



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

AMSAC-RMH

21 April 2011

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 602.2 –
Military Awards

1. Reference Army Regulation 600-8-22, Military Awards.
2. This guidance establishes policy, criteria and administrative instructions concerning military awards. The goal of the Command's awards program is to foster mission accomplishments by recognizing excellence of all military service members and motivating them to high levels of performance and service.
3. Responsibilities.
 - a. I am delegating authority to maintain and oversee the Military Awards Program to the USASAC Deputy Chief of Staff (DCS), G1/8, Human Resources Division (HRD) (Military).
 - b. The Command's Sergeant Major will review all military awards.
 - c. The Chief of Staff is the reviewing official for all military awards that require the U.S. Army Materiel Command's (AMC) approval.
 - d. The USASAC DCS, G1/8, HRD (Military) will ensure the proper upkeep of award records at USASAC Command level is in place so that we can evaluate the Command's Military Award Program.
 - e. Nominating units will submit all military awards within the timeframes below:
 - (1) AMC approves the Legion of Merit and higher awards; therefore, submit these awards to USASAC DCS, G1/8, HRD (Military) 120 days prior to the recommended presentation date.
 - (2) USASAC Commanding General approves Meritorious Service Medals (MSMs); therefore, submit these awards to USASAC DCS, G1/8, HRD (Military) 90 days prior to the recommended presentation date.

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(3) The Commander (O-6 level) for Geographically Separated Units (GSUs) (i.e., U.S. Army Security Assistance Training Management Organization) approves and maintains Army Commendation Medals (ARCOMs) and Army Achievement Medals (AAMs) within his/her command or designated office. The GSU will submit a copy of approved awards to the USASAC DCS, G1/8, HRD (Military) upon their approval.

4. Procedures. Anyone with knowledge of the act, achievement or service can recommend a service member for an award and will:

a. Digitally submit DA Form 638, Recommendation for Award, through respective reviewing official, within the timeframes stated in paragraph 3.

b. Verify that personal information on Part I (Soldier Data) and Part II (Recommender Data) is correct. Remember, block 13 (proposed presentation date) will determine the timeframe for submission of the award.

c. Enter required achievements and proposed citation on Part III (Justification and Citation Data). Limit the description of achievement or meritorious service for MSM, ARCOM, and AAM awards to bullet format in the space allowed on the DA Form 638. All other awards will require narratives (limited to one double-spaced page) and a separate sheet for the recommended citation; add them as enclosures on DA Form 638, Recommendation for Award. You may award meritorious service awards upon retirement of a service member, which includes longer periods other than the period served in the Command; limit these to the last 10 years of service.

5. GSUs may supplement this policy accordingly and coordinate with the USASAC DCS, G1/8, HRD (Military).

6. This is a new policy memorandum.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding