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Decorations, Awards, and Honors

Army in Europe Annual Incentive Awards Ceremony

*This regulation supersedes AE Regulation 672-1, 7 February 2003.

For the CG, USAREUR/7A:

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Summary. This regulation prescribes policy and nomination procedures for the Army in Europe Annual Incentive Awards Ceremony.

Summary of Change. This revision adds criteria and nomination procedures for the following awards:

- Outstanding Contribution to Civilian Professional and Leader Development (para 16).
- Outstanding Contribution to Financial Management (para 20).
- Outstanding Contribution to Manpower and Force Management (para 21).
- Outstanding Department of the Army (DA) Army Civilian Training, Education, and Development System (ACTEDS) Intern Award (para 22).
- Outstanding Contributions in Administrative Support (para 23).
- Outstanding Contribution to Ammunition Surveillance (para 24).

Applicability. This regulation applies to—

- HQ USAREUR/7A staff principals.
- USAREUR major subordinate and tenant commands (AE Reg 10-5, app A).
- Non-USAREUR units in the European theater.

Supplementation. Commanders will not supplement this regulation without USAREUR G1 (AEAGA-C) approval.

Forms. This regulation prescribes AE Form 672-1A and AE Form 672-1B. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. File numbers and descriptions are available on the United States Army Records Management and Declassification Agency website at <http://www.rmda.belvoir.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-C, DSN 375-2582). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-C), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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A. Instructions for Submitting Individual and Group Award Nominations

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SECTION I GENERAL

1. PURPOSE

This regulation establishes responsibilities and prescribes evaluation and nomination procedures for the Army in Europe Annual Incentive Awards Ceremony. Appendix A provides instructions for preparing and submitting individual and group nominations on AE Form 672-1B.

2. REFERENCES

a. Publications.

- (1) AR 5-17, The Army Ideas for Excellence Program.
- (2) AR 11-2, Management Control.
- (3) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (4) AR 200-1, Environmental Protection and Enhancement.
- (5) AR 672-20, Incentive Awards.
- (6) DA Pamphlet 672-20, Incentive Awards Handbook.
- (7) AE Circular 672-1, Suspense Dates for the Army in Europe Annual Incentive Awards Ceremony.
- (8) USAREUR Regulation 200-1, USAREUR Environmental Quality Program.

b. Forms.

- (1) DA Form 1256, Incentive Award Nomination and Approval.
- (2) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (3) AE Form 672-1A, The Commanding General's Annual Incentive Awards Ceremony.
- (4) AE Form 672-1B, Nomination Form.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. The CG, USAREUR/7A, is the final approval authority for annual incentive award nominations.

b. HQ USAREUR/7A staff principals will—

(1) Establish an ad-hoc panel to review nominations submitted for awards in their respective functional areas and select the best nomination in each category under consideration.

(2) Serve as the approval authority for selected nomination forms (AE Form 672-1B, part VII).

(3) Send the best nomination in each category to the Army in Europe Incentive Awards Review Board (IARB) executive secretary by e-mail (app A, para A-1). The IARB will review the nominations in all categories and recommend winners to be recognized at the Army in Europe Annual Incentive Awards Ceremony (date and time to be determined) and entered in the HQDA-level competition.

c. Civilian personnel advisory center and branch-office personnel will—

(1) Publicize information on incentive awards to every serviced organization and request that serviced organizations support the program by encouraging participation.

(2) Establish local suspense dates as needed and follow up with serviced organizations to ensure that nomination forms are—

(a) Submitted through the appropriate chain of command for approval.

(b) Sent to the IARB executive secretary (app A, para A-1).

d. HQ USAREUR/7A staff principals and commanders will—

(1) Request that functional chiefs, career program managers, directors, and other key officials identify and nominate qualified candidates in one or more categories (sec II).

(2) Ensure functional ad-hoc committees at proponent offices review and select the best nominations for—

(a) Outstanding Contribution to the USAREUR Separate or Recycle Trash (SORT) Program (para 9).

(b) Outstanding Energy and Water Conservation Management (para 11).

(c) Outstanding Contribution to the Equal Employment Opportunity (EEO) Program (para 14).

(d) Outstanding Suggester of the Year (para 25).

(3) Approve the selected nomination forms (AE Form 672-1B, part VII) and submit the forms by e-mail in priority order (app A, para A-2b) to the appropriate proponent offices.

5. ELIGIBILITY

a. U.S. soldiers and civilian employees (appropriated fund, nonappropriated fund, and local national (LN)) in the Army in Europe are eligible for the awards in this regulation according to award criteria.

b. Employees of other units and activities and public citizens who have made significant contributions to the Army in Europe also may be nominated for these awards.

c. Incentive award winners other than recipients of the Meritorious Civilian Service Award (MCSA) (para 26) will receive an Army in Europe Annual Incentive Awards Ceremony certificate.

SECTION II CATEGORIES OF RECOGNITION

6. SAFETY AWARDS

The following safety awards may be presented to eligible nominees:

a. Outstanding Accomplishment in Accident-Free Driving. This award honors one soldier and one civilian employee driver who drove the most accident-free miles (more than 25,000 miles) in the previous calendar year. Supporting documentation signed by the local safety officer must specify—

(1) The number of miles driven during the previous calendar year.

