

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Supplement 1
to AR 600-8-22

15 October 2003

Personnel-General
MILITARY AWARDS

Summary. This supplement provides local policies and administrative procedures concerning processing individual military awards.

Applicability. This supplement applies to all Active Army, Army National Guard, and Army Reserve personnel assigned and attached to the United States Army Signal Center and Fort Gordon (USASC&FG).

Supplementation. Issue of further supplements to this regulation is prohibited.

Suggested improvements. The proponent of this supplement is the Directorate of Human Resources. Users may send commends and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Director of Human Resources, ATTN: ATZH-HRA-S, Fort Gordon, Georgia, 30905-5282, and/or submit DA Form 1045 (Army Ideas for Excellence Program [AIEP] Proposal) to installation AIEP coordinator.

AR 600-8-22, 25 February 1995, is supplemented as follows:

Paragraph 1-16b, Waiver for overweight. Add the following at the end of the paragraph.

In the event a retiring soldier is overweight, a statement must be included in the commander's forwarding memorandum stating that a waiver for overweight has been approved.

Paragraph 1-19a, Interim awards and awards of a lesser decoration. Add the following.

If an interim award has been presented, attach a copy of the issuing orders with the award recommendation.

Paragraph 1-31b. Add subparagraphs (1) and (2).

(1) The Legion of Merit (LOM) or higher award is presented by the Commanding General (CG), USASC&FG, or the designated representative.

(2) Every effort will be made to present locally approved awards to individuals prior to their departure.

***This supplement supersedes USASC&FG Suppl 1 to AR 600-8-2, 10 October 1996**

Paragraph 1-34a. Add subparagraphs (1) and (2).

(1) Meritorious Service Medals (MSM) and higher awards which are not presented prior to the individual's departure from Fort Gordon will be returned to the unit for forwarding to the gaining command or forwarding address if he/she was separated from the Army.

(2) Lower awards will be forwarded by the approving command to the individual's gaining command or forwarding address, if he/she was separated from the Army.

Paragraph 1-36, Awards to personnel of other services. Add subparagraph c after subparagraph b.

(c) Recommendations for Army awards of MSM and above for personnel of other services will be processed through 15th Regimental Signal Brigade to the Commander, USASC&FG (ATZH-HRA-S).

Paragraph 1-49, Reports, number, and types of decorations awarded. RCS MILPC-45(R3). Add subparagraph c after subparagraph b.

(c) Approving authorities will forward DA Form 4612-R (Number and Types of Decorations Approved) to Personnel Operations Branch (POB), Military Personnel Division (MPD), Room 102, Darling Hall, not later than (NLT) the fourth working day of each month.

Paragraph 3-1, Intent. Add subparagraph g after subparagraph f.

(g) The USASC&FG Military Awards Program objective/policy is to ensure deserving personnel assigned/attached to this command receive consideration for an appropriate award for meritorious achievement or service upon their permanent change of station (PCS), expiration term of service (ETS), retirement, etc. A soldier may receive only one service award while stationed at this installation. Accomplishments/service must be over and beyond the normal requirements. Awards are reserved for personnel who make a lasting impact or achieve far more than expected.

Paragraph 3-18d. Add subparagraphs (1) and (2).

(1) Recommendations for MSM and higher awards will not be referred to a post awards board for review.

(2) Recommendations will be processed through the recommended soldier's chain of command to the Commander, USASC&FG (ATTN: ATZH-HRA-S). The POB, MPD, will prepare the award and forward it to the Chief of Staff for review and forwarding to the Commanding General for a final determination or further recommendation.

Paragraph 3-18i. Add the following after the second sentence:

Authority to issue permanent orders announcing awards is delegated to commanders for those awards for which they have approval authority under AR 600-8-22 table 3-2. Numbering of permanent orders will be in accordance with AR 600-8-105, paragraph 2-14.

Paragraph 3-18j. Add subparagraphs (1), (2), and (3).

(1) Commanders/supervisors should pay close attention to award recommendations for their personnel and ensure awards are processed in time for them to be presented to the soldier before their PCS, ETS, or retirement, etc.

