Performance Review Board Packet Checklist

This process is to be used for all monetary award requests and time-off awards when associated with evaluation performance awards.

Complete Incentive Award Nomination and Approval - DA Form 1256.

- Enter information to complete all of Part 1.
- Nominating individual must digitally sign the form.

Routing of DA Form 1256:

- EEO Representative - (Signs block 7a on DA Form 1256)
- CPAC Awards Coordinator - (Signs block 7b and block 9 on DA Form 1256)
    - Omit sending to CPAC if the request is evaluation performance based.

Route the complete packet (see the list below) to the Garrison HR Coordinator.

Complete Packet Includes:

- DA Form 1256
- Part E- Performance Rating Summary of the Appraisal (If the award is based on evaluation)
- Justification (If not based on evaluation)