

Certificate of Achievement

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 (No abbreviations) United States Army Medical Research and Materiel Command Fort Detrick, Maryland 21702
3. PRESENT POSITION, TITLE, GRADE AND SALARY Budget Technician, DK-02, (SALARY AMOUNT)	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3)

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 type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE
<input type="checkbox"/>	SUPERIOR CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT
<input type="checkbox"/>	OTHER (Specify)	<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 \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 08/09 - 10/09		<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 (If monetary, indicate amount)	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				

Incentive Award Nomination and Approval

Ms. **Jane Doe**

October 2009

Ms. **Doe** is to be recognized for superior support to Headquarters, U.S Army Medical Research and Materiel Command (HQ, USAMRMC) during the FY 09 close-out period. Ms. **Doe** assured the accuracy of the Commitment Accounting Database System by reconciling to the appropriate reports and files in STANFINS, as well as, processed numerous purchase requests. Ms. **Doe's** constant effort, attention to detail, and technical merit enabled HQ's managers to maximize their fund execution capability in support of unit missions. Through the effectiveness, diligence, and dedication of individuals like Ms. **Doe**, HQ, USAMRMC has positively distinguished itself, despite the challenge of managing funding across 17 different appropriations. Her contributions to year-end budget reconciliation demonstrate intangible benefits of exceptional value to work centers within HQ, USAMRMC, U.S. Army Medical Command (MEDCOM), and Defense Finance and Accounting Service (DFAS).

Ms. **Doe's** commitment, experience and professionalism have directly and positively affected the operation and mission accomplishment of the Resource Management Division, USAMRMC, MEDCOM, and DFAS. Ms. **Doe** is deserving of a Certificate of Achievement.

Citation:

For her hard work and devotion in the performance of her duties during fiscal year-end 2009, while serving as a budget analyst in the Resource Management Directorate, Ms. **Doe** is deserving of a certificate of achievement. Her diligent efforts and perseverance contributed significantly to the accomplishment of the Resource Management 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: