

Decorations, Awards, and Honors

Incentive Awards

**Headquarters
Department of the Army
Washington, DC
29 January 1999**

Unclassified

SUMMARY of CHANGE

AR 672-20

Incentive Awards

This revision consolidates several interim changes and significantly reduces the regulation by removing all procedural material. Procedures to implement policy contained in this regulation are published separately in DA Pam 672-20. Specifically, this revision--

- o Deletes instructions for the annual Incentive Awards Report (chap 1).
- o Deletes all references to the Army Suggestion Program (chap 2).
- o Deletes Presidential and Department of Defense awards.
- o Expands eligibility of NAF employees and indirect- hire foreign national employees for Honorary Awards (chap 2).
- o Clarifies Commander's responsibility for considering current or past charges and findings of discrimination (chap 2).
- o Includes information on the Time Off Award (chap 4).
- o Deletes detailed instructions on the preparation and processing of nominations (chap 8).
- o Deletes the following reports: OPM Form 1465 (Requirements Control Symbol (RCS) 1059-OPM-AN (Incentive Awards Program Annual Report) and DD Form 1609 (RCS DD-M(A)-1345) (Incentive Awards Program Annual Report).

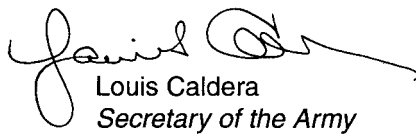
Change 1--

- o Implements the new Armed Forces Civilian Service Medal (AFCSM), the new Award for Outstanding in the Army Senior Executive Service, and the new Secretary of the Army Public Service Award, DA Form 7402.

Effective 26 February 1999

Decorations, Awards, and Honors

Incentive Awards



Louis Caldera
Secretary of the Army

History. This publication was originally printed on 1 June 1993. It was authenticated by Gordon R. Sullivan, General, United States Army, Chief of Staff, and Milton H. Hamilton, Administrative Assistant to the Secretary of the Army. Change 1 to this regulation was printed on 29 January 1999. Change 1 was authenticated by Louis Caldera, Secretary of the Army. This electronic edition publishes the original 1993 edition and incorporates Change 1.

Summary. This regulation provides policy on the use of both monetary and honorary incentive awards for civilian employees. It covers invention, superior accomplishment,

performance, honorary, and public service awards, as well as quality step increases.

Applicability. This regulation applies to all direct-hire Army civilian personnel (including U.S. Army Reserve technicians and foreign nationals) paid from appropriated funds. Where specifically referenced, this regulation also applies to nonappropriated fund employees, indirect-hire employees, and private citizens. Portions pertaining to inventions and scientific achievements also apply to all Active Army and U.S. Army Reserve personnel, including cadets at the U.S. Military Academy. This regulation does not apply to Army National Guard personnel including National Guard technicians.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These

checklists appear in the DA 11-Series Circulars.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-CPL), 300 Army Pentagon, WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to OASA (M&RA), ATTN: SAMR-CPP-MP, 200 Stovall Street, Alexandria, VA 22332-0300

Distribution. Distribution of this publication is made in accordance with the initial distribution number (IDN) 093673, intended for command levels C, D, and E for Active Army, none for Army National Guard, and C for U.S. Army Reserve for Active Army, Army National Guard, and U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

General practices in incentive awards • 1–5, page 1

Chapter 2

The Army Incentive Awards Program, page 1

Program administration • 2–1, page 1

Equal employment opportunity and adverse action certification
• 2–2, page 2

Coordination • 2–3, page 2

Eligibility for awards • 2–4, page 2

Authority to approve cash awards • 2–5, page 2

Cash award certificate • 2–6, page 2

Incentive awards committees • 2–7, page 2

Relationships with unions • 2–8, page 3

Chapter 3

Invention Awards, page 5

Concept • 3–1, page 5

Categories • 3–2, page 5

Eligibility • 3–3, page 5

Chapter 4

Superior Accomplishment Awards, page 5

Types of awards • 4–1, page 5

Special Act or Service Awards • 4–2, page 5

Nominations • 4–3, page 5

On-the-spot Cash Award • 4–4, page 5

Time Off Award • 4–5, page 5

Chapter 5

Performance Awards, page 6

Concept • 5–1, page 6

Eligibility • 5–2, page 6

*This regulation supersedes AR 672–20, 1 June 1982. It also rescinds DA Form 1256, October 1978.

Contents—Continued

Approval authority • 5–3, *page 6*
Amount of award • 5–4, *page 6*
Budgeting for awards • 5–5, *page 6*
Nominations for Performance Awards • 5–6, *page 6*
Previous award • 5–7, *page 6*

Chapter 6

Quality Step Increases, *page 6*

Description • 6–1, *page 6*
Eligibility • 6–2, *page 6*
Nominations for a QSI • 6–3, *page 7*
Approval authority • 6–4, *page 7*
Administration • 6–5, *page 7*

Chapter 7

Payment of awards, *page 7*

Monetary awards • 7–1, *page 7*
Award Payment • 7–2, *page 7*
Awards based on tangible and intangible benefits • 7–3, *page 7*
Cash awards for contributions that result in tangible monetary savings • 7–4, *page 7*
Cash awards for contributions that result in intangible benefits • 7–5, *page 7*
Cash awards for contributions that result in both tangible and intangible benefits • 7–6, *page 7*

Chapter 8

Honorary Awards, *page 10*

Federal honorary awards • 8–1, *page 10*
Decoration for Exceptional Civilian Service • 8–2, *page 10*
Meritorious Civilian Service Award • 8–3, *page 10*
Superior Civilian Service Award • 8–4, *page 10*
Commander's Award for Civilian Service • 8–5, *page 10*
Achievement Medal for Civilian Service • 8–6, *page 11*
Certificate of Appreciation for Patriotic Civilian Service • 8–7, *page 11*
Civilian Award for Humanitarian Service • 8–8, *page 11*
Certificate of Achievement • 8–9, *page 11*
Commendation Certificate • 8–10, *page 11*
Certificate of Appreciation • 8–11, *page 11*
Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition • 8–12, *page 11*
Department of the Army Promotion Certificate • 8–13, *page 11*
Armed Forces Civilian Service Medal. • 8–14, *page 12*
Award for Outstanding Service in the Army Senior Executive Service. • 8–15, *page 12*

Chapter 9

Public Service Awards, *page 12*

Awards for public service • 9–1, *page 12*
Decoration for Distinguished Civilian Service • 9–2, *page 12*
Secretary of the Army Public Service Award. • 9–2.1, *page 12*
Outstanding Civilian Service Award • 9–3, *page 13*
Commander's Award for Public Service • 9–4, *page 13*
Certificate of Appreciation for Patriotic Civilian Service • 9–5, *page 13*
Civilian Award for Humanitarian Service • 9–6, *page 13*
Certificate of Appreciation • 9–7, *page 13*

Chapter 10

Career Service Recognition for Civilian Employees, *page 13*

Concept • 10–1, *page 13*
Coverage • 10–2, *page 13*
Eligibility • 10–3, *page 13*

Appendix A. References, *page 14*

Table List

Table 2–1: Eligibility for awards authorized by AR 672–20, *page 4*
Table 7–1: Contributions with tangible benefits, *page 9*
Table 7–2: Scale of awards based on intangible benefits, *page 10*
Table 7–3: Time-Off Awards Scale for a single contribution, *page 10*
Table 8–1: Awards hierarchy and approval levels chart, *page 12*

Glossary

Index

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy governing the Army Incentive Awards Program.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Secretary of the Army (SA). The SA has overall responsibility for the Army Incentive Awards Program. The SA will submit the following information through the Office of the Secretary of Defense to the Office of Personnel Management (OPM):

(1) Individual award and individual pro rata shares of group award recommendations of over \$10,000.

(2) Recommendations for Presidential awards.

b. Deputy Chief of Staff for Personnel (DCSPER). The DCSPER will exercise staff supervision over the Army Incentive Awards Program. The functions, including those portions of the program that apply to soldiers, will be staffed and administered at all levels as a part of the Civilian Personnel Program. Proper coordination will be effected with military elements on soldier participation in the program.

c. Army Incentive Awards Board (AIAB). The AIAB established at Headquarters, Department of the Army (HQDA) will make recommendations on incentive awards nominations requiring SA approval and provide advice on matters relating to policy, regulatory criteria, and design of the more significant awards.

d. Major Army commanders. Major Army commanders will—

(1) Provide leadership, direction, and supervision over the Army Incentive Awards Program within their command, including program planning, budgeting, and evaluation.

(2) Establish supplemental recognition devices, if desired, adapted to major command requirements.

(3) Approve or recommend approval of awards as prescribed in this regulation.

(4) Provide for the planning, execution, and evaluation of the program.

e. Activity commanders. Activity commanders will—

(1) Provide leadership and direction for the Incentive Awards Program.

(2) Ensure that supervisors are provided guidance and staff assistance so that they are able to initiate appropriate, timely recognition actions for employee achievements.

(3) Ensure that program requirements established by HQDA, such as budgeting for awards, are accomplished.

(4) Establish an Incentive Awards Committee to assist in the planning, execution and evaluation of the program.

f. Civilian Personnel Officer (CPO). The CPO will—

(1) Provide positive program leadership and qualified staff to support the program.

(2) Provide training and orientation for all supervisors.

(3) Provide guidance and assistance to supervisors, managers, and incentive awards committees.

(4) Assure that records of awards are maintained so that awards programs can be evaluated; and data for reports required by Congress, OPM, or other higher authority are available.

(5) Publicize the program to all personnel.

g. Information officers. Information officers will aid in publicizing and promoting the program.

h. Supervisors. Supervisors will initiate recommendations for appropriate awards.

i. Commanders in foreign areas. These commanders will develop

and implement an incentive awards program for indirect-hire foreign national employees.

1-5. General practices in incentive awards

a. Approval authority. Authority to approve honorary awards includes those individuals occupying positions of approval authority regardless of their current grade unless a minimum grade is specified.

b. Confidentiality of nominations. Employees should never be informed that they are under consideration for or have been nominated for any award. Such action may create serious morale problems, if the award is not approved.

c. Sequence of recognition. Awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving employees should receive timely recognition by their employing activity or MACOM, using the full range of available civilian awards. Such action will lay the foundation for higher recognition.

d. Laurel leaf cluster. A bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian honors and achievement, is available for attachment to the ribbon of honorary awards, signifying second, third, and fourth awards, respectively. Medals will be presented with the proper cluster centered on the suspension ribbon, the leaves pointed upward.

Chapter 2 The Army Incentive Awards Program

2-1. Program administration

a. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. The program has as its capstone a parallel hierarchy of five military and five civilian medals. Monetary awards are also authorized to recognize the scientific achievements and inventions of military personnel. Specific information on awards for military personnel is found in AR 600-8-22, Military Awards. Whenever possible, the service, accomplishments, and performance of military and civilian members will be recognized at combined awards ceremonies. Procedural and explanatory information on Army incentive awards is found in DA Pam 672-20.

b. The Army Incentive Awards Program will be administered by HQDA, commanders, managers, and supervisors on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. Commanders, managers, and supervisors will make special efforts to ensure that minorities, women, and other under-represented groups are included among those given fair consideration for monetary or honorary awards.

c. All levels of command will endorse and support the Army Incentive Awards Program to help ensure the following:

(1) Appropriate, effective, and consistent use of the various types of awards.

(2) Active interest and participation by all Army personnel.

(3) Full consideration of eligible Army employees for awards sponsored by external organizations.

(4) Exchange of information among major Army commands, military departments, and other Federal agencies.

d. Both an honorary and a monetary award may be granted to civilian and military personnel for the same act or achievement if the criteria for each award are met. The same act or achievement, however, cannot form the basis for more than one type of monetary or DA honorary award.

e. Both an honorary and a monetary award may be granted to civilian employees and soldiers for the same scientific achievement if the criteria for each award are met.

f. Awards (except for inventions) are not mandatory but may be initiated by management when applicable criteria are met.

g. Management actions in connection with this regulation may be subject to negotiated grievance procedures. (Each installation should review its labor agreement(s) for applicability.)

h. Monetary and honorary awards for performance or achievement will not be made to an individual who has been actively and substantially involved in unlawful discrimination based on race, color, religion, sex, age, national origin, marital status, or handicap.

i. No discretionary monetary or honorary award for performance or achievement will be made to an individual who—

(1) Is either under investigation, or upon whom disciplinary or adverse action based on performance or conduct is pending.

(2) Was the subject of a disciplinary action within the preceding 120 days. (Note: The commander may give the award if he or she finds that the basis for the award is unrelated to the investigation, pending action, or discipline and the award would not reflect unfavorably on the Army.)

j. Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

k. On some occasions, a manager outside an employee's chain of command may wish to nominate the employee for an award. On those occasions, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. Examples of such occasions are the following: when an employee has been assigned to a longterm detail outside his or her organization, when an employee has completed a special project or has given extraordinary service benefiting a serviced organization, or when an employee is being recognized for an act of bravery or heroism. When the immediate supervisor disagrees, the nomination may not be submitted since the immediate supervisor is responsible for the employee's overall performance.

l. High level honorary awards to foreign nationals must be coordinated with the nearest American Embassy or U.S. Consular Office in the area to ensure that the award is compatible with the interests of the United States. Such coordination will be made a matter of record.

m. Nominations will be submitted on DA Form 1256 (Incentive Award Nomination and Approval). When an award is approved the DA Form 1256 will be filed in the employee's Official Personnel File (OPF). Additionally, DA Form 1256 may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. All required signatures must appear on the electronically generated form. The form number of the electronically generated form will be shown as DA Form 1256-E and the date will be the same as the date of the current edition of the printed form.

2-2. Equal employment opportunity and adverse action certification

a. All award nominations reviewed by the AIAB for Department of the Army (DA) employees, except those for public service awards (see chap 10), must include equal employment opportunity (EEO) and adverse action certification for civilians and equal opportunity (EO) certification for military. In no event will an award be approved for a period of time in which the nominee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct.

b. For MACOM and local award programs, the command EEO officer will furnish information based on review of pending and past EEO complaints and the CPO for adverse actions.

c. The nominating commander or his designee will sign a statement (or use the block on DA Form 1256) affirming that the nominee's records have been reviewed and that there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

d. If there is a past adverse finding as a result of an EEO complaint, or a past adverse action based on conduct or performance, the commander may nevertheless, evaluate the underlying facts and

certify that the nomination is not inconsistent with attainment of EEO and affirmative action goals, and will not reflect adversely on the Department of the Army.

e. A decision not to initiate an award or not to forward a nomination based on an EEO complaint, implicating the individual in discrimination or past adverse action(s) based on performance or conduct, will be made on an independent evaluation of the facts underlying the complaint.

2-3. Coordination

Incentive awards activities will be coordinated to the fullest extent practicable with—

- a. Army Ideas for Excellence Program.
- b. Presidential quality management improvement programs.
- c. The Army Productivity Improvement Program.
- d. Industrial health and safety programs.
- e. Value engineering and energy conservation programs.
- f. Environmental quality programs.
- g. Other productivity and manpower utilization efforts.

2-4. Eligibility for awards

a. As shown in table 2-1, all direct-hire U.S. citizen and foreign national employees paid from appropriated funds are eligible for awards.

b. Nonappropriated fund (NAF) employees of Army activities are eligible for the honorary awards prescribed by this regulation. Regulations concerning cash awards for NAF employees are found in AR 215-3.

c. Former civilian employees or soldiers, or the estates of deceased employees or soldiers, are eligible to receive awards for contributions made by such persons while employed by or on active duty with the Army.

d. Cash awards are not payable under this program to appropriated fund employees for benefits accruing to nonappropriated fund activities.

e. Foreign nationals employed under indirect-hire labor agreements with foreign governments are eligible for nonmonetary awards authorized by this regulation.

f. Federal employees outside Army who submit inventions or perform special acts or service which benefit the Army are eligible for awards authorized by this regulation. Service members outside Army who submit inventions or scientific achievements are eligible for cash awards.

g. Noncareer Government officials and non-Government personnel are eligible for public service awards.

h. An individual who receives an award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.

2-5. Authority to approve cash awards

a. Major commanders may approve cash awards to individuals or individual pro rata shares of group awards up to \$10,000, inclusive of awards approved by activity commanders. Nominations for cash awards in excess of \$10,000 must be forwarded to the Executive Secretary, AIAB, for review.

b. Major commanders may redelegate to subordinate commands or activities the authority to approve cash awards in any amount up to \$10,000.

c. Commanders should delegate approval authority to the lowest practicable level to expedite processing. Unless otherwise noted or the dollar amount of the award exceeds the commanders's delegated authority, the approving official must be at a level higher than the individual who recommended the award.

2-6. Cash award certificate

DA Form 2443 (Commendation Certificate) may be given with cash awards.

2-7. Incentive awards committees

a. *Establishment and organization.*

(1) One incentive awards committee will normally be established

at each installation that has an operating Civilian Personnel Office. This committee will provide assistance to all activities serviced by the Civilian Personnel Office regardless of command jurisdiction.

(2) More than one awards committee may be established when circumstances warrant; for example, a large tenant activity with high volume of awards.

b. Membership. Committees should include key persons from the major elements of the activity who have knowledge of the activity and its mission, and who are objective, demonstrate good judgment, and enjoy the confidence of the workforce at large.

c. Functions. The incentive awards committee will—

(1) Consider and present recommendations to the commander concerning the following:

(a) Nominations for cash and honorary awards that exceed local approval authority.

(b) Nominations that are competitive and involve the evaluation of accomplishments of several individuals or groups.

(c) Difficult, complex, or controversial cases.

(2) Assist the commander to—

(a) Plan the incentive awards program activities.

(b) Determine aspects of the program to be given special emphasis.

(c) Implement new program features.

(d) Improve local administration.

(3) Evaluate the effectiveness of the program, including adherence to EEO aspects.

2-8. Relationships with unions

Union support of the Army Incentive Awards Program is encouraged. Therefore, commanders and management officials will confer, consult, and negotiate with unions holding exclusive recognition, as appropriate, on the implementation and operations of the incentive awards program. Labor agreements negotiated subsequent to the publication of this regulation must be consistent with its provisions.

Table 2-1
Eligibility for awards authorized by AR 672-20

	Performance awards	Quality step increase	Special act or service awards	Scientific achievement	On-the-spot cash/time-off awards	Invention awards	Honorary awards	Public service awards	Nonfederal awards	Career service recognition
U.S. citizen appropriated fund empl (non SES)	Yes	Yes ¹	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
SES employees	No ²	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Nonappropriated fund employees ³	No	No	No	No	No	No	Yes	No	No	No
Soldiers	No	No	No	Yes	No	Yes	No	No	Yes ⁴	No
Direct hire foreign national employees	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Indirect hire foreign employees ⁵	No	No	No	No	No	No	Yes	No	Yes	Yes
Noncareer Army officials/presidential appointees	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Employees of other agencies	No	No	Yes	Yes	No	Yes	No	Yes	No	No
Former or estates of former appropriated fund employees	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No
Former or estates of former soldiers	No	No	No	Yes	No	Yes	No	No	No	No
Private citizens	No	No	No	No	No	No	No	Yes	No	No

Notes:

1. GS employees only.
2. Eligible for Bonuses & Ranks authorized by AR 690-900, Chapter 920.
3. Authorized similar awards by AR 215-3.
4. Authorized to receive selected awards sponsored by private organizations.
5. Authorized to receive similar awards by local regulations.

Chapter 3 Invention Awards

3-1. Concept

Invention awards are cash awards granted to Government employees and soldiers in recognition of their inventions which result in the filing of a patent application, a request for publication of a statutory invention registration (SIR), the grant of a United States patent, publication of a SIR, or the licensing of a patent application or patent.

3-2. Categories

Invention awards consist of Initial Awards of \$200 upon filing of a patent application or requesting publication of a SIR; Final Awards of \$500 (\$250 per eligible co-inventor if more than one eligible inventor); and Additional Awards based upon the invention's actual value.

3-3. Eligibility

Procedures for determining eligibility, considering an inventor for any award covered by this chapter, and processing award recommendations are the responsibility of the Intellectual Property Counsel of the Army, Intellectual Property Division, Office of the Judge Advocate General. These procedures are published in AR 27-60, or as otherwise directed by the Intellectual Property Counsel of the Army.

Chapter 4 Superior Accomplishment Awards

4-1. Types of awards

Awards covered in this chapter include Special Act or Service Awards (SASA), On-the-Spot Cash Awards (OTS) and Time Off Awards (TOA).

4-2. Special Act or Service Awards

a. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. All appropriated fund employees are eligible for this award.

(1) The act, service, or achievement must result in either tangible or intangible benefits or both to the Government and may involve more than one employee.

(2) The Special Act or Service Award is particularly appropriate to recognize the following short-term accomplishments:

- (a) In a regularly assigned position.
- (b) During a detail.
- (c) At the conclusion of a successful special project.
- (d) When performance or honorary awards are not appropriate.

(3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the provisions of AR 5-17.

(4) When an award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

(5) This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

(6) The act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.

b. Provisions of this chapter pertaining to scientific achievements apply to soldiers as well as civilian employees.

c. A special act or service award is awarded to soldiers or civilians for scientific achievement such as the following:

(1) An act, deed, or accomplishment that established a scientific or technological basis for later technical improvements of military or national significance.

(2) A scientific or technological accomplishment of such quality

and effectiveness as to have materially advanced the research and development achievements of an activity, group, or project.

(3) A significant scientific or technological achievement that contributes materially to the welfare of the armed services and the nation.

(4) An article accepted for publication in a scientific publication.

(5) A technical paper presented to a professional society that constitutes a substantial contribution to scientific knowledge.

d. These awards may be given for acts or achievements that result in benefits to the Army.

e. Cash awards range from \$25 to \$25,000, depending on the achievement being recognized. (An additional award exceeding \$25,000 may be approved at the discretion of the President.) Except for the OTS and TOA of one day or less, all Special Act or Service Award amounts will be determined using the cash award criteria for tangible or intangible benefits listed in chapter 7. Awards over \$10,000 must be reviewed by the AIAB.

4-3. Nominations

a. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Final action should be taken within 30 calendar days thereafter, unless nominations must be forwarded to higher headquarters.

b. DA Form 1256 will be used to process these awards, including the OTS and the TOA. In addition to completion of Part 1 of the form, the following documentation is required:

(1) Short description of the employee's achievement.

(2) Indication of the category of award.

(3) The dollar amount or number of hours of the award.

(4) The value of benefits when the TOA exceeds one day. This value of benefits will be determined using payment of awards information in chapter 7.

(5) The signatures of the nominating and approving officials.

c. These awards will be processed as expeditiously as possible.

4-4. On-the-spot Cash Award

The OTS cash award is a small Special Act or Service Award (\$25 to \$250) which may be given by a supervisor for day to day accomplishments of subordinate employees. Processing of the OTS awards will be accomplished as expeditiously as possible.

4-5. Time Off Award

a. Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or non-monetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.

b. The TOA may be granted in amounts up to 40 hours for a single contribution. Awards up to one day may be approved by the immediate supervisor. Awards over one day must be approved at a higher level. The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

c. TOA will be given in increments of no less than one hour.

d. The DA Form 1256 will be used to process the TOA. In addition to completion of Part 1 of the form, the following documentation is required for all TOA awards:

(1) Short description of the employee's achievement and resulting benefits.

(2) Indication that the award is a TOA.

(3) The length of time off.

(4) The signature of the nominating and/or approving official.

(5) The amount of time off must be documented. An SF 50 will

be prepared at the time of the award and retained in the employee's OPF.

e. In addition, for awards of more than one day off, the criteria in chapter 7 will be used to determine the amount of time off.

f. Processing of the TOA will be accomplished as expeditiously as possible.

g. In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

h. Local implementing guidelines/procedures may be developed.

Chapter 5 Performance Awards

5-1. Concept

A Performance Award is a monetary award given in recognition of high-level performance for a specific period. This award is used to recognize all appropriated fund employees, except Senior Executive Service (SES) employees.

5-2. Eligibility

a. Employees with Exceptional or Highly Successful ratings of record for the most recent rating period may receive this award.

b. Employees who exceed the minimum requirements for a Fully Successful rating of record for the most recent rating period, with at least one critical element exceeded, may receive Performance awards.

c. Employees will not be nominated automatically for a Performance award based on their rating. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardees and their peers. The nomination should be submitted within 30 days of approval of the rating of record.

d. To be eligible for this award, Performance Management and Recognition System (PMRS) employees must be in a General Merit (GM) position on the last day of the rating period for which performance pay decisions are being made.

e. Commanders will determine whether a GM employee who cannot be given a rating of record for the current performance rating year will be given a Performance Award based on an extended rating.

f. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or approving Performance Awards for individual employees.

5-3. Approval authority

The approving official should be at least one level above the level of the nominating official and should be the official responsible for the awards budget of the unit. 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).

5-4. Amount of award

a. Performance awards will be computed as a percentage of pay with a maximum award of 10 percent of the employee's base pay.

b. Unusually exceptional employees may receive awards up to 20 percent if approved by the major commander. Unusually exceptional performance surpasses the normal requirements for the Exceptional rating and should be fully documented. For example, an unusually exceptional employee's contribution to mission accomplishment or organizational effectiveness would be easily identified, documentable, and clearly superior to others rated Exceptional.

c. Generally, within the same organizational element, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lesser ratings.

5-5. Budgeting for awards

a. Commanders are responsible for ensuring that funds are budgeted and paid out for GM employee Performance Awards. The funding will fall within the range of 1.15 percent to 1.50 percent of the aggregate base payroll of GM employees.

b. At the beginning of each fiscal year an estimate of the GM Performance Awards budget will be prepared. The estimate will be based on GM pay and consider the following factors:

(1) The number of GM employees during the previous year.

(2) The aggregate rates of basic pay for these employees.

(3) Significant changes in the number of these employees expected in the current fiscal year due to attrition, reorganization, expansion, or reduction in force.

(4) The distribution of performance ratings in the organization.

(5) The amount of general increases and merit increases that will be paid to GM employees in the current fiscal year.

c. Adequate funds must be budgeted for Performance Awards for non-GM employees. It is recommended that the annual range set by OPM for GM employees (1.15 percent to 1.5 percent of the aggregate base payroll) be budgeted for awards to non-GM employees.

5-6. Nominations for Performance Awards

a. Documentation will consist of an Exceptional, Highly Successful, or Fully Successful rating of record for the most recent rating period (including an extended GM rating of record) which shows how the nominee exceeded the job elements.

b. Nominations should be submitted within 30 calendar days from the approval date of the rating of record. Final action should be completed within 30 days thereafter.

c. Nominations will not be approved when—

(1) Prompted solely by the impending departure of a supervisor or an employee.

(2) Prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade.

(3) An employee has received a previous Performance Award based in whole or in part on the performance currently being recommended for recognition (except when a GM rating of record is extended, see para 5-2e above).

