



DEPARTMENT OF THE ARMY
49ER ARMY ROTC BATTALION
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
9201 UNIVERSITY CITY BOULEVARD, MEMORIAL HALL
CHARLOTTE NC 28223-0001

ATCC-DDN-CUC

15 March 2011

MEMORANDUM FOR 49er Battalion Cadre, Staff and Cadets

SUBJECT: Battalion Policy # 19, Civilian Awards

1. Reference:

- a. Army Regulation 672-20, Incentive Awards
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- c. 5 Code of Federal Regulations, Part 430, Subpart E, Performance Awards, and Performance/Awards, and Part 451, Incentive Awards

1. **General.** DA civilian employees are eligible for the monetary and honorary awards recognition authorized in AR 672-20 (Incentive Awards). Awards (monetary and honorary) are designed to motivate employees to increase productivity and creativity by rewarding those whose job performance and adopted ideas benefit the Government, and are substantially above normal job requirements and performance standards. Different types of civilian awards are below:

a. **Performance Awards.** A Performance Award is a monetary award given in recognition of high-level performance for a specific period. This award is used to recognize all appropriated fund employees, except Senior Executive Service (SES) employees. Organizational accomplishments, including the employees' overall contributions to mission accomplishment, should be major considerations when recommending or approving Performance Awards for individual employees.

b. **Quality Step Increases.** A Quality Step Increase (QSI) is an additional within-grade pay increase given to General Schedule (GS) employees. GS employees with Exceptional ratings of record for the current rating period are eligible to receive the QSI. An employee may not receive more than one QSI in any 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition. Additionally, an employee may not receive a QSI in conjunction with a cash award. An employee can receive a QSI and Time off Award (TOA). This award is not available to employees paid under NSPS.

c. **Time Off Award.** Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved. The TOA may be granted in amounts up to 40 hours for a single contribution. Awards up to one day may be approved by the immediate supervisor. Awards over one day must be approved by the awards committee. The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

d. Special Act or Service Awards. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, and service, scientific or other achievement accomplished within or outside assigned job responsibilities. The Special Act or Service Award is particularly appropriate to recognize short-term accomplishments, whether in a regularly assigned position or during a detail and when performance or honorary awards are not appropriate. This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

e. On-the-spot Cash Award. The OTS cash award is a small Special Act or Service Award (\$500 to \$1000) which may be given by a supervisor for day to day accomplishments of subordinate employees. Processing of the OTS awards will be accomplished as expeditiously as possible.

f. Honorary Awards (Medals). Listed below are the civilian honorary awards authorized by DA. The awards are listed in hierarchical order from the highest to the lowest.

(1) **Decoration for Exceptional Civilian Service.** This award, granted by the SA, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

(2) **Meritorious Civilian Service Award (LOM Equivalent):** The Meritorious Civilian Service Award is the second highest award and is granted by the Secretary of the Army or a major Army commander. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. Eligibility is determined by measuring contributions against the following example levels of achievement: Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work. Individuals demonstrate unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.

(3) **Superior Civilian Service Award (MSM Equivalent):** The Superior Civilian Service Award is the third highest award. It is granted by any commander (major general and above) or civilian equivalent. Nominations for this award reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Individuals accomplish assigned duties in a superior manner, leading team members to higher productivity or completing a complex project more effectively and efficiently than required. Nominees demonstrate a high level of initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.

(4) **Commander's Award for Civilian Service (ARCOM Equivalent):** Nominations reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Individuals accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow. Nominees demonstrate initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the

workforce. Individuals demonstrate leadership in performing assigned duties that resulted in improved productivity of the unit.

(5) **Achievement Medal for Civilian Service (AAM Equivalent):** It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

(6) **Certificate of Appreciation for Patriotic Civilian Service.** This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate, (DA Form 7012). It is granted to individual employees or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel.

(7) **Civilian Award for Humanitarian Service.** This award consists of a medal, lapel button, and certificate, (DA Form 5652). Any commander at the MACOM level or higher may approve this award. This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals.

(8) **Certificate of Achievement (COA):** The DA Form 2442 (Certificate of Achievement) may be granted by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions. Appropriate accomplishments include: Completing assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods, causing a saving of manpower, time, space, or materials.

g. Public Service Awards (Medals). The awards for public service (typically contractors) authorized by DA are:

(1) **Decoration for Distinguished Civilian Service.** This award consists of a gold medal, lapel button, and citation certificate, DA Form 7016 (Decoration for Distinguished Civilian Service). The SA awards this decoration to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions to include; **Civilians not employed by the Army or Army contractors**, Federal Government officials at the policy development level, Technical personnel who serve the Army in an advisory capacity or as consultants.

(2) **Secretary of the Army Public Service Award.** This Award consists of a silver medal, lapel button, and citation certificate, (DA Form 7402). The Secretary of the Army **awards this decoration to private citizens.** Army civilian employees (who are eligible for Army honorary awards in accordance with AR 672-20, chapter 8), military personnel, and Army contractors are ineligible. This award is appropriate for spouses of military members provided they meet the criteria.

(3) **Outstanding Civilian Service Award.** This award consists of a bronze medal, lapel button, and citation certificate. The SA or a major commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM concerned to include: Civilians not employed by the Army or Army contractors, Federal Government officials at the policy development level, Technical personnel who serve the Army in an advisory capacity or as consultants.

(4) **Commander's Award for Public Service.** This award consists of a bronze medal, lapel button, and certificate, (DA Form 5231) It ranks directly below the Outstanding Civilian Service

Award and may be approved by any of the following individuals: Any commander, (colonel and above). This medal may be awarded to: Civilians not employed by the Army or Army contractors, Federal Government officials at the policy development level, Technical personnel who serve the Army in an advisory capacity or as consultants. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

(5) Certificate of Appreciation for Patriotic Civilian Service. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award consists of a lapel button and certificate (DA Form 7012). The lapel button will accompany the certificate only when the award is presented as an individual award. This certificate may be awarded to civilians not employed by the Army or Army contractors, or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasimilitary units. Any commander (lieutenant colonel and above) may approve this award.

5. Point of contact for this policy letter is Mrs. Wright at (704)-



GARY L. MCGINNIS
LTC, FA
Commanding