

19 March 2001

TCFE Pamphlet 672-20

## Decorations, Awards, and Honors Civilian Personnel Awards Policy

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This pamphlet provides policy and procedures for administration of the incentive awards program for civilian employees of the U.S. Army Transportation Center. Supplementation is prohibited.

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### 1. PURPOSE.

a. To prescribe the policies, procedures, and approval levels for granting awards for civilian employees of the U.S. Army Transportation Center (USATCFE) and the 8<sup>th</sup> Transportation Brigade.

b. To ensure the USATCFE incentive awards program is appropriately managed and that awards are granted in a fair and equitable manner.

c. To provide guidelines that enable supervisors to initiate appropriate and timely recognition actions for employee achievements.

d. To help build and maintain a highly motivated and productive organization by rewarding high performance.

2. **SCOPE.** This regulation applies to all USATCFE and 8<sup>th</sup> Transportation Brigade activities located at Fort Eustis and Fort Story.

### 3. REFERENCES.

a. AR 672-20, Decorations, Awards, and Honors, Incentive Awards.

b. TRADOC Suppl 1 to AR 672-20, Decorations, Awards, and Honors, Incentive Awards.

### 4. POLICY.

a. As resources permit, one percent of base pay will be designated in each approved civilian pay program for incentive awards. Funds provided for awards may only be used for this purpose. Funds may not be reprogrammed from other accounts to cover incentive awards.

b. Incentive awards are not automatic and should be reserved for those whose performance truly made a difference in accomplishing organizational goals and objectives. Under no circumstances will

nominations for awards be discussed with the nominee prior to award approval.

c. As a general rule, monetary awards may not be appropriate for an employee who has been recently promoted or assigned to the organization.

d. If an award is to be meaningful, very little time should elapse between the date of the contribution and formal recognition. Supervisors and managers should participate and promote participation in awards ceremonies recognizing employees for outstanding achievement.

e. Department of Army honorary awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient. A bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian honors and achievement, is available for attachment to the ribbon of honorary awards, signifying second, third, and fourth awards, respectively.

f. On some occasions, a manager outside an employee's chain of command may wish to nominate the employee for an award. On those occasions, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. It is also important to coordinate with resource management to ensure proper transfer of the appropriate dollar amount in the case of a monetary award. When the immediate supervisor disagrees, the nomination may not be submitted since the immediate supervisor is responsible for the employee's overall performance. The nominating supervisor must provide a signed and approved copy of the DA Form 1256 and justification to the supervisor of record who will submit an Electronic Request for Personnel Action to process the award.

g. Honorary awards may be given to employees at any time in their careers, including occasions such as

retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

h. Honorary and monetary awards may be used in combination provided the criteria for each award has been met. Although the same act or achievement may be the basis for an honorary award and a monetary award, it may not form the basis for more than one type of monetary award or more than one type of honorary award.

i. Granting individual cash incentive awards for nonuse of sick leave is considered inappropriate and not in keeping with the intent of the law.

j. Use the full range of incentive awards available as described in Figure 1-1 Honorary Awards, Figure 1-2 Public Service Awards, and Figure 2-1 Monetary Awards.

## 5. RESPONSIBILITIES.

a. Authority to approve cash awards:

(1) The Commander may approve monetary awards up to \$10,000.

(2) The Chief of Staff, Commander, 8<sup>th</sup> Brigade, and Garrison Commander may approve monetary awards up to 10% of base pay or \$5000 (whichever is less).

(3) Directors and Staff Office Chiefs may approve monetary awards up to 5% of base pay or \$2500 (whichever is less).

(4) The approving official for monetary awards (performance, QSI, and special act) must be at least one level higher than the nominating official (except the installation commander).

(5) An Electronic Request for Personnel Action will be submitted to process all awards. Award approval may be documented by specific statements in the remarks section of the electronic personnel action (for example: Performance Award approved by John Doe as reflected on DA Form 7222), via a note attached to the personnel action, or by routing the personnel action through the appropriate approving level official. Documentation to support the award (copy of the performance appraisal for performance awards and QSIs and the written justification for Special Act awards) will be maintained in an official file at the nominating official level in accordance with MARKS procedures.

