



DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
4325 JACKSON BOULEVARD
FORT JACKSON, SC 29207-5015

IMSE-JAC-HRM-O

30 AUG 2010

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum #16 – Military Awards Processing

1. Reference. AR 600-8-22, Military Awards, 11 December 2006
2. Purpose. To establish Fort Jackson's policy and guidelines for processing military awards. Basic procedures for processing military awards are outlined in AR 600-8-22 (Military Awards).
3. Policy.
 - a. The DA Form 638 (Recommendation for Award) will be used to initiate, process, and approve award recommendations of all U.S. Army individual decorations, to include valor and heroism. Award recommendation for the Meritorious Service Medal (MSM) and above must be submitted to the Directorate of Human Resources (DHR), Adjutant General (AG) Division, ATTN: Personnel Operations Work Center (POWC). An MSM recommendation must be submitted not later than 45 days, and a Legion of Merit (LOM) and above recommendation must be submitted not later than 60 days, from the requested presentation date.
 - b. Award recommendation must be based on the individual's manner of performance and level of responsibility. No Soldiers, including those completing drill sergeant duty, that are reassigned within the installation will be recommended for a permanent change of station award. In those cases, letters of continuity will be forwarded to the gaining unit.
 - c. Height and weight data, current age, maximum allowable weight (if Soldier does not meet screening weight table, include current body fat percentage as well as maximum body fat percentage), will be attached to each recommendation in memorandum format.
 - d. In accordance with AR 600-8-22, paragraph 3-5d, and TRADOC Supplement 1 to AR 600-8-22, brigade and equivalent commanders are delegated the authority to downgrade/disapprove the Meritorious Service Medal while approving a lower award. This delegation of authority is until such time as withdrawn in writing.

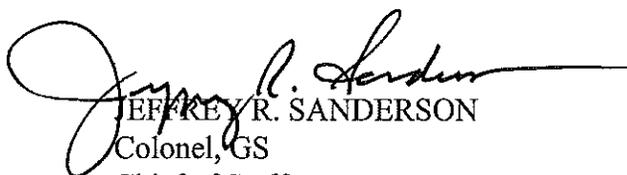
IMSE-JAC-HRM-O

SUBJECT: Fort Jackson Policy Memorandum #16 – Military Awards Processing Policy

4. Brigade or equivalent commanders are required to submit to POWC, AG Division, DHR, a quarterly awards report using DA Form 4612-R (Number and Types of Decorations Approved). This report is due not later than the 12th day of the month following the end of the quarter.

5. The proponent for this policy memorandum is the Personnel Operations Work Center, Adjutant General Division, Directorate of Human Resources, (803) 751-5763.

FOR THE COMMANDER:


JEFFREY R. SANDERSON
Colonel, GS
Chief of Staff