

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

USMEPCOM Regulation
No. 600-25

Effective: 1 October 2010

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

FOR THE COMMANDER:

OFFICIAL:


M. J. Tetterton
Director, J-1/Human Resources

D. R. O'Brien
Deputy Commander/Chief of Staff

DISTRIBUTION:
A (Electronic only publication)

Summary. This regulation establishes policies and procedures for the United States Military Entrance Processing Command (USMEPCOM) Awards Program (UAP). Establishes/replaces the following forms

- a. **USMEPCOM Form 600-25-1-E** (USMEPCOM Award Nomination).
- b. **USMEPCOM Form 600-25-2-E** (Spirit Certificate of Volunteer Recognition); replaces USMEPCOM Form 608-1-2 (Spirit Certificate of Volunteer Appreciation).
- c. **USMEPCOM Form 600-25-3-E** (Liberty Certificate of Volunteer Recognition); replaces USMEPCOM Form 608-1-4 (Liberty Certificate of Volunteer Appreciation).
- d. **USMEPCOM Form 600-25-4-E** (Freedom Certificate of Volunteer Recognition); replaces USMEPCOM Form 608-1-5 (Freedom Certificate of Volunteer Appreciation).
- e. **USMEPCOM Form 600-25-5-E** (Teamwork Certificate); replaces USMEPCOM Form 600-23-2-E (Teamwork Award).
- f. **USMEPCOM Form 600-25-6-E** (Certificate of Appreciation); replaces USMEPCOM Form 600-23-2-E (Certificate of Appreciation).
- g. **USMEPCOM 600-25-7-E** (Certificate of Achievement); replaces USMEPCOM Form 600-23-3-E (Certificate of Achievement).

*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.

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/MHR, 2834 Green Bay Road, North Chicago, IL 60064-3094).

Suggested improvements. The proponent agency of this regulation is the HQ USMEPCOM, Human Resources Directorate (J-1/MHR). Users may send comments and suggested improvements by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: J-1/MHR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

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

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations and Terms	1-3	1-1
Responsibilities	1-4	1-1
Objective	1-5	1-2
Nonmonetary spending limitations	1-6	1-2
Unit coins	1-7	1-2
Internal Control Evaluation Checklist	1-8	1-2
 Chapter 2		
Military Awards, Decorations, and Special Recognition Programs		
Overview	2-1	2-1
Department of Defense (DoD) Decorations and Service medals	2-2	2-1
Service-Specific Decorations	2-3	2-2
Service-Specific Special Awards and Recognition	2-4	2-2
USMEPCOM-Specific Special Awards and Recognition	2-5	2-3
 Chapter 3		
Civilian Awards, Decorations, and Special Recognition		
 <i>Section I</i>		
<i>Overview</i>		
Purpose	3-1	3-1
Administration	3-2	3-1
USMEPCOM Incentive Awards review process	3-3	3-1
 <i>Section II</i>		
<i>Superior Accomplishment Awards</i>		
Types of awards	3-4	3-1
Nomination criteria	3-5	3-1

	Paragraph	Page
Approval levels	3-6	3-2
Nomination procedures	3-7	3-2
<i>Section III</i>		
<i>Performance Awards</i>		
Purpose of award	3-8	3-3
Eligibility	3-9	3-3
Approval authority	3-10	3-3
Amount of award	3-11	3-3
Nominations for Performance Awards	3-12	3-3
<i>Section IV</i>		
<i>QSI</i>		
Purpose of award	3-13	3-3
Procedures	3-14	3-4
QSI authorizations	3-15	3-4
Eligibility criteria	3-16	3-4
<i>Section V</i>		
<i>Honorary Awards</i>		
General	3-17	3-4
Type of awards	3-18	3-5
Approval levels	3-19	3-5
Nomination procedures	3-20	3-5
<i>Section VI</i>		
<i>Miscellaneous Awards</i>		
Coins	3-21	3-10
General	3-22	3-10
Retirement certificates	3-23	3-10
Career service certificates and pins	3-24	3-12
<i>Section VII</i>		
<i>Various Annual Awards Competitions – Federal Government</i>		
General	3-25	3-12
<i>Section VIII</i>		
<i>USMEPCOM Outstanding Civilian Employees of the Quarter</i>		
Purpose	3-26	3-12
Competing categories	3-27	3-13
Criteria for award	3-28	3-13
Nomination procedures	3-29	3-13
Selection board procedures	3-30	3-13
Recognition	3-31	3-13
<i>Section IX</i>		
<i>USMEPCOM Outstanding Civilian Employees of the Year</i>		
Purpose	3-32	3-14
Competing categories	3-33	3-14
Award Criteria	3-34	3-14

	Paragraph	Page
Nomination procedures	3-35	3-14
Selection board procedures	3-36	3-14
Recognition	3-37	3-14
 <i>Section X</i>		
<i>USMEPCOM Certificates</i>		
Purpose	3-38	3-15
Approval of certificates	3-39	3-15
 Chapter 4		
Volunteer Service Awards		
 <i>Section I</i>		
<i>Overview</i>		
Purpose	4-1	4-1
Eligibility	4-2	4-1
Administration	4-3	4-1
Volunteer Service Award	4-4	4-1
Types of awards	4-5	4-1
Approval authority	4-6	4-1
Award criteria	4-7	4-2
Procedures for processing awards	4-8	4-3
Certificate preparation	4-9	4-3
 Chapter 5		
Public Service Awards		
 <i>Section I</i>		
<i>Overview</i>		
Purpose	5-1	5-1
Eligibility	5-2	5-1
Nomination procedures	5-3	5-1
Approval authority	5-4	5-1
 Tables		
2-1. Common DoD Decorations and Service Medals Awarded in USMEPCOM		2-1
3-1. Approval Levels for Superior Accomplishment Awards		3-2
3-2. QSI Authorizations		3-4
3-3. Honorary Awards Approval Levels		3-5
3-4. Quarterly Award Timelines		3-13
4-1. Approval Authority for Volunteer Service Awards		4-2
5-1. Public Service Awards Approval Authority		5-1
 Figures		
2-1. Format for an award recommendation memorandum		2-5
2-2. Sample JSAM Award recommendation package		2-7
2-3. Sample JSCM Award recommendation package		2-11
2-4. Sample DMSM Award recommendation package		2-15
2-5. Sample wording for award citations		2-19

	Paragraph	Page
2-6. Sample of a completed USMEPCOM Form 600-25-1-E		2-20
3-1. Sample of a completed DA Form 1256 (for USMEPCOM Certificate of Achievement)		3-6
3-2. Sample of a completed DA Form 1256 (for an Army Certificate of Achievement)		3-7
3-3. Sample written justification (for a USMEPCOM and Army Certificate of Achievement)		3-8
3-4. Sample draft citation (for a USMEPCOM and Army Certificate of Achievement)		3-9
3-5. Sample request for a White House Letter of Appreciation		3-11

Appendixes

A. References

B. Sample Citations

C. Internal Control Evaluation Checklist – USMEPCOM Awards Program

Glossary

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/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/MHR, USMEPCOM, will—

- (1) Serve as the USMEPCOM Awards Program Manager (UAPM).
- (2) Monitor the effectiveness of the UAP.

e. The Director, J-8/MRM, 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 appendix C to evaluate key internal controls. Commanders and supervisors will use DA Form 11-2-R (Management Control Evaluation Certification Statement) 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 are 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.

Decoration/Medal	Approval Authority	Processing Lead Time*:
Defense Distinguished Service Medal (DDSM)	Secretary of Defense	120 days
Defense Superior Service Medal (DSSM)	Director, Joint Staff, Chairman of the Joint Chiefs of Staff	
Defense Meritorious Service Medal (DMSM)	Commander, U.S. Army Accessions Command	90 days
Joint Service Commendation Medal (JSCM)	Commander USMEPCOM	30 days
Joint Service Achievement Medal (JSAM)	Commander USMEPCOM/Sector Commander	30 days
Military Outstanding Volunteer Service Medal (MOVSM) (See DoD 1348.33-M, par. C6.10, for award eligibility/criteria and sample submission format)	Commander USMEPCOM/Sector Commander	30 days
Service-specific decorations	See Service regulation	120 days

*The processing lead time is the number of days prior to the desired presentation date the recommendation must be submitted to J-1/MHR.

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 2-1 through 2-4.

(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/MHR, 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 figure 2-5 for sample wording for award citations.

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/MHR-MS) for further processing.

e. Approval authority. The Commander, USMEPCOM, has the authority to award the JSCM and the JSAM. The Commander, USMEPCOM has delegated authority to award the JSAM to the sector commander. Award authority will not be delegated any further. Any commander may recommend a downgrade of the JSCM recommendation; however, the Commander, USMEPCOM retains the final authority to award the JSCM or a lesser award. Further delegation is prohibited. Higher level decorations will be processed through the Commander, USMEPCOM 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 your USMEPCOM Service liaison, for Service-specific decoration submission and processing requirements.

2-4. Service-Specific special awards and recognition

Contact the USMEPCOM/J-1 Service liaison 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. USMEPCOM-Specific special awards and recognition

USMEPCOM's top Military members are recognized through the UAP. Military members may be nominated in each of the categories identified in paragraph 2-5a to compete for quarterly, semiannual (HQ USMEPCOM level only), and annual awards.

a. Categories

- (1) Junior Enlisted (eligible grades: E-1 through E-6).
- (2) Senior Enlisted (eligible grades: E-7 and E-8 - Non-Senior Enlisted Advisor).
- (3) Senior Enlisted Advisor (eligible grades: E-7 through E-9).
- (4) Company Grade Officer (eligible grades: O-1 through O-3/O-4 - Navy).

b. Quarterly/Semiannual award process

(1) Sectors will establish their own policies and procedures for sector quarterly awards programs. Sector policies and procedures will specify guidance for soliciting nominations and the conduct of quarterly boards convened to select military members for the Eastern and the Western Sector (MMOQ) award. In addition to the categories identified in subparagraph a. above, sectors have the option of establishing a fifth category to recognize field grade officers (O-4 and O-5) at the sector level.

(2) J-1/MHR, Headquarters Services Division (J-1/MHR-HS), will develop policies and procedures for soliciting nominations and conducting HQ USMEPCOM-level semiannual boards to select military members for the Headquarters Military Member semiannual award.

c. Annual awards process

(1) The Military Member of the Year (MMOY) award will be for the period of July 1st through June 30th of each year. Nominations will be submitted in accordance with procedural guidelines and suspense dates established annually via a tasking message. J-1/MHR-HS, Headquarters Eastern Sector, and Headquarters Western Sector may nominate one military member in each of the categories identified in subparagraph a. above to compete for the overall USMEPCOM MMOY award. Nominations will be open to all Military members and will not be restricted to only those who were selected as MMOQ/semiannual winners. All nominees must appear before the USMEPCOM MMOY board.

(2) The Commander, USMEPCOM, will award annual award winners with a Joint Service Commendation Medal (JSCM). Annual award winners will receive a 4-day pass, coordinated through their immediate supervisor. The Commander, USMEPCOM will award those nominees who competed at USMEPCOM-level, but were not selected as USMEPCOM annual award winners, with a Joint Service Achievement Medal (JSAM). Nominees not selected as annual award winners will receive a 3-day pass, coordinated through their immediate supervisor.

d. Preparation and submission of nomination packages

(1) Quarterly/Semiannual nomination packages will be submitted using USMEPCOM Form 600-25-1-E, (USMEPCOM Award Nomination) (see sample at figure 2-6). Nomination packages will be forwarded via email, through the chain of command to J-1/MHR/HS, Headquarters Eastern Sector, or Headquarters Western Sector (according to the procedural guidelines/policies and suspense dates established by these organizations).

(2) Annual nomination packages will be submitted using USMEPCOM Form 600-25-1-E (see sample at figure 2-6). Nomination packages will be forwarded via e-mail, through the chain of command, to J-1/MHR-HS not later than the suspense date indicated in the tasking message.

(3) USMEPCOM Form 600-25-1-E, 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 to be used on the form will be dictated via the annual tasking message soliciting nominations and establishing procedural guidelines/policies for the respective award. The number of bullets within each category can be divided among the three categories in any manner, as determined by the originator. The three category headers to be used, in order, are as follows (see sample at figure 2-4):

- (a) Leadership and job performance.
- (b) Significant self improvement and personal achievements.
- (c) Contributions to the community and/or USMEPCOM.

(4) USMEPCOM Form 600-25-1-E must be signed by the nominee's immediate commander, director, or special staff officer (HQ USMEPCOM level) as the recommending official.

e. Additional requirements

Military members must also meet the following criteria in order to compete for MMOQ/Y Board(s):

- (1) Be assigned or attached to USMEPCOM for the entire period of consideration.
- (2) Nominees can be active duty, Reserve, or National Guard.
- (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 J-1/MHR-MS-MP military awards technician.
- (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.

APPROPRIATE LETTERHEAD

DATE

MEMORANDUM FOR SECTOR COMMANDER (FOR: JSAM) OR USMEPCOM
COMMANDER, ATTN: HQ USMEPCOM J-1/MHR
(FOR: JSCM OR HIGHER)

THROUGH: SECTOR COMMANDER (AS APPLICABLE)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of DoD 1348.33-M, 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:
- g. Reason for the submission: (i.e., military member is to be reassigned permanent change of station on _____, separated from active duty on _____, or retired from active duty on _____.) If award recommended is for meritorious achievement, indicate "Impact Award."
- h. Requested date of presentation:
- i. POC/telephone number:
- j. Previous Defense awards and inclusive dates:
- 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

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

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

Recommend approval / disapproval / downgrade / upgrade

(MEPS Commander's signature block)

2nd End, Battalion Commander (as applicable)

Recommend approval / disapproval / downgrade / upgrade

(Battalion Commander's signature block)

3rd End, Sector Commander (as applicable)

Approved / Disapproved. (For JSAM only)

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

(Sector Commander's signature block)

4th End, Commander USMEPCOM (as applicable)

Approved / Disapproved (for JSAM or JSCM)

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

(Commander USMEPCOM signature block)

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

(Appropriate Letterhead)

MCO

August 11, 2010

MEMORANDUM FOR COMMANDER, EASTERN SECTOR

SUBJECT: Recommendation for Award of the Joint Service Achievement Medal

Under the provisions of DoD 1348.33-M, 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
- 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: Army Achievement Medal, 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 1 – recommendation memo)

1 October 2010

USMEPCOM Regulation 600-25

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

1st End, Commander, Milwaukee MEPS
Recommend approval / disapproval / downgrade / upgrade.

August 13, 2010

Clifford Claven
Clifford Claven
Major, USMC
Commanding

2nd End, Commander, 6th Battalion
Recommend approval / disapproval / downgrade / upgrade.

August 23, 2010

Alexander Rieger
Alexander Rieger
Lieutenant Colonel, USA
Commanding

3rd End, Commander, Eastern Sector
Approve / Disapprove

September 13, 2010

Frederick Sanford
Frederick Sanford
Colonel, USA
Commander

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 2 – endorsements) – 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 exceptionally meritorious service as Medical Noncommissioned Officer, Milwaukee Military Entrance Processing Station (MEPS), from October 3, 2007 to October 19, 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.

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 exceptionally meritorious service as Medical Noncommissioned Officer, Milwaukee Military Entrance Processing Station (MEPS), from October 3, 2007 to October 19, 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. His selfless service, dedication, professionalism, and outstanding duty performance at the Milwaukee Military Entrance Processing Station mark a culmination of more than 20 years of faithful service to his country. Staff Sergeant Pierce's distinctive accomplishments reflect credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

(Appropriate Letterhead)

MCO

September 1, 2010

MEMORANDUM FOR COMMANDER, UNITED STATES MILITARY ENTRANCE PROCESSING
COMMAND, ATTN: J-1/MHR

THROUGH: COMMANDER, EASTERN SECTOR

SUBJECT: Recommendation for Award of the Joint Service Commendation Medal

Under the provisions of DoD 1348.33-M, 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
- 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: Joint Service Achievement Medal, 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 1 – recommendation memo)

1 October 2010

USMEPCOM Regulation 600-25

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

1st End, Commander, Indianapolis MEPS
Recommend approval / disapproval / downgrade / upgrade

September 1, 2010

George Costanza
GEORGE COSTANZA
Major, USMC
Commanding

2nd End, Commander, 6th Battalion
Recommend approval / disapproval / downgrade / upgrade

September 12, 2010

Arthur Spooner
ARTHUR SPOONER
Lieutenant Colonel, USA
Commanding

3rd End, Commander, Eastern Sector
Approve / Disapprove

September 24, 2010

James Ignatowski
JAMES IGNATOWSKI
Colonel, USA
Commander

4th End, Commander, USMEPCOM
Approve / Disapprove

October 1, 2010

Samuel Malone
SAMUEL MALONE
Colonel, USAF
Commanding

Figure 2-3. Sample JSCM award recommendation package (page 2 - endorsements) – 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 exceptionally meritorious service as Assistant Operations Officer, Indianapolis Military Entrance Processing Station (MEPS) from September 20, 2007 to October 31, 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 2nd 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.

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 exceptionally 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 reflect credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

(Appropriate Letterhead)

MCO

March 8, 2010

MEMORANDUM FOR COMMANDING GENERAL, UNITED STATES ARMY
ACCESSIONS COMMAND, FORT MONROE, VA

THROUGH: COMMANDER, WESTERN SECTOR COMMANDER, USMEPCOM

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal

Under the provisions of DoD 1348.33-M, the following military member is recommended for award of the Joint Service Commendation 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
- 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: Meritorious Service Medal - January 15, 1996-January 31, 1999, Air Force Commendation Medal - 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.)

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 1 – recommendation memo)

1 October 2010

USMEPCOM Regulation 600-25

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

1st End, Commander, Western Sector
Recommend approval / disapproval / downgrade / upgrade

March 31, 2010

James Ignatowski
JAMES IGNATOWSKI
Captain, USN
Commanding

2nd End, Commander, USMEPCOM
Recommend approval / disapproval / downgrade / upgrade

April 6, 2010

Samuel Malone
SAMUEL MALONE
Colonel, USAF
Commanding

3rd End, Commander, USAAC
Approve / Disapprove

June 5, 2010

Frasier Crane
FRASIER CRANE
Lieutenant Colonel, USA
Commander

Figure 2-4. Sample DMSM award recommendation package (page 2 - endorsements) – 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 exceptionally meritorious service as Commander, Boise Military Entrance Processing Station (MEPS), from July 10, 2007-July 31, 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 visits, 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 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. 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 visit 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.

CITATION TO ACCOMPANY THE AWARD OF
THE DEFENSE MERITORIOUS SERVICE MEDAL

TO

ELAINE M. BENNIS

Major Elaine M. Bennis, United States Air Force, distinguished herself by exceptionally meritorious service as Commander, Boise Military Entrance Processing Station, from July 10, 2007 to July 31, 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 reflect great credit upon herself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

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 exceptionally superior service as (duty assignment) from (month year) to (month year).	
Closing sentence for PCS	
Colonel Jones' distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.	
Closing sentence for retirement	
Colonel Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.	
Defense Meritorious Service Medal (DMSM) (DD Form 2412)	
Opening sentence	
Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).	
Closing sentence for PCS	
Major Jones' distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.	
Closing sentence for retirement	
Major Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, 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 exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).	
Closing sentence for PCS	
Lieutenant Commander Jones' distinctive accomplishments reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.	
Closing sentence for retirement	
Lieutenant Commander Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of her country and reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.	
Closing sentence for separation	
Lieutenant Commander Jones' distinctive accomplishments while serving her country reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, 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 exceptionally meritorious achievement as (duty assignment) from (month year) to (month year).	
Closing sentence	
Sergeant Jones' distinctive accomplishments reflect credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.	

Figure 2-5. Sample wording for award citations

USMEPCOM AWARD NOMINATION					Page 1 of 3
(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					
1. Assigned Location: Atlanta	2. Assigned Battalion 10th Battalion	3. Assigned Sector or Headquarters Eastern Sector	4. Award Period: 1 Oct - 31 Dec (2 Qtr)	5. Quarter or Annual Quarter	
6. Name (First, Middle Initial, Last): Jack J. Johnson		7. Grade/Rank: E-7/MSGT	8. Duty Title: Operations NCOIC		
9. Date Assigned (dd/mmm/yyyy): 20 Sep 2005		10. Service Affiliation: Air Force	11. Category: Senior Enlisted (E-7 and E-8 (Non-SEA))		
SECTION II - CERTIFICATION OF ELIGIBILITY					
<i>I certify that this individual meets the criteria established in USMEPCOM Regulation 600-25, is deemed eligible for award nomination, and the information on this form is correct.</i>					
12. Recommending Official (First Name, Middle Initial, Last Name, Rank, Service): Rick O. Shay, MAJ, USA		13. Recommending Official Digital Signature: RICK O. SHAY 1234567890		14. Date (dd/mmm/yyyy): 31 Dec 2010	
SECTION III - WRITE-UP					
15. Specific Accomplishments and Categories (use single-spaced, bullet format) For categories see instructions on the reverse side of this form:					
<p>LEADERSHIP AND JOB PERFORMANCE</p> <ul style="list-style-type: none"> - Processing NCOIC for #1 MEPS of 34 in Eastern Sector; #4/65 in USMEPCOM for recruit accessions; accessed 6K+ FY07 - Led the way; MEPS processed 16K+, administered 30.5K ASVAB tests, performed 11K physicals, & delayed enlisted 4K+ - Successfully managed support for all Services; all made '07 goal; Nationally ranked USA #1/54, USMC #2/42 & USAF #3/28 - Redirected applicant processing flow; decreased processing time by one hour and reduced overtime costs by \$1K+ monthly - Revamped unit level self-inspection and training guidance; developed thorough Training Program Strategy for all sections - Displayed exemplary performance; efforts garnered an overall "Excellent" rating on Mar 07 HQ USMEPCOM IG inspection - Diligence resulted in 7 of 8 areas receiving "Excellent" IG ratings; 11 employees recognized as "Outstanding" Performers - Immediately initiated evacuation procedures resulting from a hazardous gas leak; ensured accountability for 190 personnel - Safely marshaled personnel during a 2-mile march in 98 degree temperature; received high praise from Eastern Sector/CDR - Authored three MEPS annual awards submission packages; Junior Enlisted nominee won at Sector level--#1 of 34 Jr. Enlisted <p>SIGNIFICANT SELF IMPROVEMENT AND PERSONAL ACHIEVEMENTS</p> <ul style="list-style-type: none"> - Development oriented/forward thinking; successfully completed SNCO Joint PME course upon selection to current position - Completed 12 semester hours towards Bachelors degree; currently enrolled in 2 classes, 7 more to go--maintained 4.0 GPA - Eagerly learned unique policies of all Military Services; broadened knowledge and skills critical to a joint service MEPS - Completed 3 hours of National Security Personnel System training; possesses ability to answer/ease employees concerns - Completed DoD Info Assurance, Ethics, Sexual Harassment, Suicide Prevention and Domestic Violence training requirements <p>CONTRIBUTIONS TO COMMUNITY AND/OR USMEPCOM</p> <ul style="list-style-type: none"> - Member Georgia Inter-Service Family Assistance Committee; formulated ideas to assist over 30K service members and their families across 12 major installations; connected members and their families with their local community/support agencies - Sexual Assault Victim Advocate leader; fostered a healthy human relations climate and more productive working environment - Developed and executed a unique joint service Change of Command Ceremony; fortified joint service pride and camaraderie - Helped raise over \$4K for MEPS morale programs; headed '08 Organization Day & Holiday Party events; nothing but success - Selfless/caring individual; assisted local community Food Bank program; collected \$1K worth of food for those less fortunate 					

USMEPCOM Form 600-25-1-E, OCT 2010

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

USMEPCOM AWARD NOMINATION INSTRUCTIONS		Page 2 of 3
SECTION I - NOMINEE DATA		
Block 1	Assigned Location (Select from drop down menu)	
Block 2	Assigned Battalion (Select from drop down menu)	
Block 3	Assigned Sector or Headquarters (Select from drop down menu)	
Block 4	Award Period (Select from drop down menu)	
Block 5	Quarter, Annual, Semi-Annual (HQ Only) (Select from drop down menu)	
Block 6	Name of Nominee (Self explanatory)	
Block 7	Grade/Rank of Nominee (Self explanatory)	
Block 8	Duty Title of Nominee (Self explanatory)	
Block 9	Date Nominee Assigned to USMEPCOM (Self explanatory)	
Block 10	Service Affiliation (Select from the drop down menu)	
Block 11	Category (Select from the drop down menu)	
SECTION II - CERTIFICATION OF ELIGIBILITY		
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		
Block 15	Write-Up/Categories (in order as indicated below) (See sample in regulation)	
	<ul style="list-style-type: none"> - Leadership & Job Performance: Factors include integrity, enthusiasm, energy, ability to lead people, initiative, dedication, ability to go above and beyond the standard, development of new techniques, and significant contributions to increased mission effectiveness. - Significant Self Improvement and Personal Achievements (On-off duty education, professional military education, training, cross-training, military or civilian awards, recognition). - Contributions to Community and/or USMEPCOM: (Contribution to military/civilian communities, welfare, morale). <p>* These three categories are mandatory for the write-up. The number of bullets used within each category can be divided in any manner as determined by the originator.</p>	
<p>NOTE: For Civilian Personnel only: If additional space is required, you may use up to one (1) additional page (use page 3 of this form).</p>		

USMEPCOM Form 600-25-1-E, OCT 2010

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

USMEPCOM AWARD NOMINATION		Page 3 of 3
FOR CIVILIAN PERSONNEL ONLY		
22 Name (First, Middle Initial, Last)	23 Grade/Rank	

USMEPCOM Form 600-25-1-E, OCT 2010

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

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

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/MHR-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 AR 672-20 and be approved at the level authorized in table 3-1.

3-6. Approval levels

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

Type of Award	Approval Amount	Approval Level
Special Act or Service Award (SASA)	\$50 - \$500	Commander USMEPCOM, Deputy 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. DA Form 1256 (Incentive Award Nomination and Approval) is required for all Superior Accomplishment Awards (i.e., Superior Act, OTS, and TOA). After approval of the award, a Standard Form (SF) 52 RPA (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 appendix A, section VI.

b. It is the responsibility of the nominating and/or approving official to retain DA Form 1256 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 Commander, USMEPCOM, submit the award nomination packet to HQ USMEPCOM, ATTN: J-1/MHR-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 par. 3-13)

3-10. Approval authority

Commander, USMEPCOM; 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 DA Form 7223 (Base System Civilian Evaluation Report) or DA Form 7222 (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 Standard Form 52 and forward it to the supporting CPO for processing. File DA forms 7222 and 7223 under ARIMS RN 1aa4; see disposition instructions in appendix A, section VI.

Section IV

QSIs

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 DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record) and DA Form 7222-1 (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/MHR-CP. A copy of DA Form 7223-1 and DA Form 7222-1 must accompany the QSI nomination.

c. QSI submissions must be reviewed by the HQ USMEPCOM, Equal Employment Opportunity Office (MEEEO) personnel, and HQ USMEPCOM, Resource Management Directorate, Programs and Formulation Branch (J-8/MRM-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 (Number of authorized civilian positions)	# OF QSIs PER FISCAL YEAR
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 AR 672-20, chapter 5, and be approved by the approval level in table 3-3.

3-19. Approval levels

The CAPM, J-1/MHR-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 Levels		
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 Commander, USMEPCOM's approval to HQ USMEPCOM, ATTN: J-1/MHR-CP, for processing. The nomination packet will include:

a. DA Form 1256. Commanders/supervisors will complete DA Form 1256, part I, only (see samples at figures 3-1 and 3-2).

b. Written justification. A description of the employee's accomplishments during the award timeframe, generally at least 1 year (see sample at figure 3-3).

c. Draft citation. A citation must be accomplished on plain 8 1/2 X 11 inch bond paper in the format outlined in appendix B.

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART 1 - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI Brady, Michael, C.		2. ORGANIZATION (No abbreviations) J-6 Information Technology Directorate		
3. PRESENT POSITION, TITLE, GRADE AND SALARY IT Specialist- Customer Support, YA-2210-02		4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3)		
5. TYPE OF AWARD RECOMMENDED ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20				
a. HONORARY		b. MONETARY		
<input type="checkbox"/>	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/>	COMMANDER'S AWARD FOR CIVILIAN SERVICE	
<input type="checkbox"/>	MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	
<input type="checkbox"/>	SUPERIOR CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	
<input type="checkbox"/>	OTHER (Specify)	<input type="checkbox"/>	QUALITY STEP INCREASE	
<input type="checkbox"/>		<input type="checkbox"/>	PERFORMANCE AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	ON-THE SPOT CASH AWARD \$	
<input type="checkbox"/>		<input type="checkbox"/>	TIME OFF AWARD	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 03/2009-02/2010				
6. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE Samuel T. Butcher, Chief, Customer Support Branch		b. SIGNATURE <i>S.T. Butcher</i>	c. TELEPHONE NUMBER (AREA CODE + 123) 456-7890	d. DATE 04/08/2010
7. PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HODA (DAPE-CPL) INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - if no please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE	c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE	f. DATE
NO				
8. PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$	
9. PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)				
ACTION LEVEL	APPROVED (If monetary awards apply)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1 00ES

