

SFAE-HR

JUN 19 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Acquisition Support Center (USAASC) Military Awards Policy and Procedures

The purpose of this memorandum is to provide an update to the June 20, 2005, USAASC Military Awards Policy and Procedure document. This policy does not supersede approval authority that is currently delegated to the Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs).

All military awards will be processed through the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (OASA(ALT)). PEOs and PMs will forward digitally signed electrons of completed DA Forms 638, Recommendation for Award, to SSG Ketrina Williams at Ketrina.Williams@hqda.army.mil, or Donald.davis1@us.army.mil. The narrative justification and citation will be forwarded in word format so that any required corrections can be made at the OASA(ALT) Management Support Division (MSD) or at the OASA(ALT) Staff Action Control Office (SACO). A hard copy will only be used if digitally signed electrons cannot be provided. In those cases send completed award recommendations to the Office of the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) ASA(ALT) ATTN: SAAL-MS, Suite 10300, 2511 Jefferson Davis Highway, Arlington, VA 22202-3911.

The point of contact at USAASC is Ms. Roberta McMillen, 703-805-1017, or email, Roberta.mcmillen@us.army.mil.

CRAIG A. SPISAK Director

Enclosure

DISTRIBUTION:

PROGRAM EXECUTIVE OFFICERS: INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS AVIATION COMMAND, CONTROL AND COMMUNICATIONS TACTICAL DISTRIBUTION: (CONT) SOLDIER AMMUNITION MISSILES AND SPACE COMBAT SUPPORT AND COMBAT SERVICE SUPPORT SIMULATION, TRAINING AND INSTRUMENTATION GROUND COMBAT SYSTEMS ENTERPRISE INFORMATION SYSTEMS

JOINT PROGRAM EXECUTIVE OFFICERS: CHEMICAL AND BIOLOGICAL DEFENSE JOINT TACTICAL RADIO SYSTEMS

PROGRAM MANAGERS: FUTURE COMBAT SYSTEMS (BRIGADE COMBAT TEAM) ELIMINATION OF CHEMICAL WEAPONS

U.S. Army Acquisition Support Center Military Awards Policy

REFERENCES:

- a. AR 600-8-22, Military Awards
- b. Military Awards Hierarchy and Approval Chart (Enclosed).

A. PURPOSE:

The purpose of this document is to establish policy for the U.S. Army Acquisition Support Center's (USAASC) Military Awards Program. The policy contained herein is for military awards, which must be reviewed and acted on by the Military Deputy, Assistant Secretary of the Army (Acquisition, Logistics and Technology), Army Chief of Staff, or the Administrative Assistant to the Secretary of the Army. Also contained herein are those awards in which the Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs) occupy positions of approval authority.

B. APPLICABILITY AND SCOPE:

The USAASC Military Awards policy applies to USAASC, PEO and DRPM military personnel.

C. POLICY:

Army Regulation (AR) 600-8-22, Military Awards, dated 11 December 2006, establishes policy and prescribes procedures for recognizing Soldiers (colonel and below) for award of the Legion of Merit (LM) and lesser awards for service, achievement, or retirement within Headquarters, Department of the Army and field operating agencies supported by the Military Personnel Service Center. The Administrative Assistant to the Secretary of the Army has approval authority for LM for Retirement and all lesser decorations. Authority to approve awards includes those individuals permanently assigned to positions of approval authority regardless of their current grade, unless a minimum grade is specified. Persons serving in an "Acting" capacity do not have the authority of the position with respect to awards approval, unless officially chartered. The types of recognition and approval authority are as follows:

Distinguished Service Medal (DSM): The DSM is awarded to any person, who, while serving in any capacity with the U.S. Army, has distinguished himself or herself by exceptional meritorious service to the Government in a duty of great responsibility. If the award is disapproved, it is forwarded to the Adjutant General's office and a downgrade is recommended. Award recommendations must be submitted 90 days prior to the desired presentation date.

Legion of Merit (LM) (RET): The Legion of Merit is awarded for retirements of Colonels and below approved by the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) and is awarded to any member of the Armed Forces of the United States or a friendly foreign nation who has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding services and achievements. The Headquarters, Department of the Army (HQDA) or Office of the Secretary of the Army Personnel Service Company (PSC) Awards Section will prepare the certificate and orders. The award is then forwarded to the Administrative Services Division of the PSC. Award recommendations must be submitted 90 days prior to the desired presentation date.

Legion of Merit (LM) for Permanent Change of Station (PCS): Final approval of the Legion of Merit award for permanent change of station of Colonels and below is approved by the Administrative Assistant to the Secretary of the Army. Once the approval/disapproval has been made, the certificate is prepared and the orders data is completed by the PSC. ASA(ALT), SAAL-MS will obtain the certificate and forward it to the originator. Award recommendations must be submitted 90 days prior to the desired presentation date.

Meritorious Service Medal (MSM): This award is approved by PEOs in the rank of Brigadier General and above and civilian equivalent (Senior Executive Service), and is awarded to any member of the Armed Forces of the United States or to any member of the Armed Forces of a friendly foreign nation who has distinguished himself or herself by outstanding meritorious achievement or service.

Army Commendation Medal (ARCOM): This award is approved by PEOs/DRPMs in the rank of Colonel and above and civilian equivalent (General Schedule 15), and is awarded to any member of the Armed Forces of the United States who, while serving in any capacity with the Army after 6 December 1941, distinguishes himself or herself by heroism, meritorious achievement or meritorious service. Award may be made to a member of the Armed Forces of a friendly foreign nation who, after 1 June 1962, distinguishes himself or herself by an act of heroism, extraordinary achievement, or meritorious service which has been of mutual benefit to a friendly nation and the United States.

Army Achievement Medal (AAM): This award is approved by PEOs/DRPMs in the rank of Colonel and above and civilian equivalent (General Schedule 15 or), and is awarded

to any member of the Armed Forces of the United States, or to any member of the Armed Forces of a friendly foreign nation who distinguished himself or herself by meritorious service or achievement of a lesser degree than required for award of the Army Commendation Medal.

Certificate of Achievement: This award is approved by PEOs/DRPMs in the rank of Colonel and above and civilian equivalent (General Schedule 15), and is awarded to recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations by issuing to individual U.S. military personnel a DA Form 2442 (Certificate of Achievement) or a Certificate of Achievement of local design.

Awards to Personnel of Other Services: Peacetime awards of the MSM, ARCOM, and AAM to a member of another military service permanently assigned to the U.S. Army may be approved by the award approval authority of the Army without concurrence from the other Service concerned. Award of a wartime decoration to a member of another military service, permanently or temporarily assigned to the Army, may be approved with the written concurrence of that Service. The award must be approved prior to obtaining concurrence. AR 600-8-22, 1-37, Awards to personnel of other Services.

Foreign Military Awards: It is Department of Defense policy to recognize individual acts of heroism, extraordinary achievement or meritorious achievement on the part of service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by Armed Forces of the United States. Such acts or achievements will be recognized through the award of an individual U.S. decoration. U.S. campaign and service medals will not be awarded to members of foreign military establishments.

D. PROGRAM ADMINISTRATION:

PEOs and DRPMs will forward digitally signed electrons of all completed award recommendations to Mr. Donald Davis at Donald.davis1@us.army.mil, or SSG Ketrina Williams at email, Ketrina.williams@hqda.army.mil. A hard copy will only be used if digitally signed electrons cannot be provided. In those cases send completed award recommendations to the Office of the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) ASA(ALT) ATTN: SAAL-MS, 2511 Jefferson Davis Highway, Arlington, VA 22202-3911.

E. EFFECTIVE:

This policy is effective immediately. The Director, U. S. Army Acquisition Support Center, will issue procedures to implement this policy.

U.S. Army Acquisition Support Center Military Awards Procedures

A. PURPOSE:

The purpose of this document is to provide information on the U.S. Army Acquisition Support Center's (USAASC) Military Awards nomination and approval process as prescribed in AR 600-8-22, Military Awards, for awards that require higher-level approval authority, as well as for those awards for which the Program Executive Officers (PEOs) and Program Managers (DRPMs) have award approval authority by virtue of the position.

B. PROCESS:

The DA Form 638, Recommendation for Award, will be used to initiate, process, and approve award recommendations of all U.S. Army individual decorations.

Narrative descriptions of meritorious service or achievement for awards of MSM, ARCOM, and AAM will be limited to bullet format in the space allowed on the DA Form 638. Narratives are required for all other awards and will be added as an addendum to the recommendation. The narrative should be prepared on 8 ½ by 11-inch bond paper and must be limited to one double spaced typewritten page except for recommendations of the Distinguished Service Medal and above.

Officer Record Briefs (ORBs) must accompany award nominations.

C. TIME REQUIREMENTS:

PEOs and DRPMs will forward award recommendations to the Assistant Secretary of the Army (Acquisition, Logistics and Technology), (ASA(ALT)), ATTN: SAAL-MS, for DSM or LM 90 days prior to the desired presentation date of the award. The 90-day period is necessary for the processing and preparation of awards that require Board action at Headquarters, Department of the Army. The Meritorious Service Medal is to be submitted by PEOs/DRPMs, if applicable, to arrive at SAAL-MS 60 days prior to the desired presentation date. A copy of the Officer Record Brief will accompany all award recommendations.

D. SUBMISSION OF AWARD RECOMMENDATIONS:

PEOs and DRPMs will forward digitally signed electrons of all completed award recommendations to Mr. Donald Davis at Donald.davis1@us.army.mil, or SSG Ketrina Williams at email, Ketrina.williams@hqda.army.mil. A hard copy will only be used if digitally signed electrons cannot be provided. In those cases send completed award recommendations to the Office of the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) ASA(ALT) ATTN: SAAL-MS, 2511 Jefferson Davis Highway, Arlington, VA 22202-3911.

E. EFFECTIVE:

These procedures are effective immediately

MILITARY AWARDS HIERARCHY

Distinguished Service Medal

Approval Authority: Army Chief of Staff

Legion of Merit

Approval Authority for RET: Assistant Secretary of the Army (Acquisition, Logistics and Technology)

Approval Authority for PCS: Administrative Assistant to the Secretary of the Army

7

Meritorious Service Medal

Approval Authority: PEOs/DRPMs in the rank of Brigadier General and civilian equivalent (Senior Executive Service)

Approval Authority: PEOs/DRPMs in the rank of Colonel and above and civilian equivalent (Senior Executive Service)

Army Commendation Medal

Army Achievement Medal

Certificate of Achievement

Approval Authority: PEOs/DRPMs in the rank of colonel and above and civilian equivalent (Senior Executive Service)

Approval Authority: PEOs/DRPMs in the Rank of colonel and above and civilian Equivalent (Senior Executive Service)