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### Chapter 3

## APPENDIX A

# HONORARY AWARDS

1. For the purpose of this Chapter, Honorary Awards are defined as awards given by this District, those administered by CEMVD, awards given by HQUSACE, and finally awards that are made available at DA or higher levels of authority. The following is a list of Honorary Awards available

### Memphis District Honorary Awards

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Memphis District Certificate of Appreciation  
Memphis District Leadership Excellence Award  
Memphis District Designer of the Year Award  
Memphis District Outstanding Programs/Project Manager  
Memphis District Award for Engineering Excellence  
Memphis District Award for Outstanding Achievement  
Commander's Award for Civilian Service (may also be at CEMVD level)  
Achievement Medal for Civilian Service  
Construction Quality Performance Certificate  
Letters of Memoranda or Commendation  
Memphis District Commander's Coin

### Awards Sponsored by HQ USACE

---

Researcher of the Year Award  
Programmer of the Year Award  
The Planning Excellence Award  
Outstanding Planning Achievement Award  
Landscape Architect of the Year Award  
Civilian of the Year Award  
Natural Resources Project of the Year Award  
Natural Resources Employee of the Year Award  
Commander's Logistics Management Excellence Award  
The Outstanding Logistician of the Year Award  
Meritorious Logistician of the Year Award  
Library Recognition Award  
Hard Hat of the Year Award

Construction Management Excellence Award  
Construction Inspector/Construction Representative of the Year Award  
Civilian Award for Humanitarian Service (Also sponsored by DA)

## **DA and Higher Level Awards**

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President's Award for Distinguished Federal Civilian Service  
Department of Defense Distinguished Civilian Service Award  
Decoration for Exceptional Civilian Service (Secy of Army)  
Meritorious Civilian Service Award  
Civilian Award for Humanitarian Service (Also sponsored at MACOM level)  
Secretary of Army Outstanding Achievement in Material Acquisition  
Superior Civilian Service Award

## HONORARY AWARDS (Memphis District Awards)

### 2. Nominating Procedures

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#### Memphis District Honorary Awards

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*The following are nominating procedures for District awards:*

#### (1) Memphis District Certificate of Appreciation

---

##### Due Date

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Within 60 days after the act or service being recognized.

##### Memento

---

Certificate signed by the District Commander.

##### Purpose

---

To provide a means for the District Engineer to give recognition to deserving individuals.

##### Eligibility

---

All Memphis District employees, and outside individuals and organizations.

##### Criteria

---

Nominations for this award should be individuals or organizations whose service or contributions may not generally meet the requirements for the CEMVM Certificate of Appreciation.

The individual or organization must have:

- Provided a superior service to the Memphis District and have enhanced the ability of the District to fulfill its mission.
- Provided service to the public above what would normally be expected of that position.
- Provided a quality product or service above what was specified in a contractual agreement.

##### Nominating Official

---

Employee's supervisor.

Any individual having direct knowledge of the accomplishment may also be the nominating official provided it is coordinated with and concurred in by the supervisor.

## Approving Official

---

Division or Office Chiefs.

Deputy Commander

Commander

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

## Documentation Required

---

DA Form 1256, Incentive Award Nomination & Approval

Justification - Bond Paper, or reverse of DA Form 1256

The justification should begin with the employee's name, position title, grade and organization, and a statement that he or she is being recommended for a Memphis District Certificate of Appreciation.

See Figure A-1, this Appendix for Sample Justification.

Proposed Citation - 5 Copies

Sample citation is at Figure A-2, this Chapter. The originating office will prepare the Certificate of Appreciation.

## Routing Procedures

---

All copies of the Justification, Proposed Citation with the Form 1256 on top will be forwarded through appropriate supervisory channels to the Civilian Personnel Advisory Center.

## Presentation

---

This Certificate should be presented at an appropriate ceremony as determined by the Division/Office Chief's policy. As a minimum, the ceremony will be conducive to motivating other employees to increase productivity and creativity.

## (2) Memphis District Leadership Excellence Award.

---

### Due Date

---

1 April

## **Memento**

Plaque and Certificate of Achievement (DA Form 2442)

## **Purpose**

To recognize a District employee who has demonstrated leadership excellence.

## **Eligibility**

All District employees are eligible for nomination provided they have been employed at the District during the entire nomination period.

## **Nominating Period**

Specific contributions must cover a minimum period of 12 months within a 24-month period prior to the nomination.

## **Criteria**

Specific Contributions. A leader must be a caring individual who demonstrates concern and is involved with his/her employees. The individual must be so perceived by subordinates, peers, and superiors. The individual must also be proficient in motivating his/her employees to successful mission attainment. Nominations must contain examples of demonstrated leadership excellence. The contribution(s) must have been individual and the result of the nominee's personal efforts.

## **Nominating Official**

Any employee may make a nomination with concurrence of the nominee's supervisor.

## **Approving Official**

District Commander.

All nominations are reviewed by the Incentive Awards Committee members, who will make a recommendation to the District Commander who will make the final selection.

## **Documentation Required**

Nominations will be submitted in original and nine copies (extra copies will be used for submission to CEMVD). The nomination package will include:

- Name of nominee
- Position title and grade
- Organization and location
- Service computation date for activity

A description of the nominee's specific leadership excellence which formed the basis for the nomination (1,000 words or less).

A proposed citation. See instructions for proposed citation on page 4, this chapter.

DA Form 1256.

## Routing Procedures

---

The nomination package will be submitted through supervisory channels to the Incentive Awards Committee, c/o Civilian Personnel Advisory Center.

## Presentation

---

This award is presented annually at the District's Corps Day ceremonies.

## (3) Memphis District Designer of the Year Award

---

### Due Date

---

1 April

### Memento

---

Plaque and Certificate of Achievement (DA Form 2442).

### Purpose

---

To recognize a district designer or team of designers for outstanding achievements in design.

### Eligibility

---

Nominations are limited to Engineering Division personnel. (District Engineering Division Chief and Branch Chiefs are not eligible)

### Nominating Period

---

Any design approved by CEMVD and/or constructed within the 18 month period ending 31 March of the nomination year is eligible for competition.

## Criteria

---

The basis for nomination and selection will be design excellence, unique and innovative concepts and unique and innovative application of engineering principles and methods of analysis.

## Nominating Official

---

Any district employee may make a nomination with concurrence of nominee's supervisor.

## Approving Official

---

District Commander.

(All nominations are reviewed by the Incentive Awards Committee members, who will make a recommendation to the District Commander who will make the final selection.)

## Documentation Required

---

Nominations will be submitted in original and one copy. The nomination package will include

A cover sheet containing:

Name of nominee

Position title and grade

Organization and location

A description of the nominee's design containing 1,500 words or less. Pictures, sketches or drawings may be included.

A proposed citation. See example of proposed citation at Figure A-2, this chapter.

DA Form 1256 signed by the District Commander.

## Routing Procedures

---

The nomination package will be submitted through supervisory channels to the Incentive Awards Committee, c/o Civilian Personnel Advisory Center.

## Presentation

---

This award is presented annually at the District's Corps Day ceremonies.

## **(4) Memphis District Outstanding Programs/Project Manager Award**

---

### **Due Date**

---

1 April

### **Memento**

---

Plaque and Certificate of Achievement (DA Form 2442)

### **Purpose**

---

To recognize a District employee who has demonstrated outstanding achievement in the Planning, Programs and Project Management area.

Eligibility Any civilian employee of the District in a professional planning position at a grade GS-15 or below is eligible.

### **Nominating Period**

---

Accomplishments must have been achieved during the 12-month period prior to the nomination.

### **Criteria**

---

Specific Contributions. Nominees must have made, or have been primarily responsible for making, a specific contribution in Programs and Project Management which resulted in significant improvement in doing business or mission accomplishment. The contribution must have been individual and the result of the nominee's own efforts.

Individual contributions made as a part of, or in association with, a task force or committee will qualify for this award.

### **Nominating Official**

---

Any employee may make a nomination with concurrence of nominee's supervisor.

### **Approving Official**

---

District Commander.

All nominations are reviewed by the Incentive Awards Committee members, who will make a recommendation to the District Commander who will make the final selection/approval.

### **Documentation Required**

---

Nominations will be submitted in original and one copy. The nomination package will include

A cover sheet containing  
Name of nominee

**Position Title and Grade**

A description of the nominee's specific accomplishments which formed the basis for the nomination (1,000 words or less).

