

## USAMRDC HQ ON-THE-SPOT, SPECIAL ACT, TIME-OFF AWARDS MATRIX

(Applies to USAMRDC Headquarters)

Steps	Process
1	<p>The Section prepares the award package for submission to the DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil). The package must be reviewed by the section admin for grammatical and format correctness prior to submission. The package must include the following:</p> <ul style="list-style-type: none"> <li>• DA Form 1256 (Feb 19)                             <ul style="list-style-type: none"> <li>○ DCSHR will obtain Equal Employment Opportunity endorsement from the EEO Office and the adverse actions certification from the servicing CPAC.</li> </ul> </li> <li>• Justification that supports the type and amount of award as outlined in AR 672-20, dtd 30 November 2018, Chapter 8. All dates should be reflected as MM/YYYY.</li> </ul>
2	<p>DCSHR will review the package for completeness. <b><i>Incomplete and/or incorrect packages will be returned without action.</i></b> DCSHR will pull the awards history from CPOL for inclusion in the package.</p>
3	<p>DCSHR will prepare the package for staffing through USAMRDC HQ.</p>
4	<p>Upon approval by the CoS, the award package will be returned to the DCSHR for processing in the personnel system (AutoNOA). The DCSHR will provide the section award POC a copy of the approved DA Form 1256 and the estimated timeframe the award will be reflected in the employee's LES. The expectation is the section will present the award to the employee in a timely manner.</p>

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