



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

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MEMORANDUM FOR SEE DISTRIBUTION

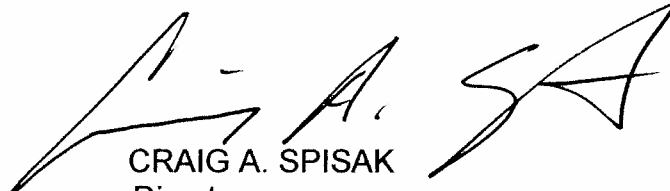
SUBJECT: Incentive Awards Policy and Procedures

1. The purpose of this memorandum is to transmit the U.S. Army Acquisition Support Center's current Incentive Awards Policy and Procedure document. The document is intended to provide detailed information on the nomination and approval process for the Decoration for Exceptional Civilian Service Award and the Meritorious Civilian Service Award as authorized by AR 672-20, Incentive Awards and DA PAM 672-20, Incentive Awards Handbook. The document also provides clear directions for submitting complete nominations and clarifies and streamlines the awards approval process of the Acting Assistant Secretary of the Army (Acquisition, Logistics and Technology) and the Administrative Assistant to the Secretary of the Army. This policy does not supersede approval authority that is currently delegated to the Program Executive Officers and Direct Reporting Program Managers.

2. The point of contact is Roberta McMillen at 703-805-1017, or e-mail: Roberta.mcmillen@us.army.mil.

4 Encls

1. Incentive Awards Policy/Procedures
2. DA Form 1256
3. Proposed Citation
4. Justification


CRAIG A. SPISAK
Director

DISTRIBUTION:

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SUBJECT: Incentive Awards Policy and Procedure

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U.S. Army Acquisition Support Center
Incentive Awards Policy and Procedure
Decoration for Exceptional Civilian Service Award
Meritorious Civilian Service Award

A. PURPOSE.

This policy establishes Incentive Award nomination procedures for the Decoration for Exceptional Civilian Service award and the Meritorious Civilian Service Award in accordance with AR 672-20, Incentive Awards.

This policy does not supersede approval authority that is currently delegated to the Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs) for other incentive award nominations.

B. APPLICABILITY AND SCOPE.

The Incentive Awards policy applies to Headquarters U.S. Army Acquisition Support Center (HQ USAASC), PEO, and DRPM Department of the Army civilian employees.

C. POLICY.

The incentive Awards administrator, on behalf of the Director, USAASC, will provide consistent guidance throughout the PEO and DRPM community. Awards should follow a progressive sequence of recognition, except under circumstances in which the contribution is so extraordinary that recognition with a lesser award would be insufficient.

1. Decoration for Exceptional Civilian Service: This award, approved by the Secretary of the Army (SA), consists of a medal, lapel button, and citation certificate. Nominees must have established a demonstrated pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award. Nominations should be submitted within 6 months after completion of the period to be cited. The chain-of-command approving officials are: HQ USAASC, ASA(ALT), Administrative Assistant to the Secretary of the Army (AASA), Army Incentive Awards Board, to SA.
2. Meritorious Civilian Service Award: This award, approved by the AASA, and consists of a medal, lapel button, and citation certificate. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower-level awards. Nominations should be submitted to USAASC and the chain of command within 6 months after completion of the act or period to be cited.

The chain-of-command for the Meritorious Civilian Service Award approval is HQ USAASC, ASA(ALT), and AASA.

3. Decoration for Exceptional Civilian Service Awards and Meritorious Civilian Service Awards are prepared in the same format, however, a photograph must accompany nominations for the Decoration for Exceptional Civilian Service Awards. When approved, the award may be held until the SA awards ceremony. For nominations to be considered for presentation, they must be submitted to HQ USAASC in sufficient time to be boarded between January and August of each year. 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.

