INCENTIVE AWARD NOMINATION AND APPROVAL

Attachments Menu

For use of this form, see AR 672-20; the proponent agency is DCS, G-1.

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S NAME *(Last, First, MI)*	2. ORGANIZATION *(No abbreviations)*
3. PRESENT POSITION, TITLE, GRADE AND SALARY	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION *(If other than that shown in Item 3)*

5. **TYPE OF AWARD RECOMMENDED**

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED.

a.	**HONORARY**			b.	**MONETARY**
☐	DISTINGUISHED CIVILIAN SERVICE MEDAL	☐	CIVILIAN SERVICE COMMENDATION MEDAL	☐	QUALITY STEP INCREASE _____
☐	SUPERIOR CIVILIAN SERVICE MEDAL	☐	CIVILIAN SERVICE ACHIEVEMENT MEDAL	☐	PERFORMANCE AWARD $ _____
☐	MERITORIOUS CIVILIAN SERVICE MEDAL	☐	CERTIFICATE OF ACHIEVEMENT	☐	SPECIAL ACT/SERVICE AWARD $ _____
☐	OTHER *(Specify)*: _____			☐	ON-THE-SPOT CASH AWARD $ _____
c. PERIOD OF SERVICE TO BE RECOGNIZED *(MO/YR - MO/YR)* _____				☐	TIME OFF AWARD

6. **NOMINATING**

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
		AREA CODE: ( )	

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA *(DAPE-CPL)*

7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 *(Check Yes or No, If no, explain on separate attached page)*

☐ Yes ☐ No	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
☐ Yes ☐ No	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

8. ☐ APPROVAL ☐ DISAPPROVAL ☐ OTHER: _____

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED	TANGIBLE MONETARY BENEFITS	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR
$ _____	$ _____		SAVINGS $ _____

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY *(IES)*

ACTION LEVEL	APPROVED *(If monetary, indicate amount)*	DISAPPROVED	ADDITIONAL CASH AWARD	TITLE, SIGNATURE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				