## 6. INTERNAL CONTROLS.

In order to have an effective awards program, supervisors need to ensure that internal control procedures are being followed. Improper use of awards results in serious morale problems and undermines mission accomplishment. Supervisors should:

a. Ensure appropriate and consistent use of the various types of awards. Give full consideration to all eligible employees.

b. Identify mission goals/objectives. The awards program is designated to recognize those individuals who contribute to achieving mission goals or objectives (customer service, increasing productivity, streamlining procedures, etc.). Identifying goals/objectives is very important to both the performance appraisal and award systems. Employees will expend their efforts on those activities and behaviors that you choose to reward. By setting the targets, you are encouraging the employees to accept the challenge.

c. Provide positive feedback. Achieving major goals often will take many months of hard work. To keep employees enthusiastic and excited requires frequent positive feedback. This feedback can take the form of a note of encouragement or verbal recognition that their performance is on track.

d. Recognize the importance of work to many employees goes far beyond the economics of pay and benefits. Employees not only like to feel that their work is important to the organization, but they like to be shown that their efforts are appreciated.

e. Supervisors are expected to avoid improper practices such as creating an environment where employees expect repetitive cash awards, rotating awards from year to year among staff, or informing employees that they have been nominated for an award before it has been approved and processed.

**7. EEO AND ADVERSE ACTION CERTIFICATION.** All honorary and monetary award nominations requiring approval by the Commanding General or higher must be accompanied by an Equal Employment Opportunity and Adverse Action Certification (or complete the block on the DA Form 1256). The certification will affirm that the nominee's record has been reviewed and that there are no current or pending EEO

complaints or adverse actions based on performance or conduct. If there is a finding of a past or current EEO complaint or adverse action, a justification must be attached to the award nomination. The justification should list pending or past complaints/adverse actions, the date of complaint/adverse action, and explain the underlying facts such that the award nomination is not inconsistent with the attainment of EEO and affirmative action goals and will not reflect adversely on the Department of the Army. In those cases where there is negative CPAC and/or EEO certification, careful consideration should be given to holding the nomination in abeyance at the installation. If this is not practical, consideration should be given to choosing an award for which approval authority exists at the installation/activity level.

#### 8. MACOM APPROVAL OF AWARDS.

Allow 45 days for HQ TRADOC processing of awards approved by the TRADOC Commander and 60 days at HQDA for processing of awards approved by the Secretary of the Army (SecArmy). Nominations requiring less than the specific time frame must have a memorandum of lateness addressed to Commander, TRADOC, stating reason for late submission. All award packages forwarded through TRADOC Commander to DA for approval must include nomination on diskette or be sent electronically to the Executive Secretary, TRADOC PMAC, who will copy to a diskette before forwarding to TRADOC Commander for approval. This is a Headquarters TRADOC Command Group requirement.

Suggested Improvements. Send comments and suggested improvements to the Fort Eustis Civilian Personnel Advisory Center, Fort Eustis, Virginia 23604-5000.

FOR THE COMMANDER:

OFFICIAL:



JOHN C. RACE, JR.  
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Chief of Staff

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Director, Information Management

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## Figure 1-1 HONORARY AWARDS

The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. The program has as its capstone a parallel hierarchy of five military and five civilian medals. Nomination for an honorary award must be submitted within 6 months after completion of the act or period to be cited. A bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian honors and achievement, is available for attachment to the ribbon of honorary awards, signifying second, third, and fourth awards, respectively. Your servicing CPAC Specialist can assist in identifying receipt of previous honorary award recognition. Medals will be presented with the proper cluster centered on the suspension ribbon, the leaves pointed upward.

**Table 1-1. 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 commanders	Legion of Merit	Commanders LTG and above depending upon purpose of award and rank of recipient (1)
Superior Civilian Service Award	Commanders MG and above and civilian equivalent	Meritorious Service Medal	Commanders MG and above
Commander's Award for Civilian Service	Commanders COL and above and civilian equivalent	Army Commendation Medal	Commanders COL and above
Achievement Medal for Civilian Service	Commanders LTC and above and civilian equivalent	Army Achievement Medal	Commanders LTC and above
Certificate of Achievement	Directors and Staff Office Chiefs	N/A	N/A
Armed Forces Civilian Service Medal	Commanders MG and above and civilian equivalent	Armed Forces Service Medal	Commanders MG and above
Award for Outstanding Service in the Army Senior Executive Service	Secretary of Army	N/A	N/A
Civilian Award for Humanitarian Service	MACOM Commanders	N/A	N/A
Certificate of Appreciation	Directors and Staff Office Chiefs	N/A	N/A

NOTES: ( 1 ) Also Major Generals who are MACOM Commanders

### DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE

This award, granted by the Secretary of the Army, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

With the exception of nominations for bravery, nominees must have established a pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

Eligibility will be determined by measuring contributions against the following example levels of achievement:

- (1) Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- (2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.
- (3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.
- (4) Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major reduction of objectives or accomplishments to meet unique or emergency situations.

When the Decoration for Exceptional Civilian Service is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

#### **INSTRUCTIONS FOR SUBMITTING NOMINATIONS FOR THE DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE AWARD**

a. Prepare memorandum THRU: Commander, TRADOC, TRADOC Performance Management and Awards Committee, ATTN: Executive Secretary, Fort Monroe, VA 23651-5000, FOR: Executive Secretary, Army Incentive Awards Board, ATTN: DAPE-CPC, 300 Army Pentagon, Washington, DC 20310-0300, Subject: Nomination for the Decoration for Exceptional Civilian Service Award.

b. Complete DA Form 1256 (dated Apr 93), Incentive Award Nomination and Approval (No abbreviations) for the installation commander's signature.

c. Prepare a biographical data sheet showing the following:

- (1) Title and Grade
- (2) Date and place of birth
- (3) Education and degrees
- (4) Significant employment record
- (5) Type of appointment
- (6) Other significant biographical data pertinent to the award nomination
- (7) Statement that (1) award is being presented at retirement and presentation date is... or (2) nominee is receiving award for accomplishments during period....

d. List significant prior awards with dates (month and year) beginning with the most recent award received. Employees nominated for this award normally have already received the Meritorious Civilian Service Award.

e. Basis for Nomination: Prepare the justification for the award (at least three single-spaced pages) referring to specific contributions that are of such significance that recognition by the Secretary of the Army is appropriate (see AR 672-20 for further guidance). The MACOM commander will endorse nomination to the Secretary of the Army.

f. Submit through the Equal Employment Opportunity and Civilian Personnel Advisory Center for certification on DA Form 1256. If EEO or CPAC certify NO an explanation must accompany nomination.

g. Submit a photograph (8x10 head and shoulders view).

h. Citation: Prepare a one - paragraph (50-60 words) proposed citation using upper and lower case type. The citation should highlight the individual's achievements. Refrain from the use of acronyms.

The standard opening sentence below is required for all citations:

Name, position title, command, has distinguished himself/herself from (Month/Year) to (Month/Year). During this period, (name)...

The standard closing sentence below is required for all citations:

(Name) achievements reflect great credit upon himself/herself and the Department of the Army.

i. Allow at least-45 day lead-time at HQ TRADOC and 60 days at HQDA. Award nominations requesting approval in less than 45 days must be accompanied by a "memorandum of lateness" addressed to the TRADOC Commander, stating specific reason(s) for late submission.

## **MERITORIOUS CIVILIAN SERVICE AWARD**

This award, granted by the Secretary of the Army or a major commander, consists of a medal, lapel button, and citation certificate, DA Form 7015 (Meritorious Civilian Service Award). Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. A nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$750 will accompany the medal.

Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to the quality of their work.

(2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and, materials, or improved safety or health or the workforce.

(3) Achieved outstanding results in improving the morale and performance of employees.

(4) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

(5) Rendered professional or public relations service of a unique or distinctive character.

### **INSTRUCTIONS FOR SUBMITTING NOMINATIONS FOR THE MERITORIOUS CIVILIAN SERVICE AWARD**

a. Prepare memorandum THRU: Commander USATCFE, TO: Commander, TRADOC, TRADOC Performance Management and Awards Committee, ATTN: Executive Secretary, Fort Monroe, VA 23651-5000 Subject: Nomination for the Meritorious Civilian Service Award.

b. Complete DA Form 1256 (dated Apr 93), Incentive Award Nomination and Approval (No abbreviations) for the installation commander's signature.

c. Prepare a list of significant prior awards with dates (month and year) beginning with the most recent award received. Awards should follow the progression in AR 672-20 as outlined in Table 1-1 above. If the nomination for this award does not follow the progression of honorary awards, justification must support the higher level award.

d. Basis for Nomination: Prepare the award justification (at least two single-spaced pages) describing specific contributions.

e. Equal Employment Opportunity Officer and Civilian Personnel Advisory Center Certifications (MUST use DA Form 1256 dated Apr 93). If EEO or CPAC certifies NO an explanation must accompany nomination.

f. Citation: Prepare a proposed citation, one - paragraph (50-60 words) using upper and lower case. The citation should highlight the individual's achievements. Refrain from the use of acronyms.

g. Statement that (1) award is being presented at retirement and presentation date is... or (2) nominee is receiving award for accomplishments during the period.... (If applicable)

h. Submit the complete package (original and 6 copies) to HQ TRADOC, Executive Secretary, ATTN: ATBO-CL, Building 5C, Room C103, Fort Monroe, VA 23651-1048.

i. Allow at least 45 days lead-time at HQ TRADOC. Nomination packages requesting approval in less than 45 days must include a "memorandum of lateness" addressed to the TRADOC Commander, stating specific reason(s) for late submission.