A proposed citation. See example of proposed citation at Figure A-2, this chapter.

DA Form 1256.

**Routing Procedures**

The nomination package will be submitted through supervisory channels to the Incentive Awards Committee, c/o Civilian Personnel Advisory Center.

**Presentation**

This award is presented annually at the District's Corps Day ceremonies.

**(5) Memphis District Award for Engineering Excellence.**

**Due Date**

1 April

**Memento**

Plaque and Certificate of Achievement (DA Form 2442).

**Purpose**

To recognize excellence in engineering.

**Eligibility**

Engineers at grade GS/GM 13 or below who have completed no less than five years of Federal civilian service, and have been employed by this District during the entire nomination period.

**Nominating Period**

Specific contributions cited under criteria below must cover a minimum period of one year within a 24-month period prior to nomination.

## Criteria

---

**Specific Contributions** - Nominees must have made, or have been primarily responsible for making, a specific contribution in some field of Engineering, which resulted in significant professional or technological progress. The contribution must have been individual and the result of the nominee's personal effort.

**Career Accomplishments** - Nominees must have achieved an outstanding employment record, not directly related to the special contribution or project, reflecting career/self-development, noteworthy professional, executive or technical abilities, and exemplary performance.

**Other Recognition** - Within the three year period immediately preceding the last day of the nominating period, the nominee must have received at least one of the following:

- Successful Level I or Exceptional Performance Rating
- Quality Step Increase
- Performance Award
- Special Act or Service Award
- Other honorary or monetary recognition of comparable significance.

## Nominating Official

---

Any employee may make a nomination with concurrence of nominee's supervisor.

## Approving Official

---

District Commander.

All nominations are reviewed by the Incentive Awards Committee members, who will make a recommendation to the District Commander who will make the final selection/approval.

## Documentation Required

---

Nominations will be submitted in original and one copy. (Original and six copies will be required for the package forwarded to CEMVD). The nomination package will consist of

A cover sheet containing:

- Name of nominee
- Position Title and Grade
- Organization and location
- Service Computation Date for Federal Service
- Service Computation Date for Activity
- Job Progression, including all Federal Civilian Service
- Education level
- Membership in Professional Societies, Professional Registration/Certification, Licenses, etc.

A brief description of nominee's current duties and responsibilities.

A description of nominee's specific contributions which formed the basis for the nomination (1000 words or less).

A brief description of the nominee's outstanding career accomplishments.

A list of nominee's publications (if any).

A listing of previous awards and outstanding performance ratings received for the last three years.

A proposed citation. See example of proposed citation at Figure A-2, this chapter.

DAForm 1256.

### **Routing Procedures**

---

The nomination package will be submitted through supervisory channels to the Incentive Awards Committee, c/o Civilian Personnel Advisory Center.

---

### **Presentation**

---

This award is presented annually at the District's Corps Day ceremonies.

### **(6) Memphis District Award for Outstanding Achievement**

---

Due Date 1 April

#### **Memento**

---

Plaque and Certificate of Achievement (DA Form 2442).

#### **Purpose**

---

To recognize excellence in areas other than engineering.

#### **Eligibility**

---

Nominees must be serving in other than a Professional Engineer position at grades GS/GM-13 or below.

Nominees must have completed not less than five years of Federal civilian service.

Nominees must have been employed at the District during the entire nomination period.

#### **Nominating Period**

---

The nomination must cover a minimum period of one year within a 24-month period prior to the nomination.

#### **Criteria**

---

**Specific Contribution** - Nominees must have made, or have been primarily responsible for making, a specific contribution in some field of endeavor, other than Professional Engineering, which resulted in material improvement in service, in substantial financial or manpower savings, or in significant social or technological progress. The contribution must have been individual and the result of the nominee's own efforts.

**Career Accomplishments** - Nominees must have achieved an outstanding employment record, not directly related to the

special contribution or project, reflecting career/self-development, noteworthy administrative, professional, executive or technical abilities, and exemplary performance.

**Other Recognition** - Within the three year period immediately preceding the last day of the nominating period, the nominee must have received at least one of the following

Successful Level I or Exceptional Performance Rating

Quality Step Increase

Performance Award

Special Act or Service Award

Other honorary or monetary recognition of comparable significance

### **Nominating Official**

---

Any employee may make a nomination with concurrence of nominee's supervisor.

