

**MEDDAC Pamphlet 672-1**

**Decorations, Awards, and Honors**

# **Civilian Incentive Awards Program**

**Headquarters  
U.S. Army Medical Department Activity  
Fort George G. Meade  
2480 Llewellyn Avenue  
Fort George G. Meade, MD 20755-5800  
27 March 2003**

**Unclassified**

# ***SUMMARY of CHANGE***

MEDDAC Pamphlet 672-1  
Civilian Incentive Awards Program

This new pamphlet—

- o Establishes policies and procedures to administer the civilian incentive awards program at Kimbrough Ambulatory Care Center and Barquist U.S. Army Health Clinic.

Department of the Army  
Headquarters  
United States Army Medical Department Activity  
2480 Llewellyn Avenue  
Fort George G. Meade, Maryland 20755-5800  
27 March 2003

\* MEDDAC  
Pamphlet 672-1

## Decorations, Awards, and Honors

### Civilian Incentive Awards Program

---

FOR THE COMMANDER:

DAVID A. BITTERMAN  
*LTC, MS*  
*Deputy Commander for*  
*Administration*

Official:



JOHN SCHNEIDER  
*Adjutant*

---

**History.** This is the initial publication of this pamphlet.

**Summary.** This pamphlet establishes policies and procedures for administering the civilian incentive awards program for Kimbrough Ambulatory Care Center (KACC) and Barquist U.S. Army Health Clinic (USAHC).

**Applicability.** This pamphlet applies to KACC and Barquist USAHC.

**Proponent.** The proponent of this pamphlet is the Deputy Commander for Administration at KACC.

**Suggested improvements.** Users of this publication are invited to send comments and suggested improvements,

by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZA, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

**Neutral Language.** The male gender pronouns he, his, him and himself when used in this pamphlet also represent the female gender pronouns she, her, hers and herself.

**Distribution.** Distribution of this publication is by electronic medium only.

---

**Contents** (Listed by paragraph and page number)

#### Chapter I

##### Introduction, *page 1*

- Purpose • 1-1, *page 1*
- References • 1-2, *page 1*
- Explanation of abbreviations • 1-3, *page 1*
- Supervisory responsibilities • 1-4, *page 1*
- Approval authority • 1-5, *page 1*

#### Chapter II

##### General, and Types of Awards, *page 1*

###### *Section I*

###### *General, page 1*

- Objective of the Civilian Incentive Awards Program • 2-1, *page 1*

## **Contents—continued**

- Equitable distribution of awards • 2-2, *page 1*
- Use of awards as a motivational device • 2-3, *page 2*
- Limitations on quality step increases • 2-4, *page 2*
- Processing time frames • 2-5, *page 2*
- The MEDDAC Civilian Awards Board • 2-6, *page 2*
- Civilian members of the MEDDAC Civilian Awards Board • 2-7, *page 2*

### *Section II*

- Superior Accomplishment Awards, page 3*
- General • 2-8, *page 3*
- On-the-Spot (OTS) Cash Award • 2-9, *page 3*
- Special Act or Service Award (SASA) • 2-10, *page 3*
- Time Off Award • 2-11, *page 4*

### *Section III*

- Honorary awards, page 4*
- General definition of honorary awards • 2-12, *page 4*
- Criteria for earning honorary awards • 2-13, *page 5*
- Nomination procedure for honorary awards • 2-14, *page 5*
- Approval authority • 2-15, *page 5*

### *Section IV*

- Performance Award, Quality Step Increase, and Career Service Recognition, page 6*
- Performance Award • 2-16, *page 6*
- Quality Step Increase (QSI) • 2-17, *page 6*
- Career service recognition • 2-18, *page 6*

## **Chapter 3**

### **The Civilian Employee of the Month Program, page 6**

- Purpose • 3-1, *page 6*
- Description of the program • 3-2, *page 6*
- Eligibility requirements • 3-3, *page 7*
- Responsibilities • 3-4, *page 7*
- Procedure • 3-5, *page 7*

**Table 2-1:** Awards hierarchy and approval levels chart, *page 5*

### **Figure List**

Figure B-1: Example of a properly completed DA Form 1256 for an On-the-Spot Cash Award, *page 9*

## **Contents—continued**

- Figure B-2: Example of a properly completed DA Form 1256 for a Special Act/Service Award, *page 10*
- Figure B-3: Example of a properly completed DA Form 1256 for a Time Off Award for up to 8 hours, based on a performance appraisal, *page 11*
- Figure B-4: Example of a properly completed DA Form 1256 for a Time Off Award for more than 8 hours, *page 12*
- Figure B-5: Example of a properly completed DA Form 7222 to support a Time Off Award based on a performance appraisal, *page 13*
- Figure B-6: Example of a properly completed DA Form 7223 to support a Time Off Award based on a performance appraisal, *page 14*
- Figure B-7: Example of a properly completed DA Form 1256 for an honorary award, *page 15*

## **Appendixes**

- A.** References, *page 8*
- B.** Examples of Properly Completed Forms for Civilian Incentive Awards Nominations, *page 9*
- C.** Table 7-1, AR 672-20, Contributions with Tangible Benefits, *page 17*
- D.** Table 7-2, AR 672-20, Scale of Awards Based on Intangible Benefits, *page 19*

## **Glossary**

### **-R Forms**



## **Chapter I Introduction**

### **1-1. Purpose**

This pamphlet defines policies and procedures governing the civilian incentive awards program for KACC and Barquist USAHC and establishes guidelines to operate this program within the mandatory budgetary constraints imposed by Headquarters, U.S. Army Medical Command (MEDCOM).

### **1-2. References**

Related references are listed in appendix A.

### **1-3. Explanation of abbreviations**

Abbreviations used in this pamphlet are explained in the glossary.

### **1-4. Supervisory responsibilities**

Responsibility for a quality civilian incentive awards program begins with the immediate supervisor originating the award nomination. Supervisors will ensure that only nominations of substantial merit are formalized and that the manner of performance clearly exceeds the standard for the position. Employees should not be denied an incentive award because they received an award for another achievement during the fiscal year. Supervisors will ensure employees are not informed that they are under consideration for or have been nominated for any incentive award since any such action is premature and may cause serious morale problems in the event that the nomination is not approved.

### **1-5. Approval authority**

Except Time Off awards of up to 8 hours, which are approved by department and division chiefs, the Commander, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) is the approval authority for all civilian awards for KACC and Barquist USAHC civilian employees for which the commander has been delegated approval authority by the Secretary of the Army. Nominations for awards that are above the approval authority of the MEDDAC Commander, which the MEDDAC Commander recommends approval of, will be referred to the Commander, North Atlantic Regional Medical Command (NARMC), and the Commander, MEDCOM, as required, for further processing and approval.

## **Chapter II General, and Types of Awards**

### **Section I General**

#### **2-1. Objective of the Civilian Incentive Awards Program**

The Civilian Incentive Awards Program is designed to recognize Federal civilian employees whose performance and contributions are substantially above normal job requirements and standards.

#### **2-2. Equitable distribution of awards**

MEDDAC policy requires an equitable distribution of awards among organizations as well as by employee pay plans, grades, and occupations. In addition, recognition and award patterns should

reflect equitable treatment for all employees regardless of race, color, sex, age, national origin, religion, handicap, or any other factors that are not job related.

### **2-3. Use of awards as a motivational device**

The utilization of awards involves more than just rewarding deserving employees. It is also a motivational device for the entire workforce. The prudent use of awards recognition is essential to ensure that only those who meet the established criteria receive the awards and that the awards granted produce the desired motivational effect. Awards should not be granted automatically based solely on the presumption that an employee is sustaining the high level of performance previously recognized. Recognition has its greatest impact when it closely follows the contribution for which it is granted.

### **2-4. Limitations on quality step increases**

Quality step increases (QSIs) will be limited to one every other year. If an employee receives a QSI one year, he is ineligible to receive a QSI the following year. The 2-year period begins on the thru date of the appraisal resulting in the QSI.

### **2-5. Processing time frames**

Nominations should be submitted through the appropriate department or division chief to the Civilian Personnel Branch, Human Resources Division, within 10 days of the completed act or within 30 days after the rating has been approved. The Civilian Personnel Branch will review all award recommendations for technical accuracy and forward them to the Civilian Awards Board to obtain the board's recommendations to the MEDDAC Commander.

### **2-6. The MEDDAC Civilian Awards Board**

The MEDDAC Civilian Awards Board will meet monthly (in person or electronically) to evaluate award recommendations. The results and recommendations of the board will be forwarded to the MEDDAC Commander for approval. The board will consist of the following, all being voting members except the recorder:

- (1) Deputy Commander for Administration (President)
- (2) Deputy Commander for Clinical Services or representative
- (3) Deputy Commander for Nursing or representative
- (4) Senior Medical Noncommissioned Officer or representative
- (5) One base-level employee (grade 1 through 8)
- (6) One mid-level employee (grade 9 through 12)
- (7) One senior-level employee (grade 13 and above)
- (8) Representative, Barquist USAHC (ad hoc)
- (9) Recorder (Provided by the Civilian Personnel Branch, Human Resources Division.)

### **2-7. Civilian members of the MEDDAC Civilian Awards Board**

Annually, each October, the Civilian Personnel Branch will solicit the federal civilian workforce at KACC (general schedule and wage grade employees) for volunteers to serve on the Civilian Awards Board. All volunteers will be scheduled to serve on the board on a rotating basis. Should there be more than 12 volunteers within a grade category (that is, base-, mid- or senior-level), the Civilian Personnel Branch will randomly select 12 volunteers from all the volunteers within the affected

category to serve on a rotating basis for the fiscal year. Volunteers will be renewed annually. Awards board members must abstain from voting on their own awards and must excuse themselves from the meeting during the discussion and voting of their own awards.

## **Section II Superior Accomplishment Awards**

### **2-8. General**

Superior accomplishment awards are categorized as monetary awards and will be awarded only when the budget permits.

### **2-9. On-the-Spot (OTS) Cash Award**

a. *Definition.* For those acts, services or achievements less than 30 days in length. Dollar limit: \$25 to \$500 (per award).

b. *Nominating procedure.*

(1) Complete DA Form 1256 (Incentive Award Nomination and Approval), part I. Indicate “ON-THE-SPOT CASH AWARD” and the recommended amount. The DA Form 1256, along with the justification and citation described below, will be submitted to the Civilian Personnel Branch in an original and one copy. *(For an example of a properly completed DA Form 1256 for this award, see appendix B, figure B-1.)*

(2) *Justification.* Attach a narrative justification, one-half to one page in length, double-spaced. Restrict the narrative to factual comments that will support the nomination.

(3) *Citation.* Attach a proposed citation of 70 words or less.

### **2-10. Special Act or Service Award (SASA)**

a. *Definition.* For those acts, services or achievements 30 days to 6 months in length. Dollar limit: \$251 to \$1,000. SASA’s will be limited to one award per person per fiscal year.

b. *Nominating procedure.*

(1) A supervisor or any official having direct knowledge of the act or service, in coordination with the department or division chief, may initiate a nomination for a SASA using DA Form 1256.

(2) Complete DA Form 1256, part I. Indicate “SPECIAL ACT/SERVICE AWARD” and the recommended amount. (See appendixes C and D, which contain tables 7-1 and 7-2 from AR 672-20, to determine the appropriate recommended amount.) The DA Form 1256, along with the justification and citation described below, will be submitted to the Civilian Personnel Branch in an original and one copy. *(For an example of a properly completed DA Form 1256 for this award, see appendix B, figure B-2.)*

(3) The department or division chief of the individual being recommended for the award will sign below the supervisor on the DA Form 1256, in item 7b, as one of the nominating officials (that is, item 7a will contain the name and title of the nominating official and the name and title of the department or division chief, and item 7b will contain the signature of both the nominating official and the department or division chief, unless the nominating official and the department or division chief are one and the same).

(4) *Justification.* Attach a narrative justification, one-half to one page in length, double spaced. Include statement at the end to indicate how recommended amount for the award was

derived from the criteria chart in AR 672-20, table 7-1 and/or table 7-2 (for example, “This award was based on extended application of moderate value in accordance with AR 672-20, table 7-2.”).

(5) Citation. Attach a proposed citation of 70 words or less.

## **2-11. Time Off Award (TOA)**

a. *Definition.* Employees may be nominated by their supervisors for up to 40 hours of time off during a leave year for achievements or performance contributing to the Army mission. The approval authority for TOAs of eight hours or less is delegated to department and division chief. (Within the scope of this delegation, any organizational element whose chief is directly subordinate to a deputy commander is considered a department or division chief.) *(For an example of a properly completed DA Form 1256 for this award, see appendix B, figure B-3.)*

b. *Nominating procedure.*

(1) *TOAs based on performance appraisals.* If the TOA is based on a performance appraisal, complete DA Form 1256, part I, indicating “TIME OFF AWARD” and the number of hours recommended for the award. *(For an example of a properly completed DA Form 1256 for this award, see appendix B, figure B-4.)* (If the TOA is for more than eight hours, the number of hours recommended will be determined using the criteria in AR 672-20, table 7-1 and or 7-2. See appendixes C and D, which contain these tables.) Also submit a photo-copy of the front side of the employee’s completed DA Form 7222 (Senior System Civilian Evaluation Report) or DA Form 7223 (Base System Civilian Evaluation Report). *(For examples of properly completed DA Forms 7222 and 7223 for this award, see appendix B, figures B-5 and B-6, respectively.)* Submit the DA Form 1256, and DA Form 7222 or 7223 to the Civilian Personnel Branch in original and one copy.

(2) *TOAs based on special acts.*

(a) If the TOA is based on a special act, complete DA Form 1256, part I, indicating “TIME OFF AWARD” and the number of hours recommended for the award. (If the TOA is for more than eight hours, the number of hours recommended will be determined using the criteria in appendix C and/or appendix D.) The DA Form 1256, and the justification described below (if required), will be submitted to the Civilian Personnel Branch in an original and one copy.

(b) *Justification.*

1 No justification is required for any “special act” TOA that awards eight hours or less of time off; however, the department or division chief must submit an approved DA Form 1256 to the Civilian Personnel Branch before the award is used by the employee.

2 For TOAs greater than eight hours, a narrative justification is required, stating the employee’s achievement(s) and the date(s) of accomplishment. The justification will be one-half to one page in length, double spaced. Include statement at the end to indicate how recommended amount for the award was derived from the criteria chart in AR 672-20, table 7-1 and/or table 7-2 (for example, “This award was based on extended application of moderate value in accordance with AR 672-20, table 7-2.”).

## **Section III Honorary Awards**

### **2-12. General definition of honorary awards**

Honorary awards are granted to civilian personnel in recognition of outstanding achievements or contributions. For example, an honorary award is particularly appropriate in recognition of con-

tinued distinguished service, a singular achievement, or an act of personal heroism. Honorary awards may be used in lieu of, or in conjunction with, other awards for a single action.

**2-13. Criteria for earning honorary awards**

There are two broad categories of honorary awards authorized by AR 672-20. They are—

a. Federal honorary awards. Table 2-1, below, lists these awards, and also shows the approval level, and the equivalent military award for each. For the criteria for each award listed in table 2-1, see AR 672-20, chapter 8.

**Table 2-1  
Awards hierarchy and approval levels chart**

Civilian award	Approval level	Equivalent military award
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal
Meritorious Civilian Service Award	MACOM commanders	Legion of Merit
Superior Civilian Service Award	Commanders MG and above and civilian equivalent	Meritorious Service Medal
Commander's Award for Civilian Service	Commanders COL and above and civilian equivalent	Army Commendation Medal
Achievement Medal for Civilian Service	Commanders LTC and above and civilian equivalent	Army Achievement Medal
Certificate of Achievement	Local commanders—may be redelegated to directors	Certificate of Achievement

This table is an extract of table 8-1, AR 672-20.

b. Public service awards. For criteria, see AR 672-20, chapter 9. Contact the Civilian Personnel Branch for all other information and assistance regarding public service awards.

**2-14. Nomination procedure for honorary awards**

Each of the various honorary award requires different documentation. As a minimum, the following documentation will be included for all nominations for honorary awards and will be submitted to the Civilian Personnel Branch in an original and eight copies. Refer to AR 672-20 for the specific award being recommended to determine if additional documentation is required for that award.

a. *DA Form 1256*. Complete part I. Indicate the type of honorary award being recommended. If other than those listed on the form in item 6a, specify the name of the award in the “OTHER” block. (For an example of a properly completed DA Form 1256 for this award, see appendix B, figure B-7.)

b. *Justification*. A narrative justification, summarizing the individuals achievements and the benefits derived from those achievements, ensuring that they meet the criteria for the award as defined in AR 672-20. The justification must be no more than one page in length, double spaced. Be as specific and quantitative as possible and include only factual statements to support the award.

c. *Citation*. A proposed citation of 70 words or less.

**2-15. Approval authority**

The approval authorities for the various honorary awards are stated in table 2-1, above. In those instances where the approval authority is higher than the MEDDAC Commander, the MEDCOM

Commander will complete part IV of DA Form 1256.

## **Section IV**

### **Performance Award, Quality Step Increase, and Career Service Recognition**

#### **2-16. Performance Award**

a. *Definition.* A performance award is a monetary award given in recognition of high-level performance for a specific period. The minimum period covered will be six months. A maximum of three percent of the employee's annual salary may be given for approved performance awards with exceptional rating (that is, Success Level I-Total Army Personnel Evaluation System (TAPES) ratings), and a maximum of one percent of the employee's annual salary may be given for approved performance awards with highly successful ratings (that is, Success Level II-TAPES).

b. *Nominating procedure.*

(1) Base System employees. Enter the proposed percentage of salary or dollar amount of award on DA Form 7223, part III.

(2) Senior System employees. Enter the proposed percentage of salary or dollar amount of award on DA Form 7222, part III, item 6b.

#### **2-17. Quality Step Increase (QSI)**

a. *Definition.* A QSI is an additional within-grade pay increase given to General Schedule (GS) employees and should be based on past performance and demonstrated potential for continued superior performance. GS employees with exceptional ratings (that is, Success Level I-TAPES) of record for the current rating period are eligible.

b. *Nominating procedure.*

(1) Base System employees. Enter the proposed grade and step on DA Form 7223, part III.

(2) Senior System employees. Enter the proposed grade and step on DA Form 7222, part III, item 6b.

