



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS BATTALION
1ST INFANTRY DIVISION 8610 SUSTAINMENT DRIVE
FORT RILEY, KANSAS 66442

AFZN-HQP

5 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DHHB, 1st Infantry Division Awards SOP

1. References.

- a. AR 600-8-22, Military Awards, dated 11 December 2006
- b. AR 672-20, Incentive Awards, dated 29 January 1999
- c. AR 600-9, The Army Weight Control Program, dated 27 November 2006
- d. 1st Infantry Division Commanding General Memorandum, Delegation of Authority to Meritorious Service Medals, dated 1 April 2009.

2. Purpose. To prescribe procedures for completing all PCS, ETS, Good Conduct Medals, retirement, and civilian and military recognition awards for all Soldiers assigned, attached, or ADCON to DHHB.

3. Concept. IAW the following procedures and the enclosed example formats, the battalion will ensure accurate and timely processing of all PCS, ETS, Good Conduct Medals, retirement, and civilian and military recognition awards for all personnel identified to depart the DHHB, as well as, those who are identified as having had a significant impact on the success of the 1st Infantry Division's mission.

4. Processing Procedures.

a. Timeline. All awards must be submitted IAW the following timelines to ensure the accurate and timely processing prior to the proposed presentation date and subsequent departure dates, as applicable, for Soldier departing the battalion.

-AAMs: All AAMs must be submitted to the battalion S1 NLT 30 days prior to the proposed presentation date.

-ARCOMs: All ARCOMs must be submitted to the battalion S1 NLT 60 days prior to the proposed presentation date.

-MSMs: All MSMs must be submitted to the battalion S1 NLT 90 days prior to the proposed presentation date.

-LOMs: All Legion of Merits must be submitted to the battalion S1 NLT 170 days prior to the proposed presentation date.

-Civilian Recognition Awards: All civilian recognition awards must be submitted to battalion S1 NLT 60 days prior to the proposed presentation date.

b. Award Types and Requirements.

- 1) Army Achievement Medal (AAM): Must be submitted on a DA Form 638, through the appropriate command channels to the approval authority.
- 2) Army Commendation Medal (ARCOM): Must be submitted on a DA Form 638, through the appropriate command channels to the approval authority.
- 3) Meritorious Service Medal (MSM): Must be submitted on a DA Form 638, through the appropriate command channels to the approval authority.
- 4) Legion of Merit (LOM): Must be submitted in Narrative Format on a DA Form 638, through the appropriate command channels to the approval authority. Narrative must be no more than one page in length and must be double spaced.

5) **All military awards (including AAMs) require the following supporting documents for submission:**

- FR Form 27-E (Awards info sheet) for MSM and above only.
- ERB/ORB (S1 will print if required)
- DA FORM 705 (If not IAW AR 600-9, DA Form 5500/5501 must be submitted).
- Profile(s) if applicable.
- Soldiers updated weapons qualification record.
- Letter of lateness if applicable.
- Company Commander's justification memorandum in the absence of PT and Weapons card.

- 6) Civilian Recognition Awards: Must be submitted through the appropriate command channels to the approval authority. It is the intent of the Battalion Commander to recognize the outstanding contributions of our civilian spouses and volunteers who have given their time and talents in support of the Battalion.
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c. Award Approval/Disapproval Authorities

1) The LOM approval/disapproval authority is the FORSCOM Commanding General.

2) The MSM approval/disapproval authority is the 1st Infantry Division Commanding General. IAW reference d., the authority to downgrade award recommendations for MSMs has been delegated to COL-level Commanders. The only exception to this policy is MSM recommendations for retiring Soldiers, which will be forwarded to the Commanding General.

3) The ARCOM approval/disapproval authority is the 1st Sustainment Brigade Commander. IAW reference d., the authority to downgrade award recommendations for ARCOMs has been delegated to LTC-level Commanders. The only exception to this policy is ARCOM recommendations for retiring Soldiers, which will be forwarded to the Brigade Commander.

5. Coordinating Instructions.

a. Periods of service. IAW AR 600-8-22 Military Awards, only one decoration will be awarded to an individual or unit for the same act, achievement, or period of meritorious service. If a Soldier received an award for a period of service, to include a deployment, that period of service cannot be included in PCS or ETS award recommendations. Combat achievements or service cannot be included in peacetime award recommendations.

b. Soldiers who transitioned to DHHB, 1st ID, from other units located at Fort Riley or with DISCOM during their relocation from Germany, who did not receive a service award, should submit letters of continuity to their chain of command to assist with the awards recommendation process.

c. Awards that are not submitted IAW the timeline outlined in 4.a above must include a letter of lateness, signed by the Company Commander, detailing the circumstances involved.

d. Retirement awards must be submitted along with the individual Soldiers retirement packet. Retirement award packets should include the following: DA Form 638 with recommender and Company Commander's signature for approval, FR 27-E complete with Company Commander's signature, Updated PT and Weapons Card, DA Form 5500/5501 if any, Profile(s), Letter of Lateness if applicable, Justification memorandum in the absence of PT/Weapons Card. **Retirement awards should date back 10 years only from the retirement date. Deployments and wartime achievements/accomplishments cannot be stated in the achievement write-up.**

AFZN-HQ

SUBJECT: DHHB, 1st Infantry Division Awards SOP

e. Army Good Conduct Medal Reports (AAA-199) should be pulled and distributed to the Company Training rooms for Company Commanders for approval or disapproval by S1 on a monthly basis. In the event of a GCM disqualification, 2 memorandums must be submitted. The first memorandum is to the Soldier as notification and the second memorandum disqualifying the Soldier. These memorandums must be submitted to S1 and will be forwarded to the Soldier's OMPF for permanent filing in accordance with AR 600-8-22, paragraph 2-10.

f. DHHB, 1st ID, Battalion S1 is required to submit a copy of their Permanent Orders Log and DA Form 4612-R to the Brigade S1 NLT 72 hours prior to the first duty day of each month.