### **Approving Official**

---

District Commander.

(All nominations are reviewed by the Incentive Awards Committee members, who will make a recommendation to the District Commander who will make the final selection.)

### **Documentation Required**

---

Nominations will be submitted in original and one copy. The nomination package will consist of

A cover sheet containing:

Name of nominee

Position Title and Grade

Organization and location

Service Computation Date for Federal Service

Service Computation Date for Activity

Job Progression, including all Federal Civilian Service

Education level

Membership in Professional Societies, Professional Registration/Certification, Licenses, etc.

A brief description of nominee's current duties and responsibilities.

A description of nominee's specific contributions which formed the basis for the nomination (1000 words or less).

A brief description of the nominee's outstanding career accomplishments.

A list of nominee's publications (if any).

A listing of previous awards and outstanding performance ratings received for the last three years.

A proposed citation. See example of proposed citation at Figure A-2, this chapter.

DA Form 1256.

## Routing Procedures

The nomination package will be submitted through supervisory channels to the Incentive Awards Committee, c/o Civilian Personnel Advisory Center.

## (7) Commander's Award for Civilian Service.

This is the fourth highest DA Honorary Award which ranks directly below the Superior Civilian Service Award. Army regulations provide for District Commanders (Colonel and above) and the Division Commander to approve this award.

### Due Date

Within six months after the period of service and contribution to be recognized.

### Memento

Medal, lapel button, and certificate (Commander's Award for Civilian Service, DA Form 4689)

### Purpose

To provide honorary recognition to employees whose service warrants such recognition.

### Eligibility

All appropriated fund employees are eligible for consideration.

### Criteria

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.

Succeeding awards will be recognized by the issuance of a laurel leaf cluster.

Nominations will reflect service or achievements of a lesser degree than recognized by the Superior Civilian Service Award.

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

- a. Accomplished supervisory or non-supervisory duties in an exemplary manner, setting an example of achievement for others to follow.
- b. 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 items that improved safety or health of the work force.
- c. Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- d. Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.
- e. Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel.

### **Nomination Period**

---

Normally a minimum period of one year of service.

### **Nomination Format**

---

Nominations will be initiated by the employee's supervisor on DA Form 1256 and concurred in at each level below the District Commander.

A proposed citation of not more than 70 words, highlighting significant achievements, will accompany the nomination. See example of proposed citation at Figure A-2, this chapter.

The District Commander will sign at the lower right, with his title and date certificate was signed shown directly below the signature.

When the nominating official is also the approving official, the date the award is to be presented will be shown on the line at the lower left of the certificate and signature and title of the approving official on the line at the lower right.

### **(8) Achievement Medal for Civilian Service**

---

This is the fifth highest DA honorary award. Ranks directly below the Commander's award for Civilian Service.

Army regulations provide for District Commanders (0-5 and above) to approve this award.

### **Due Date**

---

Within six months after completion of the act/period to be cited.

### **Memento**

---

Medal, lapel pin and certificate (Achievement Medal for Civilian Service, DA Form 5654)

Succeeding awards will be recognized by issuance of a laurel leaf cluster.

### **Purpose**

---

Awarded for noteworthy achievements of a lesser degree than those recognized by the Commander's Award for Civilian Service.

### **Eligibility**

---

All appropriated fund employees are eligible for consideration.

*(Recipients are eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.)*

## **Nominating Period**

---

A nomination normally covers a period of service and/or level of achievement sufficient to warrant this recognition.

## **Documentation Required**

---

Nominations will be submitted in original and one copy. The nomination package will include

A cover sheet containing:

Name of nominee

Organization and location

A description of the nominee's specific accomplishments which formed the basis for the nomination (1,000 words or less).

A proposed citation. See example of proposed citation at Figure A-2, this chapter.

DA Form 1256.

## **Routing Procedures**

---

The nomination package will be submitted through the Civilian Personnel Advisory Center to the Commander for approval.

## **Presentation**

---

This award will be presented at an appropriate ceremony.

## **(9) Construction Quality Performance Certificate**

---

### **Due Date**

---

15th day of the last month of each quarter.

### **Memento**

---

Certificate of Achievement

(CEMVD also suggests a \$250 On-The-Spot cash award)

### **Purpose**

---

To recognize noteworthy achievements of Construction field personnel.

### **Eligibility**

---

Construction Field Office employees at Grade GS-12 or below are eligible for this award.

## Approving Official

Chief, Construction-Operations Division.

## Criteria

No quota is given for this award and no selection is required; however, it is suggested that each District have no more than one recipient per quarter.

Evaluation should be based upon the following:

- Solid records of producing a quality product.
- Furnishing timely and complete quality assurance reports.
- Exercising independent judgement in the filed within established authorities.
- Exceptional Safety Record on managed contracts.

The documentation will consist of :

A description of the nominee's specific accomplishments which formed the basis for the nomination.

(The documentation should be sufficient to show the recipient is outstanding, and should speak to the items specified in the Criteria above. It should also support the cash award recommended.)

A proposed citation, and DA Form 1256 will be required if a cash award results from this nomination. (Use instructions for proposed citation on page 4, this chapter).

Routing procedures The Chief, Construction Division will forward the name of the selectee to CEMVD-CO-C not later than the last working day of each quarter for inclusion in the Division and HQUSACE Newsletters.

When a cash award is involved, the nomination package will be forwarded to the Human Resources Office.

Presentation This award will presented at an appropriate ceremony.

## 10) Gallery of Distinguished Civilian Employees

### Due Date

31 January of each even numbered year

### Memento

Portrait displayed in "Gallery of Distinguished Civilian Employees".

### Purpose

To provide honorary recognition to retired or deceased employees who have rendered distinguished and exceptional service to the Corps of Engineers.

### Eligibility

Award will be based upon 30 years or more of credible service, at least 20 of which were served as a civilian employee of the Corps of Engineers based on the service computation date, and have been in a retired status or deceased for a minimum of two years prior to 1 March in which the nomination is made.

### Criteria

Accomplished assigned duties in such a manner as to have been clearly exceptional and pre-eminent among all who have performed like or similar duties; developed and/or improved methods and procedures which produced extraordinary benefits for the Corps of Engineers; contributed substantially to the reputation and honor of the Corps of Engineers; and performed loyally and faithfully throughout the period of service.

### Nomination Format

A description of the nominee's specific accomplishments which formed the basis for the nomination.

The documentation should be sufficient to show the recipient is outstanding, and should speak to the items specified in the Criteria above. Position, title, grade, organization location, and service competition date for Federal Service.

(See example of proposed citation at Figure A-2, this chapter.)

### Presentation

This award will be presented at an appropriate ceremony.

Service Computation Date for Corps of Engineers

Job Progression, including all Federal Civilian Service

A brief description of nominee's specific contributions that formed the basis for the nomination.

## Process

---

The Committee, comprised of Deputy Commander, Executive Assistant, Chiefs of P3MD, Engineering, Construction-Operations, Contracting, EEO, Resource Management Office, Real Estate, and one Chief (selected by Chief P3MD) will deliberate and vote by secret ballot until the list of nominees is exhausted and nominees are rejected/selected. A two-thirds majority of committee members present will be required for selection.

## (11) Letters of Memoranda or Commendation.

---

This type recognition may be granted by supervisors or other appropriate persons for specific instances of above-standard performance or work achievements by an individual employee or small group of employees that warrant special recognition, but do not meet criteria for a higher award.

Letters or memoranda may be prepared by a supervisor or official having direct knowledge of the employee's acts or services, or performance warranting recognition.

Employees may use this type recognition as an addendum to their applications for promotions, requests for transfers, etc.

## (12) Memphis District Commander's Coin.

---

### Due Date

---

With 90 days after the action or service being recognized.

### Purpose

---

To provide a means for the District Engineer to give recognition to deserving individuals granted in recognition of outstanding performance or an outstanding act by an employee of the Memphis District.

- All District employees are eligible for this award.
- Normally presented on a quarterly basis; however, it can also be given to recognize a single significant action or accomplishment.
- It will not be given concurrent with another honorary award i.e., in recognition of the same specific act.

### Eligibility

---

All Memphis District employees, and outside individuals and organizations

## **(13) Special Recognition Awards**

---

### **Due Date**

---

One month prior to presentation

### **Memento**

---

A Special Recognition Device is a displayable acrylic device awarded by the Commander or Deputy Commander to recognize a superior government service.

