

USAMRDC HONORARY AWARDS MATRIX

For Meritorious Civilian Service Medal and Superior Civilian Service Medal

(Applies to USAMRDC Direct Reporting Units & Special Reporting Activities)

Steps	Process
1	<p>Unit prepares Meritorious Civilian Service Medal and Superior Civilian Service Medal award package and submits the package to USAMRDC HQ, DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil). The package must be reviewed by the unit for grammatical and format correctness prior to submission. The package must include the following:</p> <ul style="list-style-type: none"> • Memo from Commander endorsing the award; • DA Form 1256 (Feb 19), which includes the servicing Equal Employment Opportunity endorsement from the EEO Office and the adverse actions certification from the servicing CPAC; • Award Citation (one paragraph consisting of 50-60 words including name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee’s specific achievement. Do <u>NOT</u> use abbreviations.); • Justification (summary of achievements and benefits, not more than two pages single-spaced, stated in specific terms, and including date(s) of achievement (dates written as DD/MM/YYYY). Be as specific and quantitative as possible; and • Awards history (for example, the awards history from CPOL or the Civilian’s Career Record Brief) • For the Army or DoD Distinguished Civilian Service Medal, in addition to the above, the following items must be included: <ul style="list-style-type: none"> ○ A photograph (head/shoulder view, professional attire w/ a wall or flag backdrop) in JPEG format; ○ A list of publications by title and date, if applicable; ○ Biographical Data that includes date and place of birth, education and degrees conferred, significant civilian employment record (dates written as MM/YYYY), and type of appointment (ex. Career, Career-Conditional, TERM, etc.).
2	<p>USAMRDC HQ DCSHR will review the package for completeness. <i>Incomplete and/or incorrect packages will be returned without action.</i></p>
3	<p>AFC will prepare the certificates for the Meritorious Civilian Service Medal and the Superior Civilian Service Medal.</p>
4	<p>USAMRDC HQ DCSHR will prepare the package for staffing through USAMRDC HQ, which will include the CG endorsement memo for the Meritorious, Superior or Distinguished Civilian Service Medal, as applicable.</p>
5	<p>Upon the CG’s endorsement for the Meritorious, Superior or Distinguished Civilian Service Medal, USAMRDC HQ will forward the award package to AFC.</p>
6	<p>If AFC approves the award, AFC will prepare the certificate, obtain approving signature and return the package to USAMRDC HQ for distribution to the unit. **If AFC approves the Decoration for Exceptional Civilian Service Award, AFC will forward the package to the Secretary of the Army for approval. If approved, the supervisor will be contacted for coordination of the award presentation and ceremony.</p>

7	Upon approval, the unit POC will be contacted for pick-up if located on Fort Detrick. If the package is not picked-up within two business days, it will be sent to the unit through the on-post mail distribution. For off-post units, the approved package will be sent to you by regular mail.
8	The S-1 will be responsible for entering the honorary awards into AutoNOA so the award properly reflects in the employee's Defense Civilian Personnel Data System (DCPDS) record.

The AR 672-20, Incentive Awards, dated 30 Nov 18, is available on the Army Publishing Directorate website, <https://www.armypubs.army.mil/>.