# **Summary of Changes**

USMEPCOM Regulation 600-25, October 1, 2010 Civilian and Military Personnel USMEPCOM Awards Program (UAP)

Minor policy and administrative revisions have been made to this regulation. Policy revisions are identified below; administrative revisions are not identified below. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions. Revisions made to this regulation are as follows:

## Incorporating changes effective January 10, 2018.

• Paragraph 2-5: Added complete rewrite of 2-5

## Incorporating changes effective April 18, 2013.

- Table 2-1: Updates JSCM and JSAM due dates to HQ/J-1
- Table 2-1: Updates reference for MOVSM
- Paragraph 2-2c(4): Adds requirement to submit a Late Letter
- Paragraph 2-2c(5): Adds requirement to submit Retirement/Separation Orders
- Figures 2-1 thru 2-5: Updates sample formats

## DEPARTMENT OF DEFENSE HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation

October 1, 2010

No. 600-25 *In* 

Incorporating changes effective April 18, 2013

Effective: October 1, 2010

## Civilian and Military Personnel USMEPCOM AWARDS PROGRAM (UAP)

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien

Deputy Commander/Chief of Staff



J.M. Davis
USMEPCOM Publications Officer

**DISTRIBUTION:** 

A (Electronic only publication)

**Summary.** This regulation establishes policies and procedures for the United States Military Entrance Processing Command (USMEPCOM) Awards Program (UAP).

**Applicability.** This regulation applies to all elements of USMEPCOM.

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate, (HQ USMEPCOM, ATTN: J-1/MEHR, 2834 Green Bay Road, North Chicago, IL 60064-3091).

**Suggested improvements.** The proponent agency of this regulation is the HQ USMEPCOM, Human Resources Directorate (J-1/MEHR). Users may send comments and suggested improvements by memorandum or <u>Department of the Army (DA) Form 2028</u> (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: J-1/MEHR, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

**Internal control process.** This regulation contains internal control provisions and provides an internal control evaluation checklist (appendix C) evaluating internal controls.

\*This regulation supersedes USMEPCOM Regulation 600-23, chapter 6, April 29, 2010; USMEPCOM Regulation 608-1, paragraph 4-6, October 4, 2006; and USMEPCOM Regulation 690-13, chapter 4, March 16, 2005.

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#### Chapter 1 General

## 1-1. Purpose

This regulation establishes USMEPCOM Awards Program (UAP) policies and procedures in the United States Military Entrance Processing Command (USMEPCOM).

#### 1-2. References

References are listed in appendix A.

#### 1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

#### 1-4. Responsibilities

- a. Commander, USMEPCOM, will—
  - (1) Delegate authority for the UAP to each level of command as appropriate.
  - (2) Implement an awards management program according to appropriate Service policies.
- (3) Ensure civilian and military awards are in compliance with other program areas of the civilian personnel and military personnel management programs.
  - b. Sector commanders will—
- (1) Administer the UAP and use the servicing Civilian Personnel Office (CPO) for technical advice and assistance.
- (2) Appoint a sector point of contact for administrative coordination, statistical and program status reporting, and information dissemination among sectors.

**Note:** Administrative coordination does not include assuming authority for individual commanders/supervisors or providing technical advice for the CPO.

- (3) Monitor the execution of the UAP.
- (4) Recommend program adjustment and development as necessary to enhance mission accomplishment.
  - (5) Forward local recommendations and requests to HQ USMEPCOM.
  - (6) At their discretion, develop policies and procedures for sector recognition programs.
  - c. Battalion and Military Entrance Processing Station (MEPS) commanders will—
    - (1) Rely on the supervisor of the nearest or most practicable CPO for day-to-day servicing
    - (2) Implement and support personnel awards programs developed at higher levels.
- (3) Forward recommendations and requests through channels to the proponent section at HQ USMEPCOM for command-unique workforce management needs.

- d. The Director, J-1/MEHR, USMEPCOM, will—
  - (1) Serve as the USMEPCOM Awards Program Manager (UAPM).
  - (2) Monitor the effectiveness of the UAP.
- e. The Director, J-8/MERM, USMEPCOM, will—
- (1) At the beginning of each fiscal year, review and establish award funding targets, in conjunction with sector and HQ USMEPCOM staff elements, to support monetary and nonmonetary recognition programs.

## 1-5. Objective

The objective of the UAP is to provide recognition for acts of exceptional service or achievement.

## 1-6. Nonmonetary spending limitations

Nonmonetary recognition items will not exceed \$200 per individual award. Recognition items will be clearly identified with insignia or appropriate verbiage as an award.

#### 1-7. Unit coins

Unit coins are used by the Commander, USMEPCOM, and sector commanders to reward performance excellence. This recognition must be on a one-time basis where the accomplishment is unique and clearly contributes to increased effectiveness or efficiency; this includes competitions. Coins will not be used as mementos for tours of service or given to individuals as a contribution to a personal coin collection. Commanders will use prudence in the presentation of coins. Guidance on purchasing coins is located in USMEPCOM Regulation 710-2 (Requisition and Issue of Supplies and Equipment), paragraph 2-9.

#### 1-8. Internal Control Evaluation Checklist

Commanders and supervisors will use the internal control evaluation checklist in <u>appendix C</u> to evaluate key internal controls. Commanders and supervisors will use <u>DA Form 11-2 (Internal Control Evaluation Certification)</u> to document internal control evaluations.

## **Chapter 2 Military Awards, Decorations, and Special Recognition**

#### 2-1. Overview

USMEPCOM recognizes the contributions of our military personnel with Joint Military Awards, decorations, and other forms of special recognition. Levels of awards must be commensurate with the contribution for both impact awards (for specific event or achievement) and sustained superior performance awards (tour awards). Award recommendations must also be commensurate with the member's degree of responsibility. As USMEPCOM is a jointly staffed Command, Joint Military Awards will be considered before Service-specific awards. This does not preclude a recommendation for a Service-specific award (e.g., Meritorious Service Medal). As an exception, Service-specific awards may be considered for retirement awards. File award documentation under ARIMS record number (RN) 600-8-22b3; see disposition instructions in appendix A, section VI.

#### 2-2. Department of Defense (DoD) Decorations and Service Medals

a. See table 2-1, below, for common DoD decorations and Service medals awarded in USMEPCOM.

Table 2-1 Common DoD Decorations and Service Medals Awarded in USMEPCOM				
Decoration/Medal	Approval Authority	Due to HQ/J-1*		
Defense Distinguished Service Medal (DDSM)	Secretary of Defense	120.1		
Defense Superior Service Medal (DSSM)	Director, Joint Staff, Chairman of the Joint Chiefs of Staff	120 days		
Defense Meritorious Service Medal (DMSM)	Commander, U.S. Army Accessions Command	90 days		
Joint Service Commendation Medal (JSCM)	Commander USMEPCOM	60 days		
Joint Service Achievement Medal (JSAM)	Commander USMEPCOM/Sector Commander	60 days		
Military Outstanding Volunteer Service Medal (MOVSM) (See <u>DoD Manual 1348.33-V2</u> , Section 13, for award eligibility/criteria and sample submission format)	Commander USMEPCOM/Sector Commander	30 days		
Service-specific decorations	See Service regulation	120 days		

<sup>\*</sup>The number of days reflected is the number of days prior to the proposed presentation date that the recommendation must be submitted to HQ/J-1.

- **b. Recommending official.** Any individual can recommend a decoration for another individual. However, the minimum level of authority for further processing the recommendation is as follows:
- (1) To Commander, USMEPCOM, for approval. Must be submitted by sector commanders, directors, or special staff officers.
  - (2) To sector commanders for approval. Must be submitted through chain of command.

- **c. Preparation of decoration recommendation package.** To ensure eligibility and standardization command wide, use the following documentation in (1) through (3), below, to recommend decorations. For memorandum format and sample packages, see figures <u>2-1</u> through <u>2-4</u>.
- (1) **Recommendation memorandum**. For the JSAM, the recommendation memorandum will be addressed to the sector commander. For the JSCM and higher level decorations the recommendation memorandum will be addressed to the Commander, USMEPCOM, ATTN: J-1/MEHR, through the sector commander. Each recommendation memorandum will be endorsed by the MEPS commander, battalion commander, sector commander, and Commander, USMEPCOM (as applicable) recommending approval, disapproval, downgrade, or upgrade of the decoration.
- (2) **Narrative.** The narrative for the DDSM and DSSM will not exceed three single-spaced pages. The narrative for the DMSM, JSCM, and JSAM will not exceed one single-spaced page. The narrative will be written in paragraph form using Times New Roman and 13-pitch font. The narrative should be specific and factual, giving concrete examples of the military member's accomplishments (what was accomplished, how it was accomplished, what benefits/results were realized as a result of the member's actions, and how such benefits/results significantly exceeded superior performance of duty).
- (3) **Citation.** The citation will not exceed 16 single-spaced typed lines for the body. Citations will be landscaped and will be written using 14-pitch font with left and right margins set at 1 inch. See <u>figure 2-5</u> for sample wording for award citations.
- (4) **Late Letter.** Any award recommendation package not submitted in accordance with the timelines established in <u>table 2-1</u> must include a late letter with justification detailing the reason(s) the award recommendation package is being submitted late. Late letters must be signed by a Commander, Director, or Special Staff Officer as appropriate.
- (5) **Retirement/Separation Orders.** Any award recommendation package being submitted as a result of an approved retirement/separation must include a copy of the retirement/separation orders.
- **d. Submission procedures.** For the JSAM, scan and send a signed recommendation memorandum, narrative, and citation via e-mail to the sector commander for approval/disapproval. For the JSCM and higher-level awards, send a signed recommendation memorandum (scanned), narrative, and citation to the sector commander for review/endorsement. Upon completion of sector commander's review, he or she will endorse the recommendation and recommend approval, disapproval, upgrade, or downgrade and forward the recommendation package, via e-mail to HQ USMEPCOM, Chief, Mission Support Division, (J-1/MEHR-MS) for further processing.
- **e. Approval authority.** The USMEPCOM Commander has the authority to award the JSCM and the JSAM. The USMEPCOM Commander has delegated authority to award the JSAM to sector commanders. Award authority will not be delegated any further. Any commander may recommend a downgrade of the JSCM recommendation; however, the USMEPCOM Commander retains the final authority to award the JSCM or a lesser award. Further delegation is prohibited. Higher level decorations will be processed through the USMEPCOM Commander to the appropriate approval authority.
- **f. Orders distribution and decoration elements.** Upon final approval of a decoration, decoration elements (orders, citation, and decoration) will be provided to the military member. Every effort will be made to ensure the decoration is presented and decoration elements are provided to the member prior to departure from the MEPS. It is the military member's responsibility to engage their respective Service's personnel office to ensure the decoration is updated in their military records.

#### 2-3. Service-Specific decorations

Contact USMEPCOM Service liaisons, for Service-specific decoration submission and processing requirements.

#### 2-4. Service-Specific special awards and recognition

Contact USMEPCOM Service liaisons for Service-specific special awards and recognition programs (i.e., Air Force Personnel Manager of the Year, Air Force Company Grade Officer of the Year, etc., and/or Service equivalent special awards and recognition).

## 2-5. Military Member Selection Boards

In order to recognize top performing military members throughout the Command, USMEPCOM will conduct periodic Military Member Selection Boards. Military members may be nominated in each of the categories identified in paragraph 2-5a in order to compete for quarterly, semiannual (HQ USMEPCOM-level only) and annual awards.

### a. Categories

- (1) Junior Enlisted (E-1 through E-6)
- (2) Senior Enlisted (E-7 and E-8 non-Senior Enlisted Advisor)
- (3) Junior Officer (O-1 through O-3)

#### b. Quarterly/Semiannual awards program

- (1) Sectors will establish policy and procedures for conducting a quarterly awards program; Military Member of the Quarter (MMOQ). Sector policy and procedures will specify guidance for soliciting nominations, conduct of boards, and selection of military members for Sector award recognition. In addition to the categories identified in paragraph 2-5a, Sectors may establish a fifth category to recognize top performing field grade officers (O-4 and O-5).
- (2) Headquarters and Headquarters Company (HHC) will establish policy and procedures for conducting a semiannual military member awards program. HHC policy will specify guidance for soliciting nominations, conduct of boards, and selection of military members for HHC award recognition in categories identified in paragraph 2-5a.

