Honorary Awards and Submission Procedure

Award Type	Military Equivalency	Criteria	Approval Authority
Distinguished Civilian Service Medal	Distinguished Service Medal	For exceptional service/achievement or heroism	Secretary of the Army
Superior Civilian Service Medal	Legion of Merit	For superior service/achievement	Secretary of the Army or MACOM Cdr
Meritorious Civilian Service Award	Meritorious Service Medal	For exemplary service/achievement	Commanders, MG and above and civilian equivalent (SES)
Civilian Service Commendation Medal	Army Commendation Medal	For service, achievement and/or heroism	Commanders O-6 or above and civilian equivalent (GS15)
Civilian Service Achievement Medal	Army Achievement Medal	For noteworthy service/achievement	Commanders, O-5 and above or civilian equivalent (GS14)
Certificate of Achievement	Certificate of Achievement	For individual or group contributions	Division Chiefs

[Reference: Army Regulation 672-20, Incentive Awards, 30 Nov 18.]

Honorary Award Submission

This process is to be used for all honorary award requests.

Complete nomination packets, with all electronic signatures, will be routed to the Human Resource Coordinator for review prior to submitting for signature.

Complete Packet Includes:

- Routing Form
- DA Form 1256
- Justification – on Word document
- Citation – on Word document (Do not print certificate prior to review)
- Awards list from CPOL or MyBiz

Routing of DA Form 1256 prior to sending to Human Resource Coordinator:

- EEO Representative (Signs block 7a and 7b on DA Form 1256)
- CPAC Awards Coordinator (Signs block 7d and 7e on DA Form 1256 – or returns an email with confirmation/verification of approval to continue with nomination)

Nomination Packet Responsibilities:

- Packets need to be submitted in a timely manner.
- Activity Admin will submit the packet to the HR Coordinator allowing at least two weeks of preparation time.
- HR Coordinator will review, suggest corrections, and coordinate with command team for signature.
- Activity Admin will print certificate after review of the citation.
- Activity Admin will be responsible for ordering of certificates, jackets, medals, and pins.
- HR Coordinator will have back up supplies.
- Activity Admin will input the award into AutoNOA after award is presented.

Length of Service (LOS) Awards:

- Length of Service (LOS) Awards: The Director/Activity Manager will sign up to 15 year award certificates. The Garrison Commander will sign 20 to 35 year award certificates. Award certificates for 40 years or higher must be signed by ID-T.
- For any award that must go to ID-T for signature, the packet must be submitted at least 60 days before presentation. Certificate does not need to be printed for packets going to ID-T, instead include the citation in a Word document.

Citation Examples:

- Meritorious Civilian Service:

For exceptionally meritorious service while assigned as an Executive Assistant for Headquarters, United States Army Garrison, Fort Leonard Wood, Missouri from August 2017 through August 2019. In her two years with USAG FLW, Ms. Hopkins has met many new and diverse challenges, and excelled in them all. Ms. Hopkins has set the highest standard for herself and those with whom she worked, which contributed greatly to the success of the Garrison's mission. Ms. Hopkins' work ethic, commitment

and loyalty reflect great credit upon herself, United States Army Garrison, Fort Leonard Wood, Installation Management Command and the United States Army.

- Civilian Service Commendation:

For exemplary performance while serving as the Administrative Officer for the United States Army Garrison, Fort Leonard Wood from August 2017 through March 2021. Ms. Overton's superior dedication to serving the Soldiers, Civilians, Family Members and leaders within the command ensured continuity of operations and set the highest standards for administrative duties across 19 directorates and enterprise partners. Ms. Overton's devotion to duty and performance reflect great credit upon herself, the United States Army Garrison, Fort Leonard Wood, Installation Management Command and the United States Army.

- Civilian Service Achievement:

For exceptional civilian service as the Children's Library Technician with the Bruce C. Clarke Library, Directorate of Family and Morale, Welfare, and Recreation from July 2017 to July 2020. Mr. Vance demonstrated expertise and out of the box thinking increased patronage and early exposure to literacy and creative thinking through the implementation of programs such preschool story time and the S.T.E.A.M. Lab. Mr. Vance's efforts were in keeping with the finest traditions of government service and reflect great credit upon himself, the United States Army Garrison, Fort Leonard Wood, Installation Management Command and the United States Army.

- Retirement Certificate:

FOR YOUR DEDICATED SERVICE OF 26 YEARS OF MILITARY AND 16 YEARS OF CIVILIAN SERVICE TO THE UNITED STATES ARMY. YOUR CONTRIBUTIONS WILL BE GREATLY MISSED BY THE STRATEGIC SUPPORT DIVISION, THE COUNTER EXPLOSIVE HAZARDS CENTER, THE MANEUVER SUPPORT CENTER OF EXCELLENCE, AND THE UNITED STATES ARMY.

Tips for writing citations:

- Do not make the citation too long.
- Include the individual's name, position, dates of employment.
- Use common language – past tense verbiage.
- The last line of the citation must have the following verbiage: reflect great credit upon himself, the United States Army Garrison, Fort Leonard Wood, Installation Management Command and the United States Army.