#### **2-18. Career service recognition**

Career service emblems and certificates are provided to employees who complete 10, 15, 25, 30, 35, 40, 45, and 50 years of satisfactory service with the Department of the Army and other government agencies. Career service recognition is automatic, upon notification from the Civilian Personnel Office that a GS employee is to receive such recognition.

## **Chapter 3**

### **The Civilian Employee of the Month Program**

#### **3-1. Purpose**

To establish procedures for nominating civilian employees for recognition as Civilian Employee of the Month. □

#### **3-2. Description of the program**

The Civilian of the Month Program is a means of recognizing outstanding civilian employees. The program is specifically targeted to recognize those civilians who have made truly significant con-

tributions in accomplishing the mission of the Army Medical Department, who have displayed exceptional courtesy to patients and the public, and who have performed in such a manner as to reflect significant credit upon the organization. The civilian employee designated as Employee of the Month will receive a Certificate of Commendation, an 8-hour Time Off Award, and a 30-day reserved parking space, except as noted below. Additionally, the Civilian Employee of the Month will be submitted automatically to compete as Civilian of the Quarter. The civilian employee designated as Employee of the Quarter will receive a Certificate of Commendation and a 24-hour Time Off Award, except as noted below. *Note: Federal regulation prohibits cash awards to contract employees; therefore, any contract employee who is selected Employee of the Month or Employee of the Quarter will receive a Certificate of Commendation and a 30-day reserved parking space.*

### **3-3. Eligibility requirements**

- a. All civilian employees GS-1 through GS-12 and Wage Grade (WG) equivalents, and contractor employees of KACC and Barquist USAHC are eligible for nomination for Civilian of the Month.
- b. Nominations should be based on the following:
  - (1) Effectively produces results by performance of duties.
  - (2) Contributions to quality.
  - (3) Accepts new challenges or assignments, and has initiative.
  - (4) Has a good attitude towards duties, management, and co-workers.
  - (5) Other significant accomplishments: Consider self-development activities and involvement in the MEDDAC and local communities, such as service organizations, people programs, youth programs, etc.
- c. Employees of the Quarter are ineligible for successive consideration for the subsequent eight quarters (that is, for two years).

### **3-4. Responsibilities**

- a. Supervisors will ensure that deserving employees are nominated and that the nominating justification is sufficient to merit consideration.
- b. Peers who nominate fellow employees will submit justification that is as complete as possible to ensure the nominee receives the same consideration as other employees who are nominated by their supervisors.
- c. The Human Resources Assistant will:
  - (1) Collect all nominations and distribute copies to the members of the Civilian Awards Board.
  - (2) Forward the winning nomination to the MEDDAC Commander for approval and initiate appropriate the civilian personnel action for processing through the Civilian Personnel Advisory Center.

### **3-5. Procedure**

- a. Nominations for Employee of the Month will be submitted so as to arrive at the Civilian Personnel Branch not later than the last duty day of the second week of each month. Nominations received by the cutoff date will be boarded the following month during the regularly scheduled

awards board.

b. MEDDAC Form 744 (Kimbrough Ambulatory Care Center and Barquist U.S. Army Health Clinic Civilian Employee of the Month Nomination) will be used to nominate deserving civilians for the Employee of the Month. Completing this form is self-explanatory. A copy of the form is included in the –R Forms section at the back of this pamphlet. A fillable electronic version of the form is also available within FormFlow. The FormFlow version of the form, and a Portable Document Format (PDF) version are also available in the Electronic Forms section of the MEDDAC web site. The PDF version of the form is non-fillable.

c. The Civilian Awards Board Recorder (that is, the Human Resources Assistant) will—

(1) Collect all nominations, coordinate peer nominations with the appropriate supervisor, and distribute a copy of each nomination to all members of the board for voting at least two days prior to the monthly meeting.

(2) Collect secret ballot votes from board members and tally the results. The nominee with the majority of the votes will win the competition. The chairperson will vote only if a tiebreaker vote is necessary. The recommendations of the board will be forwarded to the commander, who will make the final decision.

(3) In January, April, July and October, board the nominations of the three individuals who were selected Employee of the Month during the previous quarter, to select the Civilian of the Quarter from among them.

