U.S. DOD Form dod-da-1256

INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI	2. SOCIAL SECURITY NO.	3. ORGANIZATION *(No abbreviations)*

4. PRESENT POSITION, TITLE, GRADE AND SALARY	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION *(If other than that shown in item 4)*

6. TYPE OF AWARD RECOMMENDED

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a.	HONORARY			b.	MONETARY
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD $
	SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD $
	OTHER *(Specify)*				ON-THE-SPOT CASH AWARD $
c. PERIOD OF SERVICE TO BE RECOGNIZED (*MO/YR - MO/YR)*					TIME OFF AWARD

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
		AREA CODE ( )	

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA *(DAPE-CPL)*

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 *(Circle yes or no - If no. please explain on separate page)*

YES / NO	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
YES / NO	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL ☐ DISAPPROVAL ☐ OTHER ☐

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED $	TANGIBLE MONETARY BENEFITS $	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS $

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY *(IES)*

ACTION LEVEL	APPROVED *(If monetary, indicate amount)*	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				