

CEHR-L OCE Supplement to Army Regulation No. 672-20	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	AR 670-20 31 July 1986
	Decorations and Awards INCENTIVE AWARDS	
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DAEN-PEC-L

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D. C. 20314-1000

USACE Suppl 1
to AR 672-20

USACE Supplement 1
to AR 672-20

31 July 1986

Decorations and Awards
INCENTIVE AWARDS

Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Commanders, Divisions & separate Field Operating Activities (FOA) will furnish one copy of each to CDR USACE (DAEN-PEC-L and DAEN-ASP-R) WASH DC 20314-1000. District Commanders will furnish copies to appropriate Division Commanders.

AR 672-20, 1 June 1982 and all subsequent changes are supplemented as follows:

	Paragraph	Page
<u>Page i, Index to Chapter 1, General, Add:</u>		
Incentive Awards Nominations and Approvals	1-15	1-6
<u>Page ii, Index to Chapter 7, Career Service Recognition for Civilian Employees. Add:</u>		
Procurement of emblems	7-6	7-1
<u>Page ii, Index to Chapter 8, Honorary Awards and Other Recognition Devices, Add:</u>		
Corps of Engineers Certificate of Appreciation	8-14	8-7
Department of the Army Handicapped Employee of the Year Award and the Outstanding Handicapped Federal Employee of the Year Award	8-15	8-7
Honorary Recognition for Achievement in EEO	8-16	8-7
Amy Research and Development Achievement Award	8-17	8-7
Programmer of the Year Award	8-18	8-7
Gallery of Distinguished Civilian Employees	8-19	8-7
The Planning Excellence Award	8-20	8-7

This supplement supersedes USACE Suppl 1 to AR 672-20 dated 7 January 1983.

USACE Suppl 1
to AR 672-20
31 Jul 86

	Paragraph	Page
Outstanding Planning Achievement Award	8-21	8-7
Civilian of the Year Award	8-22	8-7
<u>Page ii, Index to Chapter 9, Awards by Non-Federal Organizations. Add:</u>		
William H. Kushnick Award	9-8	9-6
Carnegie Hero Fund	9-9	9-6
America*s Ten Outstanding Young Men Awards	9-10	9-6
National Society of Professional Engineers* Federal Engineer of the Year Award	9-11	9-6
<u>Page ii, Index to Chapter 10, Public Service Awards.</u>		
Processing Time for Awards	10-11	10-3
Submission of Nominations	10-12	10-3
<u>Page iii, Following the Index to Appendix A. Add:</u>		
APPENDIX B. Dates for Submission of Nominations for Honorary Awards	----	B-1
C. Information and Format for Nominations for Additional Cash Awards for Suggestions or for Special Achievements (Special Acts or Services)	----	C-1
D. Sample Citations for Honorary Awards	----	D-1
E. Nominating Requirements and Format for the William H. Kushnick Award	----	E-1
F. Civilian of the Year Submission Requirements	----	F-1
G. National Society of Professional Engineers* Engineer of the Year Award	----	G-1
<u>Page 1-1, paragraph 1-1, Purpose. Add paragraph to read as follows.</u>		

This supplement prescribes policy and procedure governing the Army Incentive Awards Program including the Performance Management and Recognition System (PMRS) for GM employees.

Page 1-1, paragraph 1-2, Authority. Add:

Public Law 98-615, November 8, 1984; and 5 CFR part 540, Performance Management and Recognition System.

Page 1-1, paragraph 1-3, Applicability, Add new subparagraph d:

d. The provisions of Chapters 5, 8, and 9 apply to military personnel as specifically indicated therein.

Page 1-1, paragraph 1-5, Eligibility for Awards. Delete subparagraph 1-5d.

Page 1-2, paragraph 1-8, Policy. Add to subparagraph b.

Commanders and local management officials who are authorized to approve cash awards under the basic regulation may authorize cash awards under the provisions of Chapter 2 or Chapter 4, as appropriate, for approved and effectuated Value Engineering (VE), Management Improvement (MI), or similar actions under the following circumstances:

(1) If the action was accomplished as the result of an official assignment to conduct a specific study, the action must have exceeded the level of accomplishment normally expected of individuals given such assignments.

(2) If the action was accomplished as a VE, MI, or similar action, but was initiated as the result of considering a suggestion submitted under the DA suggestion program, the idea of the suggestion must either have fallen outside the area of the suggester*s job responsibility, or must have exceeded the applicable performance requirements.

(3) If a VE, MI, or other similar action is instituted or completed on the individual*s own time, submitted as a suggestion, and approved and effectuated, it is appropriate to apply the provisions of paragraph 2-1 of basic regulation in determining and approving any cash award that may be indicated.

(4) If a VE, MI or similar action is job related, or is accomplished as the result of an official assignment (regardless of whether by detail or as an "other assigned duty"), any cash award for accomplishments above those normally expected as a result of the assignment would be determined under the provisions of paragraph 4-1 of basic regulation.

Page 1-2, paragraph 1-8, Policy. Add to subparagraph e.

All actions pertaining to the evaluation of suggestions outside the FOA, or originated by the local office of primary interest, will follow normal command channels for the subject matter of the suggestions. Incentive Awards offices will only forward suggestions outside the FOA, or follow-up on such

USACE Suppl 1
to AR 672-20
31 Jul 86

suggestions, in those comparatively few cases where no other element of the FOA has a more appropriate interest in, or responsibility for, the subject matter of the suggestion. Suggestions will only be forwarded for higher level review when the local evaluator recommends adoption, or when the subject matter of the suggestion has no local relevance.

Page 1-3, paragraph 1-8, Policy. Change subparagraph h to read as follows.

Except for GM employees rated Exceptional , performance and honorary awards are initiated by management when applicable criteria in this supplement are met and failure to receive such an award is not a basis for a grievance or an appeal.

Page 1-3, paragraph 1-8, Policy. Add new subparagraph 1.

1. Commanders will take action to assure that a progressive, methodical and effective program is maintained to give honorary recognition to employees whose significant achievements and records of performance are of great value in the accomplishment of Corps of Engineers and Department of the Army missions.

(1) The record of honorary awards for distinguished service and specific contributions of the exceptional employee should build throughout the employee*s career so that it is apparent that the aggregate achievements have been exceptional and should be considered and recognized as such. Recognition for specific achievements at early and mid-career is available through use of the variety of honorary awards, such as the Arthur S. Flemming, William A. Jump, and William H. Kushnick Awards. The Meritorious Civilian Service Award and the Commander*s Award for Civilian Service are appropriate for recognizing remarkable achievements and extended periods of distinguished service. All of these awards demonstrate the history of achievement necessary for nomination for the highest honorary awards, the President*s Award for Distinguished Federal Civilian Service, Department of Defense Distinguished Civilian Service Award, and the Decoration for Exceptional Civilian Service.

(2) To assure that the fullest possible use is made of all available Federal and non-Federal honorary awards and to further assure that all employees are appropriately honored for their outstanding accomplishments, commanders will establish an internal system to provide for a periodic review of the career accomplishments of key management officials and of employees whose career appraisals establish a potential for progression to such positions so that honorary recognition is given during mid-career.

(3) All nominations for honorary awards approved at higher command levels will be personally indorsed by the appropriate Commanders, as indicated by nomination and/or approval signatures on DA Form 1256 (Incentive Award Nomination and Approval).

(4) Approved awards should be presented in an appropriate ceremony as promptly as is practicable after receipt at the nominating FOA.

Page 1-3, paragraph 1-10 Authority to approve cash awards. Add new subparagraph c and d.

c. Except as specified in paragraph d, below, authority is delegated to Commanders and Directors of Labs and separate FOA to approve awards up to \$5000. Division Commanders may approve awards of \$8000 or less. OCE elements may approve awards up to \$8000 for those separate FOA over which they exercise staff supervision. This authority may be redelegated, as appropriate. Nominations for awards in excess of \$8000 will be forwarded to the Commander, USACE through the Corps of Engineers Incentive Awards Review Committee, CDR USACE (DAEN-PEC-L) WASH DC 20314.

d. The Commander, USACE has authority to approve Special Act or Service Awards of up to \$10,000 for members of the Senior Executive Service. Authority is delegated to the Deputy Commander, USACE, to approve nominations for Special Act of Service Awards of \$5,000 or less for members of the Senior Executive Service. All nominations for Special Act or Service Awards for Senior Executive Service members will be prepared in accordance with Chapter 4 of this regulation and forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314-1000, for review by the USACE Senior Executive Service Incentive Awards Committee.

Page 1-4, paragraph 1-11 Responsibilities. Add under subparagraph e, new subparagraphs (5) and (6)

(5) Two major suggestion campaigns (one Corps-wide, and one FOA), each of 30 or more days duration, are conducted during each fiscal year. Campaigns for FOA which receive civilian personnel services from another agency will be integrated into the campaigns of the servicing field operating agency. FOA providing personnel services to a non-CE FOA will include such FOA in their campaigns, unless the serviced commander desires to use his own manpower and resources to conduct a separate campaign. Any such separate campaign will not be conducted by the servicing FOA.

