

HEADQUARTERS DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL BULLETIN

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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>

US Army Civilian Human Resources Calendar Year 2008 Awards Call

Nominations for calendar year 2008 US Army Civilian Human Resources (CHR) awards are currently being accepted for the following: the William H. Kushnick Award; the John W. Macy, Jr. Award; and the Nick Hoge Award. All nomination packets must have command endorsement and be **electronically** submitted (to include 8X10 photo) to AG1CPCHRAWARDS@CONUS.ARMY.MIL no later than close of business **Tuesday, February 17, 2009**. Both the civilian and military workforces are highly encouraged to begin preparing their nomination packages.

Format and forms remain unchanged as does eligibility and criteria:

William H. Kushnick Award

The William H. Kushnick Award is open to all civilian employees, including appropriated and nonappropriated fund employees, US citizens and local nationals engaged in CHR administration in the Department of the Army (DA). The basis for selection: A specific contribution in the broad field of CHR administration that culminated during the calendar year ending December 31, 2008 and a record covering the career spectrum that reflects highly effective personal career development, executive or technical ability, exemplary performance and demonstrated potential for higher level work.

The John W. Macy Jr., Award

The John W. Macy Jr., Award is open to any DA supervisor, civilian or military (GS-15 equivalent or colonel and below), U.S. citizen or local national, appropriated or nonappropriated fund. The basis for selection: A specific contribution for which the nominee's team was responsible, that enhanced Army's mission accomplishment, and was accomplished because of the effective and caring leadership of the nominee; and a record of

accomplishments which reflect the extraordinary leadership of civilian personnel over a sustained period of time. The contribution must have demonstrated, by examples, how the nominee's interaction with civilians on the team "got the job done." The contribution must have culminated during the calendar year ending on December 31, 2008.

The Nick Hoge Award

The Nick Hoge Professional Paper is open to all civilian and military employees, appropriated fund and nonappropriated fund, U.S. citizens and local nationals in DA. Criteria for judging the papers is: Originality (35 points maximum), Quality of Writing (25 points maximum), Scope (20 points maximum), and Relevance and Feasibility (20 points maximum). Submissions should not exceed 20 pages and will be double-spaced in 12-pitch font.

Again, all award nominations must be submitted electronically through the appropriate Army Command, Army Service Component Command or Direct Reporting Unit, who will forward through their appropriate chain of command for final electronic submission to:

AG1CPCHRAWARDS@CONUS.ARMY.MIL. Additional award-specific information, to include selection criteria, may be found at:
<http://cpol.army.mil/library/mer/chr-awards-doc.html>.

Employees selected for these prestigious awards will be recognized during an annual awards ceremony and banquet which will be hosted by the Secretary of the Army or his designee. The annual ceremony and banquet will be held during the middle of May 2009 timeframe – additional information to follow.

All other questions/concerns may be directed to Ms. Lee Carver at (703) 325-5011, DSN 221-5011, or via email at lee.carver@us.army.mil.



Secretary of the Army Annual Ceremony - TBD

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 (Incentive Awards Handbook).

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 be also signed by the Army Commands, Army Service Component Commands, and Army Direct Reporting Units 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



Employees can subscribe to receive the notification of Civilian Personnel Bulletin (CPB) publications through Army Knowledge Online:

- Log on to AKO; click on "groups" on the top menu.
- Under FIND, type in "Civilian Personnel Bulletin"; click Find.
- Under Group Search Results "Civilian Personnel Bulletin," click "Profile."
- Now, click "Register."

Archived editions of the CPB are available at <http://cpol.army.mil/library/cpb/>.

Editorial Policy:

The bulletin editor encourages you to share your opinions, ideas, and suggestions. Comments and feedback from both individuals and organizations are very welcome. All correspondence must have the name and contact information of the originator in the event there is a need to reach the author for additional information.

Please forward comments, suggestions, or news items for publication to the editor at CPB Editor, CivilianPersonnelBulletin@conus.army.mil, for final approval.

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Executive Support Branch

This is a functional bulletin prepared in accordance with AR 25-30, The Army Publishing Program. It contains official information of importance to the civilian personnel community of the Department of the Army. The information in this bulletin expires 60 days from the date of publication.