

APPENDIX C

Information and Format - Additional Cash
Awards For Suggestions and Special Achievement Awards
(Special Act or Service)

1. Letter from nominating commander, addressed through channels to CDR USACE (DAEN-PEC-L) WASH DC 20314 will include the following:
 - a. Nominee*s name, position title, and grade.
 - b. Period covered by the award, or date of the accomplishment.
 - c. Meaningful summary of the achievement.
2. Complete, concise and comprehensive justification with pertinent supporting documentation assembled in chronological order and properly indexed and tabbed. Audits of savings should be attached.
3. Positive statement regarding the relationship of the achievement to the nominee's job responsibilities. Attach two copies of the nominee*s official job description.
4. DA Form 1256, Incentive Award Nomination and Approval , in original and one copy, will accompany all nominations for cash Awards for civilians. Parts II and III of the form should be completed in all cases, except that Part III may be omitted when the local commander is the nominating official. In the latter case, the local commander will sign on both lines 6 and 11.