(2) The total career, accident-free miles accumulated by the nominee.

b. Outstanding Contribution to Accident Prevention. This award is open to nonsafety professionals and honors an individual or team for making the most significant contribution to accident prevention in the previous calendar year. The contribution must have saved command resources through personal prevention initiatives and actions.

c. Outstanding Contribution to Operational Safety. This award is open to nonsafety professionals and honors an individual or team for making the most significant contribution to the safety aspects of force protection during military exercises or actual operations in the previous calendar year. The contribution must have ensured the safety of unit personnel, contributed to mission accomplishment, or improved readiness through hazard-identification and risk-management processes.

d. Outstanding Contribution to Promoting Off-Duty Safety and Health. This award is open to nonsafety professionals and honors a soldier, civilian employee, or team for making the most significant contributions to promoting personal or family safety during off-duty recreational or sports activities. The contributions must have ensured the safety of soldiers, civilian employees, or family members through preventive measures or initiatives.

e. Outstanding Unit Accomplishment in the Prevention of Driving-Under-the-Influence and Vehicle Accidents. This award honors the military unit with the most consecutive months with no driving-under-the-influence offenses and no class-A or -B vehicle accidents.

7. OUTSTANDING CONTRIBUTION TO FORCE PROTECTION

The following contributions to force protection may be recognized:

a. Outstanding Contribution to Force Protection During a Military Exercise. This award honors the soldier or civilian employee who made the most significant contribution to force protection during military exercises or actual operations in the previous calendar year. The contribution must have ensured the safety of unit personnel, contributed to mission accomplishment, or improved readiness through dramatic changes to the force-protection program (for example, threat-condition implementation, improving the terrorist-threat-notification process, improving budget-management practices).

b. Outstanding Contribution to Force Protection Through Community Awareness. This award honors one individual who made either of the following contributions:

- (1) Noticed suspicious activity in the community and reported it to the proper authorities, which ultimately led to an arrest.
- (2) Recommended or suggested a program that contributed to keeping the military community neighborhood safe for families.

8. OUTSTANDING CONTRIBUTION TO INFORMATION MANAGEMENT

a. The information management (IM) career field includes automation, library management, publishing and printing, records management, telecommunications, and visual information. Nominees for this award must have made two or more of the following contributions:

- (1) Improved customer satisfaction through better IM products or services.
- (2) Improved organization and mission readiness through outstanding IM job performance.
- (3) Increased productivity through innovative use of IM technology.
- (4) Saved human or financial resources through new or improved methods of using existing IM technology.
- (5) Simplified a business or work process by developing and implementing a more effective application of IM technology.

b. The following IM awards are available to nominees who meet the criteria in subparagraph a above:

(1) Outstanding Contributions to IM by an IM Professional. This award is for an individual or team of people in an IM-related civilian-job series or military occupational specialty (MOS) (for example, civilian occupational series 2200, MOSs 25A through 25E) for making significant contributions to IM.

(2) Outstanding Contribution to IM by a Non-IM Professional. This award is for an individual or team of people who are not in an IM-related job series or MOS, but who made significant contributions to IM through additional or other duties.

9. OUTSTANDING CONTRIBUTION TO THE USAREUR SORT PROGRAM

The USAREUR SORT Program Award honors a soldier, civilian employee, or small group for contributions to the waste-reduction, reuse, and recycling programs in an area support group (ASG) or base support battalion (BSB). Documentation must show which actions were taken. Special consideration should be given to an individual or group for contributions that improved the total ASG or BSB SORT program, which includes household hazardous waste. Nominees for this award must have achieved one of the following:

- a. Savings, cost-avoidance, and reductions in regular refuse. Consideration should be given to drawdown, training areas, and special circumstances.
- b. Greater awareness and increased knowledge about the SORT Program throughout the community.
- c. Simplicity and accessibility of the SORT Program to users.
- d. Leadership and participation in the ASG or BSB SORT Program.

10. OUTSTANDING CONTRIBUTION TO THE USAREUR ENVIRONMENTAL PROGRAM

The USAREUR Environmental Program offers two award categories. Recipients of the following awards will be nominated for the Secretary of the Army and Secretary of Defense Environmental Quality Awards Program:

a. One award honors the soldier or civilian employee who provided the most noteworthy contribution to protect and preserve the environment and further environmental goals in the Army in Europe, including natural-resource conservation. The nominee may be any member of the workforce at any level in the Army in Europe whose efforts deserve special recognition. Nominees for this award must have achieved one of the following:

- (1) Displayed leadership in environmental protection and improvement.
- (2) Reduced adverse environmental and health effects while increasing readiness and preparedness.
- (3) Made consideration of the environment an integral part of Army decision-making.
- (4) Complied with environmental standards according to international agreements, DOD, and DA policy.
- (5) Recycled and reused material to conserve natural resources, prevent pollution, and reduce waste.
- (6) Enhanced the Army's image and relationships with host nations in addressing environmental issues.
- (7) Conserved natural resources.

b. One award honors the team whose efforts deserve special recognition. The team may include individuals working in one division (for example, environmental, building and grounds, facilities engineering) or working in different Army organizations with shared environmental interests (for example, directorate of public works (DPW) and operations personnel jointly implementing the Integrated Training Area Management Program). The team's efforts should show contributions in subparagraph a(1) through (7) above.

11. OUTSTANDING ENERGY AND WATER CONSERVATION MANAGEMENT

a. The Outstanding Energy and Water Conservation Management Award honors a soldier, civilian employee, or an informal group (two to four individuals) who achieved significant energy and water savings by conducting an aggressive conservation program with the help of the Headquarters Redesigned Army Defense Utilities Energy Reporting System (HQRAADS).

NOTE: Only activities successfully using the HQRAADS during the past fiscal year will be considered for this award.

b. Nominations for this award must include the following:

- (1) Total energy or water saved by comparing the past 2 fiscal years with the base fiscal year 1985.
- (2) A detailed description of actions taken to achieve the savings identified in (1) above.

(3) Potential for applying the technique or action ((2) above) at other DOD and DA installations or Federal agencies. Innovative features and benefits must be specified.

(4) A description of the investment's effectiveness (energy or water saved compared to dollars spent on the projects).

(5) The "outreach" (the act of extending services or activities beyond current or usual limits) and public-education aspects of the activity or project and its effect on user behavior.

(6) Environmental benefits of the activity, project, or program.

12. OUTSTANDING CONTRIBUTION TO THE DIRECTORATE OF PUBLIC WORKS

a. Outstanding Contribution to the Enhancement of Productivity in the DPW. One civilian employee (U.S. or LN) who achieved at least three of the following will be honored in this category:

(1) Raised employee productivity and reduce labor costs.

(2) Performed innovative management that resulted in savings and cost avoidance.

(3) Submitted cost-saving recommendations that were accepted under the Productivity Enhancement Program (PEP) or other programs.

(4) Effectively used automation to improve DPW processes.

(5) Developed projects or programs that have been accepted by DA, a USAREUR major subordinate or tenant command, the DPW, or an ASG.

(6) Developed or implemented reengineering initiatives.

(7) Provided an exceptional contribution to the Army Communities of Excellence Program according to the Army Performance Improvement Criteria.

b. Outstanding Contribution to the Design and Construction of Quality-of-Life Projects. One civilian employee (U.S. or LN) or team will be honored in this category for achieving at least three of the following:

(1) Improved customer satisfaction and received positive customer feedback (for example, customer comment cards, letters of appreciation) through quality-of-life projects.

(2) Developed innovative and unique designs that had a wide effect on community members.

(3) Achieved exemplary results on completed projects, which are worthy of adaptation by DA, a USAREUR major subordinate or tenant command, the DPW, or an ASG.

(4) Achieved substantial cost savings or value engineering.

(5) Developed projects that displayed high-quality and effective use of the installation master plan.

(6) Displayed dedication to the customer through timeliness and excellent service and maintained high customer interaction throughout the project.

(7) Displayed exemplary application of standards-and-design criteria.

c. Outstanding Contract Inspector and Administrator of the Year. This category is for contract inspectors and quality assurance personnel in the DPW. One civilian employee (U.S. or LN) who achieved at least three of the following will be honored in this category:

(1) Quality control, timeliness, and project completion within budget.

(2) Managed a large quantity, dollar value, and complexity of contracts.

(3) Implemented measures to ensure a high level of customer satisfaction.

(4) Provided exemplary construction management and contract warranty program.

(5) Resolved conflicts with contractor performance while maintaining customer satisfaction and the best interests of the Government.

d. Outstanding Blue-Collar Worker of the Year in the DPW. This category is for blue-collar workers in engineer shops of the operations and maintenance division, buildings and grounds division, and utilities division. One civilian employee (U.S. or LN) who achieved at least three of the following will be honored in this category:

(1) Improved customer satisfaction and received positive customer feedback.

(2) Received recognition by superiors for outstanding performance.

(3) Completed service orders (SOs) and individual job orders (IJOs) in an excellent and timely manner.

(4) Used innovative and unique techniques while performing duties.

(5) Displayed leadership qualities while performing duties.

(6) Showed a positive, customer-oriented attitude in everyday duties and received positive customer recognition for professional performance.

e. Outstanding Contribution to Customer Service for the Year for the DPW. This category is for “front desk” personnel who deal directly with customers, such as work-order clerks and customer-service clerks in the engineer work management division or engineer resource management division, and housing customer assistants in the housing division. One civilian employee (U.S. or LN) or team will be honored in this category for achieving at least three of the following:

(1) Displayed a positive, customer-oriented attitude during everyday duty accomplishment and recognized by customers as an outstanding professional.

(2) Processed and followed up on customer requests in a timely manner.

(3) Used or developed innovative techniques to reduce the time needed to respond to customer requests and to work more efficiently.

(4) Received positive feedback through customer comment cards about exceptional service and courtesy.

(5) Successfully responded to increased customer requests from units during deployments and other unique missions.

(6) Accomplished all assignments in a timely, accurate, and efficient manner.

f. Outstanding Foreman of the Year in the DPW. This category is for personnel who serve as foremen or leaders in the engineer shops in the operations and maintenance division, buildings and grounds division, and utilities division. One civilian employee (U.S. or LN) who achieved at least three of the following will be honored in this category:

(1) Maintained high morale and low sick-leave rates in the engineer shop.

(2) Recognized for outstanding performance by superiors, customers, and peers.

(3) Completed SOs and IJOs in a timely manner with excellent results.

(4) Developed or used innovative and unique techniques to save costs or improve work.

(5) Made cost-saving recommendations that were accepted by his or her leaders.

(6) Continued or completed professional education and received certification as a *Meister* (master).

(7) Adapted techniques and products from the private sector to achieve efficient processes and savings in the DPW.

(8) Maintained a high level of professional standards through self-development, either personally or organizationally, and effectively took part in solving personnel and managerial problems.

g. Outstanding Administrative Support to DPW. This category is for personnel who serve in the administrative or budget sections of the DPW. One civilian employee (U.S. or LN) or small group will be honored in this category for achieving at least three of the following:

(1) Accomplished DPW administrative-support functions in a high-quality manner.

(2) Assumed nontraditional DPW administrative duties to support the community.

(3) Developed or implemented a new program or system that significantly added to efficiency or contributed to mission accomplishment.

(4) Showed a positive, customer-oriented attitude in everyday duties and received positive customer recognition for professional performance.