#### c. Annual awards program

- (1) The USMEPCOM Military Member of the Year (MMOY) awards program will be for the period of July 1<sup>st</sup> through June 30<sup>th</sup> each year. Nominations will be submitted in accordance with procedural guidelines established annually in a Command Internal Tasker Message. HHC USMEPCOM, and Sector's may nominate one military member in each of the categories identified in paragraph 2-5a to compete for the USMEPCOM MMOY award. Nominations are open to all military members and will not be restricted to only those who were selected as MMOQ/Semiannual winners.
- (2) The USMEPCOM Commander will approve and present annual award winners with a Joint Service Commendation Medal (JSCM) and 4-day pass.
- (3) Sector Commanders will approve and present their respective MMOY board nominees with a Joint Service Achievement Medal (JSAM) and 3-day pass. For HHC military members only, the HHC

Commander will prepare and submit a recommendation for award of the JSAM for their respective nominees through J-1/Mission Support Branch to the USMEPCOM Commander.

## d. Preparation and submission of nomination packages

- (1) Quarterly/Semiannual nomination packages will be submitted through the military chain of command in accordance with procedural guidance established by Sector/HHC USMEPCOM using USMEPCOM Form 600-25-1-E, (USMEPCOM Award Nomination) (see sample at figure 2-6).
- (2) Annual nomination packages will be submitted through the military chain of command in accordance with procedural guidance established in a Command Internal Tasker Message using <u>USMEPCOM Form 600-25-1-E</u> (see sample at <u>figure 2-6</u>).
- (3) <u>USMEPCOM Form 600-25-1-E</u>, section III, must be completed using the three category headings as shown below and in bullet format. Section III may not exceed 39 lines, including category headings. The number of bullets within each category can be divided among the three categories in any manner. The three category headers to be used, in order, are as follows (see sample at <u>figure 2-4</u>):
  - (a) Leadership and job performance.
  - (b) Significant self-improvement and personal achievements.
  - (c) Contributions to the community and/or USMEPCOM.
- (4) <u>USMEPCOM Form 600-25-1-E</u> must be signed by the nominee's immediate Commander (Director, or Special Staff Officer for Headquarters-level) as the recommending official.

## e. Additional requirements

Military members must also meet the following criteria in order to compete for any boards:

- (1) Be assigned or attached to USMEPCOM for the entire period of consideration.
- (2) Nominees may be active duty, Reserve, or National Guard members.
- (3) Military members with pending, or recent (within last 12 months) administrative corrective action and/or non-judicial action, are ineligible for competition. Military members must not have an active flag on file or be barred from reenlistment. If questions exist as to a member's eligibility, contact the appropriate service liaison in J-1/Human Resources Directorate.
- (4) Meet their Service's physical fitness, height and weight standards, and present a professional military appearance.
  - (5) Maintain exemplary financial responsibility and personal integrity.

## Figure 2-1. Format for an award recommendation memorandum

**TOC** 

#### APPROPRIATE LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, EASTERN/WESTERN SECTOR (FOR: JSAM) OR COMMANDER, USMEPCOM (ATTN: J-1/MEHR) (FOR: JSCM) OR COMMANDING GENERAL, TRADOC, FORT EUSTIS, VA

(FOR: DMSM)

THROUGH: COMMANDER, X<sup>th</sup> BATTALION (AS APPLICABLE)
COMMANDER, EASTERN/WESTERN SECTOR (AS APPLICABLE)
COMMANDER, USMEPCOM (ATTN: J-1/MEHR) (AS APPLICABLE)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of DoDM 1348.33, the following military member is recommended for award of the (as applicable):

	a.	Rank/grade:
	b.	Name:
	c.	Service:
	d.	Organization of assignment:
	e.	Duty title:
	f.	Inclusive dates for which recommended:
If award	_	Reason for the submission: (i.e., PCS on, Separation on, or Retirement on ecommended is for meritorious achievement, indicate "Impact Award."
	h.	Requested date of presentation:
	i.	POC/telephone number:

- j. Previous Defense awards and inclusive dates: (See DoDM 1348.33, Appendix 1 to Enclosure 3 for a listing of Defense/Joint Decorations and Awards to be included)
- k. No other award for this military member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.)

(Signature block of recommending official)

### Attachments:

- 1. Narrative
- 2. Citation
- 3. Supporting documentation (if appropriate)

## Figure 2-1. Format for an award recommendation memorandum (endorsements) - continued

SUBJECT: Recommendation for Award of the (as applicable) (military member's name)

1<sup>st</sup> End, MEPS Commander (as applicable) (if MEPS Commander is not the recommending official)

Recommend approval / disapproval / downgrade / upgrade

(MEPS Commander's signature block)

2<sup>nd</sup> End, Battalion Commander (as applicable)

Recommend approval / disapproval / downgrade / upgrade

(Battalion Commander's signature block)

3<sup>rd</sup> End, Sector Commander (as applicable)

Approved / Disapproved. (For JSAM only)

Recommend approval / disapproval / downgrade / upgrade (for JSCM or higher)

(Sector Commander's signature block)

4<sup>th</sup> End, Commander USMEPCOM (as applicable; WILL BE INPUT BY J-1)

Approved / Disapproved (for JSAM or JSCM)

Recommend approval / disapproval / downgrade / upgrade (for DMSM or higher)

(USMEPCOM Commander signature block)

Figure 2-2. Sample JSAM award recommendation package (page 1 – recommendation memo)

(Appropriate Letterhead)

MEES-SIM August 11, 2010

MEMORANDUM FOR COMMANDER, EASTERN SECTOR

THROUGH: COMMANDER, 6th BATTALION

SUBJECT: Recommendation for Award of the Joint Service Achievement Medal

Under the provisions of DoDM 1348.33, the following military member is recommended for award of the Joint Service Achievement Medal:

a. Rank/grade: Staff Sergeant/E-6

b. Name: Benjamin F. Pierce

c. Service: Army

d. Organization of assignment: Milwaukee MEPS

e. Duty title: Medical Noncommissioned Officer

f. Inclusive dates for which recommended: October 3, 2007 - October 19, 2010

g. Reason for submission: Retirement on October 19, 2010

h. Requested date of presentation: October 19, 2010

i. POC name/telephone number: CPT Doe John/123-456-7890, ext. 555

j. Previous Defense awards and inclusive dates: JSAM, July 1, 1999-June 30, 2002

k. No other award for this military member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.)

John Doe John Doe Captain, USA Operations Officer

#### Attachments:

- 1. Narrative
- 2. Citation
- 3. Supporting documentation (if appropriate)

Figure 2-2. Sample JSAM award recommendation package (page 2 – endorsements) – continued

Subject: Recommendation for Award of the Joint Service Achievement Medal (Benjamin F. Pierce)

1<sup>st</sup> End, Commander, Milwaukee MEPS

August 13, 2010

Recommend approval / disapproval / downgrade / upgrade.

Clifford Claven Clifford Claven Major, USMC Commanding

2<sup>nd</sup> End, Commander, 6<sup>th</sup> Battalion

August 23, 2010

Recommend approval / disapproval / downgrade / upgrade.

Alexander Rieger

Alexander Rieger

Lieutenant Colonel, USA

Commanding

3<sup>rd</sup> End, Commander, Eastern Sector Approve / Disapprove

**September 13, 2010** 

Frederick Sauford Frederick Sanford Colonel, USA Commanding

**Note:** For the purpose of this sample only, the gray highlighted text represents the response. Users will circle the appropriate response.

Figure 2-2. Sample JSAM award recommendation package (page 3 - narrative) – continued

#### NARRATIVE TO ACCOMPANY THE AWARD OF THE

JOINT SERVICE ACHIEVEMENT MEDAL (JSAM)

TO

#### STAFF SERGEANT BENJAMIN F. PIERCE

Staff Sergeant Benjamin F. Pierce, United States Army, distinguished himself by exceptional meritorious service as Medical Noncommissioned Officer. Milwaukee Military Entrance Processing Station (MEPS), from 3 October 2007 to 19 October 2010. Sergeant Pierce's performance and leadership contributed to the successful medical processing of over 9,000 applicants from all branches of the Armed Forces during his tenure. He was an active participant in the day-to-day screening of all applicants in every aspect of the medical processing procedure.

Sergeant Pierce's selfless service, dedication, professionalism and outstanding duty performance at the Milwaukee MEPS marks a culmination of more than 20 years of faithful service to his country. His knowledge of medical operations helped him tactically and delicately process issues with recruiting Service Liaisons.

Sergeant Pierce flawlessly managed the requisition and training of all Fee Basis Physicians, which was crucial to the day-to-day accomplishment of the mission. He ensured Fee Basis Physicians' credentialing was met and maintained on file.

Sergeant Pierce oversaw the scheduling and billing process of all consults, ensured all appointments were made and all visits to outside sources were met. He also ensured all funds were distributed to proper agencies in a timely manner.

Sergeant Pierce's outstanding performance and leadership are most deserving of the recognition attained by the awarding of the Joint Service Achievement Medal.

Figure 2-2. Sample JSAM award recommendation package (page 4 - citation) – continued

## CITATION TO ACCOMPANY THE AWARD OF THE

#### JOINT SERVICE ACHIEVEMENT MEDAL

TO

#### BENJAMIN F. PIERCE

Staff Sergeant Benjamin F. Pierce, United States Army, distinguished himself by exceptional meritorious achievement as Medical Noncommissioned Officer. Milwaukee Military Entrance Processing Station (MEPS), from 3 October 2007 to 19 October 2010. Sergeant Pierce's performance and leadership contributed to the successful medical processing of over 9,000 applicants from all branches of the Armed Forces. His knowledge of medical operations helped him tactically and delicately process issues with Recruiting Services Liaisons. He flawlessly managed the requisition and training of all Fee Basis Physicians, which was crucial to the day-to-day accomplishment of the mission. Sergeant Pierce oversaw the scheduling and billing process of all consults, ensuring all appointments were made, and all visits to outside sources were met. Sergeant Pierce's distinctive accomplishments, perseverance, and steadfast devotion to duty culminate a distinguished career in the service of his country and reflect great credit upon him, the United States Military Entrance Processing Command, the United States Army, and the Department of Defense.

Figure 2-3. Sample JSCM award recommendation package (page 1 – recommendation memo)

(Appropriate Letterhead)

MEES-SII September 1, 2010

MEMORANDUM FOR COMMANDER, USMEPCOM (ATTN: J-1/MEHR)

THROUGH: COMMANDER, 6<sup>th</sup> BATTALION COMMANDER, EASTERN SECTOR

SUBJECT: Recommendation for Award of the Joint Service Commendation Medal

Under the provisions of DoDM 1348.33, the following military member is recommended for award of the Joint Service Commendation Medal:

a. Rank/grade: Captain/O-3

b. Name: Johnny B. Good

c. Service: Air Force

d. Organization of assignment: Indianapolis MEPS

e. Duty title: Assistant Operations Officer

f. Inclusive dates for which recommended: September 20, 2007 - October 31, 2010

g. Reason for submission: PCS on October 31, 2010

h. Requested date of presentation: October 31, 2010

i. POC name/telephone number: CPT Jane E. Doe/123-456-7890, ext. 555

j. Previous Defense awards and inclusive dates: JSAM, July 1, 2002-June 30, 2005

k. No other award for this military member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.)

Jane E.Doe
Jane E.Doe
Captain, USA
Operations Officer

#### Attachments:

- 1. Narrative
- 2. Citation
- 3. Supporting documentation (if appropriate)

Figure 2-3. Sample JSCM award recommendation package (page 2 - endorsements) – continued

Subject: Recommendation for Award of the Joint Service Commendation Medal (Johnny B. Good)

1<sup>st</sup> End, Commander, Indianapolis MEPS Recommend approval / disapproval / downgrade / upgrade September 1, 2010

George Costauza
GEORGE COSTANZA
Major, USMC
Commanding

 $2^{nd}\ End,\ Commander,\ 6^{th}\ Battalion$  Recommend approval / disapproval / downgrade / upgrade

September 12, 2010

Arthur Spooner
ARTHUR SPOONER
Lieutenant Colonel, USA
Commanding

3<sup>rd</sup> End, Commander, Eastern Sector Recommend approval / disapproval / downgrade / upgrade September 24, 2010

James Ignatowski
JAMES IGNATOWSKI
Colonel, USA
Commanding

4<sup>th</sup> End, Commander, USMEPCOM Approve / Disapprove October 1, 2010

Samuel Malone SAMUEL MALONE Colonel, USAF Commanding

Figure 2-3. Sample JSCM award recommendation package (page 3 - narrative) – continued

## NARRATIVE TO ACCOMPANY THE AWARD OF THE

JOINT SERVICE COMMENDATION MEDAL (JSCM)

TO

#### CAPTAIN JOHNNY B. GOOD

Captain Johnny B. Good, United States Air Force, distinguished himself by exceptional meritorious service as Assistant Operations Officer, Indianapolis Military Entrance Processing Station (MEPS) from 20 September 2007 to 31 October 2010. Captain Good's performance and leadership contributed to the successful processing of over 16,000 physical examinations, 12,000 physical inspections, administration of over 24,000 ASVAB tests, and the contracting of over 11,000 future warfighters to 10 basic training centers nationwide with zero incidents.

Captain Good was an active member in the day-to-day screening of all applicants in every aspect of the MEPS processing procedures. His selfless service, dedication, professionalism and outstanding duty performance at the Indianapolis MEPS resulted in all five Recruiting Services meeting or exceeding new contract and shipping goals for 2 fiscal years. His in-depth knowledge of MEPS operations helped him to tactically and delicately resolve issues with recruiting Service Liaisons.

Captain Good's action and leadership were instrumental in the Indianapolis MEPS achieving the "MEPS of Excellence" Award for the 2<sup>nd</sup> Quarter, FY 2009. Captain Good managed the HIV/DAT Verification Program, ensuring the accurate submission of over 19,000 medical samples with an error rate of less than 0.1 percent for FY 09. Additionally, he oversaw the Command Inspection Program which received a favorable rating during the most recent USMEPCOM IG inspection.

Captain Good supervised the implementation of the e-Security Biometric System designed to securely enroll applicants into the Armed Forces. He ensured that over 90 MEPS employees, Service Liaisons and counselors were properly trained prior to system activation, resulting in a flawless transition to the new system.

Captain Good's outstanding performance and leadership are most deserving of the recognition attained by the awarding of the Joint Service Commendation Medal.

Figure 2-3. Sample JSCM award recommendation package (page 4 – citation)

#### CITATION TO ACCOMPANY THE AWARD OF THE

#### JOINT SERVICE COMMENDATION MEDAL

TO

#### JOHNNY B. GOOD

Captain Johnny B. Good, United States Air Force, distinguished himself by exceptional meritorious service as Assistant Operations Officer, Indianapolis Military Entrance Processing Station, from 20 September 2007 to 31 October 2010. Under his supervision, the Indianapolis Military Entrance Processing Station flawlessly processed over 16,000 physical examinations, administered over 24,000 Armed Services Vocational Aptitude Battery tests, contracted over 11,000 applicants into the Delayed Entry Program, accessed over 12,000 applicants and shipped over 11,000 future warfighters to 10 basic training centers nationwide with zero incidents. Captain Good expertly supervised the implementation of the e-Security Biometric Enrollment System and ensured over 90 employees, Service Liaisons, and counselors were properly trained prior to system activation. He managed the Human Immunodeficiency Virus/Drug and Alcohol Test Verification Program, ensuring the accurate submission of over 19,000 medical samples with an error rate of less than 0.1 percent. Captain Good's distinctive accomplishments, perseverance, and steadfast devotion to duty reflected credit upon him and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Air Force, and the Department of Defense.

Figure 2-4. Sample DMSM award recommendation package (page 1 – recommendation memo)

(Appropriate Letterhead)

MEWS-TH March 8, 2010

MEMORANDUM FOR COMMANDING GENERAL, TRADOC, FORT EUSTIS, VA

THROUGH: COMMANDER, WESTERN SECTOR
COMMANDER, USMEPCOM (ATTN: J-1/MEHR)

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal

Under the provisions of DoDM 1348.33, the following military member is recommended for award of the Defense Meritorious Service Medal:

a. Rank/Grade: Major/O-4

b. Name: Elaine M. Bennis

c. Service: Air Force

d. Organization of assignment: Boise MEPS

e. Duty Title: Commander

f. Inclusive dates for which recommended: July 10, 2007 - July 31, 2010

g. Reason for submission: PCS on July 8, 2010

h. Requested date of presentation: July 8, 2010

i. POC name/telephone number: CPT Shirley Temple/123-456-7890, ext. 555

j. Previous Defense awards and inclusive dates: JSCM, January 15, 1996-January 31, 1999

k. No other award for this military member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.)

Benjamin Hill
Benjamin Hill
Lieutenant Colonel, USA
Commanding

### Attachments:

- 1. Narrative
- 2. Citation
- 3. Supporting documentation (if appropriate)

Figure 2-4. Sample DMSM award recommendation package (page 2 - endorsements) – continued

Subject: Recommendation for Award of the Defense Meritorious Service Medal (Elaine Bennis)

1st End, Commander, Western Sector

March 31, 2010

Recommend approval / disapproval / downgrade / upgrade

James Ignatowski

JAMES IGNATOWSKI

Captain, USN Commanding

 $2^{nd}\ End,\ Commander,\ USMEPCOM$  Recommend approval / disapproval / downgrade / upgrade

April 6, 2010

Samuel Malone

SAMUEL MALONE Colonel, USAF Commanding

3<sup>rd</sup> End, Commander, TRADOC Approve / Disapprove June 5, 2010

Frasier Crane

FRASIER CRANE General, USA Commanding

Figure 2-4. Sample DMSM award recommendation package (page 3 - narrative) - continued

## NARRATIVE TO ACCOMPANY THE AWARD OF THE

DEFENSE MERITORIOUS SERVICE MEDAL (DMSM)

TO

#### MAJOR ELAINE M. BENNIS

Major Elaine M. Bennis, United States Air Force, distinguished herself by exceptional meritorious service as Commander, Boise Military Entrance Processing Station (MEPS), from 10 July 2007 to 31 July 2010. Major Bennis directly contributed to the warfighter effort for DoD by overseeing the processing of over 9,000 applicants, 5,000 of which accessed into one of the five branches of service. She oversaw a \$969,000 Centrally Billed Accounts for recruit travel, and operational and medical budget worth over \$161,000, a supply inventory worth over \$500,000, and a Meals and Lodging contract worth \$230,000. Each were soundly managed and executed.

Major Bennis' outstanding leadership resulted in the flawless execution of e-Security and biometric procedures. She ensured staff and Service Liaisons were trained and all potential issues were identified before implementation. She oversaw e-Orders implementation with zero problems associated with this new process. Major Bennis received highly successful inspection ratings during Inspector General inspections, clinical laboratory inspections, staff assistance visits, and climate assessments.

Major Bennis and her team garnered the coveted "MEPS of Excellence" award for 4th quarter 2007, 1st Quarter 2008, 2008 "Best HIV/Drug" program in Western Sector, "Pacesetter" award for the best Student Testing program in school year 2008/2009. She was USMEPCOM's nominee to Air Force District of Washington as the 2008 "Force Support Field Grade Officer of the Year" award. Two military members under her charge garnered acceptance into commissioning programs, once successfully completed.

Major Bennis led the way during a 7 month senior staff meeting shortage when she was the only officer available to conduct the oath of enlistment. Additionally, she expertly handled personnel conflicts and disciplinary issues and made preparations for an upcoming Inspector General inspection while single-handedly inspecting all areas of the MEPS to ensure compliance and readiness. She ensured zero degradation in mission accomplishment while maintaining high staff morale despite all the challenges of working without senior staff support.

Major Bennis' outstanding performance and leadership are most deserving of the recognition attained by the awarding of the Defense Meritorious Service Medal.

Figure 2-4. Sample DMSM award recommendation package (page 4 - citation) – continued

#### CITATION TO ACCOMPANY THE AWARD OF THE

#### DEFENSE MERITORIOUS SERVICE MEDAL

TO

#### ELAINE M. BENNIS

Major Elaine M. Bennis, United States Air Force, consistently demonstrated sustained meritorious leadership and outstanding performance while serving as Commander, Boise Military Entrance Processing Station, from 10 July 2007 to 31 July 2010. Major Bennis directly contributed to the Warfighting effort by overseeing the processing of more than 9,000 applicants, over 5,000 of which were accessed into each of the five branches of Service. She led a successful team which garnered the "Military Entrance Processing Station of Excellence" Award for the 4th Quarter 2007 and 1st Quarter 2008, the 2008 Best Human Immunodeficiency Virus/Drug Program in Western Sector, and the 2009 Pacesetter Award for the Student Testing Program in the Command. Major Bennis also oversaw a \$969,000 Centrally Billed Account for recruit travel, an operation and medical budget worth over \$161,000, a Supply inventory worth over \$500,000, and a Meals and Lodging contract worth \$230,000, each soundly managed and executed. Major Bennis' distinctive accomplishments, perseverance, and steadfast devotion to duty reflect great credit upon her and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Air Force, and the Department of Defense.

Figure 2-5. Sample wording for award citations

#### SAMPLE WORDING FOR AWARD CITATIONS

#### Defense Superior Service Medal (DSSM) (DD Form 2411)

#### Opening sentence

Colonel Anthony J. Jones, United States Army, distinguished himself by exceptional superior service as (duty title), (duty assignment) from (day month year) to (day month year).

#### Closing sentence for PCS

Colonel Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty reflected great credit upon him and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Army, and the Department of Defense.

## Closing sentence for retirement

Colonel Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty culminate a distinguished career in the service of his country and reflect great credit upon him, the United States Military Entrance Processing Command, the United States Army, and the Department of Defense.

## Defense Meritorious Service Medal (DMSM) (DD Form 2412)

#### Opening sentence

Major Anthony J. Jones, United States Army, consistently demonstrated sustained meritorious leadership and outstanding performance while serving as (duty title), (duty assignment) from (day month year) to (day month year).

#### Closing sentence for PCS

Major Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty reflect great credit upon him and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Army, and the Department of Defense.

## Closing sentence for retirement

Major Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty culminate a distinguished career in the service of his country and reflect great credit upon him, the United States Military Entrance Processing Command, the United States Army, and the Department of Defense.

## Joint Service Commendation Medal (JSCM) (DD Form 2413)

#### Opening sentence

Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptional meritorious service (achievement) as (duty title), (duty assignment) from (day month year) to (day month year).

## Closing sentence for PCS

Lieutenant Commander Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty reflected credit upon her and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Navy, and the Department of Defense.

## Closing sentence for retirement

Lieutenant Commander Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty culminate a distinguished career in the service of her country and reflect great credit upon her, the United States Military Entrance Processing Command, the United States Navy, and the Department of Defense.

#### Closing sentence for separation

Lieutenant Commander Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty while serving her country reflect credit upon her, the United States Military Entrance Processing Command, the United States Navy, and the Department of Defense.

### Joint Service Achievement Medal (JSAM) (DD Form 2414)

#### Opening sentence

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptional meritorious achievement as (duty title), (duty assignment) from (day month year) to (day month year).

## Closing sentence

Sergeant Jones' distinctive accomplishments, perseverance, and steadfast devotion to duty reflected credit upon him and were in keeping with the highest traditions of the United States Military Entrance Processing Command, the United States Air Force, and the Department of Defense.

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 1 of 3)

	Ţ	USME	PCOM	I AWARD N	OMINAT	TION	Page 1 of 3
(For use	(For use of this form see USMEPCOM Regulation 600-25 and the instructions located on the reverse side of this form)						
	SECTION I - NOMINEE DATA						
Assigned Sector     or Headquarters:     Eastern Sector	Assigned Bat     10th Battalion	talion:	3. Assi Atlanta	gned Location:	33	4. Award Period: 1 Oct - 31 Dec (2 Qtr)	5. Quarter or Annual: Quarter
6. Name (First, Middle Initial	, Last):			7. Grade/Rank:	8. Duty Tit	le:	
Jack J. Johnson	000-00-00-00-00 F			E-7/MSGT	Operation		
9. Date Assigned (dd/mmm/y	уууу):	10. Serv	vice Affil	iation:	11. Categor	y:	
20 Sep 2005		Air For	ce		Senior Enli	sted (E-7 and E-8 (Non-S	EA))
				ERTIFICATION			
I certify that this individual meets th	ne criteria established	in USMEP	COM Regu	lation 600-25, is deeme	d eligible for av	ward nomination, and the inform	nation on this form is correct.
12. Recommending Official (First N	lame, Middle Initial, L	ast Name,	Rank, Serv	rice): 13. Reccomme	nding Official D	igital Signature:	14. Date (dd/mmm/yyyy):
Rick O. Shay, MAJ, USA				RICK O. S	HAY 1234	4567890	31 Dec 2010
				TION III - WRI			
15. Specific Accomplishment	ts and Categories (	use sing	le-spaced	l, bullet format): F	or categories	see instructions on the re	verse side of this form:
- Processing NCOIC for - Led the way; MEPS pro - Successfully managed so - Redirected applicant pro - Revamped unit level sel - Displayed exemplary periodic properties of the self-self-self-self-self-self-self-self-	processed 16K+, a upport for all 2 cocessing flow; of finispection and for a cocessing flow; of 8 areas receivacuation processing flow acuation processing flow acuation processing forward thinking hours towards policies of all Mational Security ssurance, Ethics COMMUNITY A Service Family r installations; r installations; of the security of the secu	idministices; decreased training orts garroring "E; dures re-mile mandemarked MND PE g; success acceptant of the person of the p	ered 30 all made ed process guida ered an excellent sulting arch in on packet excellent excellen	55K ASVAB tes de '07 goal; Natis essing time by o unce; developed o overall "Excelle" "IG ratings; 11 from a hazardou 98 degree tempe gages; Junior Enlia AL ACHIEVEM completed SNC ee; currently enries; broadened kn. present training; prometries, Suicide I EPCOM mittee; formula ibers and their fâulthy human related '08 Organizede '08 Organizede '08 Organizede '08 Organized session unce session in the control of the control	is, performed to the control of the	ed 11K physicals, & ded USA #1/54, USMC d reduced overtime co raining Program Strate on Mar 07 HQ USME recognized as "Outsta ensured accountability eived high praise from ee won at Sector level E course upon selecticasses, 7 more to god skills critical to a jobility to answer/ease e and Domestic Violence of assist over 30K serven their local communitie and more productive possibility to interpretable control of the control	lelayed enlisted 4K+ #2/42 & USAF #3/28 sts by \$1K+ monthly gy for all sections PCOM IG inspection IG inspection IG inspection Performers For 190 personnel Eastern Sector/CDR#1 of 34 Jr. Enlisted Into current position International Action of Action International Enlisted Into current position Into curren

USMEPCOM Form 600-25-1-E, OCT 2014

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 1 of 3)

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 2 of 3) – continued

USME	PCOM AWARD NOMINATION INSTRUCTIONS	Page 2 of 3
SECTION I - NOMINEE DATA		
Block 1. Assigned Location (Select from dro	pp down menu)	
Block 2. Assigned Battalion (Select from dro	op down menu)	
Block 3. Assigned Sector or Headquarters (S	Select from drop down menu)	
Block 4. Award Period (Select from drop do	wn menu)	
Block 5. Quarter, Annual, Semi-Annual (HQ	Only) (Select from drop down menu)	
Block 6. Name of Nominee (Self explanator	y)	
Block 7. Grade/Rank of Nominee (Self explain	anatory)	
Block 8. Duty Title of Nominee (Self explan-	atory)	
Block 9. Date Nominee Assigned to USME	PCOM (Self explanatory)	
Block 10. Service Affiliation (Select from th	e drop down menu)	
Block 11. Category (Select from the drop do	wn menu)	
SECTION II - CERTIFICATION OF EI	LIGIBILITY	
Block 12. Recommending Official (Must be	nominee's immediate Commander or Director/Staff Officer)	
Block 13. Recommending Official Signature	(Self explanatory)	
Block 14. Date (Self explanatory)		
SECTION III - WRITE-UP		
Significant Self Improvement and Person military or civilian awards, recognition).     Contributions to Community and/or USM	v techniques, and significant contributions to increrased mission effectiveness.  nal Achievements. (On-off duty education, professional military education, trainin  IEPCOM: (Contribution to military/civilian communities, welfare, morale).  r the write-up. The number of bullets used within each category can be divided in	
NOTE: For Civilian Personnel only: If form).	additional space is required, you may use up to one (1) additional page (uso	e page 3 of this

USMEPCOM Form 600-25-1-E, OCT 2014

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 2 of 3) – continued

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 3 of 3) - continued

USM	Page 3 of				
FOR CIVILIAN PERSONNEL ONLY					
2. Name (First, Middle Initial, Last):	23. Grade/Rank:				
SMEPCOM Form 600-25-1-E, OCT 2014					

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (page 3 of 3) – continued

Figure 2-6. Sample of a completed USMEPCOM Form 600-25-1-E (notes)-continued

## Completing the **USMEPCOM Form 600-25-1-E**:

- 1. There are a total of 39 lines on this form; the total number of lines to be used will be indicated via a tasking message.
- 2. As much "white space" should be used as possible in each bullet; the more information used the better/stronger the nomination will be.
- 3. Single line bullets are the preferred format; however, a two-line bullet or a sub-bullet is acceptable.
- 4. It is not recommended using more than two line bullets or more than one sub-bullet for each main bullet.
- 5. The nomination is to be written in bullet format (use ACT-FACT-IMPACT format); use upper/lower case, use past tense. Example:

	ACTION	FACTS	IMPACT
--	--------	-------	--------

- Meticulously executed processing of more than 1,200 applicants; ensured 100% of applicants processed and shipped on time

#### Chapter 3

## Civilian Awards, Decorations, and Special Recognition

Section I Overview

#### 3-1. Purpose

This chapter prescribes policies and procedures for the UAP. USMEPCOM recognizes the contributions of our civilian personnel through the presentation of awards, decorations, and special recognition. Levels of awards must be commensurate with the contribution, performance level, or impact of the special act.

#### 3-2. Administration

Commanders and supervisors will—

- a. Encourage participation in the program.
- b. Initiate appropriate recognition actions for employee achievements.
- c. Publicize the program.
- d. Ensure program requirements established by Army Regulation (AR) 672-20 (Incentive Awards) and this regulation are accomplished.
- e. Ensure the program is administered on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental disability.

## 3-3. USMEPCOM Incentive Awards review process

The Civilian Awards Program Manager (CAPM), Civilian Personnel Office (J-1/MEHR-CP), will review all awards submitted for approval by either the Deputy Commander/Chief of Staff or Commander, USMEPCOM. The CAPM will determine eligibility and will make recommendations in accordance with AR 672-20 and this regulation.

#### Section II

Superior Accomplishment Awards

#### 3-4. Types of awards

Awards covered in this chapter include Special Act/Service Award (SASA), On-the-Spot (OTS) Cash Award, and Time Off Award (TOA).

#### 3-5. Nomination criteria

Nominations for monetary awards must meet the criteria established in <u>AR 672-20</u> and be approved at the level authorized in <u>table 3-1</u>.

## **3-6.** Approval levels

Approval levels for Superior Accomplishment Awards are as shown in table 3-1.

Table 3-1 Approval Levels for Superior Accomplishment Awards				
Type of Award	Approval Amount	Approval Level		
Special Act or Service	\$50 - \$500	Commander USMEPCOM, Deputy		
Award (SASA)		Commander/Chief of Staff, Sector/Battalion/		
,		MEPS Commander, Director, Special Staff Officer		
	Over \$500	Commander USMEPCOM, Deputy		
		Commander/Chief of Staff, Sector Commander		
On-the-Spot (OTS)	\$50 - \$500	Commander USMEPCOM, Deputy		
		Commander/Chief of Staff, Sector/Battalion/MEPS		
		Commander, Director, Special Staff Officer		
Time Off Award (TOA)	1 - 24 hours	Commander USMEPCOM, Deputy		
		Commander/Chief of Staff, Sector/Battalion/MEPS		
		Commander, Director, Special Staff Officer		
	25 - 40 hours	Commander USMEPCOM, Deputy		
		Commander/Chief of Staff, Sector/Battalion		
		Commander, Director, Special Staff Officer		

#### 3-7. Nomination procedures

- a. <u>DA Form 1256 (Incentive Award Nomination and Approval)</u> is required for all Superior Accomplishment Awards (i.e., Superior Act, OTS, and TOA). After approval of the award, a <u>Standard Form (SF) 52 RPA</u> (Request for Personnel Action) will be initiated in the Defense Civilian Personnel Database System (DCPDS) to credit an employee's financial/personnel records for the award. The CAPM will file Incentive Awards documentation under the Army Records Information Management System (ARIMS) records number (RN) 672-20a1, see disposition instructions in <u>appendix A</u>, section VI.
- b. It is the responsibility of the nominating and/or approving official to retain <u>DA Form 1256</u> for 6 years. Once the RPA is complete in DCPDS, individual MEPS servicing CPOs will file the Notification of Personnel Action in the employee's Official Personnel File (OPF).
- c. Nominations for Superior Accomplishment Awards should be submitted within 30 calendar days after the act, service, or achievement. The following documentation is required to support the nomination for the award:
  - (1) Short description of the employee's achievement.
  - (2) Indication of the category of award.
  - (3) Dollar amount or number of hours of the award.
  - (4) Value of benefits.
  - (5) Signatures of the nominating and approving officials.
  - (6) A proposed citation (see sample citations in appendix B).

- d. If the award requires the approval of the USMEPCOM Deputy Commander/Chief of Staff or the USMEPCOM Commander, submit the award nomination packet to HQ USMEPCOM, ATTN: J-1/MEHR-CP, through the appropriate chain of command.
- e. The maximum dollar value a Sector/Battalion/MEPS commander, director, or special staff officer can approve for an OTS Cash Award, Special Act or Service Awards (SASA) is \$500; not to exceed \$1,000 per employee per fiscal year.

#### Section III

Performance Awards

## 3-8. Purpose of award

A Performance Award is normally a monetary award given in recognition of a high-level rating (i.e., successful 1, 2, or 3 level rating) on an annual performance rating. This award is used to recognize all appropriated fund employees.

## 3-9. Eligibility

- a. Eligibility for this award is outlined in AR 672-20, chapter 5.
- b. An employee may not receive a monetary Performance Award and a Quality Step Increase (QSI) for the same rating period. (For QSI increases, see <u>par. 3-13</u>)

## 3-10. Approval authority

USMEPCOM Commander; Deputy Commander/Chief of Staff; Sector/Battalion/MEPS commanders; directors, and special staff officers are the approving authorities. When the approval authority is the rating supervisor, a higher review or approval of the award is not required (unless the dollar amount of the award exceeds his or her delegated approval authority).

#### 3-11. Amount of award

Performance Awards will be computed as a percentage of pay with a maximum award of 5 percent of the employee's base pay.

## 3-12. Nominations for awards

Complying with current budget guidance, MEPS commanders have the authority to approve Performance Awards for their employees. After the supervisor has given the employee a copy of his or her approved performance appraisal, the supervisor will annotate the recommended performance amount on a <u>DA Form 7223</u> (Base System Civilian Evaluation Report) or <u>DA Form 7222</u> (Senior System Civilian Evaluation Report) and forward for approval through appropriate command channels. After the award amount has been approved, the supervisor will complete a <u>Standard Form 52</u> and forward it to the supporting CPO for processing. File <u>DA form 7222</u> and <u>DA form 7223</u> under ARIMS RN 1aa4; see disposition instructions in appendix A, section VI.

Section IV OSIs

#### 3-13. Purpose of award

A QSI recognizes employees for performance of duty in an exceptional manner. A QSI must be based on a "Successful Level 1" rating. This level of performance is expected to continue in the future. In USMEPCOM, only General Schedule (GS) employees are eligible to receive a QSI.

#### **3-14. Procedures**

- a. Sector commanders and sector deputy commanders are authorized to approve QSIs. MEPS commanders will submit, through battalion commanders, a QSI nomination using the front side of the appropriate Total Army Performance Evaluation System (TAPES) evaluation report. A copy of <u>DA Form 7223-1</u> (Base System Civilian Performance Counseling Checklist/Record) and <u>DA Form 7222-1</u> (Senior System Civilian Evaluation Report Support Form) must accompany the QSI nomination.
- b. The Deputy Commander/Chief of Staff is authorized to approve QSIs for HQ USMEPCOM. Supervisors will submit, through the appropriate chain of command, a QSI nomination using the appropriate TAPES evaluation report to J-1/MEHR-CP. A copy of <u>DA Form 7223-1</u> and <u>DA Form 7222-1</u> must accompany the QSI nomination.
- c. QSI submissions must be reviewed by the HQ USMEPCOM, Equal Employment Opportunity Office (MEEO) personnel, and HQ USMEPCOM, Resource Management Directorate, Programs and Formulation Branch (J-8/MERM-PP-PF), prior to approval.

## 3-15. QSI authorizations

QSIs are controlled based on the number of employees authorized. The authorized number of QSIs per MEPS, sector, directorate, or special staff office per fiscal year is identified in table 3-2.

Table 3-2 QSI Authorizations	
CIVILIAN STRENGTH	# OF QSIs PER FISCAL YEAR
(Number of authorized civilian positions)	
1-14	1
15-24	2
25-34	3
35-44	4
45 and above	5

## 3-16. Eligibility criteria

The employee's rating of record must be a "Successful Level 1" and must be submitted within 30 days of approval of the rating. Additional criteria for this award are outlined in AR 672-20, chapter 6.

## Section V Honorary Awards

#### 3-17. General

Honorary Awards may be given anytime in an employee's career, including occasions such as accomplishment of a significant act, retirement, reassignment, transfer, or separation. Supervisors are expected to exercise judgment in assessing the total contribution of the employee towards mission accomplishment and in selecting an appropriate award to best recognize the specific accomplishment.

**Note**: While lower-level Honorary Awards normally will precede receipt of higher-level recognition, this is not a prerequisite for higher-level recognition. Blank certificates will be obtained from the servicing Civilian Personnel Advisory Center (CPAC). File Honorary Awards documentation under ARIMS RN 600-8-22a; see disposition instructions in appendix A, section VI.

# 3-18. Type of awards

Nominations for Honorary Awards must meet the criteria established in <u>AR 672-20</u>, chapter 5, and be approved by the approval level in <u>table 3-3</u>.

## 3-19. Approval levels

The CAPM, J-1/MEHR-CP, will review all Honorary Awards submitted for approval/signature by the Commander, USMEPCOM. For Military equivalent to civilian awards and award approval level, see table 3-3.

Table 3-3		
Honorary Awards Approval Lev	els	
Civilian Award	Civilian Award Approval Level	Equivalent Military Award
Decoration for Exceptional Civilian Service (DA Form 7014)	Secretary of the Army	Distinguished Service Medal
Meritorious Civilian Service Award (DA Form 7015)	Commander USMEPCOM	Legion of Merit
Superior Civilian Service Award (DA Form 5655)	Commander USMEPCOM	Meritorious Service Medal
Commander's Award for Civilian Service (DA Form 4689)	Commander USMEPCOM and Sector Commanders	Service Commendation Medal
Achievement Medal for Civilian Service (DA Form 5654)	Commander USMEPCOM and Sector Commanders	Service Achievement Medal
Certificate of Achievement (DA Form 2442)	Commander USMEPCOM, Sector Commanders, and MEPS Commanders	Certificate of Achievement
Civilian Award for Humanitarian Service (DA Form 5652)	Commander USMEPCOM	Humanitarian Service Medal

### **3-20.** Nomination procedures

Commanders/supervisors will send the award nomination for the USMEPCOM Commander's approval to HQ USMEPCOM, ATTN: J-1/MEHR-CP, for processing. The nomination packet will include:

- **a. DA Form 1256**. Commanders/supervisors will complete <u>DA Form 1256</u>, part I, only (see samples at <u>figures 3-1</u> and <u>3-2</u>).
- **b. Written justification**. A description of the employee's accomplishments during the award timeframe, generally at least 1 year (see sample at <u>figure 3-3</u>).
- **c. Draft citation.** A citation must be accomplished on plain  $8 \frac{1}{2} \times 11$  inch bond paper in the format outlined in appendix B.

Figure 3-1. Sample of a completed **DA Form 1256** (for a USMEPCOM Certificate of Achievement)

For use of thi		VE AWARD NOM			DVAL hief of Staff for Personne	ř	
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI			ED BY OPERATING OFFICE  2. ORGANIZATION (No abbreviations)  J-6 Information Technology Directorate				
Brady, Michael, C.			F				
3. PRESENT POSITION, TITLE, G		Y	4. POSITION HEL	D DUR	ING PERIOD COVERED	IN NOMINATION (If	
IT Specialist-Customer Support, GS-2210-12			other than that sho	wn in i	tem 3)		
5.			RD RECOMMENDE				
a. ALL NOMINATIONS	HONORA		E DOCUMENTATION	CUMENTATION REQUIRED BY DA PAM 672-20.			
DECORATION FOR EXCEPT	The state of the s			b.	MONETARY		
CIVILIAN SERVICE		COMMANDER'S AW CIVILIAN SERVICE		QUALITY STEP INCREASE		0.000.000	
MERITORIOUS CIVILIAN SE AWARD		CIVILIAN SERVICE	DAL FOR		PERFORMANCE AWAR	₹D	
SUPERIOR CIVILIAN SERVI	CE	CERTIFICATE OF A	CHIEVEMENT		SPECIAL ACT/SERVIC \$	E AWARD	
OTHER (Specify)	USMEPCOM	Certificate of Achi	evement		ON-THE-SPOT CASH A	WARD	
c. PERIOD OF SERVICE TO BE R	ECOGNIZED ( MO	/YR - MO/YR) 03/20	09-02/2010		TIME OFF AWARD		
6.			NG OFFICIAL				
a. TYPED NAME AND TI	TLE	b. SIGN.	ATURE		TELEPHONE NUMBER	d. DATE	
Samuel T. Butcher, Chief, Customer Support  Samuel T. Butcher, Chief, Customer Support  Samuel T. Butcher, Chief, Customer Support  456-7890  04/08/2					04/08/2010		
PART II -	TO BE COMPLETE	D ONLY FOR AWARD	S FORWARDED TO	HQDA	(DAPE-CPL)		
7. INDICATE IF NOMINATION IS C	ONSISTENT WITH	PARAGRAPH 2-2 IN A	R 672-20 (Circle ye	es or no	o - If no. please explain or	separate page)	
YES a. TYPED NAME EQUAL E	MPLOYMENT OPF	ORTUNITY OFFICER	b. SIGNATURE			c. DATE	
VES d TYPED NAME CIVILIAN PERSONNEL OFFICER			e. SIGNATURE			f. DATE	
PART III - TO	BE COMPLETED I	BY LOCAL INCENTIVE	AWARDS COMMIT	TEE -	RECOMMEND		
8. APPROVAL		DISAPPROVAL			OTHER		
	COMPLI	ETE FOR MONETARY	AWARDS RECOMM	MENDE	D		
	TANGIBLE MONETARY BENEFITS INTANG		INTANGIBLE BENE	EFITS	ESTIMA SAVING	TED FIRST YEAR S \$	
PART		ETED BY APPROPRIA			ITY (IES)		
ACTION LEVEL	APPROVED (III monetery, indicate an	DIS- APPROVEI	ADDITIONA CASH AWA	RD.	SIGNATURE, TITLE AND DATE		
9. LOCAL COMMITTEE CHAIRPERSON							
10. INSTALLATION COM- MANDER OR DESIGNATED REPRESENTATIVE							
11. MAJOR COMMAND REVIEW COMMITTEE							
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE							
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD							
DA FORM 1256, NOV 2009		PREVIOUS EDITIONS	ARE OBSOLETE.			APD PE v1 00F	

Figure 3-1. Sample of a completed **DA Form 1256** (for a USMEPCOM Certificate of Achievement)

<u>TOC</u>

Figure 3-2. Sample of a completed **DA Form 1256** (for an Army Certificate of Achievement)

For use of this		E AWARD NOMI				ersonnel	
	PART 1	- TO BE COMPLETE	D BY OPERATING	OFFICE			
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI			ORGANIZATION (No abbreviations)     J-6 Information Technology Directorate				
Brady, Michael, C.							
3. PRESENT POSITION, TITLE, GRADE AND SALARY			4. POSITION HEL	D DUR	ING PERIOD CO	VERED IN	NOMINATION (If
IT Specialist- Customer Support, YA-2210-02			other than that sho	own in it	em 3)		
5.			RD RECOMMENDE				
		ED AND INCLUDE TH	E DOCUMENTATION		IRED BY DA PA		VI
а.	HONORA			b.		MONET	ARY
DECORATION FOR EXCEPTI		COMMANDER'S AW			QUALITY STEP INCREASE		
MERITORIOUS CIVILIAN SER	RVICE	ACHIEVEMENT MED CIVILIAN SERVICE	OAL FOR	PERFORMANCE AWARD			D
SUPERIOR CIVILIAN SERVICE AWARD	X	CERTIFICATE OF A	CHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$			AWARD
OTHER (Specify)					ON-THE-SPOT	CASH A	WARD
c. PERIOD OF SERVICE TO BE R	ECOGNIZED ( MO/	YR - MO/YR) 03/20	09-02/2010		TIME OFF AWA	ARD	
6.		NOMINAT	NG OFFICIAL				
a. TYPED NAME AND TI	TLE	b. SIGN	ATURE		TELEPHONE NU		d. DATE
Samuel T. Butcher, Chief, Customer Support Branch  ST. Butcher AREA CODE (123) 456-7890 04/08/2					04/08/2010		
		D ONLY FOR AWARD					
7. INDICATE IF NOMINATION IS C	ONSISTENT WITH	PARAGRAPH 2-2 IN A	R 672-20 (Circle y	res or no	o - If no. please e	xplain on	separate page)
YES a. TYPED NAME EQUAL E	MPLOYMENT OPP	ORTUNITY OFFICER	b. SIGNATUR	E			c. DATE
YES d. TYPED NAME CIVILIAN	PERSONNEL OFFI	CER	e. SIGNATUR	E			f. DATE
PART III - TO	BE COMPLETED E	BY LOCAL INCENTIV	E AWARDS COMMI	TTEE -	RECOMMEND		
8. APPROVAL	D	ISAPPROVAL	]		OTHER		
	COMPLE	TE FOR MONETARY	AWARDS RECOM	MENDE	D		
	TANGIBLE MONET \$	ARY BENEFITS	INTANGIBLE BEN	IEFITS		SAVINGS	ED FIRST YEAR 3 \$
PART	IV TO BE COMPLI	ETED BY APPROPRI	ATE APPROVING A	UTHOR	ITY (IES)		
ACTION LEVEL	APPROVED (** monotary indicate am	DIS- APPROVE	D CASH AWA	AL ARD	SIGNATURE, TITLE AND DATE		LE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON							
10. INSTALLATION COM- MANDER OR DESIGNATED REPRESENTATIVE							
11. MAJOR COMMAND REVIEW COMMITTEE							
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE							
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD							
DA FORM 1256 NOV 2009		PREVIOUS EDITIONS	ARE ORSOLETE				APD PE v1 00E

Figure 3-2. Sample of a completed **DA Form 1256** (for an Army Certificate of Achievement)

Figure 3-3. Sample written justification (for a USMEPCOM and Army Certificate of Achievement)

#### **JUSTIFICATION:**

Accomplishments: of Michael C. Brady:

- Led the Desktop team through remediation of workstation vulnerabilities ensuring USMEPCOM's network accreditation.
- Created USMEPCOM's first Windows Vista image and the Standard Operating Procedures (SOP) for future images.
- Assisted with the transition of the Help Desk from contractors to Federal employees.
  - o Provided training to eight new hires including the new branch chief.
  - Once a Senior Specialist was picked, he delayed his departure for 2 weeks to provide continuity and turn over.
- Researched and developed various queries to ensure quality of Help Desk reports.
  - o Reduced weekly reporting time from 8 hours to less than 3 hours, saving over 250 man hours per year.
- Evaluated current Help Desk procedures and has implemented several policy changes that allowed the Help Desk to spend less man hours following up on old tickets and more time ensuring attention to detail on new issues that arise.
- Personally resolved or reported over 1,200 tickets in addition to tracking several thousands more.
- Created 10 SOPs to ensure consistent customer support and growing the knowledge base among team members.

Figure 3-3. Sample written justification (for a USMEPCOM and Army Certificate of Achievement)

Figure 3-4. Sample draft citation (for a USMEPCOM and Army Certificate of Achievement)

#### **CITATION:**

During the period March 2009 to February 2010, Mr. Brady performed his duties as Information Technology Specialist, Customer Support Branch, J-6/Information Technology Directorate, United States Military Entrance Processing Command, in a commendable manner. Mr. Brady led the desktop team through remediation of workstation vulnerabilities to ensure the Command's network accreditations and created the first Windows Vista image and Standard Operating Procedures (SOP) for future images. His dedication to duty reflects great credit upon himself, the Command, and the Department of Defense.

Figure 3-4. Sample draft citation (for a USMEPCOM and Army Certificate of Achievement)

Section VI Miscellaneous Awards

#### **3-21.** Coins

To reward performance excellence, unit coins are given by the Commander, USMEPCOM and sector commanders. This recognition must be on a one-time basis where the accomplishment is unique and clearly contributes to increased effectiveness or efficiency; this includes competitions. Coins will not be used as mementos for tours of service or given to individuals as a contribution to a personal coin collection. Commanders will use prudence in the presentation of coins. Guidance on purchasing coins is located in USMEPCOM Regulation 710-2, paragraph 2-9.

#### 3-22. General

Various types of awards are given to civilian employees during their career when appropriate for retirement, promotion, and length of service.

#### 3-23. Retirement certificates

- a. DA Form 4250 (DA Certificate of Retirement), DA Form 4251 (DA Certificate of Appreciation), and a retirement pin may be presented at an appropriate ceremony to retiring civilian employees. Blank certificates will be obtained from the servicing CPAC.
- b. Supervisors may request a Letter of Appreciation signed by the President of the United States for civilian employees retiring with 30 or more years of Federal service (this encompasses those who have combined military and civilian service as well as those with only civilian service). (This is an informal policy established by each United States President).
- (1) To request a Letter of Appreciation, prepare a memorandum using the format in <u>figure 3-5</u>. A lead time of 60-90 days is necessary to ensure timely delivery of the correspondence. For those who make a last minute decision to retire, the letter can be sent to their home address.
- (2) All fields shown on the sample format must be completed. Submit not earlier than 60-90 days prior to last day of active duty, scheduled retirement ceremony, or start of transition leave.
- (3) Submit request to the White House Liaison Office via the following e-mail address: **CSAWHLO@CONUS.ARMY.MIL**

Figure 3-5. Sample request for a White House Letter of Appreciation

(Appropriate Letterhead)

OFFICE SYMBOL DATE

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office, 1600 Pennsylvania Avenue, Washington, DC 20502-0001

SUBJECT: Request Presidential Letter of Appreciation (RPLOA) for Civilian Retiree

Salutation/Name: (Ms., Mrs., Mr.) (Last Name, First Name and Middle Initial)

Rank: (Sample: GS-11, GS-12, WG-08, SES)

Service: Department of the Army Civilian

Years of Service: (Must have 30 or more years of service or combined Military and Federal Service)

Retirement Date: Tuesday, September 01, 2009

Ceremony Date: Tuesday, September 01, 2009

Home Address: Home address is required to include City, State and Zip Code

Unit Address: Company/Troop/Battery/Detachment, Fort/Base/Camp, State/Country, Zip Code/APO

Disposition Instructions: (Advise whether to send letter to home or unit address)

POC for this action is: (Complete name, work phone number, and email address)

Retiree: Medal of Honor Recipient – Yes/No

Former Prisoner of War – Yes/No

Appropriate Signature Block with Signature (Director/Chief/Transition Specialist)

Figure 3-5. Sample request for a White House Letter of Appreciation

#### 3-24. Career Service Certificates and Pins

Certificates and pins are awarded to civilian employees to provide recognition for career Federal service. Career Federal service includes both military and civilian time. Civilian employees who complete 5 years of satisfactory service will be awarded an Office of Personnel Management (OPM) Form WPS 101, a certificate for 5 years of service. Civilian employees completing 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of satisfactory service will be awarded career service certificates and pins. Blank certificates and pins will be obtained from the servicing CPAC. The following career service certificates are as follows:

- a. OPM Form WPS 101 (5 years of service).
- b. OPM Form WPS 102 (10 years of service).
- c. OPM Form WPS 103 (15 years of service).
- d. OPM Form WPS 104 (20 years of service).
- e. OPM Form WPS 105 (25 years of service).
- f. OPM Form WPS 106 (30 years of service).
- g. OPM Form WPS 107 (35 years of service).
- h. OPM Form WPS 108 (40 years of service).
- i. OPM Form WPS 109 (45 years of service).
- j. OPM Form WPS 110 (50 years of service).

#### Section VII

Various Annual Awards Competitions - Federal Government

#### 3-25. General

Competition is held each year for a variety of awards at various levels of the Federal Government. Supervisors must send nominations for the awards through the chain of command to HQ USMEPCOM, ATTN: J-1/MEHR-CP. The CPO will distribute specific guidance as it is received. Department of the Army (DA) Pamphlet 672-20 (Incentive Awards Handbook), chapter 2, outlines eligibility and award submission deadlines for processing awards through the Army's Incentive Awards Board; chapter 4, identifies the awards sponsored by non-Federal organizations. File various annual awards competitions documentation under ARIMS RN 600-8-22c; see disposition instructions in appendix A, section VI.

#### Section VIII

USMEPCOM Outstanding Civilian Employees of the Quarter

## 3-26. Purpose

This award is established to motivate USMEPCOM civilian employees to excel in the performance of their duties and to recognize their accomplishments. The procedures included in this section are for HQ USMEPCOM civilian employees only. Sector commanders will establish their own procedures for selecting an "Outstanding Civilian Employee of the Quarter." Civilian employees assigned to sectors will compete with the other civilians assigned to sectors. File award documentation for the USMEPCOM Outstanding Civilian Employees of the Quarter under ARIMS RN 600-8-22c; see disposition instructions in appendix A, section VI.

#### **3-27.** Competing categories

The competing categories are by grade level.

- a. GS-10 and above.
- b. GS-07 through GS-09.
- c. GS-06 and below including wage grade.
- d. USMEPCOM senior-level managers equivalent to GS-14 or higher are not eligible to compete for this award.

#### 3-28. Criteria for award

The nomination will communicate the nominee's duty performance and his or her significant achievement(s). Supervisors will prepare a separate <u>USMEPCOM Form 600-25-1-E</u> for each candidate. A completed sample of the form is in <u>figure 2-6</u>.

# 3-29. Nomination procedures

Supervisors will use <u>USMEPCOM Form 600-25-1-E</u> (<u>figure 2-6</u>) to nominate their candidate and submit the form to HQ USMEPCOM (J-1/MEHR-CP) by the suspense dates outlined in <u>table 3-4</u>. Civilian employees may be nominated for the "Employee of the Quarter" competition more than one time during the fiscal year. Each director or special staff officer may only nominate one person in each of the categories in <u>paragraph 3-27</u>.

Table 3-4 Quarterly Award Timelines				
Quarter	<b>Nominations Due to J-1 NLT</b>	Winners Announced NLT		
1st (Jul-Aug-Sep)	October 15th	October 31st		
2nd (Oct-Nov-Dec)	January 15th	January 31st		
3rd (Jan-Feb-Mar)	April 15th	April 30th		
4th (Apr-May-Jun)	July 15th	July 31st		

#### 3-30. Selection board procedures

- **a. Board membership.** The MDC/MCS will serve as the President of the USMEPCOM Outstanding Civilian Employee Board. The President of the Board will appoint a total of three to five board members from HQ USMEPCOM. Board members will consist of high-level management (civilian and military) officials. J-1/MEHR-CP will provide a board recorder.
- **b. Selection procedures.** The President of the Board will determine the scoring method before convening the Board and each nomination package will be scored using the same process. The President of the Board will only vote in the case of a tie. At the conclusion of the board, the President will recess the board members until the USMEPCOM Commander approves the board results.

## 3-31. Recognition

The winner in each category for the USMEPCOM Outstanding Civilian Employee of the Quarter will receive a <u>USMEPCOM Form 600-25-7-E</u> (Certificate of Achievement) and a \$250 Cash Award.

#### Section IX

# USMEPCOM Outstanding Civilian Employees of the Year

# 3-32. Purpose

The purpose of this award is to motivate USMEPCOM civilian employees to excel in the performance of their duties and to be recognized for their accomplishments. The award is presented to candidates nominated for the "USMEPCOM Outstanding Civilian Employee of the Year." All civilian employees in USMEPCOM are eligible for nomination for this award. File award documentation under ARIMS RN 600-8-22c; see disposition instructions in appendix A, section VI.

## **3-33.** Competing categories

The competing categories are by grade level.

- a. GS-10 and above.
- b. GS-07 through GS-09.
- c. GS-06 and below including wage grade.
- d. USMEPCOM senior-level managers equivalent to GS-14 or higher are not eligible to compete for this award.

#### 3-34. Award criteria

The nomination will communicate the nominee's duty performance and his or her significant achievements. Supervisors will prepare a separate <u>USMEPCOM Form 600-25-1-E</u> for each candidate (see <u>figure 2-6</u>). All candidates will physically appear before the board, which will be held at HQ USMEPCOM.

#### 3-35. Nomination procedures

Each sector commander and the Headquarters, Headquarters Commandant may nominate one civilian employee, in each category, that had a significant impact on USMEPCOM. Use <u>USMEPCOM Form 600-25-1-E</u> to submit nominations to HQ USMEPCOM, J-1/MEHR-CP, ATTN: CAPM. Nominations must be received by August 15<sup>th</sup> of each year.

### 3-36. Selection board procedures

- **a. Board membership.** The Deputy Commander/Chief of Staff will serve as the President of the USMEPCOM Outstanding Civilian Employee Board. The President of the Board will appoint a total of five to seven board members from HQ USMEPCOM, Eastern Sector, and Western Sector. Board members will consist of high level management (civilian and military) officials. J-1/MEHR-CP will provide a board recorder.
- **b. Selection procedures.** The President of the Board will determine the scoring method before convening the board and each nomination package will be scored using the same process. The President of the Board will only vote in the case of a tie.

#### 3-37. Recognition

a. The winner in each of the three categories will receive a DA Form 4689 (Commander's Award for Civilian Service) from the USMEPCOM Commander, and a \$750 Special Act Award.

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- b. All remaining competitors will receive a DA Form 5654 (Achievement Medal for Civilian Service) and \$500 OTS Cash Award from the nominating organization).
- c. All competitors will be recognized for their accomplishment in USMEPCOM's "Messenger" magazine.

# Section X USMEPCOM Certificates

#### 3-38. Purpose

USMEPCOM certificates may be awarded to civilians and civilian activities inside or outside USMEPCOM who do not meet the requirements for other awards as outlined in <u>AR 672-20</u>. File a copy of the certificate under ARIMS RN 600-8-22a; see disposition in instructions in <u>appendix A</u>, section VI.

**Note:** Users will print USMEPCOM certificates on 8 ½ by 11-inch astroparche natural vellum finish paper. Users will be responsible for ordering paper through their local supply channels.

#### 3-39. Approval of certificates

The following USMEPCOM certificates may be approved by the USMEPCOM Commander; Deputy Commander/Chief of Staff; sector/battalion/MEPS commanders; directors; and special staff officers. (These awards will not be filed in the civilian employee's official personnel file maintained by their servicing CPO).

- a.  $\underline{\text{USMEPCOM Form } 600\text{-}25\text{-}5\text{-}E}$  (Teamwork Certificate) may be awarded for performance that promotes the concept of teamwork.
- b. <u>USMEPCOM Form 600-25-6-E</u> (Certificate of Appreciation) may be awarded to show appreciation, when the threshold for DA Form 7013 (Department of the Army Certificate of Appreciation) is not met. If requesting approval from the USMEPCOM Commander, commanders/supervisors will send the justification and proposed citation through their chain of command to HO USMEPCOM, ATTN: J-1/MEHR-CP.
- c. <u>USMEPCOM Form 600-25-7-E</u> (Certificate of Achievement) may be awarded for meritorious service or achievement to civilian employees whose performance does not merit an award or an achievement medal or higher but is worthy of recognition. If requesting approval from the USMEPCOM Commander, commanders/supervisors will send the justification and proposed citation, through their chain of command to HO USMEPCOM, ATTN: J-1/MEHR-CP.

#### Chapter 4

**Volunteer Service Awards** 

Section I Overview

#### 4-1. Purpose

To provide policies and procedures for processing USMEPCOM Volunteer Service Awards. (See <u>USMEPCOM Regulation 608-1</u> (USMEPCOM Wellness and Readiness Program, chapter 4). File Volunteer Service Awards under ARIMS RN 608-1a6; see disposition instructions in <u>appendix A</u>, section VI

# 4-2. Eligibility

USMEPCOM Service members, Department of the Army civilians and their family members are eligible to receive Volunteer Service Awards outlined in this chapter.

#### 4-3. Administration

Commanders and supervisors will -

- a. Encourage volunteer participation within the command and in the local community.
- b. Initiate appropriate recognition requests for volunteer service.
- c. Ensure program requirements established by this regulation are met.

#### 4-4. Volunteer Service Awards

Oversight for Volunteer Service Awards is provided by the J-1/MEHR, Special Programs Division, Wellness and Readiness Branch (J-1/MEHR-PR-WR). Volunteer Service Awards are provided for volunteer service within military organizations and local communities. Examples of qualifying volunteer service include (but are not limited to) Readiness Support Group, organizational events, Big Brothers and Big Sisters, Habitat for Humanity, Boy and Girl Scouts and volunteer work in local schools, hospitals, homeless shelters, food pantries, and libraries. To transfer volunteer hours from other organizations or services, see USMEPCOM Regulation 608-1, chapter 4.