5-7. Previous award

Receipt of one or more awards for a suggestion, invention, scientific achievement, or a special act or service during a period of high-level performance does not prevent the receipt of a Performance Award unless the nomination for the Performance Award is based on the same accomplishment(s) for which the previous award(s) was granted.

Chapter 6 Quality Step Increases

6-1. Description

A Quality Step Increase (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees.

6-2. Eligibility

a. GS employees with Exceptional ratings of record for the current rating period are eligible to receive the QSI.

b. An employee may not receive more than one QSI in any 52-week period.

c. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition.

6-3. Nominations for a QSI

- a. Justification for the QSI will consist of an Exceptional rating of record for the current rating period.
- b. The nomination will be submitted within 30 days of approval of the rating of record.

6-4. Approval authority

- a. Commanders should delegate approval authority to a level at which comparable authority lies for significant personnel management actions and effective control can be exercised.
- b. The approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review or approval of the award is not required.

6-5. Administration

- a. The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting-period schedule prescribed by section 5335(a), title 5, United States Code (10 USC 5335(a)).
- b. Activities will, on an annual basis, publicize the number of QSIs given during the year by serviced organizations and grade level.

Chapter 7 Payment of awards

7-1. Monetary awards

The Department of the Army (DA) considers approved monetary awards to be valid obligations of the Government that must be paid, subject only to availability of funds and meeting legal and regulatory requirements. Awards should be paid for performance (chap 5) and for contributions that result in tangible or intangible benefits, or a combination of both.

7-2. Award Payment

- a. Request and approval of award payment for civilian employees will be processed and made under the provisions of AR 37-105

using DA Form 1256. Payment for soldiers will be made in accordance with AR 37-1 using SF 1034 (Public Voucher for Purchases and Services Other Than Personal).

- b. The Internal Revenue Code 54, section 74, dated 1954, states that a monetary award will be treated as additional compensation; therefore, tax will be withheld from all award payments.

- c. The Department of the Army may pay monetary awards to eligible personnel of another department or agency if their contributions benefit the Army.

- d. The losing organization must pay the award if that organization approved the annual rating, or special Act award. Funds will be transferred to the gaining organization.

7-3. Awards based on tangible and intangible benefits

Award amounts will be determined using guidelines in tables 7-1 and 7-2. See table 7-3 for the time off award payment scale for a single contribution.

7-4. Cash awards for contributions that result in tangible monetary savings

All awards over \$5,000 which are based in whole or in part on tangible benefits will be audited by an appropriate independent auditor. Cash awards are not granted for contributions with less than \$250 in benefits. In such cases, a letter of appreciation or commendation or locally devised certificate may be used.

7-5. Cash awards for contributions that result in intangible benefits

- a. Awards in this category are recommended on the basis of judgment rather than precise facts and provable calculations. Award recommendations will be reviewed for merit, and approval of awards and amounts will be as fair and consistent as possible.

- b. If a contribution with intangible benefits in a moderate-limited category does not compare favorably with one involving tangible benefits of at least \$250, no cash award is in order. In such cases, a letter or memorandum of appreciation or commendation or a locally devised certificate may be used.

7-6. Cash awards for contributions that result in both tangible and intangible benefits

A contribution may result in both tangible and intangible benefits. If so, the intangible benefits need only be recognized to the extent that the contribution is not adequately recognized based on the tangible benefits realized.

Table 7-1
Contributions with tangible benefits

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000	10 percent of benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000
*\$100,001 or more	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200	* Awards over \$10,000 require the approval of the Office of Personnel Management.	
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200	** Maximum award authorized by the Office of Personnel Manage- ment. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.	
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

Table 7-2
Scale of awards based on intangible benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (COMPARE w/\$250-1000 TANGIBLE BENEFITS)	\$100-250 (COMPARE w/\$1,000-2,500 TANGIBLE BENEFITS)	\$250-500	\$500-1,000
SUBSTANTIAL VALUE Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (COMPARE w/\$250-1,000 TANGIBLE BENEFITS)	\$250-500 (COMPARE w/\$2,500-5,000 TANGIBLE BENEFITS)	\$500-1,000 (COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500
HIGH VALUE Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500 (COMPARE w/\$10,000-60,000 TANGIBLE BENEFITS)	\$2,500-5,000 (COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)
EXCEPTIONAL VALUE Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)	\$5,000-10,000 (COMPARE w/\$360,000-1,360,000 TANGIBLE BENEFITS)

Table 7-3
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 modification 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

Chapter 8 Honorary Awards

8-1. Federal honorary awards

This chapter covers civilian honorary awards authorized by DA. The awards in paragraphs 8-2 through 8-6 are listed in hierarchical order from the highest to the lowest. A chart which compares top civilian and military awards by approval level is shown in table 8-1.

8-2. Decoration for Exceptional Civilian Service

a. This award, granted by the SA, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.

b. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

c. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

d. When the Decoration for Exceptional Civilian Service is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to the Executive Secretary, AIAB, in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

8-3. Meritorious Civilian Service Award

a. This award, granted by the SA or a major commander, consists of a medal, lapel button, 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 6 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.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) 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.

(2) 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.

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

(4) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

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

8-4. Superior Civilian Service Award

a. This award consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award). It is granted by any commander (major general and above) or civilian equivalent.

b. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. The nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$500 will accompany the medal. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

8-5. Commander's Award for Civilian Service

a. This award consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). Any commander (colonel and above) or civilian equivalent may approve this award. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award.

b. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

c. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(2) 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 other items of expense; or items that improved safety or health of the workforce.

(3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(4) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

(5) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

8-6. Achievement Medal for Civilian Service

a. This award consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service). It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.

b. Any commander (lieutenant colonel and above) or civilian equivalent may approve this award.

c. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

8-7. Certificate of Appreciation for Patriotic Civilian Service

a. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service).

b. This award is granted to individual employees or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. This award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation.

c. This award is granted to individuals and groups by the SA or by any commander (Lieutenant Colonel and above) for services provided to Army elements under his or her jurisdiction.

8-8. Civilian Award for Humanitarian Service

This award consists of a medal, lapel button, and certificate, DA Form 5652 (Civilian Award for Humanitarian Service). Any commander at the MACOM level or higher may approve this award. This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving MACOM or DA-wide recognition should be submitted to the MACOM commander or SA for approval.

8-9. Certificate of Achievement

a. The DA Form 2442 (Certificate of Achievement) may be granted by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time, space, or materials.

(2) Significantly improved employee morale and job performance.

(3) Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

8-10. Commendation Certificate

This DA Form 2443 is usually given on the occasion of a cash award such as a special act or service award (para 4-1), a performance award (para 5-1), or a quality step increase (para 6-1). The use of this certificate is optional.

8-11. Certificate of Appreciation

DA Form 7013 (Certificate of Appreciation) is used to recognize accomplishments of employees when a monetary or higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals. The certificate may be overprinted for particular groups or events at the discretion of the commander.