(5) Maintained a high level of professional standards through self-development, either personally or organizationally, and effectively took part in solving personnel and managerial problems.

h. Outstanding Database or Systems Administrator in the DPW. This category is for personnel who manage or maintain computer systems for the DPW. This includes the Integrated Facilities System (IFS), the Housing Operations Management System (HOMES), Supply 2000, self-created database applications, and the real property database. One civilian employee (U.S. or LN) who achieved at least three of the following will be honored:

(1) Maintained accurate database systems that meet or exceed the standards of the United States Army Installation Management Agency, Europe Region Office.

(2) Managed the assignment or real property assets and ensured that hand receipts are current.

(3) Achieved timely documentation of all real property improvements to ensure the accuracy of records.

(4) Achieved the accuracy of documentation of all physical changes to installation on the Computer-Aided Design and Drafting System (CADDs) while maintaining site and utility maps to the most current standards.

(5) Managed and maintained all computer hardware and software to ensure the most efficient and current systems are available.

(6) Increased productivity through innovative use of engineering technology.

(7) Improved customer satisfaction through the use of engineering products or services.

(8) Implemented procedures and programs to ensure 100 percent correctness of labor and equipment (L&E) input into the DPW databases.

13. OUTSTANDING DISABLED EMPLOYEE

This award recognizes outstanding contributions and achievements of civilian employees with disabilities who—

a. Exceeded their job-performance requirements despite having a severe physical or mental disability.

b. Inspired others by their perseverance and initiative in overcoming the visible or apparent disability.

14. OUTSTANDING CONTRIBUTION TO THE EEO PROGRAM

This award recognizes civilian employees, military personnel, ASGs, and BSBs for outstanding achievements in the EEO Program in the previous calendar year. Accomplishments outside this time period may be used as background or to indicate a continuing pattern of outstanding contributions, but the accomplishments on which the nomination is based must have been made in the previous calendar year. Award categories and criteria are listed in subparagraph b below.

a. Nominations. Nominations should include information on significant actions or accomplishments “above and beyond the call of duty” that are considered outside the normal requirements of the nominee’s position. It should also provide sufficient measurable accomplishments required for an award by the CG, USAREUR/7A, or other member of the USAREUR Command Group. Examples of outstanding achievements or significant contributions are as follows:

- (1) Overcame unusual difficulties through innovation and perseverance, resulting in significant improvements to the organization or community EEO posture.
- (2) Took actions that resulted in highly desirable benefits for the EEO program through exceptional personal efforts.
- (3) Achieved outstanding results in furthering the goals of the program through unusually effective leadership, skill, imagination, innovation, and perseverance.
- (4) Was the catalyst through personal actions that resulted in significant increases of EEO target groups who have historically been underrepresented in a professional or administrative occupation (for example, engineers, scientists.), director positions, or at higher grades (GS-13 and above).

b. Award Categories and Criteria. The award categories and criteria are as follows:

(1) Category 1: This category of award recognizes employees, supervisors, managers, or a group of employees working together who have made a significant contribution to the accomplishment of EEO program goals. Individuals nominated in this category must have significant accomplishments in one of the areas listed below:

- (a) Achieved outstanding success in formulating policy changes or corrections that resulted in significant results or improvements to the Army EEO mission.
- (b) Initiated, developed, or administered programs that resulted in significant improvements in the employment status of minorities, women, or individuals with disabilities.
- (c) Increased employee morale and productivity, and created new job opportunities. For example, initiated a professional development program to foster working relationships between all employees and management. Other examples include restructuring positions to create lower entry levels (upward mobility or feeder positions) in order to increase employment opportunities for all groups, or creating student-hire or cooperative-education positions to encourage students to stay in school.

(2) Category 2: This category of award recognizes the most outstanding EEO manager in Europe. Individuals nominated in this category must have demonstrated exceptional performance with significant accomplishments in criteria listed below:

- (a) Provided outstanding leadership in the development or implementation of an EEO affirmative employment plan or activity that produced significant results or improvements in the Army and Federal EEO program.
- (b) Stimulated and maintained a high level of respect and confidence on the part of minority groups, women’s organizations, or organizations representing individuals with disabilities in the EEO programs of the Army or Federal Government.
- (c) Accomplished substantially more than the required program responsibility in taking affirmative actions to ensure equal opportunity for employees and applicants for employment.
- (d) Initiated programs that resulted in significant contributions to one of the Army’s special employment programs.

(3) Category 3: ASG or BSB Best Complaints Administration Program. This category of award recognizes the ASG or BSB that provided the best support to the EEO program complaints-administration process. Accomplishments should clearly indicate the efforts involved in making the contribution, the effect on the EEO program, and the criteria used to measure the effect. Nominations in this category should show that the ASG or BSB had significant accomplishments in one of the areas listed below:

(a) Improved the EEO complaints-administration process at the informal and formal stages by reducing the number of complaints, simplifying administrative filing procedures, or reducing the time it takes for the process to respond to a complaint.

(b) Increased the number of resolved complaints through innovation and alternate dispute-resolution techniques. Accomplishments must be specific, and information on receiving no “recommended findings” should be included.

(c) Provided outstanding EEO training and refresher training that contributed to significant identifiable changes in the work environment, diversity-awareness, or educational efforts.

(4) Category 4: Outstanding Specialist in Europe. This category of award recognizes individuals who made exceptional contributions to the quality of the EEO program in one or more of the following areas:

(a) Special Emphasis Program management. Through innovation and perseverance, nominees must have furthered the goals of the EEO program by increasing workforce diversity. For example, personal efforts or initiatives increased a group’s representation from zero to at least one person or raised a group’s under-representation to parity.

(b) EEO complaints. Through the nominee’s personal effort and commitment to the job, and by overcoming obstacles, complaints were processed in a timely manner and records (automated and manual) were always current.

(c) EEO training. The nominee must have developed or conducted outstanding EEO training and refresher training that contributed to significant identifiable changes in the work environment, diversity awareness, or educational efforts.

(d) Exceptional service on ad-hoc or special project committees for the community or command. The accomplishment should show that EEO goals and objectives were met through the nominee’s efforts.

(5) Category 5: Outstanding ASG or BSB program. This category honors the ASG or BSB with the best performance in support of the EEO program. Nominations in this category should include statistics and graphic displays to explain the specific achievements and highlight the significance of those achievements or contributions. For example, if minorities or women were promoted, the number of promotions by occupational category and grade level should be shown. Affirmative-employment-program achievements should include one of the accomplishment areas listed for the Category 1 award ((1) above).

c. Administrative Details. Nominations must be endorsed by the servicing EEO manager, the BSB commander (if appropriate), and the ASG commander. The nomination package will include the following:

(1) Endorsements by the nominee’s chain of command and the servicing EEO manager.

(2) The name, mailing address, and telephone number of the POC and the BSB and ASG commanders (if appropriate).

(3) Verification that the nominee’s servicing EEO office has confirmed that the nominee is not a “principal agency witness.”

(4) A 1-paragraph citation of not more than 100 words. The citation must include the nominee’s name, title, and place of employment; the period covered by the award; and highlights of the nominee’s specific achievements.

(5) A narrative justification that summarizes the achievements and benefits (not more than two single-spaced pages) in specific terms with the dates of the achievement. The justification should be as specific and quantitative as possible, and should clearly show the significance of the achievement or contribution. Graphic displays of applicable statistics should be included.

(6) A list of the nominee’s previous awards and publications. The list should begin with the current year and include previous recognition, such as honorary awards, military awards, exceptional performance ratings, performance awards, quality step increases, and special citations. Publications, if any, must be listed by title and date.

15. OUTSTANDING CONTRIBUTION TO THE CIVILIAN HUMAN RESOURCE MANAGEMENT PROGRAM
The following Civilian Human Resource Management (CHRM) Program awards are available to eligible nominees:

a. Outstanding Leadership in Civilian Human Resource Management. One supervisor or manager (soldier or civilian employee) outside the civilian personnel career field who contributed to CHRM Program goals and objectives will be honored in this category.

(1) The nominee must have—

(a) Personally been responsible for making a substantial contribution to the CHRM Program that resulted in improved service, efficiency, and increased resources.

(b) Applied CHRM ideals in his or her personnel techniques when dealing with subordinates, including—

1. Giving timely and meaningful praise and recognition.
2. Supporting training opportunities.
3. Preparing accurate and timely performance evaluations.
4. Ensuring proper assignments.
5. Displaying exemplary performance as a team-builder and leader.

(2) The nomination must show that the supervisor or manager used CHRM knowledge and skills to increase efficiency and make tangible improvements.

b. Outstanding Civilian Human Resource (CHRM) Technical Expertise. A CHRM employee or team that achieved any of the following will be honored in this category:

(1) Development or implementation of a new program or system change that significantly added to the efficiency of the CHRM mission.

(2) Exemplary accomplishment of continuing program requirements.

(3) Innovation and creativity.

(4) Program improvements.

c. Outstanding CHRM Customer Service. One CHRM employee or team that achieved the following while providing service and support to organizations will be honored in this category:

(1) Promoted positive perceptions of the CHRM community.

(2) Used leadership skills to improve public awareness and understanding of the CHRM Program.

(3) Maintained a positive customer-oriented attitude in the everyday accomplishment of duties.

(4) Served as a key adviser to top management.

(5) Improved organizational effectiveness.

(6) Established a reputation for being a problem-solver.

(7) Provided exemplary customer service and human-resource-development support to include timeliness in processing personnel actions, which resulted in positive customer feedback.

16. OUTSTANDING CONTRIBUTION TO CIVILIAN PROFESSIONAL AND LEADER DEVELOPMENT

The individual honored in this category is one who demonstrated the following:

a. Commitment and support to lifelong learning.

- b. Coached, counseled, and mentored civilian employees for career and professional development.
- c. Ensured individual development plans (IDPs) reflected individual career development and organization and mission needs.
- d. Approved training and development determined to meet individual competency levels and IDP goals.
- e. Encouraged and supported self-development initiatives.
- f. Provided work assignments that reinforced and allowed for the application of new skills.
- g. Provided timely and meaningful recognition for completion of significant goals in professional, leader, and self-development.

17. OUTSTANDING CONTRIBUTION TO ACQUISITION EXCELLENCE

a. The award honors one soldier and one civilian employee who made the most significant contributions in the acquisition field and maintained a high-quality acquisition of supplies and services in the most cost-effective manner. Nominees must have achieved or displayed any of the following:

- (1) Efficiency and effectiveness in the determination, preparation, processing, and administration of an acquisition. Contributions at any level of the acquisition process may be recognized.
- (2) Excellent relationships with contractors, managers, and coworkers.
- (3) An improved contracting process from acquisition planning to contract closeout.
- (4) A high level of professional standards to include self-development, either personally or organizationally.
- (5) Effective management of acquisition issues and skill in problem-solving.
- (6) Ethical business techniques, good judgment, and integrity.

b. Recipients of this award will be considered for the Secretary of the Army Professionalism in Contracting Award and the Secretary of the Army Outstanding Contracting Officer Award.

