



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107

06 AUG 2012

IMSG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

1. REFERENCES:

a. Publications.

- (1) AR 215-3, Nonappropriated Fund Personnel Policy.
- (2) AR 672-20 and AE Supplement 1, Incentive Awards.
- (3) AE Pamphlet 672-20-1, Decorations, Awards, and Honors, Civilian Personnel Incentive Awards in IMCOM-Europe, 31 AUG 2011.
- (4) IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel.
- (5) DA Pamphlet 672-20, Incentive Awards Handbook.
- (6) AE Pam 672-20, AE Incentive Awards Handbook..
- (7) AE Regulation 690-672, Monetary & Awards of Local National Employees in Germany.
- (8) AE Regulation 690-672G, Leistungsprämien und ehreauszeichnungen fuer ort.
- (9) United States Army Installations Management Command Policy Memorandum 672-20 – Policy Guidance on Award Limitations for Civilian Employees in Fiscal Years 2011 and 2012, 12 AUG 2011.

b. Forms.

- (1) DA Form 1256, Incentive Award Nomination and Approval.

This memorandum is available at
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

(2) DA Form 5167, Incentive Awards Nominations and Approval – Nonappropriated Funds.

2. APPLICABILITY: This memorandum applies to all USAG Stuttgart employees including local national (LN), appropriated fund (AF) and nonappropriated fund (NAF).

3. PURPOSE: To provide guidance in recognizing outstanding achievements in a fair and equitable manner. Although incentive awards are not mandatory and are not an entitlement, managers are encouraged to use the Incentive Awards Program to recognize the exemplary accomplishments of employees.

4. RESPONSIBILITIES:

a. Director Human Resources (DHR). The Director of Human Resources will:

(1) Maintain administrative control over the Incentive Award Program.

(2) Provide advice and assistance to the USAG Stuttgart command group, directors and office chiefs.

b. Resource Management Office (RMO). The Resource Management Office will:

(1) Ensure the awards program does not exceed current year budget. This includes all award expenditures, including suggestion awards.

(2) Provide awards targets to the USAG Stuttgart command group, directors and office chiefs.

c. Directorate of Family, Morale, Welfare and Recreation Financial Management Division (FMD). The Financial Management Division will be responsible for overseeing all NAF monetary awards.

d. Directors and Office Chiefs. Directors and office chiefs are responsible for ensuring deserving employees are nominated for appropriate awards, award nominations are initiated in a timely manner and nominating officials under their control comply with this policy.

e. Nominating Officials. Nominating officials will:

(1) Follow the submission and documentation criteria provided in referenced Army regulations. Enclosure 2 provides minimum length of time for submitting honorary award nominations before the planned presentation date. Award nominations submitted after the

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

specified timelines must include a memorandum of lateness stating the reason for the late submission.

(2) Ensure that nominating packages are accurately completed using the required forms for each type of award.

(3) Be responsible for including equal employment opportunity (EEO) and Civilian Personnel Advisory Center (CPAC) certification that no adverse action is pending against intended award recipient (DA Form 1256 or DA Form 5167) for award nominations submitted for approval by a member of the IMCOM-Europe Command Group or higher level command (for example, IMCOM, HQDA) or when otherwise required.

(4) Provide proper justification required for each level of award approval. Nominations for a level of award that does not follow normal progression pattern require special justification for the particular award level proposed.

(5) If a representative from an organization outside the employee's chain of command wishes to nominate an employee for an award, the nomination must be coordinated with the employee's immediate supervisor before the award nomination is initiated and processed.

(6) Employees must never be informed that they are under consideration or have been nominated for an award.

f. Incentive Awards Board (IAB). The IAB will review and make recommendations on honorary award nominations requiring Garrison Commander approval or recommendation for approval. The IAB will ensure compliance with applicable regulatory guidance in references (para 1a). Members of the garrison IAB include the director or office chief of the nominating organization, the Director of Human Resources, the Command Sergeant Major, and the Deputy to the Commander. The garrison EEO and CPAC office may serve in an advisory role.

g. Performance Review Board (PRB). As required by HQ Installation Management Command (IMCOM) Commanders will approve all cash performance awards and quality step increases (QSIs) through the use of a performance review board process, established locally. The PRB will be used to determine distribution of awards, distinguish between performance levels and ensure equity for high performing employees. The garrison PRB will include the director or office chief of the nominating organization, the Command Sergeant Major, and the Deputy to the Commander.

