

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5742

*TRADOC Supplement 1 to AR 672-20

25 November 2020

Decorations, Awards, and Honors

Incentive Awards

FOR THE COMMANDER:

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History. This publication is U.S. Army Training and Doctrine Command Supplement 1 to Army Regulation 672-20.

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 TRADOC 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 regulation that are consistent with controlling law and regulations. Activities may request a waiver to this regulation 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.

*Supersedes TRADOC Supplement 1 to AR 672-20, dated 19 January 2005.

Supplementation. Headquarters, Department of the Army, Office of the Assistant G-1 for Civilian Personnel (DAPE-CPS), 6010 6th Street, Building 1465 (Room 104), Fort Belvoir, VA 22060-5595 approved this supplement to Army Regulation 672-20 on 16 October 2020. 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.

Suggested improvements. Users can send comments and suggested improvements on Department of the Army (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.

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Supplement Army Regulation 672-20, dated 25 November 2020, as follows-

Add subparagraphs under 1-6a. General practices in incentive awards:

(1) The following guidance applies to awards for civilian personnel assigned to Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) activities, organizations and centers of excellence (COEs).

(2) Specific awards and the approval authorities are as follows: Commanding General (CG), TRADOC delegates authority to approve the Meritorious Civilian Service Medal to the following positions, but only if filled by a general officer in the rank of major general and above or by Tier 2 senior executive service and above:

- (a) TRADOC Deputy Commanding General (DCG)/Chief of Staff (COS).
- (b) TRADOC Deputy Chief of Staff.
- (c) DCS, G-1/4.
- (e) DCS, G-2.
- (f) DCS, G-8.

(3) Delegate authority to approve the Civilian Service Commendation Medal, the Civilian Service Achievement Medal and the Patriotic Civilian Service Lapel Pin to the following HQ TRADOC positions, but only if filled by a general officer in the rank of brigadier general and above, or only be Tier 1 senior executive service members and above:

- (a) TRADOC Deputy Commanding General/Chief of Staff (COS).
- (b) TRADOC Deputy Chief of Staff.

- (c) DCS, G-1/4.
- (e) DCS, G-2.
- (f) DCS, G-3/5/7.
- (g) DCS, G-6.
- (h) DCS, G-8.
- (i) Director, CMH.

Add to subparagraph 2-1m. Program administration:

The employing organization must maintain a hard copy of Department of the Army (DA) Form 1256 and annotate award information in the Automation Innovation Center (AUTONOA). Approved and disapproved DA Form 1256s will be maintained in the office that created the record for two years after final action in accordance with Army Record Information Management System record number 672-20b and are subject to inspection.

Add to paragraph 2-1. Program administration:

n. Organizations will send award nominations for CG, TRADOC 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 cited 60/90 day timeframe 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 CG, TRADOC or DCG/COS, TRADOC approval and/or endorsement will be sent via encrypted e-mail to the TRADOC Incentive Awards Review Board (IARB) at [USARMY JB L-E TRADOC Mailbox HQ TRADOC Awards Executive Secretary](mailto:usarmy.jble.mbx.hq-tradoc-awards-executive-secretary@mail.mil) at usarmy.jble.mbx.hq-tradoc-awards-executive-secretary@mail.mil. Each individual will digitally sign the DA Form 1256.

p. When organizations do not possess approval authority, award nominations will be sent via encrypted e-mail to the TRADOC IARB at [USARMY JB L-E TRADOC Mailbox HQ TRADOC Awards Executive Secretary](mailto:usarmy.jble.mbx.hq-tradoc-awards-executive-secretary@mail.mil).

q. CG, TRADOC exercises approval/disapproval authority for the Civilian Award for Humanitarian Service. CG further delegates authority to major general and above provided the subordinate is also a commander.

r. Upon approval/disapproval of the DA Form 1256, the office responsible for processing the award will provide the original record to the originating office.

Add to paragraph 2-2. Equal employment opportunity (EEO) and adverse action certification:

In the first sentence of subparagraph a, after “(DA) employees” add “and IARB for TRADOC employees.”

Add at the end of subparagraph c:

When the EEO officer and civilian personnel advisory center director circle “yes” in their certification, they affirm that the nominee’s records were reviewed and, respectively, there are no pending EEO and there are no pending disciplinary/adverse actions against the nominee and no history of disciplinary/adverse actions regarding the nominee.

At the end of subparagraph d, add:

If the EEO officer or civilian personnel advisory center director circles “no”, 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. CG, TRADOC has delegated authority to commanders in the rank of Major General and above to approve cash awards up to \$10,000. Cash awards of \$10,000 or higher requires Secretary of the Army approval. They will be sent via encrypted e-mail to the TRADOC IARB at [USARMY JB L-E TRADOC Mailbox HQ TRADOC Awards Executive Secretary](#) for review, processing, and approval as appropriate.

Add to paragraph 2-7a. Incentive awards committees:

(3) TRADOC established an IARB to perform these functions.

Add to subparagraph 2-7c(3):

After “EEO” add “and adverse action”.

Add the following subparagraphs 2-7c:

(4) Ensure DCG/COS, TRADOC 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 CG, TRADOC and DCG/COS TRADOC signature will be forwarded by the IARB Executive Secretary to TRADOC Staff Judge Advocate Office for legal review.

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

(e) TRADOC IARB. The TRADOC IARB will-

(1) Review civilian honorary, public service, and cash awards for CG and DCG/COS, TRADOC approval when approval does not exist with HQ TRADOC staff principals or activity directors.

(2) Review awards requiring CG, TRADOC endorsement for approval at HQ DA or Department of Defense.

(3) Executive Secretary will forward for CG, TRADOC approval those recommendations agreed on by a majority of the voting members. If the IARB recommends disapproval or downgrade, this will be annotated in the award package along with any revised justifications or supplemental materials submitted to support the original nomination

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

(c) The DCS, G-1/4 will serve as the Chairperson; and the Director, Civilian Human Resources Directorate 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 to the CG, TRADOC for approval. Nomination for public service recognition must be submitted within 6 months after completion of the act or period cited.

Add to subparagraph paragraph 11-2f. Secretary of Defense Medal for the Global War on Terrorism (GWOT) Medal:

CG, TRADOC has delegated authority to major subordinate commanders; Director Army Aeronautical Services Agency; TRADOC deputy chiefs of general and chiefs of special staff offices; and commanders and activity heads; at grades no lower than lieutenant colonel or (equivalent), are authorized to grant this award. This delegated approval authority will be effective until superseded or rescinded.

Add to paragraph 11-2:

i. Commanders without GWOT approval authority will forward nominations to via encrypted e-mail to the TRADOC IARB at [USARMY JB L-E TRADOC Mailbox HQ TRADOC Awards Executive Secretary](#) for review, processing, and approval as appropriate.

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Add to paragraph 22-1a. Decorations:

CG, TRADOC has authorized ordering of decoration sets to senior levels within their organization.

Add to glossary, Section I, Abbreviations:

CG	commanding general
COS	chief of staff
DA	Department of the Army
DCG	deputy commanding general
DCS	deputy chief of staff
EEO	employment equal opportunity
HQ	headquarters
IARB	Incentive Awards Review Board
TRADOC	U.S. Army Training and Doctrine Command