanding results in improving the morale and performance of workers.
- demonstrated unusual initiative and skill in devising new or improved equipment, work methods and procedures, or conceiving inventions that result in substantial savings.
- exhibited unusual courage or competence in an emergency, while performing assigned duties resulting in direct benefit to the Government or its personnel.

7b

Nomination

MCSA nominations are

- typed single-spaced on one side of an 8 1/2-by 11-inch sheet of paper
- submitted in original and two copies in the format described below.
 - First page. A brief biographical sketch that includes the following information
 - date and place of birth
 - education and degrees conferred
 - significant employment record, and
 - type of appointment and grade.

 (continued on next page)

Nomination
(Continued)

- Second page - A proposed citation (see figure 5)
 - for the signature of the CG, 50 to 60 words, using upper and lower type, as appropriate, highlighting the significance of the nominee's achievements.
- Additional pages. These pages will contain not more than 2,500 words with topical headings as follows:
 - Summary of achievements. Limit this information to one page. This should be stated in specific terms and include dates of achievement.
 - Additional details. In nontechnical language, illustrate how the nominee was personally responsible. This should relate to the achievements listed above. Be specific as to dates of accomplishment.
 - Benefits. Cite the specific benefits on improving Government operations or serving the public interest. Describe separately the tangible and intangible benefits.
 - Personal qualities. Give examples of personal qualities of the nominee that made the achievement possible.
 - Other awards received. Include a statement describing any other significant awards received.
 - Published works. List the nominee's published works in science, technology, or the humanities.

7c

Approval
Authority

The CG is the approval authority for employees of III Corps and Fort Hood.

Tenant activities should submit their recommendations to the DCP, Incentive Awards, for processing to the Honorary Awards Board prior to action by the appropriate approving authority. (TEXCOM is the exception).

7d

PROPOSED CITATION

Meritorious Civilian Service Award

John M. Smith

For outstanding performance of duties as Job Title, Organization, III Corps and Fort Hood, (if applicable), Fort Hood Texas for the period 15 May 1989 to 15 May 1990. Cite specific examples highlighting achievements (no more than 2 sentences). Such performance reflects great credit upon him, Fort Hood, and the United States Army.

This proposed citation is submitted in an original only.

Figure 5. Proposed Citation for Meritorious Civilian Service Award

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI SMITH, John M.		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY JOB TITLE, SERIES, GRADE and SALARY			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE TO: \$	DATES FROM: TO:
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		P.A.	
X MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:
OTHER (Specify)			SPECIAL ACT OR SERVICE	DATE
7 NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Supervisor</i>	Date
Activity Directorate		287-XXXX	<i>Activity Director</i>	Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8 TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) * Part II, III, and IV will be completed after Honorary Awards Board review.				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
13 MAJOR COMMAND REVIEW COMMITTEE	(Submit in original and 2 copies)			
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

SUPERIOR CIVILIAN SERVICE AWARD (SCSA) (AR 672-20, chap 8-5.1)

8

Overview	<p>This is the third highest DA honorary award, ranking directly below the MCSA. It consists of a medal, lapel pin, and certificate.</p> <p>Nominations require Honorary Awards Board action before approval. (See paragraph 7a for information on the Honorary Awards Board).</p>	8a
Eligibility	<p>SCSA are awarded for service/achievement normally covering a minimum period of one year of service which is sufficiently noteworthy and recognition is merited, or for heroism.</p> <p>When this award is granted for a courageous act or competence in an emergency, a minimum cash award of \$300 accompanies the medal.</p> <p>Employees nominated for this award have normally been recognized through other means before consideration of this high level award.</p>	8b
Nomination	<p>DA Form 1256 is submitted and signed at each level below the approving authority. The nomination is initiated by the employees supervisor and activity director/commander and submitted within 6 months after completion of the act/period to be cited.</p> <p>A justification is submitted in an original form and 2 copies (see figure 6).</p> <p>A proposed citation written in the third person (see figure 7) and not more than 90 words, highlighting significant achievements, will accompany the nomination.</p>	8c
Approval Authority	<p>The CG is the approving authority for employees of III Corps and Fort Hood.</p> <p>Tenant activities should submit their recommendations to the DCP, Incentive Awards, for processing to the Honorary Awards Board prior to action by the appropriate approving authority. (Exception is TEXCOM).</p>	8d

JUSTIFICATION

Superior Civilian Service Award

Jane C. Doe

For the period 1 Jan 89 - 31 Dec 89

This narrative justification should explain in detail the accomplishments being recognized. If the award is progressive recognition for an employee who has established a pattern of excellence, as recognized through previous receipt of one or more honorary or monetary awards, this justification should list those previous awards. The accomplishments being recognized should be of such magnitude that no other locally approved award would adequately recognize the accomplishments of the employee.

