

**Army Regulation 672-11**

**Decorations, Awards, and Honors**

**Brigadier  
General  
Jeremiah P.  
Holland Award**

**Headquarters  
Department of the Army  
Washington, DC  
20 February 2013**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 672-11

Brigadier General Jeremiah P. Holland Award

This major revision, dated 20 February 2013--

- o Adds the method of "eligible total" for depicting numerical data (para 2-1a(3)).
- o Clarifies enclosures that are required for submission (para 3-2(c)).
- o Specifies that nomination documents should be submitted in a 1 1/2-inch binder (para 3-3a)
- o Specifies how a nominee's qualification scores should be formatted and removes the commander's options (paras 3-4e through 3-4h)
- o Adds a unit discipline document to the submission requirements (para 3-4l).
- o Adds a submission requirement documenting the initial command inspection and any subsequent command inspections (para 3-4n(1)).
- o Updates all enclosures (figs 3-1 through 3-11).
- o Makes administrative changes (throughout).


Decorations, Awards, and Honors

Brigadier General Jeremiah P. Holland Award

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
General, United States Army  
Chief of Staff

Official:

  
JOYCE E. MORROW  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policy and procedures for awarding the Brigadier General Jeremiah P. Holland Award to the most outstanding military police unit, company-size or smaller, in the U.S. Army.

**Applicability.** This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all military police units, company-size or smaller. Military police units include

those performing combat support, physical security, correctional supervision, maintenance of law and order, criminal investigation, or other military police duties.

**Proponent and exception authority.** The proponent of this regulation is the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army (DAPM–SM), 2800 Army Pentagon, Washington, DC 20310–2800.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army (DAPM–SM), 2800 Army Pentagon, Washington, DC 20310–2800.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 672–11, dated 22 December 2004.

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### **Glossary**

## **Chapter 1 Introduction**

### **1–1. Purpose**

This regulation prescribes policy and procedures for awarding the Brigadier General (BG) Jeremiah P. Holland Award each fiscal year to the most outstanding military police unit, company-size or smaller.

### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1–3. Explanation of abbreviations**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1–4. Responsibilities**

*a. Provost Marshal General.* The Provost Marshal General will—

(1) Convene a board of senior military police personnel at Headquarters, Department of the Army (HQDA) to consider nominations for the award.

(2) Approve the final selection and announce the award winner.

*b. Commanders of Army commands, Army service component commands, direct reporting units, Army National Guard/Army National Guard of the United States, U.S. Army Reserve, and field operating agencies.* Commanders of ACOMs, ASCCs, DRUs, ARNG/ARNGUS, USAR, and FOAs will select and forward their award nominations to HQDA.

*c. Provost marshals.* Provost marshals of eligible commands will review award nominations and make recommendations to the commander.

*d. Commanders.* Commanders of eligible military police units may submit nominations for the award per this regulation.

### **1–5. Award concept**

*a.* The BG Jeremiah P. Holland Award honors the most outstanding military police unit, company-size or smaller, each fiscal year.

*b.* After his retirement in 1969, BG Holland, a military police officer, sponsored this award to promote esprit de corps and professionalism in military police units throughout the Army (see fig 1–1).

Major General Karl W. Gustafson  
The Provost Marshal General  
Department of the Army  
Washington, D. C. 20314

Dear General Gustafson:

As a retired member of the Military Police Corps, I desire to establish a fund to be used to annually recognize an outstanding military police unit, company size or smaller.

The purpose of the award is to promote esprit de corps and provide recognition, on an annual basis, to that military police unit which has earned the right, by demonstrated outstanding performance, to be designated "The Best in the Military Police Corps." The award should be based on total accomplishments of the unit, encompassing every phase of activity bearing directly on mission accomplishment.