(a) Division Commanders may exempt any individual FOA under jurisdiction from conducting a second suggestion promotion campaign in any year during which, after the initial campaign, the FOA has achieved or is reasonably assured of achieving, suggestion submission and adoption rates which fulfill DA Civilian Personnel Program operating goals. Any individual exceptions granted by Division Commanders under this authority, in cases where the DA Civilian Personnel Program goals have not been actually attained, should be closely monitored until success is achieved. HQUSACE will exercise this authority for separate FOA which have their own personnel offices. Separate FOA desiring such an exemption should submit a request, with appropriate justification, to CDR USACE (DAEN-PEC-L) WASH DC 20314.

(b) Each campaign will be customized to meet command and local situations. In this regard, HQUSACE will issue one-time instructions whenever

USACE Suppl 1
to AR 672-20
31 Jul 86

a Corps-wide theme is determined to be desirable, Similarly, Division Commanders may, when deemed appropriate, establish overall Division-wide themes for such campaigns.

(c) Special emphasis will be placed on increasing participation in the Army Suggestion Program by military personnel.

(6) Deadlines for submission of nominations for honorary awards, as provided in Appendix B, are fully observed.

Page 1-5, paragraph 1-12. Organization of Incentive Awards Committees. Add new subparagraph a(3), d, and e.

a(3). The Commander, USACE, will establish a committee to review Special Act or Service Awards for members of the Senior Executive Service. Membership of this committee is covered by ER 15-1-26, Senior Executive Service Incentive Awards Committee.

d. Committees at Division offices will review and make recommendations to the Division Commander on all nominations for honorary awards and cash awards in excess of the approval amount delegated to subordinate Districts. Where delays might occur as a result of local exigencies which would preclude or render it impracticable for the full committee to meet together on a timely basis, action can be expedited by referring nominations in writing, in turn, to a sufficient number of members to form a majority of the committee, with additional referrals as necessary, to assure that the action finally recommended represents a majority of all members.

e. Incentive Awards Administrators, prior to release of nominations for honorary recognition or cash awards in excess of the amount that can be approved by the local commander, will assure that such nominations are complete, correct, and properly documented in accordance with regulatory requirements, including other provisions of this supplement. All such nominations forwarded to HQUSACE will be directed to CDR USACE (DAEN-PEC-L) WASH DC 20314, and will be accompanied by DA Form 1256.

Page 1-6. Following paragraph 1-14 add new paragraph 1-15.

1-15. Preparation of DA Form 1256 for cases that cannot be approved locally. Where the use of this form is required, parts II, III, and IV will be completed in all cases, except that part III may be omitted if the commander is both the nominating official and approving authority. This form is not required for cash awards for military personnel, but it is required for all awards discussed in the basic regulation which require review, action or approval by the Commander, USACE or higher authority.

Page 2-2, paragraph 2-3, Suggestion processing procedures. Add to subparagraph b.

The identifying number will consist of the symbol assigned to the local agency

by USACE Suppl 1 to AR 340-9, the last two digits of the fiscal year, a dash, and the sequential number of the suggestion. A new series of numbers will be assigned beginning with each fiscal year. Examples of this numbering system are as follows:

NAN 82-1 (New York District)
WES 82-17 (Waterways Experiment Station)
SPD 82-30 (South Pacific Division)

Page 2-2, paragraph 2-4, Evaluation procedure. Add to subparagraph d, new subparagraphs 1 through 5.

(1) The local evaluating official will complete DA Form 2440 (Suggestion Evaluation) in 4 copies; forward a copy of the suggestion file with 2 copies of the DA Form 2440 directly to the appropriate evaluating official at the next command level (or to other Army field operating agencies when appropriate); forward one copy of the DA Form 2440 to the local incentive awards office to provide information regarding the status of the suggestion; and retain the original suggestion file and one copy of the DA Form 2440 for the file and for follow-up purposes, This process will be continued through the chain of command; suggestion evaluation and follow-up will follow the same line as any other subject matter correspondence. In all cases, DA Form 2440 is the only evaluation and transmittal document that will be used.

(2) Suggestions forwarded to HQUSACE for review will be directed to the most appropriate office symbol (as listed in AR 340-9). Incentive Awards Administrators will not forward suggestions outside the local office for evaluation except in those cases where there is no other element with an interest in or responsibility for the subject matter at the local level. Intermediate commands will not maintain centralized records of suggestions forwarded to higher command echelons for evaluation.

(3) The DA Form 2440 prepared at the originating level will provide specific reasons why the suggestion is considered to have merit, what it will accomplish, how much it will save, the method used to compute the savings and any other pertinent information. If appropriate, evaluating officials at Division offices will obtain evaluation information from all Districts within their Division before forwarding a suggestion to HQUSACE. Where a regulatory issuance or change is recommended, appropriate suggested language will also be provided. This should be developed by the first evaluator, if not provided by the suggester. Evaluators who deem that a suggestion should be adopted on a modified basis will indicate on DA Form 2440 the extent of the suggested modification, including, where appropriate, recommendations for modification of regulatory language recommended by a prior evaluator. Suggestions will be processed as completed staff actions at each evaluating level

(4) Follow-up action on suggestions forwarded outside a FDA should be taken in the same fashion as for any other subject matter correspondence, and not accomplished through incentive awards channels. Centralized records of suggestions are not authorized at staff levels. Evaluating officials at each

USACE Suppl 1
to AR 672-20
31 Jul 86

level of review are responsible for initiating personal, direct follow-up action with their counterpart at the next higher level. This may be accomplished by telephone or by use of DA Form 209 (Delay, Referral or Follow-up Notice). It is essential that the subject of the suggestion, as well as the identifying number be used.

(5) When normal follow-up action does not produce a satisfactory result, the supervisor of local evaluator should be informed so that appropriate higher level action can be taken with regard to the delinquency of the staff level evaluator.

Page 2-3, paragraph 2-4, Evaluation Procedure, Add to subparagraph h.

All other suggestions requiring evaluation outside the FOA will be forwarded through CE command channels.

Page 2-3, paragraph 2-5, Basis for granting cash awards, Add to subparagraph d.

When a proposed cash award exceeds the amount that can be approved by the local commander, the employee will not be notified of local approval, and no part of the award will be paid until all required approvals are obtained.

Page 2-3, paragraph 2-6, Authority to approve cash awards. Add to subparagraph a.

Recommendations will provide explicit information as to how the eligibility requirements of paragraph 2-2 have been met and, in the case of an award based on tangible benefits, explicit information as to how the benefits were calculated and the extent to which such calculations have been confirmed. When a recommendation is based on a special program, such as Cost Reduction or Value Engineering, the request should identify or describe the method used for validating the savings, and show when and by whom the validation was accomplished. Recommendations will be forwarded, through channels, to CDR USACE (DAEN-PEC-L) WASH DC 20314, and will be accompanied by three copies of DA Form 1256 signed by the local commander. Division offices, when forwarding recommendations, will provide a statement that the proposed recipient's eligibility for the award, and the basis on which the amount of the award was calculated, have been reviewed and confirmed. (See Appendix C for the format to be used in forwarding such nominations.) When the total amount of a proposed award exceeds the local commanders* delegated approval authority, no part of the award will be paid until all required approvals have been obtained.

Page 2-3, paragraph 2-6, Authority to approve cash award. Add new subparagraphs d and e.

d. Authority to approve suggestion awards is delegated at the approval levels described in paragraph 1-10c.

e. Commanders should redelegate approval authority to a level consistent with other significant personnel management actions.

Page 2-5, paragraph 2-10, Request for reconsideration of suggestions. Add to subparagraph a.

All suggestions forwarded to HQUSACE under this provision will be directed to the most appropriate office (as listed in AR 340-9), using DA Form 2440. If Block 4 of the form is inadequate to present the facts pertinent to the reconsideration and reevaluation, the back of the form or a continuation sheet on plain bond paper may be used. Transmittal letters will not be used.

Page 4 of I01, paragraph 4-3, Approval Authority. Add to subparagraph b.
Add new subparagraph d.

Except as noted in paragraph d below, Commanders and Directors, Labs and separate FOA may approve awards of \$5000 or less. Division Commanders may approve awards of \$8000 or less. HQUSACE staff elements may approve awards of \$8000 or less for those FOA over which exercise staff supervision. Awards in excess of \$8000 will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314-1000, for consideration by the Commander, USACE. Commanders may redelegate approval authority as appropriate.

d. The Commander, USACE, has authority to approve Special Act or Service Awards up to \$10,000 for members of the Senior Executive Service. The Deputy Commander, USACE, may approve nominations for Special Act or Service Awards of \$5,000 or less for members of the Senior Executive Service. All nominations for Special Act or Service Awards for senior executives will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314-1000, for review by the USACE Senior Executive Service Incentive Awards Committee.

Page 5 of I01, paragraph 4-4, On-The-Spot Cash Award. Add to subparagraph d.

Total processing time within civilian personnel offices will be accomplished within 2 to 3 working days.

Page 5 of I01, paragraph 4-4, On-The-Spot Cash Award. Add new subparagraph e.

e. Eng Form 4939 (On-The-Spot Cash Award) voucher may be used as fast recognition of an on-the-spot cash award. Supervisors may present this voucher after notification by the servicing personnel office of the approved award. This voucher will not be used by personnel offices or the centralized payroll office as an authorized document for payment.

Page 6 of I01, paragraph 5-4, Approval Authority. Add new subparagraph c.

c. Approval authority is delegated as follows:

USACE Suppl 1
to AR 672-20
31 Jul 86

up to \$5,000	Commanders and Directors, Labs and Separate FOA
5001 to \$8,000	Division Commanders and HQUSACE staff elements when exercising staff supervision over FOA
8001 \$10,000	Commander USACE

Approval authority may be redelegated as appropriate.

Page 6 of I01, paragraph 5-5, Amount of Award. Add to subparagraph a.

(1) Scales for Awards will be based on a percentage of basic pay and should reflect the extent to which the employee*s performance exceeded established job standards.

(2) The "rate of basic pay" is defined for Wage Grade employees in FPM Supplement 532-1, Ch S8, Pay Administration, for General Manager employees in 110, AR 690-500, Subchapter 2, Definitions, and for General Schedule employees in FPM Supplement 990-2, Book 531, Supchapter S2, Determining the Rate of Basic Pay.

Page 6 of I01, paragraph 5-5, Amount of Award. Add to subparagraph b.

Requests for awards in excess of \$8,000 should be forwarded through HQUSACE (DAEN-PEC-L), WASH DC 20314-1 000 for consideration by the Commander, USACE.

Page 7-1, paragraph 7-2, Coverage. Add to subparagraph a.

In addition to the Federal length of service emblems described above, employees of the Corps of Engineers will be awarded a distinctive Corps of Engineers length of service emblem in service increments of 10, 20, 30, 40, and 50 years of service. Only employees of a field operating activity under the direct jurisdiction of the Commander, USACE are eligible for the Corps emblem.

Page 7-1, paragraph 7-4, Presentation. Add to subparagraph a(2) the following, plus subparagraphs (a) through (d).

To accord maximum significance to receipt of both the Corps of Engineers and the Federal emblems, they will be presented simultaneously on the annual occasion designated by the FOA as Engineer Day.

(a) Entitlement to presentation of an emblem or emblems on Engineer Day will be based upon completion of the required period of service during the time frame from 1 July to the following 30 June.

(b) Commanders of FOA will sign the federal career service certificate. Emblems and certificates of 30 or more years of service will be presented by the FOA commander, or designee, at the Engineer Day ceremonies. Commanders may elect to personally present emblems for lesser increments of periods of service at local Engineer Day ceremonies, or throughout the year, but will, as a minimum assure that emblems and certificates are presented on Engineer Day by the head of the appropriate FOA element, or designee.

(c) Employees who retire or who are otherwise separated from the Corps, and who have at the time of separation attained eligibility for a length of service emblem or emblems, may elect to have the emblem(s) awarded prior to separation, or may elect to return on the following Engineer Day to receive the award(s). Employees electing to receive the award prior to separation, including Awards for 30 or more years of service, will receive it, with the Certificate of Service, from the appropriate element head. If a deceased employee has attained eligibility for a length of service award at the time of death, the family may elect to have the emblem and certificate forwarded by mail, presented immediately at a ceremony by the head of the employing element, or presented on Engineer Day.

(d) Engineer Day ceremonies should make provision for career service recognition and presentation of emblems by the local commander. Attendance at such observances is properly classified as duty status. (Paragraph 4h, ER 690-1-600.)

Page 7-1, paragraph 7-5, Type of emblem. Add the following.

The Corps of Engineers emblem is a small clutch back pin, about 3/8" in diameter, suitable for wear by either men or women. It will be furnished with a small plastic box for presentation purposes. The Corps of Engineers castle insignia and the colors red and white are used in the emblem design. The castle, in gold, is superimposed on a red field encircled by an inner border of white and an outer border of gold. The words "Corps of Engineers" appear in gold on the white border. There are five emblems, as follows:

- 10 year - One gold star in the white band
- 20 year - Two gold stars in the white band
- 30 year - Two gold stars in the white band with a single cut diamond representing the third star in the red field.
- 40 year - Three gold stars in the white band with a single cut diamond representing the fourth star in the red field. In addition, a gold eagle is mounted at the top of the emblem.

USACE Suppl 1
to AR 672-20
31 Jul 86

50 year - Four gold stars in the white band and a single cut diamond representing the fifth star in the red field. A gold eagle is mounted at the top of the emblem and a scroll is attached at the bottom with the notation "50 years".

Page 8-1, paragraph 8-1, The President*s Award for Distinguished Federal Civilian Service. Add to subparagraph d:

Nominations from FOA will be submitted through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314. One additional copy of the nomination will be provided for each command level.

Page 8-2, paragraph 8-2, Presidential Management Improvement Award. Add to subparagraph b.

Nomination will be submitted through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314. One additional copy of the nomination will be provided for each command level.

Page 8-2, paragraph 8-3, Department of Defense Distinguished Civilian Service Award. Add to subparagraph c.

Nominations from FOA will be submitted through command channels to reach CDRUSACE (DAEN-PEC-L) WASH DC 20314 not later than 1 October of each year. One additional copy (with photograph) will be provided for each command level.

Page 8-3, paragraph 8-4, Decoration for Exceptional Civilian Service. Add to subparagraph e.

Nominations from FOA will be submitted through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314. One additional copy will be provided for each command level. NOTE: Nominations for this award must be submitted at least three months prior to the desired presentation date. Nominations for this award cannot be expedited. Appendix D provides a sample showing the format and typical wording of a citation for this award.

Page 8-3, paragraph 8-5, Meritorious Civilian Service Award. Add to subparagraph b.

Division Commanders of Major General rank are delegated authority to approve the Meritorious Civilian Service Award. This authority may not be redelegated. One reproduced copy of each locally approved certificate will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314.

Page 8-4, paragraph 8-5, Meritorious Civilian Service Award. Add to subparagraph h.

The proposed citation must identify the period covered by the nomination and include a meaningful description of the specific accomplishment(s) for which it is being granted. The period cited generally should not cover any time

prior to the nominee*s date of entry upon the current position occupied. Certificates will accommodate citations of approximately 100 words. Appendix D provides sample citations showing the format and typical wording for this award.

Page 8-4, paragraph 8-5, Meritorious Civilian Service Award. Add new subparagraph i.

i. For nominations requiring approval at HQUSACE the original and one copy of each nomination will be submitted through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314. Nominations submitted by District Commanders should include a copy for the Division Commander. NOTE: Nominations for this award must be submitted within six months after completion of the period to be cited, and at least six weeks prior to the desired presentation date. Signed certificates and medals will be mailed directly to nominating office. As in the case for all other nominations for honorary recognition submitted for approval above the FOA level, nominations submitted through command channels by District Commanders will be personally indorsed by the appropriate Division Commander.

Page 8-5, paragraph 8-8, Certificate of Appreciation for Patriotic Civilian Service. Add to subparagraph b.

The authority to award the certificate and lapel button is delegated to General Officers serving as Division Commanders or as heads of separate FDA. The authority may not be redelegated. Nominations for employees not serving under one of the above designated individuals will be forwarded through command channels to CDR USACE (DAEN-PEC-L) WASH DC 20314 for processing and approval by the Commander, USACE. Supplies of blank certificates and lapel buttons will be obtained as needed from CDR USACE (DAEN-PEC-L) WASH DC 20314. A reproduced copy of each certificate awarded under this delegated authority will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314.

Page 8-5, paragraph 8-8, Certificate of Appreciation for Patriotic Civilian Service. Add to subparagraph d.

4Certificates may be awarded for additional donations in 5-gallon increments (e.g. 10 gallons, 15 gallons, etc.) Appendix D provides a sample citation showing the format and typical wording for this type of award.

Page 8-5, paragraph 8-9, Certificate of Achievement. Add new subparagraph e.

e. DA Form 2442 (Certificate of Achievement) is an honorary award, ranked just below the Certificate of Appreciation for Patriotic Civilian Service. It is not to be used for recognizing such accomplishments as good sick leave records and safe driving records, which should be recognized by means of a letter of appreciation or commendation, or by other local recognition devices authorized by paragraph 8-13 of basic regulation. This award normally is approved by the local commander, or in appropriate cases, by a Division Commander. Commanders may delegate approval authority to directors who report

USACE Suppl 1
to AR 672-20
31 Jul 86

directly to the Commander. In those rare instances where it is deemed desirable for this certificate to be awarded by the Commander, USACE the nomination will be forwarded and processed in the same fashion as for the Meritorious Civilian Service Award. In each case the nomination will specify why lower level approval or a higher ranking award is not appropriate.

Page 8-6, paragraph 8-10, The Secretary of the Army*s Annual Award for Outstanding Achievement in materiel Acquisition. Add to subparagraph d.

Nominations will be submitted through channels to reach CDR USACE (DAEN-PEC-L) WASH DC 20314 not later than 15 November each year. One additional copy will be provided for each command level.

Page 8-6, paragraph 8-11, Presidential Recognition Program. Add to subparagraph c.

Nominations will be forwarded through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314, with one additional copy for each command level.

Page 8-7, paragraph 8-13, Other Recognition Devices. Add to subparagraph b.

Division and District Commanders may devise special plaques and other recognition devices, to the extent deemed feasible within local resources, and issue instructions for their use. When such a device is authorized, a copy of the instructions for its use and a description or copy of the award will be furnished to CDR USACE (DAEN-PEC-L) WASH DC 20314.

Page 8-7, after paragraph 8-13, add new paragraphs 8-14 through 8-22.

8-14. The Corps of Engineers Certificate of Appreciation (ENG Form 4432).

a. This award consists of a mounted, 10" x 12" certificate, which provides a distinctive means whereby the Commander, USACE may grant special recognition to individuals who have rendered laudatory service to the Corps in a capacity other than as an officer or regular employee. A sample of a certificate is provided in Appendix D.

b. Nominees for this award should be individuals who are not regular employees of the Corps, whose service or contributions may not generally meet the qualifications for an Outstanding Civilian Service Award or a Certificate of Appreciation for Patriotic Civilian Service, and for whom the Corps Award would be meaningful and desirable. Typical nominees include Consultants, Experts, Resident Scholars, Members of Boards and Commissions, or other prominent persons who have rendered advisory or consultant services to the Corps. Nominees should be of sufficient stature to be known personally or by reputation to the Commander or Deputy Commander by one of the HQUSACE Directors, or by a Division or Separate FOA Commander.

c. Nominations will be submitted to CDR USACE (DAEN-PEC-L) WASH DC 20314, over the personal signature of Division Commander or Commanders of separate

FDA at least 45 days in advance of the desired presentation date. Nominating letters will contain a brief description of the service or action upon which the nomination is based, a brief biographical sketch of the nominee, the proposed wording for the certificate, and the name and telephone number of the individual locally designated to be responsible for coordinating details of the award.

8-15. Department of the Army Handicapped Employee of the Year Award and the Outstanding Handicapped Federal Employee of the Year Award.

a. These awards are designed to recognize individual achievements and, by publicizing them, to increase awareness of the contributions being made by the handicapped. Division Commanders and Commanders of FDA reporting directly to the Commander, HQUSACE may submit one nomination each year for recognition under this program. Nominees must meet the criteria provided in FPM and CPR 306.9.

b. Nominations will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314 by 1 March each year.

c. DA Form 2442 is awarded by the Commander, USACE to the employee nominated as the Corps of Engineers candidate for DA recognition. In addition, if otherwise eligible, the selected CE employee should be considered for a performance based award.

8-16. Honorary Recognition for Achievement in Equal Employment Opportunity.

a. The Chief of Engineers Annual Awards for EEO Achievement.

(1) The Commander, USACE may award Certificates of Achievement annually to military and civilian personnel who, by their personal efforts, have made unusual contributions to the achievement of significant accomplishments in the Department of the Army and Corps of Engineers EEO Program. All military and civilian personnel are eligible for the recognition. Nominees must have achieved outstanding performance that clearly exceeds the normally expected level of performance in one of the areas of EEO and will be judged on two or more factors that are applicable to one of the categories listed below.

(2) Awards will be given in two categories. The first category is for professionals involved in the Equal Employment Opportunity Program. The second category is for employees, supervisors and managers who have made a significant contribution to the accomplishment of EEO Program goals.

(3) The criteria for the first category are as follows:

(a) Provided outstanding leadership in the development and/or implementation of an equal employment opportunity action plan or activity; which leads to significant results or improvements in the Army and Federal Equal Employment Opportunity Program;

USACE Suppl 1
to AR 672-20
31 Jul 86

(b) Stimulated and maintained a high level of respect and confidence on the part of minority groups or women*s organizations in the Army and in the Federal Equal Employment Opportunity Program;

(c) Accomplished substantially more than their required program responsibility in taking affirmative action to insure equal opportunity for employees and applicants for employment within Army; and

(d) Initiated programs which have resulted in significant contributions to either the Federal Women*s Program, the Hispanic Employment Program, or the Handicapped Employment Program.

(4) The criteria for the second category are follows:

(a) Achieved outstanding success in working in support of economic opportunity or other domestic action programs directed at advancing equal employment opportunity in the Army and the community;

(b) Achieved outstanding success in formulating policy changes or corrections which resulted in significant results or improvements to the Army EEO mission;

(c) Initiated and developed programs which have resulted in significant improvement in the employment status of minorities, women and the physically and mentally handicapped.

(5) A local commander may nominate the individual(s) whose achievements have clearly exceeded the normally expected level of performance, who clearly have been outstanding among all who perform similar duties or accomplished similar achievements and who are deemed to be most worthy of overall note at the FOA. Nominations for the award are optional. The narrative must be specific in substantiating actions/projects which have significantly impacted upon the Corps and Army EEO program and will clearly show how the criteria in paragraph a(1) through (4) above were met. Nominations will be submitted in an original and five copies and will comply with the requirement of subparagraph 8-1d. Local Incentive Awards Committees should review nominations to insure that the criteria above were met by each nominee and recommend all such nominations to the commander. It is realized that, in some years, a commander may not find it appropriate to make a nomination for the award. Further, while it is generally desirable to limit nominations to a single candidate, it may be appropriate in some instances to nominate more than one individual because of unique accomplishments in different areas of responsibility or because accomplishments are substantially equivalent.

(6) Nominations from districts and separate FOA will be submitted to the next higher command. An ad hoc committee will be designated to review Division Office headquarters candidates, and will be convened to review nominations against the criteria, rank the nominees and recommend one nomination to the Division Commander to be forwarded to HQUSACE. In those instances where it is felt that more than one candidate should be nominated

because of unique accomplishments in different areas of responsibility or because accomplishments are substantially equivalent, a full explanation of the reasons will be included in the forwarding letter. In developing the list of nominees from subordinate offices and for Division Office headquarters personnel, Division Commanders will also consider the accomplishments of individual District Commanders and prepare a nomination for any such individual whose personal accomplishments warrant such action. The Executive Director, Engineer Staff, HQUSACE will accomplish similar action with regard to the accomplishments of Division Commanders and the Commanders of separate FOA.

(7) Nominations may be for specific individual actions, or specific assignments, or for accomplishments during the entire nominating period. Nominating periods will commence on 1 July and end on 30 June of the following year. District Commanders will complete all necessary actions and forward nominations to reach the appropriate Division Commander not later than 1 April. Division Commanders and Commanders/Directors of separate FOA will complete all necessary action and forward nominations to reach CDR USACE (DAEN-EO) WASH DC 20314 not later than 1 April each year.

(8) Nominations from FOA will be reviewed by a five member ad hoc committee chaired by the EDES or designee, with at least one minority and one woman member. The OCE Equal Employment Opportunity Office, as sponsor and administrator of this award, will provide an executive secretary to the committee without vote. The committee will review the nominations against the criteria, rank the nominees and recommend all substantially equivalent nominations to the Commander, USACE.

b. The Chief of Engineers Equal Employment Opportunity Trophy Award.

(1) The Chief of Engineers will award an equal employment opportunity trophy and a certificate of recognition to the FDA that has demonstrated outstanding accomplishment in EEO and affirmative action.

(2) The criteria for this award:

(a) Met or exceeded a significant number of affirmative action goals within that FOA.

(b) Met or exceeded the USACE complaints resolution rate goal of 85%.

(c) Provided outstanding leadership and implemented initiatives which resulted in eliminating or overcoming barriers that affect the employment/employability of minorities and women.

(d) Conducted recruitment (internal or external) efforts attracting minorities and women which resulted in helping to eliminate underrepresentation in the workforce.

USACE Suppl 1
to AR 672-20
31 Jul 86

(e) Career program managers involvement resulted in improving the representation of women and minorities in their respective career program.

(3) Nominations must specifically address accomplishments.

(4) An ad hoc committee will be designated to evaluate submissions. Recommendations will be submitted to the Commander for approval.

(5) The trophy will be presented at an appropriate Corps commanders conference.

(6) Evaluation period will be based on accomplishments experienced during the immediate preceding fiscal year. Nominations are to reach HQUSACE (DAEN-EO) NLT 1 December of each year.

c. The Secretary of the Army Annual Award for EEO Achievement.

(1) The Secretary of the Army presents Awards each year to the military members and/or civilian employees who are deemed to have achieved the most outstanding performance in the area of equal employment opportunity, based upon the criteria in subparagraph a(1) through a(4)(c) above.

(2) The Corps of Engineers nominee(s) for the award will be selected from among those receiving the Chief of Engineer Annual Awards for EEO Achievement. The ad hoc committee designated in subparagraph a(8) above will present a recommendation to the Commander, USACE as to the nominee(s) for this award. Nominating commanders will be advised of the candidate(s) selected.

8-17. Research and Development Awards.

a. Army Research and Development Achievement Award. Requirements are published in AR 672-304 and corresponding USACE Supplement.

b. Army Laboratory of the Year Award. Requirements are published in AR 672-305. Call for these nominations are announced each year by HQUSACE (DAEN-RDZ) letter to all FDA.

c. Researcher of the Year Award.

(a) The Director of Research and Development, HQUSACE has established a Researcher of the Year award to provide recognition to an outstanding Corps of Engineers scientist or research engineer. The "Researcher of the Year" award will consist of a plaque. The award will be presented each year at the Headquarters Engineer Day held in June of each year.

(b) Each FOA Commander may establish an appropriate award to recognize an outstanding scientist or research engineer within his command. The basis for selection will conform to the criteria for the Corps-wide award so the FOA selectee will complete in the HQUSACE competition.

(c) Eligibility: Any civilian or military employee of the Corps of Engineers serving as a scientist or research engineer.

(1) Specific contribution: Must have performed research and development investigations supporting the USACE mission in the fiscal year preceding the award.

