



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

REPLY TO
ATTENTION OF

ACDP-CPO

21 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Submission of Civilian Incentive Awards for GS/WG
Civilians assigned to the US Army NATO TDA

1. Effective immediately, civilian award nominations submitted for approval by a supervisor of a GS/WG civilian assigned to the US Army NATO TDA will be endorsed by the appropriate US Army NATO Battalion Commander or senior G-staff officer.
2. The nomination packet will include a completed DA 1256, Incentive Award Nomination and Approval form, a one page narrative and a proposed citation of 9 lines. Times New Roman font, 12 pitch will be used on both the narrative and proposed citation.
3. The point of contact is the US Army NATO Civilian Personnel Liaison office at SHAPE extension 5192 or 5465.

FOR THE COMMANDER:

A handwritten signature in black ink that reads "Steve M. Poet".

STEVE M. POET
Colonel, GS
Chief of Staff

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