D. AWARD GUIDANCE:

Nominations forwarded for approval should contain the information outlined below and in the following order as described in DA PAM 672-20, Incentive Awards Handbook:

1. Endorsement: An endorsement memorandum signed by the PEO/DRPM. The endorsement should summarize the award package and may include the personal views of the PEO or DRPM.
2. DA Form 1256 (Incentive Award Nomination and Approval): Do not abbreviate titles of positions of organizations. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by the previous Recognition (the Department of Defense Distinguished Civilian Service Award and the President's Award for Distinguished Federal Civilian Service are exceptions). All data entries should include signatures and dates where required. Also, see item number seven for Equal Employment Opportunity and Civilian Personnel Human Resources adverse action certification information. A DA Form 1256 is also attached for your reference.
3. Biographical data: A brief biographical sketch should include the following:
 - a. Name
 - b. Title and Grade
 - c. Date and Place of Birth
 - d. Organization and Location

- e. Education and Degrees Conferred
 - f. Significant Employment Record
 - g. Type of Appointment
 - h. Date and place of award presentation
 - i. Period of Service (Date of accomplishment)
4. Proposed Citation: One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations and spell out United States.
 5. Justification: A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible.
 6. Previous Awards and Publications: Begin with the current year and list other previous recognitions, such as honorary awards, by month and year, such as Exceptional Performance Ratings, Performance Awards, Qualify Step Increase or special citations. List any publications by title and date.
 7. Certification: Equal Employment Opportunity (EEO) and Civilian Personnel Human Resources adverse action certifications are required for Decoration for Exceptional Civilian Service Awards and the Meritorious Civilian Service Awards, except for public service awards, and are to be completed on Part II of DA Form 1256, Incentive Award Nomination and Approval. In no event will an award be approved for a period of time in which the nominee was found to have personally acted in a discriminatory manner in violation of EEO or standards of conduct.
 8. Photographs: The Decoration for Exceptional Civilian Service Award nomination package must include a photograph (head and shoulders view, professional attire preferred) to be used in the Secretary of the Army Awards Ceremony program booklet. For the Department of the Army Distinguished Civilian Service Award, enclose five photographs.
 9. Time Requirements:
 - a. Decoration for Exceptional Civilian: PEOs and DRPMs will forward award nominations to HQ USAASC for review of regulatory compliance and processing. The Decoration for Exceptional Civilian Service award is approved by the Secretary of the Army and,

therefore, must be submitted to HQ USAASC NLT 60 days in advance of the award presentation date.

- b. Meritorious Civilian Service Award: PEOs and DRPMs will forward award nominations to HQ USAASC for review of regulatory compliances and processing. The Meritorious Civilian Service award approval authority is the AASA and must be submitted to HQ USAASC 45 days in advance of the award presentation date.
 - c. Request for Personnel Action: To ensure honorary awards are being processed consistently across all regions and entered into an employee's performance file, the following procedures will apply: After approval, management will forward a Request for Personnel Action for monetary awards and DA Form 1256, Incentive Awards Nomination and Approval, for nonmonetary awards to the servicing Civilian Personnel Advisory Center (CPAC). The CPAC will ensure the update of employee records in DCPDS and file the action in the employee's performance folder.
10. Notification: The PEO/DRPM will be notified once the award nomination is approved, disapproved, or remanded. A certificate and decoration set (medal and ribbon) will be provided for presentation. The DA Form 1256 will be returned to the PEO/DRPM for recording and reporting purposes.

SAMPLE FORMAT CITATION AND JUSTIFICATION

Name of Award
For
Name of Nominee

CITATION: (Name of nominee) is nominated for the Meritorious Civilian Service Award for his performance of duty while serving as the Technical Director for Project Manager, Battle Command from (dates of accomplishment). During this time, (Name of nominee) championed and proactively led multiple major innovative technical and managerial initiatives that enabled the migration of corporate Army Battle Command systems-of-systems capabilities and expedited the development/delivery of innovative solutions that will have a lasting positive impact on the Joint Warfighter and U.S. taxpayer. His outstanding record of achievements across this broad critical mission area serves as an inspiration and role-model within Communications-Electronics Life Cycle Management Command (CELCMC) as well as the greater Defense technical and acquisition communities. (Name of nominee) accomplishments are in keeping with the highest traditions of government service and are a great credit to him, the Program Executive Office, (name), and the Department of the Army.

