

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-5000

TRADOC Suppl 1 to AR 672-20

19 January 2005

**Decorations, Awards, and Honors
INCENTIVE AWARDS**

Summary. This supplement provides guidance for managing the Army Incentive Awards Program.

Applicability. This supplement applies to all TRADOC schools and centers.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Personnel, Infrastructure, and Logistics (DCSPIL). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATBO-C), 5F North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/supplndx.htm>.

AR 672-20, 29 January 1999, is supplemented as follows:

Paragraph 1-5. General practices in incentive awards. Under paragraph 1-5a, add the following subparagraphs:

“(1) The following guidance applies to awards for civilian personnel assigned to Headquarters, United States Army Training and Doctrine Command (HQ TRADOC) activities and organizations only.

(2) Specific awards and the approval authorities are as follows:

(a) *Superior Civilian Service Award and Outstanding Civilian Service Award*-- any Deputy Chief of Staff (DCS) in the rank of Major General and above or Senior Executive Service (SES) equivalent may approve.

(b) *Commander's Award for Civilian Service and Commander's Award for Public Service* - any DCS in the rank of Colonel and above or civilian equivalent GS-15 and above may approve.

(c) *Achievement Medal for Civilian Service and Certificate of Appreciation for Patriotic Civilian Service* -- any DCS in the rank of Lieutenant Colonel and above or civilian equivalent GS-14 and above may approve.”

TRADOC Suppl 1 to AR 672-20

Paragraph 2-1. Program administration. At the end of paragraph 2-1i(2), add the following: “Before forwarding an award for MACOM or higher approval, give careful consideration to holding a nomination with negative Civilian Personnel Advisory Center (CPAC) and/or equal employment opportunity (EEO) certification in abeyance at the activity. If this is not practical, approve award for which approval authority exists at the activity level.”

After subparagraph 2-1m, add the following:

“n. Organizations will allow 60 days at HQ TRADOC for processing of awards the Commanding General (CG), TRADOC approves and 90 days at HQDA for processing of awards the Secretary of the Army approves. Nominations requiring less than the specific timeframe must have a memorandum of lateness addressed to Commander, TRADOC (ATBO-C), 5F North Gate Road, Fort Monroe, VA 23651-1048, stating reason for late submission.

o. All award nominations forwarded for CG, TRADOC or TRADOC Deputy Commanding General/Chief of Staff (DCG/CofS) approval and/or endorsement must be sent electronically to the Executive Secretary, TRADOC Incentive Awards Review Board (IARB) at atbo-awards@monroe.army.mil.

p. When organizations do not possess approval authority:

(1) Subordinate activities of U.S. Army Combined Arms Support Command (CASCOM) will forward award nominations through CG, CASCOM to atbo-awards@monroe.army.mil.

(2) Futures Center and Futures Center-Forward will forward award nominations through Director, Futures Center to atbo-awards@monroe.army.mil.

(3) United States Army Recruiting Command, Cadet Command, and United States Army Training Center, Fort Jackson, will forward award nominations through CG, United States Army Accessions Command to atbo-awards@monroe.army.mil.

(4) United States Army TRADOC Analysis Center (TRAC) activities and centers will forward award nominations through Director, TRAC to atbo-awards@monroe.army.mil.

q. TRADOC DCG/CofS exercises approval/disapproval authority for the Meritorious Civilian Service Award as the designated representative of CG, TRADOC. Commanders at the rank of Lieutenant General can approve posthumously or when nominee is retiring.

r. Nominations for the Superior Civilian Service Award are forwarded to HQ TRADOC only if approval authority does not exist at the activity.

s. All nominations must include a statement that award is being presented at retirement ceremony (if applicable) of (name) and presentation date is (date); or nominee and (name of military spouse) (if applicable, are transferring and presentation is (date).”

Paragraph 2-2. Equal employment opportunity and adverse action certification.

Paragraph 2-2a: In the first sentence after “(DA) employees” add “and IARB for TRADOC employees.”

Paragraph 2-2c: Add the following at the end of the paragraph: “When the EEO Officer and CPAC Director circle “yes” in their certification, they affirm that the nominee’s records were reviewed and, respectively, there are no pending EEO complaints and no history of EEO complaints against the nominee, and there are no pending disciplinary/adverse action against the nominee and no history of disciplinary/adverse actions regarding the nominee. The EEO Officer must also indicate that the TRADOC EEO Director was contacted to determine whether any complaints involving the nominee are pending at the MACOM level. If either the EEO Officer or CPAC Director circles “no”, he or she will include an explanation in statement form with the nomination. The statement is treated as sensitive information, and coordinated with the activity labor counselor and signed by the commander/activity principal of the submitting organization.”

Paragraph 2-5. Authority to approve cash awards. After subparagraph c, add the following:

“d. Authority is redelegated to commanders in the rank of Major General and above. Nominations in excess of \$10,000 must be forwarded to the Executive Secretary, TRADOC Incentive Awards Board.”

Paragraph 2-7. Incentive awards committees.

Paragraph 2-7a: Add the following after subparagraph (2): “(3) The United States Army Training and Doctrine Command (TRADOC) established the Incentive Awards Review Board (IARB) to perform these functions.”

Paragraph 2-7c(2): After subparagraph (d), add: “(e) Review award nominations by the command IARB.”

Paragraph 2-7c(3): After “EEO” add “and adverse action.”

Paragraph 2-7c: After subparagraph (3), add:

“(4) Ensure TRADOC DCG/CofS has adequate information upon which to base decisions to strike a reasonable balance between appropriately recognizing top performers and avoiding actions which could potentially reflect adversely on the activity, TRADOC, and the Department of the Army.

(a) The IARB members review nominations with a view towards fairness, equity, and consistency considering the nominee’s awards history and the significance of accomplishments in compliance with AR 672-20. If the nomination contains a negative EEO/CPAC certification, IARB members will each vote twice: first, to ensure it meets the criteria therein; and second, to consider information related to past or pending EEO complaints or disciplinary/adverse personnel action. A member could first recommend that a nomination meets the criteria, for example, a Meritorious Civilian Service Award, and then, after considering negative EEO/CPAC information, recommend that the award be disapproved or held in abeyance. In casting the second recommendation, members are guided by AR 672-20, paragraphs 2-1i and 2-2.

TRADOC Suppl 1 to AR 672-20

(b) The IARB comments are forwarded to TRADOC Staff Judge Advocate and EEO for review.

(c) Forward nominations through DCSPIL, who serves as IARB Chairman, to the TRADOC DCG/CofS for final decision. The DCG/CofS, acting as designated representative of CG, TRADOC, considers recommendation(s) and approves or disapproves award.

(d) Executive Secretary notifies activity point of contact of disposition (award approved, disapproved, remanded, downgraded, or forwarded to the Army Incentive Awards Board)."

After paragraph 2-7c, add: "d. *TRADOC IARB*. The TRADOC IARB will—

(1) Review civilian honorary, public service, and cash awards for CG and DCG/CofS, TRADOC approval when approval does not exist with HQ TRADOC staff principals or activity directors.

(2) Review awards requiring CG, TRADOC endorsement for approval at HQDA or Department of Defense.

(3) Forward for CG or DCG/CofS, TRADOC approval those recommendations agreed on by a majority of the voting members. Nominations the IARB does not recommend for approval are returned to the organization for disposition.

(4) Recommend revisions and/or changes to existing awards policy."

Paragraph 4-4. On-the-spot Cash Award. At the end of the paragraph, add: "The OTS cash award range is \$50 to \$500."

Paragraph 8-1. Federal honorary awards. At the end of paragraph, add: "Nomination for an honorary award must be submitted within 6 months after completion of the act or period cited."

Paragraph 8-14. Armed Forces Civilian Service Medal. After subparagraph e, add: "f. Delegation is authorized to senior mission commanders in the rank of Major General and above to grant the Armed Forces Civilian Service Medal."

After paragraph 8-15, add new paragraph:

"8-16. Informal Recognition Awards (memory value and trophy value).

a. Activity officials may grant informal recognition devices. No review or processing by any incentive awards committee is required unless provided for under local procedures. Officials have the authority to procure items at nominal cost for use as appropriately inscribed honorary awards such as plaques, mugs, badges, jackets, and paperweights. The item must—

(1) Be something that the recipient could reasonably be expected to value but not something that conveys a sense of monetary value.

(2) Have a lasting trophy value.

(3) Clearly symbolize the employer-employee relationship in some fashion. Affixing a logo represents this relationship.

b. When an award is approved for an employee of another agency, the benefiting agency shall make arrangements to transfer funds to the employing agency to cover the award as defined by [section 451.104\(d\)\(1\) of Title 5, Code of Federal Regulation.](#)”

Paragraph 9-1. Awards for public service. At the end of the paragraph, add: “Public service awards are particularly appropriate for honoring and recognizing service and contributions of spouses; public officials, such as mayors and members of city councils; and college and university officials. Senior mission commanders should approve public service awards for which they have approval authority. Awards for military spouses are approved through the normal chain of command. When the nomination is for the spouse of the senior mission commander, any member of the command group may serve as the nominating official and complete Block 7 of DA Form 1256 before forwarding to the CG, TRADOC for approval. Nomination for public service recognition must be submitted within 6 months after completion of the act or period cited.”

Paragraph 9-3. Outstanding Civilian Service Award. After subparagraph b, add the following:

“c. Authority to approve is redelegated to commanders in the rank of Major General and above.”

After paragraph 10-3, add new paragraph:

“**10-4. Recognition devices.** Civilian Personnel Advisory Centers are granted authority to redelegate the ordering of decoration sets to individuals other than those in the CPAC.”

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

/signed/
JANE F. MALISZEWSKI
Colonel, GS
Chief Information Officer