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Decorations, Awards, and Honors

EIGHTH UNITED STATES ARMY CIVILIAN AWARDS PROGRAM

***This regulation supersedes Eighth Army Pamphlet 672-30, 17 May 1995.**

FOR THE COMMANDER:

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Summary. This regulation establishes policies and procedures for implementing Civilian Awards Program in Eighth United States Army (Eighth Army) and other activities.

Summary of Changes. This regulation has been substantially changed and a full review of its contents is required.

Applicability. This regulation covers awards available to United States (US) citizens and Korean national (KN) appropriated fund (APF) and nonappropriated fund (NAF) employees of Eighth Army. It applies to organizations and employees serviced by the US Army Civilian Personnel Advisory Center (CPAC) and Civilian Human Resources Agency (CHRA), Far East Region. For employees covered by the Civilian Intelligence Personnel Management System (CIPMS), the provisions of AR 690-13 take precedence over the provisions of this regulation with respect to monetary awards.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval obtained from Headquarters (HQ) Eighth Army, Directorate of Human Resources Management (DHRM), Unit #15236, APO AP 96205-5236.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvement. The proponent of this regulation is the HQ, Eighth Army, DHRM. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DHRM, Eighth Army, Unit #15236, APO AP 96205-5236.

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Chapter 1

General

1-1. Purpose

The Eighth Army Incentive Awards Program is a management instrument for recognizing deserving civilian employees for their high level performance and for contributions to mission accomplishment. This regulation is designed as a quick reference on civilian awards to assist managers and supervisors in preparing organizational incentive awards programs and in selecting appropriate awards for their employees. It provides brief descriptions of cash awards, honorary awards, public service awards, and also lists other non-federal awards for which employees may be nominated.

1-2. References

Required and related references are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations used in this regulation are explained in the glossary.

1-4. Policy

a. Awards and recognition should be consistent with the Army's core values, mission, strategies, goals, and with current Eighth Army strategic plans. Incentive awards are tools used to acknowledge, motivate, and reward significant individual, team, or organizational achievements or contributions. To have an impact, awards should be fully earned and employees should understand exactly what they have done to achieve them.

b. A robust awards program is inextricably linked to performance management. Supervisors are responsible for nominating deserving employees for awards and selecting awards that support organizational goals and objectives. Awards are not an employee entitlement. Accordingly, they should be granted only to employees who have sustained significant achievement or performance that has not been previously rewarded or recognized.

c. Performance plans should be developed with objectives using the SMART criteria, i.e., specific, measurable, aligned, relevant, and timely. Performance plans should be linked to organizational goals and objectives and should be results-oriented. Supervisors and employees should discuss how an employee's individual performance plan aligns with and impacts the organizational and Army mission. Detailed performance objectives should accurately reflect established benchmarks and goals focusing on intended outcomes of the work.

d. Managers are encouraged to develop the following in order to effect a successful awards program and results-based performance management system:

(1) A comprehensive mission statement covering the major functions and operations of the organization.

(2) General goals and objectives, including benchmarks and stretch goals, for the major functions and operations of the organization.

(3) A brief description of how the goals and objectives are to be achieved.

(4) A brief description of how the employee's performance objectives are related to the general goals and objectives in the organization's strategic plan.

(5) Performance objectives for each employee that are expressed in an objective, quantifiable, and measurable form.

1-5. Responsibilities

a. Activity commanders will --

(1) Provide leadership and direction for the incentive awards program.

(2) Ensure that supervisors are provided staff assistance so they are able to initiate appropriate, timely recognition actions for deserving employees.

(3) Ensure that sufficient funding is budgeted to support a viable incentive awards program.

(4) Establish an incentive awards committee to assist in the planning, execution, and evaluation of the program and to evaluate individual award nominations in accordance with (IAW) prescribed criteria.

(5) Act on individual award recommendations made by the installation incentive awards committee.

(6) Review and sign all award nomination packets to ensure that they meet the specified criteria prior to forwarding the nomination packet to the appropriate approval level for consideration.

b. The DHRM, Eighth Army, will exercise staff supervision over the Incentive Awards Program for the Commanding General (CG), Eighth Army, including program planning and evaluation and issuance of supplemental instructions and policy guidance.

c. The Civilian Personnel Advisory Centers (CPACs) will --

(1) Provide technical assistance to commanders, managers, and supervisors on the appropriate use of honorary and cash awards for US citizen and KN employees, advise incentive awards committees on proper procedures and requirements, and review honorary and monetary award nominations to ensure regulatory requirements are met.

(2) Publicize the program to the extent necessary to assure supervisors, managers and employees understand the program essentials.

(3) Provide training to supervisors as a part of the overall supervisory development effort.

(4) Review incentive award nominations when requested for regulatory compliance.

(5) Ensure proper Equal Employment Opportunity (EEO) review and documentation of awards IAW Chapter 2-2 of AR 672-20.

d. Supervisors will --

(1) Nominate deserving employees for awards consistent with the level of achievement.

(2) Be aware of EEO implications when nominating employees for awards. (This applies only to US civilian employees). Ensure, as with all other programs, that nominations for awards

are based on merit, without regard to age, sex, race, color, religion, national origin, marital status, genetic information, or physical or mental disability.

e. Incentive Awards Committee.

(1) One incentive awards committee will normally be established on each installation regardless of command jurisdiction. Program guidance will be provided by the servicing CPAC.

(2) Membership on the committee should include key persons from the major elements of the installation who have knowledge of the various missions of the installation, are objective, and demonstrate good judgment.

(3) The Committee will --

(a) Make recommendations to resolve difficult, complex or controversial cases.

(b) Assist the commander in planning and implementing incentive awards program activities, improve local administration, and evaluate the effectiveness of the program, including adherence to EEO objectives.

(c) Ensure that incentive award nominations meet regulatory requirements.

(d) Evaluate nominations for honorary and cash awards and forward recommendations to the appropriate commander for a decision. If approved, the nominations will be forwarded through command channels to the appropriate approval level. See Chapter 2-3 of this regulation for approval authority.

(e) The Eighth Army Incentive Awards Review Committee will be chaired by the Director, DHRM, Eighth Army. Membership of the committee will consist of a representative officer (O-4 or higher or civilian equivalent) from the following organizations:

- i. The Assistant Chief of Staff (ACofS), G1.
- ii. The ACofS, G2.
- iii. The ACofS, G3.
- iv. The ACofS, G4.
- v. The ACofS, G5.
- vi. The ACofS, G8.
- vii. The ACofS, Engineer.
- viii. The Provost Marshal.
- ix. The USFK/Eighth Army EEO Director.
- x. President, National Federation of Federal Employees, Local 1363.

(f) The procedures of the Eighth Army Incentive Awards Review Committee (IARC) are outlined as follows:

i. Nominations for honorary and cash awards will be provided electronically to members of the Eighth Army IARC for individual concurrence or non-concurrence with the proposed award. The award nominations are viewed for significant contributions to the mission, the nominee's award history, and job performance against the criteria described in AR 672-20, Civilian Awards and Army Korea (AK) Regulation (Reg) 672-30, Eighth Army Civilian Awards Program, for the proposed award.

ii. A committee meeting will be convened to reconsider and vote on a nomination if there are four or more non-concurrences resulting from the individual review of the nomination.

iii. Six or more voting members will establish a quorum.

iv. In the event of a tie, the Chairperson will cast the deciding vote. The committee's recommendation is based on a majority vote of members who are attending an Eighth Army IARC meeting at the time of voting.

v. If an appointed member is not available to serve on the Eighth Army IARC for any reason, an alternate member will be designated by the senior member of that organization to serve in the absence of the appointed member.

vi. If an Eighth Army general staff office is unable to appoint its representative to the Eighth Army IARC, the appropriate USFK joint staff office may appoint a representative to the Eighth Army IARC. In this case, the representative must be an Army military officer or civilian employee.

f. Nominations for appointment to the committee will be submitted to DHRM. Nominees selected for membership on the committee will be officially notified of appointment by memorandum or e-mail. Appointment of additional members from the above organizations is encouraged to ensure minority group and female representation. An executive secretary, staff, and administrative support will be provided by DHRM. Recommendations of the committee will be recorded in the minutes of committee meetings. The Eighth Army IARC will consider nominations for cash awards ranging from above \$5,000 to \$10,000 and honorary awards which require approval of the CG, Eighth Army. The Committee will also review nominations for cash awards in excess of \$10,000 and honorary awards which require referral to the HQ Department of the Army (DA) Incentive Awards Board.

g. Relationships with unions.

(1) Union support for the incentive awards program is encouraged. Commanders and management officials at all levels will consult with the Chief, Labor and Performance Management, DHRM, when establishing or modifying procedures in the operation of the installation incentive awards program for determination of whether notice to, and/or negotiations with, the union is required. Questions or concerns from union officials concerning the incentive awards program should be referred to the Chief, Labor and Performance Management, DHRM.

(a) For changes affecting U.S. employees, the appropriate union is Local 1363, National Federation of Federal Employees.

(b) For KN employees, the appropriate union is the Korean Employees Union (KEU).

(2) Consultation or negotiation on the contents of this regulation or issues that transcend the limits of authority of the servicing CPACs will be conducted by DHRM.

Chapter 2 Awards

2-1. General Practices in Incentive Awards

a. 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.

b. Sequence of recognition.

(1) Awards should be progressive in the degree of recognition, except under circumstances where the contribution has been so significant that a lesser award would be insufficient. Deserving employees should receive timely recognition by their employing activity or Army Command (ACOM) or Army Service Component Command (ASCC), using the full range of available civilian awards. Such action will lay the foundation for higher recognition.

(2) If an employee who has not previously received the next lower level of honorary awards is recommended for a higher level of honorary awards, a statement justifying why a lesser award would be insufficient should be made and included in the nomination packet. Examples include when an employee is recommended for the Superior Civilian Service Award but has not received the Commander's Award for Civilian Service or when an employee is recommended for the Meritorious Civilian Service Award but has not received the Superior Civilian Service Award.

c. Recognition period. The cutoff date of the recognition period for honorary awards nominations is the date the nominating official signs and dates DA Form 1256. In cases of retirement, the retirement date may be used as the cutoff date of the recognition period.

2-2. Eligibility for Awards

a. All Eighth Army direct-hire US and KN employees paid from APF, including employees of the Korean Service Corps (KSC), are eligible for cash awards under the provisions of AR 672-20. Non-Eighth Army direct-hire employees paid from APF and receiving civilian personnel administrative services from Eighth Army CHRA, Far East Region and CPACs are eligible unless servicing agreements provide otherwise.

b. US and KN employees of US invited contractors, personal hire employees, and Korean Augmentation to United States Army personnel are not eligible to receive cash awards paid from APF under the provisions of AR 672-20. Such employees may be eligible for awards, under the terms of specific provisions of contracts or regulations that pertain to administration of the employees, such as Eighth Army Reg 550-1, as it applies to KSC personnel.

c. NAF US employees are eligible for honorary awards described in AR 672-20. The AR 215-3 contains guidance on cash awards for NAF US employees.

d. NAF KN employees are eligible for cash awards paid from NAF under conditions described in USFK Reg 690-1.

e. Employees will not be automatically nominated for a performance award based on their performance rating. Performance awards should be used both to reward high quality past performance and as an incentive to stimulate high level performance in the individuals and their peers. Organizational accomplishments, including the employees' overall contributions, should serve as the basis for all award nominations. An employee may not receive a performance award if the performance served as the basis for previous monetary recognition.

f. Employees covered by the Senior System Civilian Evaluation Report will be eligible for a performance award if the overall rating is Successful Level 1 or 2 as depicted in Part VIII, DA Form 7222 (Senior System Civilian Evaluation Report). For employees covered by the Base System, an overall rating of Successful Level 1, 2, or 3 establishes eligibility for a performance award.

g. KN employees must receive a rating of outstanding in order to receive a monetary performance award. (See USFK Reg 690-1, Chapters 14 and 16)

h. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should serve as the basis for performance award nominations.

i. The justification for any award nomination for employees in supervisory or managerial positions must include the employee's performance in EEO responsibilities. (Applies only to US civilian employees).

j. For KN employees, the employee's total service in either APF or NAF positions will be used as the basis for computing an individual's length of service. All KN employees are also eligible to receive a Long-Term Service Cash Award. The amount of this award will be IAW the schedule provided in USFK Reg 690-1.

k. Summer hire student employees are eligible for awards appropriate for the type of work and appointments under which they serve. Generally, it is not appropriate to grant performance awards to student employees who work only for periods of less than 90 days.

2-3. Approval Authority

a. Chiefs of joint and special staff sections, major subordinate commanders (MSCs) and commanders reporting directly to the CG, Eighth Army, may approve cash awards of up to 10 percent of base pay, not to exceed \$5,000, for U.S. citizen employees and up to 200 hours of base pay for direct hire KN employees.

b. Authority to approve cash awards of up to 5 percent of base pay, not to exceed \$2,500 for U.S. employees and up to 100 hours of base pay for KN direct-hire employees may be redelegated to subordinate commanders reporting directly to the officials shown in Chapter 2-3a.

c. The CG, Eighth Army, may approve cash awards of up to 20 percent of base pay, not to exceed \$10,000 for US citizen employees, for unusually exceptional performance that surpasses the requirements for Successful Level 1 performance, or up to 400 hours of base pay for direct hire KN employees.

d. Cash awards in excess of the amount delegated by chiefs of joint and special staff sections, MSCs and commanders reporting directly to the CG, Eighth Army, will be reviewed by local incentive awards committees. Those recommended for approval by the local commander will be

forwarded through command channels to the DHRM, Eighth Army for review by the Eighth Army IARC.

e. Notwithstanding the maximum dollar amount or percentage of an award that may be approved by the CG, Eighth Army, nominations for cash awards to individuals or individual pro rata shares of group awards that exceed \$10,000 must be forwarded through command channels to the Executive Secretary, HQDA Incentive Awards Board for approval.

f. The approving official should be at least one level above the level of the nominating official. When the commander is the rating supervisor, no higher level approval is required (unless the dollar amount or percentage of the cash award exceeds the delegated amount.).

g. Time off awards (TOAs) of more than one day may be approved by chiefs of joint and special staff sections, MSC commanders and commanders reporting directly to the CG, Eighth Army. This authority may be redelegated to officials reporting directly to them.

2-4. Amount of Awards

a. Performance awards for US citizen employees will be computed as a percentage of base pay, not dollar amounts, with a maximum award of 10 percent of the employee's base pay. Chiefs of joint and special staff sections, MSC commanders, and commanders reporting directly to the CG, Eighth Army, may approve performance awards up to 10 percent of base pay, not to exceed a dollar amount of \$5,000. However, unusually exceptional employees may receive awards of up to 20 percent of base pay if approved by the CG, Eighth Army, unless the total amount will exceed \$10,000, in which case the nomination package must be approved by HQDA.

b. KN employees may receive up to 200 hours of base pay if approved by the appropriate authority in Chapter 2-3a above, or up to 400 hours of base pay if approved by the appropriate authority in Chapter 2-3c.

c. Within the same organizational element, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lower ratings. For example, in the same work unit, one GS-12 employee receives a Successful Level 1 rating while another GS-12 employee receives a Successful Level 2 rating. If both employees receive a performance award, the employee with the Successful Level 1 rating should receive a larger monetary award. Moreover, the employee with the Successful Level 2 rating should not receive a cash award if the other employee does not also receive one.

2-5. Superior Accomplishment Awards

Special Act or Service Awards, On-the-Spot Cash Awards and TOAs are superior accomplishment awards. These awards will be processed on DA Form 1256 (Incentive Award Nomination and Approval). (See appendix (app) G).

a. Special Act or Service Awards. These awards are cash given to recognize a meritorious personal effort, act, service, scientific or other accomplishment within or outside assigned job responsibilities. These awards may recognize US and KN employees who have contributed to increased performance levels and productivity, facilitated positive teamwork between Korean and US work force, or advancement of community or Korean-American relations. It may also include the recognition of KN employees engaged in supply or investigative activities who have contributed directly to effective management and safeguarding of US property, including prevention of pilferage, or to recovery of US Government monies, property, or equipment. The award amounts will be determined using guidelines in tables at app I.

b. On-the-Spot Cash Award. This is a Special Act or Service Award (\$50 to \$500) which may be given by supervisors for day-to-day accomplishments that are of such a nature as to merit special recognition.

c. The TOA. An award of up to 80 hours of time off during a leave year without charge to leave or loss of pay for achievement or contributions to the Army mission. A time off award must be used within the leave year that it is granted. The TOA may be used alone or in combination with monetary or nonmonetary awards, including Quality Step Increases, to recognize employee contributions which directly support the Army mission or result in benefits to the government. The appropriate amount of time off will be determined using the guideline at app I.

(1) The TOA may be granted in amounts of up to 40 hours for a single contribution. Awards of up to one day may be approved by the immediate supervisor. Awards of more than one day must be approved at a higher level as determined by officials described in Chapter 2-3g. The TOA must be scheduled and used within one year of the approval date. The TOA may not be converted to a cash award under any circumstances.

(2) The TOA may not be given in increments of less than one hour. The TOA will be processed on DA Form 1256. A short description of the achievement and resulting benefits, an indication that the award is a TOA, the length of the time off, and the signature of the nominating and/or approving official are required.

(3) An SF-50 (Notification of Personnel Action) will be prepared by the servicing CPAC. See AR 672-20, Chapter 7, for determining the appropriate amount of a TOA.

(4) In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year that may be awarded will be the average number of work hours in the employees' 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.

(5) Use of approved TOAs must be clearly shown in Time and Attendance Reports.

2-6. Performance Awards

a. Performance awards are monetary awards given in recognition of high-level performance for a specific period. They are used to recognize:

(1) US APF employees covered by the Total Army Performance Evaluation System (TAPES) Senior System if the overall performance rating is Successful 1 Level or 2 in Part VIII, DA Form 7222.

(2) Employees covered by the TAPES Base System if the overall performance rating is Successful Level 1 or 2 in Part V, DA Form 7223 (Base System Civilian Evaluation Report).

(3) Nonsupervisory Base System employees rated Successful Level 3 on the overall performance rating may also receive a performance award. (See app G for sample approved performance awards for employees under the Senior System and under the Base System).

(4) KN APF and NAF employees may be given a Sustained Superior Performance Award in recognition of no less than 12 months of continuous service for which an outstanding performance rating has been given. (See app G for sample DA Form 1256 for KN employees).

b. Documentation will consist of evidence of the rating of record for the period of the award. 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 for performance awards are not appropriate when prompted solely by the departure of a supervisor or an employee. Further, nomination is not indicated when the employee has previously been rewarded in whole or in part for the performance currently being recommended for recognition.

2-7. Quality Step Increase (QSI)

A QSI is an additional within-grade pay increase given to General Schedule (GS) employees. Approval authority is described in AR 672-20, Chapter 5-2. Only US GS employees are eligible for the QSI.

a. To receive this award, employees must have been rated at Successful Level 1.

b. No employee may receive more than one QSI in any 52-week period.

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

d. Nominations will be submitted within 30 calendar days from the approval date of the rating of record.

2-8. Honorary Awards

a. Honorary awards, except the Korean Civilian Service Medal, may be awarded to both US and KN employees who meet the eligibility requirements described in AR 672-20, Chapter 8-2 through 8-15. See app B and app D. The Korean Civilian Service Medal, including a lapel pin and ribbon, may be granted to the DA US citizen civilian employees who have completed successfully a tour of duty in any employment capacity with the US Army in Korea. (See app L.)

b. Nominations of KN employees for honorary awards; the Commander's Award for Civilian Service, the Achievement Medal for Civilian Service, and the Certificate of Appreciation for Patriotic Civilian Service require approval at the local level. Nominations for the Commander's Award for Civilian Service and the Achievement Medal for Civilian Service do not require coordination with the American Embassy.

c. DHRM will coordinate with the American Embassy after review of the nomination of KN employees for all honorary awards that require approval of the CG, Eighth Army or Commander, USFK, or the Secretary of the Army by the Eighth Army IARC. Coordination with the American Embassy is to ensure the presentation of the award is in the best interests of the US Government.

d. Coordination will be made by the servicing CPAC with the American Embassy after the local incentive award committee reviews of the nomination of a KN employee in the serviced area for any honorary awards that require approval of the Commander at Brigadier General (BG) or above.

e. All nominations for honorary awards will be reviewed by the appropriate local incentive awards committee and Eighth Army IARC except those that originate in the command group, HQ, USFK and Eighth Army.

f. Honorary awards will not be used to recognize the accumulation of sick leave or safe driving records.

g. All honorary award nominations that require approval or endorsement by the CG, Eighth Army or USFK Commander must be --

(1) Forwarded in original only.

(2) Accompanied by an original, properly completed DA Form 1256. (See app G for sample DA Form 1256).

(3) Certified by the Eighth Army EEO office. As a general rule, employees who have substantiated EEO complaints against them, adverse actions pending against them or a history of such sustained violations, will not be granted awards. The approval authority will ensure that decisions on such matters receive appropriate attention. (This applies only to US civilian employees).

(4) Submitted to the servicing CPAC at least 60 days in advance of desired presentation date.

(5) Accompanied by a provost marshal (PM) check and ration control check for awards nominations that require approval of a Commander at the rank of brigadier general or above. (Applies only to US civilian employees).

h. All honorary award nominations that require approval of the Secretary of the Army must be submitted to the servicing CPAC at least 90 days in advance of the desired presentation date.

i. Nominations will be typed, single-spaced, on plain bond paper. They must contain the following information (app H shows the format for award nominations):

(1) A proposed citation for the signature of the approving official of approximately 60 words in length that highlights the significance of the nominee's achievement.

(2) Biographical data that includes the following information:

(a) Date and place of birth.

(b) Education and degrees conferred.

(c) Significant employment record.

(d) Type of appointment and grade.

(e) Status of employment in the US Army in Korea (for example, departed, departing, continuing, how long).

(3) Additional information, not more than 2,500 words, with the following topical headings:

(a) Description of achievement. The narration should be stated in specific terms and include dates of achievement. Describe the nominee's personal contribution to the accomplishment.

(b) Benefits. Cite the specific benefits that resulted in improved government operations or serving the public interest. Describe separately any tangible and intangible benefits. Appendix I contains a quick guide for calculating awards based on tangible and intangible benefits.

(c) Other awards received. Include a listing of any other significant awards received. This is mandatory.

j. Examples of citations are found in app J and examples of certificates are found in app K.

2-9. Public Service Awards

a. Public service awards may be awarded to private citizens, federal government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants, for outstanding service that makes a substantial contribution to the accomplishment of the Army's mission or is of significance to the ACOM or ASCC. See app E.

b. All public service award nominations that require approval or endorsement by the CG, Eighth Army or USFK Commander or the Secretary of the Army will follow the steps described for honorary awards. These public service award nominations do not require an EEO certification, PM check, ration control check, or review of Eighth Army IARC.

c. The Outstanding Civilian Service Awards may be awarded to spouses of military members. Award nominations for the military spouses will be submitted to the approval authority through the military chains of command. The DHRM is not responsible for processing awards for military spouses. DHRM may distribute the blank certificates and medals for the Outstanding Civilian Service Awards upon request.

d. The Outstanding Civilian Service Awards will be approved by a major general or above who is serving in a command position .

2-10. Payment of Awards

a. Payments of monetary awards to civilian employees will be made under the provisions of DOD Financial Management Regulation, DOD 7000.14-R, Volume 8, Chapter 3, using DA Form 1256, DA Form 7222, DA Form 7223, and/or SF 50.

b. Monetary awards may be paid to eligible personnel of another department or agency if their contributions benefited the command.

c. The losing organization must pay the award if that organization approved the annual rating or Special Act or Service Award. Funds will be transferred to the gaining organization.

Appendix A References

DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures. Cited in Chapter 2-10.

AR 25-30, The Army Publishing Program. Cited in app D.

AR 215-3, Nonappropriated Funds Personnel Policy. Cited in Chapter 2-2c.

AR 420-1, Army Facilities Management. Cited in app D.

AR 672-20, Incentive Awards. Cited in Chapters 1-5, 2-2, 2-5, 2-7 and 2-8.

AR 690-13, Civilian Intelligence Personnel Management System (CIPMS) – Policies and Procedures. Cited in applicability.

DA Pam 420-6, Directorate of Public Works Resource Management System. Cited in app D.

DA Pam 672-20, Incentive Awards Handbook. Cited in app L.

Eighth Army Reg 550-1, Korean Service Corps – Mission, Organization, Responsibilities, and Operating Procedures. Cited in Chapter 2-2.

USFK Reg 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals. Cited in Chapters 2-2d, g and j.

AK Reg 690-3, Overseas Tours of Duty. Cited in app L.

**Appendix B
Hierarchy of Civilian Honorary Awards**

<u>CIVILIAN AWARD</u>	<u>APPROVAL LEVEL</u>	<u>MILITARY AWARD EQUIVALENT</u>
DA Decoration for Exceptional Civilian Service.	Secretary of the Army.	Distinguished Service Medal.
DA Meritorious Civilian Service Award.	CG, Eighth Army and Commander, USFK.	Legion of Merit.
DA Superior Civilian Service Award.	CG, Eighth Army; Chief of Staff, USFK; Commander, USFK; and commander at brigadier general.	Meritorious Service Medal.
DA Commander's Award for Civilian Service.	commanders, colonel and above.	Army Commendation Medal.
DA Achievement Medal for Civilian Service.	commanders, lieutenant colonel.	Army Achievement Medal. and above and civilian equivalent.
DA Certificate of Achievement for Patriotic Civilian Service.	commanders, lieutenant colonel and above and civilian equivalent.	
DA Civilian Award for Humanitarian Service.	CG, Eighth Army and Commander, USFK.	Humanitarian Service Medal.
DA Certificate of Achievement.	Activity commander and civilian equivalent.	Certificate of Achievement.
Letter of Appreciation or Commendation.	Activity commander, supervisor or other activity officials.	
Other Recognition Devices.	Activity commander, supervisor or other activity officials.	

**Appendix C
Cash Awards**

CASH AWARDS

DESCRIPTION

WHO IS ELIGIBLE

DUE DATE AND APPROVAL AUTHORITY

ON-THE-SPOT CASH AWARD

Small Special Act or Service Award limited to \$50-\$500 given by supervisor for day-to-day work accomplishments beyond what is expected. Processing and presentation of award should be timely.

APF and NAF US and KN employees.

Due within 15 days after completion of achievement to be recognized.

Approval authority for APF is the supervisor. For NAF employees in the US Army garrison area, the approving official for awards up to \$500 is the US Army garrison commander in the area.

For NAF employees in the NAF HQ activities (e.g. DHRM, USACCK, MWR/IMCOM-Korea Region), the approving official for awards up to \$500 is the activity commander/director.

SPECIAL ACT OR SERVICE AWARD

Award of \$25-\$25,000 for meritorious personal effort, act, service, scientific or other achievement that results in tangible or intangible benefits to the government. Achievement may include increased productivity, improved teamwork, advancing community relations, safeguarding or recovery of U.S. property.

APF and NAF US and KN employees.

Due within 30 days after act or service.

Awards in excess of \$10,000 must be forwarded through command channels to the Executive Secretary, Army Incentive Awards Board, HQDA.

Awards from \$5,001 to \$10,000 may be approved by the Chief of Staff (CofS), USFK, or the CG, Eighth Army.

DESCRIPTION

WHO IS ELIGIBLE

DUE DATE AND APPROVAL AUTHORITY

Awards up to \$5,000 may be approved by chiefs of joint and special staff sections, MSC commanders, and commanders reporting directly to the CG, Eighth Army.

Awards up to \$2,500 may be redelegated to subordinates reporting directly to these officials.

Awards for employees in the NAF Headquarters Activities (e.g. DHRM, USACCK, MWR/IMCOM-Korea Region) will be initiated by the activity commanders but final funding will be approved by the NAF fund manager.

A quick guide for calculating award amounts is at app I.

TIME OFF AWARD

Awards of up to 80 hours of time off during a leave year without charge or loss of pay as an award for achievement or performance contributing to the Army mission.

Army employees, APF and NAF, US and KN.

Due when appropriate. Awards of more than one day may be approved by chiefs of joint and special staff sections, MSC commanders and commanders reporting directly to the CG, Eighth Army. This authority may be redelegated to officials reporting directly to them. Awards of up to one day may be approved by the immediate supervisor.

LONG TERM SERVICE CASH AWARD

Cash award based on length of service, starting at 5 years and every 5 years thereafter.

APF and NAF KN employees.

Due when appropriate. Action generated by CHRA-FE Regional Processing Center.

DESCRIPTION

WHO IS ELIGIBLE

DUE DATE AND APPROVAL AUTHORITY

PERFORMANCE AWARD

Cash award which may be granted to an employee with Successful Level 1, 2, 3 rating of record. At least 10% of the objectives must have been rated excellent with none rated lower than successful.

APF US employees except senior executive service (SES) employees.

Due within 30 days of approval of rating.

Approval at least one level above the commander. Chief of joint and special staff sections, MSC commanders, and commanders reporting directly to the CG, Eighth Army may approve awards of up to 10% of base pay, not to exceed \$5,000. Approval up to 5% of base pay may be redelegated to subordinates reporting directly to these officials. The CG, Eighth Army, may approve awards of up to 20% for unusually exceptional performance, unless the total amount exceeds \$10,000, in which case the nomination package must be submitted to HQDA for approval.

SUSTAINED SUPERIOR PERFORMANCE AWARD

Cash award in recognition of outstanding performance for a 12-month period. Employee's performance must exceed requirements for satisfactory performance on a majority of critical major duties.

KN APF and KN NAF employees.

Due within 30 days after completion of period of service.

Chiefs of joint and special staff sections, MSC commanders and commanders reporting directly to the CG, Eighth Army may approve awards of up to 200 hours of base pay (for KN employees). Approval up to 100 hours base pay (for KN employees) may be redelegated to subordinates reporting directly to these officials.

For NAF employees in the US Army garrison areas, the garrison commander may approve awards up to 15% of salary. For employees in the NAF HQ activities (e.g. DHRM, USACCK, MWR/IMCOM-Korea Region), the activity commander/director will initiate the award recommendation and the NAF fund manager may approve funding for awards up to 15% of salary.

CG, Eighth Army, may approve this award up to 400 hours of base pay for KN employees.

DESCRIPTION

QUALITY STEP INCREASE

An additional within-grade pay increase in recognition of exceptional performance. May be awarded only once in any 52 week period. NAF requirements same as for sustained superior performance award.

WHO IS ELIGIBLE

GS US citizen employees with a successful level 1 annual rating. NAF US employees.

DUE DATE AND APPROVAL AUTHORITY

Due within 30 days of approval of the rating of record.

Approval at least one level above the nominating official unless it is the commander. Chiefs of joint and special staff sections, MSC commanders, and commanders reporting directly to the CG, Eighth Army are delegated authority and may further delegate to subordinate commanders. The US Army garrison commander has approval authority for NAF employees in the garrison area. For awards to NAF employees in the NAF headquarters activities (e.g., DHRM, USACCK, MWR/IMCOM-Korea Region), the activity commander/director will initiate the award funding recommendations and the NAF fund manager has the final approval authority.

**Appendix D
Honorary Awards**

HONORARY AWARDS

PRESIDENTIAL HONORARY AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*PRESIDENT’S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE</u>			
Achievements which have current impact on improving government operations or serving the public interests. This is the highest award presented to civilian employees.	Employees who have received the DA Decoration for Exceptional Civilian Service and the DOD Distinguished Civilian Service Award.	To HQDA by 1 December as announced.	President of the United States; Eighth Army or USFK commander nominates through HQDA.
<u>*PRESIDENTIAL LETTER OF COMMENDATION</u>			
Presented to personnel recognized for adopted suggestions, inventions, or special achievements that resulted in tangible benefits of \$250,000 or more; or contributed to a significant improvement in the quality of government services or products which have corresponding value.	All civilian and military personnel, individuals or small working groups, teams or task forces. Not open to organizations.	May be submitted at any time.	President of the United States; activity commanders nominate through command channel to HQDA.
<u>*PRESIDENTIAL QUALITY AND MANAGEMENT IMPROVEMENT AWARD</u>			
Exceptional achievements that significantly improve government operations or delivery of services to the public. Granted to a limited number of recipients of Presidential Letters of Commendation.	Recipients of Presidential Letter of Commendation.	To HQDA by 30 June as announced.	President of the United States; activity commanders nominate through command channels to HQDA.

*Requires coordination with the American Embassy for KN employees.

SECRETARY OF DEFENSE HONORARY AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD</u>			
Exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of DOD.	Employees who have been awarded the DA Decoration for Exceptional Civilian Service.	To HQDA by 1 November as announced.	Secretary of Defense.
<u>*SECRETARY OF DEFENSE MEDAL FOR THE DEFENSE OF FREEDOM</u>			
This award is given to recognize DOD employees and Army contractors who are killed or wounded in the line of duty.	DOD employees and contractor employees.	To HQDA within 6 months after date of death or injury.	Secretary of the Army for Army employees and Secretary of Defense for contractors.
<u>*SECRETARY OF DEFENSE MEDAL FOR MERITORIOUS CIVILIAN SERVICE</u>			
Exceptionally meritorious service outside of the scope of the nominee's regular job that is of major significance to the DOD.	Career civilian employees of DOD and other government agencies.	To HQDA within 6 months after end of the period to be cited.	Secretary of Defense.
<u>SECRETARY OF DEFENSE MEDAL FOR THE GLOBAL WAR ON TERRORISM</u>			
This award is given to recognize the contributions and accomplishments of the civilian workforce of the DOD in direct support of the armed forces, whose members are engaged in operations to combat terrorism in all forms throughout the world.	DOD employees.	May be submitted within 6 months after date of contributions.	USFK and Eighth Army chiefs of joint and special staff sections, commanders lieutenant colonel and above or GS-14 (or civilian equivalent) and above.

*Requires coordination with the American Embassy for KN employees.

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*SECRETARY OF DEFENSE PRODUCTIVITY EXCELLENCE AWARD</u>			
Productivity initiatives that have resulted in verifiable first year cost savings of at least \$1 million.	Civilian and military personnel, individuals or groups.	When appropriate.	Secretary of Defense.
<u>*SECRETARY OF DEFENSE LETTER OF COMMENDATION</u>			
Productivity initiatives that have resulted in verifiable first year cost savings of at least \$100,000.	Civilian and military personnel, individuals or groups.	When appropriate.	Secretary of Defense.

*Requires coordination with the American Embassy for KN employees.

DEPARTMENT OF THE ARMY HONORARY AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE</u>			
Performance that is clearly exceptional or preeminent among all who have performed similar duties; developed and improved major methods and procedures that effected large-scale savings; exhibited great courage in performing an act of direct benefit to the government or its personnel. Highest honorary award granted by the Secretary of the Army to Army civilian employees.	APF and NAF Army employees, US and foreign nationals with established pattern of achievement supported by other awards including the DA Meritorious Civilian Service Award.	To HQDA within 6 months after completion of period to be cited.	Secretary of the Army.
<u>*MERITORIOUS CIVILIAN SERVICE AWARD</u>			
Exemplary performance of duties; unusual initiative and skill in devising new equipment, methods, procedures; outstanding results in improving morale of workers. When granted for unusual courage or competence in an emergency, a minimum of \$750 will accompany the medal.	APF and NAF Army employees, US and foreign nationals.	Within 6 months after completion of period to be cited.	CG, Eighth Army for Eighth Army personnel and Commander, USFK for CFC/USFK personnel.

*Requires coordination with the American Embassy for KN employees.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

***SUPERIOR CIVILIAN SERVICE AWARD**

Superior service, achievement or heroism, of a lesser degree than that recognized by the Meritorious Civilian Service Award. Achievement will normally cover a period of one year. When granted for a courageous act or competence in an emergency, a minimum of \$500 will accompany the medal.

APF and NAF Army employees, US and foreign nationals.

Within 6 months after completion of period to be cited.

CG, Eighth Army for Eighth Army personnel; CofS or Commander, USFK for CFC/USFK personnel; and commander at brigadier general for his/her personnel.

COMMANDER'S AWARD FOR CIVILIAN SERVICE

Outstanding achievement of duties devising new or improved equipment or work methods, leadership which increased productivity; courage and competency in an emergency. Nomination will normally cover a period of one year and reflect contributions of a lesser degree than recognized by the Superior Civilian Service Award.

APF and NAF Army employees, US and foreign nationals.

Within 60 days after period of achievement.

USFK and Eighth Army chiefs of joint and special staff sections, MSC commanders, and commanders colonel and above or civilian equivalent.

ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

Noteworthy achievements that are of a lesser degree than that recognized by the Commander's Award.

APF and NAF Army employees, US and foreign nationals.

Within 60 days after period of achievement.

USFK and Eighth Army chiefs of joint and special staff sections, commanders lieutenant colonel and above or civilian equivalent.

*Requires coordination with the American Embassy for KN employees.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE

Patriotic off-duty activities of a public service type (not job connected) contributing to the mission accomplishment of an Army element or the welfare of Army personnel. Community service that reflects favorably on the Army, such as donation of blood.

Individual employees or groups of employees.

Within 60 days after period of achievement.

USFK and Eighth Army chiefs of joint and special staff sections, commanders lieutenant colonel and above or civilian equivalent.

***CIVILIAN AWARD FOR HUMANITARIAN SERVICE**

Presented to individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature.

APF and NAF Army employees or groups, US and foreign nationals.

Within 6 months after the act or after the act becomes known to nominating official.

CG, Eighth Army for Eighth Army personnel and CofS, or Commander, USFK for CFC/USFK personnel.

CERTIFICATE OF ACHIEVEMENT

Commendable accomplishment of assigned duties; significant improvement of morale and job performance; meeting mission requirements through personal diligence or initiative.

APF and NAF Army employees or groups, US and foreign nationals.

Soon after period of achievement.

Activity commanders (may delegate to directors).

KOREAN CIVILIAN SERVICE MEDAL

Successful completion of a tour of duty in the Republic of Korea.

Department of Army US citizen employees in any employment capacity with the US Army in Korea.

Granted upon successful completion of tour of duty.

No approval is required. May be presented by the immediate supervisor.

*Requires coordination with the American Embassy for KN employees.

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
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***OUTSTANDING ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY**

EEO awards given in two categories in recognition of outstanding accomplishments of the EEO program and its goals.	Category (1) includes civilian or military EEO professionals; category (2) includes employees, supervisors and managers.	To HQDA by 2 May as announced.	Secretary of the Army.
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***DA OUTSTANDING HANDICAPPED EMPLOYEE OF THE YEAR**

Outstanding performance of duty, courage in overcoming disability, and community involvement to assist others with disabilities achieve their full potential. DA nominee is considered for Presidential Awards for Outstanding Federal Employees with Disabilities.	Army employees.	To HQDA by 1 April as announced.	Secretary of the Army.
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***SECRETARY OF THE ARMY AWARD FOR VALOR**

To acknowledge civilian employees and private citizens who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off job.	Private citizens, federal government civilian career or non-career employees.	To HQDA within 6 months after report of valor or as announced.	Secretary of the Army.
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***AWARD FOR OUTSTANDING SERVICE IN THE ARMY SENIOR EXECUTIVE SERVICE**

This award is given for outstanding service in the Army senior executive service (SES) upon departure from the Army.	SES members who served for 3 years or more.	To HQDA 90 days prior to departure from the Army.	Secretary of the Army.
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*Requires coordination with the American Embassy for KN employees.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

ARMED FORCES CIVILIAN SERVICE MEDAL

This is a “theater” award. To recognize the contributions and accomplishments of the DOD civilian workforce in directly supporting the military forces whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature.

APF and NAF
US employees.

Within 6 months after completion of support of military forces.

USFK and Eighth Army chiefs of joint and special staff sections, MSC commanders, and commanders colonel and above or civilian equivalent.

LETTER OF APPRECIATION OR COMMENDATION

Completion of assignment or special project in an above standard manner that warrants special recognition but does not meet criteria for higher or special-type award.

Individual employees or groups of employees.

Soon after period of achievement.

Activity commander, supervisor or other activity officials.

OTHER RECOGNITION DEVICES

Special plaques and other recognition devices that may be established by activity commander for specific instances of work achievements.

Individual employees or groups of employees.

Soon after period of achievement.

Activity commander, supervisor or activity officials.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

CAREER SERVICE RECOGNITION

Recognition based on length of service, starting at 5 years and every 5 years thereafter. For US employees, all federal civilian and military service is creditable if one year of service is as a civilian. For KN employees, all APF and NAF service will apply toward eligibility. For NAF, the last year of service must have been as DA NAF employee.

APF and NAF US and KN employees.

As merited.

Service eligibility is verified by CPAC.

DA PROMOTION CERTIFICATE

Employee must be employed by DA immediately preceding the permanent promotion action or be reemployed by DA after military service at a higher grade than that held previously.

APF and NAF US and KN employees.

Certificate should be presented within 30 days following the effective date of the promotion.

Signatory official should be at appropriate level consistent with the rank of the position to which employee is promoted.

CERTIFICATES OF RETIREMENT AND APPRECIATION

Recognition of retirement based on eligibility under current Office of Personnel Management or NAF regulations.

APF and NAF. US and KN employees.

Upon retirement.

Two certificates signed by head of activity where an employee works. For NAF employees, head of nonappropriated fund instrumentality (NAFI) signs.

FEDERAL HONORARY AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*EXCELLENCE IN ADMINISTRATION AWARD</u>			
Excellence in fields of supply, procurement, traffic and travel management, telecommunications, building management, automatic data processing, information management, real estate, design and construction management, general administrative management, and health and safety contributions related to these areas.	Federal employees.	To HQDA 30 October as announced.	The Administrator, General Services Administration (GSA).
<u>*INFORMATION RESOURCES MANAGEMENT AWARDS</u>			
Awards in three categories for executive excellence, technical excellence, and management/ administrative excellence.	Federal employees.	To GSA by 1 April as announced.	GSA.
<u>*JOHN E. FOGARTY PUBLIC PERSONNEL AWARD</u>			
Contributing to the hiring of disabled people in the agency where employed.	Public agency employees; federal, state, county, municipal, judiciary, or public college or school.	Due to sponsor by 15 January as announced.	Sponsored by the President's Committee on Employment of the Handicapped.

*Requires coordination with the American Embassy for KN employees.

DEPARTMENT OF ARMY FUNCTIONAL OR ACTIVITY AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*SECRETARY OF THE ARMY AWARD FOR OUTSTANDING ACHIEVEMENT IN MATERIEL ACQUISITION</u>			
Outstanding individual or team contributions to the timely, efficient, and economical acquisition of quality supplies and services. Recognition for high-level achievement in project, materiel, and special management activities, procurement, and production efforts, and management of R&D.	All direct-hire DA employees and active military personnel.	Nominations must be endorsed by ACOM or ASCC commander and sent to HQDA by 30 November.	Secretary of the Army.
<u>*SECRETARY OF THE ARMY AWARD PUBLICATIONS IMPROVEMENTS</u>			
Recognition for achieving a savings, either tangible or intangible, as a result of establishing an innovative program designed to reduce the amount of printing or otherwise improve operations.	Civilian and military personnel who manage programs designed to improve a publications system. Eligibility is described in AR 25-30.	To HQDA by 1 October as announced.	Secretary of the Army. Award presented at Secretary of the Army award ceremony.
<u>*ARMY EDITOR OF THE YEAR AWARD</u>			
HQDA and Army field command- writer/editors, who have significantly improved the quality of Army publications, including a showing of a reduction in pages, through writing, editing, restructuring, and reorganizing.	Civilian and military personnel who are writers or editors of official Army publications. Eligibility is described in AR 25-30.	To HQDA by 1 October as announced.	Secretary of the Army. Award presented at Secretary of the Army award ceremony.

*Requires coordination with the American Embassy for KN employees.

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
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***SECRETARY OF THE ARMY AWARD FOR IMPROVING MANPOWER/FORCE MANAGEMENT**

Five categories are available: 1) Superior performance in manpower/force management; 2) Organizational excellence in manpower/force management; 3) Distinguished service in manpower/force management; 4) General Lesley McNair Award for an essay by a manpower/force management analyst; 5) General Mark Clark Award for the outstanding manpower/force management intern graduate.	Civilian or military personnel, or programs and projects.	To HQDA by 30 November.	HQDA.
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***DIRECTORATE OF PUBLIC WORKS (DPW) ANNUAL AWARDS PROGRAM**

Awards in seven categories: 1) DPW Executive of the Year; 2) DPW Engineering, Plans, and Services Executive of the Year; 3) DPW Business Management Executive of the Year; 4) DPW Housing Executive of the Year; 5) DPW Operations and Maintenance Executive of the Year; 6) DPW Support Executive of the Year; 7) DPW MACOM Support Executive of the Year. Nomination guidelines are described in AR 420-1 and DA Pam 420-6.	Civilian and military DPW managers. Eligibility criteria DA Pam 420-6.	Nominations from ACOM or ASCC commander to HQDA as announced.	Army Chief of Engineers.
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*Requires coordination with the American Embassy for KN employees.

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
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***JOHN W. MACY, JR. AWARD FOR EXCELLENCE IN CIVILIAN LEADERSHIP**

Demonstrated excellence in leadership of civilian personnel in areas such as mission support, military-civilian teamwork, customer service, productivity, EEO accomplishment, and enhancement of the Army's reputation as an employer.	All Army supervisors and managers, military or civilian (US and Korean, APF or NAF).	To HQDA by 31 January as announced.	Secretary of the Army. Recognition by the Army Civilian Personnel Alumni Association and the DA.
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***NICK HOGE AWARD FOR PROFESSIONAL DEVELOPMENT**

Recognizes DA personnel who author papers on matters relating to civilian personnel administration and management that are judged to be professionally significant and of value to the Army.	DA civilian employees and military personnel, including KN and NAF employees.	To HQDA by 31 January as announced.	Secretary of the Army.
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***WILLIAM H. KUSHNICK AWARD**

Specific contributions resulting in improvement in service or substantial savings in the broad field of civilian personnel administration. Outstanding record in career development, ability, and performance.	Army civilian employees, including Korean and NAF employees, engaged in civilian personnel administration.	To HQDA by 31 January as announced.	Secretary of the Army. Sponsored by the Army Civilian Personnel Alumni Association and the DA.
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*Requires coordination with the American Embassy for KN employees.

**Appendix E
Public Service Awards**

PUBLIC SERVICE AWARDS

PRESIDENTIAL PUBLIC SERVICE AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*PRESIDENTIAL MEDAL OF FREEDOM</u>			
Especially meritorious contribution to the security or national interests of the US in world peace, or cultural or other significant public or private endeavors.	Open to all persons, military or civilian, public or private, US or foreign.	When appropriate.	President of the United States; Eighth Army or USFK commanders nominate through HQDA.
<u>*PRESIDENTIAL CITIZENS MEDAL</u>			
Those who have served their country or their fellow citizens in an exemplary way.	All US citizens.	When appropriate.	President of the United States; Eighth Army or USFK commanders nominate through HQDA.

*Requires coordination with the American Embassy for KN employees.

SECRETARY OF DEFENSE PUBLIC SERVICE AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*DEPARTMENT OF DEFENSE MEDAL FOR DISTINGUISHED PUBLIC SERVICE</u>			
Distinguished service to DOD as a whole, or meritorious service of such significance to DA that recognition by Secretary of the Army is considered insufficient.	Civilians who do not derive livelihood from federal government Service.	When appropriate.	Secretary of Defense.
<u>*SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE</u>			
Extensive contributions, assistance, or support to DOD functions that warrant more than DA recognition.	Private citizens.	When appropriate.	Secretary of Defense.
<u>*DEPARTMENT OF DEFENSE MERITORIOUS AWARD</u>			
Outstanding contributions to the national defense effort that involve the material furtherance of an established DOD program and require considerable effort on the part of the organization concerned in the planning and execution of the service performed.	Organizations, including corporations, associations, and other groups.	When appropriate.	Secretary of Defense.

*Requires coordination with the American Embassy for KN employees

DEPARTMENT OF ARMY PUBLIC SERVICE AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*DECORATION FOR DISTINGUISHED CIVILIAN SERVICE</u>			
Distinguished service that makes a substantial contribution to the accomplishment of the Army's mission.	Private citizens, federal government officials at the policy development level, technical personnel who serve the Army in an advisory capacity or as consultants.	Submitted to HQDA within 6 months from end of period of service to be recognized.	Secretary of the Army.
<u>*SECRETARY OF THE ARMY PUBLIC SERVICE AWARD</u>			
For exceptional public service to the Army deserving of greater recognition than that which can be granted by a ACOM or ASCC Commander. This award is appropriate for spouses of military members provided they meet the criteria.	Private citizens and military spouses.	To HQDA within 6 months after end period to be cited.	Secretary of the Army.
<u>*OUTSTANDING CIVILIAN SERVICE AWARD</u>			
Outstanding service that makes a substantial contribution or is of significance to the major command.	Private citizens, federal government officials at the policy development level, technical personnel who serve the Army in an advisory capacity or as consultants.	Within 6 months of end of period of service to be recognized.	CG, Eighth Army for Eighth Army personnel; CofS or Commander, USFK for CFC/USFK personnel; and commander at major general for his/her personnel.

*Requires coordination with the American Embassy for KN employees.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

COMMANDER'S AWARD FOR PUBLIC SERVICE

Service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. Nomination will normally cover a minimum period of 1 year of service.

Private citizens, federal government officials at the policy development level, technical personnel who serve the Army in an advisory capacity or as consultants.

Within 6 months of the end of the period of service to be recognized.

Commanders at the level of colonel and above, commanders with court-martial authority, agency heads, subordinate officials of general officer rank or civilian equivalent.

CERTIFICATE OF APPRECIATION FOR PATRIOTIC SERVICE

Patriotic civilian service that contributes to the mission of an Army activity or staff agency or to the welfare of Army personnel.

Private citizens or DA officials at the policy development level. Groups or businesses may also be eligible.

Soon after services are rendered.

Commanders, lieutenant colonel and above or civilian equivalent.

***CIVILIAN AWARD FOR HUMANITARIAN SERVICE**

Significant humanitarian actions, deeds, or achievements by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature.

Private citizens or foreign government officials.

Within 6 months after the act or after the act becomes known to the nominating official.

CG, Eighth Army, CofS or Commander, USFK
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CERTIFICATE OF APPRECIATION

Accomplishments of private citizens when a higher level honorary award is not appropriate.

Private citizens or foreign government officials.

Soon after services are rendered.

Local commanders and other locally authorized individuals.

*Requires coordination with the American Embassy for KN employees.

US CONGRESS PUBLIC SERVICE AWARDS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>*CONGRESSIONAL AWARD FOR EXEMPLARY SERVICE TO THE PUBLIC</u>			
Demonstration of a degree of courtesy in dealing with the public that clearly exceeds normal expectations, and the contribution being recognized must have been in connection with a federal program or function	Individuals, small groups, or teams of federal civilian employees.	To HQDA by 31 October as announced.	US Congress through OPM.
<u>*CONGRESSIONAL EXCALIBUR AWARD</u>			
Outstanding achievements in solving problems at local, national, or international level. Exceptional scientific, technical, or administrative achievements, superior service to the public. Ability to overcome obstacles to organizational objectives.	Federal employees and military personnel.	To HQDA by 16 November as announced.	US Congress through OPM.

*Requires coordination with the American Embassy for KN employees.

**Appendix F
Awards by Non-Federal Organizations**

AWARDS BY NON-FEDERAL ORGANIZATIONS

<u>DESCRIPTION</u>	<u>WHO IS ELIGIBLE</u>	<u>WHEN DUE</u>	<u>APPROVAL AUTHORITY</u>
<u>ASSOCIATION OF THE US ARMY (AUSA) CIVILIAN RECOGNITION PROGRAM</u>			
<p>The AUSA Korea Chapter presents awards in 3 categories:</p> <p>1) Distinguished performance of official duties;</p> <p>2) Distinguished service to the Eighth Army community (unofficial duties/voluntary activities);</p> <p>3) Direct contributions to the AUSA Korea chapter.</p>	<p>US and KN employees, and family members of military.</p>	<p>In August to AUSA districts as announced.</p>	<p>Selections in each category are made by each district and by the Korea Chapter. Point of contact is DHRM.</p>
<u>AMERICAN SOCIETY FOR MILITARY COMPTROLLERS (ASMC) AWARD</u>			
<p>Awarded for outstanding accomplishment in the functional areas of comptrollership and financial management.</p>	<p>All individuals in the comptroller and financial management fields.</p>	<p>See fall issue of the Armed Forces Comptroller.</p>	<p>ASMC Individual Awards Committee. Point of contact is ACofS, G8.</p>
<u>ARTHUR S. FLEMING AWARD</u>			
<p>Outstanding contributions to public service in three distinctive categories</p> <p>1) applied science, engineering and mathematics; 2) basic science, and 3) managerial or legal achievement. 12 awards are presented each year.</p>	<p>US civilian employees or members of the uniformed services who have at least three, but no more than 15 years of service as of the nomination date.</p>	<p>To HQDA by 30 November as announced.</p>	<p>The Arthur S. Flemming Commission. Presented by the Junior Chamber of Commerce of Washington, DC.</p>

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

GOVERNMENT EMPLOYEES INSURANCE COMPANY (GEICO) PUBLIC SERVICE AWARDS

Contributions to the public good, either job related or non-job related, in the areas of alcoholism, fire prevention and safety, physical rehabilitation, or traffic safety and accident prevention.

Career civil service employees and retirees.

To HQDA by 31 June as announced.

GEICO Public Service Awards Selection Committee.

NATIONAL CIVIL SERVICE LEAGUE CAREER SERVICE AWARD

Recognition for exemplifying the best characteristics of the career service, as demonstrated through efficiency and achievement of an exceptional level, and integrity and devotion to the principles of public service.

Federal career employees with at least 10 years of service (including military).

To HQDA by 1 July as announced.

Recognition by National Civil Service League.

NATIONAL PUBLIC SERVICE AWARD

Responsibility for accomplishing or causing to be accomplished significant programs or projects which benefit the general public. Outstanding contributions on a sustained basis.

Public practitioners at all levels of government.

To HQDA by 30 September as announced.

National Public Service Award Committee. Recognition by the American Society for Public Administration and National Academy of Public Administration.

DESCRIPTION

WHO IS ELIGIBLE

WHEN DUE

APPROVAL AUTHORITY

ROGER W. JONES AWARD FOR EXECUTIVE LEADERSHIP

Demonstrated superior leadership that resulted in outstanding organizational achievements, and strong commitment to the successful development of managers and executives.

Career federal executives.

To HQDA by 30 September as announced.

Roger W. Jones Award Selection Committee- American University College of Public and International Affairs.

WILLIAM A. JUMP MEMORIAL AWARD

Outstanding service in the field of public service and notable contributions to the efficiency and quality of the public service in this field.

Any federal government employee under 37 years of age.

To HQDA by 30 December as announced.

William A. Jump Memorial Foundation.

ZACHARY AND ELIZABETH FISHER DISTINGUISHED CIVILIAN HUMANITARIAN AWARD

To exemplify the Fishers' personal qualities of patriotism, generosity, and selfless dedication to the members of the armed forces through an outstanding humanitarian act or service; selflessly contributed an extraordinary amount of time, talent, or resources of monetary impact; and significantly enhanced the quality of life of military members or their families. Period is 1 January to 31 December.

Individuals or organizations that are not currently employed by DOD and its components or who were not employed during the period for which the award is recommended.

To HQDA 30 April as announced.

Military Department Secretary.

**Appendix G
Award Request Form**

G-1. Sample of DA Form 1256, Incentive Award Nomination and Approval

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI Doe, John F.		2. SOCIAL SECURITY NO. 123-45-6789	3. ORGANIZATION (No abbreviations) ACofS, J4 HQ, USFK/EUSA	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Supply Specialist, GS-11 \$56,000			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE		
MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		
X SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		
OTHER (Specify)		ON-THE-SPOT CASH AWARD		
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 1 Jan 05 - 31 Dec 07				TIME OFF AWARD
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
Rachel Welch, COL, ACofS, J4			AREA CODE (315) 723-xxxx	2 Jan 08
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE	c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE	f. DATE
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$		INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (ES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				Leave blank.
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				Leave blank.
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

G-4. Sample of DA Form 1256, Incentive Award Nomination and Approval (For KNs)

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART 1 - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI Hong, Kil Tong		2. SOCIAL SECURITY NO. 661122-1234567	3. ORGANIZATION (No abbreviations) ACofS, J1 HQ, USFK/EUSA	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Budget Analyst, KGS-11			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE	
MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	X PERFORMANCE AWARD \$ 200 hrs	
SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$	
OTHER (Specify)			ON-THE-SPOT CASH AWARD \$	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 1 Jan 07 - 31 Dec 07			TIME OFF AWARD	
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
Rachel Welch, Ch, RM Division, ACofS, J1			AREA CODE (315) 723-xxxx	2 Feb 08
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE	c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE	f. DATE
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$		INTANGIBLE BENEFITS	ESTIMATED FIRST-YEAR SAVINGS \$
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	200 hrs			JOHN E. DOE, COL, ACofS, J1
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**Appendix H
Format for Award Nominations**

Mr. John E. Doe

Is presented the

Superior Civilian Service Award

FOR EXEMPLARY PERFORMANCE AS A SUPPLY SPECIALIST IN THE SUPPLY DIVISION, ASSISTANT CHIEF OF STAFF, J4, HEADQUARTERS, UNITED STATES FORCES KOREA AND EIGHTH UNITED STATES ARMY FROM MARCH 1998 THROUGH JANUARY 2007. MR. DOE DEMONSTRATED SUPERB MANAGERIAL SKILLS AND TECHNICAL COMPETENCE IN PLANNING, ORGANIZING AND DIRECTING SUPPLY INVENTORIES. IN ADDITION, HE MADE A SIGNIFICANT CONTRIBUTION TO THE ESTABLISHMENT AND MAINTENANCE OF A HIGHLY EFFECTIVE SUPPLY REQUISITION SYSTEM FOR AIRCRAFT PARTS. MR. DOE'S OUTSTANDING ACCOMPLISHMENTS REFLECT GREAT CREDIT UPON HIMSELF, THE ASSISTANT CHIEF OF STAFF, J4, THE UNITED STATES FORCES KOREA, AND THE UNITED STATES ARMY.

BIOGRAPHICAL SKETCH

- (a) Born on September 28, 1959 in Seattle, Washington.
- (b) Bachelor of Science (B.S.) Business Administration, Madison College, 1983.
Master of Science (M. S.) Public Administration, Old Dominion University, 1988.
- (c) Headquarters, US Marine Corps, Arlington, Virginia 1983 – 1985.
Fort Drum, New York 1985-1988.
Fort Carson, Colorado 1988 – 1993.
Camp Zama, Japan 1993 – 1998.
Headquarters, Eighth United States Army/United States Forces Korea, Seoul, Korea, 1998 – 2007.
- (d) Career appointment, GS-12.
- (e) Has completed nine years in an outstanding manner in current assignment. Has been selected for promotion to position in Headquarters, Department of the Army. His departure date is April 2007.

DESCRIPTION OF ACHIEVEMENT

Mr. Doe reported to the Supply Division, Assistant Chief of Staff, J4, Headquarters, United States Forces Korea/Eighth United States Army on 18 March 1998. In 1998, realizing the need for a systematic accounting of supplies throughout Korea, he volunteered to work on organizing the annual inventory. In 1999 he was assigned the responsibility for planning and in 2001 he directed this vitally important effort. In 2004, seeing the costly, ad hoc procedures used to obtain critical aircraft parts, he originated the idea and worked in collaboration with Brigadier General Jones for the establishment of a prototype supply requisition system in Taegu. After that successful trial, he then directed its implementation and subsequent maintenance of the system throughout Korea.

In 1998, Mr. Doe, on his own initiative, began organizing an annual inventory while continuing to perform his regular duties. In 1999 he planned the inventory in such a way that holiday and peak workload periods were avoided. He also divided the catalogue of supply items into manageable units so that all technicians could participate and the whole project could be finished expeditiously.

In 2002 he began to direct the inventories which became increasingly accurate with a rating that started at 87% and which by 2004 had achieved 98% and in 2005 – 99%. Also in 2006 during the inventory period, a Korean labor action occurred which required the activation of a contingency plan prepared by Mr. Doe. Using soldiers, sailors, airmen, and civilian volunteers, he provided crash training and used these people to perform the inventory and turned what initially appeared to be a disaster into a near-normal procedure.

Up until 2006, aircraft parts were informally secured from a variety of sources often at exorbitant expense and much wasted effort and confusion. Mr. Doe proposed his idea for an aircraft part requisition system to Brigadier General Jones who had the foresight to approve its initiation. With prudence Mr. Doe chose Taegu as a test site and only after careful and painstaking research was the system implemented Korea – wide with much success. A modified version is now used by the Republic of Korea and Italy.

BENEFITS

By the process of annually inventorying supply items in Korea, those that are needed can be ordered in proper quantities. This compares to the pre-inventory experience in which needless quantities of some supplies were ordered and accumulated while certain items were lacking. While it is difficult to establish the amount of tangible benefits attributed to Mr. Doe's efforts it must be noted that the availability of parts has reduced down time significantly, thus increasing availability of aircraft and enhancing our readiness.

OTHER AWARDS RECEIVED

<u>AWARD</u>	<u>DATE</u>
Sustained Superior Performance	28 November 1982
Sustained Superior Performance	21 December 1983
Outstanding Performance	12 November 1994
Outstanding Performance	17 November 1995
Order of National Security Merit SAMIL Medal	21 March 1996
Certificate of Achievement	10 March 1997
Outstanding Performance	28 February 1998
Outstanding Performance	30 January 1999
Achievement Medal for Civilian Service	30 July 2000
Exceptional Performance	25 November 2001
Exceptional Performance	27 November 2002
Exceptional Performance	3 December 2003
Commander's Award for Civilian Service	30 December 2005

Appendix I
 Guide for Calculating Awards (Tangible and Intangible)

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	5,850	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		
39,000	1,870	79,000	3,070	119,000	3,785	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		
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*		

* Awards over \$10,000 require the approval of the Office of Personnel Management.

** Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

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 of 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/\$1,000-2,500 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/\$10,000-50,000 TANGIBLE BENEFITS)	\$2,500-5,000 (COMPARE w/\$50,000-360,000 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/\$50,000-360,000 TANGIBLE BENEFITS)	\$5,000-10,000 (COMPARE w/\$360,000-1,360,000 TANGIBLE BENEFITS)

TIME OFF AWARDS SCALE FOR SINGLE CONTRIBUTION

Value to Organization	Number of Hours
<p>Moderate:</p> <ol style="list-style-type: none"> 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
<p>Substantial:</p> <ol style="list-style-type: none"> 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
<p>High:</p> <ol style="list-style-type: none"> 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
<p>Exceptional:</p> <ol style="list-style-type: none"> 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

Appendix J
Samples of Citations

DEPARTMENT OF THE ARMY
JOHN DOE
IS OFFICIALLY COMMENDED
FOR

EXCEPTIONAL PERFORMANCE OF HIS DUTIES AS SUPPLY MANAGEMENT SPECIALIST IN THE SUPPLY DEPARTMENT, 19TH THEATER ARMY AREA DURING THE RATING PERIOD 8 JULY 2005 THROUGH 10 JULY 2006 AND IS AWARDED A QUALITY STEP INCREASE. HE WAS EXTREMELY RESPONSIVE TO ALL CUSTOMERS' NEEDS BY PROVIDING BOTH QUALITY AND EXTENSIVE REQUISITIONING TO NEW ACTIVITIES AS WELL AS ACCURATE AND UNINTERRUPTED MAINTENANCE OF CONTINUING ACCOUNTS. MR. DOE IS A VALUED SPECIALIST AND A CREDIT TO THE EIGHTH UNITED STATES ARMY AND THE FEDERAL SERVICE.

DEPARTMENT OF THE ARMY
ALICE SMITH
IS OFFICIALLY COMMENDED
FOR

OUTSTANDING PERFORMANCE OF DUTIES WHILE ASSIGNED DUTIES OF SECRETARY IN THE OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR RESOURCE MANAGEMENT. IN ADDITION TO HER ROUTINE DUTIES SHE UPDATED A FILING SYSTEM THAT WAS CUMBERSOME AND ANTIQUATED. MS. SMITH DEVELOPED AVAILABLE SYSTEM FOR CONTROL OF REPORTS WITHIN A HIGHLY COMPLEX WORK FORCE. SHE HAS DEMONSTRATED A GREAT SENSE OF COOPERATION, WILLINGNESS TO ASSIST AND PATIENCE. MS. SMITH IS MOST DESERVING OF THIS PERFORMANCE AWARD AND REFLECTS CREDIT ON THE EIGHTH UNITED STATES ARMY.

DEPARTMENT OF THE ARMY
CERTIFICATE OF ACHIEVEMENT
AWARDED TO

JOHN HANCOCK

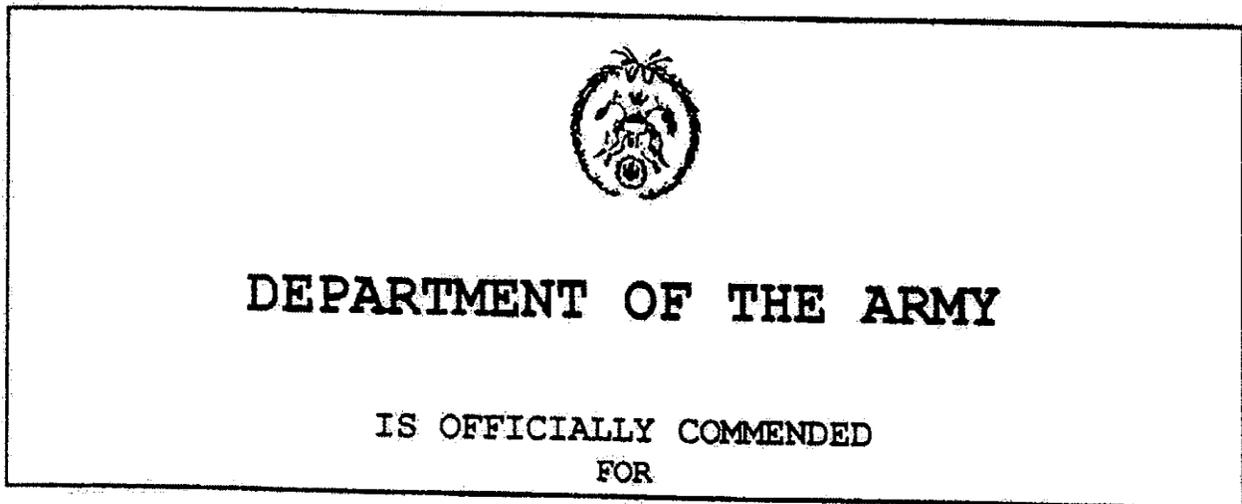
IN RECOGNITION OF HIS OUTSTANDING ABILITIES AS A SUPPLY MANAGEMENT SPECIALIST. MR. HANCOCK ALWAYS PERFORMED HIS TASKS DILIGENTLY, ACCURATELY, AND PROMPTLY. HE HAS EFFECTIVELY ASSISTED IN TRAINING NEW INSTRUCTORS WHO PRAISE HIS ABILITY TO CLARIFY PROCEDURES, LISTEN PATIENTLY, AND PLAN INVENTORIES WHICH ENCOURAGE FELLOW SPECIALISTS TO PARTICIPATE AND ACHIEVE SUPERIOR RESULTS. MR. HANCOCK IS A DILIGENT, RESOURCEFUL WORKER WHO IS UNUSUALLY RESPONSIBLE AND HIGHLY SELF MOTIVATED. HE IS A CREDIT TO THE EIGHTH UNITED STATES ARMY.

**Appendix K
Samples of Certificates**

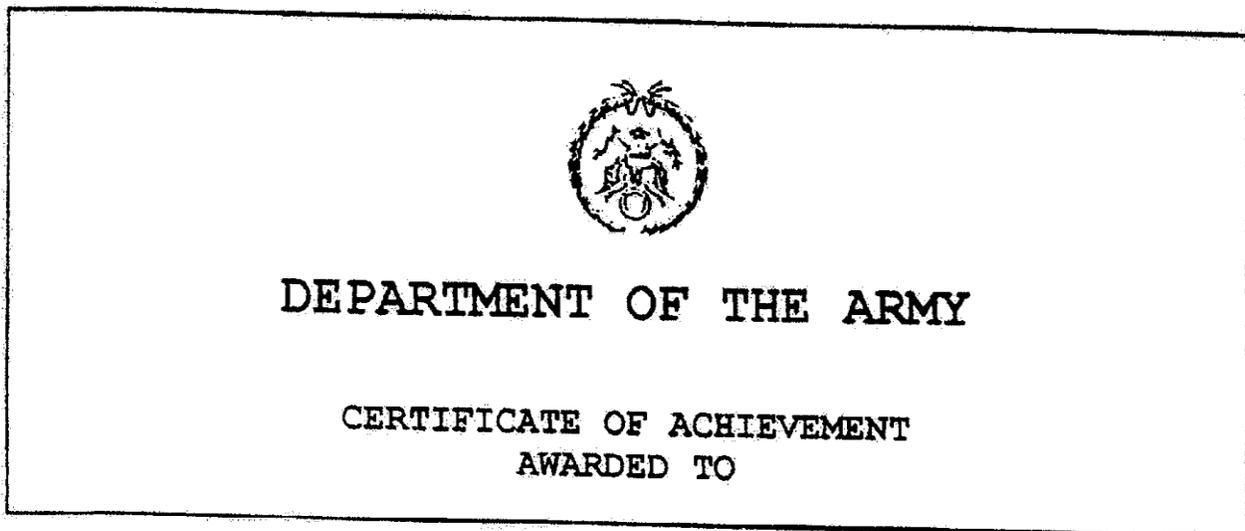
These are samples of certificates presented to employees who receive an honorary or monetary award.

Certificate A is used for employees receiving a Performance Award, Special Act Award, or Quality Step Increase.

Certificate B is used for employees receiving a Certificate of Achievement.



CERTIFICATE A



CERTIFICATE B

These are samples of the Meritorious Civilian Service and the
Commander's Award for Civilian Service Certificates.



DEPARTMENT OF THE ARMY

DECORATION FOR MERITORIOUS CIVILIAN SERVICE

**HAS RECEIVED OFFICIAL COMMENDATION
FOR MERITORIOUS PERFORMANCE OF DUTY**

CITATION:



DEPARTMENT OF THE ARMY

**IS PRESENTED THE
COMMANDER'S AWARD FOR CIVILIAN SERVICE**

CITATION:

Appendix L Korean Civilian Service Medal

L-1. Purpose

To establish command policies and prescribe procedures for award of the Korean Civilian Service Medal.

L-2. Applicability

This guidance is applicable to all US Army activities employing US citizen civilian employees in Korea.

L-3. Policy

a. The Korean Civilian Service Medal is designed to recognize DA US citizen civilian employees in any employment capacity with the US Army in Korea.

b. This service medal is established IAW DA Pam 672-20, Chapter 3-6, and is approved by the CG, Eighth U.S. Army.

c. This service medal, including a lapel pin and ribbon, may be presented to eligible personnel by the employee's immediate supervisor.

L-4. Tour of Duty.

a. Employees working at installations in Area I will have a standard tour length of 24 months.

b. the standard overseas tour length for DoD employees in Korea is 36 months for all other locations. Additional information on the command policy on tours of duty can be found in AK Reg 690-3.

L-5. Eligibility

a. In order to be eligible for this service medal, U.S. citizen employees must --

- (1) Have been assigned in Korea on or after 1 June 1988.
- (2) Have completed successfully a tour of duty during that assignment or,
- (3) Have completed successfully a tour of duty on or after 1 June 1988.

b. This service medal will be granted to employees upon successful completion of a tour. Employees may only receive one award of this medal. Completion of subsequent or additional tours of duty does not make employees eligible for more than one award of the medal.

L-6. Procedures

a. Management officials will submit a list of eligible employees, i.e., full name, grade, job title, social security number, beginning and ending dates of tours, and organization, to the servicing CPAC to obtain the number of Korean Civilian Service Medals (KCSMs) required.

b. The servicing CPAC will verify each employee's tour completion and provide KCSMs to the management officials for presentation to those employees successfully completing a tour of duty. The KCSMs will be provided on a cost reimbursable basis.

c. The servicing CPAC will furnish a list of employees that received KCSM to the Office of the Regional Director, CHRA, Far East Region for necessary action to update awards records in the Defense Civilian Personnel Data System.

d. The servicing CPAC will maintain a copy of action taken on the list submitted IAW with appropriate retention periods.

e. The employee's immediate supervisor may present the KCSM to an eligible employee.

f. The Regional Director, CHRA, Far East Region, will purchase the number of KCSMs required and distribute them to the CPACs based on an annual needs survey.

**Glossary
Abbreviations**

ACofS	Assistant Chief of Staff
ACOM	Army Command
APF	Appropriated Fund
AS	Administrative Service
ASCC	Army Service Component Command
ASMC	American Society for Military Comptrollers
AUSA	Association of the United States Army
BG	Brigadier General
BS	Bachelor of Science
CFC	Combined Forces Command
CG	Commanding General
CHRA	Civilian Human Resources Agency
CIPMS	Civilian Intelligence Personnel Management System
CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DEH	Directorate of Engineering and Housing
DHRM	Directorate of Human Resources Management
DOD	Department of the Defense
DPW	Directorate of Public Works
EEO	Equal Employment Opportunity
Eighth Army	Eighth United States Army
GEICO	Government Employees Insurance Company
GM	General Manager
GS	General Schedule
GSA	General Services Administration

HQ	Headquarters
IARC	Incentive Awards Review Committee
KCSM	Korean Civilian Service Medal
KEU	Korean Employees Union
KN	Korean National
MG	Major General
MS	Master of Science
MSC	Major subordinate command
MWR	Morale, welfare, and recreation
NAF	Nonappropriated fund
NAFI	Nonappropriated fund instrumentality
NSPS	National Security Personnel System
OPM	Office of Personnel Management
PM	Provost Marshall
Reg	Regulation
QSI	Quality Step Increase
SA	Secretary of the Army
SF	Standard Form
TAPES	Total Army Performance Evaluation System
TOA	Time off Award
US	United States
USACCK	United States Army Contracting Command, Korea
USFK	United States Forces, Korea