This narrative justification is submitted in an original and two copies.

Figure 6. Justification Superior Civilian Service Award

PROPOSED CITATION

Jane C. Doe

is presented the

Superior Civilian Service Award

For superior performance of duties as Job Title, Branch, Division, Activity, III Corps and Fort Hood, Fort Hood, Texas for the period 1 Jan 1989 to 31 Dec 1989. Mrs Doe (Insert one or two sentences which highlight accomplishments during the period recognized.) Such performance reflects great credit upon her, Fort Hood, and the United States Army.

This citation is submitted in an original only.

Figure 7. Proposed Citation Superior Civilian Service Award

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI Doe, Jane C		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in item 4)</i>	
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE	DATES
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		TO: \$	FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES
OTHER (Specify) X Superior Civilian Service Award (1Jan-31 Dec 89)			SPECIAL ACT OR SERVICE	FROM: TO: DATE
7 NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		28X-XXXX	<i>First Line Supervisor</i>	Date
Activity Director		28X-XXXX	<i>Activity Director</i>	Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8 TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)				
ACTION LEVEL	APPROVED (// monetary indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Incentive Awards personnel will secure signature after approval
13 MAJOR COMMAND REVIEW COMMITTEE				
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE			(Submit in Original Only)	
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

GPO: 1984-0-481-033/27063

COMMANDER'S AWARD FOR CIVILIAN SERVICE (CA) (AR 672-20, chap 8, para 8-6)

9

Overview This is the fourth highest DA honorary award, ranking directly below the SCSA. It consists of a medal, lapel pin, and certificate.

Employees nominated for this award have normally been recognized through other means before consideration of this high level award.

Nominations require Honorary Awards Board action before approval. (See para 7a for information on the Honorary Awards Board).

Nominations normally cover a minimum period of 1 year of service.

9a

Eligibility Determine eligibility by measuring contributions to the activity against the level of achievement. For example, the individual (or group)

- accomplished supervisory or nonsupervisory contributions 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, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or 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 and/or favorable publicity in the area in which the activity or installation is located
- demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefits to the Government or its personnel.

9b

Nomination Employees who have established a pattern of excellence, as recognized through the previous receipt of one or more honorary or monetary performance awards, should be considered for this award.

- DA Form 1256 and justification (see figure 8) is submitted in an original and two copies. A proposed citation written in the third person (see figure 9) and not more than 90 words, highlighting significant achievements, is required to accompany the nomination.

9c

Approval Authority The CG is the approval authority for employees of III Corps and Fort Hood. Tenant activities should submit their recommendations to the DCP, Incentive Awards, for processing to the Honorary Awards Board prior to action by their appropriate approving authority.

9d

JUSTIFICATION

John M. Smith

Commander's Award for Civilian Service

For the period 1 Jun 87 - 31 May 88

The narrative justification should explain in detail the accomplishments being recognized. If the award is progressive recognition for an employee who has established a pattern of excellence, as recognized through the previous receipt of one or more honorary or monetary performance awards, this justification should list those previous awards. The accomplishments being recognized should be of such magnitude that this award is most appropriate to recognize the accomplishments of the employee.

Figure 8. Justification for Commander's Award for Civilian Service

PROPOSED CITATION

John M. Smith
is presented the

Commander's Award for Civilian Service

For outstanding performance of duties as job title, Branch, Division, Activity, III Corps and Fort Hood, Fort Hood, Texas, for the period 1 June 1987 to 31 May 1988. Mr Smith (Insert one or two sentences which highlight accomplishments during the period recognized.) Such performance reflects great credit upon him, Fort Hood and the United States Army.