(2) Recommendations for the Army Achievement Medal (AAM) should be submitted into processing channels at least 45 days prior the the desired presentation date; Army Commendation Medal (ARCOM) 60 days; Meritorious Service Medal (MSM) 100 days; Legion of Merit (LOM) 120 days; and higher awards 160 days. If recommendations are not submitted within these time frames, a statement explaining the reason for late submission is required. If the recommended soldier has already departed, an apology letter, signed by the appropriate commander (Garrison Commander, Commander, 15th Signal Brigade or Commandant, Leader College for Information Technology) must also be submitted with the awards packet. See example at figure 3-1.

(3) Recommendations for the MSM must arrive at USASC&FG, ATTN: ATZH-HRA-S (POB, MPD, Darling Hall) as early as possible and NLT 45 days prior to the desired date of presentation (DOP). The LOM must arrive at POB NLT 90 days prior to the DOP and higher awards must arrive NLT 120 days prior.

Paragraph 3-18p. Add the following at the end of the paragraph:

Intermediate commanders/supervisors must also provide comments when recommending downgrade of the recommended award. Recommendations for the following awards will be processed through command channels to the approval and/or disapproval authority (Item 1, DA Form 638) shown below:

Recommended Award	Approval Authority
AAM	Battalion Commander Fort Gordon, GA 30905
ARCOM	Brigade; Garrison Commander; or Commandant, Leader College for Information Technology, Fort Gordon, GA 30905
MSM	Commander, USASC&FG Fort Gordon, GA 30905
LOM	Commander, TRADOC (ATBO-BPS) Fort Monroe, VA 23651

Higher Awards

Commander, PERSCOM (TAPC-PDA)
Alexandria, VA 22332-0471

Paragraph 3-18r. Add the following subparagraphs:

(1) Narratives to support award of the Distinguished Service Medal (DSM) should be doubled-spaced and between six to eight pages in length. Abbreviations and acronyms are not authorized.

Do not include proposed citations for the DSM in the proposed citation block. Prepare a separate one-page, doubled-spaced, proposed citation as an enclosure to the recommendation. Also, DSM recommendations must include a proposed memorandum for signature by CG, TRADOC. Disk containing narrative, citation, and proposed memorandum must be included with each DSM recommendation.

(2) Narratives to support award of the Legion of Merit (LOM) for retirement should be doubled-spaced and can be up to two pages in length when covering a 10-year period.

Proposed citation should be prepared on a separate sheet of paper and should be 9 to 12 lines in length. Also, LOM recommendations must include a proposed cover memorandum for signature by CG, USASC&FG, for forwarding to TRADOC.

Paragraph 3-18u (4). Add subparagraph (a), (b), and (c).

(a) A recommendation for award of the MSM or higher for personnel in a PCS, ETS, or retirement, etc., status will include a copy of the individual's reassignment or separation orders. If orders are not available, a statement must be included in the commanders recommending memorandum stating why orders are not available.

(b) A memorandum will be prepared and signed by the immediate commander containing the following information in support of the recommendation.

(1) Date of last Army Physical Fitness Test (APFT) and score (must not be more than 12 months old).

(2) Reason why PCS, ETS, or retirements orders are not attached.

(3) Height, weight, sex and age of recommended soldier.

(4) Soldier who meets screening weight in accordance with (IAW) Army Regulation (AR) 600-9 for Body Fat Content, include soldiers authorized percent body fat and maximum allowable percent body fat.

(5) Common Task Test (CTT) date (must not be more than 12 months old)

(6) In the event a retiring soldier is overweight, a statement approving waiver for

overweight IAW paragraph 1-16b of this supplement.

(7) Reason why award is being submitted late if recommendation is not submitted within the time frames in paragraph 3-18j(2) of this supplement.

(8) Indicate whether or not the recommended soldier received any awards during his/her assignment at this installation.

(9) Indicate whether the soldier has any derogatory information on file that might preclude favorable personnel action.

(c) LOM and higher recommendations must include a copy of the soldier’s DA Form 705 (Army Physical Fitness Test Scorecard) and Officer Record Brief (ORB) or Enlisted Record Brief (ERB).

Paragraph 3-18, Rules for processing DA Form 638, Recommendation for Award. Add subparagraph w after subparagraph v.

w. AAM, ARCOM, and MSM approving authorities will maintain office record files on all award actions. This will consist of a copy of the completed DA Form 638 (including orders data, reasons for downgrade or disapproval) with accompanying documentation and a copy of the signed certificate, if approved. Cases will be filed in accordance with AR 25-400-2 (The Army Records Information Management System [ARIMS]). The original DA Form 638 (containing orders data) will be retained in a separate permanent orders file.

x. Recommendations for award to foreign military personnel must include a biography (giving full name, rank, date and place of birth, current resume, and previous U.S. decorations) and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché in the proposed awardee’s parent country. A nonconcurrence, in effect, is a disapproval of the proposed award.

Paragraph 3-19, Table 3-4, Steps for preparing and processing awards using the DA Form 638. Add to the following steps as indicated:

Step	Work Center	Required Action
11	Recommender	Enter the desired DOP in block 12a along with the reason for award.
14		The opening sentence on the narrative for the LOM should read “for exceptionally meritorious conduct in the performance of outstanding service/achievement, _____ distinguished him/herself during a military career spanning over ___ years in a variety of unique and demanding assignments, culminating in the position of _____ for the United States Army Signal Center and Fort Gordon,” or “culminating in the position of _____

_____ for United States Army Garrison, Fort Gordon,” for soldiers assigned to Garrison. The closing sentence should read “_____’s vast knowledge, experience and devotion have immeasurably impacted the signal regiment and have provided invaluable contributions towards shaping today’s soldiers to embrace and carry out the Army’s vision of the future.”

- 15 Change the second sentence to read: Citation for awards of the MSM, ARCOM, and AAM are limited to four lines, except retirement awards which may be six lines in length, and abbreviations and acronyms will not be used.
- 17 Supervisor Review, make recommendations and forward DA Form 638 to the company commander.
- Company Commander Prepare memorandum IAW Paragraph 3-18u (4) of this supplement. Forward DA Form 638 to Personnel Administration Center (PAC) for verification of eligibility flagging, etc.) data/appropriate action.
- 18 PAC/Admin Clerk Verify Part I (items 1 through 13) of the DA Form 638. If incorrect, return to Commander/Supervisor for correction.
- 20 Intermediate Authority Intermediate authorities must provide comments when recommending downgrade or disapproval. If an intermediate commander has downgrade authority and exercises that right and approves the next lower award, he/she must sign the intermediate authority block and complete block 26.

A sample award recommendation is shown at figure 3-2.

Paragraph 8-28b, Badge approval authority. Add subparagraphs (1) and (2).

(1) DA Form 4187 (Personnel Action) will be prepared for commanders approval and forwarded to POB, MPD, Room 102, Darling Hall, for preparation and issuance of orders.

(2) Section IV of DA Form 4187 must state the requirement/qualification the soldier has met for award of the specific badge. The period of award is also required for award of the badge.

Paragraph 10-7a. Add subparagraphs (1) and (2).

(1) Individuals desiring to recommend a soldier for a Fort Gordon Certificate of Achievement will prepare a citation in final format, on the FG Form 1. The certificate will be placed in a manila folder. A memorandum, along with a double-spaced, one-page justification

giving a narrative description of the soldier's duties, will be stapled to the outside of the folder and forwarded through appropriate command channels.

A DA Form 638 is not required. Any derogatory information available will be included in the forwarding memorandum. FG Form 1 is stocked at Center Publications, Directorate of Information Management (DOIM).

(2) Fort Gordon Certificates of Achievement are not processed through the POB, MPD. The Brigade, Garrison Commander and Commandant, Leader College for Information Technology can approve and present the certificate at an appropriate ceremony.

(ATZH-HRA-S)

FOR THE COMMANDER

OFFICIAL:

BERNARD E. KULIFAY, JR.
Colonel, GS
Chief of Staff

/SIGNED/

LISA E. McCLEAVE

Director

Information Management

DISTRIBUTION:

HQ, USASC&FG: A

Major Commands: A

Field Operating Activities/agencies: A

FORSCOM units: A

ATZH-HRA-S: (Awards) (50)

ATZH-IMM-S, DOIM (5)

Cdr, TRADOC, ATTN: ATBO-BPS, Fort Monroe, VA 23651 (1)

HQ, PERSCOM, ATTN: TAPC-PDA, 200 Stovall Street, Alexandria, VA 22332-0471 (1)