#### 4-5. Types of awards

Volunteer Service Awards include certificates of volunteer recognition, volunteer service pins and a plaque for recognizing lifelong volunteer service.

#### 4-6. Approval authority

For Volunteer Service Award approval authority levels, see table 4-1.

Table 4-1 Approval Authority for Volunteer Service Awards				
Type of Award	Approval Authority			
Spirit Certificate of Volunteer Recognition	HQ Commandant and Sector/Battalion/MEPS Commander			
Liberty Certificate of Volunteer Recognition	Commander USMEPCOM; Deputy Commander/Chief of Staff; or Sector/Battalion Commander			
Freedom Certificate of Volunteer Recognition	Commander USMEPCOM; Deputy Commander/Chief of Staff; or Sector Commander			
10-, 15-, and 20-Year Volunteer Service Pins and Commander's Note	Commander USMEPCOM			
Patriot Award for Exceptional Volunteer Service	Commander USMEPCOM			

#### 4-7. Award criteria

Awards will be presented annually, or upon departure of a volunteer from the Command, based on the number of hours and/or years of volunteer service as indicated. Time spent "on-call" does not qualify as volunteer hours. Examples of non-qualifying "on-call" time include, but are not limited to, hours spent "on-call" for a volunteer fire department or as a volunteer chaplain.

## a. Volunteer Recognition Certificates:

- (1) <u>USMEPCOM Form 600-25-2-E</u> (Spirit Certificate of Volunteer Recognition), 20 49 hours of annual volunteer service.
- (2) <u>USMEPCOM Form 600-25-3-E</u> (Liberty Certificate of Volunteer Recognition), 50 99 hours of annual volunteer service.
- (3) <u>USMEPCOM Form 600-25-4-E</u> (Freedom Certificate of Volunteer Recognition), 100 or more hours of annual volunteer service.
- **b. Volunteer Service Pins**. A minimum of 20 volunteer hours is required, per volunteer year, to qualify for the pins below.
  - (1) 10-year pin for 10 years of qualified volunteer service.
  - (2) 15-year pin for 15 years of qualified volunteer service.
  - (3) 20-year pin for 20 years of qualified volunteer service.

# c. Patriot Award for Exceptional Volunteer Service (Plaque).

- (1) 1,500 plus hours or 25 years of volunteer service.
- (2) Exceptions will be considered on a case-by-case basis.
- d. Military Outstanding Volunteer Service Award. See chapter 2 for guidance.

## 4-8. Procedures for processing awards

Volunteer service must be documented by the volunteer and verified by the Army Volunteer Corps Coordinator (AVCC) in the Volunteer Management Information System (VMIS) prior to awards being processed (see <u>USMEPCOM Regulation 608-1</u>, chapter 4).

- a. Volunteers must input their volunteer hours for each calendar month, but not later than the 15<sup>th</sup> calendar day of the month following the volunteer service rendered. Volunteer hours for December must be entered no later than January 15.
  - b. VMIS AVCCs have until February 1 to certify volunteer service hours.
- c. J-1/MEHR-PRW will provide volunteer names, number of hours volunteered, duty assignment, and certificate level earned to the appropriate approving authority for preparation and signature no later than the end of February.
- d. J-1/MEHR-PRW will be responsible for processing all awards that require the Commander's signature.

## 4-9. Certificate preparation

All volunteer certificates should be prepared using:

- a. USMEPCOM Form 600-25-2-E (Spirit Certificate of Volunteer Recognition).
- b. <u>USMEPCOM Form 600-25-3-E</u> (Liberty Certificate of Volunteer Recognition).
- c. <u>USMEPCOM Form 600-25-4-E</u> (Freedom Certificate of Volunteer Recognition), signed and dated by the appropriate approving authority.

Chapter 5 Public Service Awards

Section I Overview

# 5-1. Purpose

To provide policies and procedures for processing Public Service Awards. File Public Service Awards documentation under ARIMS RN 600-8-22i; see disposition instructions in appendix A, section VI.

# 5-2. Eligibility

A Public Service Award may be given to a private citizen or technical personnel who served USMEPCOM in an advisory or consultant capacity. USMEPCOM military members, civilian employees, and contract personnel are not eligible for this award. Additional criteria are outlined in AR 672-20.

#### 5-3. Nomination procedures

Nominations will contain a narrative justification on  $8\frac{1}{2}X$  11-inch plain white bond paper. The citation will be no more than 100 words. Anyone may submit a nomination through their chain of command to HQ USMEPCOM, ATTN: J-1/MEHR for processing.

#### 5-4. Approval authority

For approval authority for Public Service Awards, see table 5-1, below.

Table 5-1				
<b>Public Service Awards Approval Authority</b>				
Award	Approval Authority			
Decoration for Distinguished Civilian Service	Secretary of the Army			
(DA Form 7016)				
Outstanding Civilian Service Award	Commander USMEPCOM			
(DA Form 7017)				
Commander's Award for Public Service	Commander USMEPCOM and Sector			
(DA Form 5231)	Commander  Commander			
(DA 1 01111 3231)	Commander			
Certificate of Appreciation for Patriotic Civilian	Commander USMEPCOM and Sector			
Service	Commander			
(DA Form 7012)				
Certificate of Appreciation	Commander USMEPCOM			
(DA Form 4251)	and Sector/Battalion/MEPS Commander			

# Appendix A

References

Users should periodically check the appropriate link to ensure the references, below, are current.

#### Section I

#### Required Publications

(The publications needed to comply with this regulation)

#### AR 672-201

Incentive Awards. Cited in paragraphs 3-2d, 3-3, 3-5, 3-9a, 3-16, 3-18, 3-37, and 5-4.

## **DA Pamphlet 672-20**<sup>1</sup>

Incentive Awards Handbook. Cited in paragraph 3-25.

## DoD 1348.33-M<sup>2</sup>

Manual of Military Decorations and Awards. Cited in <u>table 2-1</u> and <u>figure 2-1</u>.

#### **USMEPCOM Regulation 608-1**<sup>4</sup>

USMEPCOM Wellness and Readiness Program. Cited in paragraphs 4-1, 4-4, and 4-8.

#### **USMEPCOM Regulation 710-2**<sup>4</sup>

Requisition and Issue of Supplies and Equipment. Cited in paragraphs 1-7 and 3-21.

#### Section II

#### Related Publications

(These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

#### **NONE**

#### Section III

#### **Prescribed Publications**

(Publications prescribed by this regulation)

#### **NONE**

#### Section IV

#### Required Forms

(The forms needed to comply with this regulation.)

# **DA Form 11-2**<sup>1</sup>

Management Control Evaluation Certification Statement. Cited in paragraph <u>1-8</u>.

- 1. Army publications/forms: <a href="http://www.apd.army.mil/">http://www.apd.army.mil/</a>
- 2. DoD publications/forms: <a href="http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms">http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms</a>
- 3. General Services Administration form: <a href="http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType">http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType</a> = SF
- 4. USMEPCOM publication/forms: <a href="http://www.mepcom.army.mil/publications/index.html">http://www.mepcom.army.mil/publications/index.html</a>
- 5. OPM forms: Order through servicing CPAC.

#### **DA Form 1256**<sup>1</sup>

Incentive Award Nomination and Approval. Cited in paragraphs 3-7 a and 3-20 a.

# DA Form 2442<sup>1 (hardcopy only)</sup>

Certificate of Achievement. Cited in <u>table 3-3</u> and <u>paragraph B-5</u>.

# DA Form 2443<sup>1 (hardcopy only)</sup>

Commendation Certificate. Cited in paragraph B-6.

# DA Form 4250<sup>1</sup> (hardcopy only)

DA Certificate of Retirement. Cited in paragraph 3-23a.

# DA Form 4251<sup>1</sup> (hardcopy only)

DA Certificate of Appreciation. Cited in paragraph 3-23a and table 5-1.

# DA Form 4689<sup>1</sup> (hardcopy only)

Commander's Award for Civilian Service. Cited in paragraph 3-37a, table 3-3, and paragraph B-5.

# DA Form 5231<sup>1</sup> (hardcopy only)

Commander's Award for Public Service. Cited in <u>table 5-1</u> and <u>paragraph B-8</u>.

# DA Form 5652<sup>1 (hardcopy only)</sup>

Civilian Award for Humanitarian Service. Cited in table 3-3 and paragraph B-10.

# DA Form 5654<sup>1</sup> (hardcopy only)

Achievement Medal for Civilian Service. Cited in table 3-3 and paragraphs 3-37b and B-4.

# DA Form 5655<sup>1</sup> (hardcopy only)

Superior Civilian Service Award. Cited in table 3-3 and paragraph B-2.

# DA Form 7015<sup>1</sup> (hardcopy only)

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in <u>table 3-3</u> and <u>paragraph B-1</u>.

# DA Form 7015<sup>1</sup> (hardcopy only)

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in <u>table 3-3</u> and <u>paragraph B-1</u>.

# DA Form 7015<sup>1</sup> (hardcopy only)

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in <u>table 3-3</u> and <u>paragraph B-1</u>.

# **DA Form 7222**<sup>1</sup>

Senior System Evaluation Report. Cited in paragraph 3-12 and paragraph C-4c(1).

- 1. Army publication/form: http://www.apd.army.mil/
- 2. DoD publication/form: http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms
- 3. General Services Administration form: <a href="http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF">http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF</a>
- 4. USMEPCOM publication/form: http://www.mepcom.army.mil/publications/index.html
- 5. OPM forms: **Order through servicing CPAC.**

# **DA Form 7222-1**<sup>1</sup>

Senior System Evaluation Report Support Form. Cited in <u>paragraph 3-14</u>a and b.

#### **DA Form 7223**<sup>1</sup>

Base System Civilian Evaluation Report. Cited in paragraphs 3-12 and C-4c(1).

### **DA Form 7223-1**<sup>1</sup>

Base System Civilian Performance Counseling Checklist/Record. Cited in <u>paragraph 3-14</u>a and b.

# DA Form 7012<sup>1 (hardcopy only)</sup>

Certificate of Appreciation for Patriotic Civilian Service. Cited table 5-1 and paragraph B-9.

# DA Form 7017<sup>1</sup> (hardcopy only)

Department of the Army Outstanding Civilian Service Certificate. Cited in table 5-1 and paragraph B-7.

# OPM Form WPS 101<sup>5 (hardcopy only)</sup>

Certificate for 5 years of service. Cited in paragraph 3-24.

# OPM Form WPS 102<sup>5</sup> (hardcopy only)

Certificate for 10 years of service. Cited in paragraph 3-24.

# OPM Form WPS 103<sup>5</sup> (hardcopy only)

Certificate for 15 years of service. Cited in paragraph 3-24.

# OPM Form WPS 104<sup>5</sup> (hardcopy only)

Certificate for 20 years of service. Cited in paragraph 3-24.

# OPM Form WPS 105<sup>5</sup> (hardcopy only)

Certificate for 25 years of service. Cited in paragraph 3-24.

# OPM Form WPS 106<sup>5</sup> (hardcopy only)

Certificate for 30 years of service. Cited in paragraph 3-24.

# OPM Form WPS 107<sup>5</sup> (hardcopy only)

Certificate for 35 years of service. Cited in paragraph 3-24.

# OPM Form WPS 108<sup>5</sup> (hardcopy only)

Certificate for 40 years of service. Cited in paragraph 3-24.

# OPM Form WPS 109<sup>5</sup> (hardcopy only)

Certificate for 45 years of service. Cited in paragraph 3-24.

# OPM Form WPS 110<sup>5</sup> (hardcopy only)

Certificate for 50 years of service. Cited in paragraph 3-24.

- 1. Army publication/form: http://www.apd.army.mil/
- 2. DoD publication/form: http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms
- 3. General Services Administration form: <a href="http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF">http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF</a>
- 4. USMEPCOM publication/form: <a href="http://www.mepcom.army.mil/publications/index.html">http://www.mepcom.army.mil/publications/index.html</a>
- 5. OPM forms: **Order through servicing CPAC.**

## SF 52<sup>3</sup>

Request for Personnel Action. Cited in paragraph 3-5.

#### Section V

#### Prescribed Forms

(The forms prescribed by this regulation.)

# USMEPCOM Form 600-25-1-E<sup>4</sup>

USMEPCOM Award Nomination. Cited in paragraphs <u>2-5</u>d and <u>3-29</u>.

