

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>

ARMY SENIOR EXECUTIVE SERVICE (SES) FLAG

The Secretary of the Army approved a Department of the Army SES flag. The original version of the flag is white, 3-foot hoist by 4-foot fly, silk screened with the SES keystone in gold centered in the flag, encircled by the words "Department of the Army Senior Executive Service" in gold letters on a blue background with gold trim. The fringe is gold. Cost for the silk screened version is **\$67.10**.

The Institute of Heraldry approved a revised appliquéd version of the Army SES flag. This new version of the Army SES flag is available for purchase at a cost of **\$228.75**. Both versions of the SES flag are available via the Institute of Heraldry website: <http://www.heraldry.army.mil/>. To order an SES flag, click "Create SES Flag Request". You can also modify or cancel an existing order, and check the status of your order at this website.

Policy governing the use and disposition of the Army SES flag is outlined in AR 840-10, dated June 1998. The flag was distributed to commands as organizational equipment for display along with the National Colors in SES offices. The flag may not be purchased as a personal item and may not be purchased by individuals.

AR 672-20 provides for an award for Outstanding Service in the Army SES. 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. Only the Secretary of the Army may grant award. This award will be given to SES members who have served in an outstanding manner for three years or more in the Department of Army SES, upon their retirement, or upon their departure from the Department of the Army.

The flag is being made available as organizational property. Accountability for SES flag is the responsibility of the ordering activity and should be placed on the appropriate

Property Book. Policy governing the use and disposition of the Army SES flag is in the June 1998, AR 840-10, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates. Please note the **SES flag must always be displayed with the United States National flag, positioned to the right.**

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