Figure 9. Proposed Citation for Commander's Award for Civilian Service

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI SMITH, John M.		2. SOCIAL SECURITY NO. XXX-XX-XXXX	3. ORGANIZATION Directorate, Division, Branch	
4. PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		<input checked="" type="checkbox"/> QUALITY INCREASE TO: FROM: P.A. TO:	DATES FROM: TO:
<input type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	<input type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD			
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD		<input checked="" type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:
<input checked="" type="checkbox"/> OTHER (Specify) Commander's Award for Civilian Service (Dates)			<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Supervisor</i>	Date
Activity Director		287-XXXX	<i>Activity Director</i>	Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	<input type="checkbox"/> QUALITY INCREASE	<input type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE	<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> SPECIAL ACT OR SERVICE	<input type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD	<input type="checkbox"/> OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in an original only)			
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE (AMCS) (AR 672-20, Chapter 8, para 8-6.1)		10
Overview	This is the fifth highest DA honorary award, ranking directly below the CA. It is awarded for noteworthy achievements that are of a lesser degree than that recognized by the CA. It consists of a medal, lapel pin and DA Form 5654 (Achievement Medal for Civilian Service) certificate.	10a
Eligibility	A nomination for the AMCS would normally cover a period of service and/or level of achievement sufficient to warrant this recognition.	10b
Nomination	Submit DA Form 1256 (see page 31) and justification (figure 9); both in original and 2 copies. A proposed citation, written in the third person and not more than 90 words long, in original only should also be submitted (figure 10).	10c
Approval Authority	Commander, O-5 level and above, and civilian equivalent may approve this award.	10d

JUSTIFICATION

John Doe

Achievement Medal For Civilian Service

For the period 1 Jan 89 - 31 Nov 89

This narrative justification should explain the accomplishments being recognized for this award occurring in the period cited.

Figure 8. Justification for Commander's Award for Civilian Service

PROPOSED CITATION

John Doe

Achievement Medal For Civilian Service

For the period 14 Sep 1990 - 14 Sept 1991

For outstanding performance of duties as (Job Title), Section, Activity, III Corps and Fort Hood, Fort Hood, Texas for the period 14 September 1990 to 14 September 1991. (Insert one or two sentences which highlight accomplishments during the period recognized.) Such performance reflects great credit upon him, Fort Hood, and the United States Army.

Figure 10. Proposed Citation for Achievement Medal For Civilian Service

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME FIRST NAME MI Doe, John		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY		b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE TO: \$	DATES FROM: TO:	
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:	
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SPECIAL ACT OR SERVICE	DATE	
OTHER (Specify) X Achievement Medal for Civilian Service (Dates)				
7 NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		28X-XXXX		Date
Second Line Supervisor		28X-XXXX		Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8 TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
12 AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	13 <input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)				
ACTION LEVEL	APPROVED BY	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	X			Signature, Date Typed Signature Block
13 MAJOR COMMAND REVIEW COMMITTEE				
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				(Submit in Original and two copies)
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

CERTIFICATE OF ACHIEVEMENT (CofA) (AR 672-20, chap 8, para 8-9)

11

Overview

Supervisors initiate CofA's as honorary recognition for employee contributions.

This first level award is a simple, yet important building block creating an awards history that reflects good quality performance.

11a

Eligibility

Determine eligibility by measuring contributions against the level of achievement; for example, the individual (or group)

- accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures that resulted in savings of manpower, time, space, or materials
- significantly improved employee morale and job performance
- by personal diligence or initiative was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

11b

Nomination

Submit DA Form 1256 and justification (figure 11) both in an original and two copies.

The employee's supervisor submits the nomination.

A proposed citation (figure 12) written in the third person and not more than approximately 90 words, in an original only, should also be submitted.

11c

Approval Authority

MSC commanders and chiefs of major staff sections, i.e., those reporting directly to the GC, CofS, and CG are authorized to approve the CofA.

Commanders of tenant activities are authorized to approve this award.

11d

JUSTIFICATION
Certificate of Achievement
Jane Z. Smith
For the period 1 Jun 87 - 31 May 88

The narrative justification should highlight the accomplishments of the employee during the period recognized.

Figure 11 . Justification for Certificate of Achievement

PROPOSED CITATION
Certificate of Achievement
Jane Z. Smith

For outstanding performance of duties as job title, Division, Directorate, III Corps and Fort Hood, Fort Hood, Texas, for the period 1 June 1987 to 31 May 1988. (Insert a couple of sentences which reflect the highlights of the accomplishments for the period recognized). Such performance reflects credit upon her, Fort Hood, and the U.S. Army.

Figure 12 . Proposed Citation for Certificate of Achievement

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI SMITH, Jane Z.		2. SOCIAL SECURITY NO. XXX-XX-XXXX	3. ORGANIZATION Directorate, Division, Branch	
4. PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award. Indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY		b. MONETARY		
<input checked="" type="checkbox"/> CERTIFICATE OF ACHIEVEMENT 1 Jun 87 - 31 May 88	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE TO: \$ P.A.	DATES FROM: TO:	
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:	
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SPECIAL ACT OR SERVICE	DATE	
OTHER (Specify)				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Supervisor</i>	Date
Second Line Supervisor		287-XXXX	<i>Second Line Supervisor</i>	Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	CofA			<i>Approving Authority Date</i> Appropriate Approving Authority
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD	(Submit in an original and two (2) copies)			

FORT HOOD CIVILIAN EMPLOYEE OF THE QUARTER

12

Overview

This locally developed award is designed to allow supervisors to recognize their best employees who have performed outstanding achievements during the quarter.

The period covered will be one full quarter, e.g., 1 April 89 - 30 June 89, or for a specific one-time act during the quarter.

The award is presented on a DA Form 2442 (Certificate of Achievement), signed by the CG.

12a

Eligibility

Justification for the awards could be for

- a special act
- overall job performance of a high quality
- continually outstanding service to soldiers, or
- other performance which may warrant special recognition.

Appropriated (general schedule and wage grade) and NAF (nonappropriated fund) employees, at any grade level, may be considered.

12b

Nomination

The nomination

- can be initiated by immediate or other supervisors in the chain of command.
- is not in order if disciplinary actions have been taken during the period recommended.
- must be received in DCP no later than seven calendar days following the end of the quarter.
- will be signed in block 7 by at least the supervisor making the nomination and the director or activity commander.
- DA Form 1256 is submitted in an original and 2 copies with a narrative justification (see figure 13) in an original and 11 copies, and a citation (see figure 14).

The justification will

- be in narrative form,
- not exceed one type-written page,
- cite specific reasons and details rather than general or superlative statements, and
- be attached to the DA Form 1256.

12c

Approval Authority

A selection committee reviews each nomination.

The successful nominees are determined by majority vote of the committee based upon its judgment of which nomination is the most meritorious.

The committee recommends one NAF employee, one WG employee and one GS employee, through the GC to the CG for approval of this award.

12d

**Award
Presentation**

The DA Form 2442 is presented at the first monthly Civilian Awards Ceremony following the end of the recognized quarter.

Other nominees receive a Letter of Appreciation signed by the DCP.

12c

<p style="text-align: center;">JUSTIFICATION</p> <p style="text-align: center;">Fort Hood Civilian Employee of the Quarter</p> <p style="text-align: center;">Joe B. Jones</p> <p style="text-align: center;">For the period 1 Apr 89 - 30 Jun 89</p> <p>This narrative justification should highlight the accomplishments of the individual during the quarter for which the nomination is submitted.</p> <p style="text-align: center;">The justification is submitted in an original and 11 copies.</p>

Figure 13. Justification for Fort Hood Civilian Employee of the Quarter

<p style="text-align: center;">PROPOSED CITATION</p> <p style="text-align: center;">Joe B. Jones is presented the</p> <p style="text-align: center;">Fort Hood Civilian Employee of the Quarter</p> <p><i>For the Appropriated Fund (General Schedule, Wage Grade or Nonappropriated Fund) Civilian Employee of the Fourth Quarter Selectee, Fort Hood, Texas for the period 1 July 1990 to 30 September 1990. Mr Jones (Insert one or two sentences which highlight accomplishments during the period recognized.) Such performance reflects great credit upon him, Fort Hood and the United States Army.</i></p>

Figure 14 . Proposed Citation for Fort Hood Civilian Employee of the Quarter

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI JONES, Joe B.		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4 PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY		b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE TO: \$	FROM: P.A.	DATES TO: FROM: TO:
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	SUSTAINED SUPERIOR PERFORMANCE	P.A.	DATES TO: FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD			
OTHER (Specify) X Civilian Employee of the Quarter (1 Apr 89 - 30 Jun 89)		SPECIAL ACT OR SERVICE	DATE	
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
First Line Supervisor		287-XXXX	<i>First Line Signature</i>	Date
Activity Director		287-XXXX	<i>Activity Director Signal</i>	Date
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS			10 <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
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
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
13 MAJOR COMMAND REVIEW COMMITTEE	(Submit in original plus one copy)			
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1 OCT 78 1256

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

GPO:1984-0-401-033/27063

FORT HOOD OUTSTANDING HANDICAPPED EMPLOYEE OF THE YEAR

13

Overview This award identifies, recognizes, and publicizes the achievements of the outstanding handicapped employee at Fort Hood.