I hereby offer the amount of \$2,500.00 on condition that it be used to finance an award to be known as the Jeremiah P. Holland Award, preferably a metallic trophy of a design selected by The Provost Marshal General. I desire the trophy be presented to an outstanding military police unit according to criteria and appropriate means of selection determined by TPMG. It is my intention that the gift be invested, the trophy be purchased from the accrued interest and that interest accrued beyond the initial grant and not used to purchase the trophy be presented to the unit fund of the selected unit.

It is my desire that the award be presented on the anniversary date of the Military Police Corps, with the first award being made in 1970.

Your assistance in getting this project started in order to present the initial award as proposed will be greatly appreciated.

Sincerely yours,

JEREMIAH P. HOLLAND  
Brigadier General  
U.S. Army, Retired

Figure 1-1. Letter requesting a Brigadier General Jeremiah P. Holland Award

## **Chapter 2 Policy and Procedures**

### **2-1. Numerical data**

*a.* The three methods for depicting numerical data are—

(1) *Cumulative total.* This includes numerical data for current and former members who were assigned to the unit for all or part of the fiscal year, regardless of the length of their tenure with the unit. This method allows the unit to fully depict results of a particular program or achievement.

(2) *Representative total.* This includes numerical data only for those members assigned to the unit as of 30 September. This method recognizes that certain records are no longer maintained or available, when a member departs the organization.

(3) *Eligible total.* This includes numerical data for all members assigned to the unit for all, or part of, the entire fiscal year, regardless of the length of their tenure with the unit. This only applies to members that meet criteria as stated by this regulation. This method allows the unit to fully depict results of a particular program or achievement.

*b.* The method for depicting numerical data is specified for each descriptive data requirement. Once a particular method is used to depict numerical data for a specific enclosure, it will be used throughout that particular requirement.

### **2-2. Selection of the award winner**

Selection will be based on a unit's performance between the period of 1 October to 30 September, as measured by recorded accomplishments, achievements, and command programs that best exemplify the intent of the award's sponsor.

### **2-3. Nomination submission**

*a.* Each ACOM, ASCC, DRU, the ARNG/ARNGUS, the USAR, and FOAs may submit one award nomination each fiscal year.

*b.* Nominations will be sent to HQDA (DAPM-SM), Suite 1E596, 2800 Army Pentagon, Washington, DC 20310-2800, to arrive not later than 15 November.

*c.* Nominations will be prepared and assembled according to this regulation.

### **2-4. Announcement and presentation**

*a.* This award is authorized in accordance with AR 600-8-22.

*b.* The award winner will be announced not later than 15 December.

*c.* The selected unit's major commander will be notified of the arrangements for delivery and presentation of the award at a local ceremony.

*d.* The announcement and presentation ceremony will include coordination with command public affairs to facilitate maximum feasible internal and external media coverage and unit recognition.

*e.* The Office of the Provost Marshal General may use appropriated funds to purchase the unit trophy and coins as individual awards for the Soldiers assigned to the unit that receives the award.

## **Chapter 3 Format**

### **3-1. Formal memorandum**

Nominations will be submitted using a formal memorandum through the chain of command, with endorsements from the senior commander and provost marshal (if applicable) to HQDA (DAPM-SM), Suite 1E596, 2800 Army Pentagon, Washington, DC 20310-2800. A sample memorandum is shown in figure 3-1.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL (ARIMS number)

(date)

MEMORANDUM THRU (Appropriate commands)

FOR HQDA, Office of the Provost Marshal General, Attn: HQDA (DAPM-SM), 2800 Army  
Pentagon, Washington, DC 20310-2800

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add  
year)

1. The (name of unit) is nominated for the BG J.P. Holland Award for fiscal year (add year).
2. The following information is submitted for consideration:
  - a. Organization and key personnel (officer/senior noncommissioned officers in leadership/staff supervisory positions).
  - b. Mission (include both peacetime and wartime missions, as applicable).
  - c. Major functions (list functions).
  - d. Command relationship (list is in descending order from the major Army command to the unit)
  - e. Cumulative personnel strength total.
    - (1) Officer (number).
    - (2) Noncommissioned officer (number).
    - (3) Enlisted (number).
    - (4) Civilian (number).
  - f. Representative personnel strength total.
    - (1) Officer (number).
    - (2) Noncommissioned officer (number).
    - (3) Enlisted (number).
    - (4) Civilian (number).
  - g. Eligible personnel strength total.
    - (1) Noncommissioned officer (number).
    - (2) Enlisted (number).
3. Point of contact is (name and telephone number of person to be contacted).

