



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

**COMMAND POLICY
DHR-03**

IMWE-HOD-HRM-PAB

OCT 14 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Processing of Military Awards

1. REFERENCE. Army Regulation 600-8-22, Military Awards, 11 December 2006.
2. APPLICABILITY. This policy applies to all Fort Hood Units and personnel.
3. POLICY. The goal of the Army's Military Awards Program is to foster mission accomplishments by recognizing professional excellence and motivating Soldiers to high levels of performance and service.

a. Commanders will achieve the Army's goal by developing and maintaining a unit level Awards Program that achieves the following:

(1) Prompt and public recognition of achievements that significantly contributed to the readiness, effectiveness, morale and esprit de corps of a unit or organization. Failure to recognize a deserving Soldier prior to his/her departure is a leadership failure.

(2) Consistent and judicious association of a Soldier's level of responsibility and performance to the award. The degree to which a Soldier's achievement(s) enhanced the readiness or effectiveness of the unit or organization will be the predominant factor in determining the level of award.

(3) The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority.

(4) Commanders will recognize their departing Soldiers with an appropriate award and ceremony.

(5) If a commander decides a Soldier does not meet the criteria for an award, the Soldier will be counseled as to why no award is recommended.

b. There is no policy that prohibits appropriate awards for recognition solely because a Soldier is changing duty stations within an installation. Commanders possess the authority to decide whether a Soldier making an intra-post transfer will receive an award or letter of continuity.

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c. Military awards forwarded to the Commanding General, III Corps and Fort Hood for approval will arrive on time. These award recommendations will be submitted at least 30 days prior to the end date/desired presentation date. If higher headquarters approval is required, the recommendation will be submitted at least 90 days prior to the end date/desired presentation date. Awards submitted late will include a memorandum explaining the circumstances that precluded timely submission signed by the submitting commander.

d. Award recommendations will include the following information for Soldiers who have deployed within the last two years and are being recommended for an award. In Section 8 Previous Awards on the DA 638, annotate deployment awards in parenthesis, Combat Service Award, date of award, location, and type of award. Example: (Combat Service Award, 20091010, Iraq, ARCOM). If Soldier has not deployed within the last two years, annotate in the same Section (Combat Service Award: n/a). Units that use electronically generated award recommendations will provide the requested information on a memorandum or handwritten note.


e. Narrative descriptions of meritorious service or achievement for awards of the Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) will be limited to the space allowed on the DA Form 638. For awards of the Legion of Merit (LM) and above, a separate citation and one-page narrative are required. Retirement service awards may include periods of service longer than that served in the recommending command, but such periods are limited to the last ten years of service.

f. Award approval authorities may issue on-the-spot achievement awards (also known as "impact awards") when immediate recognition of a special act or accomplishment is warranted. As soon after the act or accomplishment as practical, the award will be processed according to normal administrative procedures to ensure the award is properly documented in official military records.

g. Commanders with award approval authority, reporting directly to the Commanding General, III Corps and Fort Hood, are delegated disapproval authority for the next higher award (to include downgrade) (AR 600-8-22, paragraph 3-5d).

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4. EXPIRATION. This Fort Hood Command Policy Memorandum will remain in effect until superseded or rescinded.



DONALD M. CAMPBELL, JR.
Lieutenant General, USA
Commanding

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IAW FH Form 1853: A