

Headquarters  
 Department of the Army  
 Washington, DC  
 20 April 2015

**Decorations, Awards, and Honors**  
**U.S. Army Leadership Award**

**Applicability.** This memorandum applies to Headquarters, Department of the Army only.

**Proponent and exception authority.** The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Secretary of the Army has the authority to approve exceptions to this memorandum that are consistent with controlling law and Department of Defense award policy and guidance. All requests for exceptions will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25-30 for specific guidance.

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**1. Purpose**

This memorandum establishes the U.S. Army Leadership Award; prescribes governing policies and procedures authorized under Title 5, Section 4503 of the United States Code (5 USC 4503) and 10 USC 1125; and defines which Headquarters, Department of the Army officials are eligible to receive this award. The U.S. Army Leadership Award recognizes demonstrated superior accomplishments and leadership that contributed to the efficiency, efficacy, and overall improvement in the operations of the Department of the Army or its elements.

**2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

**3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this memorandum are explained in the glossary.

#### **4. Responsibilities**

- a.* The Secretary of the Army is the approving official for the U.S. Army Leadership Award.
- b.* The Under Secretary of the Army will serve as the approving official when the Secretary of the Army is nominated for the U.S. Army Leadership Award.
- c.* The Administrative Assistant to the Secretary of the Army will—
  - (1) Execute the U.S. Army Leadership Award Program on behalf of the Secretary of the Army.
  - (2) Identify eligible recipients for the Secretary of the Army's consideration.
  - (3) Prepare the nomination packet for the Secretary of the Army's approval or the Under Secretary of the Army's approval, when applicable.
  - (4) Produce the award, ensuring that the appropriate positional flag is used.
  - (5) Serve as the nominating official on DA Form 1256 (Incentive Award Nomination and Approval).
  - (6) Serve as both the nominating and approving official, in the absence of the Under Secretary of the Army, when the Secretary of the Army is the nominee.

#### **5. Participation and eligibility**

*a. Participation.* The U.S. Army Leadership Award is the Secretary of the Army's method for recognizing specific senior Army officials, both military and civilian, for their demonstrated superior accomplishments and leadership that contributed to the efficiency, efficacy, and overall improvement in the operations of the Department of the Army or its elements. An eligible official may receive only one U.S. Army Leadership Award for each period of uninterrupted service with the Army. Eligibility for this award is in addition to any award the official may be eligible for under the provisions of AR 600–8–22 or AR 672–20.

*b. Eligibility requirements.*

(1) Presidentially appointed, Senate-confirmed Department of the Army Civilian officials are eligible for the U.S. Army Leadership Award at the conclusion of their service with the Army. The Army has eight such positions: Secretary of the Army, Under Secretary of the Army, five Assistant Secretaries of the Army, and the General Counsel of the Army. Other officials who perform the duties of these positions in an "acting" capacity for a significant period of time also are eligible for the award. An "acting" official's service must be in accordance with the law governing Federal vacancies (see Federal Vacancies Reform Act of 1998).

(2) The Chief of Staff of the Army, Vice Chief of Staff of the Army, and Sergeant Major of the Army are eligible for the U.S. Army Leadership Award at the conclusion of their service with Headquarters, Department of the Army or upon retirement.

#### **6. Policy**

*a.* Receipt of the U.S. Army Leadership Award is at the discretion of the Secretary of the Army and contingent on the Secretary's approval.

*b.* The award will consist of a miniature reproduction of the departing official's positional flag, framed and affixed with a small, engraved plaque stating "U.S. Army Leadership Award" and the recipient's full name, position title, and period of service in the qualifying position. See figure 6–1.



**Figure 6-1. Sample engraved plaque**

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**7. Implementation**

Nominations for the U.S. Army Leadership Award will consist of:

- a.* A prepared DA Form 1256.
- b.* A one-page narrative enumerating the nominee's superior accomplishments and leadership that contributed to the efficiency, efficacy, and overall improvement in the operations of the Department of the Army or its elements. See figure 7-1.

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**NARRATIVE**  
**U.S. ARMY LEADERSHIP AWARD**

The Honorable John Smith served as the <insert position title> from <insert date> through <insert date>. Mr. Smith led the Army's <applicable Army organization> during one of the most dynamic periods in the Army's history. His demonstrated superior accomplishments and leadership contributed significantly to the efficiency, efficacy, and overall improvement in the operations of the Army and the Office of the <insert position title>.

Mr. Smith devoted his tenure to developing and implementing programs to <insert strategic goal/initiative>. Mr. Smith's specific accomplishments include:

- Accomplishment/achievement bullet.
- Accomplishment/achievement bullet.
- Accomplishment/achievement bullet.
- Accomplishment/achievement bullet (*optional*).

Mr. Smith's outstanding leadership, extraordinary concern for Soldiers and their Families, and selfless service to the Nation significantly benefited the public interest. The outstanding leadership he displayed throughout his tenure as the <insert position title> is in keeping with the highest traditions of Government service and is a great credit to him, the Army Secretariat and the Department of the Army. Mr. Smith's performance and dedication to the men and women of the U.S. Army render him eminently qualified for, and richly deserving of, the U.S. Army Leadership Award.

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**Figure 7-1. Sample narrative**

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## **Appendix A References**

### **Section I Required Publications**

Unless otherwise stated, all publications are available at <http://www.apd.army.mil>.

#### **AR 600-8-22**

Military Awards (Cited in para 5a.)

#### **AR 672-20**

Incentive Awards (Cited in para 5a.)

#### **Public Law 105-277, Division C, Title I, Section 151**

Federal Vacancies Reform Act of 1998 (Cited in para 5b(1) and glossary.) (Available at [http://www.gsa.gov/graphics/admin/Vacancies\\_Reform\\_Act1998.pdf](http://www.gsa.gov/graphics/admin/Vacancies_Reform_Act1998.pdf).)

#### **5 USC 4503**

Agency awards (Cited in para 1.) (Available at <http://www.gpo.gov/fdsys/search/home.action>.)

#### **10 USC 1125**

Recognition for accomplishments: award of trophies (Cited in para 1.) (Available at <http://www.gpo.gov/fdsys/search/home.action>.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand these policies and procedures. Unless otherwise stated, all publications are available at <http://www.apd.army.mil>.

#### **AR 25-30**

The Army Publishing Program

#### **AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

Unless otherwise indicated, Department of the Army forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>).

#### **DA Form 1256**

Incentive Award Nomination and Approval

## Glossary

### Section I Abbreviations

#### AR

Army Regulation

#### DA

Department of the Army (form)

#### USC

United States Code

### Section II Terms

#### “Acting”

For purposes of this Department of the Army memorandum, the term “acting” is specific to the categories of persons authorized to serve in an acting capacity for a vacant Presidentially appointed, Senate-confirmed position as defined in the Federal Vacancies Reform Act of 1998.

#### **Presidentially appointed, Senate-confirmed**

The Army’s Presidentially appointed, Senate-confirmed civilian positions are the Secretary of the Army, Under Secretary of the Army, five Assistant Secretaries of the Army, and the Army General Counsel.

### Section III Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

**RAYMOND T. ODIERNO**  
*General, United States Army*  
*Chief of Staff*

Official:



**GERALD B. O'KEEFE**  
*Administrative Assistant to the*  
*Secretary of the Army*

Distribution:

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