

# HEADQUARTERS DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL BULLETIN

*Number 08-09*

*September 2008*

## AWARDS CORNER



**Welcome to Awards Corner!** Here you will find general information and updates on several types of awards to include requests for nominees, upcoming ceremonies, announcement of winners, and other important information that readers should be kept abreast of or that may be of interest to the civilian personnel community.

Additional information on awards can also be found at <http://cpol.army.mil/library/permis/53.html>

### Helpful Hints to Expedite the Secretary of the Army Incentive Awards Process

The key to getting an award through the approval process is timely submission of a **complete** and **endorsed** nomination. Please remember it can take up to **30 business days** to process an award. All nominations must be submitted at least **30 business days** prior to the proposed presentation date.

Nominations for all Incentive Awards have the same basic requirements. This month, we will cover the requirements for the DA Form 1256, Incentive Award Nomination and Approval, the endorsement, and the list of previous awards, as stated in DA PAM 672-20.

The DA Form 1256 must be signed and approved before the nomination package is submitted. Titles of positions or organizations should not be abbreviated. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type of award (the only exceptions are the DoD Distinguished Civilian Service Award and the President's Award for Distinguished Federal Civilian Service). All data entries should include signatures and dates where required.

An endorsement must also be signed by the major Army command (MACOM) commander before the nomination package is submitted. The endorsement should summarize the award package and may include the personal views of the commander.

A list of previous awards and publications, along with the dates they were received, is required for every award nomination. Begin with the current year and list other previous recognition, such as honorary awards, Exceptional Performance Ratings, Performance Awards, Quality Step Increase, or special citations. Publications should be listed by title and date.

For more information on what is required in every nomination packet, please refer to DA PAM 672-20, [http://www.army.mil/usapa/epubs/pdf/p672\\_20.pdf](http://www.army.mil/usapa/epubs/pdf/p672_20.pdf)