8-12. Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition

a. This award consists of a silver medallion, lapel button, and citation certificate, DA Form 7129 (Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition), signed by the SA. (The medallion will accompany the certificate only when the award is presented as an individual award.)

b. This award is given for outstanding individual or team contributions by soldiers or civilian employees for the timely, efficient, and economical acquisition of quality supplies and services. The award recognizes high-level achievement in project, materiel, and special management activities, procurement, and production efforts, and management of research and development.

c. All direct-hire DA employees and soldiers on active duty are eligible for consideration. A maximum of 10 awards may be presented yearly.

d. To be eligible for the award, an individual or team of no more than five persons must have—

(1) Been assigned for duty in a staff or operating function in support of the materiel acquisition process for at least 1 year before the expiration of the period of service to be recognized.

(2) Made a significant contribution to the improvement of the materiel acquisition process.

e. Improvement to the materiel acquisition process may be measured in part by the following:

(1) The complexity of the problem involved and the degree of initiative and originality displayed in solving it.

(2) The relative significance of the accomplishment in light of the overall activity mission.

(3) The possibility of direct application or adoption of the contribution by other activities.

(4) The improvement in program management.

f. Nominations must be submitted through command channels to the Executive Secretary, AIAB before 30 November each year. There is no limit on the number of nominations that may be submitted. When more than one nomination is submitted by a MACOM, the nominations will be ranked in order of the significance of accomplishments.

8-13. Department of the Army Promotion Certificate

a. DA Form 4592 (Department of the Army Promotion Certificate) may be awarded to employees upon promotion.

b. DA appropriated and nonappropriated fund civilian employees, including direct- and indirect-hire local national employees, are eligible to receive this certificate. To be eligible, the nominee must be employed by DA immediately preceding the permanent promotion action, or after military service, be reemployed by DA at a higher grade than that held previously. Changes between pay systems that result in pay increases and are properly processed as promotions are included (except for those changes required by reduction in force actions).

Table 8–1
Awards hierarchy and approval levels chart

Civilian award	Approval level	Military award	Approval level
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM commanders	Legion of Merit	Commanders LTG and above depending upon purpose of award and rank of recipient ¹
Superior Civilian Service Award	Commanders MG and above and civilian equivalent	Meritorious Service Medal	Commanders MG and above
Commander's Award for Civilian Service	Commanders COL and above and civilian equivalent	Army Commendation Medal	Commanders COL and above
Achievement Medal for Civilian Service	Commanders LTC and above and civilian equivalent	Army Achievement Medal	Commanders LTC and above
Certificate of Achievement	Local commanders—may be redelegated to directors	Certificate of Achievement	Local commanders

Notes:

¹ Also Major Generals who are MACOM Commanders

8–14. Armed Forces Civilian Service Medal.

a. The Armed Forces Civilian Service Medal (AFCSM) is established to recognize the contributions and accomplishments of the Department of Defense civilian workforce in directly supporting the military forces, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature. The AFCSM symbolizes the importance the Department of Defense attaches to civilian service and recognizes the value of civilian service in helping to accomplish our Nation's objectives. This award honors those employees who support designated operations under the same or similar conditions as our military members, thereby strengthening the unique partnership between our uniformed members and the civilian workforce.

b. In order to qualify for the medal, civilians must have been involved in direct support of the Armed Forces and must meet other specific criteria pertaining to the duration of the support in a specifically designated military operation beginning on or after 1 June 1992. To date, the designated operations are Provide Promise, Joint Endeavor, Able Sentry, Deny Flight, Maritime Monitor, and Sharp Guard.

c. As a general rule, when the Chairman of the Joint Chiefs of Staff has approved issuance of the AFSM for military participation in humanitarian or peacekeeping operations, the AFCSM may be awarded for the same operation. The award is approved for issuance to eligible civilian employees as defined in Section 2105 of Title 5, United States Code, who would be eligible for awards under DOD 1400.25-M, including non-appropriated fund employees. In most cases, that would mean employees who are eligible for other Army honorary awards may also receive the AFCSM. They must be engaged in direct support of the military for 30 consecutive days in the area of eligibility or for the full period when an operation is of less than 30 days in a military operation awarded the AFSM. Alternatively, the employee would qualify for the medal by providing direct support for 60 non-consecutive days in an AFSM operation provided this support involves the employee entering the areas of eligibility. The areas of eligibility are the same as designated for approved AFSM military operations, specifically:

- (1) The foreign territory on which military troops have actually landed or are present and specifically deployed for the operation;
- (2) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation; and
- (3) The air space above and adjacent to the area in which an operation is being conducted.

d. The AFCSM is a 'theater' award. Any eligible civilian employee who has been in the theater of operations and meets the other qualifying criteria is eligible for the award. Although the beginning date for the award has been established, the ending date has not yet been determined. No more than one AFCSM medal may be awarded to any one civilian employee. Participation in subsequent eligible

operations may be acknowledged with a certificate and/or a 3/16 Bronze Service Star. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, that is, outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

e. Major Army Commanders and Principal HQDA Staff Agency Heads are authorized to grant the medal. This authority may be redelegated.

8–15. Award for Outstanding Service in the Army Senior Executive Service.

The Award for Outstanding Service in the Army Senior Executive Service consists of the Army SES flag, lapel pin replica of the Army SES flag, and an official commendation (DA Form 2443) for outstanding Army SES service. This award is given upon retirement to those individuals who have served in an outstanding manner for 3 years or more as Army SES members. If an additional honorary award nomination is submitted for the retiring Army SES member, both awards will be submitted together.

Chapter 9 Public Service Awards

9–1. Awards for public service

This chapter contains the awards for public service authorized by DA. Public service awards granted by the President and DOD are covered in DA Pam 672-20.

9–2. Decoration for Distinguished Civilian Service

This award consists of a gold medal, lapel button, and citation certificate, DA Form 7016 (Decoration for Distinguished Civilian Service). The SA awards this decoration to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions to include—

- a. Civilians not employed by the Army or Army contractors.
- b. Federal Government officials at the policy development level.
- c. Technical personnel who serve the Army in an advisory capacity or as consultants.

9–2.1. Secretary of the Army Public Service Award.

The Secretary of the Army Public Service Award consists of a silver medal, lapel button, and citation certificate, DA Form 7402 (Secretary of the Army Public Service Award). The Secretary of the Army awards this decoration to private citizens. Army civilian employees (who are eligible for Army honorary awards in accordance with chapter 8 of this regulation), military personnel, and Army contractors are ineligible. This award is appropriate for spouses of military

members provided they meet the criteria. Nominations for this award will be forwarded to the Army Incentive Awards Board through command channels. Nominated individuals must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by a Major Army Commander.

9-3. Outstanding Civilian Service Award

a. This award consists of a bronze medal, lapel button, and citation certificate, DA Form 7017 (Outstanding Civilian Service Award). The SA or a major commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM concerned to include—

- (1) Civilians not employed by the Army or Army contractors.
- (2) Federal Government officials at the policy development level.
- (3) Technical personnel who serve the Army in an advisory capacity or as consultants.

b. MACOM commanders may redelegate approval authority for this award to any commander in the rank of Major General or above.

9-4. Commander's Award for Public Service

a. This award consists of a bronze medal, lapel button, and certificate, DA Form 5231 (Commander's Award for Public Service). It ranks directly below the Outstanding Civilian Service Award and may be approved by any of the following individuals:

- (1) Any commander, (colonel and above).
 - (2) Commanders exercising courts-martial authority.
 - (3) Principal officials of HQDA staff agencies.
 - (4) Officials of general officer or SES rank.
- b. This medal may be awarded to—
- (1) Civilians not employed by the Army or Army contractors.
 - (2) Federal Government officials at the policy development level.
 - (3) Technical personnel who serve the Army in an advisory capacity or as consultants.

c. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

9-5. Certificate of Appreciation for Patriotic Civilian Service

a. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service). The lapel button will accompany the certificate only when the award is presented as an individual award.

b. This certificate may be awarded to civilians not employed by the Army or Army contractors, or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasimilitary units.

c. Any commander (lieutenant colonel and above) may approve this award.

9-6. Civilian Award for Humanitarian Service

This award consists of a medal, lapel button, and certificate, DA Form 5652. Any commander at the MACOM level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving DA-wide recognition should be submitted to the SA for approval.

9-7. Certificate of Appreciation

DA Form 7013 is used to recognize accomplishments of private citizens when a higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized individuals as honorary recognition for civilians not employed by

the Army or Army contractors. The certificate may be overprinted for particular groups or events at the discretion of the commander.

Chapter 10

Career Service Recognition for Civilian Employees

10-1. Concept

a. Career service emblems and Office of Personnel Management (OPM) certificates will be awarded to civilian employees in recognition of career Federal service.

b. Length of service certificates are used to recognize all Federal civilian and military service in 5-year increments provided that one year of total service has been served as a civilian employee.

c. Certificates for 5 to 50 years of service are the following forms:

- (1) OPM Form WPS 101 (Certificate for 5 years of service).
- (2) OPM Form WPS 102 (Certificate for 10 years of service).
- (3) OPM Form WPS 103 (Certificate for 15 years of service).
- (4) OPM Form WPS 104 (Certificate for 20 years of service).
- (5) OPM Form WPS 105 (Certificate for 25 years of service).
- (6) OPM Form WPS 106 (Certificate for 30 years of service).
- (7) OPM Form WPS 107 (Certificate for 35 years of service).
- (8) OPM Form WPS 108 (Certificate for 40 years of service).
- (9) OPM Form WPS 109 (Certificate for 45 years of service).
- (10) OPM Form WPS 110 (Certificate for 50 years of service).

10-2. Coverage

a. Civilian employees who are U.S. citizens and complete 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of satisfactory service will be awarded career service emblems and certificates.

b. Civilian employees who are U.S. citizens and complete 5 years of satisfactory service will be awarded a career service certificate.

c. Foreign nationals who are employed overseas will be awarded one of the following:

- (1) The same emblems and certificates as prescribed for employees who are U.S. citizens.
- (2) Emblems and certificates of similar but distinctive design which are appropriate.

10-3. Eligibility

All Federal civilian and military service will apply toward eligibility for a career service emblem as long as the employee has served 1 year as an Army civilian employee.

Appendix A References

Section I Required Publications

DA Pamphlet 672–20

Section II Related Publications

AR 25–30

The Army Integrated Publishing and Printing Program

AR 37–1

Army Accounting and Fund Control

AR 37–105

Finance and Accounting for Installations: Civilian Pay Procedures

AR 215–3

Nonappropriated Funds Personnel Policies and Practices

AR 600–8–22

Military Awards

AR 690–400

Chapter 430, Employee Performance and Utilization

AR 690–500

Chapter 540, Performance Management and Recognition Systems

AR 690–900

Chapter 920, Senior Executive Service

5 CFR 430

Performance Management System (PMS)

5 CFR 451

Incentive Awards

5 CFR 531

Pay Under the General Schedule

5 CFR 540

Performance Management and Recognition System

DOD 1416.4

Quality Salary Increases for Employees Subject to the Classification Act of 1949, as Amended

DOD 1432.2

Honorary Awards to Private Citizens and Organizations

DOD 5120.15

Authority for Approval of Cash and Honorary Awards for DOD Personnel

DOD 5120.16

Department of Defense Incentive Awards Program: Policies and Standards

DOD 7000.2–1

Cost Schedules and Control System Criteria

Federal Personnel Manual, Chapter 451,

Incentive Awards

Section III Prescribed Forms

DA Form 1256

Incentive Award Nomination and Approval. (Prescribed in paras 2-1, 2-2, 4-3, 4-5, and 7-2.)

DA Form 2442

Certificate of Achievement. (Prescribed in para 8-9.)

DA Form 2443

Commendation Certificate. (Prescribed in paras 2-6 and 8-10.)

DA Form 4592

DA Promotion Certificate. (Prescribed in para 8-13.)

DA Form 4689

Commander's Award for Civilian Service. (Prescribed in para 8-5.)

DA Form 5231

Commander's Award for Public Service. (Prescribed in para 9-4.)

DA Form 5652

Civilian Award for Humanitarian Service. (Prescribed in paras 8-8 and 9-6.)

DA Form 5654

Achievement Medal for Civilian Service. (Prescribed in para 8-6.)

DA Form 5655

Superior Civilian Service Award. (Prescribed in para 8-4.)

DA Form 7012

Certificate of Appreciation for Patriotic Civilian Service. (Prescribed in para 8-7.)

DA Form 7013

Certificate of Appreciation (general). (Prescribed in paras 8-11 and 9-7.)

DA Form 7014

Decoration for Exceptional Civilian Service. (Prescribed in para 8-2.)

DA Form 7015

Meritorious Civilian Service Award. (Prescribed in para 8-3.)

DA Form 7016

Decoration for Distinguished Civilian Service. (Prescribed in para 9-2.)

DA Form 7017

Outstanding Civilian Service Medal. (Prescribed in para 9-3.)

DA Form 7129

Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition. (Prescribed in para 8-12.)

OPM Form WPS 101

Certificate for 5 years of service. (Prescribed in para 10-1.)

OPM Form WPS 102

Certificate for 10 years of service. (Prescribed in para 10-1.)

OPM Form WPS 103

Certificate for 15 years of service. (Prescribed in para 10-1.)

OPM Form WPS 104

Certificate for 20 years of service. (Prescribed in para 10-1.)

OPM Form WPS 105

Certificate for 25 years of service. (Prescribed in para 10-1.)

OPM Form WPS 106

Certificate for 30 years of service. (Prescribed in para 10-1.)

OPM Form WPS 107

Certificate for 35 years of service. (Prescribed in para 10-1.)

OPM Form WPS 108

Certificate for 40 years of service. (Prescribed in para 10-1.)

OPM Form WPS 109

Certificate for 45 years of service. (Prescribed in para 10-1.)

OPM Form WPS 110

Certificate for 50 years of service. (Prescribed in para 10-1.)

Section IV

Referenced Forms

SF 50

Notification of Personnel Action

SF 1034

Public Voucher for Purchases Other Than Personal

Glossary

Section I Abbreviations

AIAB

Army Incentive Awards Board

CPO

civilian personnel officer

DA

Department of the Army

DCSPER

Deputy Chief of Staff for Personnel

DOD

Department of Defense

EEO

equal employment opportunity

EO

equal opportunity

GS

General Schedule

GM

General Merit

HQDA

Headquarters, Department of the Army

MACOM

major Army command

NAF

nonappropriated fund

OPF

official personnel folder

OPM

Office of Personnel Management

OTS

on-the-spot

PMRS

Performance Management and Recognition System

PMS

Performance Management System

QSI

quality step increase

SA

Secretary of the Army

SASA

special act or service awards

SES

Senior Executive Service

SF

standard form

SIR

Statutory invention registration

TOA

Time Off Award

Section II Terms

Cash award

Monetary remuneration based on tangible and intangible benefits to the government, includes Special Act or Service Awards, Quality Step Increases, Performance Awards, and On-the-Spot Cash Awards.

Career service recognition

An award which acknowledges number of years of government service.

EEO and adverse action certification

A statement signed by the commander (or EEO officer for the commander) attesting to prior founded discrimination charges against the nominee and prior adverse personnel actions, if any.

Honorary award

Recognition of outstanding performance and achievement usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed.

Incentive award

A cash award, an honorary award, or both, but does not include a quality step increase or performance rating.

Invention award

Monetary or honorary recognition granted for an invention by Federal personnel that is of interest to the U.S. Government or the public, and for which patent coverage is sought or granted.

Public service award

An award granted to a private citizen in recognition of service benefiting the government.

Quality step increase

An increase in an employee's rate of basic pay from one rate of the grade of his or her position to the next higher rate of that grade in recognition of sustained high quality performance at a level that substantially exceeds an acceptable level of competence.

Rating of record

The Overall Performance Rating assigned to the annual appraisal.

Special achievement award

An award granted for performance exceeding job requirements. It may be granted either for sustained superior performance or for a one-time special act or service in the public interest, connected with, or related to official employment.

Uncommon tour

Hours other than the normal 8-hour, 5-day work week.

Section III Special Abbreviations and Terms

This section contains no entries.

Index

This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by paragraph number.

Achievement Medal for Civilian Service, 8-6
Adverse action certification, 2-2
Appropriated fund employees, 2-4
Approval authority, 1-5
Army Incentive Awards Board, 1-4c
Army incentive awards program, administration, 2-1
Authority to approve cash awards, 2-5
Award payment, 7-1
Budgeting, 1-4d
Cash Awards, 2-5, 3-2
 Certificate, 2-6
 Payment of, 7-2
Certificate of Achievement, 8-9
Certificate of Appreciation, 8-11, 9-7
Certificate of Appreciation for Patriotic Civilian Service, 8-7, 9-5
Civilian Award for Humanitarian Service, 8-8, 9-6
Commander's Award for Civilian Service, 8-5,
Commander's Award for Public Service, 9-4
Commendation Certificate, 8-10
Committee, incentive awards, 2-7
Comparable authority, 6-4
Confidentiality, 1-5
Decoration for Distinguished Civilian Service, 9-2
Decoration for Exceptional Civilian Service, 8-2
Delegation of award approval authority, 2-5c
Direct hire U.S. citizen employees, 2-4
Eligibility for awards, 2-4
Equal Employment Opportunity, policy, 2-2
Foreign nationals, eligibility for awards, 2-4
Hierarchy of awards, 8-1
Honorary awards, 8-1
 Achievement Medal for Civilian Service, 8-6
 Certificate of Achievement, 8-9
 Certificate of Appreciation, 8-11, 9-7
 Certificate of Appreciation for Patriotic Civilian Service, 8-7, 9-5
 Civilian Award for Humanitarian Service, 8-8
 Commander's Award for Civilian Service, 8-5
 Decoration for Exceptional Civilian Service, 8-2
 Decoration for Meritorious Civilian Service, 8-3
 Superior Civilian Service Award, 8-4
 Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition, 8-12
Incentive awards committees, 2-7

Indirect-hire foreign nationals, eligibility for awards, 2-4e
Intangible benefits, 4-2, 4-5e, 7-1, 7-5 and 6
Invention awards, 3-1
Inventions, of military personnel, 2-1, 3-3
Labor agreements, 2-8
Major commanders, responsibilities, 1-4d
Material acquisition, See Secretary of the Army Award for Outstanding Achievement in Material Acquisition
Meritorious Civilian Service Award, 8-3
Monetary awards, see cash awards
Negotiated grievance procedures, 2-1g
Nonappropriated fund employees, 2-4b
Noncareer Government official, eligibility for awards, 2-4g
Non-government personnel, 2-4g
On-the-spot cash award, 4-4
Outstanding Civilian Service Award, 9-3
Patent application, 3-1
Payment of awards, 7-1
Performance awards, 5-1
Performance Management and Recognition System, 5-2d
Productivity improvement program, coordination, 2-3
Program administration, 2-1
Promotion Certificate, 8-13
Public service awards, 9-1
 Certificate of Appreciation for Patriotic Civilian Service, 9-5
 Commander's Award for Public Service, 9-4
 Decoration for Distinguished Civilian Service, 9-2
Outstanding Civilian Service Award, 9-3
Quality Step Increases
 Administration of, 6-5a
 Approval of, 6-4
 Description of, 6-1
 Eligibility for, 6-2
 Nominations for, 6-3
 Publicity of, 6-5b
Rating supervisor, 6-4b
Responsibilities, 1-4
Retirement, 2-1j
Scientific achievements, 2-1
Secretary of the Army Award for Outstanding Achievement in Material Acquisition, 8-12
Sequence of recognition, 1-5
Soldiers
 Eligibility of, 1-4, 2-1e, 2-4c, 3-1, 4-2b and c, 8-12
 Payment of awards to, 7-2
Special Act or Service Award, 4-2
Statutory Invention Registration, 3-1
Superior Civilian Service Award, 8-4
Tangible benefits, 7-4 thru 6
Tangible and intangible benefits, 4-2, 7-1
Time Off Award, 4-5
Unions, relationships with, 2-8
Within grade increase, 6-5

Unclassified

PIN 006494-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.59

PIN: 006494-000
DATE: 03-31-99
TIME: 10:13:29
PAGES SET: 21

DATA FILE: r672-20.fil
DOCUMENT: AR 672-20
DOC STATUS: REVISION