

Department of the Army  
Headquarters, United States Army Cadet Command  
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Fork Knox, Kentucky 40121

USACC Regulation 672-5-1

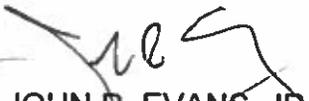
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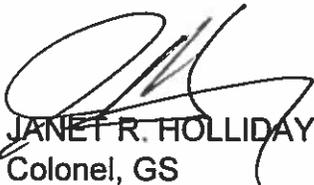
Personnel-General

Reserve Officers' Training Corps Decorations, Awards and Honors

FOR THE COMMANDER:

OFFICIAL:

  
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**History.** This publication is an administrative revision of USACC Regulation 672-5-1 (September 2008). The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation provides command policy and procedural guidance for the standardization and execution of the Reserve Officers' Training Corps (ROTC) Cadet Command Awards Program. The regulation has been revised to update the policy and procedures on awards for military personnel, civilian personnel and ROTC Cadets. Awards not listed in this regulation are managed by other USACC Directorates. For example, Equal Opportunity Awards are managed by the USACC EO Office. CSA Supply Excellence Award is managed by the USACC, DCS G4 Office. Junior ROTC Instructor of the Year can be found in this regulation with all other Junior ROTC Awards in AR 145-2. Annual OPORDs are published announcing the award with its current criteria, nomination process and submission timeline. Please coordinate with the responsible Directorate managing the award for the latest guidance.

**Applicability.** This regulation applies to all elements of USACC.

**Proponent and Exception Authority.** The proponent of this regulation is the Deputy Chief of Staff, G1 USACC.

**Army Management and control process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by the Chief of Staff USACC.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander (CDR), U.S. Army Cadet Command (ATCC-PAP), Fort Knox, KY 40121.

**Distribution.** Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

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## Summary of Change

### Cadet Command Regulation 672-5-1 Reserve Officers' Training Corps Decorations, Awards and Honors

This revision ...

- Updates references to include AR 672-20 Incentive Awards (Page 6, para. 1-2 (A)4)
- Changes submission time line for the Legion of Merit award (Page 7, para. 2-3 b)
- Adds submission time line for the Army Commendation Medal (ARCOM) and the Army Achievement Medal (AAM) (Page 8, para. 2-3 d and e)
- Adds submission timeline for Soldier's Medal (SM) and the Military Outstanding Volunteer Service Medal (MOVSM) (Page 8, para. 2-3 f and g)
- Updates information on the USACC Instructor of the Year program (Page 8, para. 2-4 a)
- Updates information on the USACC Awards for Excellence Awards (pages 10-22)
- Changes approval authority to CST Commander for Cadet Summer Training awards of ARCOM and AAM (page 22, para. 2-6b)

- Changes Chapter 3 from Civilian Awards to Cadet Awards. Civilian awards are updated and addressed in Chapters 5-8
- Provides updated award information for Cadet Summer Training awards for Cadets (Page 27, para 3-4)
- Adds Chapter 5 which addresses Civilian Awards (page 47)
- Adds Chapter 6 which addresses Honorary Awards (page 53)
- Adds Chapter 7 which addresses Public Service Recognition (page 60)
- Adds Appendix A7 which addresses Civilian Award Nomination Procedures (page 72)
- Adds Appendix A8 which provides examples of Civilian Award Justification narratives, Award citations and DA Form 1256's (page 74)

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## **Chapter 1, Awards Program**

**1-1. Purpose.** This regulation prescribes Cadet Command awards policy, criteria for presentation, and administrative instructions for processing awards to:

- a. Cadre. All assigned military and civilian employees.
- b. Senior ROTC Cadets in recognition of exceptional and outstanding acts of heroism.
- c. Senior ROTC Cadets and graduates of outstanding achievement.
- d. Senior ROTC Cadets attending Cadet Summer Training (CST).
- e. Cadet Command Awards.
- f. Fraternal/Association Awards.
- g. Cadet Command programs.

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

- a. Required publications.

(1) AR 600-8-22 (Military Awards, dated 25 June 2015). (cited in paragraphs 2-1 and 2-3a and f.)

(2) AR 670-1 (Wear and Appearance of Army Uniforms and Insignia, dated 10 April 2015). (cited in paragraphs 2-1 and 2-3a.)

(3) MEMORANDUM FOR Commanders: Delegation of Authority to Disapprove and Downgrade Military Awards dated 5 December, 2016

(4) AR 672-20 (Incentive Awards dated 1 April 2014 )

- b. Related publications. AR 600-9 (The Army Body Composition Program, dated 28 June 2013).

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

Acronyms and special terms used in this pamphlet are explained in the Glossary.

## **1-4. Responsibilities**

- a. The CG, Cadet Command, is responsible for the overall awards program for military, civilians and ROTC Cadets.
- b. The BDE CDRs are responsible for the awards and the awards program delegated to them by the CG, Cadet Command.
- c. The Professors of Military Science (PMS) are responsible for the awards and award programs delegated to them by the CG, Cadet Command, and their respective BDE CDRs.

## **Chapter 2, Military Awards**

**2-1. General.** CDRs should present personnel with awards for exceptional service or achievement under provisions of AR 600-8-22, Military Awards.

**2-2. DA Awards.** CDRs may recommend deserving personnel for the Distinguished Service Medal (DSM), Legion of Merit (LM), Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), Army Achievement Medal (AAM), the Soldier's Medal (SM), and/or the Military Outstanding Volunteer Service Medal (MOVSM).

### **2-3. DA Awards Processing**

a. Distinguished Service Medal (DSM). Chief of Staff, U.S. Army, is the approval authority for the DSM (IAW AR 600-8-22, Table 3-5). CDRs may recommend deserving individuals for the DSM via submission of a DA Form 638 (Recommendation for Award) with proposed citation and narrative. The recommendation must arrive at HQ Cadet Command not later than (NLT) 150 days prior to the award presentation date. Intermediate CDRs will recommend approval or downgrade and forward with an appropriate memorandum. CG, Cadet Command, recommends approval/disapproval. Award is submitted with a memorandum and justification with the CG's signature to US Army Training and Doctrine Command (TRADOC), for boarding recommendation. The results are forwarded for review and final approval/disapproval to the Secretary of the Army. Upon approval/disapproval, the DSM recommendation is returned to this HQ for dispatch. DA Form 638 serves as the official order authorizing the award and is returned to the source with a certificate and medal. The appropriate award is forwarded down the chain of command to the submitting unit.

b. Legion of Merit (LM). CG, TRADOC, is the approval authority for retirement and PCS Legion of Merits. CDRs may recommend deserving individuals for the LM. Submit via submission of a DA Form 638 with proposed citation and narrative. The recommendation must arrive at HQ Cadet Command NLT 90 days prior to the award presentation date. Brigade Commanders will recommend approval/downgrade and forward the DA Form 638, narrative and citation to HQ, Cadet Command for further processing. CG, Cadet Command, can either recommend approval of LM or

downgrade the award to MSM. The CG's recommendation for approval is forwarded with the packet to the CG, TRADOC, for final approval/ disapproval. Upon approval/disapproval, the LM recommendation is returned to this HQ for dispatch. The appropriate award is forwarded down the chain of command to the submitting unit.

c. Meritorious Service Medal (MSM). CG, Cadet Command, is the approval authority for the MSM. CDRs may recommend deserving individuals for the MSM via submission of a DA Form 638 with proposed citation. The recommendation must arrive at HQ, Cadet Command NLT 45 days prior to the award presentation date. BDE CDRs have downgrade approval authority for the MSM as delegated to them by the CG, Cadet Command. The MSM award recommendation for Soldiers assigned to Headquarters Headquarters Detachment (HHD) must arrive at HQ, Cadet Command NLT 45 days prior to the award presentation date.

d. Army Commendation Medal (ARCOM). BDE CDRs have approval authority for the ARCOM. The ARCOM award recommendation for Soldiers assigned to HHD must arrive at HQ, Cadet Command NLT 45 days prior to the award presentation date.

e. Army Achievement Medal (AAM). BDE CDRs have approval authority for the AAM, no further delegation is authorized. The AAM award recommendation for Soldiers assigned to HHD must arrive at HQ, Cadet Command NLT 45 days prior to the award presentation date.

f. Soldiers Medal (SM). Department of the Army (DA) is the approval authority for the SM. Recommendation should be submitted on DA Form 638 with strong justification and enclosures IAW AR 600-8-22, Paragraph 3-14, through the chain of command to CG, Cadet Command. The recommendation must arrive at HQ Cadet Command NLT 90 days prior to the award presentation date.

g. Military Outstanding Volunteer Service Medal (MOVSM). BDE CDRs have approval authority for the MOVSM. The MOVSM award recommendation for Soldiers assigned to HHD must arrive at HQ, Cadet Command NLT 45 days prior to the award presentation date.

#### **2-4. Miscellaneous Awards for Excellence as Instructors**

a. USACC Instructor of the Year Award. Each USACC Brigade may submit one nominee for each category: Officer Instructor, Enlisted Instructor, and Civilian Instructor. Nomination packets will be submitted to the Chief Cadre Faculty and Development Division (CFDD), Directorate of Leadership Development and Education (DoLDE), HQ Cadet Command (ATCC-TOS) by suspense date that is published in the annual USACC Instructor of the Year Operations Order (OPORD) normally published in August/September of each year.

(1) DoLDE will convene an Instructor of the Year board in November of each year to select the overall USACC Officer, NCO, and Civilian Instructor of the Year from the

nominations submitted by the Brigades. USACC will recognize the winners in each of these categories and will forward the nomination packet of each to TRADOC for consideration in the annual TRADOC Instructor of the Year competition in the Officer, NCO, and Civilian categories. DoLDE will coordinate for award items from sponsor organizations to be presented to the USACC overall instructor of the year award categories. USACC Brigades are encouraged to recognize the winners at their level for each category that they submit to the USACC Instructor of the Year board as that Brigade's Officer, NCO, and Civilian Instructor of the year.

(2) To be eligible for a USACC Instructor of the Year award (Officer, NCO, or Civilian) the instructor must meet TRADOC Instructor Certification requirements required to earn the Instructor Skill Identifier and have served as an instructor for at least six months prior to the date of the USACC Instructor of the Year board (o/a mid-November each year).

b. Leo A. Codd Memorial Award. The National Defense Industrial Association (NDIA) provides an award annually for the top senior ROTC instructor. The award packet will consist of an NDIA award gift, certificate of recognition, and a NDIA complimentary 3-year membership. The monetary (gift) value is \$500 to the award recipient. This award is given in memory of the late Colonel Leo A. Codd, Ordinance Corps, who was a guiding force in the development of the Association for 40 years until his retirement in 1963. He then served as a consultant until his death in 1971. Colonel Codd was a lifelong supporter of the ROTC Program. The award will be presented to the top officer selected as the Cadet Command Instructor of the Year from the annual TRADOC Instructor of the Year competition.

c. Society of American Military Engineers (SAME) Bliss Medal. The SAME Bliss Medal is awarded to a SAME member in recognition of superior efforts in mentoring students in engineering and related disciplines. The medal is named in honor of Gen. Tasker H. Bliss, USA, and was first awarded in 1958.

(1) Eligibility: Full time educator of architecture, engineering or construction in a college, university or military engineer school who has been a member of SAME at least one year prior to nomination.

(2) Nomination Criteria: Excellence in educating, mentoring and motivating students in the classroom and through the SAME Student Chapter. Nomination must list courses taught and methods by which nominee interfaces with students and the Student Chapter. The nomination form can be found at <http://www.same.org/Be-Involved/Bliss-Medal>.

(3) Nomination Process: Nominations for this award must be made by a Society member and endorsed by a Post President or member of the National Board of Direction, using the Society nomination form. The Post President or member of the National Board of Direction endorsing the nomination will verify that the individual meets the eligibility criteria for the award, and that the nomination package provides

information to support each of the nomination criteria and all required information on the nominee. The nominator is responsible for ensuring the package, with endorsement, is received at SAME HQ.

## **2-5. Cadet Command Awards for Excellence**

a. Cadet Command Recruiting Operations Officer (ROO) of the Year Award. Recognizes recruiting and operations excellence by identifying individuals who achieve/overachieve in their duties as the ROO. Each brigade will board their nomination packets and submit one nomination, IAW published OPORD, in memorandum format, to HQ Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121.

### (1) Eligibility Criteria:

(a) Nominee must have served in the ROO position for a minimum of nine months.

(b) Nominee must serve in a position designated as ROO/Enrollment Officer/Scholarship Advisor.

(c) Nominee must have completed the Cadet Command ROO Course (unless initial assignment was prior to 1 March 2001).

(2) Selection Criteria. Criteria for nominating and selecting ROO of the Year should include both objective and subjective evaluations for outstanding performers:

### (a) Suggested objective standards:

- Achievement/overachievement of assigned Contract Mission to include Nurse Mission.
- Improvement upon last year's contract mission accomplishment.
- Contracts for Cadet Summer Training (CST).

### (b) Suggested subjective standards:

- Effort in recruiting/enrolling Scholars, Athletes, Leaders (SAL) (as measured by SAL Criteria).
- Effective use of allocated scholarships.
- USAREC partnership cooperation.
- Impact on retention.

- Impact on commission mission.
- Development of and adherence to a comprehensive program marketing action plan to include use of the automated National Referral List.
- Development of relationships with campus centers of influence.

(3) Nomination Procedure. The memorandum of recommendation must be endorsed through the BDE CDRs (see Appendix A-2, Sample Nomination Memo). The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as noted above. HQs, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command at an appropriate ceremony.

(6) Merit:

(a) Military. While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Commendation Medal (ARCOM)/plaque to the Soldier selected as the Cadet Command ROO of the Year.

(b) Civilian. While no Civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/plaque to the Civilian selected as the Cadet Command ROO of the year.

b. Cadet Command Brigade Nurse Counselor of the Year Award. The Brigade Nurse Counselor of the Year award provides an award annually for the outstanding Brigade Nurse Counselor within Cadet Command for the greatest contribution to nurse recruitment and promotion of the nursing profession and nursing leadership within the campus setting. Each brigade will board their nomination packets and submit one nominee, IAW published OPORD, by memorandum to HQ Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121.

(1) Eligibility Criteria: Serve as a Brigade Nurse Counselor for a minimum of nine months.

(2) Selection Criteria (subjective):

(a) Promotion of effective nurse recruitment and retention throughout all detachments / programs within the brigade via coaching of Cadre and Cadets, energetic marketing techniques, and instilling in the Cadets the professional values of nursing.

(b) Fostering an innovative and creative approach to educating the detachments / programs' Cadre and staff on unique aspects of the recruitment and retention of nursing students.

(c) Exhibits exceptional qualities in the ability to individualize recruiting techniques to each school within the brigade.

(3) Selection Criteria (objective):

(a) Promotion of programs and activities that enhanced a positive, collaborative relationship between the school of nursing faculty and detachment / program's cadre and increased the relevance of Army ROTC and the Army Nurse Corps for their students.

(b) Improved performance of the detachments / programs within the brigade toward nurse contracting mission.

(4) Nomination Procedure: Memorandum of recommendation from the BDE CDR. The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as noted above. HQs, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations or late submissions will not be considered.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command at a suitable ceremony.

(6) Merit:

(a) Military. While no military award is automatically granted, Cadet Command will consider awarding an impact ARCOM /plaque to the officer selected as the Cadet Command Nurse of the year.

c. Cadet Command Human Resource Assistant (HRA) of the Year Award. This award is presented to recognize the ROTC detachment / program HRA that best exemplifies exceptional performance and standards in the accomplishment of the ROTC mission. Each brigade will board their nomination packets and submit one nominee, via endorsement memorandum to HQ Cadet Command, ATTN: ATCC-PMD, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

(a) Detachment / Program HRA, Civilian or military personnel.

(b) Minimum nine months service time at the program / detachment.

(c) Program Analysis (PA's) are not eligible to compete within this award category. PA's may compete in the GS 5-8 Civilian of Year award category.

(2) Selection Criteria:

(a) Overall job performance (Management of Cadet Records, Management of CCIMM, etc.)

(b) Additional administrative duties in support of the program's mission.

(c) Completion of Job Enhancement Training (professional development courses, higher education courses, etc.).

(d) Management of evaluations and awards program.

(e) Management of accessions packets.

(f) CCIMM Management.

(g) Other documentation supporting selection of the nominee.

(3) Nomination Procedure: Memorandum of recommendation from the PMS, through BDE CDRs. The narrative, not to exceed one page, (see Appendix A-3) will comment on the individual's achievements and performance as noted above. Each BDE CDR selects one nominee to represent the BDE. HQ, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command at a suitable ceremony.

(6) Merit:

(a) Military, while no military award is automatically granted, Cadet Command will consider awarding an impact ARCOM/plaque to the Soldier selected as the Cadet Command HRA of the Year.

(b) Civilian, while no Civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/plaque to the Civilian selected as the Cadet Command HRA of the year.

d. Cadet Command Supply Technician of the Year Award. This award is presented to recognize the ROTC Program / Detachment Supply Technician that best exemplifies exceptional performance and standards in accomplishment of the ROTC mission. Each

brigade will board their nomination packets and submit one nominee via endorsement memorandum to HQ Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria: Active Duty personnel (92Y) or Civilian Supply Technician performing the following logistic duties:

- (a) Minimum nine months service time at the program as supply tech.
- (b) Maintains Supply Room.
- (c) Monitors CTA and TDA equipment authorizations.
- (d) Maintains document registers.
- (e) Maintains sub-hand receipts.
- (f) Conducts inventories (i.e., monthly weapons, quarterly sensitive, and annual equipment inventories).
- (g) Manages Cadet uniforms.
- (h) Manages Cadet OCIE.
- (i) Knowledge of equipment reporting requirements.
- (j) Forecasts, orders, and accounts for ammunition.
- (k) Oversees unit GSA vehicle fleet use and requirements.
- (l) Conducts JROTC supply assistance visits and inspects JROTC units. Inspectors are required to have knowledge of the JROTC bonding/insurance program.

(2) Selection Criteria:

(a) Overall job performance (maintain reference documents as required by CCR 700-1, Appendix A, files established and maintained IAW ARIMS; maintain current hand receipts from support installation, appearance, layout, and storage procedures IAW log checklist (CCR 700-1)).

(b) Financial Liability Investigation for Property Loss (FLIPL) processed within time allowed.

(3) Nomination Procedure: Memorandum of recommendation from the PMS, through Brigade for selection and endorsement. The separate cover sheet will include pertinent information on nominee to include name and address of school, nominee's

name, home address, years of service, service time at school, and rank or grade. The narrative, not to exceed one page, will comment on the individual's achievements and performance noted above. In addition, each packet will contain a copy of the most recent Command Inspection Checklist. Each BDE CDR selects one nominee to represent the brigade. Headquarters, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations or late submissions will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command at a suitable ceremony.

(6) Merit:

(a) Military. While no military award is automatically granted, Cadet Command will consider awarding an impact ARCOM/plaque to the Soldier selected as the Cadet Command Supply Technician of the year.

(b) Civilian. While no Civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/plaque to the Civilian selected as the Cadet Command Supply Technician of the year.

e. Cadet Command Junior ROTC Instructor of the Year Award. USACC Junior ROTC Instructor of the Year Award honors effective and dedicated Junior ROTC Senior Army Instructors (SAI), Army Instructors (AI), and Director of Instruction of the Year. Each brigade will submit one SAI nominee, one AI nominee, and one DAI nominee via endorsement memorandum to HQ Cadet Command, ATTN: ATCC-J Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

(a) Minimum nine months service time as JROTC Instructor.

(b) Certified as a Junior ROTC instructor and have met all JROTC requirements with no adverse actions taken against him/her.

(c) Meet the eligibility criteria for the award of the Junior ROTC Instructor's Gold Badge.

(2) Selection Criteria: Nominations for the award will be based on the assessment of the school principal of the following areas:

(a) Effectiveness in the classroom and community.

(b) Examples of dedication to the profession of teaching.

- (c) How the nominee compares to the school's top classroom instructor.
- (d) Activities other than Junior ROTC the nominee serves as an active participant (member of a school committee, community involvement, or advisory panel).
- (e) Increased enrollment or retention rate of the Junior ROTC program.
- (f) Significant events that would weigh in the selection process; (Teacher of the Week, Teacher of the Year and other unique training initiatives).
- (g) Utilization of the new curriculum by the instructor.
- (h) Instructor's understanding and use of automation orientation.

(3) Nomination Procedure: Memorandum of recommendation from Principal, through Brigade Commanders (ATTN: High School Division). HQ, Cadet Command (ATCC-J) will convene a board to select a winner. Each nomination packet will include a full length photograph (in the Class B uniform) within 30 days of the application (does not have to be of professional quality and can be a regular sized photograph). The nomination for the award must be from the instructor's principal with the recommendation of the immediate supervisor (if applicable). A principal may nominate only one instructor per school. Individual instructors will not nominate themselves. Nominations will also include the assessment of the immediate supervisor of the following areas:

- (a) Contributions made to the achievements of the Junior ROTC mission.
- (b) Results of the last formal inspection and unit report.
- (c) Enrollment and retention rate of the Junior ROTC unit.
- (d) Completion of professional development courses/classes.
- (e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.
- (f) Examples of the instructor's impact on Cadets.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command at a suitable ceremony.

(6) Merit:

(a) While no award is automatically granted, Cadet Command will consider awarding the Junior ROTC Instructors of the Year with the Outstanding Civilian Service Medal.

f. Cadet Command Professor of Military Science (PMS) of the Year Award. Recognizes excellence by identifying individuals in the category of most outstanding Professor of Military Science (PMS). Each brigade will board their nominee packets and submit one nominee via endorsement memorandum to HQ Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

a. Nominee must have passed their latest APFT and meet Army height and weight standards IAW AR 600-9.

b. Nominee must have served as PMS and MS IV instructor for a minimum of 12 months.

c. Nominee must have attended the University Senior Leader Course (USLC) or Master Educator Course (MEC).

d. Program must have made commission mission (line and nurse, if applicable) for the past school year, projected to make commission mission (line and nurse if applicable) for the next school year, and have a performance ranking in the top 25 percent.

e. Program must have achieved 100 percent CST contracting for previous summer and 100 percent graduation rate for CST attendees.

f. Achieve a minimum satisfactory rating in all evaluated areas of the Command Inspection Program.

g. Nominee must have made an outstanding contribution to the efficiency and effectiveness of Cadet Command.

(2) Selection Criteria: The performance of the program, the quality of the Cadets and commissionees, and individual contributions of the PMS to Cadet Command are the focus.

a. Mission performance:

1. Unit Visits Report - Comparative performance ranking, SAL assessment, assigned mission(s) and mission accomplishment, enrollment and retention/progression history.

2. Mission Set Management Report - Data from the monthly MSMR with narrative comments to analyze the accuracy of the commissioning and contracting forecasts.

3. Mission Management Briefer - current enrollment data.

b. Cadet training performance - Data for Cadet performance at CST (APFT, BRM, land navigation, manner of performance) against brigade and Cadet Command averages, CPDT/CTLT utilization and performance.

c. Quality of Cadets and accessions satisfaction - Accessions results for past four school years, Cadre award nominations/selections, Civilian-sponsored (Cadet) scholarship nominations/selections, other Cadet selections for awards and internships.

d. Contributions to Cadet Command - Support for Cadet Command tests, status of Cadre training, performance at camps, service as instructor at the School of Cadet Command (SOCC), input to best practices, other awards, recognition or service as PMS.

(3) Nomination Procedure: The memorandum of recommendation must be endorsed by the BDE CDR. (see Appendix A-2, Sample Nomination Memo). The narrative, not to exceed one page, will comment on the individual's achievements and performance as outlined in Paragraph 2. The memorandum must include nominee's name, grade, position, and statement that officer meets the height/weight standards of AR 600-9 and passed the APFT. The packet must include one standard DA color photo of nominee in Army Service Uniform (ASU). HQ, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations or late submissions will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the BDE CDR or CG, Cadet Command a suitable ceremony.

(6) Merit: Military. While no military award is automatically granted, Cadet Command will consider awarding an impact ARCOM/plaque to the Soldier selected as the Cadet Command PMS of the Year.

g. Cadet Command Civilian of the Year Award, GS 5 – 8. Recognizes excellence by identifying individuals in the category of civilian employee, GS-5-8, that best exemplifies exceptional performance and standards in the accomplishment of the Cadet Command mission. Each brigade will submit one nominee. Headquarters, Cadet Command (HQ USACC) directors will submit one nominee. This recommendation will be submitted via endorsement memorandum to HQ Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

- (a) Civilian employees, GS 5 – 8.
- (b) Minimum nine months service time in the position.
- (c) Program / Detachment HRA and Log Techs are not eligible.
- (d) No disciplinary actions (e.g., counseling's or memorandum of admonishment) in the past 9 months.
- (e) Must have received an overall performance rating of Outstanding Level 5 on their previous performance appraisal.

(2) Selection Criteria:

- (a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).
- (b) Other documentation that support the selection of the nominee to include service oriented community activities (i.e., volunteering for the Red Cross, coaching) above and beyond normal duties.

(3) Nomination Procedure:

- (a) Brigade: Memorandum of recommendation from commander. Each BDE CDR selects one nominee to represent the respective brigade.
- (b) HQ USACC: Memorandum of recommendation from Director. HQ USACC Chief of Staff will select one nominee to represent HQ USACC.
- (c) Narrative not to exceed one page will comment on the individual's achievements and performance as noted above. Nomination must clearly reflect what the individual did above and beyond normal duties.
- (d) HQ USACC, G1 will convene a board to select an overall winner. The HQ USACC winner will compete with the eight Brigade winners.
- (e) Incomplete nominations or late submissions will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The CG, Cadet Command, will present the award at a suitable ceremony.

(6) Merit: While no Civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/Plaque to the Civilian selected as the Cadet Command Civilian of the Year, GS 5-8.

h. Cadet Command Civilian of the Year Award, GS 9 – 11. Recognizes excellence by identifying individuals in the category of civilian employee, GS 9 – 11, that best exemplifies exceptional performance and standards in the accomplishment of the Cadet Command mission. Each brigade will board their nomination packets and submit one nominee. This recommendation will be submitted via endorsement memorandum to Headquarters, Cadet Command, ATTN: ATCC-PAP, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

(a) Civilian employees, GS 9 - 11. (Program/Detachment ROO's are not eligible to compete in this award category).

(b) Minimum nine months service time in the position.

(c) No disciplinary actions (e.g., counseling's or memorandum of admonishment) in the past nine months.

(d) Must have received an overall performance rating of Outstanding Level 5 on their previous performance appraisal.

(2) Selection Criteria:

(a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).

(b) Other documentation that supports selection of the nominee to include service oriented community activities (i.e., Red Cross volunteering, coaching, etc.) to include projects above and beyond normal duties.

(3) Nomination Procedure:

(a) Brigade: Memorandum of recommendation from commander. Each BDE CDR selects one nominee to represent the respective brigade.

(b) HQ USACC: Memorandum of recommendation from Director. HQ USACC Chief of Staff will select one nominee to represent HQ USACC.

(c) Narrative not to exceed one page will comment on the individual's achievements and performance as noted above. Nomination must clearly reflect what the individual did above and beyond normal duties.

(d) HQ USACC, G1 will convene a board to select an overall winner. The HQCC winner will compete with the eight brigade winners.

(e) Incomplete nominations or late submissions will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The BDE CDR or CG, Cadet Command, will present the award at a suitable ceremony.

(6) Merit: While no civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/plaque to the Civilian selected as the Cadet Command Civilian of the Year, GS 9-11.

i. Cadet Command Civilian of the Year Award, GS 12 – 14. Recognizes excellence by identifying individuals in the category of civilian employee, GS 12 – 14, that best exemplifies exceptional performance and standards in the accomplishment of the Cadet Command mission. Each brigade will submit one nominee. This recommendation will be submitted via endorsement memorandum to Headquarters, Cadet Command (HQCC), ATTN: ATCC-PAP, Fort Knox, KY 40121 IAW published OPORD.

(1) Eligibility Criteria:

(a) Civilian employees, GS 12 - 14.

(b) Minimum nine months service time in the position.

(c) No disciplinary actions (e.g., counseling's or memorandum of admonishment) in the past nine months.

(d) Must have received an overall performance rating of Outstanding Level 5 on their previous performance appraisal.

(2) Selection Criteria:

(a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).

(b) Other documentation that supports selection of the nominee to include service oriented community activities (i.e., Red Cross volunteering, coaching, etc.) to include projects above and beyond normal duties.

(3) Nomination Procedure:

(a) Brigade: Memorandum of recommendation from commander. Each Brigade Commander selects one nominee to represent the respective Brigade.

(b) HQ USACC: Memorandum of recommendation from Director. HQ USACC Chief of Staff will select one nominee to represent HQ USACC.

(c) Narrative not to exceed one page will comment on the individual's achievements and performance as noted above. Nomination must clearly reflect what the individual did above and beyond normal duties.

(d) HQ USACC, G1 will convene a board to select an overall winner. The HQCC winner will compete with the eight brigade winners.

(e) Incomplete nominations or late submissions will not be considered.

(4) Approval Authority: CG, Cadet Command.

(5) Frequency and Presentation: Annually. The CG, Cadet Command, will present the award at a suitable ceremony.

(6) Merit: While no civilian award is automatically granted, Cadet Command will consider awarding the Superior Civilian Service Award/plaque to the Civilian selected as the Cadet Command Civilian of the Year, GS 12-14.

## **2-6. Cadet Summer Training Awards**

a. CG, Cadet Command, has the authority to approve a MSM, ARCOM or AAM award for military personnel assigned or attached for duty at Cadet Summer Training.

b. The CST Commander has the authority to approve ARCOM and AAM awards for military personnel assigned or attached for duty (TDY orders) at Cadet Summer Training.

## **2-7. Fraternal/Association Cadre Awards**

a. General Douglas MacArthur Leadership Award. The General Douglas A. MacArthur Foundation, in coordination with DA, established a leadership award in 1986 given annually to a company grade officer in each major Army command (MACOM), the United States Army Reserve (USAR), and the Army National Guard (ARNG), who demonstrates the ideals for which General MacArthur stood--Duty, Honor, and Country.

The award promotes, sustains, and recognizes effective junior officer leadership in the Army. Period of award is from 1 December of previous year through 30 November of current year. Nominees must be company-grade officers throughout nomination period. Nominees cannot be on major's promotion list as of 31 December of current year. Each BDE CDR will submit one nomination to HQ Cadet Command IAW published OPOD.

(1) Criteria. The nominee must have demonstrated:

- (a) An active leadership role.
- (b) Actions and performance that exemplify the "Duty, Honor, and Country" creed.
- (c) Specific action or event that significantly enhanced accomplishment of school's mission.
- (d) Exceptionally high standards of professionalism and dedication.
- (e) Personal values of candor, courage, commitment, and competence.
- (f) Involvement in community activities.
- (g) Tactical and technical knowledge.

(2) Nomination packet will include, but is not be limited to:

(a) Memorandum to include the nominee's name, grade, security clearance, position, unit mailing address and phone number (DSN if available), e-mail address, home address and phone number, and statement that officer meets the height/weight standards of AR 600-9 and passed the APFT.

(b) Double-spaced typewritten narrative (two-page maximum) providing scope of responsibility, number of individuals (military and Civilian) supervised directly and indirectly, dollar value of assets controls, programs for which nominee has direct responsibility; professional leadership in which nominee demonstrates exceptional leadership traits in accomplishing the mission and overcoming unique problems and emergencies; leadership image in which nominee inspires others by personal example, character, conduct displayed as leaders, and eagerness to assist in accomplishing goals; and community involvement demonstrated by their leadership in the private community. This may be evidenced by the nominee's assumption of leadership roles in social, cultural, religions, as well as other community service activities. Primary emphasis, however, should be on responsibility, leadership, and leadership image.

(c) Single-spaced, typewritten one-page biography.

(d) Official color photo, 3/4 length, in ASU uniform without headgear.

(e) Officer Record Brief (DA Form 4037).

(3) Presentation. TRADOC will board packets and forward top nominations to DA for selection of winner. The General Douglas A. MacArthur Foundation arranges for presentation and provides award elements that consist of a bust of General MacArthur, wristwatch, and memorandum of commendation.

b. Government Employees Insurance Company (GEICO) Military Service Award. This award recognizes military enlisted members for their contributions to military and/or civilian communities. Nomination packets are submitted IAW published OPORDs.

(1) Areas of Eligibility:

(a) Drug and alcohol abuse prevention.

(b) Fire prevention and fire safety.

(c) Traffic safety and accident prevention.

(2) Eligibility Criteria:

(a) Active Duty, Reserve or National Guard Enlisted Soldier.

(b) Display special contributions to the military and/or civilian community in the following areas: drug and alcohol abuse prevention, fire safety and fire prevention, or traffic safety and accident prevention.

(c) This program provides the Army the opportunity to recognize enlisted Soldiers who not only excel in the performance of their primary duties but also make invaluable and lasting contributions to the military and/or civilian community.

(d) Each nomination must clearly show which category (Drug and Alcohol Abuse Prevention, Fire Safety and Fire Prevention, and Traffic Safety and Accident Prevention) he or she is being nominated.

(3) Nomination packet will include:

(a) Single-spaced one-page narrative stating facts and clearly outlining specific accomplishments, on and/or off duty, describing how the military and/or civilian communities benefited in one of the areas of eligibility.

(b) Single-spaced typewritten (two-page maximum) biography to include family, military history, military/civilian education, and awards. Also include the nominee's full name, grade, duty title, unit/organization of assignment, commander, unit mailing address, and office telephone number (commercial and DSN).

(c) One color digital 8"x10" photograph, head and shoulders (without headgear) in service dress uniform.

(d) Endorsement – A letter of endorsement from the Brigade Commander.

(4) Brigades will forward nominations to HQ Cadet Command, G-1 to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves nominations to GEICO.

(5) Presentation. GEICO provides cost of transportation and lodging for Soldier and spouse to attend a ceremony in Washington, D.C.

### **Chapter 3, Cadet Awards**

#### **3-1. Scholarship Awards**

See CCR 145-1, Army ROTC Scholarship Policy, Administrative and Procedural Instructions.

#### **3-2. DA Awards to Cadets**

a. ROTC Medal for Heroism. A Silver Medal (SM) pendant with ribbon bar, for ROTC Cadets who distinguish themselves by acts of heroism performed on or off campus.

(1) Criteria:

(a) The achievement must result in an accomplishment so exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances.

(b) The performance must involve the acceptance of danger or extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

(2) Selection: The PMS will submit nominations to the BDE CDR. BDE CDR will endorse nomination packet and forward to HQ, Cadet Command for CG's approving memorandum. Nominations are based on achievements believed to warrant award of the medal. Statements by eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements, extracts from official records, sketches, maps, diagrams, or photographs, will be attached to support and amplify stated facts.

(3) Presentation: CG, Cadet Command, approves the award. HQ Cadet Command will provide the medal set upon approval of the award. The PMS will arrange a suitable ceremony for presentation of the medal.

b. DA Superior Cadet Decoration Award. DA provides this award annually to the outstanding ROTC Cadet in each year of Military Science (MS) at host institution and extension centers. The award consists of lapel button, medal pendant with ribbon bar,

clip with case, and DA Form 1773 (Citation for the Superior Cadet Decoration Award) signed by the CG, Cadet Command. Appurtenances for attachment to ribbon of initial award are provided for subsequent awards.

(1) Criteria:

(a) The recipient must be a regularly enrolled ROTC Cadet.

(b) The Cadet must be in the top 25 percent in ROTC and academic standing at the program.

(c) Selection is based on demonstrated officer potential. For selection criteria, see Table 3-1.

(2) Selection:

(a) The selection board will be appointed and convened by the PMS. Suggested membership: PMS as president, commissioned and enlisted ROTC instructors as members, and selected civilian faculty or school officials (to include deans, if appropriate) as members, in numbers not to exceed one-third of board's membership.

(b) The board will be convened at the beginning of the school year and briefed on the criteria for selection.

(c) The board members will observe performances of the Cadets during the year in order to foster sound selections.

(d) The board will be reconvened to review the Cadets' records in each year of MS and select the winners not less than one month prior to the end of the school year.

(3) Source of Supply:

(a) PMS requisitions for the awards, to include items referenced in 3-2b above (except certificate), to Defense Support Center Philadelphia, 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419

(b) DA Form 1773, DA Superior Cadet Decoration Award certificate, will be provided by HQ Cadet Command.

(4) Presentation:

(a) Awards will be presented by the PMS at the close-of-year ceremony.

(b) Notify appropriate media agencies in order to foster suitable news releases in Cadets' hometowns and local papers. Names of recipients will be provided to HQ Cadet Command. It is not necessary to advise DA of the names of recipients.

### **3-3. Special Awards**

- a. The Simultaneous Membership Program Activation Award. This award will be presented by the BDE CDR or his designated representative to Cadets, to include MS-I and MS-II Cadets, who serve with their Reserve Component unit for 30 or more days. This is a Cadet award and may not be worn with active duty awards. PMS requisitions for the award to Defense Support Center Philadelphia, 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419.
- b. Cadet Troop Leader Training (CTLT) Ribbon. This ribbon is awarded to ROTC Cadets who successfully participate in CTLT. The ribbon is a silver gray ribbon 1 3/8" width and 3/8" in height bearing a 3/16" wide black stripe at each end and a 1/8" wide blue stripe centered on the ribbon.

### **3-4. Cadet Summer Training**

- a. Upon completion of Basic Camp, Cadets will receive a Basic Camp Graduate ribbon. The ribbon is a repeating pattern of stripes of black, brown, and silver.
- b. Upon completion of Advanced Camp, Cadets will receive an Advanced Camp Graduate ribbon. The ribbon is a repeating pattern of green, purple, orange, and green.
- c. Advanced Camp Cadets may compete to earn the RECONDO badge. Criteria for RECONDO is published each year in USACC Circular 145-05 and in annual CST OPORD. Cadets that meet criteria for RECONDO award will be presented with a RECONDO badge and certificate.
- d. During the graduation ceremonies for both Basic Camp and Advanced Camp, Cadets may be presented with cadre-selected merit awards sponsored by various support agencies and community organizations. Award criteria and sponsors are coordinated by the CST G1 planners, with approval by CST Commandant or designated representative. Award criteria and the timeline and process for submission of nominations is published in the annual CST OPORD.

**3-5. Cadet Command Cadet Awards** Cadet awards are authorized by the CG, Cadet Command, in the categories of recruiting, academic, athletic, military, and miscellaneous awards. Information concerning qualifications, approval authority, and frequency awards may be presented are contained in Appendix A. The awards are depicted in Appendix A-1.

### **3-6. Fraternal/Association Cadet Awards**

- a. Legion of Valor Bronze Cross for Achievement. The Legion of Valor of the United States of America, Inc., provides an award annually for achievement of scholastic excellence in military and academic subjects to stimulate the development of

leadership. This award, a bronze cross and certificate, is awarded to outstanding MS-III Cadets.

(1) Criteria:

(a) The recipient must be a regularly enrolled MS-III ROTC Cadet (MS-IV Cadets scheduled for mid-year graduation will be considered).

(b) The Cadet must be in the top 25 percent in ROTC and academic standing at the program.

(c) Selection will be based on demonstrated officer potential. Cadets must demonstrate the quality potential required of an Army officer; i.e., ROTC grades, academic grades, military leadership, and academic leadership (demonstrated qualities of leadership in scholastic and related activities, student organizations, community activities, and sports participation).

(2) Selection: Brigades solicit SROTC programs for nominations for the Legion of Valor Bronze Cross for Achievement award. Brigades conduct a review of the nomination packets received and submit the best qualified Cadets using the criteria listed (a maximum of two nomination packets) to HQ, USACC G1. USACC, G1 will compile, review and forward the nomination packets to the Adjutant, Legion of Valor of the USA, Inc., 92 Oak Leaf Lane, Chapel Hill, NC 27516-9440, for their selection process. The Legion of Valor Association will send the selected Cadets Bronze Crosses and certificates to the appropriate brigades for presentation.

(3) Nomination packet will include:

(a) Memorandum of nomination by the PMS containing the full name of Cadet, address of the school, school point of contact (POC) and phone number, Cadet's academic major, graduation date, overall GPA, ROTC GPA, scholarship type, class ranking (if available), ROTC class ranking, academic achievements and honors, Army schools attended, and extracurricular activities.

(b) Letter of nomination by the dean of the school.

(c) College/University Transcripts.

(d) Color photo in Army uniform (ASU).

(e) Brigade Commanders endorsement memorandum.

(4) Presentation. These awards are presented in early fall during the Cadet's last year in school by members of the Legion of Valor. The Legion of Valor will send names of members residing in the vicinity of the institution having winners when forwarding awards. The BDE CDR will invite one or more Legion of Valor members to participate

in the presentation. If member is not available, award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross, or who occupy positions of appropriate prestige. ROTC parades or similar traditional school events if held early in the school year are considered suitable occasions for presentation.

b. Society ROTC Award of Merit, Society of American Military Engineers (SAME). The purpose of this award is to impress upon undergraduate engineering students the importance of engineering to national security, by appropriate recognition of meritorious promise of achievement in the field.

(1) Criteria:

(a) The school must offer an undergraduate engineering curriculum accredited by the Accrediting Body for Engineering and Technology in the student's discipline and award baccalaureate degrees.

(b) The Cadet must be pursuing either a four or five-year engineering program. Cadets in five-year programs are eligible during their fourth and fifth years only. The Cadet must be in the upper 25 percent of engineering class. If OML is unavailable, the Cadet must have a minimum "B" average in his/her math/science engineering courses. The Cadet must be enrolled in either the last or next-to-last year of an accredited engineering curriculum. Curricula should be reasonably allied to military engineering but, if accredited, need not be civil, electrical, or mechanical engineering. (For example, petroleum or architectural engineering would be acceptable, but management engineering would not.) The school must meet the requirement of above. The Cadet must be in the upper 25 percent of ROTC class.

(2) Nomination packet will include:

(a) Nomination memorandum containing the full name of Cadet, address of the school, and date of presentation.

(b) Recommendation as the "Outstanding Military Engineering Student of the Year" of his/her year group by both the BDE CDR and the Dean of Engineering.

(3) Selection:

(a) Each qualifying institution / program may submit one nominee. Nominations will be submitted to the respective brigade IAW the published OPORD. Brigades will review the recommendations received and forward packets to HQ Cadet Command for review and consideration. HQ USACC will compile, review and submit the nominations to the Director, SAME, for their selection process as outlined in the published OPORD.

(b) Director, SAME, will prepare the medals and citation for each winner. SAME will send these to the respective PMS together with the name of the nearest SAME Post President and Regional Vice President.

(4) Presentation and Publicity: The PMS will arrange a suitable ceremony for presentation of the awards and contact the nearest SAME Post and/or Regional HQ to invite one of their senior engineer officers to make the presentation. If a student post of SAME exists on campus, the faculty advisor should be invited to the presentation.

c. Pallas Athene Award. The Pallas Athene Award, a medallion symbolizing the Women's Army Corps, a \$300 cash award, and a three year membership in the association, will be awarded annually to two outstanding graduating MS-IV female Cadets in Cadet Command.

(1) Criteria:

(a) Outstanding female MS-IV ROTC Cadet.

(b) Graduating from undergraduate or graduate school at the end of the school year.

(c) Successfully completed Cadet Summer Training.

(d) Top 50 percent of her MS and academic class.

(2) Nomination packet will contain a narrative description of the Cadet's accomplishments (ROTC, college, community, etc.); complete name, mailing address and telephone number of the PMS; presentation date, and recommendation of BDE CDR. Nominations will be forwarded to HQ Cadet Command G1 to arrive NLT the timeline established in the published OPORD. Brigades will identify eligible nominees for the Pallas Athene Award and submit one nominee packet per brigade or a negative reply to the USACC G1 POC IAW with the published OPORD.

(3) Selection: Nominations will be forwarded to the Pallas Athene Chairperson for their selection process of the two outstanding MS-IV female Cadets.

(4) Presentation: The Women's Army Corps Veterans Association will mail award to the designated PMS and attempt to have a member present for the awards ceremony. Within 30 days subsequent to award presentation, PMS is requested to provide the Women's Army Corps Veterans Association Pallas Athene Award Committee copies of all press releases, photographs, and other publicity generated by the individual awards.

d. United States Field Artillery Association Award. The United States Field Artillery Association provides an award for the top-ranking Field Artillery graduate Cadet. The award consists of a brass cannon, mounted on a tiered, walnut base containing a brass plaque engraved with the candidate's name and explanation of the award. United

States Army Cadet Command (USACC), G1, provides the name of the top field artillery graduate, per the National OML, to the G1 Military and Cadet Awards Program Manager who notifies the United States Field Artillery Association. The association then makes arrangements for the presentation.

e. Army Aviation Association of America Award. The Army Aviation Association of America provides an award for the most outstanding ROTC Cadet who has been selected for the Army Aviation Branch. USACC, G1 provides the name of the top aviation graduate, per the National OML, to the G1 Military and Cadet Awards Program Manager who notifies the United States Army Aviation of America Association. The association then makes arrangements for the presentation.

f. The Armed Forces Communication and Electronics Association (AFCEA) Award for Distinguished Performance. The AFCEA provides an award for the top-ranking Signal Corps graduate Cadet. The award consists of a personally engraved Seth Thomas "Corsair" clock (worth \$350) plaque engraved with the candidate's name and explanation of the award. USACC, G1, provides the name of the top signal corps graduate, per the National OML, to the G1 Military and Cadet Awards Program Manager who notifies the AFCEA. The association then makes arrangements for the presentation.

g. National Defense Transportation Association (NDTA) Award. This award, which consists of a medal pendant, is presented annually to the most outstanding MS-III Cadets enrolled in ROTC units.