18. OUTSTANDING CONTRIBUTION TO CONTINGENCY CONTRACTING SUPPORT

a. This award honors one soldier and one civilian employee whose unique and meaningful accomplishments improved the performance of the contingency contracting mission. Nominees must be assigned to a deployable contracting position from October through December of the previous fiscal year as a minimum.

b. Nominees must have achieved or displayed one of the following:

- (1) A lasting and noteworthy asset to contingency contracting through a single significant act or sustained performance.
- (2) Dedication to customer support characterized by timeliness and excellent service.
- (3) Innovation and leadership in implementing and fielding changes in the contingency contracting process.
- (4) Identification and elimination of actual or potential fraud, waste, and abuse.

19. OUTSTANDING CONTRIBUTION TO PUBLIC AFFAIRS

The following public affairs (PA) awards are available to eligible nominees:

a. Outstanding Military Public Affairs Professional of the Year.

(1) This award honors an officer or noncommissioned officer (NCO) who excelled in establishing and sustaining an effective PA program. The nominee must have achieved outstanding success in public communications, command information, and community relations.

(2) Any U.S. organization in the European theater, down to the corps level, with distinct divisions of PA may nominate an officer or NCO from a single discipline (for example, media relations, command information, community relations).

(3) Nominations must be based on how well the officer or NCO implemented the four-step PA campaign process of planning, research, implementation, and evaluation.

b. Outstanding Civilian Public Affairs Professional of the Year.

(1) This award honors a civilian PA employee who excelled in establishing and sustaining an effective PA program. The nominee must have achieved outstanding success in public communications, command information, and community relations.

(2) Any U.S. organization in the European theater, down to the corps level, with distinct divisions in PA may nominate a civilian employee from a single discipline.

(3) Nominations must be based on how well the civilian employee implemented the four-step PA campaign process of planning, research, implementation, and evaluation.

c. Outstanding Public Affairs Officer for a Single Event.

(1) This award honors a soldier or civilian employee who excelled in a major PA event or program. The nominee must have achieved outstanding success in effective crisis communications or planning, or by conducting an innovative and successful community-relations event, a command information program, or other special PA event.

(2) Nominations must be based on how well the nominee implemented the four-step PA campaign process of planning, research, implementation, and evaluation.

d. Community Public Affairs Officer of the Year.

(1) This award honors a soldier or civilian employee for outstanding support in the areas of community relations, public information, and command information.

(2) Generally the accomplishment pertains to innovative and creative ideas for building and enhancing U.S. and host-nation relations; establishing good and trusting relationships with host-nation and military media, and running effective and creative internal-information programs to keep the military community informed.

20. OUTSTANDING CONTRIBUTION TO FINANCIAL MANAGEMENT

Awards in the field of financial management are open to members of HQ USAREUR/7A staff offices, USAREUR major subordinate and tenant commands, and non-USAREUR units in the European theater. The following awards are available to eligible nominees:

a. Outstanding Contribution by a Military or Civilian Employee in Accounting and Finance, Analysis and Evaluation, and Auditing, Budgeting, or Cost Analysis. This award honors the military or civilian employee who made the most significant contribution to the Financial Management Program in the areas of accounting and finance, analysis and evaluation, and auditing, budgeting, or cost analysis. Nominees will be evaluated on their leadership, initiative, ingenuity, technical competency, and related professional and personal achievements in these areas.

b. Outstanding Contribution by a Military or Civilian Employee in Resource Management. This award honors the military or civilian employee who made the most significant contribution to the Financial Management Program in the field of resource management. Nominees will be evaluated on their leadership, initiative, ingenuity, technical competency, and related professional and personal achievements in the field of resource management.

c. Outstanding Resource Management Organization Award. This award recognizes the resource-management element (office, division, or directorate) that made the most significant contribution to USAREUR resource management.

d. Outstanding Resource Management Team Award. This award recognizes a workgroup of Army individuals (for example, ad-hoc committee, audit team, special study group) for significant contributions to USAREUR resource management. For the purpose of this award, a team is a group of at least 4 and no more than 20 individuals working together temporarily to perform a specific task.

21. OUTSTANDING CONTRIBUTION TO MANPOWER AND FORCE MANAGEMENT

Awards in the field of manpower and force management are open to members of HQ USAREUR/7A staff offices, USAREUR major subordinate and tenant commands, and non-USAREUR units in the European theater. The following awards are available to eligible nominees:

a. Outstanding Manpower and Force-Management Program. This category recognizes the manpower or force-management program that most effectively ensured the most effective structure and use of the military or civilian workforce. Any eligible manpower and force-management program at any level of command may be nominated for this award. The award will be presented to the action officer who manages the program. Nominees must have achieved one of the following:

- (1) Updated and maintained an accurate database of minimum essential manpower and equipment requirements.
- (2) Developed innovative methods to analyze, and recommended the allocation of, civilian or military resources. These methods may be developed based on validated requirements, historical use, workload trends, performance or mission erosion, and the availability of funds. Recommendations may include the use of viable alternatives such as overtime, special duty, the use of labor-saving equipment, contracting, and temporary hires.
- (3) Presented manpower and force-management recommendations to commanders that were imaginative, viable, and supportable.
- (4) Managed force-structure changes in a proactive manner, and gave the commander and staff advance notice on significant changes in equipment and organization.
- (5) Administered the documentation process in a manner that was accurate and on time, thereby ensuring the efficient delivery of personnel and equipment.
- (6) Identified and evaluated the effect of force-structure changes on an installation.
- (7) Identified, quantified, and translated into formal program actions the manpower or equipment implication of future mission changes, thereby ensuring adequate communications through program management, comptroller, personnel, and manpower channels.
- (8) Significantly modified organizational or functional manpower requirements associated with given missions or workloads.
- (9) Trained analysts to improve program capabilities through formal schooling, job rotations, and developmental job assignments.
- (10) Developed or used key sets of data or information to perform analysis and to document in studies.
- (11) Contributed to developing solutions to generalized manpower and force-management problems, thereby improving the overall quality of manpower and force management.

b. Outstanding Manpower and Force-Management Organization. This category recognizes the manpower or force-management organization responsible for a program or project that improved resource management through innovative problem-solving. Any manpower or force-management organization at division level (or equivalent) or higher may be nominated for this award. The award will be presented to the chief of the organization. Technical and program-development considerations for this award are the same as that for the Manpower and Force-Management Program Award (a above).

c. Outstanding Manpower Project. This category recognizes a manpower project for saving resources or implementing significant change. Any manpower or force-management project at any level of command may be nominated for this award. The award will be presented to the action officer who led the project.

22. OUTSTANDING DEPARTMENT OF THE ARMY (DA) ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (ACTEDS) INTERN AWARD

This category recognizes a DA ACTEDS intern in any career program for exceptional skill development, dedication, and accomplishments. Any DA ACTEDS intern graduate may be nominated by his or her mentor for this award. During the internship, the nominee must have set him- or herself apart from contemporaries by providing significant and quantifiable contributions to the organization's mission. Nominees must have achieved the following:

a. Successfully completed the major phases of a challenging training plan while displaying exceptional progress in the development of skills in his or her career program. Nominees also must have exceptional verbal and quantitative skills.

b. Displayed considerable dedication and accomplished projects in spite of short timeframes and technical difficulty.

c. Completed projects that required a significant level of performance to produce a viable product.

23. OUTSTANDING CONTRIBUTIONS IN ADMINISTRATIVE SUPPORT

This category is open to personnel who serve in administrative-support positions. One civilian employee (U.S. or LN) and one military member or small group will be honored in this category for achieving at least three of the following:

a. Carried out administrative-support functions in a high-quality manner.

b. Assumed nontraditional administrative duties to support the community.

c. Developed or implemented a new program or system that significantly improved efficiency or contributed to mission accomplishment.

d. Showed an exemplary customer-oriented attitude in everyday duties and effectively solved, or participated in solving, administrative and customer-related problems.

e. Received positive customer recognition for professional performance.

f. Maintained a high level of professional standards through self-development.

24. OUTSTANDING CONTRIBUTION TO AMMUNITION SURVEILLANCE

The following ammunition-surveillance awards are available to eligible nominees:

a. Outstanding Support to the USAREUR Ammunition Surveillance Program. This award honors a civilian employee for outstanding contributions to the USAREUR Ammunition Surveillance Program. Quality assurance specialists (ammunition surveillance) (Career Program 20) and LN ammunition surveillance personnel are eligible for this award. Documentation to support nominations for this award should include a description of specific projects accomplished that displayed individual excellence and had a significant effect on the USAREUR ammunition surveillance mission.

b. Outstanding Ammunition Surveillance Support for USAREUR Missions While Deployed. This award honors a civilian or military employee who made an outstanding contribution to the USAREUR Ammunition Surveillance Program during deployed operations. Quality assurance specialists (ammunition surveillance) (Career Program 20) and soldiers supporting USAREUR missions are eligible for this award. Supporting documentation for this award should include a description of the specific projects that demonstrated individual excellence and had a significant effect on the USAREUR ammunition surveillance mission.

25. OUTSTANDING SUGGESTER OF THE YEAR

a. The Outstanding Suggester of the Year Award honors soldiers and civilian employees who received monetary recognition for one or more suggestions that were submitted through the Army Ideas for Excellence Program. A principal criterion for selection is the amount of tangible benefits gained from one or more suggestions made by an individual. The IARB will also consider the nomination of a soldier or civilian employee who provided a unique or outstanding suggestion that resulted in a significant improvement without cost savings.

b. Nominations must include the date the suggestion was adopted by the installation, functional changes that were made, and cost savings that were achieved as a result of the suggestion.

c. Recipients of this award will be considered for the Secretary of the Army Suggester of the Year Award competition.

26. MERITORIOUS CIVILIAN SERVICE AWARD

This award honors civilian employees who have established a pattern of excellence, normally demonstrated by the receipt of lower level honorary awards.

a. Nominations for the MCSA must be approved and submitted through the appropriate chain of command according to AR 672-20 (chap 8) and DA Pamphlet 672-20 (paras 2 and 3), and submitted to the IARB executive secretary.

b. Nominations for U.S. civilian employees must include CPAC certification that no pending adverse actions are pending and EEO certification that the nominee is not currently a principal agency witness.

d. Awards approved for LN employees require review and concurrence by the German Government through the American Embassy, Berlin. The G1 (AEAGA-C) will coordinate this review. This coordination may take 9 to 12 months. Nominators are therefore advised to submit nominations well in advance of the planned presentation. LN nominations not receiving concurrence in time for the Army in Europe Annual Incentive Awards Ceremony must be held for the next awards ceremony or returned for local presentation.

27. ARMY IN EUROPE MANAGEMENT CONTROL BEST STEWARD AWARD

a. This award honors one soldier or civilian employee management-control administrator who displayed exemplary duty performance, professional leadership, stewardship, and program integrity in the following areas:

- (1) Timely implementation and management of annual program requirements.
- (2) Training and education awareness.
- (3) Reporting, tracking, and correcting deficiencies and material weaknesses.

b. Recipients of this award will receive a plaque in recognition of their exceptional accomplishments.

NOTE: The USAREUR Management Control Program manager and a selection committee will determine nominees and suspense dates for nominations.

28. 50-YEAR LENGTH-OF-SERVICE AWARD

This award honors U.S. civilian and LN employees who have completed 50 years of Federal service. Time served in the military will be used when computing total Federal service.

**APPENDIX A
INSTRUCTIONS FOR SUBMITTING INDIVIDUAL AND GROUP AWARD NOMINATIONS**

A-1. SUSPENSE DATES

Award nominations, except for awards in AR 672-20, must be sent by e-mail through the appropriate chain of command to the Incentive Awards Review Board (IARB) executive secretary (DSN 375-2582) according to the suspense dates in AE Circular 672-1. Original signatures may be scanned or electronic. Nominations must be submitted using DA Form 1256 or AE Form 672-1B.

A-2. DA FORM 1256 AND AE FORM 672-1B

a. DA Form 1256. DA Form 1256 is required only for Meritorious Civilian Service Award (MCSA) nominations. Nominators will—

(1) Complete DA Form 1256 for each nominee (appropriated fund, nonappropriated fund, and local national (LN) civilian employee) according to AR 672-20. Acronyms and abbreviations must not be used on the form.

(2) Ensure the servicing civilian personnel advisory center (CPAC) and equal opportunity office (EEO) completes part II of DA Form 1256 for U.S. civilian employees. On nominations for LN employees, the CPAC is required to complete only part II of DA Form 1256.

b. AE Form 672-1B. Nominators will—

(1) Complete AE Form 672-1B to document the eligibility and accomplishments of each nominee or team as follows:

(a) Parts I through III: Self-explanatory.

(b) Part IV: Provide detailed facts, before-and-after situations, improvements, and savings, as applicable, that describe what the nominee did to meet the criteria for the particular award (basic reg, sec II). If savings were achieved, a detailed calculation must be included to show where the savings were made (for example, a decrease in installation or maintenance costs) and show how much money was saved. Commanders will ensure savings calculations are verified.

(c) Part V: List previous awards received at earlier Army in Europe Annual Incentive Awards Ceremonies, the award categories, and years in which the awards were received.

(d) Part VI: Use the template in this part to enter the text of the proposed citation. The text must—

1. Include two descriptive statements of the employee's achievements.

2. Be written in the third person (for example, he, she, they).

3. Not exceed 90 words.

4. Not repeat the wording of a previous award citation for the same suggestion, service, or action.

(e) Part VII: Self-explanatory.

NOTE: Acronyms or abbreviations (for example, unit names (411th BSB), program titles (SORT), or business terms (IJO)) must not be used when completing AE Form 672-1B.

(2) Send the completed AE Form 672-1B (as a FormFlow or portable document format (PDF) document) by e-mail to the next higher headquarters for approval (for example, a safety award nomination from a maintenance company is sent to its base support battalion (BSB) commander for approval, who then forwards the approved nomination to the area support group (ASG) commander).

NOTE: Check the award category in section II of this regulation for exceptions to the chain of command. For example, a nomination from a BSB for an outstanding contribution to the USAREUR Environmental Program must be submitted to the servicing ASG directorate of public works for review before being sent to the ASG commander for approval.

(3) Submit two 8-by-10 inch, black-and-white glossy photographs of the nominee (head-and-shoulder view, professional attire) when the nominee is selected to receive an award at the Army in Europe Annual Incentive Awards Ceremony. The IARB executive secretary will notify the nominator of this requirement and provide submission instructions.

A-3. HQDA AWARD REQUIREMENTS

a. Nominations for an HQDA-level awards (for example, EEO awards, Suggester of the Year) must meet HQDA requirements.

b. Nominations for the Outstanding Suggester of the Year Award must include—

- (1) A copy of the suggestion.
- (2) Documents pertinent to the suggestion evaluation and approval process.
- (3) First-year dollar savings.
- (4) The date the suggestion was adopted.
- (5) The amount of the award.
- (6) Verification of savings (what the organization will save and when).

A-4. 50-YEAR LENGTH-OF-SERVICE AWARDS

Nominations must be submitted through the appropriate chain of command and forwarded through the CPAC. All Federal civilian and military service will apply toward eligibility. A biographical sketch must be included with the nomination.

A-5. FINAL REVIEW AND APPROVAL

Nominations considered for presentation at the Army in Europe Annual Incentive Awards Ceremony must be forwarded to the IARB for final review and approved by the CG, USAREUR/7A. Approved nominations for the MCSA may be held for possible presentation at the Army in Europe Annual Incentive Awards Ceremony unless the nominating command requests otherwise.

GLOSSARY

AE	Army in Europe
ASG	area support group
AST	area support team
BSB	base support battalion
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CHRM	Civilian Human Resource Management
DA	Department of the Army
DOD	Department of Defense
DPW	directorate of public works
DUI	driving under the influence
EEO	equal employment opportunity
HQDA	Headquarters, Department of the Army
HQRAADS	Headquarters Redesignated Army Defense Utilities Energy Reporting System
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IARB	Incentive Awards Review Board
IDP	individual development plan
IJO	individual job order
IM	information management
LN	local national
MCSA	Meritorious Civilian Service Award
MOS	military occupational specialty
PDF	portable document format
PEP	Productivity Enhancement Program
POC	point of contact
SO	service order
SORT	Separate or Recycle Trash Program
U.S	United States
USAREUR	United States Army, Europe, and Seventh Army