

Superior Civilian Service Award,

The award nomination packet 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.
- * Endorsement. Nominations from subordinate units of MRMC must include an endorsement signed by the unit Commander. The endorsement should summarize the award package and may include personal views of the commander.
- * 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.

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, JANE	2. ORGANIZATION (No abbreviations) United States Army Medical Materiel Development Activity Fort Detrick, Maryland 21702
3. PRESENT POSITION, TITLE, GRADE AND SALARY Budget Analyst, DJ-04, (SALARY AMOUNT)	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3)

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 (Specify)		<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 08/85 - 09/11		<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 (// monetary, indicate amount)	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				



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL MATERIEL DEVELOPMENT ACTIVITY
1430 VETERANS DRIVE
FORT DETRICK, MARYLAND 21702-5009

MCMR-UMZ

DATE

MEMORANDUM FOR Commanding General, US Army Medical Research and Materiel Command and Fort Detrick (MCMR-ZA), 504 Scott Street, Fort Detrick, MD 21702-5012

SUBJECT: Nomination of Ms. JANE DOE for the Superior Civilian Service Award

1. It is with great pleasure that I support the enclosed service award nomination of Ms. JANE DOE for the Superior Civilian Service Award.
2. Ms. DOE will be departing the Joint Product Management Office for the Joint Vaccine Acquisition Program and returning to the US Army Medical Materiel Development Activity on
3. I strongly recommend approval of this award for Ms. DOE
4. Point of contact for this action is Ms. _____, 301-619-7285, or email:

Encl

(Typed Cdr's name)
Colonel, MS
Commanding

Citation

FOR EXCEPTIONAL MERITORIOUS AND DEVOTED SERVICE OF OVER YEARS AS A
FEDERAL GOVERNMENT CIVILIAN EMPLOYEE IN VARIOUS POSITIONS OF INCREASING
RESPONSIBILITY CULMINATING AS A BUDGET ANALYST, ADMINISTRATIVE SERVICES
DIVISION, U.S. ARMY MEDICAL MATERIEL DEVELOPMENTAL ACTIVITY (USAMMDA) AND
FORT DETRICK FROM OCTOBER 1950 TO 23 JANUARY 1980. MS. DOE HAS
CONTRIBUTED IMMEASURABLY TO THE MISSION OF USAMMDA. HER DEDICATED
SERVICE AND PROFESSIONALISM REFLECTS GREAT CREDIT ON HER, THE U.S. ARMY
MEDICAL RESEARCH AND MATERIEL COMMAND, THE MEDICAL COMMAND AND THE
U.S. ARMY.

Justification

Previous Awards

- Achievement Medal for Civilian Service
- Certificate of Appreciation, 2nd Quarter 2001, for Contributions to USAMMDA Mission
- USAMMDA Employee of the Year, 1st Quarter 2002, for Exceptional Performance
- On-the-spot Award, 2001, 2002, 2005, 2009
- Time off Award, 2005, 2009
- Special Act/Service Award, 2006, 2008
- Commander Civilian Service Award, 2010
- Member of American Society of Military Comptrollers

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: