



REPLY TO
ATTENTION OF

ATSS-SCP

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

1 July 2014

**MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY
SERGEANTS MAJOR ACADEMY**

SUBJECT: Policy Memorandum #25 - Spouse Awards

1. REFERENCES:

- a. AR 672-20, 1 Apr 14, Incentive Awards (Decorations, Awards, and Honors).
- b. TRADOC Suppl 1 to AR 672-20, 19 Jan 05, Incentive Awards (Decorations, Awards, and Honors)

2. BACKGROUND: DA Public Service Awards outlined in AR 672-20 are available to recognize civilians who are not employed by the Army. They are not designed for the exclusive purpose of recognizing spouses but can be used for that purpose provided the award criteria are met. The awards are listed below in descending order. A visual display of the medals can be found at <http://cpol.army.mil/library/awards/>. A spread sheet showing the criteria and approval level for each award is at Enclosure 1 to this Policy Memorandum.

3. IAW above references, the following Spouse/Family Member types of awards will be in effect at US Army Sergeants Major Academy. The awards are listed highest to lowest in order (See Table at Encl 1):

a. **Decoration for Distinguished Civilian Service.** This is the highest level of public service recognition in the Army. SECARMY personally approves. Criterion is distinguished service that makes a substantial contribution to Army's mission. SECARMY looks for projects, research, and/or services performed that have Army wide impact. It is extremely difficult to obtain approval. SECARMY approval process routinely results in downgrades or disapproval.

b. **Secretary of the Army Public Service Award.** New award established in 1999. Army policy specifically states this award is appropriate for spouses of military members, but only if the criteria are met. Criteria is exceptional public service to the Army deserving of greater recognition than that which can be granted by a MACOM Commander. As rule of thumb, consider this award the highest that can be reasonably expected. DA Army Incentive Awards Board screens closely and if criteria is not met, returns award to MACOMs for consideration of MACOM-level recognition. A sanitized

sample of an approved nomination is at Section 2, Enclosure 2. Note the broad range of accomplishments covering an extended period of time.

c. **Outstanding Civilian Service Award.** This award, the third highest in the hierarchy, is appropriate to recognize outstanding service of significance to a MACOM. MACOMs have approval authority with option to redelegate to commanders 2-star and above. Commander, TRADOC, has redelegated approval authority to any commander in the rank of Major General and above. This award is frequently used by installation commanders when recognizing spouses of subordinate leaders. Medals and certificates are stocked at the installation-level.

d. **Commander's Award for Public Service.** This award is appropriate to recognize service or achievements of significance to a single installation or activity. It can be approved by any commander in the rank of colonel or above and any general officer or member of the Senior Executive Service. This award, like the Outstanding Civilian Service Award, is frequently used at the installation-level. Recognition devices are available locally. Nomination for public service recognition must be submitted within 6 months after completion of the act or period to be cited.

e. **Civilian Award for Humanitarian Service.** Any Commander at the MACOM level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration.

g. **Certificate of Appreciation for Patriotic Civilian Service.** This award consists of a lapel button and certificate. Criteria is patriotic service that contributes to the mission of an Army activity or to the welfare of Army personnel. Any commander, lieutenant colonel and above can approve. The Commandant exercises approval authority for this award

h. **US Army Sergeants Major Academy Certificate of Appreciation.** This award can be used when the level of contributions does not warrant higher level recognition. Approval for this award is the Commandant.

4. Nominating Instructions for the above listed awards are contained at Enclosure 2 to this Policy Memorandum.

5. Leaders are reminded that spouse contributions come in several different forms but are all characterized by "service without the expectation of reward". I encourage all leaders to quickly identify such service, promptly recommend it for recognition, and follow up on the action through its completion. We owe our dedicated spouses nothing less!

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6. POC this Policy is the Director, Human Resources, (915) 744-8383.

A handwritten signature in black ink, appearing to read 'Dennis E. Defreeze', with a stylized flourish at the end.

DENNIS E. DEFREESE
CSM, USA
Commandant

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**DEPARTMENT OF THE ARMY
PUBLIC SERVICE AWARDS**

<u>AWARD</u>	<u>CRITERIA FOR AWARD</u>	<u>APPROVAL AUTHORITY</u>
Decoration for Distinguished Civilian Service Award (DDCSA)	For distinguished service that makes a substantial contribution to the accomplishment of the mission of The Army as a whole.	Secretary of the Army (SA)
Secretary of the Army Public Service Award (SAPSA)	For exceptional public service to the Army deserving of greater recognition than that granted by a MACOM Commander. Award is appropriate for spouses of military members only if they meet the criteria.	Secretary of the Army (SA)
Outstanding Civilian Service Award (OCSA)	For outstanding service that makes a substantial contribution to a MACOM or is of significance to The Army as a whole.	SA; MACOM Commander Commander (MG and above)
Commander's Award for Public Service (CAPS)	For service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency at a lesser degree to The Army as a whole.	Commandant
Certificate of Appreciation for Patriotic Civilian Service (CAPCS)	To recognize special service that contributes to the mission of an activity, command, staff agency, or The Army as a whole.	Commandant
Civilian Award for Humanitarian Service (CAHS)	Recognition for performing a significant humanitarian action, deed, or achievement and shall cover the period of service when the act occurred.	MACOM Commander or higher
USASMA Certificate of Appreciation (CA)	To recognize accomplishments when a higher level award would not be appropriate.	Commandant
Policy guidance is:	AR 672-20 (Civilian Awards) TRADOC Suppl 1 to AR 672-20	
NOTE:		
WHO IS ELIGIBLE (1) Civilians not employed by the Army or Army contractors; (2) Federal Government officials at the policy development level; and (3) technical personnel who serve the Army in an advisory capacity or as consultants.		
		Enclosure 1

**NOMINATING INSTRUCTIONS
MILITARY SPOUSE FOR
PUBLIC SERVICE RECOGNITION**

Military spouses are eligible for public service awards in accordance with AR 672-20, and TRADOC Suppl 1 to AR 672-20.

Follow the format outlined below in preparing nomination package. Submit all required documents to the USASMA HR Director on digits to facilitate final editing prior to Commandant approval:

a. DA Form 1256 (Nov 09), Incentive Award Nomination and Approval (no abbreviations) and signed by the Commandant. If nomination is for the spouse of the Commandant, the Deputy Commandant or Chief of Staff may sign the recommendation/nomination.

b. List significant prior awards with dates (month and year) begin with the most recent award received.

c. Basis for Nomination: (not more than 2 pages double-spaced) a summary of achievements and benefits stated in specific terms, and including date of achievement both in CONUS and OCONUS. Be as specific and quantitative as possible showing relationship and value of the service to The Army.

d. Citation: Prepare a one paragraph (50-60 words) proposed citation using upper and lower case type. The citation should highlight the individual's achievements. Refrain from the use of acronyms.

e. Statement that (1) award is being presented at retirement ceremony of (name & rank), and presentation is date) or (2) nominee and (name & rank) are PCSing and presentation is (date).

f. Required Copies:

(1) If approver is the Secretary of the Army, complete award package will submitted through G-1 Awards, TRADOC. USASMA HR Director will consolidate package to go forward to TRADOC.

(2) If approver is TRADOC Commander: USASMA HR Director will consolidate package and submit electronically through TRADOC G-1 to the TRADOC CG. This allows for electronic processing through TRADOC Performance Management and Awards Committee (PMAC).

(3) All documents should be grammatically correct and generally free from errors.

See AR 672-20, DA Pam 672-20, and TRADOC Suppl 1 to AR 672-20 for additional guidance. Use Website listed below to view pictures and descriptions of Department of the Army civilian Honorary and Public Service awards.

<http://cpol.army.mil/library/awards/>

Enclosure 2