

## USAMRMC HQ HONORARY AWARDS MATRIX

(Applies to USAMRMC Headquarters)

Steps	Process
1	<p>The Section prepares the award package for submission to the DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil). The package must be reviewed by the section admin for grammatical and format correctness prior to submission. The package must include the following:</p> <ul style="list-style-type: none"> <li>• DA Form 1256, which includes the servicing Equal Employment Opportunity endorsement from the EEO Office and the adverse actions certification from the servicing CPAC.</li> <li>• Award Citation (one paragraph consisting of 50-60 words including name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee’s specific achievement. Do <u>NOT</u> use abbreviations.)</li> <li>• Justification (summary of achievements and benefits, not more than two pages single-spaced, stated in specific terms, and including date(s) of achievement (dates written as DD/MM/YYYY). Be as specific and quantitative as possible.</li> <li>• For the Army or DoD Decoration for Exceptional Civilian Service Award, in addition to the above, the following items must be included: <ul style="list-style-type: none"> <li>○ A photograph (head/shoulder view, professional attire w/ a wall or flag backdrop) in JPEG format;</li> <li>○ A list of publications by title and date, if applicable;</li> <li>○ Biographical Data that includes date and place of birth, education and degrees conferred, significant civilian employment record (dates written as MM/YYYY), and type of appointment (ex. Career, Career-Conditional, TERM, etc).</li> </ul> </li> </ul>
2	<p>DCSHR will review the package for completeness. <b><i>Incomplete and/or incorrect packages will be returned without action.</i></b> DCSHR will pull the awards history from CPOL for inclusion in the package.</p>
3	<p>DCSHR will prepare the certificate for the following awards:</p> <ul style="list-style-type: none"> <li>• Certificate of Achievement</li> <li>• Achievement Medal for Civilian Service</li> <li>• Commander’s Award for Civilian Service</li> <li>• Superior Civilian Service Awards</li> </ul> <p>MEDCOM HQ will prepare the certificate for the Meritorious Civilian Service Award.</p>
4	<p>DCSHR will prepare the package for staffing through USAMRMC HQ, which will include the CG endorsement memo for Meritorious or Decoration for Exceptional Civilian Service, as applicable.</p>
5	<p>Upon approval by the CG, the award package (except for Meritorious and Decoration for Exceptional Civilian Service Award) will be given to Ms. Donna Brant for coordination with the section Supervisor for presentation at the quarterly awards ceremony.</p>
6	<p>Upon the CG’s endorsement for the Meritorious or Decoration for Exceptional Civilian Service Award, DCSHR will forward the award package to MEDCOM which will go before the MEDCOM Awards Board for approval.</p>

7	If the MEDCOM Awards Board approves the Meritorious Civilian Service Award, MEDCOM will prepare the certificate, obtain TSG's signature and return the package to DCSHR for coordination with Ms. Brant. If the MEDCOM Awards Board approves the Decoration for Exceptional Civilian Service Award, MEDCOM will forward the package to the Secretary of the Army for approval. If approved, the supervisor will be contacted for coordination of the award presentation and ceremony.
8	The G-1/DCSHR will be responsible for entering the honorary award into AutoNOA so the award properly reflects in the employee's Defense Civilian Personnel Data System (DCPDS) record.

The AR 672-20, Incentive Awards, and DA Pamphlet 672-20, Incentive Awards Handbook, is available on the Army Publishing Directorate website, <http://www.apd.army.mil/>.