13a

Eligibility Direct-hire U.S. citizen employees paid from appropriated funds who meet the criteria are eligible for consideration.

Job performance clearly exceeds requirements in spite of severely limiting physical factors

- this refers to job performance within at least one year preceding the nomination
- advancement to higher level positions is one of the factors taken into consideration
- the term "severely limiting physical factors" refers to the physical impairments which ordinarily would prove a serious hindrance to employment. The impairments must be material rather than slight and relatively permanent in that they are usually not correctable
- courage, perseverance, and initiative in overcoming the handicap(s) that served as an inspiration to others and resulted in a positive influence toward opening opportunities for handicapped persons in the Federal Service.

13b

Nomination Documentation consists of DA Form 1256, a justification (see figure 15), proposed citation (see figure 16), and a biographical sketch.

Justification narrative should cover

- job performance
- examples of courage, perseverance, and
- initiative demonstrated which served as an inspiration to others.

On a separate page, provide biographical details (in the following format)

- date of birth
- classification, title, and grade
- organizational title, if any
- employing unit, division, section or activity, and department or agency
- city and state where employed
- total years in Federal Service
- length of service with current employing activity and in present position
- all work experience
- educational background
- description of handicap
- agency recognition (awards, etc.)
- community service
- community recognition (professional associations, community organizations, etc.)

 (continued on next page)

Nomination
(Continued)

- other biographical data
 - family,
 - hobbies,
 - military service,
 - place of birth,
 - travel, or
 - location of residence.

13c

Additional
Information

Copies of the applicable portions of the Federal Personnel Manual (FPM) and the Civilian Personnel Regulation (CPR) with specific criteria are available from Incentive Awards Section.

The nomination of the individual selected will be forwarded to the appropriate major command for consideration in the DA competition.

Nomination requests will be selected by an Informal Memorandum after the first full week in October of each year which is National Employee of the Handicapped Week.

13d

Approval
Authority

The Fort Hood nominee is selected by an adhoc committee. The CG approves the recommendation for submission to FORSCOM.

Other commanders approve the recommendation for submission to their prospective higher headquarters.

The Fort Hood Handicapped Employee of the Year represents Fort Hood in a FORSCOM-wide competition.

Further competitions include

- DA-wide
- DOD-wide, and
- OPM.

13e

JUSTIFICATION

Fort Hood Handicapped Employee of the Year

Joe B. Jones

For the period 1 Apr 88 - 30 Jun 88

This narrative justification should highlight the accomplishments of the individual during the quarter for which the nomination is submitted.

The justification is submitted in an original and 10 copies.

Figure 15. Justification for Fort Hood Handicapped Employee of the Year

PROPOSED CITATION

Joe B. Jones
is presented the

Fort Hood Handicapped Employee of the Year

For exceptional performance of duties as job title, Branch, Division, Activity, III Corps and Fort Hood, Fort Hood, Texas, for the period 1 April 1988 to 30 June 1988. Mr Smith (Insert one or two sentences which highlight accomplishments during the period recognized.) Such performance reflects great credit upon him, Fort Hood and the United States Army.

Figure 16 . Proposed Citation for Fort Hood Handicapped Employee of the Year

CIVILIAN AWARD FOR HUMANITARIAN SERVICE (AR 672-20, Chapter 8-6.2)

14

Overview

This award is for 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.

It consists of a medal, lapel pin and certificate, DA Form 5652 (Civilian Award for Humanitarian Service).

14a

Eligibility

Eligibility for the CAHS applies to

- appropriated fund employees
- NAF employees
- direct and indirect hire foreign national employees
- U.S. private citizens, and
- government officials of foreign nations.

14b

Nominations

Nominations cover a period of service during which the individual performed significant humanitarian actions, deeds or achievements.

Achievements deserving DA-wide recognition are submitted for approval by the Secretary of the Army.

Submit DA Form 1256 in original, with the initiator and initiator's commander's signatures in block 7.

Justification (see figure 17) must provide evidence which substantiates direct participation in a humanitarian act or operation and must be submitted within six months after the act or after the act becomes known to the nominating official

A proposed citation (see figure 18) is submitted for the signature of the Secretary of the Army. Citation should be approximately 90 words long and highlight the significance of the nominee's deeds or achievements.

14c

Approval Authority

Any commander at the MACOM or higher level and civilian equivalent may nominate individuals for this award.

Nominations require Honorary Awards Board action and Fort Hood command endorsement, before submission to MACOM for nomination to DA.

14d

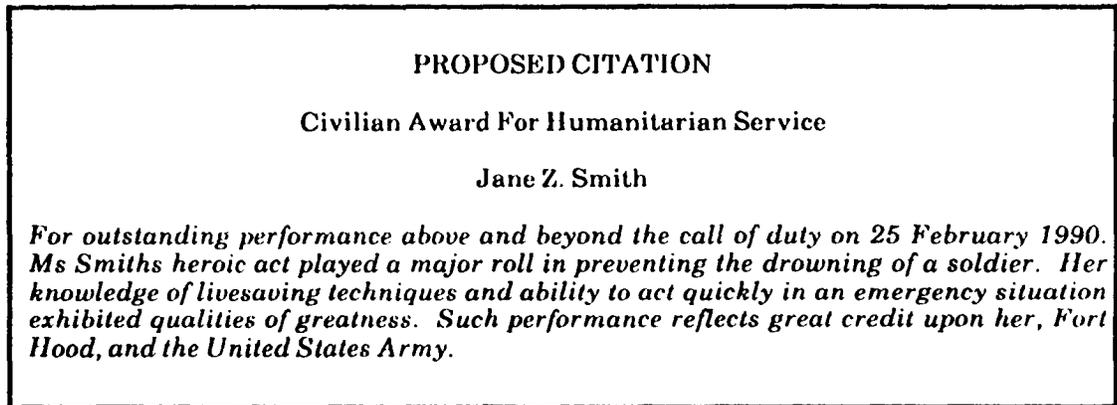


Figure 18. Proposed Citation for Civilian Award For Humanitarian Service

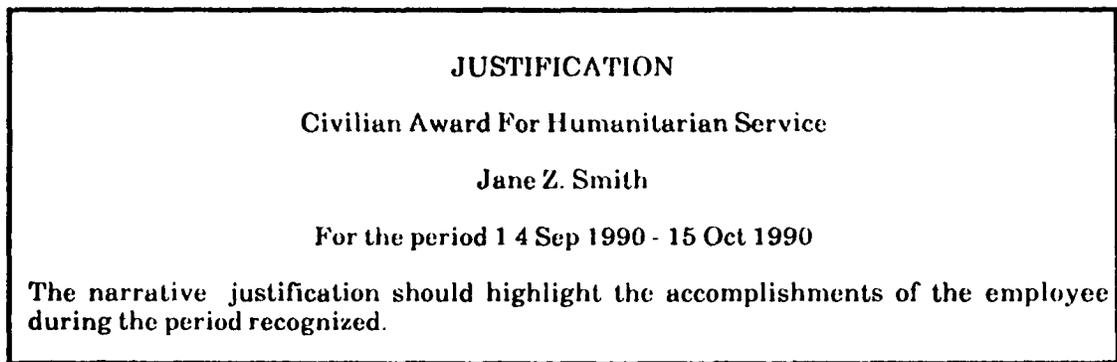


Figure 17. Justification Civilian for Award For Humanitarian Service

OUTSTANDING CIVILIAN SERVICE AWARD (AR 670-20, Chapter 10-6)

15

Overview

This is a public award and is given for performance of outstanding service that makes a substantial contribution or is of significance to the MACOM concerned. It consists of a bronze medal, rosette, and certificate.

15a

Eligibility	<p>This award may be given to</p> <ul style="list-style-type: none"> ● private citizens ● federal government officials at the policy development level, and ● technical personnel who serve the Army in an advisory capacity or as consultants. 	15b
Nominations	<p>Submit nominations in memorandum format (figure 19) through your chain of command, within 6 months of the end of the period of service to be recognized. Attach a proposed citation (see figure 21).</p>	15c
Approval Authority	<p>MACOM commanders and the Secretary of the Army nominations require Honorary Awards Board action and Fort Hood Commander's recommendation before submitting to MACOM for approval.</p>	15d

AFZF-CP (Marks Number)	DATE
MEMORANDUM THRU (Chain of Command)	
TO Cdr, III Corps and Fort Hood ATTN: AFZF-CP-1A, Fort Hood, TX 76544-5058	
SUBJECT: Nomination for Outstanding Civilian Service Award John Q. Citizen	
Attached at Enclosure 1 is narrative justification to nominate John Q. Citizen for the Outstanding Civilian Service Award.	
Encl	(appropriate signature block)

