



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
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FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-17 - Awards Processing Policy

1. **Purpose:** This policy provide procedures and guidance for preparation and processing of awards within HHC, CASCOM.

2. **References:**

- a. Army Regulation (AR) 600-8-22, Military Awards, 25 June 2015.
- b. TRADOC Supplement 1 to AR 600-8-22, Military Awards, 6 December 1999.
- c. TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendation, 12 November 2015.
- d. CASCOM Policy Letter #17-16, United States Army Combined Arms Support Command (CASCOM) and Fort Lee Awards Processing Policy.

3. **Scope:** The CASCOM Commanding General (CG) is the approval authority for the Legion of Merit (LM), Meritorious Service Medal (MSM), the Army Commendation Medal (ARCOM), and the Army Achievement Medal (AAM) for Soldiers assigned and attached for duty to this command. Awards usually fall into four categories: retirement, permanent change of station (PCS), expiration of time of service (ETS), or achievement. Once the recommender enters an award into the system, the award will be processed through the approval authority; unless the recommender withdraws the recommendation. The exception to this policy applies to Soldiers who are flagged. The individual responsible for verifying whether or not a Soldier is flagged is the authority for returning the award without action.

a. Retirement awards should cover the last 10 consecutive years of service although a shorter period can be used if the achievements are substantial. Awards will be return for corrections if award period is longer than 10 years. The recommender will mention the total years of service in the proposed citation and at the end of the narrative. The award will be submitted, processed, completed, and presented prior to the Soldier's departure, which will be earlier than his/her retirement date.

b. PCS/Service awards are for the Soldier's current tour of duty and will be submitted, processed, completed, and presented prior to the Soldier's departure. Soldiers who are transferring inter-post, remaining on Fort Lee, do not qualify for a PCS award. A letter of continuity will be given to the Soldier and the gaining command.

c. Achievement awards are for short periods of time (usually one day to a few months). They recognize a special achievement, an act, or the completion of a special project. When a Soldier departs (PCS) the command, the actions or achievements that were already recognized with an award cannot be part of the write-up for the PCS award. However, if a Soldier retires from this command, previous achievements can be mentioned since a retirement award covers previous 10 years of service.

d. All awards sent to CASCOM for approval or further processing will be submitted through the HHC, CASCOM Review Box at <https://cascom.tradoc.army.mil/sites/hq/CASCOMRB/default.aspx>.

4. General Procedures for Completion of AAM through DSM:

a. All awards submitted for the Commanding General's approval must be endorsed by a Director or acting Director prior to submission to the HHC, CASCOM. Directorates will be notified when awards are downgraded or disapproved.

b. Award recommendations must be submitted on DA Form 638, which allows electronic signatures through the chain of command for appropriate endorsement and approval. Intermediate authorities and the HHC Commander are required to provide comments in Part IV of the DA Form 638.

c. Narrative description of meritorious service or achievement for awards of the AAM, ARCOM, and MSM will be limited to sentence format in the space allowed on the DA Form 638. Recommenders are encouraged to complete each block of the DA Form 638 when preparing an award recommendation for service, i.e., PCS, ETS, and retirement.

d. Proposed citations must be written in accordance with AR 600-8-22. Certificate citations for the AAM, ARCOM, and MSM are limited to six lines in Part III item 21 of the DA Form 638. The Soldier's position/job title should be indicated as well as a couple of sentences in reference to his/her service and achievement. There is no need to repeat the dates as they are automatically included as part of the actual certificate, as is the Soldier's name and command/unit.

e. Legion of Merit (LM): A narrative is required and must be typed on the provided narrative page of the DA Form 638 or saved as an attachment to the award. The narrative will be double spaced, and limited to a one or two page recommendation. A citation is required and must be typed on provided citation page of the DA Form 638 or

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saved as an attachment to the award. The citation will be no more than eight lines. LMs will be forwarded through the chain of command to CASCOM for approval.

f. Distinguished Service Medal (DSM): A narrative must also accompany the DA Form 638 and will be six to eight pages and double-spaced on 8-1/2 x 11- inch bond paper. The citation is one full page, also double-spaced on 8-1/2 x 11- inch bond paper. The award recommendation will be sent from CASCOM through TRADOC to Department of the Army for approval.

g. Award of the AAM, ARCOM and MSM to personnel of other services and foreign services will be completed on a DA Form 638. The award recommendation will be sent from CASCOM to TRADOC for approval. Higher level awards (LM and above) require forwarding to US Army Human Resources Command, Personnel Service Support Division, Military Awards Branch for processing and final decision by the Secretary of the Army and Secretary of Defense. Recommendations must include a biography, current resume, list of previous U.S. decorations, and statements of concurrence obtained from the U.S. Ambassador and U.S. Defense Attache (USDAO) from the proposed awardee's parent country, the Defense Intelligence Agency (DIA), and the U. S. Army Central Personnel Security Clearance Facility (CCF). For detailed criteria, reference AR 600-8-22; paragraph 1-38 (U.S. awards to foreign military personnel).

h. Per AR 600-8-22, paragraph 1-17.b., a Soldier who is flagged for overweight may be recommended for and presented an award for length of service retirement. A waiver of the overweight flag must be processed to the first general officer in the Soldier's chain of command for approval or disapproval. Waivers will be processed as separate and distinct actions from the award recommendation, and should be submitted and adjudicated prior to submission of the award recommendation. Approved waivers will accompany any award recommendation once submitted.

5. Supporting Documents: All award recommendations should include the following:

a. Current APFT card and body fat percentage worksheet (if applicable) within the last 6 months.

b. Profile (if applicable).

c. Current ORB (Officers) or ERB (Enlisted).

d. Orders (PCS, ETS, Retirement), if applicable.

e. SGS Awards Checklist.

f. Copy of all previous award certificates received by Soldier while assigned to Fort Lee, if applicable.

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6. Lead Times: Lead times are established to ensure the recommended Soldier will receive his/her award in a timely manner or before the proposed presentation date (PPD). The recommender must ensure the accuracy of the proposed presentation date to better enable the timely staffing of the award.

a. Distinguished Service Medal (DSM) awards for retirement/PCS must be received by HHC, CASCOM not later than **130** days prior to the PPD.

b. AAM, ARCOM, MSM, and LM awards must be received by HHC, CASCOM not later than **40** days prior to the PPD.

c. Awards for members of sister services must be staffed with their respective service and/or agency. Allow for a **100** day turnaround.

d. Awards to foreign military personnel must be received by HHC, CASCOM not later than **190** days prior to the PPD for complete processing.

e. The aforementioned lead times do not supersede the initiating command's lead times for award submission.

7. Upon completion, DA Form 638 and the award certificate will be returned through the chain of command for presentation. Directorate will supply medal sets for the awardees' first award. Green awards binders are the responsibility of the unit.

8. This policy is in effect until superseded or rescinded.

9. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding