

## Checklist for Civilian Personnel Request

1. DA Form 1256, Incentive Award Nomination and Approval
2. Service Computation Date Data Sheet
3. Civilian Career Brief
4. Justification
5. Letter of Lateness (if applicable)
6. DD Form 214, Certificate of Release for Discharge for Active Duty, (if applicable)
7. Employee's mailing address
8. Mailing address and Point of Contact for completed award