

# INCENTIVE AWARDS GUIDE

Explanation of Awards

Nomination Procedures and Forms

Performance Periods and Suspense Dates

Sample Submissions and Justification

Prepared by:  
The 1998-99 UFC Incentive Awards Committee

**U.S. ARMY CORPS OF ENGINEERS  
INCENTIVE AWARDS GUIDE**

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## NOMINATION PROCEDURES FOR USACE FINANCE CENTER - TEAM PLAYER OF THE MONTH

**Description.** This award is given monthly on the 15<sup>th</sup> of each month to an employee who achieves a high standard of performance in various duties affecting UFC internal operations. This person must also exhibit a teamwork approach to assignments and significantly contribute to the effectiveness of the branch or division. Award includes a certificate and letter signed by the Director, UFC as well as a designated parking space near the front entrance of the building for a one-month period.

### NOMINATION PROCEDURES

**Who Can Nominate:** Team Leader, Branch or Division Level Supervisor, Deputy Director

**Who Can be Nominated:** Any government employee assigned to the UFC

**How to Nominate:** Complete the application. Forward to the Incentive Awards Committee Chair.

**Nomination Deadline:** Application must be received NLT the 6<sup>th</sup> workday of each month.

**How Candidates Are Selected.** The Incentive Awards Committee will review all nominations and numerically rate each candidate. Candidate with the highest rating will be selected. If there is a tie, the Chair, Incentive Awards Committee will break the tie.

**How Award Is Presented.** Award will be presented by the Director and Incentive Awards Committee. Presentation will model the Publisher's Clearing House Prize Patrol. Photo will be taken and posted on the UFC WEB page and the Incentive Awards display case.

**USACE FINANCE CENTER  
TEAM PLAYER OF THE MONTH AWARD  
NOMINATION FORM**

TO: The Incentive Awards Committee Chair

DATE:

THRU: Branch Chief  
Division Chief  
Deputy Director

1. The following employee is nominated for Team Player for the month of \_\_\_\_\_:

\_\_\_\_\_

(Name)	(Job Title)	(Office Symbol)
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2. Provide examples that demonstrate outstanding accomplishments and contributions during the preceding month.

3. Provide an assessment of how the individual interacts with customers:

4. How has the individual given evidence of good working relationships with coworkers

5. How has the individual surpassed performance beyond normal job requirements

**USACE FINANCE CENTER  
TEAM PLAYER OF THE MONTH AWARD**

**NOMINATION FORM**  
Continued

6. Additional Comments/Justification can be added

Nominating Official: \_\_\_\_\_  
Office Symbol: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **NOMINATION PROCEDURES FOR USACE FINANCE CENTER - PEER AWARD**

**Description.** This recognition is given on a quarterly basis to a variety of employees who merit special recognition by their peers. The intention of this award is to publicly thank those who do special acts which contribute to the team spirit atmosphere in support of the USACE mission. Award includes a certificate signed by the appropriate Deputy Director.

### **NOMINATION PROCEDURES**

**Who can nominate:** Any government or contract employee assigned to the USACE Finance Center.

**Who can be nominated:** Any non-supervisory employee assigned to the UFC. Directorate, Division and Branch Supervisors are excluded from this award.

**How to Nominate:** Complete application (attached)

**Nomination Deadline:** The nomination period is open-continuous. Applications will be sent to ALL CEFC via email 2-3 weeks prior to the quarterly town hall meeting. Application forms will be available in the magazine rack outside of Room 137 and applications can be dropped off in the award box located in the UFC library (Room 148).

**How Candidates Are Selected.** Nominations will be reviewed by the Incentive Awards Committee. Number of selectees may be limited based on participation in this program.

**How Award Is Presented:** The peer award is presented twice a year at a UFC townhall meeting. All nominations will be read aloud to all CEFC. The nominator will remain anonymous—only the nominator's organization will be revealed. (For example: Disbursing Division would like to thank Jim Shoe for his support in stuffing envelopes during W-2 statement time) Recipients will be called in front of the audience to receive award certificate. Photo will be taken and posed in the Incentive Awards display case.



