

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Memorandum
No. 672-5-1

2 August 1991

Decorations, Awards, and Honors
MILITARY AWARDS

1. PURPOSE. To assign responsibilities and prescribe procedures for processing recommendations for military decorations and awards. This memorandum is designed to be a desktop reference for preparing, submitting and processing the Recommendation for Award (For Other Than Valor) of Army Achievement Medal (AAM), Army Commendation Medal (ARCOM) and Meritorious Service Medal (MSM), DA Form 638-1. DA Form 638 (Recommendation for Award) will be used for all other awards.

2. REFERENCES.

- a. AR 310-10.
- b. AR 672-5-1 w/Interim Change No. I01

3. GENERAL. The military awards program provides for tangible recognition for specific outstanding achievement or service. Meritorious service is defined as a series of achievements. Achievements are defined as events or actions by soldiers which produce results over and above those of which satisfactory service is normally expected. Recognition may be a decoration, a Department of the Army Certificate of Achievement or a Memorandum of Commendation or Appreciation.

a. Criteria for the award of military decorations are set forth in AR 672-5-1. Military decorations recognize achievements which have significantly contributed to the readiness or effectiveness of a unit or organization or have made notable contribution to the morale or esprit de corps of units or organizations. Exceptional command or leadership of a crew, team, section, squad or similar unit may be considered meritorious achievement or service. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient. Rather, the award should reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of his or her organization will be the predominant factor.

b. No individual is automatically entitled to an award upon departure from an assignment. Awards presented in conjunction with a permanent change of station will be limited to exceptional cases. Certificates of Achievement and Memorandums of Commendation or Appreciation are appropriate means to recognize departing personnel.

c. For personnel transferring between offices or elements of Headquarters U.S. Army Garrison, a recommendation for an appropriate award for service may be prepared and forwarded to the gaining office or unit. When the recommended individual's service with the headquarters is terminated, the recommendation, if warranted, will be updated and submitted.

4. RESPONSIBILITIES

a. Directors, staff office chiefs, command sergeants major and separate unit commanders will ensure that proper recognition is given deserving individuals departing this headquarters either on retirement, permanent change of station or release from active duty. This does not imply that all departing personnel will be recommended for an award.

b. Each directorate/staff office or unit will establish internal procedures for the review of award recommendations, including content and administrative correctness.

5. TYPES OF AWARDS AND AWARDING AUTHORITY.

a. Figure 1 designates awards approval authority and submission time frames affecting commands assigned to Headquarters, U.S. Army Garrison.

b. Achievement awards are given to individuals for specific acts or accomplishments, normally in a relatively short time frame. These awards are also referred to as impact awards. Recommendations must show conclusively that an individual's achievement has made a significant impact on the organization's ability to accomplish its mission and should be limited to exceptional cases and tied to specific achievements. Receiving an impact award will not preclude an individual from receiving an award for meritorious service upon termination of an assignment. Recommendations for award for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by decorations.

(1) In an effort to recognize these outstanding achievements by a soldier in a timely manner, recommending officials (directors, activity chiefs, commanders) may contact the Commander/Garrison Manager, Headquarters, U.S. Army Garrison, directly with a proposal to award an impact ARCOM. If verbally approved, presentation of award may be made immediately. Likewise, this policy is in effect for the award of the AAM. Commanders having the authority to approve the AAM will implement this policy within their command.

(2) The establishment of the policy in 5b(1) above does not negate the requirement to submit DA Form 638-1 as required by AR 672-5-1. Certificate and orders will be forwarded to unit and soldier only after receipt of DA Form 638-1.

(3) DA Form 638-1 must be forwarded not later than five working days after verbal approval has been obtained.

6. PROCEDURES FOR PROCESSING OF RECOMMENDATIONS.

a. Recommendations for MSM, ARCOM and AAM will be submitted on DA Form 638-1 in original only.

b. All recommendations will be forwarded to immediate supervisor, unit commander or staff officer for further action. Commanders will contact the Provost Marshal Office for a local files check to determine if any derogatory information exists that would have any bearing on the award recommendation.

c. Positive action must be taken to ensure timely initiation of recommendations (para 5a above and Figure 1) so that final action can be taken prior to soldier's departure.

d. A sample DA Form 638-1, with instructions for completing the form, is at Figure 2.

