

Department of the Army  
U.S. Army Corps of Engineers  
Washington, DC

Engineer Pamphlet 672-1-1

22 August 2024

CEHR

## Decorations, Awards, and Honors Incentive Awards

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FOR THE COMMANDER:

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**Purpose.** This Engineer pamphlet contains procedural guidance for the requirements and issuance of Department of the Army Incentive Awards within the U.S. Army Corps of Engineers. The objective of the Incentive Awards Program is to recognize U.S. Army Corps of Engineers personnel who have distinguished themselves through professional excellence, superior performance, or special acts.

**Applicability.** This pamphlet applies to all U.S. Army Corps of Engineers elements, including Headquarters, U.S. Army Corps of Engineers, Major Subordinate Commands, Districts, Laboratories, Centers, and Field Operating Agencies.

**Distribution Statement.** Approved for public release; distribution is unlimited.

**Proponent and Exception Authority.** The proponent of this pamphlet is the Directorate of Human Resources. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

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

**Chapter 1**

Introduction, *page 1*

**Chapter 2**

Roles and responsibilities, *page 2*

**Chapter 3**

Procedures for incentive awards, *page 3*

**Appendixes**

A. References, *page 6*

**Figures List**

Figure 3–1: HQUSACE Coordination Process Flow Chart, *page 5*

Figure 3–2: Example Award Citation, *page 5*

**Glossary of Terms, *page 7***

## **Chapter 1 Introduction**

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

This Engineer pamphlet contains procedural guidance for the requirements and issuance of Department of the Army Incentive Awards within the U.S. Army Corps of Engineers. The objective of the Incentive Awards Program is to recognize U.S. Army Corps of Engineers personnel who have distinguished themselves through professional excellence, superior performance, or special acts.

### **1-2. Distribution statement**

Approved for public release; distribution is unlimited.

### **1-3. References**

See Appendix A.

### **1-4. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule – Army (RRS-A). Detailed information for all related record numbers is located in the Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see Department of the Army (DA) Pamphlet 25-403, Guide to Recordkeeping in the Army, for guidance.

### **1-5. Associated publications**

Policies associated with this pamphlet are found in ER 672-1-19.

### **1-6. General processes**

#### *a. Approval authority.*

(1) *Honorary awards.* Authority to approve honorary awards resides with individuals occupying positions of approval authority regardless of their current grade unless a minimum grade is specified. Approval authority is decided by the Department of the Army. The U.S. Army Corps of Engineers (USACE) Commanding General (CG) may delegate further if it is permitted by the Department of the Army (DA).

#### (2) *Monetary awards.*

(a) Nominations more than \$5,000 but less than \$8,000 will be forwarded to the appropriate Division level command for approval.

(b) Nominations more than \$8,000 will be forwarded to the USACE CG through the Directorate of Human Resources (CEHR).

*b. Award nominations.* Nominations will be approved at the lowest level signature authority. Awards unable to be signed at a certain level will follow the chain of command (for example, if an award is unable to be signed at the district level, the award will be routed to the division level). Awards unable to be signed at the division level will be sent to Headquarters through CEHR as the final signature authority.

## **Chapter 2**

### **Roles and responsibilities**

#### **2-1. Incentive awards committee**

The purpose of an Incentive Awards Committee (IAC) is not to create local policy or interpret Army-wide policy. Rather, they receive guidance from the servicing Civilian Personnel Advisory Center, Human Resources Strategic Advisors, and the local and/or Headquarters, USACE Awards Points of Contact on the application of incentive awards policy in carrying out the following functions:

a. Review, compute, and make recommendations of approval or disapproval to the local command of monetary award amounts that require committee action or higher-level approval.

b. Review and make recommendations of approval or disapproval to the local command of nominations for honorary awards requiring local and higher-level approval. In making these recommendations, committees must consider the following:

(1) The nature of nominee's accomplishments, including the period of time and nature of the circumstances during which the accomplishments contributed to the success of the USACE mission.

(2) The types of awards available for recognizing various levels of accomplishments. If the justification does not support the recommended award type, the IAC may request a rewrite of the justification or recommend downgrading the award.

(3) A nominee's honorary awards history, in particular the presence or lack of previous honorary awards.

c. All awards referred to the CG or the Deputy Commanding General (DCG) for signature must be endorsed by the Division IAC chairperson on the DA Form 1256, Part III, block 9.

#### **2-2. U.S. Army Corps of Engineers incentive awards board**

The purpose of the USACE Incentive Awards Board (UIAB) is to review honorary awards, requiring USACE Command level approval, to ensure the nominations are consistent with command practice. The UIAB should also ensure the criteria for the level of award is met. They should also ensure that similar accomplishments receive comparable levels of recognition. The UIAB will carry out the following functions:

a. Review, compute, and make recommendations of approval or disapproval to the USACE Command Group (Chief of Staff, DCG, CG).

b. Review and make recommendations of approval or disapproval to the local command of nominations for honorary awards requiring USACE command approval (DCG, CG). In making these recommendations, committees must consider the following:

(1) The nature of nominee's accomplishments, including the period of time and nature of the circumstances during which the accomplishments contributed to the success of the USACE mission.

(2) The types of awards available for recognizing various levels of accomplishments. If the justification does not support the recommended award type, the IAC may request a rewrite of the justification or recommend to downgrade the award.

(3) A nominee's honorary awards history, in particular the presence or lack of previous honorary awards.

c. If the board recommends a downgrade, CEHR will provide the nominating official the rationale for the recommendation and provide the opportunity to modify the nomination to address the comments provided by the board. Once the modified package is received, the board will provide their final vote. The award will still be sent to the command group for review with the board's recommendation. Ultimately, the signature authority makes the final decision.

## **Chapter 3**

### **Procedures for incentive awards**

#### **3-1. Preparing nominations**

Nominations forwarded for review by the UIAB should contain the information outlined below:

a. ENG Form 6304 (Honorary Award Checklist). Ensure the proposed presentation date and shipping information are included if applicable.

b. DA Form 1256. Do not abbreviate titles of positions or organizations. Inclusive dates for the nomination period should not coincide with the period of time covered by previous recognition for the same type of award (Department of Defense (DoD) Distinguished Civilian Service Award is an exception). All data entries should include signatures and dates where required (ENG Form 6304). Equal Employment Opportunity and adverse action section will be completed,

c. Justification. A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible. The justification should only cover the period of time contained within the DA Form 1256.

d. Award citation. One paragraph consisting of approximately 50 to 60 words including the name, title, place of employment, and period of time covered by the award. Citation must be submitted in a separate word document, no longer than 8 lines, right and left justified, Times New Roman, and size 12 font. Figure 3-2 provides an example citation.

e. Previous award history. Award history should include the name of the award and the month and year it was presented (for example, Meritorious Civilian Service Medal - March 2021).

f. District/Division Commander endorsement memorandum (required for the Distinguished Civilian Service Medal (DCSM)), Superior Civilian Service Medal, and Meritorious Civilian Service Medal) only). An endorsement signed by the district/division commander should summarize the award package and may include the personal views of the commander.

g. USACE CG endorsement (required for the DCSM only). A draft endorsement letter, summarizing the nominee's accomplishments and stating why the nominee is deserving of the award prepared for signature for the Commanding General. The memorandum must be written using the Army Writing Style according to AR 25-50.

h. Biography (required for the DCSM only). A brief biography should include the following:

- (1) Date and place of birth.
- (2) Education and degrees conferred.
- (3) Significant employment record.
- (4) Type of appointment.
- i.* Photograph (Required for the DCSM only). The nomination package must include a digital photograph (head and shoulders view, professional attire).

### **3-2. Coordination of incentive awards**

The following process is for awards requiring USACE Command and/or DA approval. All other awards should be coordinated using the appropriate delegated approval authority. See Figure 3-1 for the Headquarters, USACE (HQUSACE) Coordination Process Flow Chart.

*a.* Nominations will be submitted to CEHR within the following suspense dates prior to the proposed award presentation:

- (1) 6 weeks for nominations approved at HQUSACE level.
- (2) 10 weeks for nominations approved at Army or DoD level.
- (3) 18 weeks for SES nominations approved at Army/DoD level.

*b.* CEHR will review the completed awards packet and send to the UIAB for consideration within 3 workdays of receipt.

*c.* The UIAB will have up to 5 workdays to review the nomination and provide their comments and recommendation.

(1) For awards that require corrections, CEHR will return the packet to the nominating district/division/center/FOA at which time the nominating district/division/center/FOA will have one week (7 days) to provide the corrections.

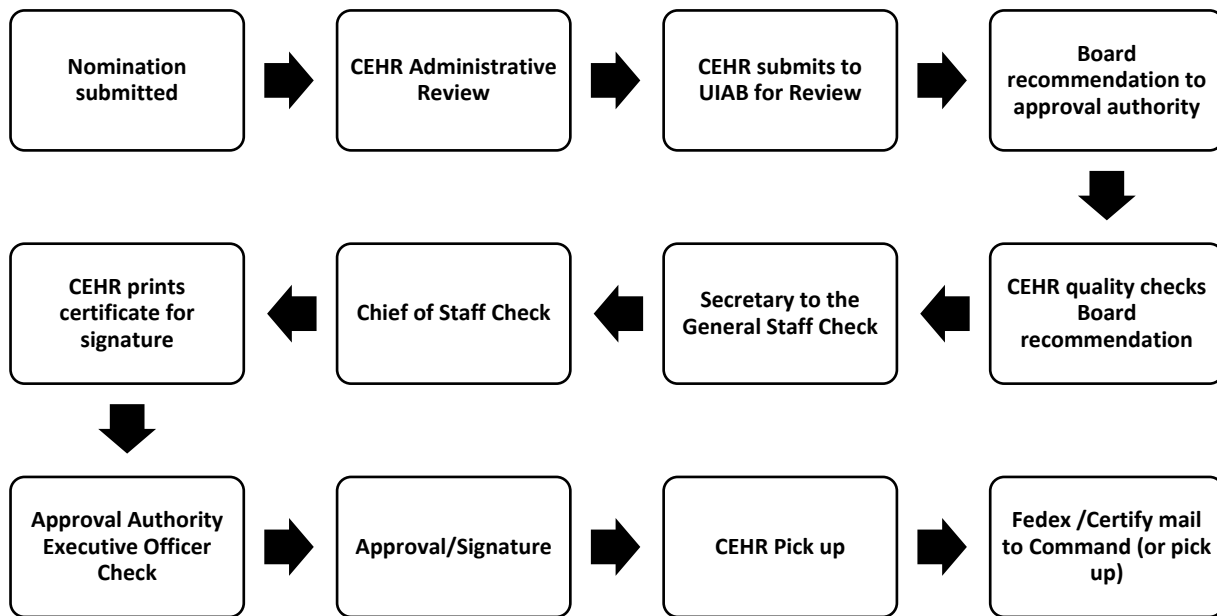
(2) Awards recommended for approval will be printed and prepared for USACE Command signature. Awards will be prepared at the lowest delegated approval authority.

(3) Awards recommended for downgrade will also be printed and prepared for USACE Command signature. Both the nominated award and the downgraded award will be printed, and the signature authority will make the final decision.

*d.* Once the signature authority signs the appropriate documents, the Secretary to the General Staff will return the package to CEHR for appropriate action. These actions are the following:

- (1) Hold for ceremony or pick up.
- (2) Return to district/division for recognition.
- (3) Forward to Department of the Army Incentive Awards Board for Action.

*e.* Award nominations not meeting the required suspense dates will include a memorandum of lateness signed by the commander of the submitting organization. The award packet will not be expedited without it.