### **SUPERIOR CIVILIAN SERVICE AWARD**

This award consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award). Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. The nomination should be submitted within six months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$500 will accompany the medal. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

The nomination for this award is prepared on the DA form 1256. The nomination and justification are forwarded for the Commanding General's approval.

### **COMMANDER'S AWARD FOR CIVILIAN SERVICE**

This award consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award.

Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Eligibility will be determined by measuring contributions against the following example levels of achievement:

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

The nomination for this award is prepared on the DA form 1256. The nomination and justification are forwarded to the appropriate Commander for approval. The Garrison Commander, Commander, 8<sup>th</sup> Transportation Brigade, and Commanding General may approve this award.

### **ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE**

This award consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service). It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

The nomination for this award is prepared on the DA form 1256. The nomination and justification are forwarded to the appropriate Commander (05 and above) for approval.

### **CERTIFICATE OF ACHIEVEMENT**

The DA form 2442 (Certificate of Achievement) may be granted by Directors and Staff Office Chiefs as honorary recognition for individual or group contributions.

Eligibility will be determined by measuring contributions against the following example levels of achievement:

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

The nomination for this award is prepared on the DA form 1256. The nomination and justification are forwarded to the appropriate official for approval. Directors and Special Staff Offices, and equivalent may approve this award.

### **ARMED FORCES CIVILIAN SERVICE MEDAL**

The Armed Forces Civilian Service Medal (AFCSM) recognizes the contributions and accomplishments of the Department of Defense civilian workforce in directly supporting the military forces, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature. The AFCSM symbolizes the importance the Department of Defense attaches to civilian service and recognizes the value of civilian service in helping to accomplish our Nation's objectives. This award honors those employees who support designated operations under the same or similar conditions as our military members, thereby strengthening the unique partnership between our uniformed members and the civilian workforce.

- (1) To qualify for the medal, civilians must have been involved in direct support of the Armed Forces and must meet other specific criteria pertaining to the duration of the support in a specifically designated military operation beginning on or after 1 June 1992. To date, the designated operations are Provide Promise, Joint Endeavor, Able Sentry, Deny Flight, Maritime Monitor, and Sharp Guard.
- (2) As a general rule, when the Chairman of the Joint Chiefs of Staff has approved issuance of the AFSM for military participation in humanitarian or peacekeeping operations, the AFCSM may be awarded for the same operation. The award is approved for issuance to eligible civilian employees as defined in Section 2105 of Title 5, United States Code, who would be eligible for awards under DOD 1400.25-M, including non-appropriated fund employees. In most cases, that would mean employees who are eligible for other Army honorary awards may also receive the AFCSM. They must be engaged in direct support of the military for 30 consecutive days in the area of eligibility or for the full period when an operation is of less than 30 days in a military operation awarded the AFSM. Alternatively, the employee would qualify for the medal by providing direct support for 60 non-consecutive days in an AFSM operation provided this support involves the employee entering the areas of eligibility. The areas of eligibility are the same as designated for approved AFSM military operations, specifically:
  - (a) The foreign territory on which military troops have actually landed or are present and specifically deployed for the operation;
  - (b) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and
  - (c) The air space above and adjacent to the area in which an operation is being conducted.

(3) The AFCSM is a 'theater' award. Any eligible civilian employee who has been in the theater of operations and meets the other qualifying criteria is eligible for the award. Although the beginning date for the award has been established, the ending date has not yet been determined. No more than one AFCSM medal may be awarded to any one civilian employee. Participation in subsequent eligible operations may be acknowledged with a certificate and/or a 3/16 Bronze Service Star. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, that is, outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

Delegation is authorized to installation commanders in the rank of Major General and above to grant the Armed Forces Civilian Service Medal.

### **AWARD FOR OUTSTANDING SERVICE IN THE ARMY SENIOR EXECUTIVE SERVICE**

The Award for Outstanding Service in the Army Senior Executive Service consists of the Army SES flag, lapel pin replica of the Army SES flag, and an official commendation (DA Form 2443) for outstanding Army SES service. This award is given upon retirement to those individuals who have served in an outstanding manner for 3 years or more as Army SES members. If an additional honorary award nomination is submitted for the retiring Army SES member, both awards will be submitted together.

### **CIVILIAN AWARD FOR HUMANITARIAN SERVICE**

This award consists of a medal, lapel button, and certificate, DA Form 5652. Any commander at the MACOM level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving DA-wide recognition should be submitted to the SA for approval.

### **CERTIFICATE OF APPRECIATION**

DA Form 7013 is used to recognize accomplishments of private citizens when higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals as honorary recognition for civilians not employed by the Army or Army contractors. The certificate may be overprinted for particular groups or events at the discretion of the commander.

## FIGURE 1-2 PUBLIC SERVICE AWARDS

Public Service Awards are available to recognize civilians who are not employed by the Army. They are particularly appropriate for honoring and recognizing service and contributions of spouses to the accomplishment of the mission. These awards may also be used to recognize a wide range of citizens not affiliated with DOD who support the Army mission. Public service awards are particularly appropriate for honoring and recognizing service and contributions by spouses, public officials such as mayors and members of city councils, and college and university officials. Installation Commanders should approve public service awards for which they have approval authority.

**Table 1-2. AWARDS HIERARCHY AND APPROVAL LEVELS CHART**

AWARD	CRITERIA	APPROVAL AUTHORITY	ELIGIBILITY
Decoration for Distinguished Civilian Service	For distinguished service that makes a substantial contribution to the Army's mission.	Secretary of the Army	Cannot be given to military personnel, Army civilian employees or Army contractors
Secretary of the Army Public Service Award	For exceptional public service to the Army	Secretary of the Army	Cannot be given to military personnel, Army civilian employees or Army contractors
Outstanding Civilian Service Award	For outstanding service that makes a substantial contribution to the MACOM	Secretary of the Army or MACOM Commanders  Authority delegated by TRADOC to Commanding General	(1) Civilians not employed by the Army or Army contractors. (2) Federal Government officials at the policy development level. (3) Technical personnel who serve the Army in an advisory capacity or as consultants.
Commander's Award for Public Service	To recognize service or achievements that contribute significantly to the accomplishment of the mission of an activity, command, staff agency, or to the Army as a whole	Commanders (Colonel and above)  Commanders exercising courts-martial authority  Officials of General Officer or SES rank	Same as above
Certificate of Appreciation for Patriotic Civilian Service	To recognize special service that contributes to the mission of an activity, command, staff agency, or to the Army as a whole	Any Commander (LTC and above)	Same as above, but also available to groups, business firms, fraternal organizations, and quasi-military units.
Civilian Award for Humanitarian Service	To recognize significant humanitarian actions, deeds, or achievements.	MACOM Commander or higher depending on level of recognition	Private citizens of the US; private citizens and government officials of foreign nations.
Certificate of Appreciation	To recognize accomplishments of private citizens when higher level honorary award is not appropriate	Commanders  Directors and Staff Office Chiefs	Civilians not employed by the Army or Army Contractors

Nomination for public service recognition must be submitted within 6 months after completion of the act or period to be cited. Nominations are made on the DA Form 1256. There is no requirement to submit an electronic request for personnel action for a Public Service Award; however a copy of the approved DA Form 1256 and justification must be submitted to the CPAC.

## **DECORATION FOR DISTINGUISHED CIVILIAN SERVICE**

This is the highest level of public recognition in the Army. It consists of a gold medal, lapel button, and citation certificate approved by the Secretary of the Army. This award is appropriate to recognize distinguished service that makes a substantial contribution to the Army's mission, as compared to the mission of a MACOM or activity.

## **SECRETARY OF THE ARMY PUBLIC SERVICE AWARD**

The Secretary of the Army Public Service Award consists of a silver medal, lapel button, and citation certificate, DA Form 7402 (Secretary of the Army Public Service Award). The Secretary of the Army awards this decoration to private citizens. Army civilian employees, military personnel, and Army contractors are ineligible. This award is appropriate for spouses of military members provided they meet the criteria. Nominations for this award will be forwarded to the Army Incentive Awards Board through command channels. Nominated individuals must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by a Major Army Commander.

## **SPECIAL INSTRUCTIONS FOR SUBMISSION OF ABOVE AWARDS FOR MILITARY SPOUSES**

Awards for military spouses are approved through the normal chain of command. When the nomination is for the spouse of the installation commander, any member of the installation command group may serve as the nominating official and complete Block 7 of DA Form 1256 before forwarding to the TRADOC Commander for approval. Follow the format outlined below to submit nomination packages for the TRADOC Commander for approval of the Outstanding Civilian Service Award or endorsement of the Decoration for Distinguished Civilian Service approved by the Secretary of the Army (SA).

- a. Prepare a memorandum THRU: Commander USATCFE (or designee if award is for the Commander's spouse), TO Commander, TRADOC, Performance Management and Awards Committee, ATTN: Executive Secretary, Fort Monroe, VA 23651-5000, SUBJECT: Nomination for Public Service Award - Decoration for Distinguished Civilian Service or Outstanding Civilian Service Award.
- b. Complete DA Form 1256 (dated Apr 93), Incentive Award Nomination and Approval (No abbreviations) for the installation commander's signature (if award is for the spouse of the commander then signed by any member of the Command Group).
- c. Prepare a list of significant prior awards with dates (month and year) begin with the most recent award received.
- d. Basis for Nomination: Prepare a summary (not more than 2 single spaced pages) of achievements and benefits stated in specific terms, and including date of achievement both in CONUS and OCONUS. Be as specific and quantitative as possible showing relationship and value of the service to the Army.

e. Citation: Prepare a one - paragraph (50-60 words) proposed citation using upper and lower case type. The citation should highlight the individual's achievements. Refrain from the use of acronyms.

f. Statement that (1) award is being presented at retirement ceremony of... and presentation date is... or (2) nominee and ... are PCSing, transferring, etc. and presentation date is...

g. Required Copies:

(1) Submit original and eight (8) copies of the complete package for Decoration for Distinguished Civilian Service (Secretary of the Army approves) to TRADOC Performance Management and Awards Committee, ATTN: Executive Secretary, Fort Monroe, VA 23651-5000.

(2) Submit original and two (2) copies of the complete package for Outstanding Civilian Service Award (TRADOC Commander approves) to the above address.

h. Allow at least 45 days lead-time at HQ TRADOC and 60 days at HQDA. Award nominations requesting approval in less than 15 days must be accompanied with a "memorandum of lateness" addressed to the TRADOC Commander stating specific reason for late submission.

## **OUTSTANDING CIVILIAN SERVICE AWARD**

This award consists of a bronze medal, lapel button, and citation certificate, DA Form 7017 (Outstanding Civilian Service Award). The SA or a major commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM concerned to include:

- (1) Civilians not employed by the Army or Army contractors.
  - (2) Federal Government officials at the policy development level.
  - (3) Technical personnel who serve the Army in an advisory capacity or as consultants.
- Authority to approve this award has been delegated to the Commanding General.

## **COMMANDER'S AWARD FOR PUBLIC SERVICE**

This award consists of a bronze medal, lapel button, and certificate, DA Form 5231 (Commander's Award for Public Service) and is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. It ranks directly below the Outstanding Civilian Service Award and may be approved by any of the following individuals:

- (1) Any commander, (Colonel and above).
- (2) Commanders exercising courts-martial authority.
- (3) Officials of general officer or SES rank.

This medal may be awarded to:

- (1) Civilians not employed by the Army or Army contractors.
- (2) Federal Government officials at the policy development level.
- (3) Technical personnel who serve the Army in an advisory capacity or as consultants.

## **CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE**

This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service). The lapel button

will accompany the certificate only when the award is presented as an individual award. This certificate may be awarded to civilians not employed by the Army or Army contractors, or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units. Any commander (lieutenant colonel and above) may approve this award.

### **CIVILIAN AWARD FOR HUMANITARIAN SERVICE**

This award consists of a medal, lapel button, and certificate, DA Form 5652. Any commander at the MACOM level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving DA-wide recognition should be submitted to the SA for approval.

### **CERTIFICATE OF APPRECIATION**

DA Form 7013 is used to recognize accomplishments of private citizens when higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals as honorary recognition for civilians not employed by the Army or Army contractors. The certificate may be overprinted for particular groups or events at the discretion of the commander.

## **FIGURE 1-3 CAREER SERVICE RECOGNITION FOR CIVILIAN EMPLOYEES**

Career service emblems and Office of Personnel Management (OPM) certificates will be awarded to civilian employees in recognition of career Federal service. Length of service certificates are used to recognize all Federal civilian and military service in 5-year increments provided that one year of total service has been served as a civilian employee. The CPAC notifies activities of employee eligibility on a monthly basis. Certificates for 20 years of service or less will be signed by the organization Director/Chief. Certificates for 25 years or more will be signed by the Commanding General. The activity is responsible for preparing the certificate and forwarding to the Command Group Administrative Section for processing. Length of Service Awards signed by the CG may be presented during the bi-weekly command staff meeting if desired by the individual awardee. Arrangements for the presentation of length of service awards will be made by the awardee's organization.

## FIGURE 2-1 MONETARY AWARDS

Approved monetary awards are valid obligations of the Government that must be paid, subject only to availability of funds and meeting legal and regulatory requirements. Monetary awards are appropriate recognition for superior accomplishments and high-level performance.