### **Purpose**

---

To provide a means of recognition for a superior government service the Memphis District as determined by the Commander or his Deputy.

### **Eligibility**

---

Any individual whose career with the Federal service to the Memphis District is determined by the Commander or Deputy Commander to merit special acknowledgement by receipt of this award.

### **Approving Official**

---

Only the Commander or Deputy Commander is authorized to approve a Special Recognition Award.

The Commander or Deputy will:

- a. Record approval or disapproval of the nomination on the nomination document.
- b. Forward the annotated nomination document through the CPAC. The CPAC will forward a copy to the organization nominating the employee. The organization nominating the employee will coordinate budgeting preparation procurement/presentation of approved Special Recognition Service. The CPAC will maintain a file record of all nominations, both approved and disapproved.

### **Nomination Procedure**

---

Any member of the Memphis District may nominate an individual or group for a Special Recognition Service.

Supervisors wishing to nominate an individual or group of individuals for a Special Recognition Award must submit a memorandum to the Commander or Deputy identifying the nominee, the reason why presentation of a Special Recognition Award may be appropriate.

## HONORARY AWARDS

### (DA and Higher Honorary Awards)

The following are nominating procedures for these awards.

#### (1) President's Award for Distinguished Federal Civilian Service

---

(This is the highest honorary award that the Federal Government can grant to career employees in recognition of exceptional achievements that are of unusual benefit to the Nation.)

##### Sponsor

---

President of the United States

##### Due Date

---

Due in CEMVD by 1 October

##### Memento

---

Gold medal, citation signed by the President, and a rosette.

##### Purpose

---

To give Presidential recognition to an individual whose outstanding achievements have current impact on improved Government operations or the public interest and exemplify to an exceptional degree, imagination, courage, and exceptional ability in carrying out the mission of the Government.

##### Eligibility

---

Nominees should have already received the Department of the Army Decoration for Exceptional Civilian Service Award and the Department of Defense Distinguished Civilian Service Awards.

##### Criteria

---

The importance of the achievement to the Government and to the public interest should be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the Secretary of the Army or Secretary of Defense.

The achievements upon which a nomination for this award are based should have current impact in improving Government operations or serving the public interest. They should exemplify one or more of the following qualities:

- Imagination in developing creative solutions to problems in Government.

- Coverage and perseverance against great odds and difficulties.
- Exceptional ability in accomplishing extraordinary scientific or technological achievement; in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity; or in performing an extraordinary act of credit to the Government and the country.
- Long and distinguished career service.

## Nomination Format

---

Nomination packages will be typed single-spaced on side of 8 1/2 by 11-inch paper. They will be submitted in original and eight copies in the format described below. Supporting or technical material may also be submitted as a supplement.

**First Page** - This will be a brief biographical sketch, in itemized format containing the following information:

- Significant educational background
- Significant employment record.
- Type of appointment
- Current grade level.

**Second Page** - A proposed citation for the signature of the President, 50 to 60 words, in two-paragraph form, highangible benefits to the Government.

Personal qualities. Give examples of personal qualities of the nominee that made the achievement possible if these have not been covered already under previous headings.

Other awards received. Include a statement describing any other significant awards or honors received by the nominee which support the nomination.

Additional Material. Supporting or technical material may be submitted to supplement the nomination. There is no limitation on the amount of such material that may be submitted; however, supporting material should be submitted separately in bound form.

DA Form 1256, Incentive Award Nomination and Approval. Do not abbreviate titles of positions or organizations. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type of award (the Department of Defense (DoD) 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.

Certification. Equal Employment Opportunity (EEO) and adverse action certification. (See Figure A-3, this Appendix.)

## (2) Department of Defense Distinguished Civilian Service Award

---

This is the highest award given by the Secretary of Defense to career employees.

### Sponsor

---

Secretary of Defense

## Due Date

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Due in CEMVD by 30 November

CEMVD will forward through HQUSACE not later than 30 December in order to be received by HQDA no later than 30 January. If there are variations in this schedule, they will be announced.

## Memento

---

Gold Medal, a Rosette, and a Citation signed by the Secretary of Defense.

## Purpose

---

To recognize civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of DoD.

## Eligibility

---

Nominations should be made from among those employees who have been awarded the Decoration for Exceptional Civilian Service. In those instances in which the contributions or achievements are so outstanding as to warrant consideration for the DoD award, concurrent nominations may be submitted for both awards.

Nominations for employees about to retire should be extremely rare and highly discouraged.

## Nomination Format

---

Nominations will be prepared in original and eight copies and will contain the information outlined below in the following order:

Cover letter signed by the District Commander.

Endorsements by CEMVD and HQUSACE Commanders. (These will be prepared by CEMVD and HQUSACE.)

- DA Form 1256, Incentive Award Nomination and Approval. Do not abbreviate titles of positions or organizations. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type of award (the Department of Defense (DoD) Distinguished Civilian Service and the President's Award for Distinguished Federal Civilian Service are exceptions.) All data entries should include signatures and dates where required.
- Biographical Data. A brief biographical sketch should include the following:
  - Date and place of birth
  - Education and degrees conferred
  - Significant employment record
  - Type of appointment
- 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; spell out United States.

- **Justification.** A summary of achievements and benefits not more than two single-spaced pages, stated in specific terms, and including dates of achievement. Be as specific and quantitative as possible.
- **Previous Awards and Publications.** Begin with the current year and list other previous recognition, such as honorary awards, Exceptional/Successful Level I performance ratings, performance awards, quality step increases, or special citations. List publications by title and date.
- **Certification.** Equal Employment Opportunity (EEO) and adverse action certification. (See sample at Figure A-3)
- **Photograph.** The 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. Five copies of the photograph are required.

### **(3) Decoration for Exceptional Civilian Service**

---

This is the highest honorary award granted by the Secretary of the Army to civilian employees.

#### **Sponsor**

---

Secretary of the Army.

#### **Due Date**

---

Nominations should be submitted within six months after completion of the period to be cited.

When this award is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to the Army Incentive Awards Board in sufficient time to 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.

#### **Memento**

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Gold medal, lapel button, and a citation certificate.

When granted for bravery a minimum cash award of \$1,000 will accompany the decoration.

#### **Purpose**

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To recognize civilian employees whose service to the Department of the Army warrants such recognition.

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## Eligibility

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

## Criteria

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

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.

Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that effected large-scale savings or were of major significance in advancing the missions of DA, DoD, and the Federal Government.

Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

Provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

## Nomination Format

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The nomination format for this award is the same as that shown for the Department of Defense Distinguished Civilian Service Award page 22 except only one copy of the photograph is required.

## (4) Meritorious Civilian Service Award

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This is the second highest DA honorary award. Ranks directly below the Decoration for Exceptional Civilian Service Award.

## Sponsor

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Department of Army; Approved by HQUSACE Commander

## Due Date

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Within six months after completion of the period service to be cited and at least 6 weeks prior to the desired presentation date. (Submitted means approved by the nomination commander on DA Form 1256.)

## Memento

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Medal, lapel button, and a citation certificate.

When this award is granted for bravery a minimum cash award of \$750 will accompany the medal.

### **Purpose**

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To recognize employees whose service to the Department of the Army warrants such recognition.

### **Eligibility**

---

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

Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow. quality of their work.

Demonstrated initiative and skill in devising new and improved equipment, work methods, and procedures, or concerning inventions, resulting in substantial savings in expenses such as 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 favorable publicity in the local area.

Demonstrated courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

### **Nomination Format**

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The nomination format for this award is the same as that shown for the Department of Defense Distinguished Civilian Service Award this chapter, page 22 except no photographs are required.

## **(5) Civilian Award for Humanitarian Service**

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### **Sponsor**

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DA - This award can also be given at MACOM level (see para 2c(16) this chapter, page 45).

### **Due Date**

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Within six months after the act or after the act becomes known to the nominating official.

### **Memento**

---

Medal, lapel button and certificate (Civilian Award for Humanitarian Service, DA Form 5652).

Succeeding awards will be recognized by issuance of a Laurel Leaf Cluster.

## **Purpose**

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To recognize humanitarian service.

## **Eligibility**

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All appropriated fund employees, U.S. private citizens, and private citizens and government officials of foreign nations.

## **Criteria**

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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. Documentation must provide evidence which substantiates direct participation in a humanitarian act or operation.

