### PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. **EMPLOYEE'S NAME**  
   (Last, First, MI)

2. **ORGANIZATION**  
   (No abbreviations)

3. **PRESENT POSITION, TITLE, GRADE AND SALARY**

4. **POSITION HELD DURING PERIOD COVERED IN NOMINATION**  
   (If other than that shown in item 3)

5. **TYPE OF AWARD RECOMMENDED**

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

   - **HONORARY**
     - [ ] 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
     - [ ] ON-THE-SPOT CASH AWARD
     - [ ] OTHER (Specify)

   - **MONETARY**
     - $ (Specify)

6. **NOMINATING**

   - **TYPED NAME AND TITLE**
   - **SIGNATURE**
   - **TELEPHONE NUMBER**
   - **DATE**

   **AREA CODE:**  
   ( )

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

7. **INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20**  
   (Check Yes or No, If no, explain on separate attached page)

   - [ ] Yes
   - [ ] No

   - **TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER**
   - **SIGNATURE**
   - **DATE**

   - **TYPED NAME CIVILIAN PERSONNEL OFFICER**
   - **SIGNATURE**
   - **DATE**

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

8. [ ] 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)

<table>
<thead>
<tr>
<th>ACTION LEVEL</th>
<th>APPROVED</th>
<th>DIS-APPROVED</th>
<th>ADDITIONAL CASH AWARD</th>
<th>SIGNATURE, TITLE AND DATE</th>
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</thead>
<tbody>
<tr>
<td>9. LOCAL COMMITTEE CHAIRPERSON</td>
<td></td>
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<tr>
<td>10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE</td>
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<tr>
<td>11. MAJOR COMMAND REVIEW COMMITTEE</td>
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<tr>
<td>12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE</td>
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<tr>
<td>13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD</td>
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</tbody>
</table>

**DA FORM 1256, NOV 2009**

PREVIOUS EDITIONS ARE OBSOLETE.