---

## **Appendix A References**

### **Section I Required Publications**

AR 672-20  
Incentive Awards. (Cited in para 2-12.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

Article 39, Incentive Awards and Suggestion Programs, Negotiated Agreement, American Federal of Government Employees Local 1622

### **Section III Prescribed Forms**

**MEDDAC Form 744**  
Kimbrough Ambulatory Care Center Civilian Employee of the Month & Quarter Nomination

### **Section IV Referenced Forms**

**DA Form 1256**  
Incentive Award Nomination and Approval

**DA Form 7222**  
Senior System Civilian Evaluation Report

**DA Form 7223**  
Base System Civilian Evaluation Report

**Appendix B**  
**Examples of Properly Completed Forms for Civilian Incentive Awards Nominations**

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI EMPLOYEE, IMA G.		2. SOCIAL SECURITY NO. 123-45-6789	3. ORGANIZATION (No abbreviations) US Army Medical Department Activity, Kimbrough Ambulatory Care Center Fort Meade, MD 20755-5800	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Secretary, GS-0318-08			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE		
MERITORIOUS CIVILIAN SERVICE AWARD	ACHEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$		
SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$		
OTHER (Specify)		X ON-THE-SPOT CASH AWARD \$ 250		
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 12/02			TIME OFF AWARD	
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
Mr. Stanley Hardcharger, Supervisor LTC David Smedlaph, Dept. Chief			AREA CODE ( 301 ) 677-1234	1 Jan 2003
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HODD (DA/PE-CPL)				
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - if no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE		c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE		f. DATE
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
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 (ES)				
ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				
DA FORM 1256, APR 93				
EDITION OF OCT 78 MAY BE USED UNTIL EXHAUSTED.				
USAPPC VA 10				

Figure B-1.

Example of a properly completed DA Form 1256 for an On-the-Spot Award



INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART 1 - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI ROCK, STALWART A.		2. SOCIAL SECURITY NO. 543-21-2345	3. ORGANIZATION (No abbreviations) US Army Medical Department Activity, Kimbrough Ambulatory Care Center Fort Meade, MD 20755-5800	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Medical Officer, GS-0602-14			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE		
MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$		
SUPERIOR CIVILIAN SERVICE AWARD	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) 01/02-12/02			X TIME OFF AWARD 8 hours	
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
LTC David Smedlaph, Dept. Chief			677-1234 AREA CODE ( 301 )	1 Jan 2003
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - if no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE		c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE		f. DATE
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
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 (YES)				
ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON	X			LTC David Smedlaph, Dept. Chief
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	X			LTC David Smedlaph, Dept. Chief
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				
DA FORM 1256, APR 93				
EDITION OF OCT 79 MAY BE USED UNTIL EXHAUSTED.				
USAPPC V4.10				

Figure B-3.

Example of a properly completed DA Form 1256 for a Time Off Award for up to 8 hours, based on a performance appraisal

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI ROCK, STALWART A.		2. SOCIAL SECURITY NO. 543-21-2345	3. ORGANIZATION (No abbreviations/ US Army Medical Department Activity, Kimbrough Ambulatory Care Center Fort Meade, MD 20755-5800	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Medical Officer, GS-0602-14			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE		
MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$		
SUPERIOR CIVILIAN SERVICE AWARD	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) 01/02-12/02			X TIME OFF AWARD 16 hours	
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE Mr. Stanley Hardcharger, Supervisor LTC David Smedagh, Dept. Chief		b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 301 ) 677-1234	d. DATE 1 Jan 2003
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
B. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
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 (ES)				
ACTION LEVEL	APPROVED or monetary, indicate amount	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				
DA FORM 1256, APR 93		EDITION OF OCT 78 MAY BE USED UNTIL EXHAUSTED.		USAAPC 54.10

Figure B-4.

Example of a properly completed DA Form 1256 for a Time Off Award for more than 8 hours, based on a performance appraisal

