Meritorious Civilian Service Award

The award nomination packets will be prepared in accordance to DA PAM 672-20 and MUST include the following.

* 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.

* Endorsement. Nominations from subordinate units of MRMC must include an endorsement signed by the unit Commander. The endorsement should summarize the award package and may include personal views of the commander.

* Biographical Data:

- Date and place of birth.

- Education and degrees conferred.

- Significant employment record.

Type of appointment.

* 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 more than two single-spaced pages, stated in specific terms, and include the date(s) of achievement. Be as specific and quantitative as possible.

* Previous awards and publications. Begin with the current year and list other previous recognition, such as honorary awards, Exceptional Performance Ratings, Performance Awards, Quality Step Increase, (QSI), or special citations. List publications by title and date.

* Certification. Equal Employment opportunity EEO and adverse action certification from your servicing EEO office.

* Photographs. Photograph is required for the Decoration for Exceptional Civilian Service nomination package, (head and shoulders view, professional attire preferred). Photograph is not required for the Meritorious Civilian Service Award.

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	2. ORGANIZATION *(No abbreviations)*
DOE, JOHN Q.	United States Army Medical Research Institute of Infectious Diseases Fort Detrick, Maryland 21702
3. PRESENT POSITION, TITLE, GRADE AND SALARY Chief, Information Services Office, DJ-04, (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
☐	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	☐	COMMANDER'S AWARD FOR CIVILIAN SERVICE	☐	QUALITY STEP INCREASE
☒	MERITORIOUS CIVILIAN SERVICE AWARD	☐	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	☐	PERFORMANCE AWARD $
☐	SUPERIOR CIVILIAN SERVICE AWARD	☐	CERTIFICATE OF ACHIEVEMENT	☐	SPECIAL ACT/SERVICE AWARD $
☐	OTHER *(Specify)*			☐	ON-THE-SPOT CASH AWARD $
c. PERIOD OF SERVICE TO BE RECOGNIZED (*MO/YR - MO/YR)* 08/85 - 09/11				☐	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 NO	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER see enclosed EEO Certification statement	b. SIGNATURE	c. DATE
YES NO	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE

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 $

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				

DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH INSTITUTE OF INFECTIOUS DISEASES
1425 PORTER STREET
FORT DETRICK, MARYLAND 21702-5011

MCMR-UIZ-XPM

MEMORANDUM FOR Commanding General, US Army Medical Research and Materiel Command and Fort Detrick (MCMR-PMC), 504 Scott Street, Fort Detrick, MD 21702-5012

SUBJECT: Nomination of Mr. John Doe for the Meritorious Civilian Service Award

1. It is with great pleasure that I support the enclosed retirement award nomination of Mr. John Doe for the Meritorious Civilian Service Award.

2. Mr. DOE will retire on with years of active federal service culminating as the Chief, Information Services Office, US Army Medical Research Institute of Infectious Diseases (USAMRIID), Fort Detrick, MD. Through his leadership, technical expertise, and vision, he has effectively kept USAMRIID at the forefront of information technology applications to meet scientific, administrative, and clerical needs.

3. I strongly recommend approval of this award.

4. The point of contact for this action is Ms. SUSAN Doe, 301-619- 0000 or e-mail:

(Typed name of Cdr)
Colonel, VC
Commanding

6 Encls
1. DA 1256
2. Justification
3. Citation
4. Biographical Data
5. Publications and Awards
6. EEO Certification

Mr. Doe has, in his ___years of dedicated Federal service, been responsible for keeping the US Army Medical Research Institute of Infectious Diseases (USAMRIID) at the forefront of information technology applications to meet scientific, administrative, and clerical needs. He has maintained cutting edge expertise in information systems and has very effectively moved the Institute from paper tape readers and programmable calculators to high performance networked information systems.

Mr. Doe began his USAMRIID career in 1975 as a computer specialist and biostatistician, and was part of the earliest effort to integrate computer system applications with research data capture and analysis. As the available technology progressed, his responsibilities expanded to include programming applications for data acquisition and analysis. Mr. also advised research scientists on experimental design to better incorporate available information technology applications. In 1900, Mr. Doe was promoted to Chief, Computer Systems Office, and he has served as USAMRIID's lead for information services ever since. Throughout his tenure, Mr. Doe has influenced how automation could be applied effectively to the complex research and associated business functions of the Institute; coordinated the selection, acquisition or development, and application of hardware and software systems; and led the effort to standardize and integrate systems across the Institute.

Mr. Doe has consistently sought new solutions to provide the USAMRIID science staff cutting-edge technology that advances research. He gained Army approval for non-standard hardware and software to enhance study capabilities, and he vigorously defended the need to maintain non-standard, research support software. He brokered a relationship between USAMRIID and the Army High Performance Computing Research Center that allowed scientists the ability to analyze valuable data on the Army's Cray Computers. He acquired artificial intelligence workstations that were used to develop Expert Systems that allowed the Army to map and predict the location of insect vector breeding areas in Africa. This cutting-edge technology laid the foundation for similar systems that use satellite imagery to predict site of potential disease outbreaks. He also coordinated the acquisition, installation, and connectivity of the bioinformatics capability that supports the new Genomics Center at USAMRIID.

One of the most expansive projects championed by Mr. Doe is the establishment of the Biological Laboratory Management System (BLMS) to manage the biological surety and business activities required to support the Institute's unique biodefense research mission. BLMS functions as the single source of information related to the management of research, resources, and people involved in handling biological select agents and toxins (BSATs) and facilitate compliance with the related federal and Department of the Army regulations. It serves

PROPOSED CITATION

MERITORIOUS CIVILIAN SERVICE AWARD

Mr. John Doe, Chief, Information Services Office, US Army Medical Research Institute of Infectious Diseases, has distinguished himself through his years of outstanding contributions and selfless service to the Army Medical Department. During this period, through his leadership, technical expertise and vision, he has effectively kept the Institute at the forefront of information technology applications to meet scientific, administrative, and clerical needs. Mr. Doe's achievements reflect great credit on him, the United States Army Medical Department, and the United States Army.

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: