
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

On September 18, 2008, the Army Incentive Awards Program briefed the Board of Directors. Presenting the briefing were Barbara Earnest (Chief, Program Support Division), Tony Wai (Chief, Manager-Employee Relations Branch), and Kate Byrne (AG-1 CP Fellow). Topics covered in the briefing included:

- The Incentive Awards Program staff and the MACOM roles in the Award Nomination Process
- Significant Challenges
- Timelines
- Initiatives
- Award Process
- Award Nominations (Requirements and Common Errors)
- Policy Updates

In past issues, we have covered the different requirements for each award. In this issue, we will cover the most common errors seen in award nomination packages. Please look for all topics to be covered in future issues of Awards Corner.

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 working days** to process an award. All nominations must be submitted at least **30 working days** prior to the proposed presentation date. However, there are a few other common errors that can slow the process.

- **Last Minute Submission** – If an award is not submitted at least 30 working days prior to the intended ceremony, there is no guarantee it will be returned in time. This is doubly important for DFM-contractor because they require OSD approval, and based on information in the Awards Database established by the Lean Six Sigma project, this approval process takes an average of 59 days.
- **Missing Commander's Endorsement** – An award nomination CANNOT move forward without this. The nomination package MUST include a signed DA Form 1256 or a signed Commander's Endorsement. These must be approved by a MACOM commander or above.

- **Missing/Incomplete List of Previous Awards** – All award nominations must include a list of all previous awards the nominee has received. This list must include the month and year the awards were received.
- **Incorrect Citation** – Quite often, the proposed citation contains many errors when the Army Incentive Awards Program staff receives the nomination. Please make sure the citation is checked for spelling and grammatical errors. Also, please check the length of the citation; often the citation is either too short or too long. Please refer to DA PAM 672-20 for more information on citation length.
- **Missing Adverse Screening** – An initial adverse screening is run at MACOM level, as well as an Equal Employment Opportunity screening, on ALL honorary awards. However, any member of the Senior Executive Service (SES) nominated needs an additional adverse screening run through the Civilian Senior Leader Management Office (CSLMO). This screening can take up to 30 days to process; please initiate this before submitting the nomination in order to expedite the process.
- **No Official Photograph** – An official photograph is needed for all awards being presented at the Secretary of the Army Awards ceremony and certain other annual awards, such as the Kushnick/Macy and the Fisher Award. These photos CANNOT be hard copies. They must be digital and high quality. Please see JUL 08 Awards corner for specific details.
- **Missing Certification** – All DFMs (civilian and contractor) require a Certification Statement from the nominating commander. This is on the required 1-2 page summary and is listed as follows:

CERTIFICATION STATEMENT: MG John Smith, Commanding General, U.S. Army
XXX XXX XXX, signed memorandum recommending approval.

For more information on award nomination packets, please refer to DA PAM 672-20,
http://www.army.mil/usapa/epubs/pdf/p672_20.pdf



Award for Outstanding Service in the Army Senior Executive Service

Did you know that the Award for Outstanding Service in the Army Senior Executive Service may be awarded to a retiring SES? As stated in AR 672-20, “This award is given upon retirement to those individuals who have served in an outstanding manner for 3 years or more as Army SES members.” The award consists of the Army SES flag, lapel pin replica of the Army SES flag, and an official commendation (DA Form 2443) for outstanding Army SES service. The AR also states that, “If an additional honorary award nomination is submitted for the retiring Army SES member, both awards will be submitted together.” Please do not forget to submit **two separate nomination packets** if this is the case.

What the AR does not mention is that it is the nominating command’s responsibility to order the SES retirement pin, flag, and all other necessary items for the ceremony. These items can be ordered from the Biochemical Command, Soldier Systems Directorate (700 Robbins Avenue, P.O. Box 57997, Philadelphia, PA 19111-7997). Ms. Denise Marsico is the point of contact and can be reached at DSN 444-3108 or (215) 737-3108. The flag can be ordered online at <http://www.heraldry.army.mil/>. Once on the site, click on the link labeled “Create SES Flag Request” and follow instructions.

To insure that the retirement items arrive in time for presentation, please request the materials 5 to 6 weeks ahead of time. Part of the planning must include that the command has contacted CSLMO to initiate an adverse screening prior to the request for the retirement items. The agency that supplies the retirement items cannot and will not process the request until CSLMO confirms that the adverse screening is completed and on record.

Point of Contact: Warren Greene, 221-2630 (DSN) or (703) 325-2630 (COM).