SENIOR SYSTEM CIVILIAN EVALUATION REPORT						
For use of this form, see AR 690-400; the proponent agency is ASA/M&RA)						
PART I - ADMINISTRATIVE DATA						
a. NAME (Last, First, Middle Initial) SAMPLE, IRA G.		b. SSN 756-92-4857		c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Manager, GS 610-12		
d. ORGANIZATION/INSTALLATION USAMEDDAC, Fort Meade Maryland, 20755			e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN			
f. PERIOD COVERED (YYYYMMDD) FROM 2002/11/01 THRU 2003/10/31		g. RATED MOS. 12		h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE		
PART II - AUTHENTICATION:						
a. NAME OF RATER (Last, First, Middle Initial) SMEDLAPH, PETER J.		SIGNATURE <i>Peter J. Smedlaph</i>		DATE 31 Oct 2003		
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT MAJ, USAMEDDAC, FT MEADE MD CHIEF, HEALTH CLINIC AND DEPT OF GOOD MEDICINE						
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)		SIGNATURE		DATE		
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT						
c. NAME OF SENIOR RATER (Last, First, Middle Initial)(if used) EAGLE, JOHN C.		SIGNATURE <i>John C. Eagle</i>		DATE 31 Oct 2003		
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COL, USAMEDDAC, FT MEADE MD DEPUTY COMMANDER FOR CLINICAL SERVICES						
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		SIGNATURE OF RATEE		DATE		
PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE						
a. SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS - PERFORMANCE AWARD/GSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD - BONUS (3)		PERCENT OF SALARY (EXCLUDES Locality Pay) % (GW)
RECOMMENDING OFFICIALS	YES	NO	YES	NO	GSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last GSI)	
RATER					TO (Grade/Step):	
INTERMEDIATE RATER					AWARD APPROVED BY	
PERFORMANCE REVIEW BOARD					DATE (YYYYMMDD)	FUND CITE
SENIOR RATER	ES					
PART IV - DUTY DESCRIPTION (Rater)						
DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 274) is correct: <input type="checkbox"/> YES <input type="checkbox"/> NO						
Coordinates planning, development, implementation and evaluation of facility-wide (management program/Good Stuff Control surveillance as outlined in the programs. Develops and presents orientation/annual education programs. Coordinates the review and revision of policies and procedures. Monitors MEDDAC compliance with policies and procedures. Attends committee meetings. Plans and conducts studies for problems. Functions as resource person for ambulatory care departments and outlying clinics. Conducts outlying site visits. Provides assistance with the development of policies and procedures and evaluation of new supplies. Investigates things; maintains statistics on things. Manages lots of other programs.						
PART V - VALUES (Rater)						
VALUES	BULLET COMMENTS					
Loyalty	o Superior sense of duty and loyalty to the organization; understands the importance of her position and takes it very seriously					
Duty						
Respect	o Gives selflessly of her time; spends countless hours with subordinate clinics ensuring their programs meet standard					
Selfless service						
Honor						
Integrity	o Personal courage much in evidence; speaks up for what is right					
Personal courage						

Figure B-5.

Example of a properly completed DA Form 7222 to support a Time Off Award based on a performance appraisal

BASE SYSTEM CIVILIAN EVALUATION REPORT				
For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)				
<b>PART I - ADMINISTRATIVE DATA</b>				
a. NAME (Last, First, Middle Initial) GOOD, TOO B.	b. SSN 912-45-5764	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Medical Clerk (OA), GS 679-05		
d. ORGANIZATION/INSTALLATION Health Clinic, Dept of Good Medicine, Kimbrough Ambulatory Care Center, Ft. Meade, MD 20755		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL		
f. PERIOD COVERED (YYYYMMDD) FROM 2002/01/01 THRU 2002/12/31	g. RATED MOS. 12	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE		
<b>PART II - AUTHENTICATION</b>				
a. NAME OF RATER (Last, First, Middle Initial) SMEDLAPH, PETER J.	SIGNATURE <i>Peter J. Smedlaph</i>		DATE 31 Dec 2002	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT MAJ, USAMEDDAC, FT MEADE, MD CHIEF, HEALTH CLINIC AND DEPT OF GOOD MEDICINE				
b. NAME OF INTERMEDIATE RATER (Optional) (Last, First, MI)	SIGNATURE		DATE	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT				
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) EAGLE, JOHN C.	SIGNATURE <i>John C. Eagle</i>		DATE 31 Dec 2002	
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT COL, USAMEDDAC, FT MEADE MD DEPUTY COMMANDER FOR CLINICAL SERVICES				
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE		DATE	
<b>PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE</b>				
PERCENT OF SALARY (EXCLUDES Locality Pay)	% (OR)	AWARD APPROVED BY		
AMOUNT \$	(OR)	DATE (YYYYMMDD)		
OSI (OS with Successful Level 7 Rating Only - minimum of 52 weeks must have elapsed since last OSI) TO (Grade/Step)		FUND CITE		
<b>PART IV - DUTY DESCRIPTION (Rater)</b>				
a. DAILY DUTIES AND SCOPE (to include as appropriate: people, equipment, facilities, and deliver). Position Description (DA Form 374) is correct: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Medical Clerk, Receptionist for Health Clinic, responsible for the full range of receptionist, record keeping and miscellaneous clerical duties. Receives visitors and telephone calls. Relays incoming calls and messages to the staff. Follows established procedures for referring patients with emergencies and walk-in patients for treatment. Screens patients to determine the purpose of their visit and checks their eligibility for treatment (DEERS check). Explains clinic appointment procedures and priority of treatment. Schedules and coordinates appointments for patients, ensures all treatment requested by the physician has been scheduled and reschedules appointments as necessary. Ensures all end-of-day processing is completed, and all UCAPERS input is completed.				
b. AREAS OF SPECIAL EMPHASIS Must be tactful, courteous and polite when greeting patients. Ensures that templates for all providers are correctly entered into the computer				
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 2002/01/23	LATER (Optional)	MIDPOINT 2002/06/15	LATER (Optional)
<b>PART V - VALUES (Rater)</b>				
VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS o Loyalty to the organization without question o Treats others respectfully and conducts herself with great personal integrity o Displays strong commitment and gives selflessly of herself at all times			

Figure B-6.