(1) Criteria:

(a) Enrolled in MS-III year in an academic course the main portion of which is of particular interest to the Transportation Corps. (Engineering and Computer Science majors are included in this category.)

(b) Top 25 percent in ROTC and academic standing at the program.

(c) Recommended by PMS as an outstanding student and Cadet. The Cadet's full name, university and full address must be in the packet for submission.

(2) Selection: Brigades will solicit the programs for nominations for the NDTA award. The PMS may submit one nomination packet per school/university to the Brigade POC. The Brigade POC will ensure packets are complete and the nominees meet the criteria listed then forward all nominee packets to the G1 POC NLT 1 February. The G1 POC will collect, review for completeness, and forward all nomination packets the Office of the Chief of Transportation for their selection process.

(3) Presentation: The Director, Office of the Chief of Transportation, will notify the winner via the PMS and provide the award for the PMS to present at a suitable ceremony.

h. National Defense Industrial Association (NDIA) Award. The NDIA Award is presented annually to the top ROTC Cadet at each institution who meets the eligibility criteria. It consists of a certificate, a defense medal, and a service ribbon to be worn on the uniform.

(1) Criteria:

(a) Upper half of their class in academic grades.

(b) Received B or above in all ROTC course grades.

(c) Rated in the top 20 percent of platoon and company in ROTC camp evaluation scores. A Cadet who is otherwise eligible for this award but who will not attend camp until after completion of academic studies may be considered for the award provided ROTC course standing is in the top 20 percent of the total ROTC enrollment at the institution.

(d) Actively participate in athletics and/or campus activities.

(e) Demonstrate outstanding leadership qualities.

(f) Demonstrated achievement and concentrated effort in military and academic subjects and/or demonstrated capability and diligence in a related activity of the ROTC program.

(2) Selection: The PMS will make final selection based upon above criteria.

(3) Source: The PMS should include in the email (instead of the postal service), the following information to ensure timely arrival of the award packet:

- Name of Cadet (if available);
- ROTC Service Unit and University/College name;
- Full name and mailing address (No P.O. Box) to mail award packet;
- POC Full name, email and phone number;
- Date of award presentation (if available);
- ROTC award packet will arrive 2 weeks prior to scheduled ceremony.

NDIA ROTC Awards POC: Molly Flanagan: E-mail [mflanagan@ndia.org](mailto:mflanagan@ndia.org) / Phone (703)247-2563.

(4) Presentation: The PMS will make arrangements for presentation.

i. Association of the United States Army (AUSA) Award. This award, consisting of a medal pendant with ribbon bar and certificate, is provided annually for the outstanding MS-III Cadet of each unit who contributes the most toward advancing the standing of the MS Department at the institution. AUSA will supply medals based on Advanced Course enrollment (see Table 3-2).

(1) Criteria:

- (a) Enrolled in MS-III.
- (b) Top 10 percent in ROTC grades.
- (c) Top 25 percent in academic grades.

(d) Contributed the most, via leadership, to advancing the standing of the MS Department at the institution. This requirement is sufficiently flexible to include a variety of acts and achievements that may have significance at a particular institution, although not necessarily applying to all institutions.

(2) Selection: Selection will be made by the PMS or a committee appointed by the PMS.

(3) Source: The PMS will request medals (supplied for local engraving) and certificates via AUSA, ATTN: Director of the Regional Activities, 2425 Wilson Boulevard, Arlington, VA 22201. One medal for permanent display may be requested by each host institution and official extension center.

(4) Presentation. Presentation will be made at a suitable ceremony. AUSA will furnish to each PMS names of representatives who may upon request participate in awards presentations.

j. The Armed Forces Communications and Electronics Association (AFCEA) ROTC Honor Certificate Award. This award recognizes one outstanding ROTC Cadet who achieves in leadership and academics. The award includes a framed parchment certificate with the honoree's name prominently inscribed and a ribbon bar. This program is separate and distinct from the AFCEA Scholarship Program, but an ROTC student may apply for and receive both. Each interested ROTC unit may submit one Honor Award nomination per school year.

(1) Criteria:

- (a) U. S. citizen.
- (b) Junior preparing to enter their senior year (rising senior).

(c) Majoring in electronics, electrical, aerospace, or communications engineering, mathematics, physics, computer science or technology, information management systems or related technical disciplines.

- (d) Demonstrate high academic achievement.

(2) Selection: The PMS selects recipients of the award. The nomination form for the ROTC Honor Certificate Award is located at the following link <https://www.afcea.org/dynform/forminp.jsp?fid=6932>. The nomination form must be completed and submitted online to AFCEA foundation. Anyone with questions may send an e-mail to [edfoundation@afcea.org](mailto:edfoundation@afcea.org).

(3) The completed nomination form must be received by the AFCEA Educational Foundation at least 20 days prior to the presentation date.

k. Reserve Officers' Association (ROA) Award. This award, presented annually at each institution to outstanding MS-II, MS-III and MS-IV Cadets, consists of medal pendant and certificate. The medal is gold for MS-IV Cadets, silver for MS-III Cadets, and bronze for MS-II Cadets. A certificate may be awarded in conjunction with or in lieu of the medal.

(1) Criteria.

(a) Enrolled in ROTC.

(b) ) Be recognized for having contributed the most to advancing the objectives of the ROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

(c) Top ten percent of their ROTC class and be in the top 25 percent in academic grades.

(d) Demonstrated outstanding qualities of leadership, moral character, and high aptitude for military service.

(2) Selection: The PMS, in coordination with representatives of a state or local chapter of the ROA, if available will make final selection. Normally, a representative of the ROA chapter sponsoring the award will contact the PMS for coordination of details and presentation of the award.

(3) Source: Awards may be obtained from a state or local chapter of the ROA or, if unavailable from the ROA, 1 Constitution Avenue, NE., Washington, D.C. 20002.

(4) Presentation: A representative of the ROA, if available will present awards to selected nominee. If unavailable the PMS will present awards.

l. American Legion Awards. These awards are provided annually to outstanding Cadets at each institution for general military excellence and scholastic excellence.

(1) The award consists of:

(a) Silver medal pendant with ribbon bar and ROTC crest or scholastic scroll for junior class winners enrolled in MS-III.

(b) Gold medal pendant with ribbon bar and ROTC crest or scholastic scroll for senior class winners enrolled in MS-IV. A miniature reproduction of the official ROTC crest is attached to the ribbon bar of awards for general military excellence. A miniature scholastic scroll is attached to the ribbon bar of awards for scholastic excellence.

(2) Criteria: A Cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(a) General Military Excellence Award. The Cadet must be in the top 25 percent of the class in academic and ROTC subjects and must have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(b) Scholastic Excellence Award. The Cadet must be in the top 10 percent of the class in academic subjects, top 25 percent of the class in ROTC classes, and demonstrated qualities of leadership. The Cadet must actively participate in related student activities, such as student organizations, community activities, and sports.

(3) Selection: The PMS or head of the institution (or both) will make selections.

(4) Source: Requests for awards may be made in writing to the local posts of the American Legion. If no local post is available, or if the local post does not have an active ROTC Awards program, information may be requested in writing from: The American Legion, National Security Division, 1608 K Street NW, Washington, D.C. 20006. Written request should include: Name of the college or university, address, city, state, zip code, point of contact's name, phone number, email address, unit name, name of Cadet(s), and type of award (general military excellence/scholastic excellence).

(5) Presentation: The PMS will make arrangements for an American Legion representative to present the awards at a suitable military ceremony. If representative is unavailable, the PMS may present award.

m. Veterans of Foreign Wars (VFW) Award. This award, which consists of a medal pendant and ribbon bar and/or citation, is made annually to a Cadet at each institution who has excelled in MS or an ROTC program activity.

(1) Criteria: The Cadet must:

(a) Undergraduate student in MS-I, MS-II, MS-III, or MS-IV.

(b) Good standing academically and militarily.

(c) Demonstrated achievement and concentrated effort in military and academic subjects and/or demonstrated capability and diligence in a related activity of the ROTC program.

(d) Not a previous VFW award recipient.

(2) Selection: The PMS will make selection.

(3) Source: Request for VFW award and sponsorship may be made to the nearest VFW post. If a local post is unavailable, information on the nearest post may be obtained from the VFW state headquarters office. That contact information can be obtained from VFW National Headquarters, Programs Department, 406 W 34th Street, Kansas City, MO 64111, fax 816-968-1149, phone 816-756-3390 ext 6117.

(4) Presentation: The PMS will make arrangements for a Veterans of Foreign Wars representative to present the awards at a suitable military ceremony. If representative is unavailable, the PMS may present award.

n. American Veterans of World War II (AMVETS) Award. This award, which consists of a medal pendant and ribbon bar, is made annually to the outstanding Cadet at each participating ROTC unit.

(1) Criteria: The Cadet must:

(a) Good standing in all military aspects and all scholastic grades at the time of selection and presentation.

(b) Demonstrate a positive attitude toward ROTC, demonstrate a neat personal appearance (uniform wear, posture and grooming), demonstrate outstanding leadership attributes (initiative, dependability, judgment and self-confidence), and demonstrate officer potential (responsibility, adaptability, high personal standards).

(2) Selection: The PMS may submit one nomination to the local AMVETS post for forwarding to AMVETS National HQ. If a local post is unavailable, information on the nearest post may be obtained from the state AMVETS Department or by writing to AMVETS, National HQ, 4647 Forbes Blvd., Lanham, MD 20706.

(3) Presentation: The PMS or a member of the AMVETS will present the award in a ceremony arranged by the PMS. Request form for the medal and certificate is located at <http://www.amvets.org/rotc/>.

o. The National Sojourners Award. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding Cadet at each institution who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

(1) Criteria:

(a) Sophomore (concluding second undergraduate year and MS-II and have indicated the intent to enroll in the Advanced Course) or a junior (concluding the third undergraduate year and MS-III).

(b) Top 25 percent of the academic class.

(c) Encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(d) Demonstrated a potential for outstanding leadership.

(e) Not previous National Sojourners award recipient.

(2) Selection: The PMS, head of the institution, or both may make selection. Final approval rests with the sponsoring chapter of National Sojourners. Only one award submission per program can be submitted.

(3) Source: Request for National Sojourners award sponsorship may be made by the PMS to the nearest local chapter. Requests are normally made in January for presentation in April or May. If a local chapter is unavailable, information may be obtained from the National Sojourners Inc., 8301 East Boulevard Drive, Alexandria, VA 22308. Award request forms are also found at <http://www.nationalsojourners.org/rotcjrotc-awards/>.

(4) Presentation: PMS will make appropriate arrangements for presentation of award.

p. Sons of the American Revolution (SAR) Award. This award, which consists of a silver medal pendant with Minuteman holding a rifle, and ribbon bar, is presented to a meritorious Cadet enrolled in Army ROTC at each institution (or 1 medal for each 500 Cadets enrolled at time of the award).

(1) Criteria:

(a) Good standing militarily and scholastically at the time of selection and presentation of the award.

(b) Enrolled in the first year of either the two-year or four-year program.

(c) Exhibit a high degree of merit with respect to leadership qualities, Soldierly bearing, and excellence. Excellence is defined as all around excellence in the Army ROTC Program studies and activities.

(2) Selection: The PMS, or an authorized representative, will select the recipient. The award may be presented at the end of the Cadet's first year of a two or four-year program. No recipient may receive the award more than once. Application forms can be found at <https://members.sar.org/media/uploads/pages/201/rYjnx6Zl2lQG.pdf>.

(3) Source: The National HQ, SAR Revolution, 1000 South 4th Street, Louisville, KY 40203, will furnish the secretary of each applicable SAR state organization a list of the Army ROTC units in the state. The secretaries of SAR organizations will coordinate with each ROTC unit within their area. PMS may make inquiries concerning the SAR award to state organizations or the National HQ. A list of contacts can be found at <https://www.sar.org/education/youth-contests-awards/rotc-jrotc-recognition-program>.

(4) Presentation: The applicable state society and PMS will make arrangements for the presentation. The award should be presented at a suitable military ceremony.

q. Military Order of the World Wars (MOWW) Award. This award, which consists of a medal pendant and ribbon bar, is authorized for award annually to an MS-I, MS-II, and MS-III Cadet at each institution. The award in each case will be given to a Cadet who is outstanding in military and scholastic studies during the entire school year. An MS-I will receive the bronze medal; an MS-II will receive the silver medal; and an MS-III, the gold medal. A certificate and ribbon may be awarded in lieu of a medal when monetary limitations preclude the awarding of medals to Senior ROTC Cadets.

(1) Criteria:

(a) Outstanding MS-I Cadet with intent to serve in the Army ROTC unit the next school year.

(b) Outstanding MS-II Cadet with intent to serve in the Army ROTC unit and goal of becoming an Army officer.

(c) Outstanding MS-III Cadet with intent to become a career Army officer.

(d) A Cadet must excel in all military and scholastic aspects of the ROTC program at the time of selection and presentation of the award. The recipient must not have previously received an MOWW medal award.

(2) Selection: The PMS with concurrence of the ranking school official present will make selections.

(3) Source: The PMS will make requests for medals to the nearest local chapter of the MOWW. If a local chapter is unavailable, information may be obtained from the National HQ, MOWW, 435 N. Lee Street, Alexandria, VA 22314. If there is no local MOWW chapter near you, please use the "MOWW Store" on this website to order award elements: <https://store.moww.org/>.

(4) Presentation: The PMS will make arrangements for a MOWW member to present the award to the recipients at a suitable military ceremony. If a MOWW member is unavailable, any Active, USAR, or retired officer with prior commissioned service, who served honorably on Active Duty in the Armed Forces of the United States during a period of hostilities, may present the award.

r. Daughters of the American Revolution (DAR) Award. This award, which consists of a gold medal pendant and ribbon bar, is presented annually by the DAR to an ROTC Cadet at each host institution for outstanding ability and achievement.

(1) Criteria.

(a) Must have demonstrated loyalty and patriotism and earned a record of military and scholastic achievement during their participation in an ROTC program.

(b) Must be in the upper 25 percent of the Cadets in ROTC and academic subjects.

(c) Demonstrated qualities of loyalty and patriotism, dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC training.

(2) Selection: The PMS and head of the institution will make selection.

(3) Source: The PMS will make requests for sponsorship of the DAR award via the local DAR chapter regent. If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society DAR, 1776 D Street, NW., Washington, D.C. 20006-5392.

(4) Presentation: The award should be presented at a suitable ceremony by a DAR chapter regent, a National Defense Chairman or DAR representative appointed by them. If a representative is unavailable, the PMS may present the award.

s. Daughters of the Founders and Patriots of America Award. This award, which consists of a gold medal pendant, is presented annually by the Daughters of the Founders and Patriots of America to an ROTC Basic Course Cadet at each institution who has excelled in a specific MS course or related activity.

(1) Criteria:

(a) Enrolled in MS-I or MS-II.

(b) Top 25 percent of the ROTC class.

(c) Accomplished by diligence or endeavor a high degree of excellence in military history or related course.

(d) Demonstrated potential for good leadership.

(e) Demonstrated similar or related accomplishments reflecting the ideals of patriotism.

(f) Not a previous recipient of this award.

(2) Selection: The PMS, head of the institution, or both may select a Cadet to receive the award. Final approval rests with the sponsor.

(3) Source: The PMS will make requests for sponsorship of the award via the State Chapter, National Society Daughters of the Founders and Patriots of America. Requests are normally made prior to 1 March for presentation in late spring. If unable to contact State Chapter, information may be obtained from the National Headquarters, National Society Daughters of the Founders and Patriots of America, Park Lane Bldg, 2025 Eye Street, NW, Number 615, Washington, D.C. 20006.

(4) Presentation: The PMS will present the award. Arrangements will be made for a State Chapter official to be present if possible.

t. Association of Military Colleges and Schools of the United States (AMCSUS) President's Medal. This award is ONLY AVAILABLE TO ASSOCIATION MEMBER SCHOOLS. The award consists of a gold medal pendant, is called "The AMCS President's Medal" and may be awarded annually to institutions holding membership in the Association. One award per year per institution is authorized.

(1) Criteria: This award may be presented at the discretion of the AMCSUS member institutions according to criteria which best suits the individual institution's standards and programs. The individual selected should be a full-time student/Cadet who has completed a minimum two full years prior to consideration for the award.

(2) Selection: A board composed equally of academic and military faculty members will make selections to forward to the institution president for final selection.

(3) Source: Request for information regarding source of this award should be addressed to AMCSUS at [amcsus1@gmail.com](mailto:amcsus1@gmail.com).

(4) Presentation: The Association President or designated representative will present awards at a suitable ceremony during the commencement period at the end of the normal academic year.

u. The Military Officers' Association (MOAA) ROTC Medal. The purpose of the MOAA ROTC Medal is to recognize an outstanding ROTC Cadet in his or her next-to-last year in the program who has demonstrated exceptional potential for military leadership. The award consists of a ribbon, bronze disc pendant, and certificate.

(1) Criteria:

- (a) MS-III.
- (b) Good academic standing.
- (c) High moral character.
- (d) High order of loyalty to his/her ROTC unit, institution, and country.
- (e) Exceptional potential for military leadership.
- (f) Not a previous recipient of this award.

(2) Selection: The PMS, or a committee appointed by the PMS, will select recipients with the sponsoring chapter making the final decision.

(3) Source: The PMS may request the award from the nearest chapter of MOAA. If information on the nearest local chapter is unavailable or nonexistent, the PMS may address his request directly to MOAA, 201 North Washington Street, Alexandria, VA 22314, telephone (800)-234-6622.

(4) Presentation: A representative of the sponsoring chapter will make the presentation. If the award is not sponsored by a local chapter, the PMS may designate a person, preferably a member of MOAA, to make the presentation.

v. AUSA Military History Award. The AUSA, in conjunction with the US Army Center of Military History, presents a volume of the US Army official history series to a Cadet for excellence in the study of military history in each Senior ROTC host institution or official extension center.

(1) Criteria: The Cadet must have been enrolled in a specific military history course at the institution during the academic year the award is given. The PMS may establish additional criteria.

(2) Selection: The PMS, or a committee appointed by the PMS, will make the selection.

(3) Source: The PMS will make requests for the Military History Award via the AUSA (ROTC Activities), 2425 Wilson Boulevard, Arlington, VA 22201.

(4) Presentation: Presentation will be made at a suitable ceremony. AUSA will furnish to each PMS the names of representatives who may, upon request, participate in the award presentation.

w. Society of the War of 1812 Award. This award, which consists of a ribbon and certificate, is presented annually to one outstanding Cadet from each host institution. Recipient may be selected from either the host, extension center, or cross-enrolled school.

(1) Criteria:

(a) Academic sophomore MS-II.

(b) Good academic standing, top twenty percent of their class.

(c) Rank in the top ten percent of the class in academic ROTC studies.

(d) Rank in the top ten percent in aptitude for the Armed Forces.

(e) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(2) Selection: The PMS, or an individual or committee appointed by the PMS, will make selection.

(3) Source: PMS may request the award from the nearest State Society. If information on the nearest State Society is unavailable or nonexistent, the PMS may address his request directly to Society of the War of 1812, 373 Stinson Avenue, Saint Paul, MN 55117.

(4) Presentation: If award is obtained from a State Society, the PMS will provide the State Society details of where and when the award will be presented and invite a member of the Society to present the award. If a Society member is unavailable, the PMS, or his designated representative, will make the presentation.

x. Military Order of the Purple Heart Leadership Medal Award. This award, which consists of a medal, ribbon, and certificate, is limited to one leadership award per ROTC unit per entire school year (summer sessions included).

(1) Criteria:

(a) Be an Underclassman (Seniors ARE NOT eligible).

(b) Positive attitude toward ROTC/JROTC and country.

(c) Leadership position in the Cadet corps.

(d) Active in school and community affairs.

(e) "B" or better in all subjects for the previous semester.

(f) Not a previous recipient of the award.

(2) Selection: PMS selects the recipient annually.

(3) Source: PMS requests award and representative of organization to present at a suitable ceremony. The PMS may request the award by filling out and submitting the CADET LEADERSHIP AWARD ONLINE ORDER FORM to <http://www.purpleheart.org/ROTC/OrderForm.aspx> to the Military Order of the Purple Heart at least two months prior to the presentation date. The Commander may also print out the online form and it can be (1) mailed to: The Military Order of the Purple Heart, 5413-B Backlick Road, Springfield, VA 22151 ; or (2) Faxed to (703) 642-2054. The cadet's name is printed on the citation by the school.

(4) Presentation - The award is presented annually at an appropriate ceremony by a representative of the Military Order of the Purple Heart, if available.

y. George C. Marshall Leadership and Awards Seminar. The George C. Marshall (GCM) Leadership and Awards Seminar is the capstone leader development event for US Army Cadet Command (USACC). The GCM Leadership and Awards Seminar recognizes the top Cadet from each of the host Senior Reserve Officers' Training Corps (SROTC) programs. Cadets are exposed to senior Army leadership and participate in roundtable discussions on current national security topics. The seminar will be conducted at Fort Leavenworth, KS (FLKS) in partnership with the Combined Arms Center (CAC) and the Center for Army Leadership (CAL).

(1) Criteria:

(a) Be the top MS-IV ROTC Cadet from the program (includes either the host institution or partnership school)..

(b) Completed CST.

(c) Demonstrate leadership and scholastic qualities epitomized by the career of General Marshall.

(2) Selection: Include the following considerations in the Cadet selection process:

(a) The Cadet's Order of Merit listing and grade point average ranking.

(b) The Cadet's leadership potential as measured by the program responsibilities, Advance Course performance, and extra-curricular participation in such activities as Ranger Challenge, Scabbard and Blade, and the Association of the United States.

(3) Presentation: A Marshall Award seminar will be held at Fort Leavenworth, KS (FLKS) in partnership with the Combined Arms Center (CAC) and the Center of Army Leadership (CAL) IAW the published OPORD.

(4) Travel arrangements will be made by the PMS and funded by the brigades.

z. General and Mrs. Matthew B. Ridgway Military History Research Fellowship. See CC Reg 145-3, Reserve Officers' Training Corps Precommissioning Training and Leadership Development, Appendix E.

aa. Supreme Council of the Scottish Rite of Freemasonry Award. This award recognizes one outstanding Cadet per school in the second or third year of a 4-year program. Requests can be made at any time during the calendar year. The award consists of a medal, a ribbon, and a certificate.

(1) Criteria:

(a) Contributed the most among Cadets on campus to encourage and demonstrate patriotism by deeds or conduct during participation in extracurricular activities or community projects.

(b) Demonstrated academic excellence by being in the top 25 percent in ROTC and academic standing.

(c) Recommended by PMS as an outstanding student and Cadet.

(d) Demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism.

(2) Selection: The PMS may submit one nomination request to the nearest Scottish Rite Valley of the Southern Jurisdiction or to the national headquarters. The Supreme Council is divided between two Jurisdictions, the Southern Jurisdiction and Northern Masonic Jurisdiction. (For a map, click on website: [www.scottishrite.org](http://www.scottishrite.org), then "Where We Are" at bottom of the page, and "Location of Scottish Rite Valleys").

- Southern Jurisdiction: Requests for the award should be sent to the nearest Scottish Rite Valley of the Southern Jurisdiction. (For locations, refer to the map described above and click on the desired state) or contact the National Headquarters, Grand Executive Director, telephone: 202-232-3579, or email: [wsizemore@scottishrite.org](mailto:wsizemore@scottishrite.org).

- Northern Masonic Jurisdiction: Refer to: [www.supremecouncil.org](http://www.supremecouncil.org), click on ROTC Program. Inquiries should be directed to William Holland, Director of Operations, Telephone: 800-814-1432, Ext. 3133, or email: [wholland@supremecouncil.org](mailto:wholland@supremecouncil.org).

(3) Presentation: With 30 days prior notice of the presentation ceremony,

whenever possible the Scottish Rite Valley which provided the award will select and provide a presenter.

**3-7. Distinguished Military Student (DMS) and Distinguished Military Graduate (DMG) Certificate.** See CCR 145-9, Reserve Officers' Training Corps Accessioning and Commissioning, Chapter 2, Paragraph 2-5.

<b>Table 3-1, Cadet Awards Selection Criteria</b>	
<b>SELECTION CRITERIA</b>	<b>POINTS</b>
ROTC Scholarship and Grades	50
Academic Scholarship and Grades	50
Military Leadership	50
Academic Leadership (demonstrated qualities of leadership in scholastic and related activities, student organizations, community activities, and sports participation)	100

<b>Table 3-2, AUSA Medals Authorized and Award Criteria</b>	
<b>MEDALS AUTHORIZED</b>	<b>Population</b>
1	to 350
2	to 600
3	to 850
4	to 1100
5	to 1350

**Chapter 4, Cadet Command Program Awards**

**4-1. General Douglas MacArthur Program Award**

a. The General Douglas MacArthur Foundation sponsors an ROTC Outstanding Program Award Program. The General Douglas MacArthur Program Award instituted in 1989 honors the top U.S. Army ROTC programs from the host programs located around the United States. Past winners are the most successful of the Commands' units in accomplishing their mission of training and commissioning the majority of the lieutenants entering the Army each year. Award winning programs best represent the ideals of the watchwords, Duty-Honor-Country and the legacy of leadership as practiced by General Douglas MacArthur. The General Douglas MacArthur Foundation recognizes in each Brigade the top performing program that recruit, educate, develop and inspire SROTC Cadets in order to commission officers of character for the Total Army.

b. HQ, Cadet Command, RMID, publishes a MOI as required with procedures for selecting the General Douglas MacArthur ROTC Program Award. Brigades identify one host program that best exemplified the USACC Mission to recruit, educate, develop and inspire SROTC Cadets in order to commission officers of character for the Total Army during the fiscal year. Top performing programs are recognized with the MacArthur

Award presented to Brigade Command Teams. Brigade Command Teams present the awards to the identified program at host campus during the spring semester.

#### **4-2 The Order of the Founders and Patriots of America Award**

See CCR 145-3, Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Appendix E.

#### **4-3. Chief of Staff, Army, Supply Excellence Award**

a. References.

(1) Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008.

(2) Annex A to CCR 672-5-1, HQDA Supply Excellence Award (SEA) Standard Operating Procedure (SOP), 1 December 2016 (included below).

(3) Annex B, Nomination Guidance for TRADOC Organizations, undated, (included below)

(4) [http://www.quartermaster.army.mil/ltd/supply\\_excellence\\_award\\_program.html](http://www.quartermaster.army.mil/ltd/supply_excellence_award_program.html)

a. The SEA program enhances the readiness and supply effectiveness of USACC operations. It provides a positive incentive for extraordinary supply and support operations and fosters accountability, support, and resource management while enhancing awareness and compliance with logistics management policies and Command Supply Discipline Program (CSDP) guidelines outlined in AR 710-2, Appendix B.

b. Participants in the SEA program must adhere to a detailed nominating process covered in AR 710-2 and in references 2 and 3 (included in this publication).

c. Winning organizations will receive plaques in a formal ceremony typically hosted by the supporting installation Senior Mission Commander (SMC) and recognized throughout USACC. These organizations may also have the opportunity to participate in the HQDA-level SEA competition.

d. Nomination and Evaluation Criteria Overview:

(1) USACC will typically compete at the User Level (Level IB – TDA). However, as the command completes its transition to brigade-level property books, it may also compete at Level IIB (TDA Property Book Operations).

(2) Competition is highly selective. For example, TRADOC may nominate up to two units for Army-wide competition. The primary evaluation criteria are demonstrated success in supervisory and managerial responsibilities in compliance with the Army

standard supply policy and procedures the CSDP and the Army management philosophy.

(3) The U.S. Army Quartermaster School will administer evaluation guidelines and scoring criteria, and evaluate Programs using CSDP standards. Updated information is periodically posted at the website link provided above (Reference 4).

(4) USACC G4 will receive annual guidance from HQ, TRADOC and notify the staff and brigades that will manage the nomination process and submit packets to G4 for review and upload to Army Knowledge Online (AKO). TRADOC will hold an internal board prior to forwarding selected packets to HQDA and the U.S. Army Quartermaster School evaluators.

## **Chapter 5, Civilian Awards General**

**5-1 Purpose.** This regulation establishes internal policies and procedures governing the Honorary Incentive Awards Program for all activities within the U.S. Army Cadet Command (USACC).

### **5-2 References.**

- a. AR 672-20, Incentive Awards, 1 April 2014.
- b. AR 690-400 (Total Army Performance Evaluation System), 16 October 1998.
- c. Department of Defense Instruction Number 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013.
- d. MEMORANDUM ASOA, 15 January 2017, subject: Delegation of Authority to Approve the Meritorious Civilian Service Award, the Outstanding Civilian Service Award, and the Civilian Award for Humanitarian Service.
- e. MEMORANDUM, HQ TRADOC, ATBO-C, 10 February 2017, subject: Delegation of Authority to Approve the Meritorious Civilian Service Award, the Outstanding Civilian Service Award, and the Civilian Award for Humanitarian Service.

### **5-3 Policy.**

- a. The Honorary Incentive Awards Program will be administered by the Office of the Deputy Chief of Staff, G-1, Civilian Personnel Division (CPD) for all USACC.
- b. The program will be administered on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status or physical or mental handicap. Consistent with the Army's Affirmative Action Program, the Commander, managers and supervisors will make special efforts to ensure that all employees are included commensurate with their contributions to the command.

c. The program offers an excellent opportunity, when properly used, to recognize employees whose performance or actions contribute to the economy, efficiency, or improvement of work operations, or are in the public interest in connection with or related to their official employment. In addition, this program is an effective tool which can be used to improve and stimulate employee morale, motivation, and productivity.

d. Employees will not be informed that they are under consideration for or have been nominated for an award. Such actions may create serious morale problems if the nomination is not approved.

e. All individuals who receive an award are eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.

#### **5-4 Responsibilities.**

a. The DCS, G-1, CPD will:

(1) Provide positive program leadership and direction for the Civilian Awards Program.

(2) Ensure supervisors and managers are provided guidance and staff assistance so that they are able to initiate appropriate, timely recognition actions for employee achievements.

(3) Obtain approval of all awards requiring signature of the Equal Employment Opportunity Officer, Chief of Staff or Commanding General.

b. Brigade Commanders, Directors, Deputy Chiefs of Staff and Chiefs of separate staff offices are responsible for submitting award recommendations to the DCS, G-1, CPD in a timely manner and in accordance with the timeframes outlined in this regulation.

c. Recommending officials are responsible for the timely submission of award recommendations, correctness and completeness in accordance with the examples of this SOP.

#### **5-5 Submission Timeframes.**

All recommendations for honorary awards must be submitted to the DCS, G-1, CPD no later than 30 days prior to the desired presentation date. The exception to this rule is the Decoration for Exceptional Civilian Service, Meritorious Civilian Service Award, Outstanding Civilian Service Award and the Civilian Award for Humanitarian Service which must be submitted no later than 90 days prior to the desired presentation date.

Awards not received within the given timeframes must be accompanied by a Letter of Lateness explaining the reason the award is late.



DEPARTMENT OF THE ARMY

HEADQUARTERS  
UNITED STATES ARMY CADET COMMAND  
1234 Main St  
ANYWHERE, KENTUCKY 40121-5000

REPLY TO  
ATTENTION OF:

ATCC-XYZ

31 May 2017

MEMORANDUM FOR RECORD

SUBJECT: Letter of Lateness

1. Due to (JUSTIFICATION), the award for (Name of Employee) was not returned in a timely manner.
2. This failure to meet set timeline should in no way reflect against the employee.
3. POC regarding this action is the undersigned at (502) 555-1212 or email at [john.l.snuffy.mil@mail.mil](mailto:john.l.snuffy.mil@mail.mil)

JOHN L. SNUFFY  
CPT, AG  
Brigade S1

## 5-6 Basic Awards Guidelines

### 1. General.

a. Both an honorary and monetary/performance award may be granted for the same act or achievement if the criteria for each award are met. The same act or achievement; however, cannot form the basis for more than one type of monetary or one type of honorary award.

b. No discretionary monetary or honorary award for performance or achievement will be made to an individual who –

(1) Is either under investigation, or upon whom disciplinary or adverse action based on performance or conduct is pending.

(2) Was the subject of a disciplinary action within the preceding 120 days.  
(NOTE: The commander may give the award if he/she finds that the basis for the award is unrelated to the investigation, pending action, or discipline and the award would not reflect unfavorably on the Army.)

c. Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

d. An individual who receives an award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period. **Simply said, an individual may not receive two monetary (performance and/or non-performance) awards for the same achievement/service performed during the same period. Nor can they receive two honorary awards for the same achievement/service performed during the same period.**

### 2. Monetary (non-performance) Awards.

a. Nominations should be submitted within 30 calendar days after the achievement to be recognized. Final action (approval) should be taken within 30 calendar days thereafter unless action has to go to higher headquarters.

b. Individuals may be nominated for Special Act or Service Award (\$25 - \$25,000) or On-the-Spot Cash Awards (\$25 - \$500) at any time; however, consideration needs to be given to paragraph 1d.

c. Nomination requires DA Form 1256 and justification.

d. The Table 7-2 in AR 672-20, should be used to compute the amount of dollars a monetary (non-performance) award is for.

### 3. Time Off Awards.

- a. Time off award may be used alone or in combination with monetary or nonmonetary awards.
- b. Time off award may be given alone or in combination with performance award.
- c. The Table 7-2 in AR 672-20, should be used to compute the number of hours a time off award is for.
- d. An individual may not receive more than 40 hours or less than 1 hour in a single award nomination. An individual may not receive more than 80 hours in a leave year.
- e. Nomination requires a DA Form 1256 and justification.
- f. Time off award must be scheduled and used within 1 year of the effective date of the SF50, Notification of Personnel Action. Use of a time off award should be requested on an OPM 71 in advance, same as annual leave would be.
- g. A time off award does not convert to a cash payment under any circumstance.

### 4. Performance Awards.

- a. An employee should not be nominated automatically for a performance award based on their rating.
- b. Nomination should be submitted within 30 days of approval of the annual rating.
- c. Nominations will not be approved when –
  - (1) Prompted solely by the impending departure of a supervisor or an employee.
  - (2) Prompted solely by the fact the employee is currently maxed out on steps or subject to legal limitation (pay cap).
  - (3) An employee has received a previous performance award based in whole or in part on the performance currently being recommended for recognition.
- d. Receipt of previous monetary award for a special act or service during a period of high-level performance does not prevent the receipt of a performance award unless the nomination for the performance award is based in full or part on the same accomplishment(s) for which the previous award(s) was granted.
- e. Monetary awards may be granted to an employee whose most recent rating was at level 3 (fully successful level or equivalent) or higher.

### 5. Quality Step Increase (QSI).

- a. Employee must receive an overall rating of Exceptional to be eligible for a QSI.

b. An employee may not receive more than one QSI in any 52-week period or rating period.

c. An employee may not receive a QSI if they have received a performance award based in whole or in part of the performance being recommended for recognition.

**Simply said, they cannot receive a QSI for accomplishments that have carried over into another rating period if they received a performance award for previous rating period and the accomplishments were included as part of the justification. No other award can be granted with a QSI.**

d. Nomination should be submitted within 30 days of approval of the rating.

e. Approving official must be at least one level higher than the nominating official unless the commander is the nominating official.

f. Justification must be provided along with appraisal, initial and midpoint counseling.

## **Chapter 6, Honorary Awards**

### **6-1 Decoration for Exceptional Civilian Service (DECS).**

a. This award, consisting of a gold medal, lapel pin and citation certificate signed by the Secretary of the Army (SA) is the highest honorary award granted by the SA to Army civilian employees. All direct-hire career employees of the Department of the Army (DA) are eligible for consideration. A nomination for this award will cover a minimum period of one year of service, except nominations for bravery, and must be submitted within six months after completion of the period to be cited.

b. Eligibility for the DECS will be determined by measuring contributions against the level of achievement defined below:

(1) Accomplished assigned duties of a major program significance to DA in such a way as to have been clearly exceptional or pre-eminent among all persons who have performed like or similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievement that effected large-scale savings or were of major significance in advancing the missions of DA, DOD and the Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishment to meet unique or emergency situations.

c. Contributions and achievements already recognized by a Meritorious Civilian Service Award or other Army honorary award will not be included as part of the justification for the DECS.

d. Retirement, separation or long periods of service do not, of themselves, constitute a sufficient basis for conferring this award. With the exception of nominations for bravery, nominees must have established a demonstrable pattern of excellence and achievement which, in most cases, will have been recognized previously by awards up to and including the DA Meritorious Civilian Service Award. When an individual who has not been so recognized is nominated for the DECS, the Army G-1 review will focus on whether a lesser recognition should be more appropriate. This is not to say that a lesser award is a prerequisite.

e. When the DECS is approved, it may be held for the SA Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

f. If the DECS is for retirement, an additional DA Form 1256 will be submitted for the Certificate of Retirement and Certificate of Appreciation.

g. The list of backup documentation and DA Form 1256 examples are below.

**Documents needed to complete the Decoration for Exceptional Civilian Service Award.**

- a. DA Form 1256 (completely filled out)
- b. Justification (if retiring, must include actual retirement date)
- c. Citation (NTE 90 Words)
- d. Biography
  - (1) Date and place of birth
  - (2) Education and degrees conferred
  - (3) Significant employment record
  - (4) Type of appointment
- e. List of all previous awards and publications
- f. Photograph (Head and shoulders view, professional attire preferred. Photo will be used in the SA awards ceremony program booklet).

- g. EEO and CPAC signatures are required on DA Form 1256 (no emailed statements)
  - h. Copy of latest SF50
  - i. Formal endorsement memorandum thru the directorate/staff office to the CG if not signed in Block 6b by the directorate/staff office head or deputy
- \* The USACC CG's forwarding memo will be prepared by the DCS, G-1, CPD.**

## **6-2 Meritorious Civilian Service Award (MCSA).**

a. The Meritorious Civilian Service Award is the second highest honorary award granted to civilian employees by the Administrative Assistant to the Secretary of the Army. The award consists of a medal, lapel pin and citation.

b. Eligibility will be determined by measuring contributions against the level of achievement defined below:

(1) Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of their work.

(2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures or conceiving inventions resulting in substantial savings in manpower, time, space, materials or other items of expense or improved safety or health of the work force.

(3) Achieved outstanding results in improving the morale and performance of workers.

(4) Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

(5) Rendered professional or public relations service of a unique or distinctive character.

c. A nomination for this award will cover a minimum period of one year service, exception nominations for courage and competence in an emergency, and must be submitted within six months after completion of the period to be cited.

d. Retirement, separation or long periods of service will not constitute a sufficient basis for conferring the MCSA.

e. If the MCSA is for retirement, an additional DA Form 1256 will be submitted for the Certificate of Retirement and Certificate of Appreciation.

f. The list of backup documentation and DA Form 1256 examples are below.

g. In accordance with Memorandum, HQ TRADOC, ATBO-C, 10 Feb 2017, subject: Delegation of Authority to Approve the Meritorious Civilian Service Award, the Outstanding Civilian Service Award, and the Civilian Awards for Humanitarian Service, these awards now require ACOM Commander Approval and will be forwarded to TRADOC for approval.

**Documents needed to complete the Meritorious Civilian Service Awards.**

- a. DA Form 1256 (completely filled out)
- b. Justification (if retiring, must include actual retirement date)
- c. Citation (NTE 90 Words)
- d. Biography
  - (1) Date and place of birth
  - (2) Education and degrees conferred
  - (3) Significant employment record
  - (4) Type of appointment
- e. List of all previous awards and publications
- f. EEO and CPAC signatures are required on DA Form 1256 (no emailed statements)
- g. Copy of latest SF50
- h. Formal endorsement memorandum thru the directorate/staff office to the CG if not signed in Block 6b by the directorate/staff office head or deputy

**\* The USACC CG's forwarding memo will be prepared by the DCS, G-1, CPD.**

**6-3 Superior Civilian Service Award (SCSA).**

- a. This is the third highest DA honorary award and ranks directly below the Meritorious Civilian Service Award. It consists of a medal, lapel pin and citation. It is granted by any commander (major general and above) or civilian equivalent.
- b. Eligibility will be determined by measuring contributions against the levels of achievement, to a lesser degree, as shown in 2-2b(1) through (5) above.
- c. An individual who receives the SCSA is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.

d. If the SCSA is for retirement, also check the "OTHER" box and annotate Retirement Certificate and Certificate of Appreciation and the actual date of retirement.

e. The list of backup documentation and DA Form 1256 examples are below.

#### **6-4 Commander's Award for Civilian Service (CACS).**

a. This is the fourth highest DA honorary award and ranks directly below the SCSA. It consists of a medal, lapel pin and a citation. Any commander (colonel and above) or civilian equivalent may approve this award.

b. Eligibility will be determined by measuring contributions against the level of achievement defined below:

(1) Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to emulate.

(2) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving space, materials or other items of expense or improved safety or health of the work force.

(3) Demonstrated leadership in performing assigned duties which resulted in improved productivity of the unit.

(4) Rendered professional or public relations service which resulted in considerable favorable publicity in the area in which the activity or installation is located.

(5) Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefits to the Government or its personnel.

c. Employees who have established a pattern of excellence, as recognized through the previous receipt of one or more honorary awards, should be considered for this award.

d. Retirement, separation or long periods of service will not constitute a sufficient basis for conferring this award.

e. An individual who receives the CACS is not precluded from future receipt of the same award provided any subsequent consideration is based on a different achievement or service performed during a later period.

f. If the CACS is for retirement, also check the "OTHER" box and annotate Retirement Certificate and Certificate of Appreciation and the actual date of retirement.

g. The list of backup documentation and DA Form 1256 examples are below.

## **6-5 Achievement Medal for Civilian Service (AMCS).**

a. This is the fifth highest DA honorary award and ranks directly below the CACS. It consists of a medal, lapel pin and a citation. Any commander (lieutenant colonel and above) or civilian equivalent may approve this award.

b. Eligibility will be determined by measuring contributions against the level of achievement defined below:

(1) Accomplished supervisory or non-supervisory duties in a noteworthy manner, setting an example of achievement for others to emulate.

(2) Demonstrated leadership in performing assigned duties which resulted in improved productivity of the unit.

(3) Rendered professional or public relations service which resulted in favorable publicity in the area in which the activity or installation is located.

c. A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

d. Retirement, separation or long periods of service constitute a sufficient basis for conferring this award.

e. An individual who receives the AMCS is not precluded from future receipt of the same award provided any subsequent consideration is based on a different achievement or service performed during a later period.

f. If the AMCS is for retirement, also check the "OTHER" box and annotate Retirement Certificate and Certificate of Appreciation and the actual date of retirement.

g. The list of backup documentation and DA Form 1256 examples are below.

## **6-6 Certificate of Appreciation for Patriotic Civilian Service.**

a. Award consists of a lapel pin and certificate (DA Form 7012). This award is granted to individuals and groups by the SecArmy or by any commander (lieutenant colonel and above).

b. Eligibility is for individual or groups of employees that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel; or, for community service that reflects favorably on an Army activity or installation.

## **6-7 Civilian Award for Humanitarian Service.**

a. Award consists of a medal, lapel pin and certificate (DA Form 5652). Any Commander at the ACOM level or higher may approve this award.

b. Eligibility is for individuals who have distinguished themselves by meritorious direct “hands-on” participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals.

c. Documentation must provide evidence which substantiates on site participation in a humanitarian act or operation. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

d. \*\*In accordance with Memorandum, HQ TRADOC, ATBO-C, 10 Feb 2017, subject: Delegation of Authority to Approve the Meritorious Civilian Service Award, the Outstanding Civilian Service Award, and the Civilian Awards for Humanitarian Service, these awards now require ACOM Commander Approval and will be forwarded to TRADOC for approval.

**\* Achievements deserving ACOM or DA-wide recognition should be submitted to the ACOM commander or SecArmy for approval.**

## **6-8 Certificate of Achievement.**

a. Eligibility will be determined by measuring contributions against the level of achievement. Award may be granted by local commanders or other locally authorized individuals.

(1) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures that result in saving of manpower, time space or materials.

(2) Significantly improve employee morale and job performance.

(3) By personal diligence or initiative was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

b. The list of backup documentation and DA Form 1256 examples are below.

**Documents needed to complete Certificates of Achievement, Achievement Medal for Civilian Service, Commander’s Award for Civilian Service and Superior Civilian Service Awards. See below.**

a. DA Form 1256 (completely filled out)

- b. Justification (if retiring, must include actual retirement date)
- c. Citation (NTE 90 Words)
- d. List of all previous awards
- e. EEO statement from Fort Knox EEO Office (email will suffice) (directorates/staff offices will not sign EEO statement)
- f. Copy of latest SF50 (if available)

**\*(All awards above will be signed and dated in Block 9 by the Brigade Commander, Director, Deputy Director, DCS or Deputy DCS or head/deputy of the separate staff office. In the case the nominating official (Block 6) is one of the aforementioned, Block 9 will be left blank.)**

### **6-9 Impact Awards.**

Certain accomplishments deserve immediate recognition. Request for impact awards for the Superior Civilian Service Award and below may be made by e-mail or in writing directly to the USACC G1-CPD. If approved, the DCS, G-1, CPD will immediately provide a medal for presentation. The appropriate recommendation (DA Form 1256) must be submitted through normal channels to the DCS, G-1, CPD within 5 days of verbal approval.

### **6-10 Period of Service To Be Recognized.**

Period of service dates (Block 5c) for all awards **cannot** overlap previous honorary award dates, even for retirement awards.

## **Chapter 7, Public Service Awards**

### **7-1 Outstanding Civilian Service Award.**

a. Award consists of a bronze medal, lapel pin and citation certificate (DA Form 7017). Award is approve by any commander at the ACOM level.

b. Eligibility is for outstanding service that makes a substantial contribution or is of significance to the ACOM concerned to include Civilians not employed by the Army or Army contractors; Federal Government officials at the policy development level; or technical personnel who serve the Army in an advisory capacity or as consultants.

c. In accordance with Memorandum, HQ TRADOC, ATBO-C, 10 Feb 2017, subject: Delegation of Authority to Approve the Meritorious Civilian Service Award, the Outstanding Civilian Service Award, and the Civilian Awards for Humanitarian Service,

these awards now require ACOM Commander Approval and will be forwarded to TRADOC for approval.

### **7-2 Commander's Award for Public Service.**

a. Award consists of a bronze medal, lapel pin and citation certificate (DA Form 5231). It ranks directly below the Outstanding Civilian Service Award. Award may be approved by any commander (colonel and above).

b. Eligibility is for Civilians not employed by the Army or Army contractors, Federal Government officials at the policy development level, or technical personnel who serve the Army in an advisory capacity or as consultants.

### **7-3 Civilian Award for Humanitarian Service.**

a. Award consists of a medal, lapel pin and citation certificate (DA Form 5652). Award is approved by any commander at the ACOM level.

b. Eligibility is for private citizens and should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

**\*\*Achievements deserving DA-wide recognition should be submitted to the SecArmy for approval.**

### **7-4 Certificate of Appreciation for Patriotic Civilian Service.**

a. Award consists of a lapel pin and citation certificate (DA Form 7012). Award may be approved by any commander (lieutenant colonel and above).

b. Eligibility is for civilian individuals or groups not employed by the Army or Army contractors, or officials of DA at the policy development or approval level. It is used to recognize accomplishments of private citizens when a higher level honorary award is not appropriate.

## **Chapter 8, Career Service Recognition.**

### **8-1 Length of Service Awards.**

a. Length of service emblems and certificates are used to recognize all Federal civilian and military service in 5-year increments provided that one year of total service has been served as a civilian employee. Only a certificate will be awarded to employees in recognition of five (5) years of satisfactory service.

b. Certificates for brigade and program level personnel are approved by the Brigade Commander. HQ USACC personnel are approved by the Commanding General.

## Appendix A Cadet Command Cadet Awards

Name	Qualifications	Approval Authority	Approval Frequency
<b>1. Special Awards</b>			
a. SMP Activation Award	Activated in a Reserve Unit call-up for 30 days or more	Brigade	Whenever RC Unit is activated.
b. CTLT Ribbon	Participate successfully in CTLT	PMS	One Time
<b>2. Cadet Command Cadet Awards</b>			
<b>a. Academic Awards Series (R-1)</b>			
(1) Dean's List Award (R-1-1)	Semester GPA 3.50-4.00	PMS	Each Semester
(2) Cadet Honors Award (R-1-2)	Semester GPA 3.20-3.49	PMS	Each Semester
(3) Cadet Scholar Award (R-1-3)	Semester GPA 2.90-3.19	PMS	Each Semester
(4) Most Improved Grades (R-1-4)	Highest Jump in Semester GPA	PMS	One Time
(5) ROTC Honors (R-1-5)	GPA of 4.0 in ROTC Subjects	PMS	Each Semester
(6) PMS Academic Award (R-1-6)	PMS Discretion	PMS	Each Semester
<b>NOTE:</b> R-1-7 through R-1-8 is currently not in use; authorization remains with HQ Cadet Command.			
<b>b. Athletic Award Series (R-2)</b>			
(1) Platinum Medal Athlete (R-2-1)	Score 300 on APFT	PMS	Each time APFT is given for record.
(2) Gold Medal Athlete (R-2-2)	Score 290-299 on APFT	PMS	Each time APFT is given for record.
(3) Silver Medal Athlete (R-2-3)	Score 280-289 on APFT	PMS	Each time APFT is given for record.
(4) Bronze Medal Athlete (R-2-4)	Score 270-279 on APFT	PMS	Each time APFT is given for record.
(5) Most Improved Award (R-2-5)	Most increased score since last APFT.	PMS	Each time APFT is given for record (only one per Cadet).

**Appendix A (continued) Cadet Command Cadet Awards**

(6) PMS Athletic Award (R-2-6)	PMS Discretion	PMS	Each Semester
<b>NOTE:</b> R-2-7 is currently not in use; authorization remains with HQ Cadet Command.			

<b>Name</b>	<b>Qualifications</b>	<b>Approval Authority</b>	<b>Approval Frequency</b>
<b>d. Miscellaneous Award Series (R-4)</b>			
(1) Named by PMS (R-4-1)	PMS Discretion	PMS	Each Semester
(2) Named by PMS (R-4-2)	PMS Discretion	PMS	Each Semester
(3) Named by PMS (R-4-3)	PMS Discretion	PMS	Each Semester
(4) Named by PMS (R-4-4)	PMS Discretion	PMS	Each Semester
(5) Named by PMS (R-4-5)	PMS Discretion	PMS	Each Semester
<b>e. Cadet Recruiting Award Series (R-5)</b>			
(1) Cadet Recruiting Ribbon (R-5-1)	Participate in at least two (2) Cadet program recruiting activities. Recruit at least two (2) Cadets or one (1) Nurse Cadet	PMS	When Award Criteria is met.
(2) PMS Recruiting Award (R-5-2)	PMS Discretion	PMS	When Award Criteria is met.
<b>3. For subsequent presentations of same award, the numerals 2, 3, 4, etc. will be used.</b>			

## Appendix A1 Instructor Critique Sheet

<b>Name/Rank:</b>					
<b>Installation/School:</b>					
<b>Evaluation Criteria:</b>					
<b>0 = Not Executed/Not Presented</b>					
<b>1 = Needs Improvement</b>					
<b>2 = Satisfactory</b>					
<b>3 = Outstanding</b>					
<b>1.</b>	<b>PRESENTATION: (Possible Points: 33)</b>				
	<b>Points Scored:</b>				
	<b>a. Introduction:</b>				
	<b>Points:</b>				
	(1) Did instructor retain student attention and explain the activities conducted during the class?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(2) Did the class have any relation to previous or future classes?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(3) Were objectives expressed in measurable terms?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>b. Contexts:</b>				
	<b>Points:</b>				
	(1) Was presentation well organized?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(2) Were transitions used effectively?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(3) Were intermediate summaries used correctly?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(4) Was content of the lesson explained clearly?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>c. Directed Discussion/Conference Techniques</b>				
	<b>Points:</b>				
	(1) Were students' activities varied?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(2) Was student participation established and maintained through the use of questions?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(3) Did the instructor encourage student ideas, opinions or questions in the case?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(4) Did instructor maintain control of the class?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>2.</b>	<b>INSTRUCTOR: (Possible Points: 36)</b>				
	<b>Points Scored:</b>				
	<b>a. Appearance and Military Bearing:</b>				
	<b>Points:</b>				
	(1) Did instructor avoid mannerisms or habits that could distract the students?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(2) Did instructor use movements and gestures to reinforce the spoken word?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(3) Did instructor demonstrate good military bearing and self-confidence?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	(4) Did the instructor maintain eye contact with the students?	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>b. Oral Delivery:</b>				
	<b>Points:</b>				

	(1) Did instructor rely excessively on his notes or teaching aides?	0	1	2	3
	(2) Was instructor's voice forceful and enthusiastic?	0	1	2	3
	(3) Did instructor use items of interest (humorous, comments, personal experiences, facts)?	0	1	2	3
	(4) Was instructor audible and understandable?	0	1	2	3
<b>c. Questions:</b>					
<b>Points:</b>					
	(1) Did instructor use the question, pause, and answer method appropriately?	0	1	2	3
	(2) Were initial questions answered correctly?	0	1	2	3
	(3) Were review questions used correctly?	0	1	2	3
	(4) Did instructor react to the answers and comments in a manner that encouraged student participation?	0	1	2	3
<b>3.</b>	<b>NARRATIVES: (Possible Points: 9)</b>				
	<b>Points Scored:</b>				
	(1) Has instructor published any articles?	0	1	2	3
	(2) Has instructor developed/updated any training literature?	0	1	2	3
	(3) Has instructor conducted research to prepare lessons, POIs, etc.?	0	1	2	3
<b>Evaluator's Signature:</b>		<b>Total Possible</b>			
<b>Points: 78</b>					
		<b>Points Scored:</b>			
<b>Evaluator's Comments:</b>					

## Appendix A2

### Sample Nomination Memorandum for ROO of the Year

#### Unit Letterhead

**MEMORANDUM FOR** Commander, 1st Brigade, U.S. Army Cadet Command, Fort Knox, KY  
40121

**SUBJECT:** Recruiting Operations Officer (ROO) of the Year

1. It is with great pleasure I endorse Mr. John Doe, for the U.S. Army Cadet Command ROO of the Year Award. Mr. Doe's untiring and selfless effort over the past year had a tremendous impact on the Tiger Program's ability to commission the future officer leadership of the Army for this Mission Set and for several years ahead.
2. For Mission Set XX, our program has a contract mission of 18. In just one semester, Mr. Doe's efforts directly resulted in 10 additional contracts over the 16 MS03 Cadets who contracted in the year prior to his arrival. His training plan resulted in the contracting of three scholar-athlete-leaders (SALs), which is one more than missioned. Also, his meticulous management of scholarship allocations produced 7 new Cadets (2 graduate students) for MSXX, 14 for MSXX, and 6 for Mission Set XX. He improved more than 31% over last year's contract mission.
3. Mr. Doe was the developer of a comprehensive Program Marketing Action Plan that specifically targeted the SALs enrolled at Sample State University. His direction of other cadre and adherence to the plan resulted in a 35% increase in MSI and MSII enrollment. He continually mentors and counsels the Cadets recruited, which directly impacts retention of all mission sets.
4. Of particular significance, Mr. Doe's initiative to develop a recruiting action plan that included the combined efforts of his local area Military Academy Liaison Officer, the local USAREC recruiting station staff, and the nearby Reserve and National Guard units. Through his active communication and sharing of *The Way Ahead*, these other Army assets were able to refer students and Soldiers with the appropriate academic, athletic, and leadership attributes.
5. Mr. Doe is the center of the Tiger Program's execution of its mission. His leadership and focused recruiting effort made our unit a success and will greatly contribute to our future success.

*"Run with the Tigers!"*

Encl

**(Signature/signature block of PMS)**

## Appendix A3

### Sample Nomination Memorandum for Cadet Command Human Resource Assistant of the Year Award

(Office symbol)

(date)

#### MEMORANDUM FOR

**SUBJECT:** Nomination of Cadet Command Human Resource Assistant of the Year Award

1. Submitted herewith is nomination for the Human Resource Assistant of the Year Award of the (institution name) for exceptional performance and standards.
2. The following information is furnished as requested:
  - a. Name and address of institution:
  - b. Name of individual: (First name, middle name, surname)
  - c. Permanent (home) address:
  - d. Years of service:
  - e. Service time at the Program:
  - f. Rank or Grade:
  - g. Justification of nomination by the PMS:
  - h. To who award is to be forwarded for presentation to the recipient:
  - i. Remarks:

Encl

(Signature/signature block of PMS)

## Appendix A4

### Sample Memorandum of Nomination for ROTC Cadet as Outstanding (TC, EN, or QM)

(Office symbol)

(Date)

#### MEMORANDUM FOR

**SUBJECT:** Nomination of ROTC Cadet as Outstanding (TC, EN, or QM)

1. Submitted herewith is nomination for the (title of award) of the (agency making the award) for outstanding (junior, senior, next-to-last year, last year) (Trans., Engr., QM) Cadet enrolled in ROTC unit (if branch affiliated unit, indicate branch affiliation).

2. The following information is furnished as requested:

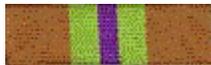
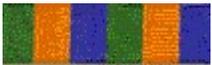
- a. Name and address of institution:
- b. Name of Cadet: (First name, middle name, surname)
- c. Date and place of birth:
- d. Permanent (home) address:
- e. College course:
- f. Class standing in college course: Number ( ) of ( )
- g. ROTC class standing: Number ( ) of ( )
- h. Score attained on test: ACT ( ) CEB ( ) SAT ( )
- i. Campus offices held:
- j. College activities (athletic, societies, honorary fraternities, other awards, etc.):
- k. Description or extent of self-support, scholarships received, or participation in cooperative plan while a student:
- l. Highest Cadet rank held:
- m. Whether or not designated as a potential or actual distinguished military student:
- n. Justification of nomination by the PMS:
- o. Justification of nomination by appropriate dean:
- p. To whom medal or award is to be forwarded for presentation to student:
- q. For which award: (junior year) (senior year) (next-to-last year) (last year)
- r. Remarks:

#### Encl

Transcript of student's academic record

(Signature/signature block of appropriate dean)  
(Signature/signature block of PMS)

Appendix A5 Cadet Command Cadet Awards

Series 1: Academic Awards	Series 2: Athletic Awards	Series 3: Military Awards	Series 4: Miscellaneous Awards	Series 5: Recruiting Awards
R-1-1: 	R-2-1: 	R-3-1: 	R-4-1: 	R-5-1: 
R-1-2: 	R-2-2: 	R-3-2: 	R-4-2: 	R-5-2: 
R-1-3: 	R-2-3: 	R-3-3:  Ribbon is shown with colors in reverse order.	R-4-3: 	
R-1-4: 	R-2-4: 	R-3-4: 	R-4-4: 	
R-1-5: 	R-2-5: 	R-3-5: 	R-4-5: 	
R-1-6: 	R-2-6: 	R-3-6: 		
R-1-7: 	R-2-7: 	R-3-7: 		
R-1-8: 		R-3-8: 		
		R-3-9: 		
		R-3-10: 		
		R-3-11: 		
		R-3-12: 		
		R-3-13: 		

## Appendix A6

### Precedence of Wear for Awards

Ribbons will be worn as authorized in [AR 670-1](#) and this regulation in the order listed below:

#### a. Active Duty Awards:

Active duty awards are worn in accordance with [AR 670-1](#). Cadet awards (below) **may not** be mixed with active duty awards. If individuals have received both active duty and Cadet awards, they must choose which category to wear.

#### b. Cadet Awards:

##### (1) DA Awards to Cadets

- (a) DA Cadet Command Medal for Heroism
- (b) DA Superior Cadet Award

##### (2) Special Awards

- (a) SMP Activation Award
- (b) CTLT Ribbon

##### (3) Camp Awards

- (a) Cadet Summer Training

##### (4) Cadet Command Cadet Awards

- (a) Recruiting Awards
- (b) Academic Awards
- (c) Athletic Awards
- (d) Military Awards
- (e) Miscellaneous Awards

(5) Fraternal/Association Cadet Awards. Awards will be worn in alphabetical order by title of organization.

