

USAMRDC HQ HONORARY AWARDS MATRIX

(Applies to USAMRDC Headquarters)

Steps	Process
1	<p>The Section prepares the award package for submission to the DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrhc.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"> • DA Form 1256 (Feb 19) <ul style="list-style-type: none"> ○ DCSHR will obtain Equal Employment Opportunity endorsement from the EEO Office and the adverse actions certification from the servicing CPAC. • 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.) • 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. • For the Army or DoD Distinguished Civilian Service Medal, in addition to the above, the following items must be included: <ul style="list-style-type: none"> ○ A photograph (head/shoulder view, professional attire w/ a wall or flag backdrop) in JPEG format; ○ A list of publications by title and date, if applicable; ○ 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).
2	<p>DCSHR will review the package for completeness. <i>Incomplete and/or incorrect packages will be returned without action.</i> 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"> • Certificate of Achievement • Civilian Service Achievement Medal • Civilian Service Commendation Medal <p>AFC will prepare the certificates for the Meritorious Civilian Service Medal and the Superior Civilian Service Medal.</p>
4	<p>DCSHR will prepare the package for staffing through USAMRDC HQ, which will include the CG endorsement memo for Meritorious, Superior or Distinguished Civilian Service Medals, as applicable.</p>
5	<p>Upon approval by the CG, the award package (except for Meritorious, Superior and Distinguished Civilian Service Medal) will be given to the MRDC Protocol Officer for coordination with the section Supervisor for presentation at the quarterly awards ceremony. Unless Supervisor decides to present award at a different venue.</p>

6	Upon the CG's endorsement for the Meritorious, Superior or Distinguished Civilian Service Medal, DCSHR will forward the award package to AFC for approval.
7	If AFC approves the Meritorious or Superior Civilian Service Medal, AFC will prepare the certificate, obtain CG's signature and return the package to DCSHR for coordination with the MRDC Protocol Officer. If AFC approves the Distinguished Civilian Service Medal, AFC 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, dated 30 Nov 18, is available on the Army Publishing Directorate website, <https://www.armypubs.army.mil/>.