7. PRESENTATION OF AWARDS.

a. Awards to military personnel will be presented by commanders or their representatives at an appropriate ceremony.

b. The Personnel Operations Branch, AG Division, is responsible for coordinating an award presentation by the Commander, U.S. Army Garrison, and ensuring that the award documents and decoration set, as applicable, are provided.

8. REPORTS.

a. Various narrative and statistical reports on equal opportunity require compilation of statistical data on the number and types of awards processed by rank, race, sex and service or achievement. To compile these reports, recommending officials will make a pencil entry in Item 10c, DA Form 638-1. Use the following race codes:

CODE	FOR
A	Anglo (not of Hispanic origin)
B	Black (not of Hispanic origin)
C	Hispanic
D	Native American
E	Asian
F	Other

b. Commanders having approval authority for the AAM and the ARCOM will complete FORSCOM Form 348-R. Submit completed forms to arrive at this headquarters for consolidation not later than two working days after the close of the report period. A separate form will be prepared for the ARCOM and AAM.

	MAY AWARD	TO	SUBMIT TO ARRIVE AT AG DIV NLT
CDR			
FORSCOM	LM, MSM, ARCOM, AAM	US Army personnel except retiring general grade officer.	90 days prior to desired date of presentation
Fifth USA	1. LM	U.S. Army personnel for retirement or for posthumous awards only (except general grade officer). See note 1	60 days prior to desired date of presentation
	2. MSM, ARCOM, AAM	U.S. Army personnel assigned and attached for duty to their command or agency. See note 1	60 days prior to desired date of presentation
USAG	ARCOM, AAM	U.S. Army personnel assigned and attached for duty to the command. See note 2.	45 days prior to desired date of presentation
Cdrs: Authorized in grade of 05 or higher	AAM, DA Cert of Achievement	U.S. Army personnel assigned and attached for duty to their command. See note 3	NA
Any supv	Memo of Commendation/Appreciation	U.S. Army personnel assigned and attached for duty to their command.	NA

Note 1 - When appropriate, recommendations for awards higher than the Army Commendation Medal will be forwarded to the Commander, Fifth U.S. Army, after completion of action by the Commander, U.S. Army Garrison.

Note 2 - The Commander, Fifth U.S. Army has delegated disapproval authority for MSM to the Cdr, U.S. Army Garrison.

Note 3 - Disapproval authority for the ARCOM has been delegated to these commanders.

Figure 1. Awards Approval Authority and Submission Time Frames

Completion instructions (by item)

- (1) TO. Enter the address of the approval authority in the "TO" block.
- (2) FROM. Enter the address of the immediate commander in the "FROM" block.
- (3) DATE. Enter the date in the "DATE" block.

Part A - Soldier Data

- (4) BRANCH OF SERVICE. Check the appropriate branch of service.
- (5) RECOMMENDED AWARD. Check the award being recommended and interim award if appropriate. Enter interim award being made. Indicate oak leaf cluster if applicable.
- (6) REASON. Check the reason for the award recommendation.
- (7) PERIOD OF AWARD. Enter period covered by award (example: 10 May 88 to 1 Nov 90).
- (8) POSTHUMOUS. Check "yes" or "no" for posthumous award.
- (9) PROPOSED PRESENTATION DATE. Enter the proposed presentation date in this block.
- (10a) NAME. Enter the soldier's last name, first name, and middle initial in this block.
- (10b) RANK. Enter the soldier's rank in this block.
- (10c) SSN. Enter the soldier's social security number in this block.
- (11) DUTY POSITION/TITLE. Enter the duty position held by the soldier at the time the act occurred in this block (example: Team Chief).
- (12) ORGANIZATION. Enter the soldier's current unit address of assignment in this block (example: 3d Bn, 19th Inf).
- (13) PREVIOUS AWARDS. Enter the type and number of previous awards soldier has been awarded in this block (example: AAM-2). Contact PSB for this data.
- (14) RECOMMENDER. Enter the name, title/position, signature, rank, and address of the recommender in this block.

Part B - Justification and Citation Data

- (15 - 18) ACHIEVEMENTS. Using bullet statements, list soldier's meritorious achievements or service. Four blocks are provided. One or all blocks may be used.

Figure 2. How To Fill Out DA Form 638-1

(19) PROPOSED CITATION. Complete the proposed citation using no more than ten lines. (Attach proposed citation to DA Form 638-1 on one sheet of paper)

Part C - Recommendations/Approval/Disapproval

(20) (a)TO, (b)FROM, (c)DATE. Recommendation is forwarded to immediate supervisor, unit commander, or staff officer for further action. Enter the "TO" and "FROM" addresses and "DATE" in these blocks.

(21) CERTIFICATION OF ELIGIBILITY DATA. Forward recommendation to PAC for verification of eligibility (flagging) data. If flagged, check AR 600-8-2 for award eligibility.

(21a & b) If eligible, verify by signature and date in these blocks and forward to AAM or next higher award approval authority as appropriate. If ineligible, return to recommender.

(22a,b, & c) AAM APPROVAL AUTHORITY. Enter the "TO", "FROM", and "DATE" blocks.

(22d) Commanders with lower awards approval authority will circle recommendation to approve, upgrade (enter award), downgrade (enter award), or disapprove.

(22e,f,g, & h) Enter name, title/position, signature, and rank. Recommendation is then forwarded to next higher approval authority.

(22i) Enter any comments.

-If award is approved, forward to the orders issuing authority.

-If disapproved (no award), make a copy of the DA Form 638-1 for PSC records and return the original through the intermediate commander (if any) to recommender. File in battalion (unit) awards files. Send original DA Form 638-1 for filing in soldier's OMPF.

-If downgraded, complete Part D-Orders Data. Prepare appropriate award and certificate for approval authority. Send copy of DA Form 638-1 for filing in soldier's OMPF.

-If approved, complete Part D-Orders Data.

(23) ARCOM APPROVAL AUTHORITY. Same as 22.

(24) MSM APPROVAL AUTHORITY. Same as 22

Part D-Orders Data

(25) Enter orders issuing headquarters.

(25a) Enter Permanent Order number.

Figure 2 (cont)

(25b) Enter date.

(26) Enter approved award (example: ARCOM 10LC).

(27a & b) Enter name and title/position of orders approval authority.

(27c) Signature is required in orders approval authority block (adjutant or commander designee). Use of signature stamp is authorized.

(27d) Enter rank of orders approval authority.

(28) Complete distribution block on bottom of DA Form 638-1 as follows:

- 1 Copy-Soldier
- 1 Copy-Bn PAC (or equivalent support section)
- 1 Copy-Military Personnel Division (MPD) or Personnel Service Company (PSC)
- 1 Copy-Orders file

Figure 2 (cont)

RECOMMENDATION FOR AWARD (For Other Than Valor) OF ARMY ACHIEVEMENT MEDAL (AAM), ARMY COMMENDATION MEDAL (ARCOM), AND MERITORIOUS SERVICE MEDAL (MSM) <small>For use of this form, see AR 672-5-1, the proponent agency is ODCSPER</small>		
1 TO <i>Cdr, 1st Bde 910, Ft Stewart, GA</i>	2 FROM <i>Cdr, Co A 2-15 Inf Bn Ft Stewart, GA</i>	3 DATE <i>1 Jul 90</i>
PART A - SOLDIER DATA		
4. BRANCH OF SERVICE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> USN <input type="checkbox"/> USAF <input type="checkbox"/> USMC <input type="checkbox"/> USCG		
5. RECOMMENDED AWARD <input type="checkbox"/> MSM <input checked="" type="checkbox"/> ARCOM <input type="checkbox"/> AAM <input checked="" type="checkbox"/> OLC/L <input type="checkbox"/> INTERIM		6. REASON <input type="checkbox"/> ACH <input type="checkbox"/> SVC <input checked="" type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RET
7. PERIOD OF AWARD a. FROM <i>15 Sep 87</i> b. TO <i>14 Sep 90</i>		8. POSTHUMOUS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. PROPOSED PRESENTATION DATE <i>1 Sep 90</i>		
10a. NAME (Last, First, Middle) <i>Doe, John B.</i>	10b. RANK <i>SSG</i>	10c. SSN <i>000-00-0000</i>
11. DUTY POSITION/TITLE <i>Squad Leader</i>	12. ORGANIZATION <i>Co A, 2-15 Inf Bn Ft Stewart, GA. 2222</i>	
13. PREVIOUS AWARDS <i>AAM-2, ARCOM-1</i>		
14. Recommender		
a. NAME <i>Jones, Robert P.</i>	b. TITLE/POSITION <i>P1T SGT</i>	c. ADDRESS <i>Co A, 2-15 Inf Bn Ft Stewart, GA 22222</i>
d. SIGNATURE <i>Robert P. Jones</i>	e. RANK <i>SFC</i>	
PART B - JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)		
15. ACHIEVEMENT #1 <i>Served as a Team Leader and Squad Leader at NTC both times his unit performed in excellent fashion.</i>		
16. ACHIEVEMENT #2 <i>Was selected to lead his squad during a live fire demo in Egypt - outstanding job.</i>		
17. ACHIEVEMENT #3 <i>Scored 91% on his SQT test.</i>		
18. ACHIEVEMENT #4 <i>Squad's average APFT score was 295.</i>		
19. PROPOSED CITATION <i>See attached citation</i>		

PART C - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
20. Immediate Supervisor/Unit Commander/Staff Officer Recommendation			
a. TO <i>Cdr, 2-15 Inf Bn 910, FT STEWART, GA</i>	b. FROM <i>Cdr, Co A 2-15 Inf Bn FT STEWART, GA</i>	c. DATE <i>4 Jul 90</i>	
d. Recommend: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL			
e. NAME <i>J. W. Hardcharger</i>	f. TITLE/POSITION <i>Co. Cdr</i>	g. SIGNATURE <i>J. W. Hardcharger</i>	
		h. RANK <i>CPT</i>	
i. COMMENTS <i>Outstanding NCO</i>			
21. Certification of Eligibility and Data			
I certify that this individual is eligible for an award in accordance with AR 600-8-2; and that the information contained in Part A is correct.		a. SIGNATURE <i>J. M. Pauley</i>	b. DATE <i>6 Jul 90</i>
22. AAM APPROVAL AUTHORITY			
a. TO <i>Cdr, 1st Bde 910, FT STEWART, GA</i>	b. FROM <i>Cdr, 2-15 Inf Bn 9th ID</i>	c. DATE <i>10 Jul 90</i>	
d. Recommend: <u>APPROVAL</u> UPGRADE TO DOWNGRADE TO DISAPPROVAL			
e. NAME <i>T. C. Hardecore</i>	f. TITLE/POSITION <i>Bn Cdr</i>	g. SIGNATURE <i>T. C. Hardecore</i>	
		h. RANK <i>LTC</i>	
i. COMMENTS <i>One of my best NCO's</i>			
23. ARCOM APPROVAL AUTHORITY			
a. TO <i>Orders Issuing Authority</i>	b. FROM <i>Bde Cdr 1st Bde</i>	c. DATE <i>1 Aug 90</i>	
d. Recommend: <u>APPROVAL</u> UPGRADE TO DOWNGRADE TO DISAPPROVAL			
e. NAME <i>T. H. Hard</i>	f. TITLE/POSITION <i>Bde Cdr</i>	g. SIGNATURE <i>T. H. Hard</i>	
		h. RANK <i>COL</i>	
i. COMMENTS			
24. MSM APPROVAL AUTHORITY			
a. TO	b. FROM	c. DATE	
d. APPROVED DOWNGRADE TO RECOMMEND UPGRADE TO DISAPPROVED			
e. NAME	f. TITLE/POSITION	g. SIGNATURE	
		h. RANK	
i. COMMENTS			
PART D - ORDERS DATA			
25. ORDERS ISSUING HQ <i>910 FT STEWART, GA. 22222</i>	25a. PERMANENT ORDER NUMBER <i>1-99</i>	26. APPROVED AWARD <i>ARCOM 10LL</i>	
		25b. DATE <i>1 Sep 90</i>	
27a. NAME OF ORDERS APPROVAL AUTHORITY <i>A. G. Admin</i>	27b. TITLE/POSITION <i>Adj</i>	28. DISTRIBUTION <i>1- Orders Set 1- MARJ 1- Individual 1- Unit</i>	
27c. SIGNATURE <i>A. G. Admin</i>	27d. RANK <i>CPT</i>		

Reverse, DA Form 638-1, Nov 90

Figure 2 (cont)

INMENT EXPENSE

The proponent of this memorandum is the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Garrison, Fort Sam Houston, ATTN: AFZG-PA-AO, Fort Sam Houston, TX 78234-5000.

FOR THE COMMANDER:



GEORGE A. FINLEY
Director of Information
Management

MICHAEL F. MERRILL
Deputy Director of
Information Management

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