

DEPARTMENT OF THE ARMY  
Army Medical Department Center and School  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6100

Memorandum  
No. 15-7

20 March 1995

Boards, Commissions, and Committees  
ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AWARDS BOARD

1. PURPOSE. This memorandum establishes the U.S. Army Medical Department Center and School (AMEDDC&S) Awards Board. This board will advise and make recommendations to the Commanding General on all matters pertaining to the recognition of meritorious service, outstanding performance of duty, and worthy acts of achievement by:

a. U.S. Army military personnel of the AMEDDC&S (for Military Outstanding Volunteer Service Medals and higher awards

b. Military personnel of other services and foreign soldiers at the AMEDDC&S (for Army Achievement Medal and higher awards).

2. MEMBERSHIP AND HOW APPOINTED. The Chief of Staff will chair the board, serve as President, and cast tie-breaking votes as necessary. The Commander, Center Brigade; Assistant Commander for Force Integration; and the AMEDDC&S Command Sergeant Major will be permanent voting members of the board. They may be represented by their appointed alternate if they cannot be present or vote their packet beforehand. Representation of the total AMEDDC&S population is accomplished by three rotating chairs: (a) Director of Personnel, Director of Logistics, Evaluation and Standardization Branch, Director of Operations; (b) Director of Information Management Directorate, Director of Combat and Doctrine Development, Chief Department of Training Development, and President, AMEDD Board; and (c) department chiefs of the Academy of Health Sciences as directed by the Dean. These members rotate on a quarterly basis and will be appointed by the Commander, Center Brigade. Two additional voting members will be appointed by name to provide female/minority representation. The AMEDDC&S Awards Clerk serves as recorder, without a vote.

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3. AFFIRMATIVE ACTION. In consonance with the AMEDDC&S Affirmative Action Plan, the board will include minority and female representation.
4. OFFICE OF RECORD. Center Brigade, ATTN: MCCS-AA
5. MINUTES. Minutes are prepared for each meeting to include:
  - a. List of all members/alternates present.
  - b. Summary of discussion of business.
  - c. List of recommendations to Commanding General
6. APPROVING AUTHORITY. Commanding General, AMEDDC&S.
7. DISTRIBUTION OF MINUTES. Commanding General, President of the Board, Awards Board Recorder, Office of Record.
8. SCHEDULE OF MEETING. The Awards Board will meet twice monthly and is subject to special call by the President.
9. AUTHORITY FOR APPOINTMENT. AR 672-5-1, Chapter 1, paragraph 1-5.

(MCCS-AA)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II  
COLONEL, MS  
Secretary of the General Staff

  
PAUL D. ANDERSON  
CPT, MS  
Adjutant General

DISTRIBUTION:  
Each Bd Mbr (1 ea)  
Awd Bd Rcdr (1 ea)