

### **Achievement Medal for Civilian Service**

The award nomination packets must include:

- \* DA Form 1256, Incentive Award Nomination and Approval. Do not abbreviate titles of positions or organizations. Use complete telephone numbers including area codes. Inclusive dates for nomination period should not coincide with the period of time covered by previous recognition for the same type of award. All data entries are to include signatures and dates where required.
- \* Citation. One paragraph consisting of no more than 60 words including the name, title, place of employment and period of time covered by the award. It is to highlight the nominee's specific achievement. Do not use abbreviations, spell out United States.
- \* Justification. A summary of achievements and benefits should not exceed two single-spaced pages, stated in specific terms, and include the date(s) of achievement. Be as specific and quantitative as possible.
- \* Certification. Equal Employment Opportunity EEO and adverse action certification from your servicing EEO office if nomination is to be approved/ signed by the Commanding General.

## INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

### PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI  DOE, JANE M.	2. ORGANIZATION <i>(No abbreviations)</i> United States Army Medical Research and Materiel Command Fort Detrick, Maryland 21702
3. PRESENT POSITION, TITLE, GRADE AND SALARY Management Analyst, DJ-03, (SALARY AMOUNT)	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION <i>(If other than that shown in item 3)</i>

5. TYPE OF AWARD RECOMMENDED

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a. HONORARY	b. MONETARY
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE
<input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT
<input type="checkbox"/> OTHER <i>(Specify)</i>	<input type="checkbox"/> QUALITY STEP INCREASE
	<input type="checkbox"/> PERFORMANCE AWARD \$
	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD \$
	<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$
	<input type="checkbox"/> TIME OFF AWARD

6. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
JACK M. KITKAT Chief, Operations		AREA CODE ( 301 )  619-0000	

### PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 *(Circle yes or no - If no. please explain on separate page)*

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO	see enclosed EEO Certification statement		
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

### PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

8. APPROVAL  DISAPPROVAL  OTHER

#### COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
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### PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED <i>(If monetary, indicate amount)</i>	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

## Nomination for the Achievement Medal for Civilian Service

### Justification

Ms. Doe's has contributed significantly to the accomplishment of the (section) U.S. Army Medical Research and Materiel Command Command (USAMRMC) mission and has distinguished herself by consistently performing in an exemplary and highly professional manner. As Ms. DOE retires with 30 years of sustained superior civilian service, she is deserving of the Achievement Medal for Civilian Service.

During her service with USAMRMC since April 1996, Ms. Doe has provided exemplary skills and resourcefulness and a level of achievement sufficient to warrant recognition. As demonstrated by Ms. Doe's recently being recognized for implementing an innovative new approach to staffing support agreements within USAMRMC HQ using LiveLink, an enterprise knowledge management and collaboration software solution.

In addition, Ms. Doe is quite adept at building highly effective coalitions among the labs and activities within the U.S. Army Medical Research and Materiel Command (USAMRMC) and outside organizations. She is an excellent analytical thinker. She quickly and incisively grasps the critical issues when coordinating Inter/Intra Service Support Agreements. She is highly effective at separating fact from assumptions during her analyses, which result in "win-win" agreements for all parties.

**Citation:**

For a sustained level of achievement in the performance of her duties, while serving as a management analyst in the Deputy Chief of Staff for Personnel, Ms. DOE consistently performed her demanding duties as a management analyst in a highly professional manner. Her display of effective inter-organizational relationship skills and resourcefulness have been instrumental in the management of the Inter/Intra Service Support Agreements program. Her diligent efforts and perseverance contributed significantly to the accomplishment of the DCSPER'S mission. Ms. DOE'S professionalism and devotion to duty reflect great credit upon herself and the U.S. Army Medical Research and Materiel Command.

## **EEO Certification**

**This serves to officially certify that there are no current or pending EEO Actions against Mr. John Doe.**

**Certified by:**

**(Typed Name)**

**EEO Officer**

**Date:**