5. POLICY: Directors and office chiefs should consider the level of award appropriate for a given achievement or service (explanation of terms is at enclosure 1). Award types are monetary, performance, career service recognition, and honorary.

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

a. Monetary Awards. Enclosures three and four provide a list of civilian monetary awards. The list identifies the award types and approval authorities. All monetary awards will be calculated in U.S. dollars.

(1) Special Act or Service Awards. This award recognizes a meritorious personal effort, act or service, or other achievement accomplished within or outside assigned job responsibilities. All AF and NAF employees are eligible for this award.

(a) When the award is given to an AF employee for accomplishments within assigned job responsibilities, the accomplishments must significantly exceed normal expectations. Superior short-term accomplishments in the regularly assigned position, in a temporary assignment, or at the conclusion of a special project are particularly appropriate to recognize with a Special Act or Service Award.

(b) NAF employees may receive the award for actions which contribute to the efficiency, economy, profitability or other improvement of NAF operations. Included are acts of heroism or other deeds that reflect credit on nonappropriated fund instrumentality (NAFI) operations. Employees may also be issued Certificate of Commendation, Time Off or Merchandise for Special Act or Service.

(c) Accomplishments to be recognized may not have served in any way as the basis for a previous cash award.

(d) The scope and value of the contribution must be considered when determining the award amount that is approved (AR 672-20, tables 7-1 and 7-2).

(e) Nominations should be initiated within 30 days after the achievement to be recognized.

(2) On-the-Spot Cash Awards. This is a small monetary award given in recognition of a one-time achievement. The minimum amount is \$50 and the maximum award amount is \$500. Requests for on-the-spot cash awards must be prepared on a DA Form 1256 for AF and LN employees and DA Form 5167 for NAF employees, include a justification and be retained locally. Enclosure 4 lists approval authorities.

(3) Time-off Awards (TOAs). Time-off awards may be given for achievement or performance significantly contributing to the accomplishments of an USAG Stuttgart mission.

(a) Time-off Awards for AF and NAF Employees. The minimum TOA that may be given to a full time AF employee or any NAF employee for a single achievement is 1 hour. No more than 40 hours will be given for a single achievement. The maximum time off during the leave year for AF employees and any 12 month period for NAF employees will be 80 hours. See

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

enclosure three for amounts of hours and authorizing authorities. Because TOAs do not convert to a cash payment and will not transfer to another Army organization if the employee leaves, supervisors must ensure that time off is scheduled and taken. Time-off awards must be used within one year after the approval date.

(b) Time-off Awards (TOAs) for LN Employees. LN employees may be given TOAs of up to 10 working days during one calendar year without being charged leave. A TOA of up to five workdays may be granted for a single contribution. TOAs of less than one day may not be granted. See enclosure three for amounts of hours and authorizing authorities. The time off must be taken either within the current calendar year or within the first three months of the following calendar year; otherwise, it is forfeited. A TOA of two or more days may be granted in one day increments if so desired by the employee and approved by management.

(c) Employees should be allowed to take time off when they wish, provided it does not conflict with operational requirements of the organization. Supervisors will not direct that TOAs be used at a specific time or on a specific day, whether for an individual or a group of employees.

(d) TOAs may be used alone or in combination with monetary or nonmonetary awards to recognize the same employee contribution. When an employee has received a time-off award, financial compensation in place of the time off is not authorized.

(4) Submission of Monetary Awards.

(a) Monetary award nominations for AF employees must be prepared on a DA Form 1256 and include a written justification and approved by the corresponding approval authority. The requesting office will submit special act/service awards for AF employees through AutoNOA (<https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx>). Once the action has been authorized in AutoNOA, it must be routed through the Resource Management Office (RMO) for final approval before it will be forwarded for payment. The approved DA Form 1256 and justification will be retained locally by the nominating office.

(b) Monetary award nominations for NAF employees must be prepared on a DA Form 5167, include a justification and submitted through the Directorate of Family, Morale, Welfare and Recreation (DFMWR) Financial Management Division (FMD), Director DFMWR and/or Commander (depending on corresponding approval authority), and then to Civilian Personnel Advisory Center (CPAC) NAF Human Resources Office (HRO) along with a Request for Personnel Action (RPA).

b. Performance Awards. Performance awards are monetary awards based on annual evaluations and will be processed according to AR 215-3 for NAF; AR 672-20 and AR 690-400 for AF. Appropriated fund employees who are rated at successful levels 1 or 2 in the Total

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

Army Performance Evaluation System (TAPES) will be eligible for a performance award. Nonappropriated fund employees who are rated outstanding, excellent or satisfactory on DA3612 are eligible for sustained superior performance award for any 12 month period of service. Performance awards may also be used to recognize sustained high-level performance by local national employees over a specific period not less than 12 months (AE Reg 690-672, para 6c).

