



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
SUSTAINMENT CENTER OF EXCELLENCE  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

ATCL-CG

AUG 07 2009

MEMORANDUM FOR SEE DISTRIBUTION

FORT LEE POLICY NO. 08-09

SUBJECT: Civilian Honorary Awards (CHA) and Public Service Awards (PSA)

1. This memorandum provides procedures and guidance to process the Civilian Honorary Awards (CHA) and Public Service Award (PSA) through the appropriate command channels.
2. Reference:
  - a. AR 672-20, Incentive Awards, 29 January 1999.
  - b. Department of the Army Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
  - c. HQ TRADOC Supplement 1 to AR 672-20, 19 January 2005.
3. The Department of the Army has delegated approval authority to Commanders in the rank of Major General (MG) and above for CHA and PSA.
4. CHA and PSA may be made to individuals who meet the criteria listed in paragraph 5 below. Authority is as follows:
  - a. Commanders in the rank of Major General and above are the approval authority for Superior Civilian Service Award (SCSA) and below. Further delegation is authorized. Awards are as follow:
    1. Commanders Award for Civilian Service (CACCS)
    2. Outstanding Civilian Service Award (OCSA)
    3. Achievement Medal for Civilian Service (AMCS)
    4. Certificate of Achievement (CA)
    5. Certificate of Appreciation (COA)

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6. Refer to AR 672-20 for all others.
  - b. TRADOC Commander is the approval authority for the Meritorious Civilian Service Award (MCSA) and Civilian Award for Humanitarian Service (CAHS).
  - c. Secretary of the Army is the approval authority for the Decoration for Exceptional Civilian Service (DECS) and Decoration for Distinguished Civilian Service (DDCS).
5. Eligibility criteria for the Civilian Honorary Awards and Public Service Awards is as follows:
  - a. Awards may be awarded to civilians not employed by the Army or Army Contractor; Federal Government officials at the policy development level; and technical personnel who serve the Army in an advisory capacity or as consultants.
  - b. Any individual having direct knowledge of the act, service or achievement may initiate an award nomination. Nominations should be submitted 30 calendar days thereafter act, service or achievement.
6. Lead Time for processing awards is as follows: 30 calendar days to CASCOM; 60 days to TRADOC; and 90 days to Chief of Staff of the Army (CSA).
7. Eligibility for a specified award will be determined by measuring the contributions made to the Army.
8. The documentation requirements annotated below are applicable for submission and approval of the Civilian Honorary Award and Public Service Award. Requests for the Civilian Honorary Award and Public Service Award will be submitted on a DA Form 1256 and must include the following:
  - a. Part I is completed and signed by the nominating official; the period of service to be recognized in block 6c should follow the last award received. Part II is signed by EEO and CPAC and Part IV should be completed by the nominating official with correct signature block of approval authorities in installation command and/or major command. (Original only of DA Form 1256)
  - b. Detailed justification of act, service or achievement. The justification should be typed, singled space with one inch margins and no more than two pages. The nominee name, type of award and presentation date should be in the header of the justification. If dates are recognized in the justification it must be equivalent to the period of service in the DA form 1256. (Original only)

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- c. Proposed citation should be approximately 60-70 words.
  - d. Official previous awards list (CPAC/online).
  - e. A justification and proposed citation to accompany each award recommendation in an electronic format.
9. Awards needing the approval of the Secretary of the Army have additional requirements. Requirements are as follows:
- a. DA form 1256.
  - b. Biographical data should contain title, grade, date and place of birth; education and degrees; significant employment record; type of appointment; family information and presentation date.
  - c. Justification.
  - d. Proposed citation (approximately 50-60 words)
  - e. List of Significant Awards should contain month and year; begin with recent award; and last line should have presentation date.
  - f. Electrons will accompany a DA Form 1256; justification, citation, awards list, and biographical data is saved into a word document.
10. Point of contact for this memorandum is the CASCOM Secretary of the General Staff, 804-734-1612/1596; DSN 687.

FOR THE COMMANDER:



GWEN BINGHAM  
COL, GS  
Chief of Staff

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