6. The point of contact is the undersigned at (785) _____ or
MSG (785) _____

16 Encls

- | | |
|--|--------------|
| 1. Example AAM | CPT, AG |
| 2. Example ARCOM | Battalion S1 |
| 3. Example MSM | |
| 4. Example LOM | |
| 5. FR 27-E (Awards information sheet) | |
| 6. FR 27-E for Retirement Awards | |
| 7. Memo for GCM notification | |
| 8. Memo for GMC disqualification | |
| 9. Preparation of DA Form 638 | |
| 10. List of Common/Reoccurring Errors | |
| 11. Commanders Award for Public Service Requirements | |
| 12. Commanders Award for Public Service DA Form 1256 | |
| 13. Example of Civilian Award Narrative | |
| 14. Example of Civilian Award Citation | |
| 15. Example of Permanent Orders Log | |
| 16. Example of DA Form 4612-R | |

Distribution:

OPS Co
HQ&SPT Co
I&S Co
SIG Co
1st ID Band

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

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

1. TO CDR, DHHB, 1st ID Fort Riley, Kansas 66442	2. FROM Commander, Ops Co, 1st ID Fort Riley, Kansas 66442	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) 	5. RANK SPC	6. SSN
7. ORGANIZATION Ops Co, 1st ID Fort Riley, Kansas 66442	8. PREVIOUS AWARDS AAM-1, ARCOM-1	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD AAM	11. PERIOD OF AWARD a. FROM 20090922 b. TO 20090927
12. REASON FOR AWARD		
12a. INDICATE REASON ACH	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20100820

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) 	15. ADDRESS Ops Co, 1st ID Fort Riley, Kansas 66442
16. TITLE/POSITION Platoon Sergeant	17. RANK SSG
18. RELATIONSHIP TO AWARDEE Platoon Sergeant	19. SIGNATURE

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

20. ACHIEVEMENTS
ACHIEVEMENT #1 SPC demonstrated excellent horsemanship during the 2009 National Cavalry Competition, Ft. Robinson Nebraska. He earned First place in Level I Field Jumping, second place in Horsemanship and third place in Mounted Saber and Pistol. His performance and dedication reflected the professionalism which is synonymous with the Commanding General's Mounted Color Guard at Fort Riley.
ACHIEVEMENT #2 SPC endurance and riding skills were instrumental in the unit's second place ranking in a team event, "Platoon Drill", earning accolades from BG Philip L. Bolte, USA, Ret. and Cavalry Association board member Rev. Paul H. Scholtz for performing one of the best platoon freestyle demonstrations they have ever seen.
ACHIEVEMENT #3 SPC spent more than 100 hours preparing equipment, grooming horses and conducting competition specific training in preparation for the 2009 National Cavalry Competition at Fort Robinson Nebraska. His dedication not only represented Fort Riley and the 1st Infantry Division as a serious competitor, but helped set the standard of conduct and professionalism for mounted ceremonial units throughout the Army.
ACHIEVEMENT #4

21. PROPOSED CITATION FOR EXCEPTIONALLY MERITORIOUS SERVICE DURING THE 2009 NATIONAL CAVALRY COMPETITION. THEIR ACCOMPLISHMENTS IN THE PREPARATION AND PERFORMANCE FOR THE COMPETITION GREATLY ENHANCED THE RESPECT OF THE 1ST INFANTRY DIVISION. THEIR ACTIONS ARE IN KEEPING WITH THE FINEST TRADITIONS OF THE COMMANDING GENERAL'S MOUNTED COLOR GUARD, THE DEFENDER BATTALION, AND THE UNITED STATES ARMY.

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
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 (YYYYMMDD)			
23. INTERMEDIATE AUTHORITY	a. TO CDR, DHHB, 1st ID Fort Riley, Kansas 66442	b. FROM CDR, Ops Co, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		f. RANK CPT	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM CDR, DHHB, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) Davis, James E.		f. RANK LTC	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ S1, DHHB, 1st ID Fort Riley, KS 66442		27b. PERMANENT ORDER NO.	
28a. NAME OF ORDERS APPROVAL AUTHORITY <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		28b. RANK CPT	
28c. TITLE/POSITION Adjutant		29. APPROVED AWARD AAM	
28d. SIGNATURE		30. DATE (YYYYMMDD)	
		31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

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

1. TO CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	2. FROM CDR, Ops Co, 1st ID Fort Riley, Kansas 66442	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION Ops Co, 1st ID Fort Riley, Kansas 66442	8. PREVIOUS AWARDS NO AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD ARCOM	11. PERIOD OF AWARD a. FROM b. TO
12. REASON FOR AWARD		
12a. INDICATE REASON PCS	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN <input type="checkbox"/> YES <input type="checkbox"/> NO	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
13. PROPOSED PRESENTATION DATE (YYYYMMDD)		

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial)	15. ADDRESS Ops Co, 1st ID Fort Riley, Kansas 66442
16. TITLE/POSITION	17. RANK
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE

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

20. ACHIEVEMENTS
ACHIEVEMENT #1
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4
21. PROPOSED CITATION

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
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 (YYYYMMDD)			
23. INTERMEDIATE AUTHORITY	a. TO CDR, DHHB, 1st ID Fort Riley, Kansas 66442	b. FROM CDR, Ops Co, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK CPT	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	b. FROM CDR, DHHB, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) Davis, James E.		f. RANK LTC	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK COL	
g. TITLE/POSITION Commanding		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ HQ's, 1st Sustainment Brigade Fort Riley, Kansas 66442		27b. PERMANENT ORDER NO.	
28a. NAME OF ORDERS APPROVAL AUTHORITY <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		28b. RANK MAJ	
28c. TITLE/POSITION Brigade Adjutant		29. APPROVED AWARD ARCOM	
28d. SIGNATURE		30. DATE (YYYYMMDD)	
		31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

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

1. TO Commander, 1st ID & Fort Riley Fort Riley, Kansas 66442	2. FROM Commander, Ops Co, 1st ID Fort Riley, Kansas 66442	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) [REDACTED]	5. RANK 1SG	6. SSN
7. ORGANIZATION Ops Co, 1st ID Fort Riley, Kansas 66442	8. PREVIOUS AWARDS AAM-7, ARCOM-5, MSM-3, BSM-1	
9. BRANCH OF SERVICE LEAVE BLANK	10. RECOMMENDED AWARD MSM 3OLC	11. PERIOD OF AWARD a. FROM 20001119 b. TO 20101118
12. REASON FOR AWARD		
12a. INDICATE REASON RET	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20100929

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) [REDACTED]	15. ADDRESS Ops Co, 1st ID Fort Riley, Kansas 66442
16. TITLE/POSITION Command Sergeant Major	17. RANK CSM
18. RELATIONSHIP TO AWARDEE Supervisor	19. SIGNATURE

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

20. ACHIEVEMENTS
ACHIEVEMENT #1 While assigned to A Battery, 1st Battalion 33rd Field Artillery, 1SG _____ served as a Platoon Sergeant. He was inducted into the prestigious Sergeant Morales Club and received the V Corps distinguished leader award. 1SG _____ also attended ANCOG and was selected as the Commandant's inspection award winner and Honor graduate. His attention to detail and rigid training standards resulted in the platoon competing and winning the Battalion Top Launcher and Best Ammo Crew competition.
ACHIEVEMENT #2 While assigned to 2 Battalion, 289th Field Artillery, 1SG _____ served as a Firing Platoon Observer Controller/Trainer and Battery NCOIC. Was selected to lead the Unit Assistors for 2-130th FA's preparation for deployment to Operation Iraqi Freedom II. Trained over 600 Soldiers while serving as the Convoy Live Fire Exercise NCOIC at Fort Sill, OK. 1SG _____ served as the Fort Polk, LA, Mobile Assistance Team Validation NCOIC for over 400 Soldiers from the 126th and 860th MP Companies deploying to Iraq.
ACHIEVEMENT #3 While assigned to 6th Battalion, 37th Field Artillery, Republic of Korea, 1SG _____ served as the Operations Sergeant for the battalion. 1SG _____ dedication resulted in having the best physical security program within the 2nd Infantry Division. While assigned to 2nd Battalion, 32nd Field Artillery 1SG _____ served as the Battalion Operations Sergeant and Bravo Battery First Sergeant. 1SG _____ coordinated the building of a Joint Security Station in central Baghdad and led the battery on numerous combat patrols through the AOR.
ACHIEVEMENT #4 1SG _____ activated Charlie Company, Warrior Transition Unit and transitioned over 80 Warriors in six months. 1SG _____ was routinely selected to serve as the Battalion CSM in his absence as the junior 1SG. While assigned to the Commanding General's Mounted Color Guard, 1SG _____ prepared to the unit to perform in over 300 ceremonial events. 1SG _____ increased personnel from 16 to 25 and developed an educational partnership with K-State University Animal Sciences Department for his Soldiers education.
21. PROPOSED CITATION FOR EXCEPTIONALLY MERITORIOUS SERVICE CAREER CULMINATING IN HIS ASSIGNMENT AS FIRST SERGEANT OF THE FIRST INFANTRY DIVISION'S COMMANDING GENERAL'S MOUNTED COLOR GUARD. 1SG _____ SELFLESS SERVICE AND DEDICATION TO DUTY, GREATLY ENHANCED THE PUBLIC RELATIONS OF THE 1ST INFANTRY DIVISION. HIS DEDICATION TO DUTY ARE IN KEEPING WITH THE FINEST TRADITIONS OF THE COMMANDING GENERAL'S MOUNTED COLOR GUARD, THE FIRST INFANTRY DIVISION, FORT RILEY, KANSAS, AND THE UNITED STATES ARMY.

NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		SSN <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
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 (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO CDR, DHHB, 1st ID Fort Riley, Kansas 66442	b. FROM CDR, Ops Co, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK CPT	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	b. FROM CDR, DHHB, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK LTC	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO CDR, 1st ID & Fort Riley Fort Riley, Kansas 66442	b. FROM CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK COL	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM CDR, 1st ID & Fort Riley Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		f. RANK MG	
g. TITLE/POSITION Commanding		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD MSM 3OLC		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

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

1. TO Commander, FORSCOM Fort McPherson, GA 30330	2. FROM Commander, Ops Co, 1st ID Fort Riley, Kansas 66442	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) <input type="text"/>	5. RANK 1SG	6. SSN 511-64-7860
7. ORGANIZATION Ops Co, 1st ID Fort Riley, Kansas 66442	8. PREVIOUS AWARDS AAM-7, ARCOM-5, MSM-3, BSM-1	
9. BRANCH OF SERVICE LEAVE BLANK	10. RECOMMENDED AWARD LM	11. PERIOD OF AWARD a. FROM 20001119 b. TO 20101118
12. REASON FOR AWARD		
12a. INDICATE REASON RET	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20100929

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) <input type="text"/>	15. ADDRESS Ops Co, 1st ID Fort Riley, Kansas 66442
16. TITLE/POSITION Command Sergeant Major	17. RANK CSM
18. RELATIONSHIP TO AWARDEE Supervisor	19. SIGNATURE

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

20. ACHIEVEMENTS
ACHIEVEMENT #1 Attached Narrative
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4
21. PROPOSED CITATION
Attached Citation

NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		SSN 511-64-7860	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
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 (YYYYMMDD)	
23. INTERMEDIATE AUTHORITY	a. TO CDR, DHHB, 1st ID Fort Riley, Kansas 66442	b. FROM CDR, Ops Co, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		f. RANK CPT	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	b. FROM CDR, DHHB, 1st ID Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		f. RANK LTC	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO CDR, 1st ID & Fort Riley Fort Riley, Kansas 66442	b. FROM CDR, 1st Sustainment BDE Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		f. RANK COL	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM CDR, FORSCOM Fort McPherson, GA 30330	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		f. RANK GEN	
g. TITLE/POSITION Commanding General		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD LM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

NAME Sutton, William J		SSN 511-64-7860	
ADDENDUM - INTERMEDIATE AUTHORITY			
25-A1. INTERMEDIATE AUTHORITY	a. TO CDR, FORSCOM Fort McPherson, GA 30330	b. FROM CDR, 1st ID & Fort Riley Fort Riley, Kansas 66442	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK MG	
g. TITLE/POSITION Commanding		h. SIGNATURE	
i. COMMENTS			
25-A2. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A3. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A4. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A5. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

NARRATIVE TO ACCOMPANY THE AWARD OF THE
LEGION OF MERIT
TO
CSM JOHN A. DOE

Command Sergeant Major John Doe has distinguished himself during his 30 years of service to this Nation. Throughout his career, he consistently demonstrated unparalleled professionalism, dedication, and personal courage that has left a lasting legacy through the thousands of Soldiers, noncommissioned officers, and officers that he has impacted. His conduct was a virtue of true leadership and excellence as a noncommissioned officer.

CSM Doe's legacy of leadership and service permeated the multiple levels of command and types of units, maintenance, support, and Sustainment, in which he served. As the Garrison Sergeant Major for Fort Lee, Virginia, CSM Doe was the Principal Advisor to the Garrison Commander on all matters pertaining to the quality of life for over 12,000 Soldiers and Family members of the Fort Lee community.

As the Regimental Maintenance Sergeant Major for the 67th Armored Cavalry Regiment, CSM Doe provided the Commander with detailed analysis and recommendations for materiel readiness within the Regiment. After being selected as the Joint Readiness Center Corps Support Battalion Command Sergeant Major, CSM Doe expertly led the 800-Soldier Battalion consisting of three Maintenance Companies, Aviation Company, a Headquarters Detachment, and a Medical Detachment.

As a testament to his commitment to excellence, CSM Doe was selected to serve as the 409th Base Support Battalion, the largest in USAREUR. The scope of his responsibility covered six military communities over 1,960 square miles, coordinating community support for tactical units in the 1st Armor Division and V Corps, and providing quality of life for over 17,000 Soldiers and Family members. His knowledge of garrison operations, competence, and get it done attitude led to the BSB being selected as a USAREUR Community of Excellence.

After successfully completing his assignment with the BSB, CSM Doe was selected as the 125th Forward Support Battalion Command Sergeant Major, Fort Riley, Kansas. He deployed to two National Training Center rotations and is an example of a Soldier's Soldier and an exemplary noncommissioned officer.

FOR DISTINGUISHING HIMSELF BY EXCEPTIONALLY MERITORIOUS CONDUCT IN PERFORMANCE AND ACHIEVEMENTS WHILE ASSIGNED TO SUCCESSIVE POSITIONS OF INCREASING RESPONSIBILITY OVER A 30-YEAR CAREER, CULMINATING WITH HIS ASSIGNMENT AS THE 125TH FORWARD SUPPORT BATTALION, 3RD BRIGADE COMBAT TEAM COMMAND SERGEANT MAJOR. THROUGHOUT HIS CAREER, CSM DOE DISPLAYED UNSURPASSED PROFESSIONALISM, LEADERSHIP, AND DEDICATION IN KEEPING WITH THE FINEST OF TRADITIONS OF MILITARY SERVICE. HIS DEDICATION TO DUTY AND EXEMPLARY PERFORMANCE REFLECT GREAT CREDIT UPON HIM, THE 1ST INFANTRY DIVISION, THE UNITED STATES ARMY FORCES COMMAND, AND THE UNITED STATES ARMY.

AWARDS COVER SHEET
1ST INFANTRY DIVISION & FORT RILEY

NAME _____ SSN 123-45-6789 DATE 14 March 2011

AGE 31 HEIGHT 72" WEIGHT 170 lbs

SOLDIER MEETS SCREENING TABLE IAW AR 600-9 YES ☒ NO ☒

APFT SCORE _____ DATE _____ PASS ☒ FAIL ☐ PROFILE ☐

WEAPONS QUALIFICATIONS SCORE _____ DATE _____ (COPY OF PROFILE)
*LOM OR ABOVE ONLY

DUTY POSITIONS HELD DURING PERIOD COVERED BY AWARD:

PREVIOUS AWARDS AT FORT RILEY:

UNFAVORABLE ACTIONS:

None

COMMANDER'S SIGNATURE _____, CPT, IN, Commanding

***ALL AWARDS MUST INCLUDE A COPY OF SOLDIERS 2A

SECTION II - FOR COMMAND GROUP USE ONLY

ADC (O)		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
ADC (M)		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
CHIEF OF STAFF		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
GARRISON CDR		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
DIVISION CSM		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____

In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 340-21, Privacy Act-protected personal information will not be disclosed to any individual outside the Department of Defense. This form will be safeguarded IAW paragraph 4-4, AR 340-21

Example for retirement awards only.*Duty Positions should cover 10 years back from retirement date.

AWARDS COVER SHEET
1ST INFANTRY DIVISION & FORT RILEY

NAME _____ SSN 123-45-6789 DATE 05 October 2011

AGE 38 HEIGHT 72" WEIGHT 185 lbs

SOLDIER MEETS SCREENING TABLE IAW AR 600-9 YES ☒ NO ☐

APFT SCORE 300 DATE 20 September 2011 PASS ☒ FAIL ☐ PROFILE ☐

WEAPONS QUALIFICATIONS SCORE 38 DATE 30 September 2011 (COPY OF PROFILE)
*LOM OR ABOVE ONLY

* DUTY POSITIONS HELD DURING PERIOD COVERED BY AWARD:
Senior Geospatial Engineer, Operations Sergeant, Drill Sergeant, Senior Topographic Sergeant,
Terrain Data Specialist, and Squad Leader.

PREVIOUS AWARDS AT FORT RILEY:
BRONZE STAR

UNFAVORABLE ACTIONS:
NONE

COMMANDER'S SIGNATURE _____

***ALL AWARDS MUST INCLUDE A COPY OF SOLDIERS 2A

SECTION II - FOR COMMAND GROUP USE ONLY

ADC (O)		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
ADC (M)		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
CHIEF OF STAFF		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
GARRISON CDR		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____
DIVISION CSM		RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>
DATE		
COMMENTS		DOWNGRADE <input type="checkbox"/> UPGRADE TO: _____

In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 340-21, Privacy Act-protected personal information will not be disclosed to any individual outside the Department of Defense. This form will be safeguarded IAW paragraph 4-4, AR 340-21

UNIT LETTERHEAD

(Ofc Symbol)

(Date)

MEMORANDUM FOR _ (Rank Last, First MI) _, _ (SSN) __, ____ (Unit) ____

SUBJECT: Disqualification for the Army Good Conduct Medal

1. Under the provisions of AR 600-8-22, it is my intention to disqualify you for award of the Good Conduct Medal for the period ____ thru _____. The reason(s) for disqualification is/are _____ (Rational Statement) _____.

2. In accordance with AR 600-37, paragraph 3-6, I am referring this action to you for information, acknowledgement and rebuttal opportunity.

a) I agree or disagree to the following statements below:

(1) ____ I am aware that I am not receiving a Good Conduct Medal for the date of ____ thru ____.

(2) ____ I have read the rationale statement written by my commander.

(3) ____ I am going to submit a statement on my behalf of my Disqualification for the Good Conduct Medal in accordance with AR 600-37, paragraph 3-4.

3. POC for this memorandum is ____ (Rank Name) ____ at ____ (PHONE #) ____.

Commanding

Soldier's Signature



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS BATTALION
1ST INFANTRY DIVISION 8610 SUSTAINMENT DRIVE
FORT RILEY, KANSAS 66442

UNIT OFFICE CODE

DATE

MEMORANDUM FOR Staff Sergeant John D. Doe, 123-45-6789, (Unit address)

SUBJECT: Disqualification of the Army Good Conduct Medal

1. You are disapproved for the award of the Army Good Conduct Medal for the period of Active Duty Service from (DATE) to (DATE) due to (AWOL, Article 15, Conviction by Court Martial, infractions of Army Values as noted on your counseling statements, etc).
2. Your new eligibility period begins immediately after the end date listed in paragraph 1 of this memorandum. The local record custodian will record this date in your Enlisted Record Brief.
3. A rebuttal in writing may be submitted no later than three working days for reconsideration of my decision. Failure to submit a rebuttal within the allowed time will finalize this action as stated.
4. This memorandum will be forwarded to your Official Military Personnel File for permanent filing in accordance with AR 600-8-22, paragraph 2-10.
5. Point of Contact for this memorandum is the undersigned at (Phone DSN or COM) XXX-XXXX.