(1) As required by HQ IMCOM, all performance awards and QSIs will be reviewed and approved by a performance review board. The Deputy to the Commander and Commander will approve all performance awards and QSIs within the commander's delegated approval authority. Directors and office chiefs will use the awards dispensation spreadsheet at enclosure 6 to help them track awards given throughout the year and to submit performance award and QSI requests to the command group for review and approval within 60 days following the end of each rating cycle, no later than September for local national employees and as necessary for NAF employees.

(2) After the command group approves the awards, each directorate or office will provide a copy of their approved award dispensation spreadsheet to the RMO for AF and LN employees or to the FMD for NAF employees. They will then submit their own requests for awards and QSIs in AutoNOA or as an RPA with coordinated routing through RMO or FMD. Awards are to be submitted as a dollar amount, not as a percentage.

(3) Performance based monetary awards for AF employees and NAF employees rated as outstanding may not exceed 10 percent of the employee's base pay. Performance based monetary awards for NAF employees rated as excellent may not exceed five percent of the employee's base pay. When the commander is the rating supervisor, higher review or approval of the award is not required (unless the dollar amount of the award exceeds the commander's delegated approval authority).

(4) Employees with exceptional ratings of record (level one) and who have demonstrated sustained performance at that level are eligible for a quality step increase (QSI) so long as the employee has not received one in the previous 52 weeks. QSI nominations should be reviewed to ensure the proposed recipient has not been compensated with other monetary awards for the same accomplishment or contributions and to ensure funding availability.

(5) Employees may receive a QSI or monetary awards, but not both. Criteria for QSIs and monetary awards are explained in AR 690-400.

c. Career Service Recognition. Length-of-service (LOS) awards are used to recognize all Federal civilian and military service in 5 year increments, from five to 50 years, provided that one year of total service has been served as a civilian employee. A certificate will be provided for the first five years of service. The award for every additional five years of service will include a pin and certificate. In addition to a pin and a certificate, LN employees completing 20

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

to 50 years of service are eligible for other entitlements (AE Reg 690-672, para7). For NAF employees, the last full year of service must have been as a NAF civilian employee of the Department of the Army.

(1) The USAG Stuttgart DHR will provide a list of AF employees eligible for LOS awards to directors and office chiefs. The CPAC will provide a list of LN employees and the CPAC NAF HRO will provide a list of NAF civilian employees eligible for LOS awards.

(2) For five to 35 years of service, awards will be signed by the Garrison Commander.

(3) For 40 or more years of service, the LOS award must be requested from HQ, IMCOM. Directors and office chiefs should coordinate with the DHR which will facilitate this process as required.

d. Honorary Awards. Honorary awards may be given to civilian employees at any time in their careers provided their accomplishments meet the criteria for the particular award. Supervisors should normally ensure employees have been awarded the lower level award before recommending a higher level award. For example, an employee would not normally be recommended for the Superior Civilian Service Award if the employee had not previously received the Achievement Medal for Civilian Service and the Commander's Award for Civilian Service. Except for extraordinary cases, honorary awards should be given no sooner than one year after a previous honorary award was presented to the employee. All honorary award nominations must be submitted on a DA 1256, include a written justification for the period of service to be recognized (in Word format) (enclosure 5, figures 1 through 8), and coordinated with the DHR. All U.S. honorary award nominations must be coordinated with the EEO and CPAC. Before an honorary award is presented to an LN employee, approval from the relevant embassy or local authority must be obtained. The CPAC can provide information on processing honorary awards for LN employees.

(1) Achievement Medal for Civilian Service. This award consists of a medal, lapel pin and citation certificate, DA Form 5654 (Achievement Medal of Civilian Service). It is awarded for noteworthy achievements that are of lesser degree than those recognized by the Commander's Award for Civilian Service. The Garrison Commander will approve this award. (See enclosure 5, figure 1.)

(2) Commander's Award for Civilian Service. This award consists of a medal, lapel pin and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). The Garrison Commander will approve this award. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award. (See enclosure 5 figure 2.) Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary awards may be considered for this award.

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

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

(a) Accomplished supervisory or non-supervisory duties in an outstanding 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; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or the items of expense; or items that improved safety or health of the workplace.

(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 local area.

(3) Superior Civilian Service Award.

(a) This award consists of a medal, lapel pin, and citation certificate, DA Form 5655 (Superior Civilian Service Award). The IMCOM-E Regional Director will approve this award. (See enclosure 5 figures 3 & 4.)

(b) Nominations for this award will reflect superior service and 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. Employees who have established a pattern of excellence; demonstrated courage or competence in an emergency while performing assigned duties in benefit to the Government or its personnel; and who have normally been recognized through the previous receipt of one or more awards, may be considered for this award.

(4) Meritorious Civilian Service Award. This award consists of a medal, lapel pin, 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 six 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. The Administrative Assistant to the Secretary of the Army will approve this award. (See enclosure 5 figures 5 and 6.) Eligibility will be determined by measuring contributions against the following examples of levels of achievement:

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

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

(b) 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 of the workforce.

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

(d) Exhibited unusual courage or public relations service of a unique or distinctive character.

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

(5) Decoration for Exceptional Civilian Service. For information on submission for this award, please contact the DHR.

6. AWARD SUBMISSION:

a. Award Submissions within the Garrison. Nomination packages for awards to be signed by the Garrison Commander must be provided to the DHR for review, coordination with the IAB and processing.

b. Award Submissions to IMCOM-E. Nomination packages for awards to IMCOM-E will include a justification, a proposed citation, a list of previous awards, and a memorandum from the Garrison Commander. If a submission deadline cannot be met, a "letter of lateness" must be submitted with the award nomination packet.

c. Award Submissions to IMCOM and DA. Nomination packages for awards to IMCOM and higher will include a justification, a proposed citation, the nominee's biography, a list of previous awards, and a draft memorandum for the Director, IMCOM-E, to sign. If a submission deadline cannot be met, a "letter of lateness" must be submitted with the award nomination packet.

7. RESTRICTIONS:

a. A single act or achievement will not serve as the basis for more than one monetary award or a second honorary award. However, a monetary and an honorary award may be given to employees for the same act or achievement if the criteria for each award are met and the Garrison Commander approves it. Nominations for honorary awards must follow a progressive sequence of recognition unless a lower-level award would be inappropriate.

b. Contractors are not eligible for monetary, honorary, or public service awards. Organizations may recognize contract employees by preparing a letter of commendation or by

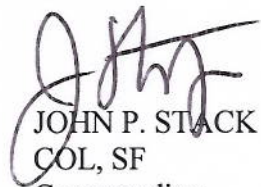
IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

sending a letter to the employing contractor through the contracting officer's representative recommending appropriate recognition.

8. POINT OF CONTACT: Questions or comments about the policy or procedures in this memorandum should be addressed to the USAG Stuttgart DHR, Ms. Sehra, DSN 431-3807 or email harminder.sehra2.ln@mail.mil.

6 Encls
1-6. as



JOHN P. STACK
COL, SF
Commanding

DISTRIBUTION:
USAG Stuttgart Directors
USAG Stuttgart Office Chiefs

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

EXPLANATION OF TERMS

The following is provided to distinguish the difference between achievement and service awards:

Meritorious achievement is defined as an act, which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, a quick accomplishment and a quality product of an important task can be a factor in determining the value of an act. There is no restriction on the number of achievement awards an individual may receive during a tour; however, recommending officials must be extremely cautious to quantify and qualify the act or accomplishment deserving the award.

Meritorious Service is defined as service distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that of the expected by virtue of rank and experience, based on accomplishments during an entire tour of duty.

ENCL 1

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

HONORARY AWARDS

AWARD	APPROVAL AUTHORITY	S-DATE
Decoration for Exceptional Civilian Service	Secretary of the Army	160 Days
Meritorious Civilian Service Award	Administrative Assistant to the Secretary of the Army	160 Days
Superior Civilian Service Award	Regional Director, IMCOM-E	90 Days
Commander's Award for Civilian Service	USAG Commander	15 Days
Achievement Medal for Civilian Service	USAG Commander	15 Days
USAG Stuttgart Certificate of Achievement	USAG Commander	10 Days

ENCL 2

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

TIME OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION	
Value to Organization	Number of Hours
Moderate: (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 moderation of operating principles or procedures.	1 to 10 *
Substantial: (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.	11 to 20
High: (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.	21 to 30
Exceptional (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.	31 to 40
Approvals: (1) Up to one day (eight hours) can be approved by immediate supervisor. (2) Up to five days (40 hours) can be approved by a Director/Office Chief.	

- LN employees can only be awarded TOA's of 8 hours or more.

ENCL 3

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

MONETARY AWARDS

AWARD	AMOUNT (U.S. & L.N.)	APPROVAL AUTHORITY*
Special Act or Service Award (AF and NAF)	More than \$10,000	HQDA (Army Incentive Awards Board)
	\$5,001 to \$10,000	DCG, IMCOM
	\$2,501 to \$5,000	Director, IMCOM-Europe
	Up to \$2,500	Garrison Commander (This authority may not be delegated)
On-the-Spot	\$50 to \$500 (NAF 12 month period limit: \$2,000)	Director
Performance Awards & Quality Step Increase	\$2,501 to \$5,000	Director, IMCOM-Europe
	Up to \$2,500	Garrison Commander

* All monetary awards have to be approved at least one level higher than the nominating official.

ENCL 4

IMSG-ZA
 SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

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 SAMPLE, TONY F.		2. ORGANIZATION (No abbreviations) USAG BADEN-WUERTEMBERG DIRECTORATE OF PUBLIC WORKS HOUSING BRANCH	
3. PRESENT POSITION TITLE, GRADE AND SALARY SAMPLE SPECIALIST, GS-1234-11		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 checked="" type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD \$	
<input 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) JUN 05 - JUL 10		<input type="checkbox"/> TIME OFF AWARD	
6. NOMINATING OFFICIAL			
a. TYPED NAME AND TITLE JAMES P. BOSS CHIEF HOUSING BRANCH	b. SIGNATURE <i>James Boss</i>	c. TELEPHONE NUMBER AREA CODE (314) 370-1234	d. DATE 01 JUL 10
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)			
<input checked="" type="radio"/> YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE <i>John Equalizer</i>	c. DATE 02 JUL 10
<input type="radio"/> NO	JOHN EQUALIZER		
<input checked="" type="radio"/> YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE <i>Mary Personnel</i>	f. DATE 03 JUL 10
<input type="radio"/> NO	MARY PERSONNEL		
8. PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND			
a. APPROVAL <input type="checkbox"/>		b. DISAPPROVAL <input type="checkbox"/>	
		c. OTHER <input type="checkbox"/>	
COMPLETE FOR MONETARY AWARDS RECOMMENDED			
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
9. PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)			
ACTION LEVEL	APPROVED (if monetary, outside award)	DIS-APPROVED	ADDITIONAL CASH AWARD
SIGNATURE, TITLE AND DATE			
9. LOCAL COMMITTEE CHAIRPERSON			
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE			<i>Juan Strong</i> I. STRONG, COL, GC
11. MAJOR COMMAND REVIEW COMMITTEE			
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE			
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD			

DA FORM 1256, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1 305S

ENCL 5, figure 1

IMSG-ZA
 SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

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 I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - ID SAMPLE, TONY F		2. ORGANIZATION (No abbreviations) USAG BADEN-WUERTEMBERG DIRECTORATE OF PUBLIC WORKS HOUSING BRANCH		
3. PRESENT POSITION, TITLE, GRADE AND SALARY SAMPLE SPECIALIST, GS-1234-11		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 checked="" 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 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 \$		
6. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) JUN 05 - JUL 10		<input type="checkbox"/> TIME OFF AWARD		
8. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE JAMES P. BOSS CHIEF HOUSING BRANCH	b. SIGNATURE <i>James Boss</i>	c. TELEPHONE NUMBER AREA CODE (314) 370-1234	d. DATE 01 JUL 10	
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)				
<input checked="" type="radio"/> YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
<input type="radio"/> NO	JOHN EQUALIZER	<i>John Equalizer</i>	02 JUL 10	
<input checked="" type="radio"/> YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
<input type="radio"/> NO	MARY PERSONNEL	<i>Mary Personnel</i>	05 JUL 10	
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. APPROVAL <input type="checkbox"/>		DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>		
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 (RES)				
ACTION LEVEL	APPROVED ¹ (circle) (check) (initial)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				<i>Juan Strong</i> L. STRONG, COL, GC
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE.

ARO PE v1 06/05

ENCL 5, figure 2

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

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 I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI SAMPLE, TONY F.		2. ORGANIZATION (No abbreviations) USAG BADEN-WUERTTENBERG DIRECTORATE OF PUBLIC WORKS HOUSING BRANCH		
3. PRESENT POSITION, TITLE, GRADE AND SALARY SAMPLE SPECIALIST, GS-1234-11		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"/>	MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	
<input checked="" type="checkbox"/>	SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	
<input type="checkbox"/>	OTHER (Specify)	<input type="checkbox"/>	QUALITY STEP INCREASE	
<input type="checkbox"/>		<input type="checkbox"/>	PERFORMANCE AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	TIME OFF AWARD	
c. PERIOD OF SERVICE TO BE RECOGNIZED: MO/YR - MO/YR JUN 05 - JUL 10				
6. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE JAMES P. BOSS CHIEF HOUSING BRANCH		b. SIGNATURE <i>James Boss</i>	c. TELEPHONE NUMBER AREA CODE (314) 370-1234	d. DATE 01 JUL 10
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CP)				
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)				
<input checked="" type="radio"/>	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE	c. DATE
NO	JOHN EQUALIZER		<i>John Equalizer</i>	02 JUL 10
<input checked="" type="radio"/>	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE	f. DATE
NO	MARY PERSONNEL		<i>Mary Personnel</i>	03 JUL 10
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
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 <input type="checkbox"/> (If authority, indicate amount)	DIS APPROVED <input type="checkbox"/>	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				<i>Juan Strong</i> I. STRONG, COL., GC
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				DIANE M. DEVENS, RD
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				
DA FORM 1256, NOV 2009		PREVIOUS EDITIONS ARE OBSOLETE		APD PE - 1005

ENCL 5, figure 3

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

IMSG-ZA

MEMORANDUM for Regional Director, IMCOM-Europe, UNIT 29353, APO AE 09014

SUBJECT: Nomination for Superior Civilian Service Award

1. I strongly recommend _____ for the Superior Civilian Service Award. He has served USAG Stuttgart and the United States Army superbly. _____ has been instrumental in the success of the USAG Stuttgart.

2. The award will be presented to him at an appropriate ceremony. His superb professionalism and performance of duty are in keeping with the highest and most cherished traditions of the US Army.

3. The point of contact is Mrs. Elia Harris, at DSN 431-2406 and email: elia.l.harris.civ@mail.mil

- 4 Encls
- 1. DA Form 1256
- 2. Justification
- 3. List of Awards
- 4. Proposed Citation

JOHN P. STACK
COL, SF
Commanding

ENCL 5, figure 4
Nomination for Superior Civilian Service Award

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

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 I - TO BE COMPLETED BY OPERATING OFFICE					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI SAMPLE, TONY F.		2. ORGANIZATION (No abbreviations) USAG BADEN-WUERTEMBERG DIRECTORATE OF PUBLIC WORKS HOUSING BRANCH			
3. PRESENT POSITION, TITLE, GRADE AND SALARY SAMPLE SPECIALIST, GS-1234-11		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 checked="" type="checkbox"/>	MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/>	PERFORMANCE AWARD \$
<input 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"/>		<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) JUN 05 - JUL 10		<input type="checkbox"/>			TIME OFF AWARD
6. NOMINATING OFFICIAL					
a. TYPED NAME AND TITLE JAMES P. BOSS CHIEF HOUSING BRANCH		b. SIGNATURE <i>James Boss</i>	c. TELEPHONE NUMBER AREA CODE (314) 370-1234	d. DATE 01 JUL 10	
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CP)					
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)					
<input checked="" type="radio"/>	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE	c. DATE	
NO	JOHN EQUALIZER		<i>John Equalizer</i>	02 JUL 10	
<input checked="" type="radio"/>	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE	f. DATE	
NO	MARY PERSONNEL		<i>Mary Personnel</i>	03 JUL 10	
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND					
8. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>					
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 (RES)					
ACTION LEVEL	APPROVED <small>if necessary, include amount</small>	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE	
9. LOCAL COMMITTEE CHAIRPERSON					
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				leave blank	
11. MAJOR COMMAND REVIEW COMMITTEE				leave blank	
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				leave blank	
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE

AFS PE v1 00F.8

ENCL 5, figure 5

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

IMSG-ZA

MEMORANDUM THRU

Regional Director, IMCOM-Europe, UNIT 29353, APO AE 09014

Commanding General, United States Army Installation Management Command, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926

FOR Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington DC 203010-0105

SUBJECT: Nomination for Meritorious Civilian Service Award

1. I strongly recommend _____ for the Meritorious Civilian Service Award. He has served USAG Stuttgart and the United States Army superbly. His contributions and dedication exceed the criteria for other awards and merit the level of the Meritorious Civilian Service Award.
2. The award will be presented to him at an appropriate ceremony. His superb professionalism and performance of duty are in keeping with the highest and most cherished traditions of the US Army.
3. The point of contact is Mrs. Elia Harris, at DSN 431-2406 and email: elia.l.harris.civ@mail.mil.

- 5 Encls
1. DA Form 1256
2. Justification
3. List of Awards
4. Biography
5. Proposed Citation

JOHN P. STACK
COL, SF
Commanding

ENCL 5, figure 6
Sample Nomination for Meritorious Civilian Service Award

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

INCENTIVE AWARD NOMINATION AND APPROVAL			
For use of this form, see AR 672-20. Use appropriate agency in Office of the Deputy Chief of Staff for Personnel			
PART I - TO BE COMPLETED BY OPERATING OFFICE			
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI SAMPLE, TONY F.		2. ORGANIZATION (No abbreviations) USAG BADEN-WUERTTEMBERG DIRECTORATE OF PUBLIC WORKS HOUSING BRANCH	
3. PRESENT POSITION, TITLE, GRADE AND SALARY SAMPLE SPECIALIST, GS-1234-11		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 checked="" type="checkbox"/>	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/>	COMMANDER'S AWARD FOR CIVILIAN SERVICE
<input 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 (Specify)	<input type="checkbox"/>	QUALITY STEP INCREASE
<input type="checkbox"/>		<input type="checkbox"/>	PERFORMANCE AWARD \$
<input type="checkbox"/>		<input type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$
<input type="checkbox"/>		<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED: MO/YR - MO/YR JUN 05 - JUL 10		TIME OFF AWARD	
6. NOMINATING OFFICIAL			
a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE (314) 370-1234	d. DATE 01 JUL 10
JAMES P. BOSS CHIEF HOUSING BRANCH		<i>James Boss</i>	
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPS-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)			
<input checked="" type="radio"/>	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
<input type="radio"/>	JOHN EQUALIZER	<i>John Equalizer</i>	02 JUL 10
<input checked="" type="radio"/>	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
<input type="radio"/>	MARY PERSONNEL	<i>Mary Personnel</i>	03 JUL 10
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND			
8. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>			
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 <input type="checkbox"/> <small>(andatory endorsement)</small>	DIS-APPROVED <input type="checkbox"/>	ADDITIONAL CASH AWARD
9. LOCAL COMMITTEE CHAIRPERSON			
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE			leave blank
11. MAJOR COMMAND REVIEW COMMITTEE			leave blank
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE			leave blank
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD			

ENCL 5, figure 7

IMSG-ZA

SUBJECT: United States Army Garrison Stuttgart Command Policy #15, Award Processing Procedures

IMSG-ZA

MEMORANDUM THRU

Regional Director, IMCOM-Europe, UNIT 29653, APO AE 09014-0200
Commanding General, United States Army Installation Management Command, 2511 Jefferson
Davis Highway, Arlington, VA 22202-3926

FOR Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington,
DC 20310-0105

SUBJECT: Nomination for Decoration for Exceptional Civilian Service Award

1. I strongly recommend _____ for the Decoration for Exceptional Civilian Service. He has served USAG Stuttgart and the United States Army superbly. His contributions and dedication exceed the criteria for other awards and merit the level of the Decoration for Exceptional Civilian Service.
2. The award will be presented to him at an appropriate ceremony. His superb professionalism and performance of duty are in keeping with the highest and most cherished traditions of the US Army.
3. The point of contact is Mrs. Elia Harris, at DSN 431-2406 and email: elia.l.harris.civ@mail.mil

- 5 Encls
1. DA Form 1256
2. Justification
3. List of Awards
4. Biography
5. Proposed Citation

JOHN P. STACK
COL, SF
Commanding

ENCL 5, figure 8
Sample Nomination for Decoration for Exceptional Civilian Service