JUSTIFICATION EXAMPLE: During the period of (dates of accomplishment), (name of nominee) provided exemplary organizational leadership, expert strategic vision and insight, superior managerial and supervisory accomplishments, and significant materiel life cycle contributions while serving as the Technical Director for Project Manager Battle Command. Throughout this time period, (name of nominee) championed and proactively led multiple major innovative technical and managerial initiatives that enabled the migration of corporate Army Battle Command systems-of-systems capabilities and expedited the development/delivery of innovative solutions that will have a lasting positive impacts on the Joint Warfighter and U.S. taxpayer.

(Name of nominee) personally formulated and successfully championed high visibility technical and programmatic positions at the senior General Officer level for expeditiously transitioning and rapidly fielding DARPA-developed Command Post of the Future (CPOF) technology into the main-stream Army that subsequently resulted in establishment of a new ~\$0.2B fast-tracked Army program and its subsequent adoption for use by the U.S. Marine Corps.

(Name of nominee) self-initiated, defined, established, and managed a comprehensive Battle Command (BC) Server Consolidation feasibility and analysis of alternatives study founded in sound systems engineering principles and practices to improve field supportability and reduce total life cycle costs. Overcoming technical, organizational, and political resistance, he proactively obtained external customer funding from OSD to independently demonstrate the materiel, operational, and financial benefits of this systems-of-systems solution. His sustained efforts resulted in the development and implementation of a near/mid-term Army BC server acquisition strategy which leveraged complementary communications infrastructure solutions, facilitated the exposure of BC services to the network, and expedited the elimination of additional hardware in the field.

(Name of nominee) similarly conceived, defined, championed, established, and managed a comprehensive joint Battle Command (BC) Common Viewer strategy founded in sound systems and usability engineering principles and practices. His personal actions directly resulted in the major OSD-sponsored Joint Common Land/Littoral Battle Command Warfighter Computer Interface Project endorsed by both Army and Marine Corps senior leaders from the combat and materiel development communities which serves as a centerpiece of the Army's mandated BC Migration Strategy. This fast-track high visibility effort leverages the "goodness" of existing Battle Command systems (including CPOF), complements ongoing Army-Marine Corps convergence solutions, and focuses on reducing unaffordable life-cycle training and sustainment costs.

(Name of nominee) personally defined, developed, and championed a novel “Protect the Force” concept for dismounted strike warning and position tracking for GWOT deployed forces to multiple external senior military and Congressional leaders. This innovative, cost-effective, scalable solution resulted in four patents being filed with the US Patent and Trademark Office, four corresponding Patent Cooperation Treaty applications, and multiple high visibility related efforts including an ongoing JIEDDO-sponsored project to proactively warn troops on patrol of changing geo-location specific threats.

(Name of nominee) was directly responsible for establishing and nurturing an extremely beneficial two-way corporate relationship with West Point that has been praised by both PEO and USMA senior leadership. His personal efforts engaged USMA cadets and faculty both academically and professionally in interesting, military-relevant subject matter that yielded multiple, highly successfully, collaborative projects beneficial to the real-world Army, including Dismounted Position Tracking and Strike Warning, CPoF Intrusion Detection, Effects-based Assessment automation, common planning and management for Joint Loitering Missiles, multi-echelon distribution of Blue Force data, and standardization of Joint Blue Force data exchange.

(Name of nominee) proactively strengthened the professional cadre and capabilities of the PEO team through workforce mentoring, recruitment, growth assignments, and professional development throughout this time period. As a recognized authoritative technical/functional leader across the greater Army acquisition community, Name of nominee was selected to serve as a primary Army certifying official for the Systems Planning, Research, Development and Engineering (SPRDE) Acquisition Career Field validating the professional development and career growth of over 2000 acquisition employees located at Fort Monmouth and Picatinny Arsenal.