I.M.INCHARGE
CPT, AD
Commanding

____ I have read and understand the unfavorable information presented against me and elect not to make a statement.

____ I have read and understand the unfavorable information presented against me and will submit my rebuttal by the established suspense date.

Date

Signature of Soldier

____ Soldier was unavailable for signature/refused to sign (Cdr initials)

PREPARATION OF DA FORM 638 (RECOMMENDATION FOR AWARD)

When submitting an award packet to the 1st Sustainment Brigade S-1, ensure that the following information is contained in the DA Form 638, Version 3.0, dated APR 2006 (all other forms are obsolete):

Block 1 – TO. Enter address of final approval authority.

Block 2 – FROM. Enter address of Soldier's immediate commander.

Block 3 – DATE. Will auto-fill as soon as the recommendation is completed and digitally signed.

Block 4 – NAME. Enter the name of the intended award recipient. **Must be Last name, First name, and Middle Initial.**

Block 5 – RANK. Enter three letter abbreviations for the rank of the intended award recipient.

Block 6 – SSN. Enter Social Security Number of the intended award recipient.

Block 7 – ORGANIZATION. Enter current unit address of intended award recipient.

Block 8 – PREVIOUS AWARDS. List all previous individual. If no awards, enter NO AWARDS. (Do not enter service awards or badges.) Also, make sure that the personal decorations listed here match what is on the Soldiers ERB or ORB.

Block 9 – BRANCH OF SERVICE. Enter the Soldier's branch of service **only** if Branch is other than Army, otherwise leave blank.

Block 10 – RECOMMENDED AWARD. Enter the recommended award to include oak leaf cluster. For example, ARCOM (3 OLC).

Block 11 – PERIOD OF AWARD. Enter the period covered of the proposed award. **If the award is for retirement, ensure that the TO and FROM dates cover the last 10 years ONLY! For example, orders state 30 Nov 09. From- 19991201 To- 20091130**

Block 12a – REASON FOR AWARD. Enter reason for award. For example, PCS, ETS, RET, SVC, ACH.

Block 12b – INTERIM AWARD. Check the box if an interim award was given and type of award.

Block 13 – POSTHUMOUS. Check yes or no for posthumous award.

Block 14 – NAME. Enter the last name, first name, and middle initial of the person who is recommending the award.

Block 15 – ADDRESS. Enter the unit address of the recommender in this block.

Block 16 – TITLE / POSITION. Enter the title of the person who is recommending the award.

Block 17 – RANK. Enter the rank of the recommender.

Block 18 – RELATIONSHIP TO THE AWARDEE. Enter the relationship that the recommender has to awardee. For example, Supervisor, Commander, NCOIC, etc.

Block 19 – SIGNATURE. **Recommender (only) must sign in this block.**

Block 20 – ACHIEVEMENTS. Enter the bullet statements to list the meritorious achievements or service, which justify the proposed award. A maximum of four (4) lines per item may be entered. A continuation sheet is not authorized. For retirement awards, go back only 10 years. **Peacetime awards can not contain information about wartime service or achievements.**

Block 21 – PROPOSED CITATION. MSM, ARCOM, and AAM are limited to six lines and will be restricted to the space allowed on the DA Form 638. All other awards are limited to nine lines. Awards of the DSM and above may be up to 19 lines.

Block 22, 22a, and 22b – PAC / Admin clerk will verify eligibility for award in accordance with AR 600-8-2 (Suspension of Favorable Actions) and 600-8-22 (Military Awards) and sign and date these blocks. PAC / Admin clerk will review the DA Form 638 for spelling, grammatical errors, format, and completeness and ensure the recommendation is IAW the regulation.

Block 23 – INTERMEDIATE AUTHORITY. Enter Name, Rank, Title / Position of immediate commander. Commander makes recommendation for approval, disapproval, upgrade or downgrade to include justifying comments, signatures, and date.

Block 24-25 – INTERMEDIATE AUTHORITY. Enter Name, Rank, Title / Position of each intermediate authority as applicable. Intermediate authorities will make recommendation or take final action as appropriate.

Block 26 – APPROVAL AUTHORITY. Enter Name, Rank, Title / Position of approval authority. Approval authority completes block 26(d) as appropriate.

Block 27-31 – ORDERS DATA. Orders issuing authority will complete this section.

List of Common / Recurring Errors

Some common or overlooked information that delays processing of award recommendations are:

1. DA Form 638. Must be the current APR 2006 form (Version 3.0).
2. Unauthorized Signatures. Submit assumption of command orders for any Intermediate Authority serving in that capacity during their Commander's absence. Name, rank, title and signature of the "Acting Commander" must be entered on DA Form 638. (Individuals cannot sign "for" the commander.)
3. Conflicting Information. The previous awards on DA Form 638 need to be the same as those listed on the Soldier's ERB / ORB.
4. Blocks 22a and 22b on DA Form 638. The PAC / Admin Clerk completes before submitting to the 1st Sustainment Brigade.
5. DATE Blocks. Every block for DATE must be typed, handwritten, or date-stamped.
6. Missing documentation. When award recommendations are submitted, any documentation that is not available (i.e. no APFT data, body fat worksheet, ERB or ORB) must have a memorandum stating the reason the documentation is not included with the award.
7. Spelling. DA Form 638 must be complete and correct. Check for spelling, grammatical errors, and format.
8. Block 20. Bullets must show how well the Soldier performed the job. Ensure that achievements are not for periods of service that the Soldier has already been awarded for. The one exception to this rule is for Retirement awards. Additionally, ensure that combat service or achievements are not included on peacetime award recommendations.
9. Checklist. Ensure that the Soldier's personal information is correct and up-to-date. Common mistakes on the checklist are as follows:
 - a. Outdated APFT results. The APFT results should be within six months of the date the award recommendation is received at the 1st Sustainment Brigade S1. If the APFT is out of tolerance IAW FM 21-20, administer a new APFT.

- b. Exceeds Height / Weight standards. Include body fat worksheet if Soldier's weight exceeds height / weight standard in accordance with AR 600-9.
- c. Weapons qualification must be current within the last 12 months of the date the award recommendation is received.

OUTSTANDING CIVILIAN SERVICE AWARD

The Secretary of the Army or MACOM Commander (FORSCOM) may award for outstanding service that makes a substantial contribution or is of significance to FORSCOM or the FORSCOM mission.

This award is an MSM level award (when approved by a MG) or LOM level award (when approved by a MACOM Commander) and is appropriate for individuals who provide support to units and/or the community over a sustained period in areas of responsibility that provide significant contributions and exceptionally meritorious service to the unit, soldiers and their families and/or the civilian community.

This award may be awarded to civilians not employed by the Army or Army contractors; Federal Government officials at the policy development level; and technical personnel who serve the Army in an advisory capacity or as consultants.

Reference AR 672-20, paragraph 9-3

This award consists of a bronze medal, lapel button and citation certificate.

The Approval Authority for this award is any Commander in the rank of Major General or above.

Nomination Recommendation:

1. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6 and 7 are required entries (see example).
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper provide a proposed citation (5-6 lines maximum).
4. Battalion and Brigade level commanders should provide endorsement via memorandum.
5. Return packet to the G1 Awards Section for processing.

COMMANDER'S AWARD FOR PUBLIC SERVICE

Awarded to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command or staff agency.

This award is an ARCOM level award and is appropriate for individuals who provide support to units and/or the community over a sustained period in areas of responsibility that provide significant contributions and meritorious service to the unit, soldiers and their families and/or the civilian community.

This award may be awarded to civilians not employed by the Army or Army contractors; Federal Government officials at the policy development level; or technical personnel who serve the Army in an advisory capacity or as consultants.

Reference AR 672-20, paragraph 9-4

This award consists of a bronze medal, lapel button and certificate.

The Approval Authority for this award is any O6 level Commander or above or a General Officer.

Nomination Recommendation:

1. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6 and 7 are required entries (see example).
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Battalion Commanders should provide endorsement (if applicable) via memorandum.
5. Return packet to the appropriate O6 Command level S1.

INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI Doe, Jane C.		2. SOCIAL SECURITY NO. 123-45-6789	3. ORGANIZATION (No abbreviations) insert military organization with which the volunteer is associated, or for which the volunteer service was preformed	
4. PRESENT POSITION, TITLE, GRADE AND SALARY Volunteer		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)		
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a. HONORARY		b. MONETARY		
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
MERITORIOUS CIVILIAN SERVICE AWARD		ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
SUPERIOR CIVILIAN SERVICE AWARD		CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD \$
<input checked="" type="checkbox"/> OTHER (Specify) Commander's Award for Public Service				ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) 06/00 - 01/01		TIME OFF AWARD		
7. NOMINATING OFFICIAL				
a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE	
Nominator		AREA CODE (785) 555-1234		

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)			
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO			
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER <input type="checkbox"/>			
COMPLETE FOR MONETARY AWARDS RECOMMENDED			
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Commander, O-6 or above Signature Block
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI	2. SOCIAL SECURITY NO.	3. ORGANIZATION (No abbreviations) COMMANDER 125TH FORWARD SUPPORT BATTALION FORT RILEY, KS 66442
---	------------------------	--

4. PRESENT POSITION, TITLE, GRADE AND SALARY 125th Forward Support Battalion FRG Leader	5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)
--	---

6. TYPE OF AWARD RECOMMENDED
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a. HONORARY	b. MONETARY
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE
MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE
SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT
<input checked="" type="checkbox"/> OTHER (Specify) Outstanding Civilian Service Award	ON-THE-SPOT CASH AWARD

c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR)	TIME OFF AWARD
---	----------------

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE 72 Rb 2006
-------------------------	--------------	---------------------	-----------------------

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO			
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL ☐ DISAPPROVAL ☐ OTHER ☐

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
-----------------------	-------------------------------	---------------------	---------------------------------

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

Dec 1996

NARRATIVE FOR

(CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE, COMMANDERS AWARD FOR PUBLIC SERVICE, OUTSTANDING CIVILIAN SERVICE AWARD *CHOOSE ONE)

Jane Doe has been an extremely active supporter of the Fort Riley military community over the last two years. Throughout this period, she has given extensively of her time and many talents to help make Fort Riley and our surrounding communities a much better place to live and work. Whether involved in community-wide activities, such as the Protestant Women of the Chapel (PWOC), or Legal Office activities, such as the OSJA FRG, Jane has consistently been a major contributor.

Mrs. Doe served as president of the Fort Riley PWOC during the past year, 2001-2002. As president, Jane oversaw the PWOC Board of Directors and various PWOC committees. She ensured that all PWOC operations and activities ran effectively, from publicity and hospitality to decorations and child care. Most importantly, Jane led PWOC by being a spiritual example and mentor to other women, reaching out especially to those women whose husbands were deployed. Under her tenure as president, during which she contributed hundreds and hundreds of volunteer hours, the PWOC grew in numbers and in outreach, and worked to benefit the spiritual growth of literally hundreds of women on Fort Riley.

In concert with the SJA's spouse, Jane worked to ensure the SJA office's FRG was operating smoothly and effectively. The OSJA had personnel deployed to Iraq up until January 2004. Additionally, we have been preparing to deploy additional legal personnel. Jane ensured that all Soldiers, spouses, and Family members were actively supported, encouraged, and connected on a continuing basis and especially while Soldiers were deployed. Possessing a special gift of hospitality, Jane hosted numerous social events for OSJA personnel and Family members and assisted and encouraged OSJA spouses to do the same. She took a very active role in all FRG events.

In addition to the chapel and PWOC activities mentioned above, Jane served as Children's Church Coordinator for the Main Post Chapel from November 2003 to May 2004. As CC Coordinator, she was responsible for the administration of workers and curriculum for the many 3-5 year olds who attended Children's Church. In addition to serving as the Coordinator, Jane personally worked in the Children's Church once a month. She also served as Hospitality Chair for PWOC from February 2001 until assuming duties as president.

Jane has been one of the many unsung heroes of the Fort Riley military community: Giving tremendously of her time and talents, sometimes in leadership positions, but often quietly behind the scenes, she leaves Fort Riley a much better place to live and work. She is very deserving of the (Certificate of Appreciation for Patriotic Civilian Service, Commanders Award for Public Service, Outstanding Civilian Service Award *Choose one).

CITATION FOR

(CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE, COMMANDERS
AWARD FOR PUBLIC SERVICE, OUTSTANDING CIVILIAN SERVICE AWARD *CHOOSE
ONE)

FOR HER LEADERSHIP AND PARTICIPATION IN MANY ACTIVITIES SUPPORTING THE
FORT RILEY MILITARY COMMUNITY. MRS. JANE DOE'S LEADERSHIP, VOLUNTEER
ATTITUDE, AND GIVING SPIRIT TO THE MAN ACTIVITIES SHE WAS INVOLVED IN
RESULTED IN A GREATER QUALITY OF LIFE FOR THE HUNDREDS OF SPOUSES,
FAMILY MEMBERS AND SOLDIERS SHE INFLUENCED IN THE 1ST SUSTAINMENT
BRIGADE. MRS. JANE DOE'S MANY CONTRIBUTIONS HAVE BEEN INVALUABLE TO
FORT RILEY, (INSERT AWARD ISSUING AUTHORITY I.E. 1ST SUSTAINMENT BRIGADE OR
1ST SUSTAINMENT BRIGADE), AND THE UNITED STATES ARMY.

NUMBER AND TYPES OF DECORATIONS APPROVED <small>For use of this form, see AR 600-8-22; the proponent agency is ODCSPER</small>										REQUIREMENT CONTROL SYMBOL CSGPA-1746					
1. TO Commander United States Total Army Personnel Command 200 Stovall Street ATTN: TAPC-PDA Alexandria, Virginia 22332-0471					2. FROM (Include ZIP Code) Commander DHHB, 1st ID ATTN: S1 Awards 8610 Sustainment Dr. Fort Riley, Kansas 66442					3. REPORTING PERIOD <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> FROM: <div style="text-align: center;">1 March 2011</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> TO: <div style="text-align: center;">31 March 2011</div> </div>					
NOTE: Service Awards include all awards for meritorious service made concurrent with PCS, ETS, or REFRAD, awarded posthumously and other periods of meritorious service. Meritorious service awards presented in conjunction with retirement should be reported only under retirement. (RET = Retirement; SVC = Service; ACH = Achievement)															
4. GRADE	5. LOM			6. MSM			7. ARCOM			8. AAM			9. TOTAL		
	RET	SVC	ACH	RET	SVC	ACH	RET	SVC	ACH	RET	SVC	ACH	RET	SVC	ACH
0-6															
0-5															
0-4															
0-3															
0-2															
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W-2															
W-1															
E-9															
E-8															
E-7															
E-6											2			2	
E-5											2			2	
E-4											4			4	
E-3															
E-2															
E-1															
10. TOTAL											8			8	
11. NAME, RANK AND TITLE							12. SIGNATURE					13. DATE <div style="text-align: center;">20110329</div>			

PERMANENT ORDERS LOG MAR

PO# 060-01 THROUGH PO # 073-20 NOT USED

SGT		DHHB	ACH	15-Mar	AAM	074-01
SSG		DHHB	ACH	15-Mar	AAM	074-02
SSG		DHHB	ACH	15-Mar	AAM	074-03

PO# 075-01 THROUGH PO # 080-20 NOT USED

SPC		DHHB	ACH	22-Mar	AAM	081-01
SGT		DHHB	ACH	22-Mar	AAM	081-02

PO# 082-01 THROUGH PO # 087-20 NOT USED

SPC		DHHB	ACH	29-Mar	AAM	088-01
SPC		DHHB	ACH	29-Mar	AAM	088-02
SPC		DHHB	ACH	29-Mar	AAM	088-03

PO# 089-01 THROUGH PO # 090-20 NOT USED