

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

*TRADOC Supplement 1 to AR 672-20

24 January 2024

Decorations, Awards, and Honors

Incentive Awards

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History. This publication is a revised TRADOC Supplement 1 to AR 672-20, *Incentive Awards*.

Summary. This supplement provides U.S. Army Training and Doctrine Command honorary and public service incentive awards policy and guidance and prescribes administrative procedures for managing the U.S. Army Training and Doctrine Command Incentive Awards Program.

Applicability. This supplement applies to all U.S. Army Training and Doctrine Command organizations and activities.

Proponent and exception authority. The proponent of this supplement is the Deputy Chief of Staff, G-1/4 (Personnel and Logistics). The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulations. Activities may request a waiver to this supplement by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This supplement does not contain management control provisions.

Supplementation. Further supplementation of this supplement is prohibited without prior approval from the Deputy Chief of Staff, G-1/4 (ATBO-C), 661 Sheppard Place, Fort Eustis, VA 23604-5745.

*This supplement supersedes TRADOC Supplement 1 to AR 672-20, dated 16 June 2023.

Suggested improvements. Users can send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-1/4 (ATBO-C), 661 Sheppard Place, Fort Eustis, VA 23604-5745 or via e-mail to usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-leader-developme@army.mil.

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Summary of Change

TRADOC Supplement 1 to AR 672-20
Incentive Awards

This minor revision dated 24 January 2024

- Relocates text from paragraph 1-6a to a new paragraph 1-7.
- Removes duplicative text (para 2-1)
- Adds clarifying text to the administration of DA Form 1256s (para 2-1m)
- Modifies approval authority levels for cash awards (para 2-4)
- Add reference for length of service certificates (para 21-1)
- Adds references to appendix A.
- Updates glossary.
- Incorporates formatting edits (throughout)

Supplement AR 672-20 as follows –

Add after paragraph 1-6. General practices:

1-7. General practices for the U.S. Army Training and Doctrine Command.

The policy and procedures outlined in this Supplement, in addition to AR 672-20, will be followed when processing awards for civilian personnel assigned to Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) activities, organizations, and centers of excellence (COEs).

a. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. Awards should follow a sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving employees should receive timely recognition by their employing activity or command using the full range of available civilian awards. Such action will lay the foundation for higher recognition.

b. People are our greatest resource. Timely recognition of extraordinary contributions is imperative for an effective Awards Program. All awards must be submitted well in advance of presentation dates to allow adequate time for proper execution. Consideration should always be given to the full range of honorary and monetary awards and any other recognition options.

c. Specific awards and the approval authorities are as follows:

(1) Honorary awards.

(a) The Commanding General (CG), TRADOC retains approval authority for the Superior Civilian Service Medal; award approval may not be further delegated.

(b) The CG, TRADOC delegates approval authority for the Meritorious Civilian Service Medal (MCSM) to commanders in the rank of major general (MG), Tier II senior executive service (SES) members, and above at TRADOC centers, major subordinate organizations, and activities. CG, TRADOC retains MCSM approval authority for HQ TRADOC personnel. Award approval may not be further delegated.

(c) Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) delegates approval authority for the Civilian Service Commendation Medal and the Civilian Service Achievement Medal to SES members and general officers. (See ASA(M&RA) Memorandum (Delegation of Authority and Timely Processing for Honorary and Public Service Awards), 3 February 2023). Award approval may not be further delegated.

(2) Public service awards.

(a) CG, TRADOC delegates approval authority for the Meritorious Public Service Medal to SES members and commanders in the rank of brigadier general (BG) and above. Award approval may not be further delegated.

(b) ASA(M&RA) delegates approval authority for the Public Service Commendation Medal and the Patriotic Public Service Lapel Pin to SES members and general officers. Award approval may not be further delegated.

(c) CG, TRADOC delegates approval authority for the Civilian Award for Humanitarian Service to commanders in the rank of major general and above or senior civilian equivalent. Award approval may not be further delegated.

Add to the end of subparagraph 2-1m:

The employing organization will receive the final documents for presentation and to process within the automated human-resources tool, AutoNOA at <https://autonoa.army.mil/>. Nominating and approving offices will manage DA Form 1256s for 2 years after final action or as indicated in the most current Army records schedule. DA Form 1256s are subject to inspection.

Add to paragraph 2-1. Program administration:

n. Organizations will send award nominations for TRADOC CG, Deputy Commanding General/Chief of Staff (DCG/CoS) or Executive Deputy to the Commanding General (EDCG) approval no later than 60 days and awards for Secretary of the Army approval no later than 90 days before presentation dates. Organizations that send award nominations inside the previously cited 60-day and 90-day timeframes will include a memorandum of lateness addressed to Commander, TRADOC (ATBO-C), 950 Jefferson Avenue, Fort Eustis, VA 23604-5745, stating the reason(s) for late submission.

o. All award nominations forwarded for TRADOC CG, DCG/CoS or EDCG approval and/or endorsement will be sent to TRADOC G-1/4, Civilian Human Resources Directorate (CHRD), "TR-HQ-G1/4-CHRD", via Enterprise Task Management Software Solution (ETMS2). CHRD staff will route award packages to the Incentive Awards Review Board (IARB) and TRADOC Staff Judge Advocate (SJA) for review, processing, and approval as appropriate.

Add to subparagraph 2-2a:

After "AIAB for DA employees" add "and IARB for TRADOC civilian professionals."

Add to subparagraph 2-2b:

(1) When the EEO officer and civilian personnel advisory center director check the "yes" box in their certification, they affirm that the nominee's records were reviewed and, respectively, there are no pending EEO complaints, no pending disciplinary/adverse actions against the nominee, and no history of disciplinary/adverse actions regarding the nominee.

