

Commander's Award for Civilian Service

The award nomination packets must include:

- * 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 nomination period should not coincide with the period of time covered by previous recognition for the same type of award. All data entries are to include signatures and dates where required.
- * Citation. One paragraph consisting of no more than 60 words including the name, title, place of employment and period of time covered by the award. It is to highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.
- * Justification. A summary of achievements and benefits should not exceed two single-spaced pages, stated in specific terms, and include the date(s) of achievement. Be as specific and quantitative as possible.
- * Certification. Equal Employment Opportunity EEO and adverse action certification from your servicing EEO office if nomination is to be approved/ signed by the Commanding General.

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 DOE, JOHN Q.	2. ORGANIZATION <i>(No abbreviations)</i> United States Army Medical Research and Materiel Command Fort Detrick, Maryland 21702
3. PRESENT POSITION, TITLE, GRADE AND SALARY Security Specialist, DJ-02, (SALARY AMOUNT)	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in item 3)</i>

5. 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 type="checkbox"/>	QUALITY STEP INCREASE
<input type="checkbox"/>	MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/>	PERFORMANCE AWARD \$
<input checked="" type="checkbox"/>	SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$
<input type="checkbox"/>	OTHER <i>(Specify)</i>		<input type="checkbox"/>	<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 05/05 - 01/10				<input type="checkbox"/>	TIME OFF AWARD

6. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
JACK M. KITKAT Chief, Operations		AREA CODE (301) 619-0000	

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

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

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	see enclosed EEO Certification statement		
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

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

8. APPROVAL DISAPPROVAL OTHER

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
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PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED <i>(# monetary, indicate amount)</i>	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

Citation

For exceptional performance of duty from 16 May 2005 to 30 January 2007, while serving as a Security Specialist working in the Deputy Chief of Staff for Operations office. He identified the requirement for and implemented the use of the new Aircraft and Personnel Automated Clearance System. He processed approximate 1,000 OCONUS travel clearance requests annually, providing researches and other professionals in the command the ability to complete their missions. Mr. Doe impeccable performance, attention to detail, and outstanding achievements are in keeping with the highest standards promulgated in the federal workplace and reflect great credit upon himself, the United States Army Medical Research and Materiel Command, and the United States Army.

Justification

For exceptional performance of duty from 16 May 2005 to 30 January 2007, while serving as a Security Specialist working in the Deputy Chief of Staff for Operations office. He identified the requirement for and implemented the use of the new Aircraft and Personnel Automated Clearance System. He processed approximately 1,000 OCONUS travel clearance requests annually, providing researches and other professionals in the command the ability to complete their missions. He assisted with the management of the Secure IP Routing Network, secure phones and video teleconferencing. Mr Doe has done an outstanding job in the performance of his duties, attention to detail, and his outstanding achievements are in keeping with the highest standards of the federal workplace.

EEO Certification

This serves to officially certify that there are no current or pending EEO Actions against Mr. John Doe.

Certified by:

(Typed Name)

EEO Officer

Date: