DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

HUMAN RESOURCES MANAGEMENT DIRECTORATE

JDRP-HRMD-MPSC 11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-14, Award Recognition

1. References:

a. Army Regulation 600-8-22, 25 Feb 95, Military Awards.

b. United States Army Personnel message 131442Z Jan 96, subject: Delegation of Award Approval Authority for the Military Outstanding Volunteer Service Medal (MOVSM).

c. Army Regulation 672-20, 29 Jan 99, Incentive Awards and Military Personnel Service Center Incentive Awards Program Supervisor's Guide.

d. Memorandum, ATZT-AG-PA, 12 October 2001, subject: Memorandum of Instruction - Military Awards Processing Program.

2. Purpose: To provide procedural guidelines in the processing of Award Recognition.

3. General: Caring for soldiers, sailors, airmen, marines, civilian employees, and our family members is paramount to the success of this command's mission and it is the policy of this command to recognize them for their significant achievements and outstanding service.

4. Policy/Procedures:

a. All commanders and supervisors are responsible for recognizing deserving members of the command with an appropriate award ceremony before their departure from Military Personnel Service Center or at appropriate intervals for civilian employees.

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(1) The commander having award approval authority on block 26 of the DD Form 638 makes the decision to award an individual a decoration. Awards for meritorious service are based on the individual's level of responsibility and manner of performance, rather than by grade.

(2) The cited period for a meritorious service award is limited to the period of service during which the individual served under the recommending command except in the case of a retirement award.

(3) Only one decoration may be awarded to an individual for the same period of meritorious service. Continuation of the same or similar type service already recognized by an award for meritorious service or achievement is not to basis for a second award. If appropriate, an award may be made to include the extended period of service by superseding the earlier award, or the award previously made may be amended to incorporate the extended period of service.

b. Commanders and supervisors will establish internal procedures to ensure timely processing of award recommendations. Initiation and submission times for meeting desired award presentation dates are as follows:

MILITARY AWARDS	INITIATE	SUBMIT TO MILITARY PERSONNEL OFFICE
Soldier's Medal	140 days prior to presentation	120 days prior to presentation
Distinguished Service Medal	140 days prior to presentation	120 days prior to presentation
Legion of Merit (USAF personnel)	140 days prior to presentation	120 days prior to presentation
Legion of Merit	120 days prior to presentation	90 days prior to presentation
Meritorious Service Medal	90 days prior to presentation	60 days prior to presentation
Army Commendation Medal	60 days prior to presentation	30 days prior to presentation
Awards to Personnel of Other Service	90 days prior to presentation	60 days prior to presentation
Awards to Foreign Military Personnel	190 days prior to presentation	180 days prior to presentation

CIVILIAN AWARDS	INITIATE	SUBMIT TO CIVILIAN PERSONNEL ADVISORY CENTER
Meritorious Civilian Service Award	140 days prior to presentation	120 days prior to presentation
Superior Civilian Service Award	110 days prior to presentation	90 days prior to presentation
Commander's Award for Civilian	110 days prior to presentation	90 days Service prior to presentation

c. Memorandum explaining reason(s) for late submission will accompany late award recommendations. All memorandum's on award recommendations requiring approval or recommendation by the Commanding General will be signed by the responsible commander, commandant, or director. The Memorandum will be prepared by the company commander and addressed through intermediate commanders and commandants to Commander, U.S. Army Maneuver Support Center and Military Personnel Service Center, Taylor Building, 2531 Crystal Drive, 8th Floor, Arlington, VA 22202. Intermediate authorities will acknowledge memoranda of lateness by initialing through and dating address lines.

d. All agencies/board members handling award recommendations, e.g., staff offices, Military Personnel Office (MILPO), Secretary of the General Staff (SGS), and awards board members will set and maintain reasonable goals for processing and reviewing award recommendations. Normal processing time at each stage of awards processing should not exceed four days. All agencies/board members will make every effort to ensure awards are handled in a timely manner so that they may be presented on the desired presentation date.

e. The DA form 638 must be prepared in a certain manner so that it can be processed without complications.

(1) The agency must submit the citation in sentence case (upper and lower case) rather than in all capital letters.

(2) Clearly state how the agency wants the title/branch to be read on the certificate, under the Soldier's name.

(3) In block 8 (previous awards) awards must be listed by itself if no oak leaf clusters are included or it must indicate how many oak leaf clusters the Soldier has already received. Block 10 must indicate which award they are being recommended for by saying just the award type if it is their first award or if it is a subsequent award, it must be indicated how many oak leaf clusters the recommended award would make.

(4) In block 11(period of award) must include the day, month, and year, up to 10 years for a Legion of Merit.

(5) Block 26 must be completed with the approval authority name, rank, and agency. Also, the approval authority must complete box (d), indicating approval, disapproval, downgrade or upgrade. The signature block must also be signed in order to process the award.

(6) Part V (Orders Data) will be filled out by the Military Personnel Service Center only.

(7) We must receive the DA 638 in a readable condition with original Approval Authority signature; i.e. we will not accept pages that are cut off on the edge due to copying.

(8) When sending over the DA 638, the approval authority signature makes it finalized, meaning once the award is typed with the citation that is on the DA638, changes may not be sent back unless it is a MPSC error.

f. Timely recognition and genuine appreciation for our people, their significant achievements, and their valued service reap dividends beyond measure. Most of all, they build loyalty and a caring community that can rely on its leaders.

5. The proponent for this memorandum is the Personnel Management/Actions Division, Military Personnel Service Division, (703) 602-0803.

D. J. LOGAN, Jr.
Chief, Military Personnel Division

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