**Figure 3-1. HQUSACE Coordination Process Flow Chart**

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for outstanding performance as *(Position, Location)*, United States Army Corps of Engineers from *(Month Year to Month Year)*. *(Enter individual achievement here)*. *(Ms./Mr. Last Name)*'s leadership and dedication reflects great credit upon (herself/himself), the United States Army Corps of Engineers, and the United States Army.

**Figure 3-2. Example Award Citation**

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## **Appendix A References**

### **Section I**

#### **Required Publications**

Unless otherwise indicated, all U.S. Army Corps of Engineers publications are available on the USACE website at <https://publications.usace.army.mil>. Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

#### **AR 25–50**

Preparing and Managing Correspondence

#### **AR 672-20**

Incentive Awards

#### **DA Form 1256**

Incentive Award and Nomination Approval

#### **ENG Form 6304**

Honorary Awards Checklist

#### **ER 672-1-19**

Incentive Awards

### **Section II**

#### **Prescribed Forms**

This section contains no entries.



## **Glossary of Terms**

### **Approval Authority**

The approval authority is a designated person granted the authority to approve and sign award certificates by the Department of the Army.

### **CEHR (Directorate of Human Resources)**

The Human Resources Directorate is the proponent and primary point of contact for the Incentive Awards Program.

### **CG (Commanding General)**

The commanding general is the highest-ranking officer of the U.S. Army Corps of Engineers.

### **Civilian Personnel Advisory Center**

The Civilian Personnel Advisory Center is a regionalized personnel action center assigned to a specific U.S. Army Corps of Engineers command that provides an adverse action certification for incentive awards.

### **DA (Department of the Army)**

The Department of the Army is the proponent of the Army Regulation for Incentive Awards (AR 672-20). The proponent of AR 672-20 has the authority to delegate the approval authority in writing within its direct reporting unit (U.S. Army Corps of Engineers).

### **DCG (Deputy Commanding General)**

The Deputy Commanding General is the second highest-ranking officer of the U.S. Army Corps of Engineers.

### **DCSM (Distinguished Civilian Service Medal)**

The Distinguished Civilian Service Medal is an honorary award granted by the SECARMY consisting of a medal, lapel button, and citation certificate, DA Form 7014.

### **DoD (Department of Defense)**

The Department of Defense is the proponent for several Department of Defense level awards.

### **EEO (Equal Employment Opportunity)**

Equal Employment Opportunity provides leadership and direction in creating and sustaining a diverse workforce and an environment free of discrimination that provides EEO certification for incentive awards.

### **Honorary Award**

An honorary award recognizes outstanding performance and achievement usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed.

**HQUSACE (Headquarters, U.S. Army Corps of Engineers)**

The center of operations for the U.S. Army Corps of Engineers located in Washington, D.C. Major Subordinate Commands that do not have signature authority for incentive awards must coordinate through the HQUSACE CEHR to obtain approval.

**IAC (Incentive Awards Committee)**

The Incentive Awards Committee is made up of key persons from the major elements at each Division, District, Center, or Field Operating Agency who have knowledge of the location and its mission, and who are objective, demonstrate good judgment, and enjoy the confidence of the workforce at large.

**Incentive Awards Program**

The Incentive Awards Program fosters mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service.

**Monetary Award**

A monetary award is an award given to recognize performance or contributions resulting in tangible or intangible benefits for the government, includes special act or service awards, quality step increases, performance awards, and on-the-spot awards.

**Proponent**

The proponent is the office or individual responsible for initiating, developing, coordinating, and/or maintaining a publication or form.

**Secretary to the General Staff**

The Secretary to the General Staff coordinates command group staff actions including incentive awards.

**UIAB (U.S. Army Corps of Engineers Incentive Awards Board)**

The U.S. Army Corps of Engineers Incentive Awards Board is established at Headquarters, U.S. Army Corps of Engineers. It is made up of appointed individuals that make recommendations on incentive award nominations requiring U.S. Army Corps of Engineers commanding general or deputy commanding general approval.