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

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 figure 3-5. 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

(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/MHR-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 USMEPCOM Form 600-25-1-E for each candidate. A completed sample of the form is in figure 2-6.

3-29. Nomination procedures

Supervisors will use USMEPCOM Form 600-25-1-E (figure 2-6) to nominate their candidate and submit the form to HQ USMEPCOM (J-1/MHR-CP) by the suspense dates outlined in table 3-4. 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 paragraph 3-27.

Quarter	Nominations Due to J-1 NLT	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/MHR-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 Commander, USMEPCOM, approves the board results.

3-31. Recognition

The winner in each category for the USMEPCOM Outstanding Civilian Employee of the Quarter will receive a USMEPCOM Form 600-25-7-E (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 are 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 USMEPCOM Form 600-25-1-E for each candidate (see figure 2-6). 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 USMEPCOM Form 600-25-1-E to submit nominations to HQ USMEPCOM, J-1/MHR-CP, ATTN: CAPM. Nominations must be received by August 15th 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/MHR-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 Commander, USMEPCOM, and a \$750 Special Act Award.

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 AR 672-20. File a copy of the certificate under ARIMS RN 600-8-22a; see disposition in instructions in appendix A, 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 Commander, USMEPCOM; 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. USMEPCOM Form 600-25-5-E (Teamwork Certificate) may be awarded for performance that promotes the concept of teamwork.

b. USMEPCOM Form 600-25-6-E (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 Commander, USMEPCOM, commanders/supervisors will send the justification and proposed citation through their chain of command to HQ USMEPCOM, ATTN: J-1/MHR-CP.

c. USMEPCOM Form 600-25-7-E (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 Commander, USMEPCOM, commanders/supervisors will send the justification and proposed citation, through their chain of command to HQ USMEPCOM, ATTN: J-1/MHR-CP.

Chapter 4
Volunteer Service Awards

Section I
Overview

4-1. Purpose

To provide policies and procedures for processing USMEPCOM Volunteer Service Awards. (See USMEPCOM Regulation 608-1 (USMEPCOM Wellness and Readiness Program, chapter 4). File Volunteer Service Awards under ARIMS RN 608-1a6; see disposition instructions in appendix A, 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/MHR, Special Programs Division, Wellness and Readiness Branch (J-1/MHR-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) USMEPCOM Form 600-25-2-E (Spirit Certificate of Volunteer Recognition), 20 - 49 hours of annual volunteer service.

(2) USMEPCOM Form 600-25-3-E (Liberty Certificate of Volunteer Recognition), 50 – 99 hours of annual volunteer service.

(3) USMEPCOM Form 600-25-4-E (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 USMEPCOM Regulation 608-1, chapter 4).

a. Volunteers must input their volunteer hours for each calendar month, but not later than the 15th 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/MHR-PR-WR 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/MHR-PR-WR 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. USMEPCOM Form 600-25-3-E (Liberty Certificate of Volunteer Recognition).

c. USMEPCOM Form 600-25-4-E (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 ½ 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/MHR for processing.

5-4. Approval authority

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

Table 5-1 Public Service Awards Approval Authority	
Award	Approval Authority
Decoration for Distinguished Civilian Service (DA Form 7016)	Secretary of the Army
Outstanding Civilian Service Award (DA Form 7017)	Commander USMEPCOM
Commander's Award for Public Service (DA Form 5231)	Commander USMEPCOM and Sector Commander
Certificate of Appreciation for Patriotic Civilian Service (DA Form 7012)	Commander USMEPCOM and Sector Commander
Certificate of Appreciation (DA Form 4251)	Commander USMEPCOM 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 672-20¹

Incentive Awards Handbook. Cited in paragraph 3-25.

DoD 1348.33-M²

Manual of Military Decorations and Awards. Cited in table 2-1 and figure 2-1.

USMEPCOM Regulation 608-1⁴

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

USMEPCOM Regulation 710-2⁴

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-R¹

Management Control Evaluation Certification Statement. Cited in paragraph 1-9.

Footnotes:

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

DA Form 1256¹

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

DA Form 2442¹ (hardcopy only)

Certificate of Achievement. Cited in table 3-3 and paragraph B-5.

DA Form 2443¹ (hardcopy only)

Commendation Certificate. Cited in paragraph B-6.

