

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

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

**Applicability.** This supplement applies to all TRADOC installations and activities.

**Suggested improvements.** The proponent of this supplement is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to

Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-CL, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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

AR 672-20, 1 June 1993, as changed, is supplemented as follows:

**Paragraph 1-4. Responsibilities**

**1-4d(5) (Added)** "Establish a Headquarters, U.S. Army Training and Doctrine Command (TRADOC) Performance Management and Awards Committee (PMAC) to make recommendations on incentive awards nominations requiring TRADOC Commander approval and provide advice on matters relating to performance management and incentive awards policy."

**Paragraph 2-1. Program administration**

**2-1i(2) (Add the following)** "Before forwarding an award for MACOM or higher approval, careful consideration should be given to a nomination which has negative CPAC and/or EEO certification to holding the nomination in abeyance at the installation. If this is not practical, approve award for which approval authority exists at the installation/activity level."

**2-1n (Added)** "Installations and activities will allow 45 days at HQ TRADOC for processing of awards approved by the TRADOC Commander and 60 days at HQDA for processing of awards approved by the Secretary of the Army (SecArmy). Nominations requiring less than the specific timeframe must have a memorandum of lateness addressed to Commander, TRADOC, stating reason for late submission."

**2-1o (Added)** "All award packages forwarded through TRADOC Commander to DA for approval must include nomination on diskette or sent electronically to the Executive Secretary, TRADOC PMAC, who will copy to a diskette before forwarding to TRADOC Commander for approval. This is a Headquarters TRADOC Command Group requirement."

**2-1p.(Added)** "Nomination by Commandant, OMMCS (Redstone), will flow through CG, USA Ord Center & School (APG) and CG, CASCOM (Fort Lee) to HQ TRADOC. Nominations by Commander of any ROTC Region are forwarded through Commander, Cadet Command to HQ TRADOC. Nomination by Commander, Soldier Support Institute would be forwarded through CG, CASCOM. Nomination by Commandant, ALMC or Commandant, USAQMS would be forwarded through CG, CASCOM. Nomination by Commander, Fort Monroe would be forwarded directly to HQ

TRADOC. Nomination by Director, SWC, TRAC, would be forwarded through Director, TRAC, to HQ TRADOC."

**2-1q. (Added)** "TRADOC Chief of Staff exercises approval/disapproval authority for the Meritorious Civilian Service Award as the designated representative of TRADOC Commander. Commanders at Lieutenant General rank can approve posthumously or when nominee is retiring."

**2-1r. (Added)** "Nominations for the Superior Civilian Service Award are forwarded to HQ TRADOC only if approval authority does not exist at the installation/ activity."

**2-1s. (Added)** "All nominations must include a statement that award is being presented at retirement ceremony (if applicable) of (name) and presentation date is (date); or nominee and (name of military spouse) (if applicable, are transferring and presentation is (date)."

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

**2-2a In the first sentence after "(DA) employees" add:** "and PMAC for TRADOC employees"

**2-2c (Add the following)** "The Equal Employment Opportunity (EEO) Officer and Civilian Personnel Advisory Center (CPAC) Director must include in their review that the TRADOC EEO Director was contacted to determine if any complaints are pending at the MACOM level. Circling "yes" by the CPAC Director affirms the nominee's records have been reviewed and there are no disciplinary/ adverse actions pending against the nominee and no history of disciplinary/ adverse actions based on performance or conduct. If "no" is circled by either the EEO Officer or CPAC Director, an explanation will be forwarded with nomination, and protected as Sensitive Information under the provisions of the Privacy Act. For Privacy Act purposes, the statement will not identify the nominee by name. The statement must be coordinated with the SJA and signed by the commander/activity principal of the submitting organization."

**Paragraph 2-5. Authority to approve cash awards**

**2-5d (Added)** "Authority is redelegated to commanders in the rank of Major General and above. Nominations in excess of \$10,000 must be forwarded to the Executive Secretary, TRADOC Incentive Awards Board."

**Paragraph 2-7. Incentive awards committees**

**2-7c(2)(e) (Added)** “Review award nominations by the command PMAC.”

**2-7c(3) Add after “EEO”** “and adverse action”

**2-7c(4) (Added)** “Ensure Chief of Staff has adequate information upon which to base decisions to strike a reasonable balance between appropriately recognizing top performers and avoiding actions which could potentially reflect adversely on the installation, TRADOC, and the Department of the Army.”

**2-7c(4)(a) (Added)** “PMAC members review nomination with a view towards fairness, equity, and consistency considering the nominee’s awards history and the significance of accomplishments in compliance with AR 672-20. If the nomination contains a negative EEO/CPAC certification, PMAC members will each vote twice. First, to ensure it meets the criteria therein. Second, to consider information related to past or pending EEO complaints or disciplinary/adverse personnel action. A member could first recommend that a nomination meets the criteria for example, a Meritorious Civilian Service Award, and then, after considering negative EEO/CPAC information, recommend that the award be disapproved or held in abeyance. In casting the second recommendation, members will be guided by paras 2-1i and 2-2 of AR 672-20.”

**2-7c(4)(b) (Added)** “PMAC comments forwarded to TRADOC SJA and EEO for review.”

**2-7c(4)(c) (Added)** “Forward through Deputy Chief of Staff for Base Operations Support, who serves as PMAC Chairman, to the Chief of Staff for final decision. The Chief of Staff, acting as designated representative of Commanding General, considers recommendation(s) and approves or disapproves award.”

**2-7c(4)(d) (Added)** “Executive Secretary notifies installation/ activity POC of disposition (award approved, disapproved, remanded, downgraded, or forwarded to the Army Incentive Awards Board.”

**Paragraph 8-1. Federal honorary awards**

**8-1 Add the following at the end of para:** “Nomination for an honorary award must be submitted within 6 months after completion of the act or period to be cited.”

**Paragraph 8-14. Armed Forces Civilian Service Medal**

**8-14f (Added)** “Delegation is authorized to installation commanders in the rank of Major General and above to grant the Armed Forces Civilian Service Medal.”

**Paragraph 8-15. Award for Outstanding Service in the Army Senior Executive Service**

**8-15 (Added)** “Informal Recognition Awards (Memory value and Trophy value). Installation and activity officials may grant informal recognition devices. No review or processing by the Incentive Awards committee is required unless provided for under local procedures. Officials have the authority to procure items at nominal cost to be used as appropriately inscribed honorary awards such as plaques, mugs, badges, jackets, and paperweights.”

**8-15(a) (Added)** “The item must be something that the recipient could reasonably be expected to value but not something that conveys a sense of monetary value.”

**8-15(b) (Added)** “The item must have a lasting trophy value.”

**8-15(c) (Added)** “The item must clearly symbolize the employer-employee relationship in some fashion. Affixing a logo represents this relationship.”

**8-15(d) (Added)** “When an award is approved for an employee of another agency, the benefiting agency shall make arrangements to transfer funds to the employing agency to cover the award as defined by section 451.104(d)(1) of Title 5, Code of Federal Regulation.”

**Paragraph 9-1. Awards for public service**

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

**Paragraph 9-3. Outstanding Civilian Service Award**

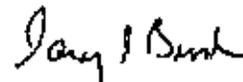
**9-3c Add the following:** “Authority to approve is redelegated to commanders in the rank of Major General and above.”

**Paragraph 10-4. Recognition devices**

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

FOR THE COMMANDER:

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