

APPENDIX F

Civilian of the Year  
Submission Requirements

Description and criteria for this award is contained in paragraph 8-22 of this regulation. Nominations will be submitted in original and eight copies and consist of:

1. A letter endorsement by the Commander/Director/Chief who reports to the Commander, USACE in the chain of command.

2. Not more than two standard size sheets of bond paper containing:

(a) Name of the nominee.

(b) Position Title, series and grade.

(c) Organization and location.

(d) Service computation date for Federal Service.

(e) Service computation date for the Corps of Engineers.

(f) A brief description of current duties and responsibilities.

(g) Functional job titles (including series and grade, if in the Federal Service) and dates, beginning with the current position, for the past ten years (specify whether military or civilian). Significant job titles held more than ten years ago may be added.

(h) Educational achievements (degrees, War College, etc.). Specify dates.

(i) Membership in professional societies, professional registration/certification, etc.

(j) A listing of previous Awards and Outstanding/Exceptional performance ratings. Specify dates.

3. A description of the nominee\*s specific contributions which form the basis for the nomination (not to exceed two standard size sheets of bond paper).

4. A proposed citation of not more than 75 words on a standard size sheet of bond paper.

5. DA Form 1256.