(2) Career Accomplishments. Evaluation of nominee should include:

(a) Innovation.

(b) Contribution toward support of the USACE mission.

(3) Quality of Work.

d. Nomination procedures. Each FOA commander is encouraged to submit one nomination for the Chief*s award. Nominations must be submitted to CDR, USACE (DAEN-RDL), WASH DC 20314-1000, NLT 30 April following the fiscal year which the nomination covers. Nominations will be submitted in original and seven copies, and will be personally endorsed by the nominating commander. The nomination will consist of:

(1) Name, grade, classification, and organization title of nominee. A brief statement of officially assigned duties.

(2) A brief description (not to exceed 500 words) of the achievement on which the nomination was based.

(3) A biographical sketch of the nominee.

(4) A statement as to whether or not nominee has received any other award for this achievement.

(5) A proposed citation (75-90 words) suitable for inclusion on a certificate to be presented by the Chief of Engineers of Engineer Day.

(6) DA Form 1256 (Signed by nominating FDA Commander).

e. Selection. Nominations from FDA will be reviewed by a committee consisting of staff members within the Directorate of Research and Development, Directorate of Civil Works, Directorate of Engineering and Construction and the Office of the Assistant Chief of Engineers. Final selection will be made by the Director of Research and Development and forwarded to the Chief of Engineers for final approval.

f. Items for consideration by HQUSACE in evaluating nominees for the Researcher of the Year award include, but are not limited to:

(1) Evidence of a significant scientific or engineering achievement which has led to an advancement in the state-of-the-art in a particular field.

USACE Suppl 1
to AR 672-20
31 Jul 86

An achievement is significant when it: Establishes a scientific basis for subsequent technical improvements in military or civil operational capabilities, or materially improves the US Army Corps of Engineers technical capability. The achievement may be characterized by one or more of the following:

- (a) A material and significant contribution to the national welfare.
 - (b) An invention, patent, or design of equipment which has significantly enhanced a field of work or opened up a new field.
 - (c) Completion of an exceptionally innovative and/or creative research project which has significantly improved or led to a new field or research, the results of which are considered by that discipline as having made a major breakthrough.
 - (d) An exceptional contribution to professional and/or technical societies which has resulted in nationwide or worldwide recognition.
 - (e) An unusual act which facilitated the advancement in science or engineering.
- (2) Evidence of highest quality and effective scientific and engineering leadership which advanced materially the research and/or development accomplishments of a technical activity, group, or project.

8-18. Programmer of the Year Award

a. The Director of Civil Works, HQUSACE has established a Programmer of the Year Award to provide honorary recognition to an Outstanding Corps of Engineers division or district employee in a professional program development position. The "Programmer of the Year" award will consist of a plaque, a medal and a certificate signed by the Director of Civil Works. The award is presented at the annual Program Development Conference.

b. Each division commander may establish an appropriate award to recognize an outstanding professional programmer from the program development offices and branches within the command. The basis for selection will conform to the criteria for the Corps-wide award. The division selection will then be eligible for the HQUSACE competition.

c. Eligibility: Any civilian employee of the Corps of Engineers serving in a district or division professional program development position (in a program development office or branch or similar unit) at a grade GM/GS-15 or below is eligible. Eligible personnel will be nominated and considered in accordance with the following mandatory criteria:

(1) Specific Contribution. A specific contribution to program development, having resulted from the nominee's own effort, and principally

having culminated during the calendar year under consideration, which enhances accomplishment of the Civil Works program.

(2) Career Accomplishments. An outstanding record which reflects career and self-development, executive or technical competence, and exemplary performance not directly related to the specific contribution.

d. Nominations procedures. Each division commander is encouraged to submit one nomination for the Director*s award. Nominations must be submitted to CDR, USACE (DAEN-CWZ-A) WASH DC 20314-1000, not later than 28 February following the calendar year which the nomination covers. Nominations will be submitted in original and six copies, be personally endorsed by the nominating division commander and consist of:

(1) A single sheet containing:

- (a) Name of nominee.
- (b) Date of birth.
- (c) Position title, series and grade.
- (d) Organization and location.
- (e) Service computation date for Federal service.
- (f) Service computation date for activity.
- (g) Job progression, including all Federal civilian service.
- (h) Awards and performance ratings previous three years.
- (i) Education.
- (j) Membership in professional societies, professional registration, etc.

(2) Da Form 1256 (Signed by the nominating Division Commander).

(3) A description of the nominee's current duties and responsibilities.

(4) A brief description of the nominee*s specific contributions which formed the basis for the nomination (not to exceed 1,000 words).

(5) A brief description of the nominee*s outstanding career accomplishments.

(6) A proposed citation.

e. Selection: Nominations from the divisions will be reviewed by a committee consisting of staff senior executive service members within the Directorate of Civil Works. The committee will recommend one candidate for the consideration of the Director of Civil Works. Final selection will be made by the Director.

Considerations to be used by HQUSACE in evaluating nominees for the Programmer of the Year Award.

(1) Improvement of the Program Development process through innovation.

USACE Suppl 1
to AR 672-20
31 Jul 86

- (2) Resolution of major programming problems.
- (3) Demonstrated management achievement.
- (4) Enhancement of Corps image by improved program management.
- (5) Complexity of contribution with respect to nominee*s current duties and responsibilities.

8-19. Gallery of Distinguished Civilian Employees.

a. All FOA which employ significant numbers of civilians may recognize retired or deceased employees who have rendered distinguished and exceptional service by hanging their photographic portraits in a "Gallery of Distinguished Civilian Employees." The Gallery may be located in a building lobby, main conference room, hallway, library or similar prominent place.

b. Activities establishing a "Gallery of Distinguished Civilian Employees" will promulgate local policy concerning length of service with the Corps of Engineers.

c. The following criteria will be observed in nominating and considering candidates:

(1) Accomplished assigned duties in such a manner as to have been clearly exceptional and pre-eminent among all who have performed like or similar duties;

(2) Developed and/or improved methods and procedures which produced extraordinary benefits for the Corps of Engineers;

(3) Contributed substantially to the reputation and honor of the Corps of Engineers;

(4) Performed loyally and faithfully throughout the period of service.

d. Commanders should establish committees of senior employees to review nominations and consider candidates for this recognition.

8-20. The Planning Excellence Award.

a. The Director of Civil Works, HQUSACE has established a Planning Excellence Award to provide honorary recognition to an outstanding Corps of Engineers district employee in a professional planning position in an FOA. The "Planner of the Year" award will consist of a plaque, a medal and a certificate signed by the Director of Civil Works.

b. Each division commander will establish an appropriate award to recognize an outstanding district planner from planning organizations within the command. The basis for selection will conform to the criteria for the

Corps-wide award. The division selection will then be eligible for the HQUSACE competition.

c. Eligibility: Any civilian employee of the Corps of Engineers serving in a district professional planning position (in a planning division or branch or similar unit) at a grade GM/GS-15 or below is eligible. Eligible personnel will be nominated and considered in accordance with the following mandatory criteria:

(1) Specific Contribution. A specific contribution in some field of civil works planning, for which the nominee is primarily responsible, resulting in significant advances in the planning process. The contribution must have been individual and the result of the nominee*s own effort, and must have culminated during the calendar year under consideration.

(2) Career Accomplishments. An outstanding record which reflects career and self-development, executive or technical ability, and exemplary performance not directly related to the special contribution or project.

d. Nomination procedures. Each division commander will submit one nomination for the Director*s award. Nominations must be submitted to CDR, USACE (DAEN-CWZ-A) WASH DC 20314, not later than 20 March following the calendar year which the nomination covers. Nominations will be submitted in original and six copies, be personally endorsed by the nominating division commander and consist of:

(1) A single sheet containing:

(a) Name of nominee.

(b) Date of birth.

(c) Position title, series and grade.

(d) Organization and location.

(e) Service computation date for Federal service.

(f) Service computation date for activity.

(g) Job progression, including all Federal civilian service.

(h) Education.

(i) Membership in professional societies, professional registration, etc.

(2) DA Form 1256 (Signed by the nominating Division Commander).

(3) A description of the nominee*s specific contributions which formed the basis for the nomination (not to exceed 1,000 words).

USACE Suppl 1
to AR 672-20
31 Jul 86

(4) A brief description of the nominee's current duties and responsibilities.

(5) A brief description of the nominee's outstanding career accomplishments.

(6) A listing of previous Awards and Outstanding/Exceptional Performance Ratings received within the past three years.

(7) A listing of the nominee's publications (if any).

(8) A proposed citation.

e. Selection: Nominations from the divisions will be reviewed by a committee consisting of up to five staff senior executive service members within the Directorate of Civil Works. The committee will recommend one candidate for the consideration of the Assistant Commander and Director of Civil Works. Final selection will be made by the Director.