Figure 3-1. Sample of a cover memorandum



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OFFICE SYMBOL (ARIMS number)  
SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (year)

(Signature Block)

13 Encls

1. MTOE or TDA
2. Training assessment
3. Weapons qualification
4. Physical fitness
5. Noncommissioned officer education
6. Military education
7. Civilian education
8. Reenlistment
9. Unit awards
10. Individual awards
11. Unit discipline
12. Foundations of excellence
13. External evaluations

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**Figure 3–1. Sample of a cover memorandum — continued**

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### **3–2. Descriptive data requirements**

*a.* Descriptive data requirements will be prepared on plain bond paper with the subject heading centered in the upper margin of the page. Ensure the Army Records Information Management System number is included at the start of each descriptive data requirement enclosure. If the descriptive data requirement has more than one paragraph, number the paragraphs consecutively. Use lower-case letters to identify subparagraphs. Double-space between paragraphs and subparagraphs.

*b.* If there is no information to report, the enclosure need only contain a page with the subject heading and a statement of that fact.

*c.* While there are specified enclosures, commanders may choose to add any additional enclosures deemed necessary to support their nomination. (See fig 3–1 for a detailed listing of enclosures.)

*d.* Commanders may include a narrative statement and supporting photographs to accompany each descriptive data requirement to highlight a noteworthy program or to complement or clarify data depicted.

### **3–3. Assembly**

*a.* Nominations will be prepared, tabbed, and assembled under the construction and packaging rules outlined in AR 25–50. A standard-issue, 1½-inch, three-ring binder will be used to assemble the nomination package. The board will not consider nomination packages unless constructed according to these rules.

*b.* Required data will be presented as tabbed enclosures (encl 1, encl 2, and so forth) to the formal memorandum.

*c.* Additional backup information (photographs, citations, newspaper clippings, and so forth) may be added and tabbed as secondary enclosures to the primary enclosure (for example, encl 1 to encl 3).

d. Nominations will also be submitted in an electronic format. The electronic media will be labeled with the unit name, software used to create the submission, and classification.

### 3-4. Format for descriptive data requirements

Each binder will include the formal memorandum with the following enclosures:

- a. *Formal memorandum.* Format guidance for the memorandum is in figure 3-1.
- b. *Enclosure 1 (Modified table of organization and equipment or table of distribution and allowances).* Include a copy of the unit's table of organization and equipment or table of distribution and allowances for fiscal year of competition.
- c. *Enclosure 2 (Training assessment).* Include a copy of the unit's mission-essential task list and mission-essential task list assessment, as applicable. Include a narrative statement addressing significant training accomplishments and events, including noteworthy examples of how the unit trains to sustain proficiency and mission performance.
- d. *Enclosure 3 (Weapons qualification).* Format guidance for enclosure 3, using representative totals, is provided in figure 3-2. (Separate data for handgun and rifle qualifications is mandatory; other weapons qualification data may be provided.)

---

Office Symbol (ARIMS number)  
SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, FY (year)

1. Number of Soldiers in representative population assigned those weapons.
2. Number and percentage not eligible for testing (explain numbers not eligible).
3. Number and percentage tested.
4. Number and percentage failing to qualify.
5. Number and percentage qualifying expert.
6. Number and percentage qualifying sharpshooter.
7. Number and percentage qualifying marksman.

