

DEPARTMENT OF THE ARMY
 HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
 5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
 NO. 672-7

2 September 2002

Decorations, Awards, and Honors

AMC CERTIFICATES OF ACHIEVEMENT, APPRECIATION, RECOGNITION,
 AND ON-THE-SPOT CASH AWARD

The issuance of supplements to this regulation by subordinate elements is permitted. If supplements are issued, one copy will be furnished to the Commander, AMC, ATTN: AMCPE-AA.

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1. Purpose

To provide a form of recognition, appreciation or attainment of a personal effort, act, achievement, or service to the U.S. Army Materiel Command (AMC), including units and/or activities supported by the Command.

2. Eligibility

Any Department of Defense civilian or military employee, private citizen, contractor, foreign personnel, military or dignitary as indicated below. (Except AMC Form 341. This form is for civilian employees only.)

a. The AMC Certificates of Achievement, Recognition, Appreciation, and On-The-Spot Cash Award may be signed by Commanders, Directors, Heads of G Staff, Supervisors, Managers and other persons of authority for periods of faithful service,

This regulation supercedes AMC-R 672-7, 9 April 1997

personal efforts, acts, or achievements that do not meet the criteria for honorary or military decoration recognition. (See AMC Supplement 1 to AR 600-8-22, Military Awards and Decorations, dated 20 February 1996, for additional information on processing AMC Form 1104.)

b. The AMC Certificate of Recognition (Sick Leave), AMC Form 1616a, is the standard method of recognizing significant levels of sick leave accrual. Locally established certificates currently used for this purpose may continue to be used.

(1) Upon accrual of 500 hours of sick leave or more, (in increments of 500 hours), installation or activity commanders/directors may sign the certificate recognizing this achievement.

(2) Employees accruing 2,000 or more hours may be recognized by the AMC, Commander at the request of the installation or activity.

c. The AMC On-The-Spot Cash Award Certificate, AMC Form 341, is optional.

3. Approval authority

The AMC Certificates of Achievement, Recognition, Appreciation, and On-The-Spot Cash Award may be signed by Commanders, Directors, Heads of G Staff, Supervisors, Managers or persons of authority. However, the AMC Certificate of Recognition (Sick Leave) will be signed by the commander/director.

4. Publication information

These AMC forms are available through Headquarters, AMC, ATTN: AMCPE-AA. These certificates are used commandwide and may be overprinted for additional uses.

The proponent of this regulation is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-AA, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

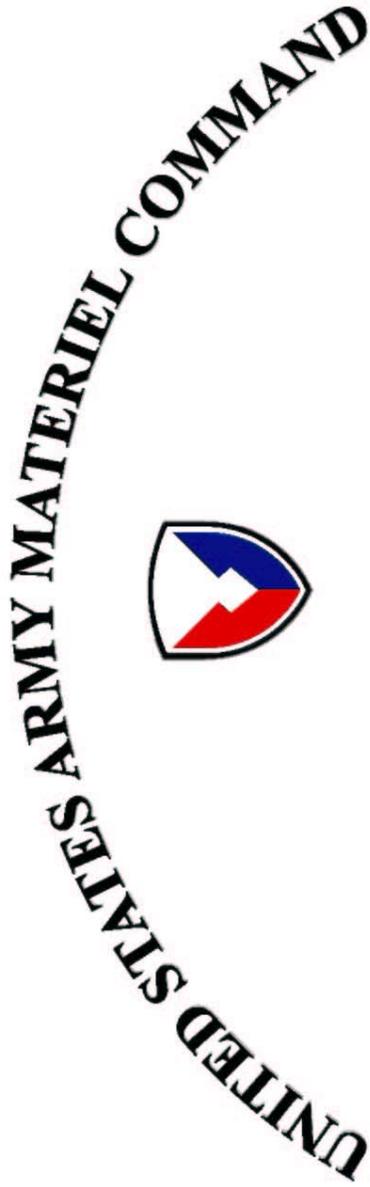
RICHARD A. HACK
Major General, USA
Chief of Staff

LINDA L. PIERPOINT
Chief, IT Programs and Support Division
Office of the Chief Information Officer/G-6

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Appendix A

AMC Form 1104: Certificate of Achievement



Certificate of Achievement
awarded to



Previous editions of this form may be used.

AMC FORM 1104 (SEP 02)

Appendix B

AMC Form 1616: Certificate of Recognition

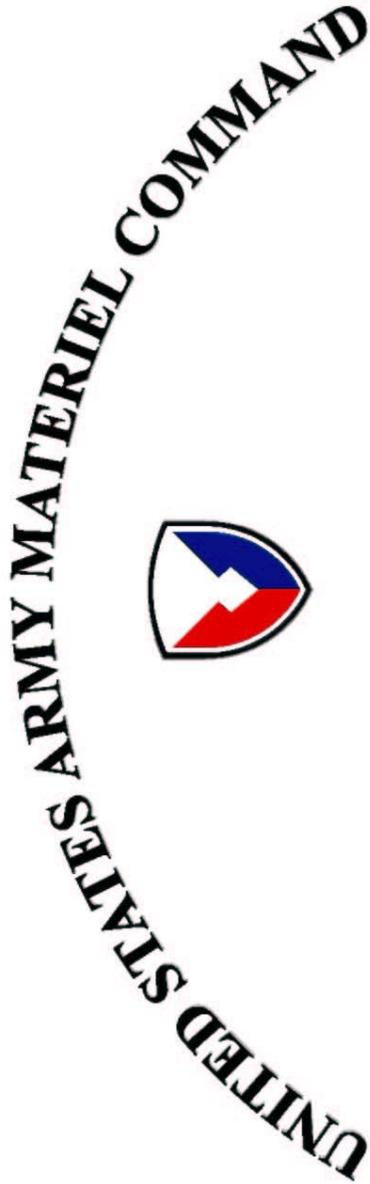


Certificate of Recognition
awarded to



Appendix C

AMC Form 1616a: (Sick Leave) Certificate of Recognition



Certificate of Recognition
awarded to

for Accruing Hours of
Sick Leave

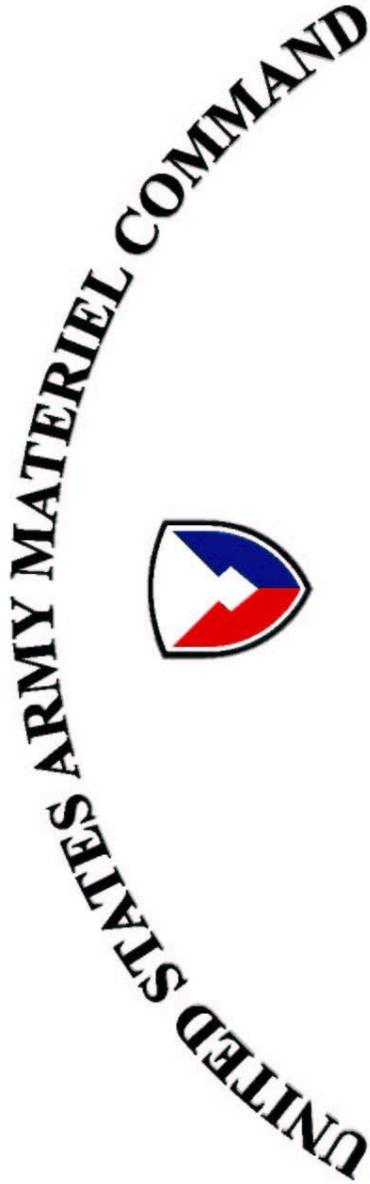


Previous editions of this form may be used.

AMC FORM 1616a (SEP 02)

Appendix D

AMC Form 1617: Certificate of Appreciation



Certificate of Appreciation
awarded to



Previous editions of this form may be used.

AMC FORM 1617 (SEP 02)

Appendix E

AMC Form 341: On-the-Spot-Cash Award Certificate



On-the-Spot Cash Award
presented to

for



Previous editions of this form may be used.

AMC FORM 341 (SEP 02)