(Name of nominee) outstanding record of achievements across this broad critical mission area serves as an inspiration and role-model within Communications-Electronics Life Cycle Management Command (CELCMC) as well as the greater Defense technical and acquisition communities. (Name of nominee) accomplishments are in keeping with the highest traditions of government service and are a great credit to him/her, the Program Executive Office (name of organization), and the Department of the Army.

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 1 - TO BE COMPLETED BY OPERATING OFFICE

| | | |
|---|------------------------|---|
| 1. EMPLOYEE'S LAST NAME - FIRST NAME - MI | 2. SOCIAL SECURITY NO. | 3. ORGANIZATION <i>(No abbreviations)</i> |
| NOMINEE'S LAST NAME/FIRST NAME-MI | 000-00-0000 | NAME OF ORGANIZATION |

| | |
|--|--|
| 4. PRESENT POSITION, TITLE, GRADE AND SALARY | 5. POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in item 4)</i> |
| PRESENT POSITION, TITLE, GRADE AND SALARY | (SAME) IF THE SAME POSITION WAS HELD |

6. TYPE OF AWARD RECOMMENDED

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

| a. | HONORARY | b. | MONETARY |
|-------------------------------------|---|--------------------------|--|
| <input type="checkbox"/> | DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE | <input type="checkbox"/> | COMMANDER'S AWARD FOR CIVILIAN SERVICE |
| <input checked="" type="checkbox"/> | MERITORIOUS CIVILIAN SERVICE AWARD | <input type="checkbox"/> | ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE |
| <input type="checkbox"/> | SUPERIOR CIVILIAN SERVICE AWARD | <input type="checkbox"/> | CERTIFICATE OF ACHIEVEMENT |
| <input type="checkbox"/> | OTHER <i>(Specify)</i> | <input type="checkbox"/> | QUALITY STEP INCREASE |
| | | <input type="checkbox"/> | PERFORMANCE AWARD \$ |
| | | <input type="checkbox"/> | SPECIAL ACT/SERVICE AWARD \$ |
| | | <input type="checkbox"/> | ON-THE-SPOT CASH AWARD \$ |
| | | <input type="checkbox"/> | TIME OFF AWARD |

7. NOMINATING OFFICIAL

| a. TYPED NAME AND TITLE | b. SIGNATURE | c. TELEPHONE NUMBER | d. DATE |
|-----------------------------------|--------------|----------------------------------|---------|
| NOMINATING OFFICIAL NAME TITLE | | AREA CODE () TELEPHONE # | DATE |

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 *(Circle yes or no - If no, please explain on separate page)*

| | | | |
|-----|--|--------------|---------|
| YES | a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER | b. SIGNATURE | c. DATE |
| NO | EEO CERTIFICATION (SIGNATURE) | | DATE |
| YES | d. TYPED NAME CIVILIAN PERSONNEL OFFICER | e. SIGNATURE | f. DATE |
| NO | CPAC CERTIFICATION (SIGNATURE) | | DATE |

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL DISAPPROVAL OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

| | | | |
|-----------------------|-------------------------------|---------------------|---------------------------------|
| AMOUNT RECOMMENDED \$ | TANGIBLE MONETARY BENEFITS \$ | INTANGIBLE BENEFITS | ESTIMATED FIRST YEAR SAVINGS \$ |
|-----------------------|-------------------------------|---------------------|---------------------------------|

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

| ACTION LEVEL | APPROVED <i>(If monetary, indicate amount)</i> | DIS-APPROVED | ADDITIONAL CASH AWARD | SIGNATURE, TITLE AND DATE |
|---|--|--------------|-----------------------|--------------------------------|
| 10. LOCAL COMMITTEE CHAIRPERSON | | | | |
| 11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE | | | | Dean G. Poppo, Acting ASA(ALT) |
| 12. MAJOR COMMAND REVIEW COMMITTEE | | | | |
| 13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE | | | | JOYCE E. MORROW, AASA |
| 14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD | | | | |