

**\*DR 672-1-451**

**DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS  
1222 SPRUCE STREET  
ST. LOUIS, MISSOURI 63103-2833**

**CELMS-HR-M**

**Regulation  
No. 672-1-451**

**15 September 1994**

**Civilian Personnel  
INCENTIVE AWARDS**

**(Supervisors should file this regulation in Section I  
of the Supervisor Handbook)**

- 1. PURPOSE.** This regulation outlines procedures and criteria for the Incentive Awards Program in the St. Louis District. It establishes responsibilities for the administration of the program.
- 2. APPLICABILITY.** This regulation applies to all personnel and organizational elements which receive personnel service from the St. Louis District unless superseded by personnel servicing or interagency support agreements.
- 3. REFERENCE.**

Army Regulation 672-20, 1 Jun 93.
- 4. OBJECTIVES.**
  - a.** To encourage the fullest participation of St. Louis District employees in maximizing district mission performance.
  - b.** To recognize and reward civilian employees for performance and achievements contributing to efficiency, economy, quality, teamwork, customer and public service and other organizational goals that are above those normally expected.
  - c.** To offer an incentive to employees for exceeding basic job expectations.

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**\*This regulation supersedes DR 672-1-451, 15 Dec 92, and Ch 1, 15 Apr 94.**

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**5. Policy.**

a. The Incentive Awards Program will operate in a fair and equitable manner and awards granted under the provisions of this program will be based on merit. However, because of the diversity of the District's workforce and the individual program authority granted to supervisors and managers, it is to be recognized that program differences will exist among different organizational entities.

b. With the exception of On-The-Spot Awards, employees nominated for incentive awards **WILL NOT BE INFORMED** of the nomination until such time as the nominating official has been notified by the Human Resource Office that the award has been approved and the Human Resource Office regulatory compliance review has been completed.

c. The same act or achievement cannot form the basis for more than one type of monetary or DA honorary award.

d. Performance awards (Quality Increases and Awards for Performance, and other Honorary Awards) are supervisor-initiated and awarded at the discretion of management when applicable criteria provided in this regulation are met. Failure to receive such an award is not a basis for a grievance or appeal.

e. Performance Awards should not be granted as a farewell gesture incident to separation or retirement of an employee or supervisor. They also are not recommended for employees who have received a promotion during the period covered by the award or for whom a promotion is anticipated during the next four months.

f. Generally within the same organizational element, higher graded employees with higher ratings should receive larger performance awards than employees at same or lower grades who have lesser ratings.

g. Performance award dollar amounts will be calculated based on the employees salary at the end of the rating period. Awards which are for a rating period of less than 12 months should be reduced (pro-rated) based on the number of months covered by the rating period, particularly for employees new to the agency during the prior year.

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**6. Responsibilities.**

**a. Human Resource Office**

**(1) Provide program administration leadership, staff support, and promotion of the Incentive Awards Program.**

**(2) Provide training and staff assistance to supervisors.**

**(3) Provide regulatory review of nominations prior to final approval to assure compliance with governing regulations. Submit special act award nominations that appear to exceed the impact criteria outlined in Appendix B to Incentive Awards Committee for adjudication.**

**(4) Maintain records and submit required reports concerning the Incentive Awards Program.**

**(5) Designate an Executive Secretary to the Incentive Awards Committee from the Human Resource Office staff.**

**(6) Plan and conduct annual length-of-Service award ceremony.**

**(7) Monitor and analyze award program trends, performance, outcomes, and impacts and address concerns to the Incentive Award Committee.**

**b. Divisions/Offices**

**(1) Divisions/Offices are responsible for budgeting dollar amounts for incentive awards within their yearly budget.**

**(a) Two Percent of the organization's basic labor amount will be the limit on fiscal year budget and spending for awards to include all categories of cash awards. Total dollar amount for awards are budgeted within each Division/Office at the beginning of the fiscal year.**

**(b) Exceptions to the 2% will be granted for organizations that give awards repeatedly outside of their organizations. This is for Executive Office, Security Office, Safety Office, and Equal Employment Opportunity Office.**

**(2) All "Incentive Award Nomination and Approval" Forms should have the cost code and organization code typed in the appropriate block. This would be block five (5) of the DA 1256 form, and on DA 7222 & 7223 in Part III, the block marked Fund**

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**Cite.** The fund cites are required for the Office of Comptroller to properly identify awards charged to each Division/Office accordingly.

**(3) Establish internal policy and procedures for preparation and presentation of award certificates.**

**c. Supervisors.**

**(1) Are responsible for keeping themselves informed as to the provisions and procedures of the Incentive Awards Program; using the program to recognize high-quality performance; and adhering to the policies and procedures stated in this regulation.**

**(2) Support and promote the Incentive Awards Program.**

**(3) Initiate timely recommendations for appropriate awards for achievements or special acts or services. Ensure that amount of award recommended meets the impact requirements outlined in Appendix B.**

**(4) Maintain a record of Incentive Awards granted to employees by posting the date and type of award on the Employee Record Card (SF-7).**

**(5) Maintain confidentiality of award submissions informing employees only after the award is approved by the Human Resource Office and necessary approving officials.**

**(6) Give oral and/or written commendations when employee achievements deserve recognition, but do not meet the requirements for the type of awards described in Appendixes A through C.**

**(7) Consider honorary award options and use an appropriate mix of monetary and honorary awards.**

**d. Incentive Awards Committee (IAC). Consider and present recommendations to the Commander concerning —**

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- (1) Incentive Award policies, trends and direction.**
  - (2) Nominations for cash and honorary awards that exceed local approval authority.**
  - (3) Nominations for awards which are requested as exceptions to the criteria outlined in this or higher headquarters guidance.**
  - (4) Nominations that are competitive, and involve the evaluation of accomplishments of several individuals or groups.**
  - (5) Nominations that appear to exceed impact criteria outlined in Appendix B.**
  - (6) Consistency of policy implementation and equitable award distribution issues.**
- e. Approving Authorities. Subject to regulatory compliance review and certification by the Human Resource Office, the following approval levels are effective.**
- (1) Performance Awards of up to and including \$2,000, and Quality Step Increases, may be approved by the Chiefs of Technical Divisions and Advisory and Administrative Offices. Approving Official must be one level above the rater of the Performance Evaluation. Performance Awards over \$2,000 must be approved by the District Commander or Deputy Commander (see para. 4).**
  - (2) Special Act Awards of up to and including \$1,000 may be approved by the Chiefs of Technical Division and Advisory and Administrative Offices. Approving Official must be one level above the nominating official. Special Act Awards over \$1,000 must be approved by the District Commander or Deputy Commander (see para. 4).**
  - (3) Division/Office Chiefs may re-delegate the authority to approve incentive awards cited above to the lowest level desired. However, award nomination forms must be approved by an individual at least one level higher in the organization than the nominating official. The only exception is when the Commander is the nominating official.**
  - (4) The District Commander is authorized to approve cash awards in amounts up to and including \$5,000. Division Commanders may approve awards up to and including \$8,000; nominations for awards in excess of \$8,000 may be approved by USACE. In any case where there is a question as to the appropriate approving authority, the Management-Employee Relations Branch staff should be consulted for**

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prior guidance.

(5) Upon receipt of nomination for Incentive Awards (including non-monetary and cash awards) and an initial determinations of eligibility, the approving official will forward such nominations to the Incentive Awards Secretary for regulatory compliance review.

## 7. Types of Awards.

### a. Incentive Awards.

- (1) Performance Awards (Appendix A)
- (2) Special Act/Service Awards/On-The-Spot Cash Awards/Time Off Awards (Appendix B)
- (3) Quality Step Increase (Appendix C)
- (4) Honorary Awards (Appendix D)
- (5) Incentive Awards Committee Charter (Appendix E)

#### APPENDIXES:

- A - Performance Awards
- B - Special Act/Service Award/On-The-Spot Cash Awards/Time Off Awards
- C - Quality Step Increase
- D - Honorary Awards
- E - Incentive Awards Charter

  
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Commanding

#### DISTRIBUTION:

- All Supervisors
- CELMS-HR-M (100)
- CELMS-IM-P (4)
- CELMV-HR
- CELMV-IM-O

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## APPENDIX A

### PERFORMANCE AWARDS (PA)

#### 1. General.

A Performance Award consists of a monetary award and a DA Form 2443 (Commendation Certificate) given in recognition of high-level performance for a specific rating period. All District employees are eligible for this award.

#### 2. Criteria.

a. Employees with annual summary performance ratings of Successful Level 1 (Exceptional) or Successful Level 2 (Highly Successful) are eligible for this award.

b. Performance Awards are not recommended for employees who have been promoted during the period covered by the rating or employees for whom a promotion is anticipated during the next few months.

#### 3. Nominating Procedures.

a. The employee's immediate supervisor is responsible for initiating the nomination on DA Form 7222 or 7223. After the rating has been completed, a copy should be made (front and back) to be submitted for the award. The proposed amount of the award should be placed in the proper block in Part III, along with the percentage of salary, and the Fund Cite (cost code and organization code). The employee's current salary must be added in Part I, block C. Form should then be sent to the Approving Official for signature. After award is approved, the original along with four copies should be submitted to the Human Resource Office for processing.

b. Documentation for this award will consist only of the form itself. Award should be submitted within 60 days of Rating.

c. The immediate supervisor will forward the completed form to the Approving Official for signature. If amount is \$2000.00 or less, the Approving Official would be the Division/Office Chief, or the delegated official. The approving official must be at least one level above the level of the rater. If over \$2,000, Performance Awards must be approved by the District Commander or Deputy Commander.

d. If the Approving Official favorably considers the recommendation, the award form will be submitted to the Human Resource Office for regulatory compliance

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review. If regulatory review discovers a regulator conflict, the award form DA 7222/7223 will be returned, together with an explanation of the problem.

e. Nominations for performance awards submitted for the fourth quarter of the fiscal year should be forwarded to the Human Resource Office for processing no later than the date publicized by the Office of Comptroller.

f. The Human Resource Office will notify the initiating Division/Office that the PA has been approved and forwarded to payroll; at which time a certificate of commendation DA Form 2443 should be prepared and presented to the awardee at the discretion of the awarding Division/Office.

#### **4. Amount of Award and Award Limits.**

a. The following award limits for individuals may not be exceeded:

<b>Official Performance Rating</b>	<b>Performance Award Limit</b>
<b>Successful Level 1 (Exceptional)</b>	<b>0 - 6% of base pay as of the end of the rating period.</b>
<b>Successful Level 2 (Highly Successful)</b>	<b>0 - 3% of base pay as of the end of the rating period.</b>

There will be no awards for Successful Level 3 Ratings (Fully Successful).

b. It is emphasized that people who get exceptional ratings should receive more than similarly-graded people who get a lower rating.

c. The payable salary for a Part-Time Permanent employee is the actual amount earned during the rating year as opposed to the per annum salary. For example, if an employee is a GS-4, step 5, with a per annum salary of \$18,577 and the person works 32 hours per week or 80% of the time, multiply \$18,577 by .80. The result is the payable salary for the rating year.

f. The payable salary for a Seasonal employee is based on the actual salary earned during the rating year. For GS seasonals, it is calculated in the same manner as for a Part-Time Permanent (percentage of time worked during the year times the per annum salary).

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**g. Shift differential should be computed as an average of the hourly pay for the shifts worked, and that hourly pay rate used in all calculations. (Other factors such as overtime pay or Sunday premium are not to be included.)**

**h. For a seasonal WG/XF employee, the payable salary is calculated by multiplying the hourly pay rate (adjusted for shift differential) by the number of hours worked from recall to furlough (in the past 12 months) exclusive of overtime.**

**i. The salary used to calculate awards will be the salary/wage rate in effect at the end of the rating period.**

**j. If the employee has not been employed with the District for a full 12 months, the award should be reduced on a corresponding pro-rated basis.**

**5. Program Guidance.**

**a. Nominations for Performance Awards should be submitted within 60 calendar days from the approval date of the annual rating. Final action should be completed within 30 days thereafter. Nominations received by the Human Resource Office more than 60 days after the approval date will be determined to be NOT TIMELY and returned to the nominating official. Exceptions to the time limits described herein may be granted only upon recommendation of the Incentive Awards Committee and approval of the Commander. In these instances, statements regarding performance level after the end of the official rating period are required, along with a statement stating the reason the time limit was not met.**

**b. Nominations will not be automatic for Performance Awards. The Performance Award should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardee and other employees.**

**c. Organizational accomplishments, including the employee's overall contribution to mission accomplishment, should be major considerations when recommending/approving performance awards for individual employees.**

**d. An employee should not be informed that he or she is under consideration for, or has been nominated for, a Performance Award. Such an action may create a serious morale problem if the award is not eventually approved.**

**e. The Special Act or Service Award, rather than the Performance Award, is**

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used to recognize special one-time individual contributions or achievements resulting from short periods of service in which tangible or intangible benefits are identified.

f. Nominations for a Performance Award are not authorized under the following circumstances.

- (1) An employee is not ratable in the current job;
- (2) prompted by the impending departure of a supervisor or an employee;
- (3) prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap); or
- (4) an employee has received a previous award based in whole or in part on the performance currently being recommended for recognition.

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

h. Procedural questions and guidance on completing nomination forms may be obtained from the Incentive Awards Secretary, Human Resource Office.

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## APPENDIX B

### Special Act or Service Awards On-The-Spot Cash Awards/Time Off Awards

#### 1. General

a. A Special Act or Service Award, On-The-Spot, or Time-Off Award is an award given to recognize a meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. All employees are eligible for these awards.

(1) The act, service, or achievement must result in either tangible or intangible benefits to the Government and may involve more than one employee. These awards may be given whenever benefits are identified.

(2) The cash awards range from \$25 to \$25,000, depending on the achievement being recognized. Except for the On-The-Spot Cash Award, all Special Act or Service Award amounts and corresponding time off for Time-Off Awards will be determined using the cash award criteria for tangible or intangible benefits (tables 2-1 and 2-2) at the end of this Appendix.

(3) The Special Act or Service Award and Time-Off Award are particularly appropriate to recognize short term accomplishments:

- (a) of an unusual nature in a regularly assigned position;
- (b) during a detail;
- (c) at the conclusion of a successful special project assignment;  
or
- (d) at other times when performance or honorary awards are not appropriate.

(4) These awards are also appropriate for recognition of civilian employee improvements resulting in tangible or intangible benefits that cannot be recognized under the Army Suggestion Program.

(5) When an award is made for a special achievement accomplished within job responsibilities, the act or service must significantly exceed normal expectations.

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

b. Provisions of this Appendix pertaining to scientific achievements apply to military personnel as well as civilian employees.

c. A scientific achievement is defined as:

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

(2) A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development (R&D) achievements of an activity, group, or project.

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

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

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

d. Cash awards submitted in the fourth quarter of the fiscal year should be forwarded to the Human Resource Office for processing by the suspense date publicized by the Office of Comptroller if it is desired that the award be credited to the current fiscal year budget. The cutoff will be around the middle of August.

e. A supervisor or any official having direct knowledge of the act or service or scientific or other achievement may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized. Final action should be taken 30 calendar days thereafter unless it is necessary to forward nominations to higher headquarters.

f. The approving official must be one level above the nominator for all cash awards.

g. Procedural questions and guidance on completing nomination forms may be obtained from the Incentive Awards Secretary, Human Resource Office.

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## **2. Special Act/Service Awards.**

a. DA Form 1256, Incentive Awards Nomination and Approval, will be used to submit recommendations for these awards (five copies with carbons left in to be forwarded to the Human Resource Office for processing). Attached to the DA 1256 must be justification for the award in sufficient detail to determine the impact of the award, and value of the benefit received. When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will state the nominators assessment of the value of benefit and extent of application appropriate for the achievement to be recognized as defined in the table at the end of this appendix.

b. The nominating office will complete the DA Form 1256 with the proper approval authority in block 12 and forward to the Human Resource Office for processing. If the recommendation is approved, the Human Resource Office will process the SF-50 and forward the employee's copy back to the initiating Division/Office at which time a certificate of commendation (DA Form 2443) should be typed and presented to the awardee by the awarding Division/Office. If the recommendation is not favorably considered, it will be returned to the nominating official with the reasons for unfavorable consideration clearly stated.

## **3. On The Spot Cash Award.**

a. The On The Spot (OTS) Cash Award is a small cash Special Act or Service Award (\$25 to \$250) which may be given by a supervisor for day-to-day work site accomplishments.

b. Examples of achievements warranting the OTS include the following:

(1) Streamlining, eliminating, or modifying an office or operating procedure to improve effectiveness, efficiency, or timeliness. Examples are:

(a) Eliminating an internal reporting requirement which, over time, has eroded in value.

(b) Consolidating internal reporting requirements so that the same data are not asked for in several different formats.

(2) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to

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unprogrammed requirements. Examples are:

- (a) Completion of a special report or briefing;
- (b) Rapid completion of information to support budget requests;  
or

(c) Completion of a special, short suspense project that contributes to the mission of the organization, including scientific, technical, trades, crafts, building, and maintenance projects.

(3) Implementing a program to improve employee morale or productivity.  
Examples are:

(a) Setting up briefings for clerical and other support personnel on new projects assigned to the organization; or

(b) Effectively encouraging employee use of the Army Suggestion Program.

c. The DA Form 1256 will be used to process the OTS. In addition to completion of Part 1 of the form the following documentation is required:

(1) A short description of the employee's achievement typed on the reverse side of DA Form 1256.

(2) Indication that the award is an OTS (Block 6.a. as other).

(3) A "from" and "to" date for the award.

(4) The amount of the award.

(5) The signature of the approving official.

(6) Four copies of DA Form 1256.

d. On-The-Spot awards may be presented to employees immediately after the 1256 is signed by the approving official using ENG Form 4939.

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#### **4. Time-Off Awards**

a. The Time-Off Award (TOA) may be granted to employees to total up to 80 hours of time off during any leave year without charge to leave or loss of pay as an award for achievements contributing to the Army mission. TOA's are permissible in amounts up to 40 hours for a single contribution. The TOA will be given in increments of no less than one hour.

b. The TOA does not convert to a cash payment and must be scheduled and used within one year of the approval date of the award.

c. The DA Form 1256 (original and four copies) with justification on reverse of the form will be used to nominate an employee for a TOA. Indication that the award is a TOA and the number of hours granted must be noted in the justification and Block 12 of the DA Form 1256. The award must be initiated by a supervisor in the employee's chain of command and approved by a higher level official. All DA 1256 Forms must be initialed or signed by the Division/Office Chief, or the delegated official.

d. For a singular award of eight hours or less, the justification may be a short paragraph describing the employee's achievement. For an award of more than eight hours, the tangible/intangible benefits criteria (Tables 2-1 and 2-2) will be used to determine the benefits and appropriate award dollar amount. The cash award amount will then be converted to time off using the employee's hourly rate of pay, NTE 40 hours per award. (Determine the hourly rate by dividing the annual salary by 2087 hours then divide appropriate cash award amount by the hourly rate. Round off to the nearest hour.)

e. The employee copy of the Notification of Personnel Action, Standard Form 50, will be sent through the Division/Office Chief to the nominating official to verify that the award has been processed and is now available for use.

f. Timekeepers of TOA award recipients should code time off awards on timesheets for CETAL when the awards are used.

#### **5. Award Amounts.**

Special Act Awards over \$250 and Time-Off Awards (TOA) are based on tangible/intangible benefits. When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed using table 2-2 at the end of appendix B. Recommendations based on intangible benefits will identify the value of benefits and extent of application

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appropriate for the achievement to be recognized using the scale on table 2-1 at the end of appendix B.

**a. Value of Benefit.**

(1) **Moderate potential value.** Change or modification of an operating principle or procedure that has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited quality to product, activity, program, or service to the public.

(2) **Substantial potential value.** Substantial change or modification of an operating principle or procedure; an important improvement to the quality of a product, activity, program, or service to the public.

(3) **High potential value.** Complete revision of a basic principle or procedure; a highly significant improvement to the quality of a product, major activity, program, or service to the public.

(4) **Exceptional potential value.** Initiation of a new principle or major procedure; a superior improvement to the quality of a critical activity, program, or service to the public.

**b. Extent of application.**

(1) **Limited.** Affects function, mission, or personnel of an entire Major Organizational Element (MOE) or subdivision thereof.

(2) **Extended.** Affects function, mission, or personnel of more than one MOE, up to and including the entire activity.

(3) **Broad.** Affects function, mission, or personnel of an activity up to and including the Corps of Engineers.

(4) **General.** Affects function, mission, or personnel outside the Corps of Engineers.

Table 2-1. Contributions With Tangible Benefits

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

Quick Guide for Calculating Awards Based on Tangible Benefits

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

Table 2-1

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Table 2-2. Scale of Awards Based on Intangible Benefits

Value of Benefit	Extent of Applications			
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of an entire MOE or subdivision thereof.	Affects function, mission, or personnel of more than one MOE up to and including the entire activity.	Affects function, mission, or personnel outside an activity up to and including the Corps of Engineers.	Affects function, mission or personnel outside the Corps of Engineers.
Moderate	\$25 - \$100	\$100 - \$250	\$250 - \$500	\$500 - \$1,000
Substantial	\$100 - \$250	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500
High	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000
Exceptional	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000	\$5,000 - \$10,000

**Value of Benefit Explanation:**

Moderate Potential 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 a rather limited value of a product, activity, program, or service to the public.

Substantial Potential Value - Substantial change or modification of an operation, principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.

High Potential Value - Complete revision of a basic principle or procedure; highly significant improvement to the value of a product, major activity, program, or service to the public.

Exceptional Potential Value - Initiation of a new principle or major procedure; a superior improvement to the quality of a critical activity, program, or service to the public.

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## **APPENDIX C**

### **Quality Step Increase**

#### **1. General**

a. A Quality Step Increase (QSI) consists of an additional within-grade pay increase and a DA Form 2443 (Commendation Certificate) given in recognition of exceptional performance.

b. The QSI may be given only to General Schedule (GS) employees.

#### **2. Eligibility Requirements.**

a. Employees in all GS grades (and former GM employees) are eligible to receive the QSI unless they have reached the 10th (last) step.

b. GS (and former GM) employees with Successful Level 1 (Exceptional) ratings of record for the current rating period are eligible to receive the QSI. Performance must be of such quality that it could only be achieved by the most exceptional employee.

c. Employee must have been rated for no less than 12 months in the same position and grade level.

#### **3. Procedures.**

a. The employee's immediate supervisor is responsible for initiating the nomination on DA Form 7222/7223 (Senior System Civilian Evaluation Report/Base System Civilian Evaluation Report). After the rating has been completed, a copy should be made (front and back) to be submitted for the QSI. The proposed QSI should be placed in the proper block in Part III, along with the Fund Cite (cost code and organization code). The employee's salary must be added in Part I, block C. The form should then be sent to the approving official for signature. After award is approved, the original plus one copy should be submitted to the Human Resource Office for processing.

b. Documentation for the QSI will consist only of the form itself. Award should be submitted within 30 days of the Performance Rating.

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c. The immediate supervisor will forward DA Form 7222/7223 to the approving official for signature. The approving official must be at least one level above the level of the rater.

d. If the approving official favorably considers the recommendation, the award form will be submitted to the Human Resource Office for regulatory review. (If the recommendation is not favorably considered, it will be returned to the immediate supervisor by the approving official.) If regulatory review indicates no procedural error, the Human Resource Office will process the Quality Step Increase. If, upon review, the IAS discovers a regulatory conflict, the award forms will be returned, together with an explanation of the problem. After all regulatory requirements are met, a Standard Form 50, Notification of Personnel Action will be prepared.

(5) The Human Resource Office will notify the initiating Division/Office that the Quality Step Increase has been approved and processed. The nomination office at that time may prepare and present a certificate of commendation, DA Form 2443.

4. Approval Authority. The District Commander, Deputies, and Chiefs of Technical Divisions and/or Advisory and Administrative Offices are authorized to approve this award. Division/Office Chiefs may re-delegate the authority to approve Quality Step Increases to the lowest level desired. However, award nomination forms must be approved by an individual at least on level higher in the organization than the nominating official. The only exception is when the Commander is the nominating official.

#### 5. Program Guidance.

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

b. The QSI will not change the effective date of the employee's normal within-grade pay increase, except where receipt of a QSI places an employee in the fourth or seventh step of a grade the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting-period schedule.

c. Nominations should be submitted within 30 calendar days after completion of the period of service to be recognized. Final action should be taken within 30 days thereafter. The total elapsed time between submission and final action should not exceed 60 days from the date of completion of the period of service to be recognized.

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d. An employee is not eligible for a Quality Step Increase if they have received a promotion during the rating period or a promotion is anticipated during the next few months.

e. Employees should not be informed that they are under consideration for or have been nominated for a QSI. Such actions may create serious morale problems if the nominations are not approved.

f. The Special Act or Service Award, rather than the QSI or Performance Award, is used to recognize special one-time individual contributions for short periods of superior service or performance.

g. A QSI may not be granted unless, at the time it becomes effective, the employee is expected to remain at least 60 days in the same or similar position at the same grade level.

h. Although otherwise merited, a QSI is not appropriate when the employee—

- (1) Is nearing retirement.
- (2) Is transferring to another position within or outside the agency.
- (3) Has not performed the same or substantially the same duties for the required period of time.
- (4) Has received a previous monetary award based in whole or in part on the period of service currently being recommended for recognition.

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

j. Procedural questions and guidance on completing nomination forms may be obtained from the Incentive Awards Secretary, Human Resource Office.

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## **APPENDIX D**

### **FEDERAL HONORARY AWARDS**

**1. All honorary awards are submitted to the Human Resource Office on "Incentive Award Nomination and Approval" Form DA 1256, an original and 3 copies are required to process the award. The nominating Div/Ofc will include the organization code and cost code peculiar to the nominating official.**

**2. The President's Award for Distinguished Federal Civilian Service.**

**a. This award, consisting of a gold medal and citation, is granted by the President of the United States. It stands at the pinnacle of the Government's system for granting awards to its employees for special efforts significantly above and beyond the requirements of their position. Only five of these awards are granted each year.**

**b. The achievements upon which a nomination for this award are based should have current impact in improving Government operations or serving the public interest. They should exemplify one or more of the following:**

- (1) Imagination in developing creative solutions to problems in Government.**
- (2) Coverage and perseverance against great odds and difficulties.**
- (3) High ability in accomplishing extraordinary scientific or technological achievement; in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity; or in performing an extraordinary act of credit to the Government and the Country.**
- (4) The importance of the achievements to the Government and to the public interest should be so outstanding that the employee is deserving of greater public recognition than which can be granted by the Secretary of the Army (SA) or Secretary of Defense (SECDEF).**

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**c. Nominees should have already received the Department of Army Decoration for Exceptional Civilian Service Award and the Department of Defense Distinguished Civilian Service Award.**

**d. Nominations will consist of:**

- (1) A brief biographical sketch.**
- (2) A proposed citation for the Presidents signature, 50 to 60 words.**
- (3) Additional pages not more than 2500 words with topical headings i.e., summary of achievement's, benefits, personal qualities and other awards received.**
- (4) Submit through command channels DA 1256 (Incentive Award Nomination and Approval Form) with the above package in an original and six copies along with a transmittal memorandum personally endorsed by the MACOM commander concerned.**

**SUSPENSE DATE FOR FILING: Nomination deadlines will be announced.**

## **2. Presidential Management Improvement Award.**

**a. Eligibility. Civilian and Military personnel whose exceptional achievements significantly improve Government operations or the delivery of services to the public may be nominated for this award; which consists of a plaque and is granted by the President of the United States.**

**b. Nomination. At the end of each fiscal year, activity commanders will review contributions made by their personnel that have been recognized by a Presidential Letter of Commendation during the fiscal year. They will recommend, for the Presidential Management Improvement Award, those contributions that they believe merit this recognition. Nominations will be prepared in the same format as the President's Award for Distinguished Federal Civilian Service.**

**SUSPENSE DATE FOR FILING: To HQDA by 15 December**

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**3. Department of Defense Distinguished Civilian Service Award.**

Each year, the Secretary of Defense (SECDEF) awards the Department of Defense Distinguished Civilian Service Award to six DOD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of DOD. This award consists of a gold medal and citation certificate signed by the SECDEF. Awards are made in two categories as follows:

- a. For contributions or achievements primarily in the scientific field.
- b. For contributions or achievements in fields other than scientific.
- c. Nominations for this award should be made from among those employees who already have been awarded the Decoration for Exceptional Civilian Service. In those instances where the contribution(s) or achievement(s) is so outstanding as to warrant consideration for the Department of Defense Award, concurrent nominations may be submitted for both awards.
- d. Nominations will be submitted in the same format as for the Presidential Management Improvement Award.

**SUSPENSE DATE FOR FILING: 1 October**

**4. Decoration for Exceptional Civilian Service.**

- a. This award, granted by SA, consists of a medal, lapel button, and citation certificate. Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal.
- b. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.
- c. Eligibility will be determined by measuring contributions against the level of achievement defined below:

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- (1) Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed like or similar duties.**
- (2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that effected large-scale savings or were of major significance in advancing the missions of DA, DOD, and the Federal Government.**
- (3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.**
- (4) Provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishments to meet unique or emergency situations.**

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

**e. Nominations will be submitted in original and six copies in the following format:**

- (1) DA Form 1256.**
- (2) Biographical data to include date of birth, education and degrees conferred, significant employment record, type of appointment.**
- (3) Citation of 50 - 60 words.**

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- (4) Summary of achievements and benefits in not more than two, single-spaced pages, including dates of achievements, as specific and quantitative as possible.
- (5) Previous awards and publications.
- (6) EEO and adverse action certification.
- (7) 8 x 10 photo (one photo only).

**5. Meritorious Civilian Service Award.**

a. This award, granted by the SA or a major commander, consists of a medal, lapel button, and citation certificate. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. A nomination should be submitted within 6 months after completion of the act or period to be cited. When granted for bravery, a minimum cash award of \$750 will accompany the medal.

b. Eligibility will be determined by measuring contributions against the level of achievement:

- (1) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of their work.
- (2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures, or concerning inventions resulting in substantial savings in manpower, time space, materials, or other items of expense, or improved safety or health of the work force.
- (3) Achieved outstanding results in improving the morale and performance of employees.
- (4) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

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

c. Nominations will be prepared in the same format and contain the same information and documentation required for the Decoration for Exceptional Civilian Service.

**6. Superior Civilian Service Award.**

a. This award consists of a medal, lapel button, and citation certificate. It is granted by any commander (major general and above) or civilian equivalent.

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

**7. Commander's Award for Civilian Service.**

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

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

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

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- (1) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.**
- (2) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force.**
- (3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.**
- (4) Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.**
- (5) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.**

**8. Achievement Medal for Civilian Service.**

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

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

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

**9. Certificate of Appreciation for Patriotic Civilian Service.**

a. This award applies to individual employees or groups of employees only in those cases in which services rendered to DA are not job connected. Services provided must reflect patriotic off-duty activities of a public service type contribution

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to the mission accomplishment of an Army element or to the welfare of Army personnel.

b. The certificate and lapel button may be awarded to individuals and groups by the Secretary of Army (SA) or by ACE Commander for services provided Army elements under his or her jurisdiction.

c. This award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation; for example—

- (1) Donation of 5 gallons (40 pints) of blood to the American Red Cross Bank or similar community blood bank.
- (2) Significant participation in a service or voluntary organization.
- (3) Participation in a disaster or other relief action.

**SUSPENSE DATE FOR FILING: Within 6 months of the act.**

#### **10. Civilian Award for Humanitarian Service.**

a. This DA honorary award is for humanitarian service(s). It consists of a medal, lapel pin and citation certificate. Any commander at the MACOM or higher level and civilian equivalent may nominate individuals for this award. Approval level is HQUSACE. All appropriated and nonappropriated fund employees, direct and indirect hire foreign national employees, U.S. private citizens and private citizens and government officials of foreign nations, are eligible for consideration. Nominations would cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving DA-wide recognition should be submitted for approval by the Secretary of the Army.

b. This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation toward an individual or groups of individuals. Documentation must provide evidence which substantiates direct participation in a humanitarian act or operation.

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**SUSPENSE DATE FOR FILING: Within 6 months of the act.**

**11. Laurel Leaf Cluster.**

**a. The laurel leaf cluster is a bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian of previously presented awards as follows:**

**Decoration for Exceptional Civilian Service**

**Meritorious Civilian Service Award**

**Superior Civilian Service Award**

**Commanders Award for Civilian Service**

**Achievement Medal for Civilian Service**

**Civilian Award for Humanitarian Service**

**b. The laurel leaf cluster signifies second, third, and fourth awards, respectively.**

**SUSPENSE DATE FOR FILING: None**

**12. Certificate of Achievement.**

**a. The DA Form 2442 (Certificate of Achievement) may be granted by major or activity Commanders as honorary recognition for individual or group contributions.**

**b. Nominations for the certificate will be initiated by the employee's supervisor on DA Form 1256. Commanders may delegate approval authority to directors (normally the managers reporting directly to the Commander.)**

**c. Eligibility will be determined by measuring contributions against the levels of achievement defined below:**

- (1) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving**

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work methods and procedures that result in saving of manpower, time, space, or materials.

- (2) Significantly improve employee morale and job performance.
- (3) By personal diligence or initiative was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**NOTE:** The Certificate of Achievement is not to be used for recognizing such accomplishments as good sick leave records and safe driving records, which should be recognized by means of a letter of appreciation or commendation or by other local recognition devices authorized by DA.

**SUSPENSE DATE FOR FILING:** None

### **13. Secretary of the Army Award for Outstanding Achievement in Material Acquisition.**

a. This award consists of a silver medallion, lapel pin, and citation certificate signed by the SA. (The medallion will accompany the certificate only when the award is presented as an individual award. It is given for outstanding individual or team contributions, by military or civilian personnel, to the timely, efficient, and economical acquisition of quality supplies and services. The award recognizes high-level achievement in project, material, and special management activities, procurement, and production efforts, and management of research and development. All direct-hire DA employees and active military personnel are eligible for consideration. A maximum of 10 awards may be presented yearly.

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

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

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- (2) Made a significant contribution to the improvement of the material acquisition process.**
  - (a) The complexity of the problem involved and the degree of initiative and originality displayed in solving it.**
  - (b) The relative significance of the accomplishment in light of the overall activity mission.**
  - (c) The possibility of direct application or adoption of the contribution by other activities.**
  - (d) The improvement in program management.**

**c. Nominations will be submitted in original and six copies to contain the following information:**

- (1) Name, Title, Series, Grade, and organizational title of nominee(s) with a brief statement of assigned duties.**
- (2) A clear and concise description of the achievements in sufficient detail to permit review and comparison against the criteria established in b.**
- (3) Biographical sketch of the nominee or for each of the nominees if more than one is involved.**
- (4) A statement as to whether the nominee has received any other award for this achievement.**
- (5) A proposed citation for the signature of the SA, 75 to 95 words, highlighting the achievements of the nominee.**

**d. Nominations must be submitted through command channels and be personally endorsed by the major commander. Nominations are made on a fiscal year basis and must be received by the Executive Secretary, Army Incentive Awards Board, HQDA, not later than 15 December each year. There is no limit on the number of nominations that may be submitted. When more than one nomination is submitted by a major command, the nominations will be ranked in order of the significance of accomplishments.**

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**14. Presidential Recognition Program.**

**a. Major achievements by civilian and military personnel that improve Government operations or the delivery of services to the public will be considered for personal letters of commendation from the President. Those of special significance will be considered yearly for the Presidential Management Improvement Awards (see paragraph 2).**

**b. Civilian and military personnel whose contribution (suggestions, inventions, or special achievements) are beyond job requirements and result in first-year measurable benefits of \$10,000 or higher, or represent exceptional management improvement contributions of equal benefit to the Government in areas that have high Presidential interest and concern, are eligible for nomination. Nominations may be made for an individual, a small working group, or for a team achievement that has received recognition under this regulation. However, they may not be made for units or organizations.**

**c. Nominations will be prepared in duplicate, together with one copy of DA Form 1256 or DA Form 2441, as applicable. Nominations will be submitted through command channels to HQDA with a transmittal memorandum. The memorandum will be signed by the commanding officer of the activity. It will certify either the measurable benefits to the Government or the significance of the contribution within the area of Presidential interest.**

**SUSPENSE DATE FOR FILING: None**

**15. Handicapped Employee of the Year Award and the Outstanding Handicapped Federal Employee of the Year Award.**

**These awards are designed to recognize individual achievements and, by publicizing them, to increase awareness of the contributions being made by the handicapped. Division Commanders and Commanders of FOA reporting directly to the Commander, HQUSACE may submit one nomination each year for recognition under this program. Nominees must meet the following criteria:**

**a. Job performance clearly exceeding requirements in spite of severely limiting physical factors.**

- (1) This refers to job performance within at least one year preceding the nomination. The existence of official**

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recognition for performance in the form of an Exceptional Performance Rating, Quality Increase, or Special Achievement Award (Performance Award) during the year preceding the nomination would tend to improve consideration but is not necessary. In those cases where the nominee has not had such official recognition, the nominating official must certify that the nominee's job performance has clearly exceeded performance who have been repeatedly recognized for their performance during their career would qualify for additional credit.

- (2) Advancement to higher level positions will be one of the factors taken into consideration.
- (3) The term "severely limiting physical factors" refers to the material physical impairments which ordinarily would prove a serious hindrance to securing employment. The impairments must be material rather than slight and relatively permanent in that they usually are not correctable. Examples of such handicaps include the deaf mute, blind, cerebral palsied, epileptics, amputees, arthritic, paralytic, and victims of multiple sclerosis, polio, and deformities. Since "Selective Placement" (i.e., the careful rheumatism, and other with congenital defects matching of abilities with the duties of the position) is one of the main objectives of the program it is not necessary that the physical handicap(s) involved be severe in direct relationship to the duties of the position.

b. Courage, perseverance, and initiative in overcoming handicap(s) that served as an inspiration to others and resulted in a positive influence toward opening opportunities for handicapped persons in the Federal Service.

- (1) The severity, nature, and uniqueness of the handicap(s), as well as its relationship to the job, plays a big part in the amount of courage, perseverance, and initiative the handicapped person must have displayed to overcome the handicap(s).
- (2) Factors which will help determine the courage, initiative, and perseverance of the nominee include:

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- (a) The nature of the handicap(s), how and when incurred.
- (b) The nominee's physical rehabilitation.
- (c) Vocational training, if any, necessary to enable nominee to return or enter useful employment.
- (d) Difficulties nominee encountered in surmounting his or her handicap(s), (e.g., education, social, economical, physical, employment, rehabilitative, etc.).
- (e) Nominee's present employment activities.
- (f) Adaptions, if any, that have been made in connection with nominee's employment.
- (g) How nominee has helped (directly or indirectly, such as by example) to further the rehabilitation and employment of other handicapped persons (include efforts in the community to assist handicapped people).
- (h) Any work done with organizations seeking to assist the handicapped.
- (i) Other community activities not directly related to facilitating employment of handicapped in the Federal Service, such as membership in citizens association or community organizations, etc. Although the last three factors are not included in the basic criteria, it is expected they will influence consideration.

**SUSPENSE DATE FOR FILING: 1 March or date set by ACE**

**16. Honorary Recognition for Achievement in Equal Employment Opportunity.**

- a. The Chief of Engineers Annual Awards for EEO Achievement.**

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- (1) The Commander, USACE may award Certificates of Achievement annually to military and civilian personnel who, by their personal efforts, have made unusual contributions to the achievement of significant accomplishments in the Department of the Army and Corps of Engineers EEO Program. All military and civilian personnel are eligible for the recognition. Nominees must have achieved outstanding performance that clearly exceeds the normally expected level of performance in one of the areas of EEO and will be judged on two or more factors that are applicable to one of the categories listed below.**
- (2) Awards will be given in two categories. The first category is for professionals involved in the Equal Employment Opportunity Program. The second category is for employees, supervisors and managers who have made a significant contribution to the accomplishment of EEO Program goals.**
- (3) The criteria for the first category are as follows:**

  - (a) Provided outstanding leadership in the development and/or implementation of an equal employment opportunity action plan or activity, which leads to significant results or improvements in the Army and Federal Equal Employment Opportunity Program;**
  - (b) stimulated and maintained high level of respect and confidence on the part of minority groups or women's organizations in the Army and in the Federal Equal Employment Opportunity Program;**
  - (c) accomplished substantially more than their required program responsibility in taking affirmative action to insure equal opportunity for employees and applicants for employment within Army, and**
  - (d) initiated programs which have resulted in significant contributions to the Federal Women's Program, the Hispanic Employment Program, and the Handicapped Employment Program.**

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**(4) The criteria for the second category are as follows:**

- (a) Achieved outstanding success in working in support of economic opportunity or other domestic action programs directed at advancing equal employment opportunity in the Army and the community;**
- (b) achieved outstanding success in formulating policy changes or corrections which resulted in significant results or improvements to the Army EEO mission;**
- (c) initiated and developed programs which have resulted in significant improvement in the employment status of minorities, women and the physically and mentally handicapped.**

**b. The Secretary of the Army Annual Award for EEO Achievement.**

- (1) The Secretary of the Army presented awards each year to the military members and/or civilian employees who are deemed to have achieved the most outstanding performance in the area of equal employment opportunity, based upon the criteria in subparagraph a(1) through (4) above.**
- (2) The Corps of Engineers nominee(s) for the award will be selected from among those receiving the Chief of Engineer Annual Awards for EEO Achievement.**

**SUSPENSE DATE FOR FILING: 1 May or date set by ACE.**

**17. The Planning Excellence Award.**

**a. The Director of Civil Works, HQUSACE has established a Planning Excellence Award to provide honorary recognition to an outstanding Corps of Engineers District employee in a professional planning position in a FOA. The "Planner of the Year" award will consist of a plaque, a medal and a certificate signed by the Director of Civil Works.**

**b. Each Division Commander will establish an appropriate award to recognize an outstanding district planner from planning organizations within the command.**

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The basis for selection will conform to the criteria for the Corps-wide award. The division selection will then be eligible for the HQUSACE competition.

c. **Eligibility:** Any civilian employee of the Corps of Engineers serving in a district professional planning position (in a planning division or branch or similar unit) at a grade GM/GS-15 or below is eligible. Eligible personnel will be nominated and considered in accordance with the following mandatory criteria:

- (1) **Specific Contribution.** A specific contribution is some field of civil works planning, for which the nominee is primarily responsible, resulting significant advances in the planning process. The contribution must have been individual and the result of the nominee's own effort, and must have culminated during the calendar year under consideration.
- (2) **Career Accomplishments.** An outstanding record which reflects career and self-development, executive or technical ability, and exemplary performance not directly related to the special contribution or project.

**SUSPENSE DATE FOR FILING: 20 March or date set by ACE.**

#### **18. Outstanding Planning Achievement Award.**

a. The Director of Civil Works, HQUSACE has established an "Outstanding Planning Achievement Award" for the purpose of providing honorary recognition to a team of civil works planners within the Corps of Engineers for accomplishment of an outstanding planning activity in a FOA. The winning team will be designated as the "Planning Team of the Year". The award will consist of an appropriate certificate for each member of the team nominated by each Division, and an additional memento selected by the Director of Civil Works for each member of the team which is selected as "planning Team of the Year".

b. **Eligibility:** Each Division Commander may submit one nomination to HQUSACE for consideration by the review committee. Any team or group of civilian employees of the Corps of Engineers serving in civil works professional planning positions in a FOA working toward a common goal of producing a better planning

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document(s), planning product, or enhancing the planning process is eligible. A team or group of personnel will be nominated and considered in accordance with the following criteria:

- (1) **Specific Contribution.** A specific contribution in some field of civil works planning by any team or group of civilian employees organized for the purpose of achieving a common goal of preparing a planning document(s); incorporating or applying innovative planning procedures to the planning process or planning activity; outstanding management of a civil substantial financial and manpower savings or substantial reduction in project realization time frame. The contribution must have been the result of a team effort and must have culminated during the calendar year under consideration.
- (2) **Career Accomplishments.** Team members should demonstrate an outstanding employment record which reflects career and self-development, noteworthy administrative, professional or technical abilities and exemplary performance.

**SUSPENSE DATE FOR FILING: 20 March or date set by ACE.**

**19. Civilian of the Year.**

a. This award is presented by the Commander, USACE to a current civilian employee of the U.S. Army Corps of Engineers. The award, which was established by Lieutenant General John W. Morris, former Chief of Engineers, under the auspices of the Corps of Engineers Historical Foundation, consists of a photo etched, gold plated walnut plaque that depicts an engineer's hard hat. It also includes, as permitted by governing regulations, consideration for advanced executive, managerial or technical training for a period not to exceed one year. This recognition of distinguished civilian service is awarded by the Commander, USACE at the annual awards ceremony conducted in conjunction with the Corps of Engineers anniversary and Engineer Day activities.

b. The award is presented to the civilian employee determined to have achieved the highest overall standards of excellence as a Corps employee and who individually has made the most significant and noteworthy contributions to the mission, reputation and prestige of the total Corps of Engineers.

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- (1) Basic eligibility: Nominees must be current Corps of Engineers employees expected to be on the Corps rolls at the time the award is presented in June and must have achieved the following:**
  - (a) Has contributed substantially to the mission, prestige and reputation of the Corps of Engineers.**
  - (b) Has attained the highest standards of excellence as a civilian employee and has achieved professional prominence.**
- (2) Desirable achievements. Additional weight will be given to nominees who have demonstrated significant participation in areas outside the Corps of Engineers, such as professional societies, civic associations, religious activities, philanthropic organizations or other worthy volunteer groups.**
- (3) Mandatory nominations. Employees who meet basic eligibility and who have received one of the honors listed below during the preceding calendar year must be nominated.**
  - (a) The President's Award for Distinguished Federal Civilian Service.**
  - (b) Department of Defense Distinguished Civilian Service Award.**
  - (c) Secretary of Army Decoration for Exceptional Civilian Service.**
  - (d) Meritorious Civilian Service Award.**
  - (e) National Society of Professional Engineers (NSPE) Outstanding Engineer Award.**
  - (f) SAME Ralph A. Tudor Medal.**
  - (g) SAME Raymond A. Wheeler Medal.**
  - (h) Election to the National Academy of Engineering or an organization of similar professional stature.**

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**SUSPENSE DATE FOR FILING: 1 March or date set by ACE.**

**20. Gallery of Distinguished Civilian Employees.**

**a. The St. Louis District Gallery Selection Committee for the Gallery of Distinguished Civilian Employees will recognize retired or deceased employees who have rendered distinguished and exceptional service by displaying their photographic portraits in a Gallery of Distinguished Civilian Employees. The gallery is currently located near the executive conference room on the 4th floor of the Robert A. Young Federal Building.**

**b. The committee will meet every year by 1 March to review and make recommendations on retired or deceased employees based on at least 20 years of service with the Corps of Engineers of which at least 10 years were served with the St. Louis District. If deceased while employed, the employee must have served at least 15 years with the Corps and 10 years with the St. Louis District. The nominated employee must be a former St. Louis District employee and must be retired or deceased at least 2 years prior to being nominated or selected. Under extraordinary circumstances, this criteria may be waived by a simple majority of the gallery selection committee. Nominees must have accomplished assigned duties in such manner as to have been clearly exceptional and pre-eminent among all who have performed like or similar duties.**

**c. The following procedures will be used in nominating and considering candidates:**

- (1) Nominating procedures. Nominations will be initiated by the Division or Office Chiefs of the District, and forwarded to the Personnel Office by 15 February every year. The Division and Office Chiefs will canvas their senior employees (over 20 years of service) for nominees. The committee will review all nominations and recommend the candidate(s) to the Commander for final approval.**
- (2) Nomination Content. The nomination will consist of a DA Form 1256, a narrative of not more than 500 words describing the assignments, and achievements of the nominee and a biographical sketch.**

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- (a) Assignments on separate page to include name, grade, classification and organization.
- (b) Achievement on separate page and;
- (c) Biographical sketch on separate page.

d. Ceremony. A special gallery induction ceremony will be held at the annual awards ceremony. A portrait of the inductee will be placed on a recognition board displaying portraits of previously selected members of the Gallery of Distinguished Civilian Employees.

**SUSPENSE DATE FOR FILING: 15 February**

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## **PUBLIC SERVICE AWARDS**

### **1. Presidential Medal of Freedom.**

a. The Presidential Medal of Freedom may be awarded in two degrees — the Presidential Medal of Freedom with Distinction (1st degree) and the Presidential Medal of Freedom (2nd degree). The award may be given to any person who has made an especially meritorious contribution to —

- (1) The security or national interests of the United States.
- (2) World peace.
- (3) Cultural or other significant public or private endeavors.

b. MACOM commanders may submit nominations for this award. Nominations will be prepared in letter form, in an original and six copies. They will be submitted through command channels to the Executive Secretary, Army Incentive Awards Board, HQDA. This award will be submitted with documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation not to exceed 125 words will be included in the nomination.

### **2. Presidential Citizens Medal.**

a. The Presidential Citizens Medal was established to recognize US citizens who have served their country or their fellow citizens in an exemplary way. The President, at his sole discretion, may bestow this medal on any US citizen.

b. Procedures for nominations are the same as those described in paragraph 1 of this pamphlet.

### **3. Department of Defense Medal for Distinguished Public Service.**

a. This award consists of a gold medal, a rosette, and a citation signed by the SECDEF.

b. Nominees will be those civilians—

- (1) Who do not derive their principal livelihood from Federal Government employment.

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- (2) Who, at any time since enactment of the National Security Act of 1947, have performed distinguished service of significance to DOD as a whole, or have performed meritorious service of such significance to DA that recognition at SA level is thought insufficient.
- (3) Whose service or assistance was performed at considerable personal sacrifice and inconvenience and was motivated by patriotism, good citizenship, and a sense of public responsibility.

c. Procedures for nominations are identical to those described in paragraph 1 of this pamphlet.

#### **4. Secretary of Defense Award for Outstanding Public Service.**

a. This award consists of a silver medal, a rosette, and a citation signed by the SECDEF.

b. This is the second highest award presented by DOD to private citizens. It is presented to those whose contributions, assistance, or support to DOD functions is extensive enough to warrant recognition beyond the DA level but is of a more limited scope or impact than that required for award of the Department of Defense Medal for Distinguished Public Service.

#### **5. Decoration for Distinguished Civilian Service.**

a. This award consists of a gold medal, rosette, and citation certificate signed by the SA. The SA awards this medal to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's mission to include—

- (1) Private citizens.
- (2) Federal Government officials at the policy development level.
- (3) Technical personnel who serve the Army in an advisory capacity or as consultants.

b. Nominating procedures.

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- (1) Nominations for this award may be submitted by major commanders. Nominations will be submitted to the Executive Secretary, Army Incentive Awards Board, HQDA, in letter form, in an original and six copies. The project, research, or service performed, the activity in which performed, and dates of service will be described as well as the relationship and value of the service to the Army. Nominations should be submitted within 6 months from the end of the period of service to be recognized.**
- (2) Listing previous awards and other recognition.**
- (3) Nominations of foreign nationals will reflect coordination with the American Embassy to insure that the award will be consistent with the interests of the United States.**
- (4) A proposed citation not to exceed 95 words will accompany the nomination.**

#### **6. Outstanding Civilian Service Award.**

**a. This award consists of a bronze medal, rosette, and citation certificate. The SA or MACOM commander may award this medal 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, when they perform an outstanding service that makes a substantial contribution or is of significance to the MACOM concerned. Nominations of Civilian Aides to the Secretary of the Army will be approved by SA.**

#### **b. Nominating procedures.**

- (1) The format for nominations for this award will be similar to that covered in paragraph 5.b. Nominations should be submitted to approving authority within 6 months of the end of the period of service to be recognized.**
- (2) Nominations of foreign nationals will reflect coordination with the American Embassy to insure that the award will be consistent with the interests of the United States.**

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**7. Commander's Award for Public Service.**

a. This DA honorary award ranks directly below the Outstanding Civilian Service Award. It consists of a bronze medal, lapel pin, and certificate (DA Form 5231 Commander's Award for Public Service). Any of the following may approve this award:

- (1) Any commander at the O-6 level and above.
- (2) Commanders exercising court-martial authority.
- (3) Agency heads.
- (4) Subordinate officials of general officer rank or civilian equivalent.

b. This medal may be awarded to—

- (1) Private citizens.
- (2) Federal Government officials at the policy development level.
- (3) Technical personnel who serve the Army in an advisory capacity or as consultants.

c. The award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. A nomination will normally cover a minimum period of 1 year of service.

d. Grants of this award should be made within 6 months following the end of the period of service to be recognized. Nominations of foreign nationals will be coordinated with the American Embassy to insure that the award will be consistent with the interests of the United States. Such coordination will be made a matter of record.

e. When the local commander does not have approval authority, nominations will be processed through command or agency channels to the first level where there is approval authority. The local commander will sign the certificate on the line at the lower left. The official approving the award will sign at the lower right. The title of the signer and the date the certificate was signed will be indicated below each signer's name. When the nominating official is also the approving official, the date the award

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is to be presented will be shown on the line at the lower left of the certificate. The signature and title of the approving official will be shown on the line at the lower right.

f. An individual who receives the Commander's Award is not precluded from receiving the same award again if the award is based on a different achievement or service performed during a later period. Succeeding awards will be recognized by issuing a laurel leaf cluster.

#### **8. Laurel Leaf Clusters.**

A bronze, silver, or gold cluster of three laurel leaves and berries symbolizing civilian honors, achievement, and service will be used to indicate second, third, and fourth awards for the following:

- a. Decoration for Distinguished Civilian Service.
- b. Outstanding Civilian Service Award.
- c. Commander's Award for Public Service.

The proper cluster will be centered on the suspension ribbon with the leaves pointing upward.

#### **9. Department of Defense Meritorious Award.**

- a. This award consists of a certificate signed by the SECDEF.
- b. The award may be granted to organizations (including corporations, associations, and other groups) for 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. This award will not be used to recognize the efforts of industrial organizations that meet or exceed DOD production quotas. Under no circumstances will organizations be advised that they are under consideration for this award.

c. MACOM commanders may submit nominations according to the procedures prescribed in AR 672-5-1, paragraph 8-16.

#### **10. Certificate of Appreciation for Patriotic Civilian Service.**

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- a. This award consists of a certificate and lapel button.**

**The SA and MACOM commander may make this award to recognize patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. This authority may be redelegated to subordinate commanders at the discretion of the MACOM commander. Nominations to be approved by the SA will be personally endorsed by major commanders and submitted to the Executive Secretary, Army Incentive Awards Board.**

- b. This certificate may be awarded to a private citizen or official of DA at the policy development level. It also may be awarded to groups, including employees, business firms, fraternal organizations and quasi-military units.**

- c. The lapel button will accompany the certificate only when the award is presented as an individual award.**

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## **HONORARY AWARDS BY NONFEDERAL ORGANIZATION**

### **1. Arthur S. Flemming Award.**

**a. The Junior Chamber of Commerce of Washington, DC, makes this award each year to 10 young men and women, in the Executive Branch of the Government, who have performed outstanding and meritorious work. The award is made in two categories as follows:**

- (1) Five to outstanding young men or women in scientific or technical fields.**
- (2) Five to outstanding young men or women in scientific or technical fields.**

**b. Any civilian employee who has not reached his or her 40th birthday before the last day of the year for which a recommendation is submitted is eligible for consideration.**

**c. The general criteria below will be considered in evaluating nominations:**

- (1) Description of specific accomplishment, for which the nominee is primarily responsible, that resulted in a material improvement in service, a substantial financial savings, or significant social or technological progress. Administrative nominees should have demonstrated exceptional capabilities in any profession (law, personnel, science, etc.)**
- (2) Description of outstanding executive, scientific, or technical ability or outstanding performance, evidenced by the nominee, even though such ability or performance is not necessarily connected with or related to a specific accomplishment or project. The scientific nominees should be carrying out research "at the bench" themselves. They may have administrative duties, but should be actively taking part in the research projects under their supervision.**

**d. Nominations must be submitted by 1 October to the Executive Secretary, Army Incentive Awards Board, HQDA. The Arthur S. Flemming Commission furnishes the official nomination forms. Prior year official nomination forms or reproductions thereof also may be used. Nominations will be submitted through command channels**

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in original and six copies. Original and two copies of DA Form 1256 will accompany each nomination plus a Memorandum signed by the local Commander transmitting the Award.

**2. William A. Jump Memorial Award.**

a. The William A. Jump Memorial Foundation presents this award each year to one Federal Government employee in recognition of—

- (1) Outstanding service in the field of public administration.
- (2) Notable contributions to the efficiency and quality of the public service in this field.

b. Any Federal Government employee is eligible for consideration for this award.

- (1) Who is under 37 years of age within the calendar year during which the nomination is submitted, and
- (2) Whose performance over a considerable period of time demonstrates unusual competence and interest in —
  - (a) Public administration.
  - (b) Endowment for leadership.
  - (c) Creative thinking.
  - (d) Close adherence to the basic principles of enlightened public service. (Commanders are authorized to request waiver of the age eligibility criterion in submitting candidates for consideration by the Army Incentive Awards Board.)

c. Nominations for this award will be submitted by 15 January through command channels to the Executive Secretary, Army Incentive Awards Board, HQDA. If the St. Louis District has a nomination for this award the Incentive Awards Coordinator will provide nominating information.

**3. National Civil Service League Career Service Award.**

a. The National Civil Service League makes this award each year to 10 career employees of the Federal Government who exemplify in an outstanding way the best

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**characteristics of the career service. Selection is made on the basis of demonstrated—**

- (1) Efficiency and achievement of an exceptional level, with sustained superior performance and accomplishments.**
- (2) Character showing the highest order of integrity and devotion to the principles of public service.**
- (3) Service of at least 10 years (including military) with evidence of career progression.**

**b. Nominations for this award will be submitted by 1 July through command channels to the Executive Secretary, Army Incentive Awards Board, HQDA.**

**c. If the St. Louis District has a nomination the Incentive Award Coordinator will provide the nominating criteria.**

#### **4. Roger W. Jones Award for Executive Leadership.**

**a. The American University presents this award each year to two career executives of the Federal Government. Selections is made on the basis of demonstrated—**

- (1) Superior leadership that resulted in outstanding organizational achievements.**
- (2) Strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.**

**b. Nominations will be submitted by 15 November through command channels to the Executive Secretary, Army Incentive Awards Board, HQDA.**

**c. If the St. Louis District has a nomination for this Award the Incentive Awards Coordinator will provide criteria and nominating procedures.**

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**5. William H. Kushnick Award.**

The William H. Kushnick Award was created in 1968 by a group of prominent citizens who had been engaged in civilian personnel administration on the staff of the Secretary of War during World War II. This group created a trust fund to be used annually to recognize potential and to encourage achievement of young men and women who have undertaken a career in civilian personnel administration in the Department of the Army.

**SUSPENSE DATE FOR FILING: 1 December or date set by ACE.**

**6. National Society of Professional Engineers' Federal Engineer of the Year Award (NSPE).**

The National Society of Professional Engineers (NSPE) makes this award each year to provide recognition for accomplishments of engineers who serve in the Federal Government. NSPE initiated this event in 1979. It is participated in by most Federal Government agencies who employ a significant number of engineers. All professional engineers in the Corps, both military and civilian, should be given appropriate consideration.

**SUSPENSE DATE FOR FILING: 1 June or date set by ACE.**

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SUMMARY OF APPENDIX D

AWARD	HIERARCHY ORDER	APPROVAL LEVEL
FEDERAL HONORARY		
President's Awd for Distinguished Federal Civilian Service	Pinnacle	President
Presidential Mgmt Improvement Awd	No order	President
Dept of Defense Distinguished Civ Svc Awd	No order	SECDEF
Decoration for Exceptional Civ Svc	1SA	
Meritorious Civilian Svc Awd	2	SA
Superior Civilian Svc Awd	3	0-8
Commander's Awd for Civilian Svc	4	0-6
Achievement Medal for Civilian Svc	5	0-5
Civilian Awd for Humanitarian Svc	No order	ACE
Secretary of the Army Army Awd for Outstanding Achievement in Material Acquisition	No order	SA
Presidential Recognition Program	No order	President
Handicapped Employee of the Year Awd	No order	ACE

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AWARD	HIERARCHY ORDER	APPROVAL LEVEL
Honorary Recognition for Achievement in EEO	No Order	ACE
Planning Excellence Awd	No order	ACE
Outstanding Planning Achievement	No order	ACE
Civilian of the Year	No order	ACE
Gallery of Distinguished Civilian Employees	No order	LMVD
NON-FEDERAL HONORARY		
Arthur S. Flemming	No order	HQDA
William A. Jump Memorial Award	No order	HQDA
Roger W. Jones Awd for Executive Leadership	No order	HQDA
William H Kushnick Award	No order	HQDA
National Society of Professional Engineers' (NSPE) Award	No order	ACE
PUBLIC SERVICE AWARDS		
Presidential Medal of Freedom	No order	President
Presidential Citizens Medal	No order	President
Dept of Defense Medal for Distinguished Public Service	1	SECDEF

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<b>AWARD</b>	<b>HIERARCHY ORDER</b>	<b>APPROVAL LEVEL</b>
<b>Secretary of Defense Awd for Outstanding Public Service</b>	<b>2</b>	<b>SECDEF</b>
<b>Decoration for Distinguished Civilian Service</b>	<b>No order</b>	<b>SA</b>
<b>Outstanding Civilian Svc Awd</b>	<b>3</b>	<b>SA/MACOM</b>
<b>Commander's Award for Public Svc</b>	<b>4</b>	<b>O-6</b>
<b>Dept of Defense Meritorious Award</b>	<b>No order</b>	<b>SECDEF</b>
<b>Certificate of Appreciation for Patriotic Civilian Service</b>	<b>No order</b>	<b>MACOM or Redelegate</b>

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**St. Louis District**

**Incentive Awards Program Committee**

**CHARTER**

- 1. The Incentive Awards Committee (IAC) is tasked with consideration of the District Incentive Awards Program as specified in District Regulation 672-1-451, Incentive Awards and the Army Regulation 672-20.**
- 2. Membership: The IAC will consist of seven members, three of which will be employees and four members of management. The District workforce will be asked to nominate both management and employee representatives. After nominations are received, provided the parent organizations agree to nominee participation, the workforce will vote on which of the nominees will be on the committee. Membership will include representation from the Construction-Operations Readiness Division and the Engineering Division, with the balance made up from votes received. Members will serve for a period of one year. The Equal Employment Opportunity Manager will serve as an advisor to the committee. One of the employee representatives may be a union representative. The Committee will select one member to be IAC Committee Chairperson.**
- 3. Quorum: At least five of the seven IAC Committee members must be present to conduct a committee meeting.**
- 4. Role: The IAC Committee will emphasize a review of trends to ensure consistency of award treatment throughout the St. Louis District. The Committee will determine what award data they need to review. Individual award nominations will not be considered by the IAC Committee unless required by the Army Regulation.**
- 5. Meetings: The IAC Committee will meet quarterly.**