



**DEPARTMENT OF THE ARMY**  
U S ARMY SOLDIER SUPPORT INSTITUTE  
10000 HAMPTON PARKWAY  
FORT JACKSON SC 29207-7025

REPLY TO  
ATTENTION OF

ATSG-DC

22 February 2002

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: U. S. Army Soldier Support Institute (USASSI) Memorandum of Instruction (MOI) – Award Processing Procedures**

**1. PURPOSE:**

To prescribe policies and establish procedures pertaining to the USASSI Awards Program.

**2. REFERENCES.**

- a. AR 600-8-22, Military Awards, dated 25 February 1995.
- b. AR 600-8-105, Military Orders, dated 28 October 1994.
- c. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, dated 1 September 1992.
- d. AR 672-20, Decorations Awards and Honors
- e. TRADOC Supplement 1 to AR 600-8-22, dated 6 December 1999
- f. USACASCOM & Ft Lee Awards Standard Operating Procedure , dated 2 April 2001.

**3. EXPLANATION OF TERMS.**

The following is provided to distinguish the difference between achievement and service awards:

a. Meritorious achievement is defined as an act, which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, a quick accomplishment and a quality product of an important task can be a factor in determining the value of an act. There is no restriction on the number of "achievement" awards an individual may receive during a tour; however, recommending officials must be extremely cautious to quantify and qualify the act or accomplishment deserving the award.

b. Meritorious service is defined as service distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of rank and experience, based on accomplishments during an entire tour of duty.

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Normally, a soldier can receive only one "service" award per tour; however, if an individual completes a tour within USASSI, the individual is eligible for an award for each period of service. Acts or accomplishments already acknowledged in an achievement award will not be cited in a subsequent service award.

**4. RESPONSIBILITIES.**

**a. Training Support Battalion S1 and Directorate of Training Support (DOTS):**

- Provide Schools/Bn S1s with a 180 day loss roster of personnel on a monthly basis

**b. School Commandants/Commanders will: (See Appendix A and B)**

(1) Submit recommendations for awards (DA Form 638) for personnel assigned or attached to their organization in accordance with AR 600-8-22, CASCOM&FL Awards SOP and the USASSI SOP to ensure soldiers are recognized prior to their departure from the unit or immediately following the act for which an achievement award is generated.

(2) Obtain a Commander's Checklist from the Unit Commander (See Appendix D).

(3) Submit each award recommendation (DA Form 638) in a blue pocket folder with the awards routing sheet (See Appendix E) to the Secretary of the General Staff (USASSI Command Group) for further processing.

**c. Command Group (Secretary of the General Staff):**

(1) Track all incoming awards received and expeditiously process awards, routing enlisted personnel through the USASSI Command Sergeant Major, Deputy Commander and the Commanding General. Submission of awards for officers will be routed through the Deputy Commander and the Commanding General.

(2) Maintain orders log IAW AR 600-8-105 for awards approved by the Commanding General, USASSI.

**5. Submission Timelines.** Award recommendations should be submitted within established time frames to ensure timely recognition. A letter of lateness is required, signed by the Commandant, Director or Battalion Commander on any award submitted that will not be presented to a soldier prior to their departure from the unit.

**a. Awards approved by the Commander, U. S. Army Soldier Support Institute.**

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(1) Army Achievement Medal. No later than **30 day** prior to the desired presentation date or ending date whichever is earlier. Impact awards NLT 30 days after the ending date of the achievement.

(2) Army Commendation Medal. No later than **30 days** before rotation or desired date of presentation, whichever is earlier.

b. Awards approved by the Commander, U. S. Army Combined Arms Support Command.

(1) Meritorious Service Medal. No later than **65 days** before rotation or presentation date, whichever is earlier.

(2) Legion of Merit for Retirement. No later than **65 days** before rotation or presentation date, whichever is earlier. (include ORB and ERB)

c. Awards approved by Commander, Training and Doctrine Command

Legion of Merit for Permanent Change of Station. No later than **140 days** before rotation or presentation date, whichever is earlier. (include ORB, ERB and ¾ floppy disk containing narrative and citation) Provide a letter of recommendation for CG, USASSI and CG, USACASCOM to accompany the award recommendation.

d. Awards approved by the Chief of Staff of the Army

Distinguished Service Medal. No later than 180 days before rotation or presentation date, whichever is earlier. (include ORB, ERB and ¾ floppy disk containing narrative and citation) Provide a letter of recommendation for CG USASSI, CG, USACASCOM and CG, TRADOC to accompany the award recommendation.

e. Award recommendations for U.S. Air Force, U.S. Navy, and U.S. Marine Corps personnel. The same timeline for Army personnel applies to personnel of other services.

f. Only one decoration will be awarded to an individual for the same act, achievement, or period. Awards not submitted within the prescribed timelines will require a letter of lateness.