Example of a properly completed DA Form 7223 to support a Time Off Award based on a performance appraisal

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI MOORE, GEORGIA A.		2. SOCIAL SECURITY NO. 123-45-9876	3. ORGANIZATION (No abbreviations) US Army Medical Department Activity, Kimbrough Ambulatory Care Center Fort Meade, MD 20755-5800	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Risk Manager, GS XXX-12			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/> QUALITY STEP INCREASE		
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD \$		
<input checked="" type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD \$		
<input type="checkbox"/> OTHER (Specify)		<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$		
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 01/1990-12/2003			<input type="checkbox"/> TIME OFF AWARD	
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE LTC David Smedlah, Dept. Chief		b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ( 301 ) 677-1234	d. DATE 1 Jan 2003
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DA/PCPL)				
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - if no, please explain on separate page)				
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE		c. DATE
NO				
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE		f. DATE
NO				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
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 (YES)				
ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256, APR 93

EDITION OF OCT 78 MAY BE USED UNTIL EXHAUSTED.

USAPPC 94.10

Figure B-7.

Example of a properly completed DA Form 1256 for an honorary award

This page intentionally left blank.

**Appendix C**

**Table 7-1, AR 672-20, Contributions with Tangible Benefits**

The table on the following page is extracted from AR 672-20. It is a quick guide for calculating awards based on tangible benefits.

Table 7-1  
Contributions with tangible benefits

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000 .....	10 percent of benefits
\$10,001-\$100,000 .....	\$1,000 for the first \$10,000 plus 3 percent benefits over \$10,000
*\$100,001 or more .....	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

**Quick Guide for Calculating Awards Based on Tangible Benefits**

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200*
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700*
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200*
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700*
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200*
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700*
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200*
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700*
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200*
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700*
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200*
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700*
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200*
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700*
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200*
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700*
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200*
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700*
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200*
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700*
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200*
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700*
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200*
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700*
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200*
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700*
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700*		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200*		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700*		

\* Awards over \$10,000 require the approval of the Office of Personnel Management.

\*\* Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

**Appendix D**

**Table 7-2, AR 672-20, Scale of Awards Based on Intangible Benefits**

The table on the following page is extracted from AR 672-20.

Table 7-2  
Scale of awards based on intangible benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations.  Affects an important area of science or technology.	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (COMPARE w/\$250-1000 TANGIBLE BENEFITS)	\$100-250 (COMPARE w/\$1,000-2,500 TANGIBLE BENEFITS)	\$250-500	\$500-1,000
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (COMPARE w/\$1,000-2,500 TANGIBLE BENEFITS)	\$250-500 (COMPARE w/\$2,500-5,000 TANGIBLE BENEFITS)	\$500-1,000 (COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)	\$1,000-2,500 (COMPARE w/\$10,000-60,000 TANGIBLE BENEFITS)	\$2,500-5,000 (COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)	\$5,000-10,000 (COMPARE w/\$360,000-1,360,000 TANGIBLE BENEFITS)

## Glossary

### Section I

#### Abbreviations

**AR**

Army regulation

**COL**

colonel

**DA**

Department of the Army

**GS**

General Schedule

**KACC**

Kimbrough Ambulatory Care Center

**LTC**

lieutenant colonel

**MEDCOM**

U.S. Army Medical Command

**MEDDAC**

U.S. Army Medical Department Activity, Fort George G. Meade

**MG**

major general

**NARMC**

North Atlantic Regional Medical Command

**OTS**

On-the-Spot (Cash Award)

**PDF**

Portable Document Format

**QSI**

Quality Step Increase

**SASA**

Special Act or Service Award

**TAPES**

Total Army Personnel Evaluation System

**TOA**

Time Off Award

**USAHC**

U.S. Army health clinic

**WG**

Wage Grade

**Section II****Terms**

This section contains no entries.

This page intentionally left blank.

**KIMBROUGH AMBULATORY CARE CENTER  
CIVILIAN EMPLOYEE OF THE MONTH & QUARTER NOMINATION**

<b>Name of nominee</b>	<b>Position title</b>	<b>Grade</b>
------------------------	-----------------------	--------------

<b>Organizational element</b>
-------------------------------

<b>Narrative Justification:</b> <i>(Justification should include examples of: (1) performance that exceeds established standards for quality, quantity, timeliness, etc.; (2) demonstrated initiative and positive attitude toward duties and mission; and (3) other significant personal accomplishments involving self-development and community involvement.)</i>
--

<b>Supervisor's typed name, title and grade</b>	<b>Supervisor's signature</b>	<b>Date</b>
---	-------------------------------	-------------