



TRADOC INCENTIVE AWARDS PROCESSING



***Presented by
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References:

- **AR 672-20, September 2019**
- **TRADOC Supplement 1 to AR 672-20/TRADOC Delegation of Authority, 10 October 2020**
- **TRADOC Civilian Awards Processing Guide, 4 April 2019**



Incentive Award Program Staff Role



Process TRADOC level award nominations

- Provide guidance to TRADOC CoEs

- Review and process TRADOC level award nominations

- Review and process DA level nominations

- Obtain TRADOC Incentive Awards Board (IARB) concurrence

- Obtain CG/DCG approval and signature

Process Secretary of the Army (SA) level award nominations

- Review nomination packages

- Obtain TRADOC CG approval and signature





















- Forward nomination packets to SA for final approval



Common Awards Submitted for TRADOC CG/DCG Signature



- Honorary Awards
 - Superior Civilian Service Medal
 - Meritorious Civilian Service Medal
 - Civilian Service Commendation Medal
- Public Service Awards
 - Meritorious Public Service Medal
 - Public Service Commendation Medal

MILITARY DECORATIONS						CIVILIAN SERVICE DECORATIONS			PUBLIC SERVICE DECORATIONS		
Medal	Description	Authority	Medal	Description	Authority	Medal	Description	Authority	Medal	Description	Authority
	Defense Distinguished Service Medal	Secretary of Defense only		Distinguished Service Medal	Chief of Staff of the Army		Distinguished Civilian Service Medal	Secretary of the Army		Distinguished Public Service Medal	Secretary of the Army
	Defense Superior Service Medal	DCMO for DoD & CJCS for Joint Commands		Legion of Merit (Superior-Level)	MACOM Commanders LTG & above		Superior Civilian Service Medal	Commanders of ACOMs, ASCCs, and DRUs; members of the SES serving as the director of a DRU; and the AASA for HQDA		Superior Public Service Medal	Secretary of the Army
	Defense Meritorious Service Medal	DCMO, Dir Joint Staff & CoComs		Meritorious Service Medal	Commanders MG & above		Meritorious Civilian Service Medal	Commanders (Major General and above or civilian equivalent)		Meritorious Public Service Medal	Commanders of ACOMs, ASCCs, and DRUs; members of the SES serving as the director of a DRU; and the AASA for HQDA
	Joint Service Commendation Medal	O-7 or Civilian Equivalent		Army Commendation Medal	Commanders COL & above		Civilian Service Commendation Medal	Commanders (Colonel (06) and above or civilian equivalent) and HQDA Principal Officials		Public Service Commendation Medal	Commanders (COL (06) & above, HQDA Principal Officials
	Joint Service Achievement Medal	O-6 or Civilian Equivalent		Army Achievement Medal	Commanders LTC & above Civilian Equivalent		Civilian Service Achievement Medal	Commanders (Lieutenant Colonel (05) and above or civilian equivalent and HQDA Principal Officials		Patriotic Public Service Lapel Pin	Commanders LTC & above and the AASA for HQDA

UNCLASSIFIED



Award Nominations

- TRADOC Requirements
 - Approved DA 1256
 - Commander Endorsement (ACOM, ASCC, DRUC, AASA)
 - Justification
 - Proposed Citation
 - List of Previous Awards (month/year rec'd)

Nominations for TRADOC CG/DCG/DCoS must have Incentive Awards Board and SJA review

- Annual Awards – SA Requirements
 - Photograph (SA Annual Ceremony Requirement)
 - Biographical Information (SA Annual Ceremony Requirement)
 - Certificate (AIAB prepares)

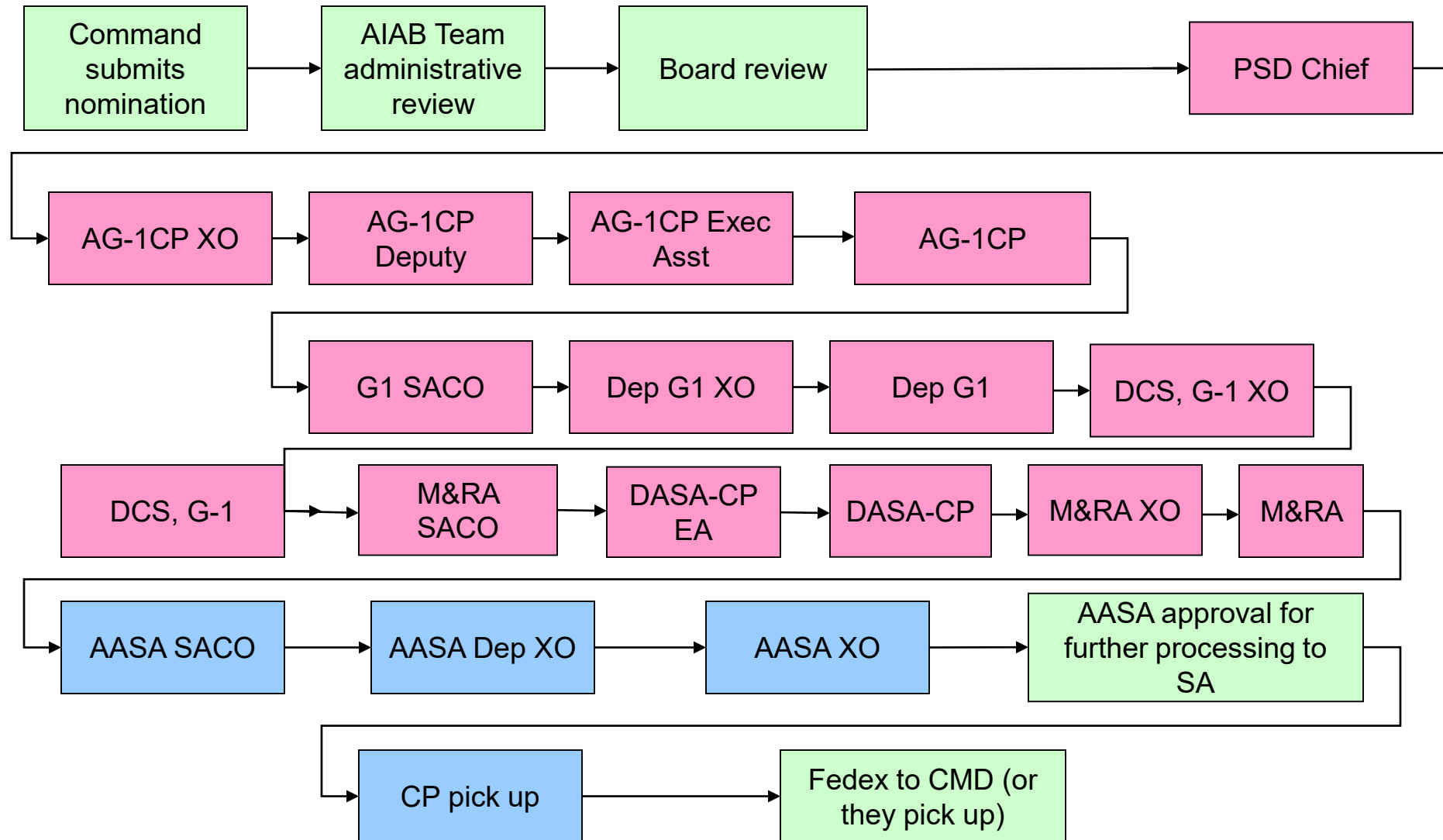


Common Awards Submitted for SECARMY Approval



- Honorary Awards
 - Distinguished Civilian Service Medal
 - Meritorious Civilian Service Medal
 - Civilian Service Commendation Medal
- Public Service Awards
 - Secretary of Defense Outstanding Public Service Medal
 - Superior Public Service Medal
- Annual Awards
 - DoD David O. Cooke Excellence in Public Administration Award
 - DoD Spirit of Hope Award
 - Zachary & Elizabeth Fisher Civilian Humanitarian Award
 - Kushnick, Macy, Hoge Award
 - DoD Distinguished Civilian Service Award
 - Secretary of the Army Award for Valor
 - Secretary of the Army Awards for Diversity and Leadership
 - Arthur S. Flemming Award

Award Process





Challenges



Untimely submissions of awards:

<30 business days prior to presentation date

Incomplete nomination packages:

DA 1256s incomplete or not completely correctly

Missing adverse/CPAC screening

Missing ACOM endorsement

Justification does not meet criteria for award

Missing previous awards

Overlapping awards



TRADOC POLICY



TRADOC does not give retirement awards to civilian employees. It is important that organizations reward employees throughout the year.

Employees cannot receive two different awards for the same accomplishments.