Figure 19 . Memorandum of Nomination for Outstanding Civilian Service Award

<p>JUSTIFICATION</p> <p>Outstanding Civilian Service Award</p> <p>John Q. Citizen</p>
<p>Give specific reasons for the nomination. Include a list of previous awards and recognition.</p>
<p>Nomination will be submitted in an original and six copies and should be submitted within six months of the period of service to be recognized.</p>

Figure 20 . Justification for Outstanding Civilian Service Award

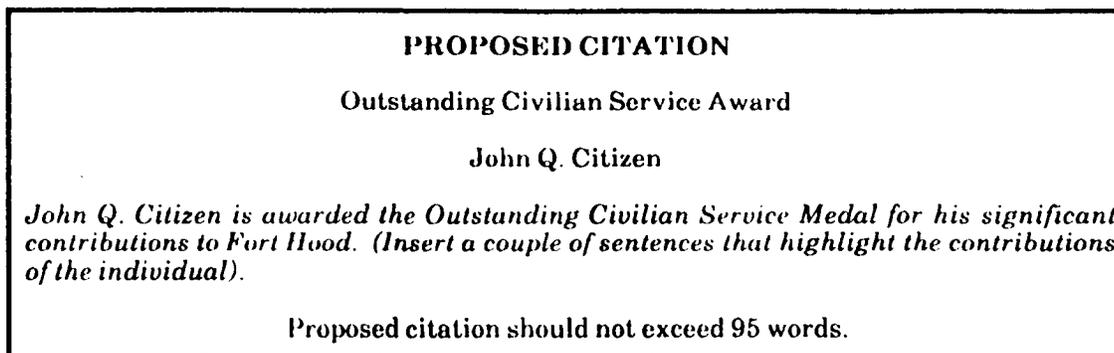


Figure 21 . Proposed Citation for Outstanding Civilian Service Award

COMMANDER'S AWARD FOR PUBLIC SERVICE (AR 672-20, Chapter 10-6.1)

16

Overview

This DA honorary award

- ranks directly below the Outstanding Civilian Service Award
- consists of a bronze medal, lapel pin, and certificate.
- is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

Nomination normally cover a period of 1 year of service.

16a

Eligibility

This award may be given to

- private citizens
- federal government officials at the policy development level, and
- technical personnel who serve the Army in an advisory capacity or as consultants.

16b

Nomination

Nominations

- are submitted in Memorandum format (see fig. 22) within 4 months following the end of the period of service to be recognized, with a justification (see figure 23, and citation (see figure 24).

16c

Approval Authority

Any commander, O6 level or above, can submit nominations in memorandum format through the chain of command to the DCP, Incentive Awards for processing to the Honorary Awards Board.

The board makes a recommendation to the appropriate approving commander.

16d

AFZF-CP (Marks Number)	DATE
MEMORANDUM THRU (Chain of Command)	
FOR Cdr, III Corps and Fort Hood, ATTN: AFZF-CP-1A, Fort Hood, TX 76544-5058	
SUBJECT: Recommendation for Commander's Award for Public Service - Jane Q. Public	
Attached at Enclosure 1 is narrative justification to nominate Jane Q. Public for the Commander's Award for Public Service.	
Encl	(Appropriate Signature Block)

Figure 22. Memorandum Nomination for Commander's Award for Public Service

<p style="text-align: center;">JUSTIFICATION</p> <p style="text-align: center;">Commander's Award for Public Service</p> <p style="text-align: center;">Jane Q. Public</p> <p>Give specific reasons for the nomination.</p> <p>Nomination should be submitted in an original and 2 copies.</p>

Figure 23. Justification for Commander's Award for Public Service

<p style="text-align: center;">CITATION</p> <p style="text-align: center;">Commander's Award for Public Service</p> <p style="text-align: center;">Jane Q. Public</p> <p><i>Jane Q. Public is presented the Commander's Award for Public Service for significant contributions to Fort Hood. (Insert a couple of sentences that highlight the contributions of the individual).</i></p> <p style="text-align: center;">Submit in an original copy only</p>

Figure 24. Proposed Citation for Commander's Award for Public Service

CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE (AR 672-20, Chapter 10-9) **17**

Overview The Certificate of Appreciation for Patriotic Civilian Service recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel.

The award consists of a certificate and lapel button.

This award also recognizes community service that reflects favorably on an Army activity or installation: for example

- donation of five gallons (40 pints) of blood to the American Red Cross Blood Bank or a similar community blood bank
- significant participation in a service or voluntary organization
- participation in a disaster or other relief action, etc.

17a

Eligibility Both DA civilians and private citizens may receive this award.

DA civilians may receive this award only when services rendered to DA are not job connected.

17b

Nomination Submit DA Form 1256 with a narrative justification (see figure 25) and a proposed citation (see figure 26) to nominate DA civilian personnel.

Submit in memorandum format through the chain of command, following the same procedures as described in para 16c CA for Public Service, to nominate a private citizen

17c

Approval MACOM commanders or the Secretary of the Army.

Nominations require Honorary Board action and Fort Hood command recommendation before submission to MACOM for approval.

17d

JUSTIFICATION

FOR
Certificate of Appreciation for Patriotic Civilian Service

For Jane Q. Public

For the Period 1 June 1987 to 31 May 1988

This narrative justification should give specific reasons for the nomination.

This justification is submitted in an original and 2 copies. Submit with DA Form 1256 for DA civilian employees or as Enclosure 1 to the letter nomination for private citizens.

Figure 25 . Justification for Certificate of Appreciation for Patriotic Civilian Service

PROPOSED CITATION

Certificate of Appreciation for Patriotic Civilian Service

For Jane Q. Public

Certificate of Appreciation for Patriotic Civilian Service is awarded to Jane Q. Public for patriotic off-duty activities that contributed to the mission accomplishment of the U.S. Army. (Insert a couple of sentences that highlight the individual's accomplishments during the period recognized.) Such activities reflect favorably upon Mrs. Public, Fort Hood, and the U.S. Army

This justification is submitted in an original and 10 copies.

Figure 26 . Proposed Citation for Certificate of Appreciation for Patriotic Civilian Service

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1 EMPLOYEE'S LAST NAME - FIRST NAME - MI PUBLIC, Jane Q.		2 SOCIAL SECURITY NO. XXX-XX-XXXX	3 ORGANIZATION Directorate, Division, Branch	
4. PRESENT POSITION TITLE GRADE AND SALARY Job Title, Series, Grade, Salary			5 POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in item 4)</i>	
6 TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input checked="" type="checkbox"/>	QUALITY INCREASE TO: \$	DATES FROM: TO:
<input checked="" type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE <i>1 Jun 87 - 31 May 88</i>	<input checked="" type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD	<input type="checkbox"/>	<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE
<input type="checkbox"/> OTHER (Specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NOMINATING OFFICIALS				
TYPED NAME AND TITLE	EXTENSION NO.	SIGNATURE	DATE	
First Line Supervisor	287-XXXX	<i>First Line Supervisor</i>	Date	
Activity Director	287-XXXX	<i>Activity Director</i>	Date	
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards)				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9 <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10 <input type="checkbox"/> DISAPPROVED	
<input checked="" type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input checked="" type="checkbox"/> CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	<input type="checkbox"/> QUALITY INCREASE	<input type="checkbox"/> SUSTAINED SUPERIOR PERFORMANCE	<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> SPECIAL ACT OR SERVICE	<input type="checkbox"/> DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	<input type="checkbox"/> PRESIDENTIAL AWARD	<input type="checkbox"/> OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$	
11 DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN	SIGNATURE		
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
12 INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
13 MAJOR COMMAND REVIEW COMMITTEE				
14 COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE	(Submit in an original and two (2) copies)			
15 DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

APPENDIX A

KEY POINTS TO REMEMBER

1. Never tell an employee they are under consideration for an award. If the nomination is not approved, for any reason, this would create a serious morale problem.
2. Always submit nominations timely - within 30 days after completion of the period to be recognized.
3. Always submit the correct number of copies (see applicable section of this guide).
4. The original and all copies of the DA Form 1256 must be completed, signed and dated by nominators, endorsers, and approvers, except where honorary boards must review.
5. Begin recognizing an employee with the basic level awards, and develop a path toward the higher level awards. This will give the employee more incentive, as well as provide for pre-requisite award receipts needed to qualify for higher awards.
6. Monetary awards must be processed through your budget office to verify fund availability before submission to the DCP, Incentive Awards Section.
7. Do not hesitate to call your Incentive Awards Administrator, 288-2010, if you have a question.

15 February 1991

FH Pam 690-50

FOR THE COMMANDER:



PAUL T. WEYRAUCH
Brigadier General, USA
Chief of Staff

OSCAR N. WHITE, JR.
LTC, SC
DOIM

1 Appendix
A. Key Points To Remember

DISTRIBUTION;
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