



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY # 44

SUBJECT: Military Awards Processing Procedures

1. **REFERENCE:** AR 600-8-22, Military Awards, dated 25 June 2015.
2. **APPLICABILITY:** This policy applies to all Garrison personnel.
3. **POLICY:** Provide command policy for compliance regarding the timeline and approval authorities for processing military award recommendations. It is essential we recognize the positive performance of our Soldiers.
4. **PURPOSE:** The goal of the Army Awards Program is to foster mission accomplishments by recognizing professional excellence and motivating Soldiers to high levels of performance and service.
 - a. Commanders and Directors will achieve the Army's goal by developing and maintaining a unit level Awards Program.
 - b. Prompt and public recognition of achievements that significantly contributed to the readiness, effectiveness, morale and esprit de corps of a unit or organization.
5. **RESPONSIBILITIES:** All Commanders and Directors will ensure each Soldier is presented his/her award in an appropriate ceremony prior to departure.
6. **AWARD PROCESS:**
 - a. This HQ is the award approval authority for ARCOM, AAM and MOVSMs for Garrison personnel. All higher awards are forwarded to the Installation Management Command for further processing and approval IAW AR 600-8-22.
 - b. Award recommendations (DA Form 638) will be processed through the authority channels for review and signature with the exception of MOVSMs. MOVSMs will be processed in memorandum format. Once signed, submit to the Military Personnel Division (MPD) via email. The MPD will log and process the recommendation accordingly and submit to the Garrison Headquarters for final consideration.

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7. **TIMELINES:** The award submission timelines below establish guidelines to ensure there is adequate time to process and present the award:

- a. Legion of Merit (LOM): Minimum of 180 days prior to presentation date.
- b. Meritorious Service Medal (MSM): Minimum of 90 days prior to presentation date.
- c. Army Commendation Medal (ARCOM), Army Achievement Medal (AAM), and Military Outstanding Volunteer Service Medal (MOVSM): Minimum of 30 days prior to presentation date.
- d. A letter of lateness addressed to the approval authority is required for all recommendations that do not meet the established timelines.

8. **EXPIRATION:** This policy letter will remain in effect until rescinded or superseded.

9. **PROPONENT:** The Directorate of Human Resources is the proponent for this policy, at (845) 938-8452.


ANDREW S. HANSON
COL, SF
Commanding