

## USAMRMC HONORARY AWARDS MATRIX

(Applies to USAMRMC Subordinate Units and Special Reporting Activities)

Steps	Process
1	<p>Unit prepares the award package and submits the package to USAMRMC HQ, DCSHR central civilian awards email address (<a href="mailto:usarmy_detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil">usarmy_detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil</a>). The package must be reviewed by the unit for grammatical and format correctness prior to submission. The package must include the following:</p> <ul style="list-style-type: none"> <li>• Memo from Commander endorsing the award;</li> <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 <b>NOT</b> 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; and</li> <li>• Awards history (for example, the awards history from CPOL or the Civilian's Career Record Brief)</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>USAMRMC HQ DCSHR will review the package for completeness. <b><i>Incomplete and/or incorrect packages will be returned without action.</i></b></p>
3	<p>USAMRMC HQ DCSHR will prepare the certificate for Superior Civilian Service Awards only. MEDCOM HQ will prepare the certificate for the Meritorious Civilian Service Award. Certificates for the following awards will be prepared by the unit:</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> </ul>
4	<p>USAMRMC HQ 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 unit POC will be contacted for pick-up if located on Fort Detrick. If the package is not picked-up within two business days, it will be sent to the unit through the on-post mail distribution. For off-post units, the approved package will be sent to you by regular mail.</p>
6	<p>Upon the CG's endorsement for the Meritorious or Decoration for Exceptional Civilian Service Award, USAMRMC HQ 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 USAMRMC HQ for distribution to the unit. 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 S-1 will be responsible for entering the honorary awards 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/>.

## Checklist for Award Citations

1. Center awardee's name.
2. Always justify the citation.
3. When identifying position and office/unit, do not use "for the". Good example of opening sentence – for exceptionally meritorious service from August 2006 to April 2011, culminating as Chief, Business Operations Division, United States Army Medical Materiel Agency.
4. Always spell out United States.
5. Use "third" person (his/her, he/she).
6. Check for noun/verb agreement (i.e., his service [it] reflects; his performance, duty, and service [they] reflect).
7. Be sure Materiel in the Command name is spelled correctly – el.
8. Standard closing sentence - ..... reflect/s great credit upon him/her, the United States Army Medical Research and Materiel Command, the United States Army Medical Command, and the United States Army. \*\*Notice the use of "upon" not "on" and NEVER use himself/herself; always use upon him/her.\*\*
9. Be sure the Commanding General's signature block lines up directly under the beginning of the signature line:

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BARBARA R. HOLCOMB  
Major General, US Army  
Commanding General