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Figure 3-2. Sample of a weapons qualification enclosure

e. *Enclosure 4 (Physical fitness).* Format guidance for enclosure 4, using representative totals, is provided in figure 3-3.

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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Number of Soldiers in representative total.
2. Number and percentage not eligible for testing (explain numbers not eligible).
3. Number and percentage of Soldiers failing to meet weight standards.
4. Number and percentage tested or with a current test score.
5. Number and percentage passing.
6. Number and percentage failing.
7. Number and percentage with a score of 270 or higher and a minimum of 90 points in each event.
8. Average test score.
9. Narrative statement outlining the unit's physical fitness program.

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**Figure 3-3. Sample of a physical fitness enclosure**

*f. Enclosure 5 (Noncommissioned officer education).* Format guidance for enclosure 5, using cumulative totals, is provided in figure 3-4.

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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Number in the assessment population (SPC (P) – SGT (P) in cumulative population).
2. Number completing the Warrior Leader Course prior to assignment to the unit.
3. Number enrolled at the end of the fiscal year, or completing the Warrior Leader Course during their assignment to the unit.
4. Number and percentage of no-shows.
5. Number and percentage of eligible population not qualified to attend or failing to complete Warrior Leader Course (explain).
6. List of Soldiers who were presented awards during the course (distinguished honor graduate, honor graduate, leadership award, commandant's list, physical fitness award) during the assessed period.

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**Figure 3–4. Sample of a noncommissioned officer education enclosure**

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*g. Enclosure 6 (Military education).* Format guidance for enclosure 6, using representative totals, is provided in figure 3–5.

Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Number of individuals in the representative total.
2. Number enrolled at the end of the fiscal year or completing resident training courses (Military Working Dog Course, Military Police Investigator Course, Combat Life Saver, and so forth) during their assignment to the unit and during this fiscal year (List course title and number of individuals for each).
3. Number and percentage enrolled at the end of the fiscal year, or completing nonresident training correspondence courses during their assignment to the unit and during this fiscal year.
4. Use sample chart below for 2 & 3.

Course Title	Army or Local Requirement	Required	On-Hand (Completed)	Scheduled
Unit Movement Course	Army	1	1	0
Percentage		--	100%	0%
Law Enforcement Training	Army	140	130	10
Percentage		--	92.8%	7.2%

**Figure 3-5. Sample of a military education enclosure**

*h. Enclosure 7 (Civilian education).* Format guidance for enclosure 7, using representative totals, is provided in figure 3-6.

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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Number of individuals in the representative total.
2. Number with associate degrees.
3. Number with baccalaureate degrees.
4. Number with master's degrees.
5. Number enrolled in college-level courses while assigned to the unit and the number of semester hours completed.
6. Number of Soldiers with a general technical score of 99 or below.
7. Number of Soldiers enrolled in Functional Academic Skills Training.

**Figure 3–6. Sample of a civilian education enclosure**

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*i. Enclosure 8 (Reenlistment).* Format for enclosure 8, using eligible totals, is provided in figure 3–7.

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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Number of initial-termers eligible.
  - a. Overall objective.
  - b. Number of enlisted.
2. Number of midcareer eligible.
  - a. Overall objective.
  - b. Number of enlisted.
3. Number of careerists eligible.
  - a. Overall objective.
  - b. Number of enlisted.

**Figure 3-7. Sample of a reenlistment enclosure**

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*j. Enclosure 9 (Unit awards).* Format guidance for enclosure 9, reflecting each unit award (local and Service) received during this assessment period, is provided in figure 3-8.

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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, Fiscal Year (add year)

1. Type
  - a. Originating authority.
  - b. Approval authority.
  - c. Descriptive statement.
  
2. Type
  - a. Originating authority.
  - b. Approval authority.
  - c. Descriptive statement.

**Figure 3–8. Sample of a unit awards enclosure**

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*k. Enclosure 10 (Individual awards).* Format guidance for enclosure 10, reflecting cumulative totals of impact and achievement awards, is provided in figure 3–9. (Do not include permanent change of station, expiration term of service, or retirement awards.)



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Office Symbol (ARIMS number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, FY (*year*)

1. Awards originating in the unit.
    - a. First award (include the type, the reason for presentation, number of awards given to unit, and the originating authority).
    - b. Second award (include the type, the reason for presentation, number of awards given to unit, and the originating authority).
  2. Awards originating outside the unit.
    - a. First award (include the type, the reason for presentation, number of awards given to unit, and the originating authority).
    - b. Second award (include the type, the reason for presentation, number of awards given to unit, and the originating authority).
- 

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**Figure 3–9. Sample of an individual awards enclosure**

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*l. Enclosure 11 (Unit discipline).* Format guidance for enclosure 11, using cumulative totals, is provided in figure 3–10.

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Office Symbol (ARIMS Number)

SUBJECT: Nomination for the Brigadier General Jeremiah P. Holland Award, FY (*year*)

1. Number of individual in the cumulative total.
2. Number of flags imposed.
3. Number of bars to re-enlistment imposed.
4. Number of issued (summarized, company-grade, field grade, and general officer)  
Article 15s, UCMJ.
5. Number of administrative separations (type).
6. Number of court martials.

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**Figure 3–10. Sample of a unit discipline enclosure**

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*m. Enclosure 12 (Foundations of excellence).* Include activities, actions, and operations that exemplify a spirit of excellence; these can be quality of life improvements, safety record, community service involvement, Family readiness programs, unit morale and cohesion initiatives, innovations for improved efficiency and economy, initiatives in training, significant operational accomplishments, and demonstrated examples of individual pride and commitment.

*n. Enclosure 13 (External evaluations).*

(1) Include a copy of the initial command inspection and any subsequent command inspections. For more information, refer to AR 1–201.

(2) Other reports, evaluations, or assessments that pertain to unit performance, efficiency, or training may also be included at the commander's discretion.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 1–201**

Army Inspection Policy (Cited in para 3–4*n*(1).)

#### **AR 25–50**

Preparing and Managing Correspondence (Cited in para 3–3*a*.)

### **Section II Related Publications**

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–30**

The Army Publishing Program

#### **AR 600–8–22**

Military Awards

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD's Web site at <http://www.apd.army.mil/>.

#### **DA Form 11–2**

Internal Control Evaluation Certification

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B Internal Control Evaluation**

### **B–1. Function**

The function covered by this evaluation is the basic administration of the Brigadier General Jeremiah P. Holland Award.

### **B–2. Purpose**

The purpose of this evaluation is to assist leaders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These key internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

### **B–4. Test questions**

- a.* Are all military policy units (company-sized and below) afforded the opportunity to apply for this award?
- b.* Are the award criteria made available to all military police units?

*c.* Do the provost marshals of eligible commands review award nominations and make recommendations to their respective commanders?

*d.* Does the selection board convene annually?

*e.* Is the selection board composed of senior noncommissioned and commissioned officers?

*f.* Does the selection board use a quantitative evaluation process to equitably measure the nominee's recorded accomplishments, achievements, and command programs?

**B-5. Supersession**

Not applicable.

**B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Headquarters, Department of the Army, (DAPM-SM), 2800 Army Pentagon, Washington, DC 20310-2800.

## **Glossary**

### **Section I Abbreviations**

#### **ACOM**

Army command

#### **ARIMS**

Army Records Information Management System

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ASCC**

Army service component command

#### **BG**

brigadier general

#### **DRU**

direct reporting unit

#### **FOA**

field operating agency

#### **HQDA**

Headquarters, Department of the Army

#### **MTOE**

modified table of organization and equipment

#### **TDA**

table of distribution and allowances

#### **UCMJ**

Uniform Code of Military Justice

#### **USAR**

United States Army Reserve

### **Section II**

#### **Terms**

This section contains no entries.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

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