(2) If either the EEO officer or civilian personnel advisory center director check the “no” box, he or she will include an explanation in statement form with the nomination. The statement is treated as sensitive information and coordinated with the activity labor counselor.

Add to paragraph 2-4. Authority to approve cash awards:

d. TRADOC CG has delegated authority to approve cash awards to the following:

(1) BG and above, or equivalent SES, has the authority to approve cash awards up to \$10,000.

(2) Colonel or GS-15 has the authority to approve cash awards up to, and including, \$5,000.

e. Cash award nominations in excess of \$10,000 require Secretary of the Army approval. They will be sent via ETMS2 to TR-HQ-G1/4-CHRD. CHRD will route award packages to the IARB and SJA for review, processing, and approval as appropriate.

Note: Cash awards are monetary remuneration based on tangible and intangible benefits to the Government, includes special act or service awards, quality step increases, on-the-spot cash awards, and performance awards.

Add to paragraph 2-7a. Establishment and organization [of incentive awards committees]:

(3) TRADOC established an IARB to perform the functions of an incentive awards committee.

(4) CHRD will route award packages to the IARB and SJA for review, processing, and approval as appropriate.

Add to subparagraph 2-7c(3):

After “EEO” add “and adverse action”.

Add the following subparagraphs 2-7c.:

(4) Ensure TRADOC DCG/CoS and EDCG have adequate information upon which to base decisions to strike a reasonable balance between appropriately recognizing top performers and avoiding actions which could potentially reflect adversely on the organization, TRADOC, and the DA.

(a) The IARB reviews nominations with a view towards fairness, equity, and consistency considering the nominee’s awards history and the significance of accomplishments in compliance with AR 672-20.

(b) All nominations requiring TRADOC CG, DCG/CoS and EDCG signature will be forwarded by the CHRD to the TRADOC SJA for legal review.

(c) CHRDR notifies activity point of contact of disposition (award approved, disapproved, remanded, downgraded, or forwarded to the Army Incentive Awards Board).

(5) TRADOC IARB. The TRADOC IARB will-

(a) Review civilian honorary, public service, and cash awards for approval or endorsement to higher headquarters by the TRADOC CG, DCG/CoS, and EDCG when approval does not exist within the TRADOC activity/organization.

(b) Forward recommendations agreed on by a majority of the voting members to the TRADOC Deputy Chief of Staff (DCS) G-1/4, Civilian Human Resources Directorate (CHRDR) award point of contact. Nominations downgraded by a majority of the votes will be returned to the organization for rewrite and/or recommend the organization approve award at next lower level (if authority to sign has been delegated).

(c) Recommend revisions and/or changes to existing awards policy.

(d) The DCS, G-1/4 will serve as the Chairperson; in the absence of the Chairperson, the Director, G-1/4 CHRDR, will serve as the Vice Chairperson.

Add to paragraph 9-1. Awards for public service:

d. Public service awards are particularly appropriate for honoring and recognizing service and contributions of spouses, private citizens, and public officials, such as mayors and members of city councils and college and university officials. Senior mission commanders will review and will approve/disapprove public service awards for which they have approval authority. Awards for military spouses are approved through the normal chain of command. When the nomination is for the senior mission commander's spouse, any member of the command group may sign as nominator on the DA Form 1256, block 6, before forwarding through the appropriate process for approval by the TRADOC CG. Nomination for public service recognition must be submitted within 6 months after completion of the act or period cited.

Add to the end of subparagraph 11-2f:

The CG, TRADOC delegates authority to SES members and commanders in the rank of BG and above to approve the GWOT medal. Award approval may not be further delegated. This delegated approval authority will be effective until superseded or rescinded.

Add to paragraph 11-2. Secretary of Defense Medal for the Global War on Terrorism:

i. Commanders without GWOT approval authority will forward nominations via ETMS2 to TR-HQ-G1/4-CHRDR. CHRDR will route award packages to the IARB and SJA for review, processing, and approval as appropriate.

Add to paragraph 21-1. Army Civilian Service Recognition:

a. To create a culture of employee recognition, Commanders have overall responsibility for the implementation of the Army Civilian Service Recognition program for their organization.

b. Commanders will create a public forum (pinning ceremony) to recognize Army civilian professionals for completion of 1 year of service, 10 or more years of cumulative civilian Army service, and upon retirement IAW the conditions/requirements established in Chapter 21. See Chapter 20, Career Service Recognition for guidance and eligibility for length of service certificates to recognize eligible civilian professionals.

Add to the end of subparagraph 22-1a:

TRADOC CG authorizes the ordering of decoration sets to senior levels within their organization.

Add to appendix A, Section II, related publications:

ASA(M&RA) Memorandum, dated 3 February 2023
Delegation of Authority and Timely Processing for Honorary and Public Service Awards

AutoNOA website, <https://autonoa.army.mil/>

Add to glossary, Section I, Abbreviations:

ASA(M&RA)	Assistant Secretary of the Army (Manpower & Readiness Affairs)
BG	brigadier general
CG	commanding general
CHRD	Civilian Human Resources Directorate
CoS	chief of staff
DA	Department of the Army
DCG	deputy commanding general
DCS	deputy chief of staff
EDCG	executive deputy to the commanding general
EEO	equal employment opportunity
ETMS2	Enterprise Task Management Software Solution
HQ	headquarters
IARB	Incentive Awards Review Board
MCSM	Meritorious Civilian Service Medal
SES	senior executive service
SJA	Staff Judge Advocate
TRADOC	U.S. Army Training and Doctrine Command