6. Civilian Awards (See Appendix A)

a. Meritorious Civilian Service Award

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(1) This award granted by the Secretary of the Army or a major commander, consist of a medal, lapel button, and citation certificate, DA Form 7015 (Meritorious Civilian Service Award). Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. A nomination should be submitted within six months after completion of the act or period to be cited.

(2) Eligibility will be determined by measuring contributions against the following example levels of achievement:

(a) Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement.

(b) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space and materials, or improved safety or health of the workforce.

(c) Achieved outstanding results in improving the morale and performance of employees.

(d) Exhibited unusual courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel.

(e) Rendering professional or public relations service of a unique or distinctive character.

**b. Superior Civilian Service Award**

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award). Any commander (major general and above) or civilian equivalent will grant the Commander's Award for Civilian Service.

(2) Nominations for this award will reflect superior service and achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. The nomination should be submitted within six months after completion of the act or period to be cited. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary awards, may be considered for this award.

c. Commander's Award for Civilian Service.

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service). Any commander (colonel and above) or civilian equivalent may approve this award. Nominations will reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award.

(2) Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary awards may be considered for this award.

(3) Eligibility will be determined by measuring contributions against the following example of level of achievement:

(a) Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(b) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense; or items that improved safety or health of the workplace.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(d) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

(e) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

d. Achievement Medal for Civilian Service

(1) This award consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service). It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.

(2) Any commander (lieutenant colonel and above) or civilian equivalent may approve this award.

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(3) A nomination normally covers either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

e. Certificate of Achievement

(1) The DA Form 2442 (Certificate of Achievement) may be granted by local commanders or other authorized individuals as honorary recognition for individual or group contributions.

(2) Eligibility will be determined by measuring contributions against the following example levels of achievement.

(a) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time space, or materials.

(b) Significantly improved employee morale and job performance

(c) Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

7. Quality award packets ensure soldiers and civilians receive the recognition they deserve. Therefore, all recommendations will be thorough, timely, and error free leaving no question regarding award delay. Award packets not meeting the criteria will be returned for re-submission. This MOI is effective beginning 1 March 2002.

8. Point of contact for this information is SFC Wright at 751-8004 or SPC Rettman at 751-8089.

5 Encls

1. APPENDIX A
2. APPENDIX B
3. APPENDIX C
4. APPENDIX D
5. APPENDIX E

  
DALE W. YARGA  
COL, GS  
Deputy Commander

**ATSG-DC**

**SUBJECT: U. S. Army Soldier Support Institute (USASSI) Memorandum of Instruction (MOI)  
– Award Processing Procedures**

**DISTRIBUTION:**

**Commandant, AGS**

**Commandant, FIS**

**Commandant, RRS**

**Commandant, NCOA**

**Commander, TSB**

**Commander, 369**

**Director, DOTS**

APPENDIX A  
AWARDS APPROVAL/DISAPPROVAL AUTHORITY

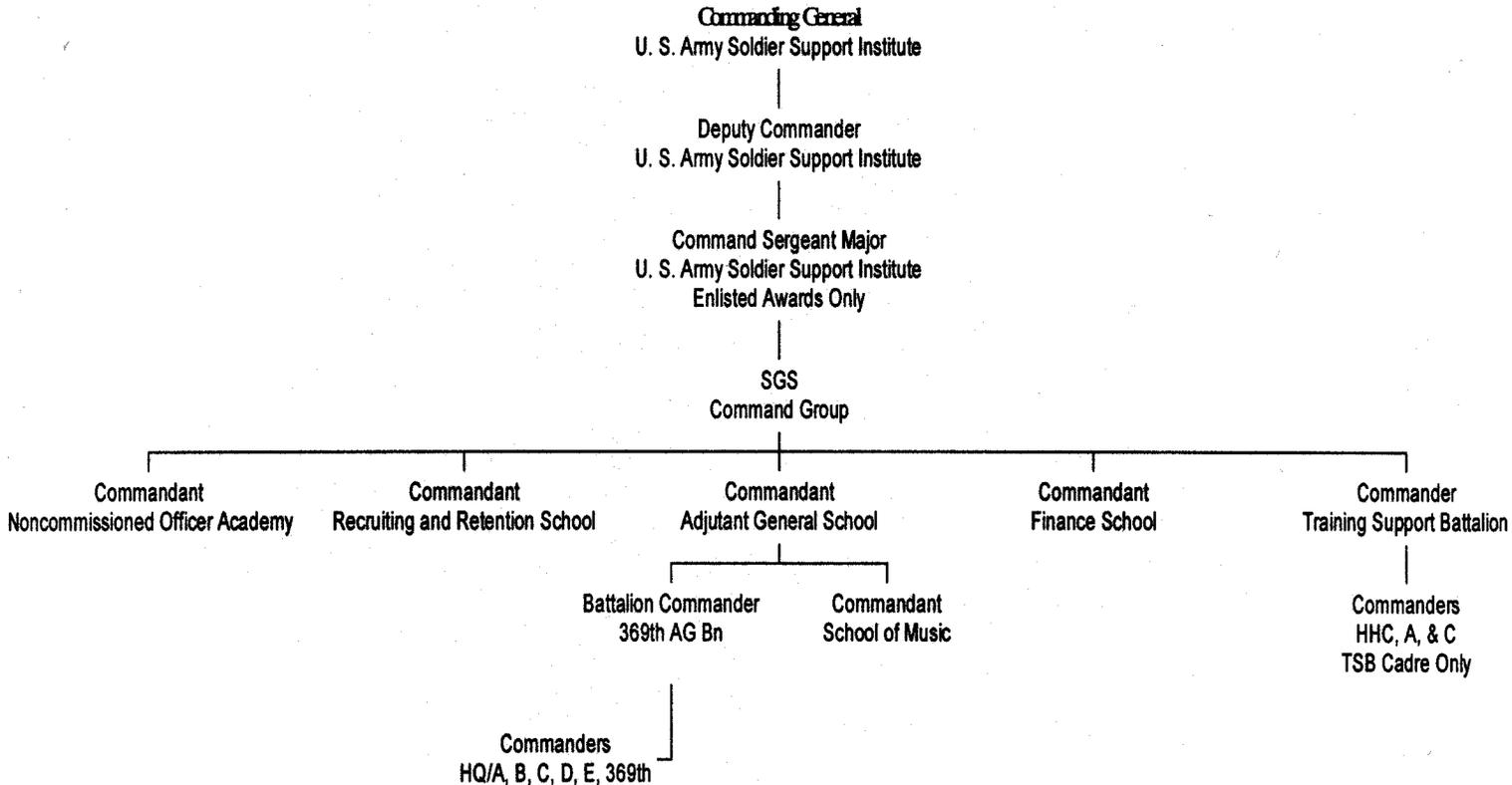
The Commander of	May approve/disapprove	May recommend disapproval
TRADOC	LOM (Ret) LOM (PSC), AAM, MOVSM	DSM & Higher awards
USACASCOM	MSM, ARCOM, AAM, LOM (Ret), MOVSM	LOM (PCS) & Higher
USASSI	*MSM, ARCOM, AAM MOVSM	LOM & Higher
369 <sup>th</sup>	AAM	ARCOM & Higher
TSB	AAM	ARCOM & Higher

\*Authority delegated in writing to downgrade/disapprove the award recommendation

CIVILIAN AWARDS

Civilian Award	Approval Level	Military Award	Approval Level
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM Commanders	Legion of Merit	Commanders LTC and above depending upon purpose of award and rank of recipient
Superior Civilian Service Award	Commanders MG and above and civilian equivalent	Meritorious Service Medal	Commanders MG and above
Commanders's Award for Civilian Service	Commanders COL and above and civilian equivalent	Army Commendation Medal	Commander COL and above
Achievement Medal for Civilian Service	Commanders LTC and above and civilian equivalent	Army Achievement Medal	Commander s LTC and above
Certificate of Achievement	Local Commanders may re-delegate to directors	Certificate of Achievement	Local Commanders

**APPENDIX B  
FLOW OF AWARDS SUBMISSION**



APPENDIX C  
INSTRUCTIONS FOR COMPLETION OF DA FORM 638  
FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS  
(CAN BE NEATLY HANDWRITTEN OR TYPED)

HEADING:

- Block 1: Commander with final approval authority
- Block 2: Unit recommending award.
- Block 3: Date recommendation initiated.

PART 1: SOLDIER DATA

- Block 4: Last Name, First Name, and Middle Initial.
- Block 5: Indicate rank, not grade (e.g., SGT).
- Block 6: Self-explanatory.
- Block 7: Enter the soldier's current unit address of assignment (e.g., HHC, TSB, Ft Jackson, SC 29207)
- Block 8: Indicate all previous awards as they appear on the DA Form 2-1 or ORB (e.g., MSM, ARCOM (1OLC) (indicates received two ARCOMs). Do not enter service or campaign medals.
- Block 9: Leave blank for U. S. Army soldiers. See Table 3-4, Step 8, AR 600-8-22.
- Block 10: Type of award to include # of Oak Leaf Clusters (e.g., MSM (1OLC) or ARCOM (2OLC).
- Block 11: Enter period covered by award.
- Block 12a: Indicate ACH, SVC, PCS, ETS or RET.
- Block 12b: Indicate if an interim award was given (if YES, include DA Form 638 of the interim award).
- Block 13: Self-explanatory.

PART 11: RECOMMENDER DATA

- Block 14: Last Name, First Name, Middle Initial of recommender
- Block 15: Enter recommender's current unit address of assignment
- Block 16: Enter recommender's current title/position.
- Block 17: Indicate rank, not grade.
- Block 18: Use this block to clarify.
- Block 19: Name in block 14, must sign original DA Form 638.

PART III: JUSTIFICATION AND CITATION DATA

- Block 20: For awards of the MSM, ARCOM, and AAM use bullet statements. List soldier's meritorious achievements or service. Four blocks provided. One or all blocks may be used. For recommendations of other awards a narrative justification is required and will be added as an addendum (enclosure) to the

DA Form 638.

APPENDIX C (CON'T)  
INSTRUCTIONS FOR COMPLETION OF DA FORM 638  
FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS

Block 21: The citation for awards of the MSM, ARCOM, and AAM are limited to **four** lines. Use only the space provided on the DA Form 638. All other awards are limited to nine lines and may be submitted on 8 1/2 x 11 inch bond paper. Awards of the DSM and above may be up to 19 lines. (NOTE: Actual certificates, for MSM, ARCOM, and AAM are limited to a maximum of four lines, except retirement awards, which may be six lines in length.

PART IV: RECOMMENDATIONS/APPROVAL/DISAPPROVAL

Block 22: School Operations or Personnel Administrative Center (PAC) certifies by signature that soldier is eligible to receive award.

Blocks 23-25: Intermediate Commanders/Commandants will make their recommendations/comments, sign, date and forward to the next level in the chain of command for recommendation or approval/disapproval. (See Appendix A & B)

Block 26: Final approval authority will indicate his/her decision and sign block 26h and date block 26c.

- If award is approved, forward DA Form 638 to the orders issuing authority. Orders issuing authority will make four copies of the DA Form 638. The original certificate and copy of DA form 638 will go into a green binder for presentation to the soldier. Send one copy of DA Form 638 to PSC for filing. Provide one copy of the DA Form 638 to unit for the soldier's PAC/unit file. File original copy of the DA Form 638 in awards orders file of Issuing headquarters.

- If award is disapproved (no award) make copies of the Form 638 for PSD records and return original through intermediate commander to unit PAC. The PAC will make copies for unit files, recommender and individual, and forward original to soldier's OMPF.

- If award is downgraded, complete Part V. Prepare award certificate as outlined in table 3-5, AR 600-8-22 for approval authority's signature. Send copy of the DA Form 638 for filing in the soldier's OMPF.

**APPENDIX C (CON'T)**  
**INSTRUCTIONS FOR COMPLETION OF DA FORM 638**  
**FOR ALL U.S. ARMY INDIVIDUAL DECORATIONS**

**PART V: ORDERS DATA**

**Block 27a: Enter orders issuing headquarters. (Secretary of the General Staff)**

**Block 27b: Enter permanent order number.**

**Block 28a: Enter name of orders approval authority.**

**Block 28b: Enter rank of orders approval authority.**

**Block 28c: Enter title/position of orders approval authority.**

**Block 28d: Orders approval authority will review part V for accuracy and sign block 28d. Use of signature stamp is authorized.**

**Block 29: Enter approved award (e.g., AAM, ARCOM(1OLC), MSM(2OLC).**

**Block 30: Enter date of order.**

**Block 31: Complete the distribution block as follows:**

**1 Copy - Soldier**

**1 Copy - OMPF (Only if downgraded or disapproved award)**

**1 Copy - MPRJ**

**1 Copy - Files**

# APPENDIX C (CON'T) EXAMPLE OF LOM, PCS

## RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO Commander, TRADOC Fort Lee, VA 23651	2. FROM Commandant, Adjutant General School Fort Jackson, SC 29207	3. DATE  30 Jan 02
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### PART I - SOLDIER DATA

4. NAME Doe, John D.	5. RANK  CSM	6. SSN  123-45-6789
7. ORGANIZATION Adjutant General School Fort Jackson, SC 29207	8. PREVIOUS AWARDS MSM(3 OLC), ARCOM(3 OLC), AAM(2 OLC)	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD  LOM	11. PERIOD OF AWARD a. FROM 2 MAR 99      b. TO 5 AUG 02
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET  PCS		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
12b. INTERIM AWARD IF YES, STATE AWARD GIVEN		
		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### PART II - RECOMMENDER DATA

14. NAME Mark John	15. ADDRESS Adjutant General School Fort Jackson, SC 29207	
16. TITLE/POSITION Deputy Commandant	17. RANK COL	
18. RELATIONSHIP TO AWARDEE Deputy Commandant	19. SIGNATURE	

### PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS ACHIEVEMENT #1  SEE ATTACHED NARRATIVE  (Narrative must be typed (double spaced) on a separate sheet of 8 1/2 x 11 plain bond paper and limited to one page) ACHIEVEMENT #2    ACHIEVEMENT #3    ACHIEVEMENT #4
21. PROPOSED CITATION  SEE ATTACHED CITATION   (Citation is limited to 9 lines on the certificate and must be typed on a separate 8 1/2 x 11 sheet of plain bond paper)

**APPENDIX C (CON'T)  
EXAMPLE OF LOM, PCS (PAGE 2)**

NAME Doe, John D.		SSN 123-45-6789	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO CDR, USASSI FT. JACKSON, SC 29207	b. FROM CDMT, AGS FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME JANE D. DOE		f. RANK COL	
g. TITLE/POSITION Commandant, AGS		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, USACASCOM FT. LEE, VA 23801	b. FROM CDR, USASSI FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME EDGAR E. STANTON III		f. RANK BG	
g. TITLE/POSITION Commanding General, USASSI		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO CDR, TRADOC FT. MONROE, VA 23651	b. FROM CDR, USACASCOM FT. LEE, VA 23801	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME BILLY K. SOLOMON		f. RANK LTG	
g. TITLE/POSITION Commanding General, USACASCOM		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ATBO-BPS	b. FROM CDR, TRADOC FT. MONROE, VA 23651	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME JOHN N. ABRAMS		f. RANK GEN	
g. TITLE/POSITION Commanding General, TRADOC		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ HQS, TRADOC FT. MONROE, VA 23651		27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-Soldier
28a. NAME OF ORDERS APPROVAL AUTHORITY JULIE TREGO MANTA		28b. RANK COL	1- MPRJ
28c. TITLE/POSITION ADJUTANT		29. APPROVED AWARD	1-OMPF
28d. SIGNATURE		30. DATE	1-Unit File

# APPENDIX C (CON'T) EXAMPLE OF LOM, RET

<b>RECOMMENDATION FOR AWARD</b>			
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER			
<b>For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.</b>			
1. TO Commander, TRADOC Fort Lee, VA 23651	2. FROM Commandant, Adjutant General School Fort Jackson, SC 29207	3. DATE  30 Jan 02	
<b>PART I - SOLDIER DATA</b>			
4. NAME Doe, John D.	5. RANK  CSM	6. SSN  123-45-6789	
7. ORGANIZATION Adjutant General School Fort Jackson, SC 29207	8. PREVIOUS AWARDS MSM(3 OLC), ARCOM(3 OLC), AAM(2 OLC)		
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD  LOM	11. PERIOD OF AWARD a. FROM 5 AUG 92      b. TO 5 AUG 02	
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET  RET		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12b. INTERIM AWARD      YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, STATE AWARD GIVEN			
<b>PART II - RECOMMENDER DATA</b>			
14. NAME Mark John	15. ADDRESS Adjutant General School Fort Jackson, SC 29207		
16. TITLE/POSITION Deputy Commandant	17. RANK COL		
18. RELATIONSHIP TO AWARDEE Deputy Commandant		19. SIGNATURE	
<b>PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)</b>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1			
SEE ATTACHED NARRATIVE			
(Narrative must be typed (double spaced) on a separate sheet of 8 1/2 x 11 plain bond paper and limited to one page)			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION			
SEE ATTACHED CITATION			
(Citation is limited to 9 lines on the certificate and must be typed on a separate 8 1/2 x 11 sheet of plain bond paper)			

**APPENDIX C (CON'T)**  
**EXAMPLE OF LOM, RET (PAGE 2)**

NAME Doe, John D.		SSN 123-45-6789	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO CDR, USASSI FT. JACKSON, SC 29207	b. FROM CMDT, AGS FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME JANE D. DOE		f. RANK COL	
g. TITLE/POSITION Commandant, AGS		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, USACASCOM FT. LEE, VA 23801	b. FROM CDR, USASSI FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME EDGAR E. STANTON III		f. RANK BG	
g. TITLE/POSITION Commanding General, USASSI		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority FT. LEE, VA 23801	b. FROM CDR, USACASCOM FT. LEE, VA 23801	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME BILLY K. SOLOMON		f. RANK LTG	
g. TITLE/POSITION Commanding General, USACASCOM		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ HQS, USACASCOM&FL FT. LEE, VA 23801		27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-Soldier 1- MPRJ 1-OMPF 1-Unit File
28a. NAME OF ORDERS APPROVAL AUTHORITY JARED A. SLOAN		28b. RANK CPT	
28c. TITLE/POSITION ADJUTANT		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

# APPENDIX C (CON'T) EXAMPLE OF MSM

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is DDCSPER			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22			
1. TO Commander, USA CASCOM & FL Fort Lee, VA 23801		2. FROM Commandant, Noncommissioned Officer Academy, Ft Jackson, SC 29207	
3. DATE 30 Jan 02			
PART I - SOLDIER DATA			
4. NAME Doe, John D.		5. RANK SFC	
		6. SSN 123-45-6789	
7. ORGANIZATION Noncommissioned Officer Academy Ft Jackson, SC 29207		8. PREVIOUS AWARDS MSM(1OLC), ARCOM, AAM(2OLC)	
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD MSM                      2OLC	
		11. PERIOD OF AWARD	
		a. FROM 20 Sep 00	b. TO 1 Mar 02
12. REASON FOR AWARD		13. POSTHUMOUS	
12a. INDICATE EACH SAC, PCS, ETS, OR RET  PCS		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	
		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PART II - RECOMMENDER DATA			
14. NAME Mark John		15. ADDRESS Noncommissioned Officer Academy Ft Jackson, SC 29207	
16. TITLE POSITION Commandant		17. RANK CSM	
18. RELATIONSHIP TO AWARD Supervisor		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA <i>(Use specific bullet examples of meritorious acts or service)</i>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 USE BULLET STATEMENTS			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION			
<b>LIMITED TO SIX LINES AND WILL BE RESTRICTED TO THE SPACE ALLOWED.</b>			

**APPENDIX C (CON'T)  
EXAMPLE OF MSM (PAGE 2)**

NAME Doe, John D.		SSN 123-45-6789	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR6009-22, and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO CDR, USA CASCOM & FL, FT LEE, VA 23801	b. FROM CDR, USA SSI FT JACKSON, SC 29207	c. DATE
d. RECOMMEND	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO	DOWNGRADE TO
e. NAME EDGAR E. STANTON III		f. RANK BG	
g. TITLE/POSITION Commanding General		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO	DOWNGRADE TO
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	UPGRADE TO	DOWNGRADE TO
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO AG AWARDS FT LEE, VA 23801	b. FROM Commander, USA CASCOM & FL FT LEE, VA 22801	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	RECOMMEND	UPGRADE TO	DOWNGRADE TO
e. NAME BILLY K. SOLOMON		f. RANK LTC	
g. TITLE/POSITION Commanding General		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ HQ5, USA CASCOM & FORT LEE FORT LEE, VA 23801		27b. PERMANENT ORDER NO	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY JARED A. SLOAN		28b. RANK CPT	1- Soldier
28c. TITLE/POSITION ADJUTANT GENERAL		29. APPROVED AWARD	1- MPRJ
28d. SIGNATURE		30. DATE	1- OMPF 1- Unit File

**APPENDIX C (CON'T)**  
**EXAMPLE OF ARCOM**  
**FOLLOW THE SAME FORMAT FOR AAM**

<b>RECOMMENDATION FOR AWARD</b>			
For use of this form, see AR6008-22; the proponent agency is CDCSPER			
For value/hardship/veritime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO Commander, U. S. Army Soldier Support Institute Fort Jackson, SC 29207		2. FROM Commander, HHC, Training Support Battalion Fort Jackson, SC 29207	
		3. DATE 30 Jan 02	
PART I - SOLDIER DATA			
4. NAME Doe, John D.		5. RANK SGT	6. SSN 123-45-6789
7. ORGANIZATION HHC, Training Support Battalion, Fort Jackson, SC 29207		8. PREVIOUS AWARDS MSM(1OLC), ARCOM, AAM(2OLC)	
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD ARCOM 1OLC	
		11. PERIOD OF AWARD a. FROM 20 Sep 00      b. TO 1 Mar 02	
12. REASON FOR AWARD 12a. INDICATE EACH SAC, PCS, ETS, OR RET		13. POSTHUMOUS	
ETS		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12b.1. INTERIM AWARD IF YES, STATE AWARD GIVEN		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
PART II - RECOMMENDER DATA			
14. NAME Mark John		15. ADDRESS HHC, Training Support Battalion Ft Jackson, SC 29207	
16. TITLE/POSITION 1SG	17. RANK 1SG		
18. RELATIONSHIP TO AWARD Supervisor		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS ACHIEVEMENT #1 USE BULLET STATEMENTS			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION  <b>LIMITED TO SIX LINES AND WILL BE RESTRICTED TO THE SPACE ALLOWED.</b>			

**APPENDIX C (CON'T)**  
**EXAMPLE OF ARCOM (PAGE 2)**  
**FOLLOW THE SAME FORMAT FOR AAM**

NAME Doe, John D.		SSN 123-45-6789	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO CDR, TSB FT. JACKSON, SC 29207	b. FROM CDR, HHC TSB FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME JANE D. WHITE		f. RANK	CPT
g. TITLE/POSITION Commander, HHC TSB		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, USASSI FT. JACKSON, SC 29207	b. FROM CDR, TSB FT. JACKSON, SC 29207	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME JIM K. SMITH		f. RANK	LTC
g. TITLE/POSITION Commander, TSB		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority FT. JACKSON, SC 29207	b. FROM CDR, USASSI FT. JACKSON, SC 29207	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND	UPGRADE TO:                      DOWNGRADE TO:
e. NAME EDGAR E. STANTON III		f. RANK	BG
g. TITLE/POSITION Commanding General		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ HQs, U.S. Army Soldier Support Institute FT. JACKSON, SC 29207		27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-SOLDIER 1-MPRJ 1-OMPF 1-UNIT FILE
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION ADJUTANT		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

APPENDIX D  
AWARDS CHECKLIST

AWARDS CHECKLIST

DATE: \_\_\_\_\_

This information pertains to an award recommendation on:

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ UNIT: \_\_\_\_\_

- |   | YES   | NO    | NA    |
|---|-------|-------|-------|
| 1. Is soldier in accordance with Standards of AR 600-9?<br>Height _____ Weight _____<br>Body Fat _____ Authorized _____ Age _____                               | _____ | _____ | _____ |
| 2. Has soldier passed the Army Physical Fitness Test within the last six month?<br>Score _____ Date _____ (if not with six month state reason)<br>Profile _____ | _____ | _____ | _____ |
| 3. Is soldier qualified/familiarized with weapon?<br>Date _____   | _____ | _____ | _____ |
| 4. Is the soldier flagged?<br>(if flagged state reason)<br>_____  | _____ | _____ | _____ |
| 5. Has the soldier had any derogatory incident(s) (letters of reprimand, DUI, Art 15, etc. within the award period?)  | _____ | _____ | _____ |
| 6. If the soldier on the installation check cashing suspension list?  | _____ | _____ | _____ |

Explain adverse entries in the remark section below:

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Commander's Signature