AWARD	CRITERIA	APPROVAL AUTHORITY	JUSTIFICATION
Special Act or Service Award	To recognize meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities	Commanding General up to \$10,000  Chief of Staff, Commander 8 <sup>th</sup> Brigade, Garrison Commander 10% of base pay or \$5000 whichever is less  Directors/Staff Office Chiefs 5% of base pay or \$2500 whichever is less	Written statement outlining the accomplishment - Award amount depends on achievement being recognized in comparison with tangible or intangible benefits listed in tables 1 and 2 and must be documented in the justification
On-the-Spot	Same as above for day-to-day accomplishments Award amount ranges from \$25 to \$250.	Commanders  Directors and Staff Office Chiefs	Written statement outlining the accomplishment
Time-Off Award	To recognize achievements or performance contributing to the Army mission	Immediate supervisor may approve awards of 1 day or less Over 1 day requires higher level approval	Written statement outlining the accomplishment. Compare contribution to Table 3 to determine amount of time off that is appropriate
Performance Award	To recognize high-level performance for a specific period	Immediate supervisor nominates - requires higher level approval and subject to following limitations:  Commanding General up to \$10,000  Chief of Staff, Commander 8 <sup>th</sup> Brigade, Garrison Commander 10% of base pay or \$5000 whichever is less  Directors/Staff Office Chiefs 5% of base pay or \$2500 whichever is less	Prepared on the employee's rating of record in Part III, block b.
Quality Step Increase (QSI)	An additional within grade increase for exceptional performance - requires Success Level 1 rating	Immediate supervisor nominates - requires higher level approval	Same as above

## **SPECIAL ACT OR SERVICE AWARDS**

A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The act, service, or achievement must result in either tangible or intangible benefits or both to the Government and may involve more than one employee.

When this award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations. This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition. The act or service to be recognized must not have served either in whole or part as the basis for a previous cash award.

This award ranges from \$25 to \$10,000 (awards above this amount must be approved by the Army Incentive Awards Committee). The appropriate amount of the award depends on the achievement being recognized and must be determined using the cash award criteria for tangible or intangible benefits listed in **tables 1 and 2**. The determination must be documented in the justification.

## **ON-THE-SPOT**

The on-the-spot cash award is a small Special Act or service award, which may be given by a supervisor for day to day accomplishments. The award can range from \$25 to \$250 and is given to recognize day-to-day achievements.

## **TIME-OFF AWARD**

Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. A Time-off award (TOA) may be used alone or in combination with monetary or non-monetary awards to recognize the same contribution as long as the criteria for each has been met. The extent of the contribution will be compared to **Table 3** when determining the amount of time off that is appropriate.

The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA will be given in increments of no less than one hour. The immediate supervisor may approve awards of 1 day or less. Awards over one day must be approved at a higher level.

Supervisors must keep in mind that a TOA must be used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance. Employees who have little accrued leave may be particularly appreciative of a time-off award. For employees who have use-or-lose leave, it may be better to consider an honorary or monetary award.

## **NOMINATION INSTRUCTIONS**

Nominations for Special Act, On-the-Spot, and Time-Off awards will be documented using a properly routed Electronic Request for Personnel Action (through the nominating and approving officials) or by obtaining signatures of both on the DA Form 1256. In either case, the award must be transmitted for processing via Electronic Request for Personnel Action. An employee's supervisor

or any individual having direct knowledge of the act, service or achievement, in coordination with the employee's supervisor, may initiate an award nomination. Nominations will include:

- a short description of the employee's achievement - the type of award recommended - dollar amount or number of hours of the award
- the extent of application/value of benefit in accordance with tables 1, 2, or 3 - the signature of the nominating official and the approving official (Special Act and Time Off awards that exceed 1 day)
- documentation to support the award must be available for CPAC review
- Nominations for Time-Off Awards given in recognition of high level performance are prepared on the employee's rating of record and do not require any further justification.

### **PERFORMANCE AWARDS**

A performance award is a monetary award given in recognition of high-level performance for a specific period. Nominations are prepared on the employee's rating of record and do not require any further justification. Nominations should be submitted within 30 days of approval of the rating of record.

Employees will not be automatically nominated for a performance award based on their rating. These awards should be reserved for those whose performance truly made a difference in accomplishing organizational goals and objectives.

Performance awards are not appropriate when prompted solely by the fact the employee is currently at the legal limitation of his/her pay grade (step 10); prompted solely by the impending departure of a supervisor or employee; or when an employee received a previous cash award based on (in whole or in part) the performance currently being recommended for recognition.