8-21. Outstanding Planning Achievement Award.

a. The Director of Civil Works, HQUSACE has established an "Outstanding Planning Achievement Award" for the purpose of providing honorary recognition to a team of civil works planners within the Corps of Engineers for accomplishment of an outstanding planning activity in an FOA. The winning team will be designated as the "Planning Team of the Year". The award will consist of an appropriate certificate for each member of the team nominated by each Division and an additional memento selected by the Director of Civil Works for each member of the team which is selected as "Planning Team of the Year."

b. Eligibility. Each division commander may submit one nomination to HQUSACE for consideration by the review committee. Any team or group of civilian employees of the Corps of Engineers serving in civil works professional planning positions in an FOA working toward a common goal of producing a better planning document(s), planning product, or enhancing the planning process is eligible. A team or group of personnel will be nominated and considered in accordance with the following criteria:

(1) Specific Contribution. A specific contribution in some field of civil works planning by any team or group of civilian employees organized for the purpose of achieving a common goal of preparing a planning document(s); incorporating or applying innovative planning procedures to the planning process or planning activity; outstanding management of a civil works planning activity; or any other planning effort that has resulted in substantial financial and manpower savings or substantial reduction in project realization time frame. The contribution must have been the result of a team effort and must have culminated during the calendar year under consideration.

(2) Career Accomplishments. Team members should demonstrate an outstanding employment record which reflects career and self-development, noteworthy administrative, professional or technical abilities and exemplary performance.

c. Nomination Procedures: Each division commander may submit one team nomination for the Director*s award. Nominations must be submitted to CDRUSACE (DAEN-CWZ-A) WASH DC 20314, not later than 20 March following the calendar year which the nomination covers. Team nominations will be submitted in original and seven copies, be personally endorsed by the nominating division commander and provide information on team members consisting of:

(1) A single sheet containing:

(a) Names of nominees.

(b) Dates of birth.

(c) Positions, titles, series, and grades.

(d) Organization and location.

(e) Service computation dates for Federal service.

(f) Service computation dates for activity.

(g) Job progression, including all Federal civilian service.

(h) Education.

(i) Membership in professional societies, professional registration, etc.

(2) DA Form 1256 (signed by the nominating Division Commander).

(3) A description of the team*s specific contributions which formed the basis for the nomination (not to exceed 1,000 words).

(4) A brief description of each team member*s current duties and responsibilities.

(5) A brief description of each team member*s outstanding career accomplishments.

(6) A listing of previous Awards and Outstanding/Exceptional Performance Ratings for each team member received within the past three years.

(7) A listing of team member*s publications (if any).

(8) A proposed citation.

USACE Suppl 1
to AR 672-20
31 Jul 86

d. Selection. Nominations from the divisions will be reviewed by a committee consisting of up to five staff senior executive service members within the Directorate of Civil Works. The committee will recommend one team for the consideration of the Director of Civil Works. Final selection will be made by the Director of Civil Works.

8-22. Civilian of the Year.

a. This award is presented by the Commander, USACE to a current civilian employee of the U.S. Army Corps of Engineers. The award, which was established by Lieutenant General John W. Morris, former Chief of Engineers, under the auspices of the Corps of Engineers Historical Foundation, consists of a photoetched, gold plated walnut plaque that depicts an engineer*s hard hat. It also includes, as permitted by governing regulations, consideration for advanced executive, managerial or technical training for a period not to exceed one year. This recognition of distinguished civilian service is awarded by the Commander, USACE at the annual Awards ceremony conducted in conjunction with the Corps of Engineers anniversary and Engineer Day activities.

b. The award is presented to the civilian employee determined to have achieved the highest overall standards of excellence as a Corps employee and who individually has made the most significant and noteworthy contributions to the mission, reputation and prestige of the total Corps of Engineers.

(1) Basic eligibility: Nominees must be current Corps of Engineers employees expected to be on the Corps rolls at the time the award is presented in June and must have achieved the following:

(a) Has contributed substantially to the mission, prestige and reputation of the Corps of Engineers.

(b) Has attained the highest standards of excellence as a civilian employee and has achieved professional prominence.

(2) Desirable achievements. Additional weight will be given to nominees who have demonstrated significant participation in areas outside the Corps of Engineers, such as professional societies, civic associations, religious activities, philanthropic organizations or other worthy volunteer groups.

(3) Mandatory nominations. Employees who meet basic eligibility and who have received one of the honors listed below during the preceding calendar year must be nominated.

(a) The President*s Award for Distinguish Federal Civilian Service Award

(b) Department of Defense Distinguished Civilian Service Award

(c) Secretary of Army Decoration of Exceptional Civilian Service

- (d) Meritorious Civilian Service Award
- (e) National Society of Professional Engineers (NSPE) Outstanding Engineer Award
- (f) SAME Ralph A. Tudor Medal
- (g) SAME Raymond A. Wheeler Medal
- (h) Election to the National Academy of Engineering or an organization of similar professional stature.

(4) Nominating procedure. Candidates for this award will be nominated by the employee*s immediate supervisor and forwarded through a appropriate command channels to HQUSACE. The nominations are to be submitted annually, not later than 1 March, to CDR USACE (DAEN-PEC-L) WASH DC 20314. The achievements upon which the nomination is based may span more than a one-year period; however, emphasis will be placed on the employee*s most recent achievements. Therefore, the nominee's record of accomplishments, contributions and quality of performance during the preceding calendar year will be considered the most important and weighed accordingly during the selection process. Specific submission requirements are at Appendix F.

(5) Selection process. Final selection for this award will be made by the Commander, USACE based on the recommendations made by an ad hoc committee. This ad hoc committee will be chaired by the Executive Director, Engineer Staff and will consist of one representative from the Corps of Engineers Historical Foundation, two Senior Executive Service members within OCE, two civilian retirees from the Corps of Engineers and one distinguished senior executive from the Washington, D.C. Federal community who is not directly affiliated with the Corps of Engineers. Membership of the ad hoc committee will be proposed by the Executive Secretary, Incentive Awards Review Committee and approved by the Commander, USACE. In order to guarantee the distinction of this award and ensure that the selectee is truly deserving of this recognition, at least five of the seven ad hoc members must reach agreement on the nominee to be recommended to the Commander, USACE as the year*s award recipient. If no one nominee is determined to meet the rigorous criteria for this award in any particular year, or if five of the seven committee members cannot agree on a recommendation, the award will not be granted. Former winners of this award are ineligible for repeated consideration for this recognition.

c. The award consists of a plaque to be presented by the Commander, USACE and also will include, as regulatorily appropriate, consideration for advanced executive, managerial or technical training for a period not to exceed one year. The training provided will be that which is determined to be most appropriate considering the desires of the employee and the needs of the organization, consistent with governing regulations and funds availability. Completion of the training is intended to enhance the awardee*s career and reinforce the standard of excellence which resulted in the recognition.

USACE Suppl 1
to AR 672-20
31 Jul 86

Eligibility for or interest in this training is not a factor in nominating or selecting individuals for this award.

Page 9-3, para 9-6 Processing Nominations. Add new subparagraph c.

c. All nominations for non-federal awards will be forwarded through command channels to reach CDR USACE (DAEN-PEC-L) WASH DC 20314, by the dates specified in App B, or as otherwise indicated. DA Form 1256 will accompany all nominations, with indorsement at each command level. One additional copy of each nomination will be provided for each command level.

Page 9-4, after paragraph 9-7, add new paragraphs 9-8 through 9-11.

9-8. The William H. Kushnick Award.

a. The William H. Kushnick Award was created in 1968 by a group of prominent citizens who had been engaged in civilian personnel administration on the staff of the Secretary of War during World War II. This group created a trust fund to be used annually to recognize potential and to encourage achievement of young men and women who have undertaken a career in civilian personnel administration in the Department of the Army.

b. Nominations for this award will be submitted to CDR USACE (DAEN-PEC-L) WASH DC 20314 not later than 1 December, each year, in accordance with the criteria provided in Appendix E. This award will be given the widest possible publicity to assure that those employees who meet the criteria are properly considered.

9-9. Carnegie Hero Fund.

a. This fund provides another means of recognition for acts of heroism. Local commanders are encouraged to bring such acts directly to the attention of the Carnegie Hero Fund Commission. Any information desired may be obtained directly from the Manager of the Fund, Oliver Building, Pittsburgh, Pennsylvania 15222.

b. Commanders submitting nominations to the Carnegie Hero Fund Commission will forward a copy to CDR USACE (DAEN-PEC-L) WASH DC 20314, and will furnish appropriate information regarding final action taken on the nomination.

9-10. Ten Outstanding Young Americans Awards. The basic requirements for this award are published in AR 672-6. This regulation applies to civilian and military personnel with the Department of the Army. Nominations should be submitted in original and two copies to CDR USACE (DAEN-PEC-L) WASH DC 20314-1000 not later than 1 May each year.

9-11. National Society of Professional Engineers* Federal Engineer of the Year Award.

a. The National Society of Professional Engineers (NSPE) makes this award each year to provide recognition for accomplishments of engineers who serve in the Federal Government. NSPE initiated this event in 1979. It is participated in by most Federal Government agencies who employ a significant number of engineers. All professional engineers in the Corps, both military and civilian, should be given appropriate consideration.

b. Nominations:

(1) Candidates should be carefully selected on the basis of the guidelines set forth in Appendix G.

(2) Nominations from Corps Divisions should be submitted to CDR USACE (DAEN-ECZ-B) WASH DC 20314 not later than 15 December.

Page 10-2, paragraph 10-9, Certificate of Appreciation for Patriotic Civilian Service. Add to subparagraph a.

The authority to award the Certificate and lapel button is delegated to all General Officers serving as Division Engineers or heads of independent FOA. The authority may not be redelegated. Nominations submitted by FOA which do not serve under a general officer will forward nominations to CDR USACE (DAEN-PEC-L) WASH DC 20314. A reproduced copy of each certificate awarded under the above delegated authority will be forwarded to CDR USACE (DAEN-PEC-L) WASH DC 20314.

Page 10-3, after paragraph 10-10, add new paragraphs 10-11 and 10-12.

10-11. Processing time for Awards. Awards described in this Chapter which require approval at a level higher than the Commander, USACE should be submitted at least three months prior to the desired presentation date. Awards which require approval of the Commander, USACE should be submitted at least six weeks prior to the presentation date. Signed certificates and medals will be mailed directly to the nominating office. Certificates may be framed or mounted locally, or returned to CDR USACE (DAEN-PEC-L) WASH DC 20314 for lamination on a walnut plaque. Lamination of certificates specifically requested and approximately 60 days allowed for delivery of laminated certificates.

10-12. Submission of nominations. All nominations for honorary recognition under this Chapter will be forwarded through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314. Nominations for Awards to be approved by the Commander, USACE will be submitted in an original and one copy. Nominations for Awards to be approved at a level higher than the Commander, USACE will be submitted in an original and seven copies. Nominations submitted by District Commanders will be personally indorsed by the Division Commander.

Page 11-3, paragraph 11-2, Payment of Awards. Add new subparagraph m.

m. When the total amount of a proposed cash award exceeds the local

USACE Suppl 1
to AR 672-20
31 Jul 86

commander*s delegated approval authority, the employee will not be notified of local approval, and no part of the award will be paid until all required approvals have been obtained.

Page 11-3, paragraph 11-4, OPM Form 1465 (Requirements Control Symbol (RCS) 1059-OPM-AN (Incentive Awards Program Annual Report) and DD Form 1609, (RCS DD-M(A) -1345) (Incentive Awards Program Annual Report Military). Add to subparagraph d.

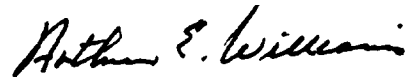
Proposed awards will not be reported until notification is received that final action has been taken on the award by the appropriate approval authority.

Page 12-1, paragraph 12-1. Honorary Awards and other recognition devices. Add to subparagraph c.

The following will be observed in procuring Corps of Engineers emblems. HQUSACE will conduct periodic surveys of needs, procure emblems as necessary, and furnish them to FOA. Initial cost will be paid from the CE Revolving Fund, with subsequent reimbursement by FOA, under procedures that will be announced at the time supplies are furnished. All correspondence about procurement of emblems will be addressed through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314.

Page A-1, Appendix A. Following page A-1, add Appendix B (pages B1 and B-2); Appendix C (page C-1); Appendix D (pages D-1 through D-9); Appendix E (pages E-1 and E-2); Appendix F (page F-1); and Appendix G (pages G-1 and G-2).

FOR THE COMMANDER:



6 Appendices

APP B Dates for Submission
of Nominations for Honorary
Recognition

APP C Information and Format -
Additional Cash Awards for Suggestions
and Special Achievement Awards

APP D Sample Citations for Honorary Awards

APP E The William H. Kushnick Award

APP F Civilian of the Year Submission Requirements

APP G National Society of Professional Engineers
Engineer of the Year Award

ARTHUR E. WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

APPENDIX B

Dates For Submission of Nominations for Honorary Recognition

1. <u>Awards with Annual Date for Submission of Nominations.</u>	Para No.	Due Date
a. Planning Excellence Award	8-20	1 February
b. Outstanding Planning Achievement Award	8-21	1 February
c. Programmer of the Year Award	8-18	28 February
d. Handicapped Employee of the Year Award	8-15	1 March
e. Civilian of the Year	8-22	1 March
f. Researcher of the Year Award	8-17	30 April
g. Equal Employment Opportunity Award	8-16	1 May
h. Arthur S. Flemming Award	9-2	1 September
i. Department of Defense Distinguished Civ. Service Award	8-2	1 October
j. Roger W. Jones Award for Executive Leadership	9-5	15 October
k. Outstanding Achievement in Material Acquisition Award	8-3	15 November
l. William H. Kushnick Award	9-8	1 December
m. Equal Employment Opportunity Trophy Award	8-16	1 December
n. William A. Jump Memorial Award	9-3	15 December
o. NSPE Federal Engineer of the Year Award	9-11	15 December
p. The President*s Award for Distinguished Federal Civilian Service	8-1	By Announcement

2. Awards for which nominations must be submitted within six months after period covered by the award (NOTE: "Submitted" means approved by the nominating commander on DA Form 1256, if appropriate, or on a letter of nomination.)

USACE Suppl 1
to AR 672-20
31 Jul 86

a. Awards for Employees:

- (1) Decoration for Exceptional Civilian Service
- (2) Meritorious Civilian Service Award
- (3) Certificate of Appreciation for Patriotic Civilian Service

b. Public Service Awards:

- (1) Presidential Medal of Freedom
- (2) Presidential Citizens Medal
- (3) Department of Defense Medal for Distinguished Public Service
- (4) Decoration for Distinguished Civilian Service (DA)
- (5) Outstanding Civilian Service Award
- (6) Department of Defense Meritorious Award
- (7) Certificate of Appreciation for Patriotic Civilian Service

APPENDIX C

Information and Format - Additional Cash
Awards For Suggestions and Special Achievement Awards
(Special Act or Service)

1. Letter from nominating commander, addressed through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314 will include the following:
 - a. Nominee*s name, position title, and grade.
 - b. Period covered by the award, or date of the accomplishment.
 - c. Meaningful summary of the achievement.
2. Complete, concise and comprehensive justification with pertinent supporting documentation assembled in chronological order and properly indexed and tabbed. Audits of savings should be attached.
3. Positive statement regarding the relationship of the achievement to the nominee's job responsibilities. Attach two copies of the nominee*s official job description.
4. DA Form 1256, Incentive Award Nomination and Approval , in original and one copy, will accompany all nominations for cash Awards for civilians. Parts II and III of the form should be completed in all cases, except that Part III may be omitted when the local commander is the nominating official. In the latter case, the local commander will sign on both lines 6 and 11.

APPENDIX D

Sample Citations for Honorary Awards

Decoration for Exceptional Civilian Service	(Figure D-1)	D-2
Meritorious Civilian Service Award		
For Job Performance	(Figure D-2)	D-3
For Courage in Emergency	(Figure D-3)	D-4
Outstanding Civilian Service Medal	(Figure D-4)	D-5
Patriotic Civilian Service Award		
For service to the Corps of Engineers (Individual)	(Figure D-5)	D-6
For service to the Corps of Engineers (Private Firm)	(Figure D-6)	D-7
For blood donors	(Figure D-7)	D-8
Corps of Engineers Certificate of Appreciation	(Figure D-8)	D-9

USACE Suppl 1
to AR 672-20
31 Jul 86

FIGURE D-1

DEPARTMENT OF THE ARMY

DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE

JANE Q. PUBLIC

HAS RECEIVED OFFICIAL COMMENDATION FOR EXCEPTIONAL PERFORMANCE OF DUTY

CITATION

For exceptional performance of duties as Chief, Engineering Division, U.S. Army Engineer District, Southland, from 1 July 1981 to 30 September 1982. Her outstanding leadership, engineering acumen and unique managerial competence contributed significantly to the successful accomplishment of the Civil Works missions of the Corps of Engineers and have been of tremendous value in protecting and conserving the dwindling wildlife and natural resources in the State of Georgia. Her ceaseless efforts to maintain construction progress and a program of engineering excellence during abnormal funding periods, and her constant attention to the preservation and improvement of environmental resources have placed Mrs. Public in the forefront of her profession, and reflect great credit upon herself and the Department of the Army.

FIGURE D-2

DEPARTMENT OF THE ARMY

DECORATION FOR MERITORIOUS CIVILIAN SERVICE

JOHN Q. PUBLIC

HAS RECEIVED OFFICIAL COMMENDATION FOR MERITORIOUS PERFORMANCE OF DUTY From 1 June 1980 to 31 October 1981 as Chief, Foundations and Materials Branch, U.S. Army Engineer District, Northland.

CITATION

Mr. Public exhibited outstanding professional ability, imaginative leadership, and noteworthy initiative in carrying out his responsibility for management of the engineering design of foundations, pavements, earthen dams and levees for a very large and highly complex construction program. His astute recommendations for the development and implementation of new techniques and more productive methods, his incisive logic and sound judgment contributed significantly to the successful accomplishment of the District*s mission. His many achievements, and his devotion to the principles of responsible public service, reflect great credit upon himself, the U.S. Army Corps of Engineers and the Department of the Army.

USACE Suppl 1
to AR 672-20
31 Jul 86

FIGURE D-3

DEPARTMENT OF THE ARMY

DECORATION FOR MERITORIOUS CIVILIAN SERVICE

JOHN Q. PUBLIC

HAS RECEIVED OFFICIAL COMMENDATION FOR MERITORIOUS PERFORMANCE OF DUTY

CITATION

For an act of bravery in the rescue of six persons from drowning on 12 July 1982, at Lock and Dam No. 12, U.S. Army Engineer District, Northland. Upon learning that a pleasure boat had gone over the crest of the dam, he and a fellow employee proceeded by rowboat to the apron of the dam where, without regard for the great danger to their personal well-being, they entered the swift, waist-deep water and assisted two injured persons to safety on a nearby island. They then reentered the turbulent water, located four remaining survivors, and assisted them to the safety of the island. The conspicuous bravery he exhibited in this heroic act reflects great credit upon himself, the U.S. Army Corps of Engineers and the Department of the Army.

FIGURE D-4

DEPARTMENT OF THE ARMY

OUTSTANDING CIVILIAN SERVICE AWARD
IS AWARDED TO

JANE Q. PUBLIC

CITATION: For noteworthy assistance to the U.S. Army Engineer District, Southland, from June 1979 through August 1982. As Secretary and Treasurer of the Slithery River Basin Association since its inception, she was a driving force in keeping the Association active and effective in the development of water resources in the Slithery River Basin of Tennessee and Georgia. In addition, she was frequently called upon to serve as arbitrator between varied, and often conflicting interest groups concerned with the uses and further development of the basin, Her boundless energy and enthusiasm, her abiding concern for water conservancy, and her devotion to the principles of good citizenship, contributed immeasurably to the well-being of the citizens of both states, and materially assisted the accomplishment of the missions of the U.S. Army Corps of Engineers and the Department of the Army.

USACE Suppl 1
to AR 672-20
31 Jul 86

FIGURE D-5

DEPARTMENT OF THE ARMY

CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE
IS AWARDED TO

JOHN Q. PUBLIC

CITATION: For outstanding service to the U.S. Army Engineer District, Westland, through his unwavering support of the planning, construction, and operation of Dry Gulch Dam and Reservoir. During the planning phase he perceived the potential of Dry Gulch Dam as the nucleus for an extensive outdoor recreation and sportsman*s haven, well in advance of his contemporaries. As a feature writer for the Western Times-Observer and the Prairie-Plains News, he prepared news articles and columns explaining in detail the benefits of the project. He kept readers apprised of progress in construction and, after completion of the construction, he continued to inform his readers as to how the project operated and of the conservation benefits being derived. His tireless efforts, and his noteworthy leadership in the field of conservation, contributed materially to the successful accomplishment of the missions of the U.S. Army Corps of Engineers and the Department of the Army.

FIGURE D-6

DEPARTMENT OF THE ARMY

CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE
IS AWARDED TO

J.Q.P. CONSTRUCTION COMPANY, INC.

For outstanding service to the U.S. Army Engineer District, Eastland, from 8 October 1980 to 17 November 1981, in accomplishing contract construction of warehouse floors at the Essayons Defense Depot, Waterside, North Carolina. The firm produced uniformly high quality construction, completed work substantially ahead of schedule, and established a perfect safety record. Its cooperative and energetic efforts enabled the using agency to obtain early occupancy of the warehouses, and contributed materially to the ability of the Eastland Engineer District to accomplish its construction mission.

USACE Suppl 1
to AR 672-20
31 Jul 86

FIGURE D-7

DEPARTMENT OF THE ARMY

CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE
IS AWARDED TO

JANE Q. PUBLIC

For generosity and humanitarianism in contributing ten gallons of blood through the Department of the Army blood donor program. This rare achievement, which was accomplished by continuing dedication of purpose from June 1975 to August 1982, is an outstanding manifestation of deep concern for the well-being of her fellow man. Her steadfast devotion to this cause established an enviable record, set a high example for her associates, and reflects great credit upon herself, the U.S. Army Corps of Engineers and the Department of the Army.

FIGURE D-8

United States Army Corps of Engineers



Awards this

Certificate of Appreciation
to

SAMPLE



Figure D-8

APPENDIX E
The William H. Kushnick Award

1. Purpose. A group of prominent citizens formerly engaged in civilian personnel management in the Department of the Army has established a trust fund to recognize potential and encourage achievement of men and women who have undertaken a career in civilian personnel administration.
2. The Award. The Award will consist of a certificate and an appropriate memento provided from the trust fund.
3. Eligibility. Any civilian employee of the Department of the Army at mid-career in the Civilian Personnel Administration Career Program, normally with five years and up to 15 years service in the Department of the Army, and who is not above grade GS-14 at the time of nomination.
4. Basis for Selection. Eligible personnel will be nominated and considered in accordance with the following criteria:
 - a. Specific Contribution. A specific contribution in the broad field of Civilian Personnel Administration, for which the nominee is primarily responsible, resulting in material improvement in service or a substantial financial savings or significant social or technological progress. The contribution must be individual and the result of the nominee's own efforts. This contribution must have culminated during the calendar year under consideration.
 - b. Career Accomplishments. An outstanding record reflecting highly effective career development, executive or technical ability, and exemplary performance evidenced by the nominee, not directly related to the special contribution or project.
5. Nomination of Candidates. Each FOA commander is invited to submit one nomination. Nominations must be submitted to CDR USACE (DAEN-PEC-L) WASH DC 20314 not later than 1 December each year.
6. Details.
 - a. Nominations will be submitted in original and five copies, be personally indorsed by the nominating commander, and consist of:
 - (1) A cover sheet containing:

USACE Suppl 1
to AR 672-20
31 Jul 86

- (a) Name of nominee
- (b) Date of birth
- (c) Position title and grade
- (d) Organization and location
- (e) Length of service
- (f) Job progression
- (g) Education

(2) A brief description of the nominee*s present duties and responsibilities, including the scope of work.

(3) Describe the specific contribution forming the basis for this nomination (not to exceed 1,000 words).

(4) Describe briefly the outstanding executive or technical ability, or outstanding performance evidenced by the nominee.

(5) Two photographs, 8" x 10" glossy.

(6) DA Form 1256.

b. Selection of the nominee to receive the William H. Kushnick Award will be made by a Committee of three persons, composed of the Assistant Secretary of the Army (M&RA) as Chairman, the Director of Civilian Personnel, Department of the Army, and one distinguished private citizen selected by the Secretary of the Army.

APPENDIX F

Civilian of the Year
Submission Requirements

Description and criteria for this award is contained in paragraph 8-22 of this regulation. Nominations will be submitted in original and eight copies and consist of:

1. A letter endorsement by the Commander/Director/Chief who reports to the Commander, USACE in the chain of command.

2. Not more than two standard size sheets of bond paper containing:

(a) Name of the nominee.

(b) Position Title, series and grade.

(c) Organization and location.

(d) Service computation date for Federal Service.

(e) Service computation date for the Corps of Engineers.

(f) A brief description of current duties and responsibilities.

(g) Functional job titles (including series and grade, if in the Federal Service) and dates, beginning with the current position, for the past ten years (specify whether military or civilian). Significant job titles held more than ten years ago may be added.

(h) Educational achievements (degrees, War College, etc.). Specify dates.

(i) Membership in professional societies, professional registration/certification, etc.

(j) A listing of previous Awards and Outstanding/Exceptional performance ratings. Specify dates.

3. A description of the nominee*s specific contributions which form the basis for the nomination (not to exceed two standard size sheets of bond paper).

4. A proposed citation of not more than 75 words on a standard size sheet of bond paper.

5. DA Form 1256.

APPENDIX G

National Society of Professional Engineers*
Engineer of the Year Award

1. Purpose. The National Society of Professional Engineers (NSPE) makes this award to provide recognition for the accomplishment of engineers who serve in the Federal Government.
2. The Award. Individual agency award winners (one from the Corps) and the Federal Engineer of the Year Award Winner (to be chosen from the agency winners) will be honored and given a plaque at the National Engineers Week Dinner to be held in Washington, D.C. in February each year.
3. Eligibility. Any professional engineer in the Corps, either military or civilian, who during the last year (from 15 December of the past year to 15 December of the current year) has received one of the following is eligible to be nominated: an outstanding performance award; a highly successful or exceptional rating; or an honorary or monetary award recognizing excellence in engineering.
4. Basis for Selection. Nominees will be considered and selected in accordance with the following criteria:
 - a. Educational and Collegiate Achievements
 - (1) Advanced Degrees
 - (2) Honor Societies, Offices Held
 - b. Professional Society Activities
 - (1) Offices Held
 - (2) Committee Assignments/Responsibilities
 - (3) Awards
 - c. Technical Society Activities
 - (1) Offices Held
 - (2) Committee Assignments/Responsibilities
 - d. Civic and Humanitarian Activities

USACE Suppl 1
to AR 672-20
31 Jul 86

- (1) Offices Held
- (2) Committee Assignments/Responsibilities
- e. Continuing Competence During Last Three Years
 - (1) Graduate Studies
 - (2) Short Courses/Seminars
 - (3) Papers Published
- f. Engineering Achievements
 - (1) Design
 - (2) Research
 - (3) Development/Management

5. Nomination of Candidates. Each Division Commander is invited to submit one nominee. The nominee must be submitted to CDR USACE (DAEN-ECE) WASH DC 20314, not later than 15 December each year.

6. Details

a. Nominations will be submitted in the format provided by NSPE including the original and five copies. The nomination will be accompanied by a cover letter from the nominating Division Commander stating which of the required ratings or Awards (see paragraph 3 above) the nominee has received in the last year.

b. The Division Nominees submitted to DAEN-ECE will be sent to a judging panel, appointed by NSPE, who will make the selection of the Corps nominee. The Corps nominee will then compete with the other agency nominees for the "Federal Engineer of the Year Award."