## **NOMINATION PROCEDURES FOR USACE FINANCE CENTER - TEAM MEMBER OF THE YEAR**

**Description.** This award is administered on an annual basis to an outstanding individual who has performed exceptionally during the rating period and who has contributed significantly to the UFC mission. This second highest award given by the UFC director is designed for an employee who achieves the highest of standards in performing a variety of duties affecting internal operations and morale, efficiency and innovation at the UFC.

### **NOMINATION PROCEDURES**

**Who can nominate:** Any UFC team leader, supervisor or Deputy Director. (We encourage all employees to participate in this awards process and recommend nominations to their chain of command).

**Who can be nominated:** Any government employee assigned to the UFC.

**How to Nominate:** Complete application (attached)

**Nomination Deadline:** 1 May 19xx.

Performance Period will be 1 Apr 19xx to 31 Mar 19xx.

Nomination applications timelines will be announced to ALL CEFC via email a/o 30 Jan 19xx.

**How Candidates Are Selected.** Nominations will be reviewed and ranked by the Incentive Awards Committee. A set of criteria will be used covering duties, morale, efficiencies and innovativeness. Prioritized recommendations will be provided to the UFC Director for final decision.

**How Award Is Presented:** The team play of the year award will be presented at the UFC picnic. A plaque and certificate signed by the UFC Director will be presented to the employee. In addition a token gift (i.e., desk top clock) will be presented to the employee. A photo will be taken and posted on the UFC WEB homepage.

#### **Other Award Opportunities.**

All awards will be considered for forwarding to the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for consideration in the Annual Resource Management Award program.

And,

If candidate is an ASMC chapter member, the nomination will be automatically forwarded to ASMC awards committee for consideration in ASMC Chapter or National Awards.



**Justification**

(Note: Subparagraph spacing is notional and justification is limited to one page.)

A. **Name:**

B. **Tasking:**

C. **Accomplishment:**

D. **Significance:**

## **NOMINATION FORM PREPARATION GUIDANCE**

### **I. Candidate's Data Section**

1. Name: Provide the rank/grade and first name, middle initial, and last name of the nominee.
2. Position Title: Enter the position title of the nominee.
3. Office Address: Provide the official mailing address of the nominee's office to include an office symbol or attention line, a building or number and street, and a city, state, and zip code.
4. Telephone: Provide the work telephone number of the nominee to include the Defense Switched Network (DSN)/Federal Telecommunications System (FTS) number, area code and commercial number.
5. Facsimile: Provide the nominee's facsimile number to include the DSN/FTS number, area code and commercial number.

### **II. Nominator Data Section:**

1. Name: Provide the rank/grade, first name, middle initial, and last name of the nominator in that sequence. Additionally, the nominator signs his/her signature on the line above the word signature and enters the date that the nomination was signed.
2. Office Address: Enter the official mailing address of the nominator's office to include an office symbol or attention line, a building or number and street, and a city, state, and zip code.
3. Telephone: Provide the work telephone number of the nominator to include the DSN/FTS number, area code and commercial number.
4. Facsimile: Provide the nominator's facsimile number to include the DSN/FTS number, area code and commercial number.
5. Justification Section:
  - a. Name: Provide the rank/grade and first name, middle initial, and last name of the nominee.
  - b. Tasking: Briefly state what the tasking was. Explain who directed the tasking or mission and what the expectations or outcomes were.

c. Accomplishment: Describe clearly and concisely the accomplishments achieved. Comprehensively convey how the task was accomplished. Show in specific detail how the nominee clearly exceeded performance objectives, standards, or expectations and how the nominee clearly went beyond the scope and magnitude of assigned duties and responsibilities. Reference to existing formal recognition, such as awards, citations, evaluation reports, and/or accolades, should be provided. Focus should be given on the overall efficiency and effectiveness which contributed directly to the individual's exceeding expectations in the accomplishment of assigned mission and functions. Results achieved should be expressed in terms of significance of impact on the UFC, USACE, resource management community, HQDA, or the entire US Army.

d. Significance: Express what the results, impact, and/or significance of completing the tasking were. Results are best expressed in ways such as savings in funds, manpower, or time, as increases in productivity, as beneficial long-range implications, and as having utility or advantage when applied to other resource management activities, agencies, and organizations. Quantitative data and well-defined projections add substance and force to narrative descriptions and should be used whenever possible. However, avoid using acronyms, abbreviations, and specialized jargon.

NOTE: The spacing for the justification subparagraphs B, C, and D may vary according to how the nomination can best be justified. However, the total space used must not exceed one 8-1/2" x 11" typewritten page with margins of one inch on the sides and type font no smaller than 10 points, 12 characters to the inch. If additional justification pages are received, they will be set aside and will not be made available to the evaluation panels.

## **NOMINATION PROCEDURES FOR USACE FINANCE CENTER - TEAM OF THE YEAR**

**Description.** This award is administered on an annual basis to an outstanding group of individuals who have performed exceptionally during the rating period and who have contributed significantly to the UFC mission. This is the highest award given by the UFC director and is designed for a group of individuals who achieve the highest of standards in working towards a common goal, effort and product which successfully impacts the UFC as well as the entire U.S. Army Corps of Engineers.

### **NOMINATION PROCEDURES**

**Who can nominate:** Any UFC team leader, supervisor or Deputy Director may nominate a team. (We encourage all employees to participate in this awards process and initiate nominations through their chain of command).

**Who can be nominated:** Any group of government or contract employee assigned to the UFC. (Please note: In the event this award is forwarded to either Department of the Army or HQUSACE, contractors may be dropped from the nomination since the official incentive awards program is targeted for civilian employees of DoD only).

**How to Nominate:** Complete application (attached)

**Nomination Deadline:** 1 Nov 19xx.

Performance Period will be 1 Oct 19xx to 30 Sep 19xx.

Nomination applications timelines will be announced to ALL CEFC via email a/o 1 Sep 19xx.

**How Candidates Are Selected.** Nominations will be reviewed and ranked by the Incentive Awards Committee. A set of criteria will be used covering duties, morale, efficiencies and inovativeness. Prioritized recommendations will be provided to the UFC Director for final decision.

**How Award Is Presented:** The team of the year award will be presented at the UFC Christmas party. A plaque and certificate signed by the UFC Director and the Deputy Chief of Staff, Resource Management will be presented to all team members. In addition a token gift (i.e., trophy) will be presented to each team member. A photo will be taken and posted on the UFC WEB homepage.

#### **Other Award Opportunities.**

All awards will be considered for forwarding to the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for consideration in the Annual Resource Management Award program.

And,

If majority of candidates are ASMC chapter members, the nomination will be automatically forwarded to ASMC awards committee for consideration in ASMC Chapter or National Awards.

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**USACE FINANCE CENTER - TEAM OF THE YEAR  
AWARD  
NOMINATION FORM**

(NOTE: Please ensure that each separate page includes the accomplish title at the top for identification purposes).

**Candidate's Data**

**Team Member's Name:** (Use a separate sheet of paper to list all team members)

\_\_\_\_\_

RANK/GRADE	FIRST	M.I.	LAST
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**Team Member's Position Title** \_\_\_\_\_

**Team Member's Office Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Team Member's Telephone:**

\_\_\_\_\_

DSN/FTS	AREA CODE	COMMERCIAL
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Team Member's Facsimile:

\_\_\_\_\_

DSN/FTS	AREA CODE	COMMERCIAL
---------	-----------	------------

**Nominator Data**

**Nominator's Name:**

\_\_\_\_\_

RANK/GRADE	FIRST	M.I.	LAST
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\_\_\_\_\_  
SIGNATURE DATE

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

DSN/FTS	AREA CODE	COMMERCIAL
---------	-----------	------------

**Facsimile:** \_\_\_\_\_  
DSN/FTS                      AREA CODE                      COMMERCIAL

**Justification**

(Note: Subparagraph spacing is notional and justification is limited to one page.)

A. **Name:**

B. **Tasking:**

C. **Accomplishment:**

D. **Significance:**

## **NOMINATION FORM PREPARATION GUIDANCE**

### **I. Candidate's Data Section**

1. Name: Provide the rank/grade and first name, middle initial, and last name of the each team member. Attach a separate sheet of paper listing all the members of the team or organization in the same format.
2. Position Title: For team members, leave this entry blank.
3. Office Address: Provide the official mailing address of the team or organization to include an office symbol or attention line, a building or number and street, and a city, state, and zip code
4. Telephone: Provide the work telephone number of the senior member of the team to include the Defense Switched Network (DSN)/Federal Telecommunications System (FTS) number, area code and commercial number.
5. Facsimile: Provide the senior member of the team's facsimile number to include the DSN/FTS number, area code and commercial number.

### **II. Nominator Data Section:**

1. Name: Provide the rank/grade, first name, middle initial, and last name of the nominator in that sequence. Additionally, the nominator signs his/her signature on the line above the word signature and enters the date that the nomination was signed.
2. Office Address: Enter the official mailing address of the nominator's office to include an office symbol or attention line, a building or number and street, and a city, state, and zip code.
3. Telephone: Provide the work telephone number of the nominator to include the DSN/FTS number, area code and commercial number.
4. Facsimile: Provide the nominator's facsimile number to include the DSN/FTS number, area code and commercial number.
5. Justification Section:
  - a. Name: Provide the name of the team or organization.
  - b. Tasking: Briefly state what the tasking was. Explain who directed the tasking or mission and what the expectations or outcomes were.

c. Accomplishment: Describe clearly and concisely the accomplishments achieved. Comprehensively convey how the task was accomplished. Show in specific detail how the nominees clearly exceeded performance objectives, standards, or expectations and how the nominees clearly went beyond the scope and magnitude of assigned duties and responsibilities. Cite previously awarded citations, evaluation reports, and/or accolades in the justification. Focus on the overall efficiency and effectiveness which contributed directly to the group's exceeding expectations in the accomplishment of assigned mission and functions. Group results achieved should be expressed in terms of significance of impact on the UFC, USACE, resource management community, HQDA, or the entire US Army.

d. Significance: Express what the results, impact, and/or significance of completing the tasking were. Results are best expressed in ways such as savings in funds, manpower, or time, as increases in productivity, as beneficial long-range implications, and as having utility or advantage when applied to other resource management activities, agencies, and organizations. Quantitative data and well-defined projections add substance and force to narrative descriptions and should be used whenever possible. However, avoid using acronyms, abbreviations, and specialized jargon.

NOTE: The spacing for the justification subparagraphs B, C, and D may vary according to how the nomination can best be justified. However, the total space used must not exceed one 8-1/2" x 11" typewritten page with margins of one inch on the sides and type font no smaller than 10 points, 12 characters to the inch. If additional justification pages are received, they will be set aside and will not be made available to the evaluation panels.

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## **NOMINATION PROCEDURES FOR ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE**

**Description.** This award is part of the HQDA Incentive Awards Program. Similar to the Commander's Award for Civilian Service, the Achievement Medal is awarded for noteworthy achievements that are of a lesser degree than those recommended by the Commander's Award. Criteria are provided below:

- Accomplished supervisory or non-supervisory duties in an exemplary manner - sets an example of achievement for others to follow
- Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures. Streamlined business processes for UFC accounting operations.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

## **NOMINATION PROCEDURES**

**Who can nominate:** Supervisor or Deputy Director .

**Who can be nominated:** Any employee assigned to the UFC.

**How to Nominate:** Complete DA Form 1256 (attached)  
Submit justification and proposed citation  
Forward to the Incentive Awards Committee Chair

**Nomination Deadline:** N/A. A minimum of 30-days lead time is recommended to obtain award approval

**How Candidates Are Selected.** Nominations will be reviewed by the Incentive Awards Committee. A set of criteria will be used covering duties, morale, efficiencies and inovativeness. A recommendation will be provided to the UFC Director for final decision.

**How Award Is Presented:** The achievement medal will be presented to the recipient at a UFC town hall meeting. A medal, lapel button and citation certificate (DA Form 5654) signed by the UFC Director will be presented to the recipient.

### **Other Award Opportunities.**

All awards will be considered for forwarding to the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for consideration in the Annual Resource Management Award program.

And,

If majority of candidates are ASMC chapter members, the nomination will be automatically forwarded to ASMC awards committee for consideration in ASMC Chapter or National Awards.

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## **NOMINATION PROCEDURES FOR COMMANDER'S AWARD FOR CIVILIAN SERVICE**

**Description.** This award is part of the HQDA Incentive Awards Program and is given to government employees for:

- Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow
- Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, other items of expense; or items that improved safety or health of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.
- Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel

## **NOMINATION PROCEDURES**

**Who can nominate:** Supervisor or Deputy Director.

**Who can be nominated:** Any employee assigned to the UFC.

**How to Nominate:** Complete DA Form 1256 (attached)  
Submit justification and proposed citation  
Forward to the Incentive Awards Committee Chair

**Nomination Deadline:** N/A. A minimum of 60-days lead time is recommended to obtain award approval and mount medal and certificate.

**How Candidates Are Selected.** Nominations will be reviewed by the Incentive Awards Committee. A set of criteria will be used covering duties, morale, efficiencies and inovativeness. A recommendation will be provided to the UFC Director for final decision.

**How Award Is Presented:** The achievement medal will be presented to the recipient at a UFC town hall meeting. A medal, lapel button and citation certificate (DA Form 4689) signed by the UFC Director will be mounted and framed and presented to the recipient.

**Other Award Opportunities.**

All awards will be considered for forwarding to the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for consideration in the Annual Resource Management Award program.

And,

If majority of candidates are ASMC chapter members, the nomination will be automatically forwarded to ASMC awards committee for consideration in ASMC Chapter or National Awards.

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## **NOMINATION PROCEDURES FOR MERITORIOUS CIVILIAN SERVICE AWARD**

**Description.** This award is part of the HQDA Incentive Awards Program and is given to government employees for:

- Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work
- Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; conceiving inventions that resulted in substantial savings in manpower, time, space, materials, or improved safety or health of the workforce.
- Achieved outstanding results in improving the morale and performance of employees.
- Rendered professional or public relations service of a unique or distinctive character
- Exhibited unusual courage or competence in an emergency while performing assigned duties resulting in direct benefit to the Government or its personnel

### **NOMINATION PROCEDURES**

**Who can nominate:** Deputy Director, endorsed by the Director.

**Who can be nominated:** Any employee assigned to the UFC. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

**How to Nominate:** Complete DA Form 1256 (attached)  
Develop Director's cover letter to forward to HQUSACE  
Submit justification and documentation  
Forward to the Incentive Awards Committee Chair

**Nomination Deadline:** Nomination should be made within 6 months of the achievement. A minimum of 60-days lead time is recommended to staff award recommendation with the UFC Incentive Awards Committee and staff nomination with the HQUSACE awards committee team

**How Candidates Are Selected.** Nominations will be reviewed by the UFC Incentive Awards Committee. A set of criteria will be used covering duties, morale, efficiencies and inovativeness. A recommendation will be provided to the UFC Director. If approved

nomination is forwarded to HQUSACE Incentive Awards Committee for review and recommendation to the Chief of Engineers.

**How Award Is Presented:** The achievement medal will be presented to the recipient at a formal ceremony. A medal, lapel button and citation certificate (DA Form 7015) signed by the Chief of Engineers will be presented to the recipient.

**Other Award Opportunities.**

All awards will be considered for forwarding to the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for consideration in the Annual Resource Management Award program.

And,

If majority of candidates are ASMC chapter members, the nomination will be automatically forwarded to ASMC awards committee for consideration in ASMC Chapter or National Awards.

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**APPENDIX A**  
**Achievement Medal for Civilian Service**

**APPENDIX B**  
**Commander's Award for Civilian Service**

**APPENDIX C**  
**Decoration for Meritorious Civilian Service**