#### USMEPCOM Form 600-25-2-E<sup>4</sup>

Spirit Certificate of Volunteer Recognition. Cited in paragraphs <u>4-7</u> and <u>4-9</u>.

#### USMEPCOM Form 600-25-3-E<sup>4</sup>

Liberty Certificate of Volunteer Recognition. Cited in paragraphs 4-7 and 4-9.

### USMEPCOM Form 600-25-4-E<sup>4</sup>

Freedom Certificate of Volunteer Recognition. Cited in paragraphs <u>4-7</u> and <u>4-9</u>.

## USMEPCOM Form 600- 25-5-E<sup>4</sup>

Teamwork Certificate. Cited in paragraph 3-38.

## USMEPCOM Form 600-25-6-E<sup>4</sup>

Certificate of Appreciation. Cited in paragraph 3-38.

# USMEPCOM Form 600-25-7-E<sup>4</sup>

Certificate of Achievement. Cited in paragraphs 3-30 and 3-38.

#### Section VI

#### Required Record Numbers (RNs)

(The RNs this regulation requires the user to file specific documents under. ARIMS RNs and disposition instructions are available at https://www.arims.army.mil/).

#### 1aa4

Office supervisory or manager employee records - Current employee. Cited in paragraph 3-12. Information pertaining to each civilian employee, covering essentially the same actions as those in the Official Personnel Folder maintained in the civilian personnel office. These records are filed by employee name and contain complete employee information such as ongoing personnel actions (included are DD Form 1435 - COMSEC Maintenance Training and Experience Record), when required, notices of persons cleared for access to classified material and other personal security documents, reports, information relating to individual injuries, letters of appreciation and commendation, training records, information showing assigned responsibilities of individuals, positions held, performance appraisals and

- 1. Army publication/form: http://www.apd.army.mil/
- 2. DoD publication/form: <a href="http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms">http://www.dod.mil/pubs/index.html#Regulations%20and%20Forms</a>
- 3. General Services Administration form: <a href="http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF">http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF</a>
- 4. USMEPCOM publication/form: <a href="http://www.mepcom.army.mil/publications/index.html">http://www.mepcom.army.mil/publications/index.html</a>
- 5. OPM forms: Order through servicing CPAC.

counseling, as well as other duplicate forms filed in the Official Personnel Folder. <u>DA Form 7222</u>, <u>DA Form 7223-1</u>, <u>DA Form 7223-1</u> when applicable.

**Disposition:** KEN. Event is when individual documents are superseded or no longer applicable. Review at end of each year and destroy applicable documents when event occurs.

#### 600-8-22a

**Decoration and Award Issuances**. Cited in paragraphs 3-7 and 3-37.

Documents related to providing information about awards given to individuals. Included are announcements, lists, cards, and similar information.

**Disposition:** KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, and then destroy.

#### 600-8-22b3

Military Award Cases (offices other than approval and disapproval authority). Cited in <u>paragraph 2-</u>

**Disposition:** K2. Keep in CFA until record is 2 years old, and then destroy.

#### 600-8-22c

**Award Ceremonies.** Cited in paragraphs <u>3-24</u>, <u>3-25</u>, <u>3-31</u>. Information relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar information.

**Disposition:** KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, and then destroy.

#### 600-8-22i

**Public Award Cases - Office exercising approval authority**. Cited in <u>paragraph 5-1</u>. Information concerning the recommendations, review, and approval or disapproval of awards to members of the public, non-career Government officials, private institutions, and non-U.S. citizens. Included in each case are approved or disapproved requests, certificates, and similar information.

**Disposition**: T56. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 56 years old.

## 608-1a6

Army Community Service (ACS) Program - Volunteer service records. Cited in paragraph 4-1.

**Disposition:** KEN. Event is upon transfer or separation. Keep in CFA until event occurs and then until no longer needed for conducting business, then return to volunteer upon transfer or separation.

### 672-20a2

Incentive Awards Reports - Offices other than office having Army-wide responsibility. Cited in paragraph 3-7. Information used to provide statistical information on participation, approvals, savings, and other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar information.

**Disposition:** K2. Keep in CFA until record is 2 years old, and then destroy.

# Appendix B Sample Citations

# B-1. DA Form 7015 (hardcopy only) (Department of the Army Decoration for Meritorious Civilian Service Certificate):

"During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an exemplary manner." (Insert a description of the significant accomplishment(s) in sentence format.) "His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense." Signed by the USMEPCOM Commander.

# B-2. DA Form 5655 (hardcopy only) (Superior Civilian Service Award):

"During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in a superior manner." (Insert a description of the superior service or achievement in sentence format.) "His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander.

# B-3. DA Form 4689 (hardcopy only) (Commander's Award for Civilian Service):

"For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner.) (Insert description of the significant outstanding achievements in sentence format.) His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or the sector commander.

## B-4. DA Form 5654 (hardcopy only) (Achievement Medal for Civilian Service):

"For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position, title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner." (Insert description of the significant outstanding achievements in sentence format.) His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or the sector commander.

# B-5. DA Form 2442 (hardcopy only) (Certificate of Achievement):

"During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in a commendable manner. (Insert description of commendable achievements in sentence format.) "His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or designated approval authority.

# B-6. DA Form 2443 (hardcopy only) (Commendation Certificate):

"Receipt of a (name of monetary award, e.g., QSI) for the period (date to date)."

Signed by the USMEPCOM Commander; the Deputy Commander/Chief of Staff; sector or MEPS commanders; or by HQ USMEPCOM directors or special staff officers.

**Note:** This form is not required and is optional at the discretion of the award requester.

# B-7. DA Form 7017 (hardcopy only) (Department of the Army Outstanding Civilian Service Certificate):

"For outstanding civilian service. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed (insert description of the significant/substantial contribution in sentence format.) His/her dedication reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander.

# B-8. DA Form 5231 (hardcopy only) (Commander's Award for Public Service):

"For his/her outstanding public service. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner." (Insert description of the significant outstanding public service in sentence format.) "His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander.

# B-9. DA Form 7012 (hardcopy only) (Certificate of Appreciation for Patriotic Civilian Service):

"On (date), (Mr./Mrs./Ms./Miss last name) (describe the patriotic service performed in sentence format.) (Mr./Mrs./ Ms./Miss last name) actions reflect great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or the Sector commander.

# B-10. DA Form 5652 (hardcopy only) (Civilian Award for Humanitarian Service):

"On (date), (Mr./Mrs./Ms./Miss last name) (Describe the humanitarian service performed in sentence format.) (Mr./Mrs./Ms./Miss last name) actions reflect great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander.

#### B-11. USMEPCOM Form 600-25-5-E (Teamwork Certificate):

"For his/her outstanding achievement(s) during the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) (insert description of the significant outstanding teamwork efforts in sentence format.) His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or designated approval authority.

#### **B-12. USMEPCOM Form 600-25-6-E** (Certificate of Appreciation):

"During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant events for this award in sentence format.) His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or designated approval authority.

## B-13. USMEPCOM Form 600-25-7-E (Certificate of Achievement):

"For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant outstanding achievement(s) in sentence format.) His/her dedication to duty reflects great credit upon himself/herself, the Command, and the Department of Defense."

Signed by the USMEPCOM Commander, or designated approval authority.

#### Appendix C

## **Internal Control Evaluation Checklist - USMEPCOM Awards Program**

#### C-1. Function

This checklist pertains to the administration of the USMEPCOM Awards Program.

#### C-2. Purpose

This checklist will assist USMEPCOM commanders, directors, special staff officers, and supervisors in evaluating key controls in the management control process. It does not cover all the controls. The desired outcome is a sound, well-maintained internal control environment.

#### C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained. A corrective action plan must be indicated in the supporting documentation. The controls must be formally evaluated every 2 years. Certification that this evaluation has been conducted must be accomplished on <u>DA Form 11-2</u> (Management Control Evaluation Certification Statement).

# C-4. Test questions

### a. Awards Program.

(1) Does the MEPS/battalion/sector have a program in place for submissions of awards? (USMEPCOM Regulation 600-25, par. 1-4a(2))

#### b. Military Awards.

- (1) Is there an awards program in place to ensure military members receive awards and/or decorations prior to departure from USMEPCOM? (USMEPCOM Regulation 600-25, par. 2-2f)
- (2) Are decorations and Service medals being processed in accordance with the processing lead times prescribed in <u>table 2-1</u>? (USMEPCOM Regulation 600-25, <u>table 2-1</u>)
- (3) Are military members being nominated for quarterly/annual awards? (USMEPCOM Regulation 600-25, pars. 2-5b(1) and c(1))
- (4) Is the JSAM recommendation being addressed/forwarded through the chain of command to the approving official? (USMEPCOM Regulation 600-25, par. 2-2c(1))
- (5) Are JSCM and higher recommendations being addressed/forwarded through the chain of command to the Commander, USMEPCOM, ATTN: J-1/MEHR? (USMEPCOM Regulation 600-25, par. 2-2c(1))

#### c. Civilian Awards.

- (1) Were Performance Awards properly documented on <u>DA Form 7223</u> (Senior System Evaluation Report Support Form) or <u>DA Form 7222</u> (Senior System Civilian Evaluation Report)? (USMEPCOM Regulation 600-25, par. 3-12)
- (2) Were all Honorary Awards submitted for approval/signature to the USMEPCOM Commander, reviewed by the Civilian Awards Program Manager (CAPM)? (USMEPCOM Regulation 600-25, par. 3-19)

- (3) Were nominations and approvals for awards documented on <u>DA Form 1256</u> (Incentive Award Nomination and Approval) and maintained in accordance with ARIMS? (USMEPCOM Regulation 600-25, par. 3-7)
  - (4) Were Time Off Awards approved and documented? (USMEPCOM Regulation 600-25, par. 3-6).

#### d. Volunteer Awards.

- (1) Are Volunteer Awards processed annually or upon the volunteer's departure from the Command? (USMEPCOM Regulation 600-25, par. 4-7)
- (2) Did the Army Volunteer Corps Coordinator verify volunteer hours in the Volunteer Management Information System to ensure all volunteer hours are valid? (USMEPCOM Regulation 600-25, par. 4-8)
- **e. Public Service Awards.** Are Public Service Awards approved by the appropriate authority? (USMEPCOM Regulation 600-25, par. 5-4).

#### C-5. Comments

Users may submit comments to HQ USMEPCOM, ATTN: J-1/MHR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

#### **C-6.** Use of **DA** Form 11-2-R

Department of the Army Form 11-2 (Internal Control Evaluation Certification) is designed to document any internal control evaluation. Evaluations of the USMEPCOM Awards Program area must be documented on this form. Fill in the appropriate blocks, as needed. The assessable unit manager is the Director, J-1/Human Resources Directorate. The methodology used to conduct the evaluation could be the internal control evaluation checklist and other methods used to review this area. Block 6 lists who completed the evaluation and when it was conducted. Block 7 is used to document and explain the methods used for evaluating this functional area. Block 8 is completed by the assessable unit manager (i.e., the commander, director, or special staff officer).

## Glossary

#### Section I

**Abbreviations** 

#### AVCC

Army Volunteer Corps Coordinator

#### AR

Army Regulation

#### **CPO**

Civilian Personnel Office

#### CAPM\*

Civilian Award Program Manager

#### **CPAC**

Civilian Personnel Advisory Center

## DA

Department of the Army

#### **DCPDS**

Defense Civilian Personnel Data System

### **DDSM**

Defense Distinguished Service Medal

#### **DMSM**

Defense Meritorious Service Medal

#### DoD

Department of Defense

#### DSSM

Defense Superior Service Medal

#### GS

General Schedule

## **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

# **JSAM**

Joint Service Achievement Medal

#### **JSCM**

Joint Service Commendation Medal

## **MEPS**

Military Entrance Processing Station

# **MMOQ**

Military Member of the Quarter

#### **MMOY**

Military Member of the Year

#### **MOVSM**

Military Outstanding Volunteer Service Medal

#### **OPM**

Office of Personnel Management

#### **OTS**

On-the-Spot

#### **QSI**

Quality Step Increase

#### **SASA**

Special Act or Service Award

#### **TAPES**

Total Army Performance Evaluation System

## **TOA**

Time Off Award

## UAP\*

**USMEPCOM Awards Program** 

#### **UAPM\***

USMEPCOM Awards Program Manager

# **USMEPCOM**

United States Military Entrance Processing Command

# **VMIS**

Volunteer Management Information System

#### Section II

**Terms** 

**NONE** 

<sup>\*</sup>USMEPCOM-unique abbreviation, acronym, and/or term.