



SECRETARY OF THE ARMY
WASHINGTON

04 OCT 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2018-20 (Army Civilian Service Recognition)

1. References:

- a. Government Employees Incentive Awards Act, Title 5, U.S. Code, sections 4501–4506.
- b. 5 Code of Regulations Part 451, Subpart A (Agency Awards).
- c. Army Regulation (AR) 672-20 (Incentive Awards), April 1, 2014.

2. Purpose. The establishment of Army Civilian service recognition creates opportunities for displaying and acknowledging the dedicated service of the Department of the Army Civilian workforce and its significance to furthering the Army mission. Creating a culture of employee recognition drives employee engagement, improves performance, and bolsters retention. Service recognition is important in acknowledging significant milestones in an employee's years of employment to Army service.

3. Policy. This recognition is intended to make a positive impression on civilian employees and to confirm that the Army is an employer that fosters an environment of employee engagement. Army Civilian service recognition does not replace career service emblems and U.S. Office of Personnel Management certificates awarded to civilians in recognition of credited Federal Government service.

4. Service Recognition Descriptors

a. Department of the Army Civilian Service Recognition. The bronze civilian service recognition pin will be bestowed on any Army Civilian employee after 1 year of service with the Department of the Army whose rating of record is fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

b. Army Time-Honored Civilian Service Recognition. The silver civilian service recognition pin will be bestowed on any Army Civilian with 10 or more years of cumulative Army service whose rating of record is currently fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

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c. Army Civilian Retiree. The gold civilian service recognition pin will be bestowed on any Army Civilian upon retirement from the Army with a rating of record is fully successful or above.

5. Eligibility Criteria

a. All Army Civilian employees paid from appropriated funds and nonappropriated fund employees of Army activities are eligible for recognition under this directive.

b. Former Army Civilian employees, or the legal heir(s) or estates of deceased employees, are eligible for recognition under this directive if the employees met the length-of-service and performance requirements while employed by the Army.

6. Restrictions

a. Only one lapel pin in each category may be awarded to any one person.

b. Only time served as an Army Civilian employee will be considered in computing length of service.

c. Military service will not be considered in computing length of service.

d. Pursuant to reference 1a, Army Civilians who are senior politically appointed officials are not eligible for this recognition during a Presidential election period.

7. Approval Authority. The lowest supervisory level practicable may grant the recognition.

8. Proponent. This directive is effective immediately. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the proponent for this policy and will ensure it is incorporated into reference 1c within 2 years from the date of this directive.

9. Duration. This directive is rescinded when its provisions have been incorporated directly into reference 1c.



Mark T. Esper

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