

U.S. Army Corps of Engineers (USACE)

HONORARY AWARDS CHECKLIST

For use of this form, see ER 672-1-19; the Proponent agency is CEHR.

Purpose: Use this form to ensure honorary awards submitted through HQUSACE are compliant with AR 672-20 and ER 672-1-19.

Incentive Award Nomination and Approval Form (DA 1256):

- Official Position Title - must match Citation (Part I. Block 3).
- Period of Service to be Recognized (Part I. Block 5.c) **Month and Year must not overlap previous period of honorary recognition.**
- Signed by Nominating Official (Part I. Block 6.).
- Signed by EEO Officer (Part II. Block 7.a.-7.c.).
- Signed by Civilian Personnel Officer (Part II. Block 7.d-7.f.). The Civilian Personnel Officer block should be completed by the employee's servicing CPAC supervisor or designee.
- Signed by District Commander/Division Incentive Awards Committee Chairperson (Part IV. Block 9).
- Signed by Division Commander (Part IV. Block 10).
- Part IV. Block 11 and Block 12 should be left blank.

Justification that details specific achievements, impact, and reason for nomination.

- Submit as separate word document.
- Justification cannot cite achievements previously recognized with an honorary award and should cover the entire period being recognized.

Award citation:

- Submit as separate word document - right & left justified, Times New Roman, size 12.
This must be one paragraph consisting of **50 to 60 words** that includes:
 - * the name, title, place of employment
 - * period of time covered by the award

Honorary Awards history, including dates awarded (each **must** have MONTH/YEAR)

DCSM-ONLY ADDITIONAL REQUIREMENTS:

- Endorsement memo signed by District/Division Commander.
- Endorsement memo prepared for the Commanding General's signature.
- Biography

Required Suspense Met:

- Nominations approved at HQ USACE level must be submitted to CEHR **NLT 6 weeks** prior to expected presentation date.
- Nominations approved at Army or DOD level must be submitted to CEHR **NLT 10 weeks** prior to expected presentation date.
- Nominations for SES members approved at Army or DOD level must be submitted to CEHR **NLT 18 weeks** prior to expected presentation date.
- Memorandum of Lateness signed by District/Division Commander detailing why the suspense was unable to be met (if expediting required)

Proposed date of presentation: _____

Retiring? Yes No

For **DCSM**: Time _____ Date _____

Physical Address of ceremony: _____

FedEx Billing number (if expediting): _____

Mailing Address for certificate/medal: _____

Action Officer: Name: _____ Phone: _____

Alternate POC: Name: _____ Phone: _____