## **Nominating Period**

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

## **Nomination Format**

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The nomination format for this award is the same as that shown for the Department of Defense Distinguished Civilian Service Award (para 2d(2) page 38) except no photographs are required.

## **(6) Secretary of Army Award for Outstanding Achievement in Material Acquisition**

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A maximum of 10 of these awards may be presented yearly.

## **Sponsor**

---

Secretary of the Army

## **Due Date**

---

Due in CEMVD by 30 September

CEMVD will forward through HQUSACE by 30 October to reach HQDA NLT 30 November.

## **Memento**

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Silver medallion, lapel pin, and citation certificate, DA Form 7129, signed by the Secretary of the Army. The medallion will accompany the certificate, only when the award is presented as an individual award.

## **Purpose**

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To recognize high-level achievement in project, material, and special management activities, procurement, and production efforts, and management of research and development.

This award is given for outstanding individual or team contributions, by soldiers or civilian employees for timely, efficient, and economical acquisition of quality supplies and services.

### **Eligibility**

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All direct-hire DA employees and soldiers are eligible for consideration.

### **Criteria**

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To be eligible for this award, an individual or team of no more than five persons must have:

Been assigned for duty in a staff or operating function in support of the material acquisition process for at least one year before the expiration of the period of service to be recognized.

Made a significant contribution to the improvement of the material acquisition process, as measured in part by:

The complexity of the problem involved and the degree of initiative and originality displayed in solving it.

The relative significance of the accomplishment in light of the overall activity mission.

The possibility of direct application or adoption of the contribution by other activities.

The improvement in program management.

### **Nominating Period**

---

Fiscal Year (1 October through 30 September)

### **Nomination Format**

---

The nomination format for this award is the same as that shown for the Department of Defense Distinguished Civilian Service Award this chapter, page 22 except no photographs are required.

## **(7) Superior Civilian Service Award**

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This is the third highest DA honorary award. Ranks directly below the Meritorious Civilian Service Award.

### **Sponsor**

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Department of the Army; approved by the Division Commander.

This award can be granted by the Division Commander if at major general rank; otherwise the award must be approved by HQUSACE.

CEMVM-HR  
MDR-672-1-1  
7 June 2004

HQUSACE.

### **Due Date**

---

Within six months after the completion of the act or period to be cited.

### **Memento**

---

Medal, lapel button, and certificate (Superior Civilian Service Award).

When granted for bravery, a minimum cash award of \$500 will accompany the medal.

### **Eligibility**

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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.

### **Nomination Format**

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The nomination format for this award should be similar to those shown for the DOD Distinguished Civilian Service Award (para 2 on page 22).

(Figure A-1)

## JUSTIFICATION

### MEMPHIS DISTRICT CERTIFICATE OF APPRECIATION

Ms. Madeline Smart, Computer Specialist with XYZ Company, Dayton, Ohio, in the Information Management Office, is nominated for a Certificate of Appreciation for her outstanding service during the period 2 February 1993 to 14 August 1993.

During this period, Ms. Smart provided this Office with her expert knowledge in the area of relational data bases. This allowed for a timely and efficient conversion from the Honeywell Computer environment to the CEAP-1A CYBER computer environment. She assisted in the areas of creation, optimization, and utilization of relational databases; specifically, the Division's Finance and Accounting (F&A) databases. She shared her knowledge of command languages to help in setting up user-friendly, menu-driven systems for the routine execution of programs and updates by non-computer-oriented users, and she took the lead in writing the user manual for the F&A system.

Ms. Smart's input and assistance were invaluable to the completion of this project.

(Figure A-2)

**HONORARY AWARDS  
CITATION  
CERTIFICATE OF APPRECIATION**

Presented to  
MADELINE SMART

For the service she provided during the conversion from the Honeywell Computer environment to the Control Data Corporation Computer System. Because of Ms. Smart's expert knowledge of the computer systems, and her willingness to assist in any way, the conversion was made with minimum disruption and in a timely manner. Ms. Smart's efforts reflect favorably upon her, the District and the U.S. Army Corps of Engineers.

(Figure A-3)

## EEO AND ADVERSE ACTION CERTIFICATION

Nominee's records have been reviewed and there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

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(Signature of nominating Commander or Designee)