## Appendix A7 CIVILIAN AWARD NOMINATION PROCEDURES

1. Employee is recognized by supervisor/co-worker/outside agency for going above and beyond in his/her duties.
2. Supervisor nominates employee for an award by filling out a DA Form 1256.
  - a. Fill out block 1 with employee's Last name, First name and MI.
  - b. Fill out block 2 with your organization and address.
  - c. Fill out block 3 with employee's position title, grade and current salary.
  - d. Block 4 only needs to be filled out if a different position was held by the employee during the period covered in the nomination than what is listed in block 3.
  - e. In block 5a, select the appropriate level award for the employee/act (refer to AR 672-20 for verification).
  - f. In block 5b, if monetary/time off/QSI award is to be given, select appropriate award type and list amount (if any) below award type.
  - g. In block 5c, list the period of service to be recognized (month/year – month/year).
  - h. In block 6a, type the name and title of the individual nominating the employee for the award (typically the supervisor).
  - i. In block 6b, the nominator digitally signs.
  - j. In block 6c, type the nominator's area code and phone number.
  - k. In block 6d, type date nomination is signed.
  - l. Skip Part II and Part III (these sections are completed as required by CPD).
  - m. In Part IV, #9, type title and date of approving Brigade Commander/Director and have them digitally sign above title in the same block.
  - n. Performance awards will be boarded at the Brigade level.
  - o. For Commander's Award For Civilian Service and below, award certificates are produced at the Brigade level in the S1.
  - p. For Superior Civilian Service Awards and higher (as well as any monetary awards), the following must be done:
    - (1) In a MS Word document, type a justification for the award for which the employee is being nominated. Ensure justification is 2-3 paragraphs in length.

(2) In a separate MS Word document, type a citation to be placed on the actual award certificate. Note that this may be no more than 90 words in length. After citation, list desired date of presentation.

(3) Send DA 1256, Justification and Citation to your point of contact in the Civilian Personnel Division (CPD) of USACC G-1 (for Performance Awards) or the CPD Awards Manager (for Honorary Awards) within the appropriate timeframe according to the award type (see Submission Timeframes on pg. 2 of this document).

3. CPD personnel:

a. Reviews award information, formatting, etc. and logs award into CPD Awards tracker (for Honorary Awards).

b. Determines signature level required based on award type.

c. Submits Awards that are required to go to TRADOC for signature to the USACC Awards Board.

d. Upon awards board approval, DA 1256 is sent to Command Group for USACC CG signature. Once signed and returned, CPD compiles and submits award packet to TRADOC point of contact.

e. Once awards receive required approval, USACC CG level award certificates are produced and packaged with supporting documentation and submitted to Command Group office for CG signature. TRADOC and higher certificates are produced, signed and mailed to CPD.

f. Close out award status in tracker, enter information into AutoNOA and mail signed award certificate in binder to Bde S1 for presentation.

**Appendix A8 CIVILIAN AWARD JUSTIFICATION, CITATION AND DA FORM 1256S  
EXAMPLE**

**EXAMPLE JUSTIFICATION NARRATIVE**

NARRATIVE

Commanders Award for Civilian Service – (NAME OF AWARDEE)

(NAME OF AWARDEE) is recommended for the commander's award for civilian service for meritorious performance while serving as the Workforce Management Analyst for the Civilian Personnel Division, Office of the Deputy Chief of Staff for Personnel, G-1 United States Army Cadet Command from January 2016 to October 2016.

(NAME OF AWARDEE) served as a project officer for USACC restructuring/reshaping initiatives. (NAME OF AWARDEE) worked directly with USACC G5 and BDE Staff to review, document and analyze reductions mitigating negative civilian personnel impact. (NAME OF AWARDEE) worked diligently with BDE DBO's/S1 staff on MDRs, separations and changed to lower grade actions ensuring that all employees received offers and due process. (NAME OF AWARDEE) was instrumental in successfully managing numerous VERA/VSIP windows, which resulted in placements of excess USACC ultimately resulting in no Reduction-In-Force and avoiding negative impacts to voiding a RIF in USACC.

(NAME OF AWARDEE) is a valuable team player who exemplified success in the Civilian Personnel Division to the highest level. (NAME OF AWARDEE) displays a level of professionalism and integrity which is indicative of her personal morals and work ethics, worthy of emulation by civilian employees.

**\*\*NOTE: Justifications need to be 2-3 paragraphs in length with a thorough explanation as to why the employee deserves the recommended award**

## EXAMPLE AWARD CITATION

*(Name of Awardee)*

*For outstanding service as the Workforce Management Analyst for the United States Army Cadet Command, Deputy Chief of Staff, G1, Civilian Personnel Division from January 2016 to October 2016. (Name of Awardee) devotion to duty and selfless service were essential to the success of the command's reorganization and restructure initiatives. She conducted analysis and developed a plan for placement of employees in order to mitigate negative impacts to personnel and mission. (Name of Awardee) performance exemplifies the highest traditions of federal service and reflects distinct credit on him/her, the United States Army Cadet Command and the United States Army.*

**\*\*NOTE: Citations should include the act/achievement and dates the employee is receiving an award for. NO MORE THAN 90 WORDS**

**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 NAME (Last, First, MI) SMITH, JOHN A.	2. ORGANIZATION (No abbreviations) U.S. Army Cadet Command-XYZ University 123 Main St Anywhere, KY 12345
3. PRESENT POSITION, TITLE, GRADE AND SALARY HUMAN RESOURCE SPECIALIST, GS-09, &75,000	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) Only use if different from Present Position/Title

**5. TYPE OF AWARD RECOMMENDED**  
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

<b>a. HONORARY</b>		<b>b. MONETARY</b>	
<input checked="" 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 type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD	\$
<input checked="" type="checkbox"/> OTHER (Specify) _____	SVC or RET (choose one)	<input type="checkbox"/> ON-THE-SPOT CASH AWARD	\$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 04/16 - 08/16		<input type="checkbox"/> TIME OFF AWARD	

**6. NOMINATING**

a. TYPED NAME AND TITLE LTC James P. Jones Professor of Military Science	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE: ( 502 ) 555-1212	d. DATE 20170331
--	--------------	---	---------------------

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

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

<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
<input type="checkbox"/> No	JANE Q. PUBLIC (FORT KNOX EEO REP ONLY)		20170403
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
<input type="checkbox"/> No	BETH M. JOHNSON (FORT KNOX CPAC REP ONLY)		20170404

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

8.  APPROVAL                       DISAPPROVAL                       OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
--------------------------	----------------------------------	---------------------	---------------------------------

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

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				James C. McConville, LTG Army G-1
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Gerald B. O'Keefe, SES AASA
11. MAJOR COMMAND REVIEW COMMITTEE				
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

**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 NAME (Last, First, MI) SMITH, JOHN A.	2. ORGANIZATION (No abbreviations) U.S. Army Cadet Command-XYZ University 123 Main St Anywhere, KY 12345
3. PRESENT POSITION, TITLE, GRADE AND SALARY HUMAN RESOURCE SPECIALIST, GS-09, &75,000	4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) Only use if different from Present Position/Title

**5. TYPE OF AWARD RECOMMENDED**

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

<b>a. HONORARY</b>		<b>b. MONETARY</b>	
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/> QUALITY STEP INCREASE	
<input checked="" type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD	\$
<input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD	\$
<input checked="" type="checkbox"/> OTHER (Specify) _____	SVC or RET (choose one)	<input type="checkbox"/> ON-THE-SPOT CASH AWARD	\$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 104/16 - 08/16		<input type="checkbox"/> TIME OFF AWARD	

**6. NOMINATING**

a. TYPED NAME AND TITLE LTC James P. Jones Professor of Military Science	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE: ( 502 ) 555-1212	d. DATE 20170331
--	--------------	---	---------------------

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

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

<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
<input type="checkbox"/> No	JANE Q. PUBLIC (FORT KNOX EEO REP ONLY)		20170403
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
<input type="checkbox"/> No	VALERIE L. PARKS (FORT KNOX CPD REP ONLY)		20170404

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

8.  APPROVAL                       DISAPPROVAL                       OTHER

**COMPLETE FOR MONETARY AWARDS RECOMMENDED**

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
--------------------------	----------------------------------	---------------------	---------------------------------

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

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS- APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				Samuel A. Adams, COL      CDR
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Keith A. George              DGI
11. MAJOR COMMAND REVIEW COMMITTEE				Christopher P. Huges, MG    CG USACC
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				David G. Perkins, GEN      TRADOC
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

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 NAME (Last, First, MI) SMITH, JOHN A.		2. ORGANIZATION (No abbreviations) U.S. Army Cadet Command-XYZ University 123 Main St Anywhere, KY 12345		
3. PRESENT POSITION, TITLE, GRADE AND SALARY HUMAN RESOURCE SPECIALIST, GS-09, &75,000		4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) Only use if different from Present Position/Title		
5. 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 checked="" type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/> QUALITY STEP INCREASE		
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD \$		
<input checked="" type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD \$		
<input checked="" type="checkbox"/> OTHER (Specify) _____	SVC or ACH (choose one)	<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$		
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 104/16 - 08/16		<input type="checkbox"/> TIME OFF AWARD		
6. NOMINATING				
a. TYPED NAME AND TITLE LTC James P. Jones Professor of Military Science	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE: ( 502 ) 555-1212	d. DATE 20170331	
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Check Yes or No, If no, explain on separate attached page)				
<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
<input type="checkbox"/> No	JANE Q. PUBLIC (FORT KNOX EEO REP ONLY)		20170403	
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
<input type="checkbox"/> No	BETH M. JOHNSON (FORT KNOX CPAC REP ONLY)		20170404	
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER				
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$	
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				Samuel A. Adams, COL      CDR
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				(JROTC DIR or DEP)
11. MAJOR COMMAND REVIEW COMMITTEE				Keith A. George      DG1
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				Christopher P. Huges, MG      CG USACC
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

<b>INCENTIVE AWARD NOMINATION AND APPROVAL</b>				
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 NAME (Last, First, MI) SMITH, JOHN A.		2. ORGANIZATION (No abbreviations) U.S. Army Cadet Command-XYZ University 123 Main St Anywhere, KY 12345		
3. PRESENT POSITION, TITLE, GRADE AND SALARY HUMAN RESOURCE SPECIALIST, GS-09, &75,000		4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 3) Only use if different from Present Position/Title		
5. 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 checked="" type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/> QUALITY STEP INCREASE		
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD	\$	
<input checked="" type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input checked="" type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD	\$	
<input checked="" type="checkbox"/> OTHER (Specify) Certificates of Retirement and Achievement		<input type="checkbox"/> ON-THE-SPOT CASH AWARD	\$	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 104/16 - 08/16		<input type="checkbox"/> TIME OFF AWARD		
6. NOMINATING				
a. TYPED NAME AND TITLE LTC James P. Jones Professor of Military Science		b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE: ( 502 ) 555-1212	
			d. DATE 20170331	
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)				
7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Check Yes or No, If no, explain on separate attached page)				
<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE	
<input type="checkbox"/> No	JANE Q. PUBLIC (FORT KNOX EEO REP ONLY)		20170403	
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE	
<input type="checkbox"/> No	BETH M. JOHNSON (FORT KNOX CPAC REP ONLY)		20170404	
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND				
8. <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER				
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$	
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS- APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
9. LOCAL COMMITTEE CHAIRPERSON				Samuel A. Adams, COL      CDR
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				(JROTC DIR or DEP)
11. MAJOR COMMAND REVIEW COMMITTEE				Keith A. George              DG1
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				Christopher P. Huges, MG      CG USACC
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

# Appendix A9 CIVILIAN AWARD HIERARCHY COMPARISON CHART

## US ARMY AWARDS HIERARCHY COMPARISON

CIVILIAN AWARD	MEDAL	AWARDED FOR	APPROVAL AUTHORITY	MILITARY AWARD	MEDAL	AWARDED FOR	APPROVAL AUTHORITY	PUBLIC SERVICE AWARD	MEDAL	AWARDED FOR	APPROVAL AUTHORITY
Decoration for Exceptional Civilian Service		Demonstrable pattern of excellence or achievement	Secretary of the Army	Distinguished Service Medal		Exceptionally meritorious service	Chief of Staff, Army	Secretary of the Army Public Service Award		Exceptional public service to the Army	Secretary of the Army
Meritorious Civilian Service Award		Pattern of excellence	HQ DA G-1	Legion of Merit		Outstanding services and achievements	HRC CG for Retirements ONLY	Outstanding Civilian Service Award		Substantial or significant contribution	HQ DA G-1
Superior Civilian Service Award		Superior service or achievement	HRC CG	Meritorious Service Medal		Outstanding meritorious achievement or service	HRC CG	Commanders Award for Public Service		Recognize service or achievements	HRC CG
Commander's Award for Civilian Service		Service or achievement	HRC CG	Army Commendation Medal		Heroism, achievement, or service	HRC CG	Certificate of Appreciation for Patriotic Service (includes lapel pin)		Patriotic civilian service	HRC CG
Achievement Medal for Civilian Service		Noteworthy achievement or service	HRC CG	Army Achievement Medal		Meritorious service or achievement	HRC CG				

## Abbreviations

<b>AAM</b>	Army Achievement Medal
<b>AFCEA</b>	Armed Forces Communications and Electronics Association
<b>ALA</b>	American Logistics Association
<b>AMCS</b>	Association of Military Colleges and Schools
<b>AMVETS</b>	American Veterans
<b>APFT</b>	Army Physical Fitness Test
<b>ARCOM</b>	Army Commendation Medal
<b>ARNG</b>	Army National Guard
<b>AUSA</b>	Association of the United States Army
<b>BDE</b>	Brigade
<b>BMST</b>	Basic Military Skills Test
<b>BRM</b>	Basic Rifle Marksmanship
<b>CC</b>	Cadet Command
<b>CDR</b>	Commander
<b>CG</b>	Commanding General
<b>CSASEA</b>	Chief of Staff Army, Supply Excellence Award
<b>CST</b>	Cadet Summer Training
<b>CTLT</b>	Cadet Troop Leader Training
<b>CTO</b>	Company TAC Officer
<b>DA</b>	Department of the Army
<b>DAR</b>	Daughters of the American Revolution
<b>FTX</b>	Field Training Exercise
<b>GPA</b>	Grade Point Average
<b>HQ</b>	Headquarters
<b>LM</b>	Legion of Merit
<b>LRC</b>	Leadership Reaction Course
<b>LTC</b>	Lieutenant Colonel
<b>MACOM</b>	Major Army Command
<b>MHI</b>	Military History Institute
<b>MILSTRIP</b>	Military Standard Requisitioning and Issue Procedure
<b>MOWW</b>	Military Order of the World Wars
<b>MS</b>	Military Science
<b>MSM</b>	Meritorious Service Medal

<b>NDIA</b>	National Defense Industrial Association
<b>NDTA</b>	National Defense Transportation Association
<b>OML</b>	Order of Merit List
<b>OPFA</b>	Order of the Founders and Patriots of America
<b>PMS</b>	Professor of Military Science
<b>RC</b>	Reserve Component
<b>ROA</b>	Reserve Officers' Association
<b>ROTC</b>	Reserve Officers' Training Corps
<b>SAME</b>	Society of American Military Engineers
<b>SAR</b>	Sons of the American Revolution
<b>SM</b>	Soldier's Medal
<b>SMP</b>	Simultaneous Membership Program
<b>SPI</b>	Student Potential Index
<b>SQT</b>	Skill Qualification Test
<b>SSN</b>	Social Security Number
<b>TAC</b>	Tactical Officer
<b>TDA</b>	Tables of Distribution and Allowances
<b>TRADOC</b>	U.S. Army Training and Doctrine Command
<b>USAR</b>	United States Army Reserve
<b>VFW</b>	Veterans of Foreign Wars