



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATZT-CG (600-672)

14 NOV 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 32-01, Award Recognition Policy

1. References:

- a. Army Regulation 600-8-22, 25 Feb 95, Military Awards.
- b. United States Army Personnel Command message 131442Z Jan 96, subject: Delegation of Award Approval Authority for the Military Outstanding Service Medal (MOVSM).
- c. Army Regulation 672-20, 29 Jan 99, Incentive Awards and Fort Leonard Wood 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 establish policies and procedures for the U.S. Army Maneuver Support Center and Fort Leonard Wood Awards Programs.

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 Fort Leonard Wood or at appropriate intervals for civilian employees. In addition, commanders and supervisors are encouraged to consider all assigned personnel for an appropriate award commensurate with their accomplishments upon completion of an intra-installation assignment (e.g., drill sergeants when they come off the trail) and to forward a memorandum of continuity to the gaining commander. An exception may be granted to submit a recommendation for an award in lieu of a memorandum of continuity in those instances where a member has 3 or more years time on station at the time of an intra-installation assignment.

(1) The commander having award approval authority at enclosure 1 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 the 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.

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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:

<u>MILITARY AWARDS</u>	<u>INITIATE</u>	<u>SUBMIT TO MILITARY PERSONNEL OFFICE</u>
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 (U.S. Air Force 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 Services	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

<u>CIVILIAN AWARDS</u>	<u>INITIATE</u>	<u>SUBMIT TO CIVILIAN PERSONNEL ADVISORY CENTER</u>
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 Service	110 days prior to presentation	90 days prior to presentation

c. Memoranda explaining reason(s) for late submission will accompany late award recommendations. Memoranda on award recommendations requiring approval or recommendation by the Commanding General will be signed by the responsible commander, commandant, or director. Memoranda will be prepared by the company commander and addressed through intermediate commanders and commandants to Commander, U.S. Army Maneuver Support Center and Fort Leonard Wood, Fort Leonard Wood, Missouri 65473-5000. 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.

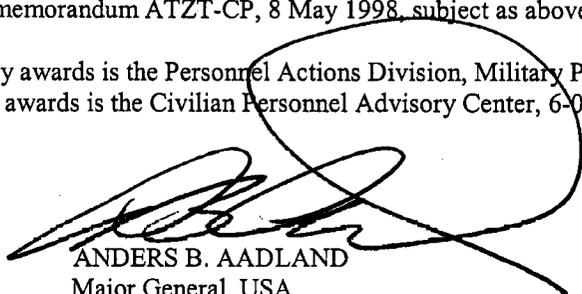
e. Award recommendations (other than those for Garrison Command and 3d Training Brigade) will be routed through Regimental Command Sergeants Major and Commandants.

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. SUPERSESSION. This policy supersedes memorandum ATZT-CP, 8 May 1998, subject as above.

6. PROPONENCY. The proponent for military awards is the Personnel Actions Division, Military Personnel Office, 6-1253. The proponent for civilian and spouse awards is the Civilian Personnel Advisory Center, 6-0927.

Encl



ANDERS B. AADLAND  
Major General, USA  
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,  
Detachments, Tenant Units, Directorates,  
and Personal Staff Offices

## DELEGATION OF AWARD APPROVING AUTHORITY (PEACETIME)

Commanders and Principal HQDA Agency Officials	May award	May publish orders	May disapprove/ downgrade
Chief of Staff, U.S. Army	Distinguished Service Medal and all lesser decorations to all U.S. Army personnel and personnel of other Services with the concurrence of their respective services	Distinguished Service Medal and all lesser decorations	Not Applicable
General	Legion of Merit (LOM) to U.S. Army, U.S. Navy, and U.S. Marine Corps personnel below brigadier general attached to their organizations and to U.S. Air Force personnel attached to their organizations, provided concurrence is obtained from U.S. Air Force; Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) to all U.S. Army personnel and U.S. Navy, Marine Corps, and Air Force personnel attached to their organizations	Legion of Merit, MSM, ARCOM, AAM	Distinguished Service Medal
Lieutenant General	Legion of Merit, MSM, ARCOM, AAM to U.S. Army personnel upon retirement or for posthumous awards (except general grade officer) and to U.S. Army personnel assigned and attached for duty	Legion of Merit, MSM, ARCOM, AAM	Distinguished Service Medal for Colonel and Below

**Commanders and  
Principal HQDA Agency  
Officials**

	<b>May award</b>	<b>May publish orders</b>	<b>May disapprove/ downgrade</b>
Major General	Meritorious Service Medal, ARCOM, AAM to U.S. Army personnel assigned and attached to their command or agency	Meritorious Service Medal, ARCOM, AAM	Legion of Merit for Colonel and below  NOTE: Major Army commanders and officials of principal HQDA agencies in the grade of Major General have authority to approve awards of the LOM to retiring and deceased persons, other than general officers, assigned to their commands or agencies.
Brigadier General	Army Commendation Medal and AAM to U.S. Army personnel assigned or attached to their command or agency	Army Commendation Medal and AAM	Not Applicable
Colonel	Army Commendation Medal and AAM	Army Commendation Medal and AAM	Not Applicable
Lieutenant Colonel	Army Achievement Medal	Army Achievement Medal	As Determined by Appropriate Commander
Colonel or Lieutenant Colonel	Good Conduct Medal	Not Applicable	Good Conduct Medal
Colonel or Lieutenant Colonel	Diver and Driver and Mechanic Badges	Diver and Driver and Mechanic Badges	Diver and Driver and Mechanic Badges
Lieutenant Colonel and Above	Military Outstanding Volunteer Service Medal	Not applicable	Military Outstanding Volunteer Service Medal