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	Decorations, Awards and Honors INCENTIVE AWARDS	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 672-1-18

Regulation
No. 672-1-18

1 March 1995

Decorations, Awards, and Honors
INCENTIVE AWARDS

1. **Purpose.** To provide general guidance on implementing incentive awards programs that are unique to the U.S. Army Corps of Engineers (USACE). Awards programs are designed to recognize USACE personnel who have distinguished themselves through their professional excellence and achievement and their superior performance in a particular field.

2. **Applicability.** This regulation applies to all HQUSACE/OCE elements, major subordinate commands (MSC), districts, laboratories and field operating activities (FOA).

3. **References.** Guidance for all Army-wide categories of awards can be found in the following references:

a. AR 672-20.

b. DA Pamphlet 672-20.

4. **Responsibilities.**

a. Applicable USACE commanders/directors will provide leadership, direction, and supervision for their incentive awards programs, including program planning, budgeting, and evaluation.

b. Commanders/directors will form a committee of employees within their organization to assist in the planning, execution, and evaluation of their programs.

5. **Announcements.** Soliciting for nominations will be conducted through informal announcements. Announcements will provide an adequate period of lead time to allow for solicitation, nomination, selection, and presentation of the award. Award announcements will be prepared in memorandum format (see Appendix A) and will specifically identify the following:

a. **Eligibility.** Specify eligibility criteria needed to receive the award.

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b. Nominations. Establish nomination criteria and evaluation factors. Define selection procedures and state if more than one nominee is to be selected for the same award (e.g., the award would be given to an individual working in a district and also to an individual working in a laboratory).


c. Awards.

(1) Describe the award to be presented (e.g., certificate, plaque, trophy). Specify if the award is honorary or if it has any monetary stipend associated with it.

(2) Specify where the award will be presented, and who will pay the cost of travel and per diem for the awardee.

FOR THE COMMANDER:

1 Appendix
App A - Format for announcing
an award


R. C. JOHNS
Colonel Corps of Engineers
Chief of Staff

APPENDIX A — Format for announcing an award - do not prepare as a controlled
USACE publication (e.g., EC, ER)

S: SUSPENSE DATE

OFFICE SYMBOL

DATE

MEMORANDUM FOR

SUBJECT: Nominations for— (Name of Award)

1. Purpose.
2. Applicability.
3. References.
4. General.
5. Eligibility.
6. Nominating Criteria.
7. Awards.
8. Point of Contact. (office, name, and telephone number)

Director
USACE Organization