DA Form 4250¹ (hardcopy only)

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

DA Form 4251¹ (hardcopy only)

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

DA Form 4689¹ (hardcopy only)

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

DA Form 5231¹

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

DA Form 5652¹

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

DA Form 5654¹

Achievement Medal for Civilian Service. Cited in table 3-3 and paragraphs 3-37b and B-4-2.

DA Form 5655¹

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

DA Form 7015¹

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in table 3-3 and appendix B-1.

DA Form 7015¹

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in table 3-3 and appendix B-1.

DA Form 7015¹

Department of the Army Decoration for Meritorious Civilian Service Certificate. Cited in table 3-3 and appendix B-1.

DA Form 7222¹

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

Footnotes:

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: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>
4. USMEPCOM publication/form: <http://www.mepcom.army.mil/publications/index.html>
5. OPM forms: **Order through servicing CPAC.**

DA Form 7222-1¹

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

DA Form 7223¹

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

DA Form 7223-1¹

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

DA Form 7012¹

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

DA Form 7017¹

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

OPM Form WPS 101⁵

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

OPM Form WPS 102⁵

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

OPM Form WPS 103⁵

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

OPM Form WPS 104⁵

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

OPM Form WPS 105⁵

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

OPM Form WPS 106⁵

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

OPM Form WPS 107⁵

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

OPM Form WPS 108⁵

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

OPM Form WPS 109⁵

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

OPM Form WPS 110⁵

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

Footnotes:

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: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>
4. USMEPCOM publication/form: <http://www.mepcom.army.mil/publications/index.html>
5. OPM forms: **Order through servicing CPAC.**

SF 52³

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

Section V**Prescribed Forms**

(The forms prescribed by this regulation.)

USMEPCOM Form 600-25-1-E⁴

USMEPCOM Award Nomination. Cited in the summary paragraph and paragraphs 2-5d and 3-29.

USMEPCOM Form 600-25-2-E⁴

Spirit Certificate of Volunteer Recognition. Cited in the summary paragraph and paragraphs 4-7 and 4-9.

USMEPCOM Form 600-25-3-E⁴

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

USMEPCOM Form 600-25-4-E⁴

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

USMEPCOM Form 600- 25-5-E⁴

Teamwork Certificate. Cited in paragraph 3-38.

USMEPCOM Form 600-25-6-E⁴

Certificate of Appreciation. Cited in paragraph 3-38.

USMEPCOM Form 600-25-7-E⁴

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

Footnotes:

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: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>
4. USMEPCOM publication/form: <http://www.mepcom.army.mil/publications/index.html>
5. OPM forms: **Order through servicing CPAC.**

counseling, as well as other duplicate forms filed in the Official Personnel Folder. DA Form 7222, DA Form 7222-1, DA Form 7223, and DA Form 7223-1 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, then destroy.

600-8-22b3

Military Award Cases (offices other than approval and disapproval authority). Cited in paragraph 2-1.

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

600-8-22c

Award Ceremonies. Cited in paragraphs 3-24, 3-25, 3-31. 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, then destroy.

600-8-22i

Public Award Cases - Office exercising approval authority. Cited in paragraph 5-1. 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, then destroy.

Appendix B
Sample Citations**B-1. DA Form 7015 (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 Commander, USMEPCOM.

B-2. DA Form 5655 (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 Commander, USMEPCOM.

B-3. DA Form 4689 (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 Commander, USMEPCOM, or the sector commander.

B-4. DA Form 5654 (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 Commander, USMEPCOM, or the sector commander.

B-5. DA Form 2442 (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 Commander, USMEPCOM, or designated approval authority.

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

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

Signed by the Commander, USMEPCOM; the Deputy Commander/Chief of Staff, USMEPCOM; 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 (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 Commander, USMEPCOM.

B-8. DA Form 5231 (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 Commander, USMEPCOM.

B-9. DA Form 7012 (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 Commander, USMEPCOM, or the Sector commander.

B-10. DA Form 5652 (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 Commander, USMEPCOM.

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 Commander, USMEPCOM, 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 Commander, USMEPCOM, 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 Commander, USMEPCOM, 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 DA Form 11-2-R (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 table 2-1? (USMEPCOM Regulation 600-25, table 2-1)

(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/MHR? (USMEPCOM Regulation 600-25, par. 2-2c(1))

c. Civilian Awards.

(1) Were Performance Awards properly documented on DA Form 7223 (Senior System Evaluation Report Support Form) or DA Form 7222 (Senior System Civilian Evaluation Report)? (USMEPCOM Regulation 600-25, par. 3-12)

(2) Were all Honorary Awards submitted for approval/signature to the Commander, USMEPCOM, reviewed by the Civilian Awards Program Manager (CAPM)? (USMEPCOM Regulation 600-25, par. 3-19)

(3) Were nominations and approvals for awards documented on DA Form 1256 (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, 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-R (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

*USMEPCOM-unique abbreviation, acronym, and/or term.