

Decorations, Awards, and Honors

MILITARY AWARDS

1. PURPOSE.

This memorandum prescribes policies and procedures for administering the HQ FORSCOM Military Awards Program.

2. REFERENCE.

AR 672-5-1 with FORSCOM Supplement.

3. SCOPE.

The procedures outlined in this memorandum apply to this headquarters and units activities under the operational control of the general and special staff agencies identified in FORSCOM Reg 10-5.

4. POLICIES.

a. A HQ FORSCOM Military Awards Board will be appointed to make recommendations to the Commanding General on all recommendations for awards and decorations, except as noted in b below, received at this headquarters for military personnel. The board will be composed of three colonels and the Command Sergeant Major (to vote only on awards pertaining to enlisted personnel) as primary voting members and a recorder without vote. Four colonels and three sergeants major will be appointed as alternate members of the board. The board will be reconstituted every six months. At least one primary member will be held over from each board for continuity. A quorum of the membership must vote on each recommendation. The board members will meet weekly at a time and place designated by the President.

b. A HQ FORSCOM General Officer Military Awards Board will be appointed to make recommendations to the Commanding General on all recommendations for awards and decorations received at this headquarters for general officers. The board membership will include the DCSPER, DCSOPS, DCSLOG, and the Chief of Staff (President). A quorum of the membership must vote on each recommendation.

c. Chiefs of general and special staff agencies may approve and sign the FORSCOM Certificate of Achievement (HQ FORSCOM Form 219) for personnel assigned to their agencies. Criteria for award are meritorious achievement or service of a lesser degree than that required for the Army Achievement Medal. To qualify for the certificate, the specific achievement or cumulative acts should be of such magnitude as to place the recipient above his/her peers. The certificate is for headquarters use only (i.e., issued by HQ FORSCOM to HQ FORSCOM military personnel only). A memorandum announcing award of the Certificate of Achievement will be sent to Cdr, Ft McPherson, ATTN: AFZK-PA-AC. Certificates are available from the Publications Stockroom, Fort Gillem.

5. RESPONSIBILITIES.

a. Staff agency chiefs will:

(1) Submit Recommendations for Awards (DA Form 638) for officers in four copies; for enlisted personnel in five copies. All recommendations will include copies of DA Forms 2 and 2-1. Copies of reassignment, separation, or retirement orders, as appropriate, will also be attached to the recommendation, if available.

(2) Send award recommendations to the Adjutant General, ATTN: AFAG-PDA. Recommendations for enlisted personnel will be addressed through Company A, USAG.

(3) Send recommendations for award of the DSM to arrive at the Office of the Adjutant General at least 75 days before the desired presentation date; all other awards to arrive at least 45 days before the desired presentation date.

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b. Adjutant General will:

- (1) Process all recommendations for military awards and decorations received at this headquarters.
- (2) Publish orders announcing board membership.
- (3) Refer award recommendations to the appropriate board.
- (4) Refer board recommendations to the Command Group for decision.

(AFAG-PDA)

FOR THE COMMANDER:

OFFICIAL:

CHARLES P. GRAHAM
Major General, GS
Chief of Staff



RALPH T. CHURCHILL
Colonel, AGC
Adjutant General

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