



DEPARTMENT OF THE ARMY  
Headquarters, 5<sup>th</sup> Brigade, 4<sup>th</sup> Region (ROTC)  
2421 Dickman Road, Suite 80  
Fort Sam Houston, Texas 78234-5080

ATOD-E

13 September 2002

MEMORANDUM FOR All Apache Brigade Personnel

SUBJECT: Brigade Policy Memorandum 6 – Awards

1. References:

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. Cadet Command Regulation 672-5-1, Decorations, Awards and Honors, 1 May 2002

2. It is essential that we recognize the positive performance of our cadre and cadets. Battalion commanders have Army Achievement Medal (AAM) authority and I will retain Army Commendation Medal (ARCOM) approval authority. This applies to corresponding civilian awards as well. Other options such as congratulatory letters, brigade coins and letters of appreciation are available at my level to recognize outstanding support or achievement. For these options, commanders will submit the recipient's title, name, address and a draft letter to my office sufficiently in advance to allow a timely presentation. Additionally, commanders should consider recognizing their civilians with honorary awards as an alternative to monetary awards.

2. Adhering to the brigade suspenses for awards will increase the chances of the award being returned by the presentation date. The presentation date will be typed or hand-written on the top right corner of the DA Form 638. Battalions will prepare the DA Form 638 for an AAM and certificate with signatures and fax both to brigade prior to receiving an orders number. Upon receipt of the orders number, the battalion will mail the original DA Form 638 for an AAM and a copy of the certificate to the brigade to be forwarded to the orders issuing authority. Suspenses for submitting higher awards are: ARCOM-75 days, MSM105 days, Legion of Merit (LOM)-195 days. Retirement awards should cover service the last ten years of service. The LOM must have a two page, double spaced narrative and the proposed citation that will appear on the DA Form 638 printed on a separate page. The written justification is extremely important to the awards board in determining whether the nominee truly deserves a LOM.

3. Department of the Army authorizes public service awards for civilians not employed by the Army or contracted by the Army. University officials and key civilian influencers can receive these awards for their contributions to ROTC. Refer to AR 672-20 for more information on these awards.

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4. In all cases, I want awards to be presented to departing individuals while they are still in the command. Short notice PCS or retirements may result in late awards submissions. In those cases, commanders need simply to call me directly for verbal approval, then follow up with the paperwork.



DAVID A. AHRENS  
COL, FA  
Commanding

CF:

5<sup>th</sup> Bde Battalion Commanders  
Each JROTC DAI and SAI  
Fourth Region HQ, ATOD-ZB