### **QUALITY STEP INCREASE**

A quality step increase (QSI) is an additional within-grade increase given to a GS employee with a Success Level I rating for the current rating period. This award should be reserved for the best of the best. An employee may not receive more than one QSI in any 52-week period. The CPAC will verify that the employee has not received another QSI within the previous 52 weeks and that the rating the QSI is based upon is Successful Level 1. An employee may not receive a QSI if the employee has received a previous cash award based on (in whole or in part) the performance being recommended for the QSI.

The QSI will not change the effective date of the employee's normal with-in-grade pay increase (WIGI) except when the receipt of a QSI places the employee in the 4th or 7th step of a grade, in which case the waiting period for a regular WIGI is extended by 52 weeks.

Nominations for QSIs are prepared on the employee's rating of record and do not require any further justification.

NOTE: An Electronic Request for Personnel Action must be submitted to process all awards. The organization is responsible for ensuring the maintenance of appropriate documentation and for securing approval of the nominating and approving level officials. The documentation of approvals may be via the routing of an Electronic Request for Personnel Action or by hard-copy signature on the DA Form 1256, the DA Form 7222 or DA Form 7223. If the hard-copy signature method is used, the Remarks Block of the Electronic Request for Personnel Action must be annotated to state "This award was nominated by (name) and approved by (name) via hard copy documentation maintained in the (organization)."

**TABLE 1 (Contributions with tangible benefits)**

Estimated First-Year Benefits to Government

Up to \$ 10,000 .....

\$10,001-\$100,000 .....

\*\$100,001 or more.....

Amount of Award

10 percent of benefits

\$ 1,000 for the first \$ 10,000 plus 3 percent benefits over \$ 10,000.

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

**Quick Guide for Calculating Awards Based on Tangible Benefits**

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	170,000	4,050	1,800,00	12,200	* 1,000	1,030*
1,000	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	3,490	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	4,176	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	260,000	4,460	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	17,600*
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	106,000	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	1,610	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,640	68,000	2,740	108,000	3,740	600,000	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	3,450	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	*Awards over \$ 10,000 require the approval of the Office of Personnel Management.	
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	2,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950	**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.	
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	3,926	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	3,976	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*		

AR 672-20 1 June 1993

TABLE 1

**TABLE 2 (Scale of awards based on intangible benefits)**  
 Scale of awards based on Intangible benefits

Value of Benefit	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General
	Affects functions, mission or personnel of one office, facility, installation or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations.  Affects an important area of science or technology	Affects functions, mission or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology	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.
<b>MODERATE VALUE</b> 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.	<b>\$25-100</b> (Compare w/\$250-1,000 Tangible Benefits)	<b>\$100-250</b> (Compare w/\$1,000-2,500 Tangible Benefits)	<b>\$250-500</b> (Compare w/\$2,500-5,000 Tangible Benefits)	<b>\$500-1,000</b> (Compare w/\$5,000-10,000 Tangible Benefits)
<b>SUBSTANTIAL VALUE</b> 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.	<b>\$100-250</b> (Compare w/\$1,000-2,500 Tangible Benefits)	<b>\$250-500</b> (Compare w/\$2,500-5,000 Tangible Benefits)	<b>\$500-1,000</b> (Compare w/\$5,000-10,000 Tangible Benefits)	<b>\$1,000-2,500</b> (Compare w/\$10,000-60,000 Tangible Benefits)
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, activity, program, or service to the public	<b>\$250-500</b> (Compare w/\$2,500-5,000 Tangible Benefits)	<b>\$500-1,000</b> (Compare w/\$5,000-10,000 Tangible Benefits)	<b>\$1,000-2,500</b> (Compare w/\$10,000-60,000 Tangible Benefits)	<b>\$2,500-5,000</b> (Compare w/\$60,000-360,000 Tangible Benefits)
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure a superior improvement to the quality of a critical product, activity, program, or service to the public.	<b>\$500-1,000</b> (Compare w/\$5,000-10,000 Tangible Benefits)	<b>\$1,000-2,500</b> (Compare w/\$10,000-60,000 Tangible Benefits)	<b>\$2,500-5,000</b> (Compare w/\$60,000-360,000 Tangible Benefits)	<b>\$5,000-10,000</b> (Compare w/\$360,000-1,360,000 Tangible Benefits)

TABLE 2

**TABLE 3 (Time-Off Awards Scale for a single contribution)**

**Time-Off Awards Scale for a single contribution**

**Value to Organization**

**Number of Hours**

**Moderate:**

**1 to 10**

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

**Substantial:**

**11 to 20**

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

**High:**

**21 to 30**

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

**Exceptional:**

**31 to 40**

(1) a superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.