

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2355 Harney Road
Fort Sam Houston, Texas 78234-6110

Pamphlet
Number 672-1

30 June 1995

Decorations, Awards, and Honors
AMEDDC&S MILITARY AWARDS PROGRAM

1. **PURPOSE.** To assist in the preparation, submission, and processing of military award recommendations within the U.S. Medical Department Center and School (AMEDDC&S).

2. **REFERENCES**

- a. AR 600-8-105, Military Orders, 2 Oct 94.
- b. AR 600-8-2 Military Awards, 25 Feb 95
- c. AR 672-7 (C), Armed Forces Decoration and Foreign Military Personnel, 1 May 85.
- d. HSC Supplement 1 to AR 672-5-1, Military Awards, 1 Jun 90
- e. HSC Pam 672-1, Military Awards, 19 Mar 90.
- f. AMEDDC&S Memo 15-7, AMEDDC&S Awards Board, 20 Mar 95.
- g. DOD 1348.33-M, Manual of Military Decorations and Awards, Jun 93.

3. **SCOPE.** This pamphlet applies to all military personnel within the AMEDDC&S.

4. **GENERAL.** Awards may be given for either an achievement, to include heroic action, or for a period of service. Persons should be recognized when they have carried out an act above and beyond their normal scope of responsibility or have performed exceptionally well during their assignment to AMEDDC&S. All military personnel should be considered for an award for service upon permanent change of station (PCS), expiration term of service (ETS), or retirement. The Commander, AMEDDC&S, has established a policy that all approved awards will be presented prior to the individual's departure.

*This pamphlet supersedes AMEDDC&S Pam 672-1, 1 Nov 91.

5. **PROCEDURES.** Any individual having personal knowledge of an act, achievement, or service which merits recognition, under the provisions of AR 672-5-1, may submit a formal award recommendation through the chain of command. Individuals may not recommend themselves for an award.

a. Recommendations for the Military Outstanding Volunteer Service Medal, Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM), will be submitted on a DA Form 638-1.

b. Recommendations for the Legion of Merit Medal (LOM); awards for heroism, valor, and higher awards; are submitted on a DA Form 638.

c. Approving authority

(1) The AAM and Department of Army Certificates of Achievement are approved/disapproved at the battalion level. Processing procedures for recommendations of AAMs will be outlined in each battalion awards standing operating procedures (SOPs).

(2) The ARCOM and lesser awards are approved/disapproved at Brigade level. Processing procedures are outlined in the Center Brigade awards SOP.

(3) The Joint Service Achievement Medal (JSAM), MSM, and lesser awards are approved by Commander, AMEDDC&S. Processing procedures for MSMs are outlined in subparagraph 5g.

(4) The LOM for service or achievement is approved by Headquarters, Personnel Command (HQ, PERSCOM). Retirement LOM medals are approved by the Commander, U.S. Army Medical Command

(5) Army awards for foreign soldiers are approved by HQ, PERSCOM.

(6) Army awards for soldiers in other branches of service are approved by the Commander, AMEDDC&S. The soldier's branch must concur with the approval of the award before it may be issued.

(7) Joint service awards (excluding JSAM) must be approved by the Department of Defense.

d. Processing time frames.

(1) The Center Brigade awards clerk must receive recommendations for AAMs no later than (NLT) 30 days prior to the desired presentation date.

(2) The Center Brigade awards clerk must receive recommendations for ARCOMs NLT 60 days prior to the proposed presentation date.

(3) The Center Brigade awards clerk must receive recommendations for JSAMs and MSMS NLT 90 days prior to the desired presentation date.

(4) The Center Brigade awards clerk must receive recommendations for LOMs for retirement NLT 100 days prior to the desired presentation date. Recommendations for LOMs for service must be submitted to the Center Brigade awards clerk NLT 150 days prior to the desired date of presentation.

(5) Joint service awards (excluding JSAMs) and Army awards for soldiers in other branches of the service must reach Center Brigade NLT 150 days prior to the desired date of presentation.

(6) Award recommendations for allied military personnel may not be initiated earlier than 6 months before the ending date of service. Recommendations received more than 1 month after the ending date of service must include a memorandum of lateness.

e. Types of awards

(1) Impact awards. Impact awards recognize a specific act or achievement at the time it occurs. Impact awards may be approved at battalion and higher levels of command. Recommendations will be submitted through command channels to the appropriate approving authority. When impact awards are submitted for groups of soldiers for large projects, completed DA Forms 638-1 will be submitted for each individual soldier. These recommendations will be forwarded through the soldier's chain of command.

(2) Interim awards. Interim awards ensure a deserving act, achievement, or service recognition is promptly rewarded. The appropriate authority may approve a suitable interim award pending final action on a recommendation for a higher award. When a higher award is approved, the approving authority will revoke the interim award.

(3) Retirement awards. Each individual approaching retirement may be considered for an appropriate decoration based on his/her grade, years of service, degree of responsibility, and manner of performance. The period of the award will cover the last 10 years of service. Joint service awards for retirement can only include the period of time the soldier was assigned to the Department of Joint Medical Readiness Training (DJMRT).

Awards to foreign military personnel.

(a) Headquarters, Personnel Command is the approval authority for awards for allied military personnel. Awards received more than 6 months after the ending date of the service to be recognized will not be processed. Requests for exceptions to this policy will be considered only if unusual circumstances beyond simple administrative delay are involved.

(b) The criteria for foreign military personnel to receive an award are the same as for U.S. military personnel

(c) Complete DA Form 638. Enclose a typewritten biography on plain bond paper. Provide the full name, date, place of birth, resume, and any previous U.S. decorations. A completed statement of concurrence from both the U.S. Ambassador and the Defense Attache in the proposed awardee's country must be obtained. Enclose these to the DA Form 638.

(d) Prior to forwarding a recommendation ensure that information which could be embarrassing to the proposed awardee or his/her country is not included in the proposed citation.

Army awards to personnel of other services.

(a) Award nominations for Navy personnel are submitted through the Commander, Navy Detachment. The Navy Detachment will ensure the proposed awardee is eligible for the award and sign in block 21a. The Navy Detachment should then forward the award recommendation to the Commander, Center Brigade, ATTN: MCCS-AA.

(b) Award nominations for Air Force personnel will be submitted to the Commander, Air Force Element (AFELM). The AFELM will ensure the proposed awardee is eligible and signs in block 21a. The AFELM will then forward the award recommendation to the Commander, Center Brigade, ATTN: MCCS-AA.

(6) Award nominations for Reserve Component personnel. Award recommendations for reservist will be submitted through company and battalion commanders. Battalion awards clerks will forward the recommendation to the Commander, Center Brigade, ATTN: MCCS-AA.

f. Schools. The U.S. Army Medical Equipment and Optical School and the U.S. Army School of Aviation Medicine will process MSMs and above through the Center Brigade awards clerk for review by the AMEDDC&S Awards Board. The AMEDD NCO Academy will process AAMs and above through the awards clerk at the Center Brigade for review by the AMEDDC&S Awards Board.

g. Processing procedures for awards.

(1) Prepare DA Form 638-1 according to the example shown in Appendix A. Award recommendations will be submitted through the soldier's company commander and battalion commander. The battalion awards clerk will forward the recommendation to the Commander, Center Brigade, ATTN: M CCS-AA.

(2) Complete DA Form 638 for LOMs. A narrative description of the soldier's period of service to be recognized must be enclosed along with AMEDDC&S Form 966 and AMEDDC&S Form Letter 335. An endorsement routed through the company commander and battalion commander will be accepted in place of the AMEDDC&S Form 966, both are not needed. An example of the DA Form 638 is at Appendix B.

3) Guidance for filling out DA Forms 638 and 638-1

(a) Oak leaf clusters (OLCs) will be annotated as follows: AAM (1OLC), the number of the cluster must be followed by the letters OLC.

(b) Citations for retirement may be, but not exceed, 6 lines. Citations for PCS/Service/Achievement may be, but not exceed, 4 lines.

(c) Legion of Merit citations may be up to 9 lines double-spaced. All awards submitted on a DA Form 638 must include a narrative which must be double-spaced, 10/12 pitch, and not exceed one page.

(4) All joint service awards will be completed using the format shown at Appendix C.

(5) The Center Brigade awards clerk will log all award recommendations that are received and track their status until the award action is completed. The Center Brigade awards clerk will keep all battalion awards clerks informed of the status of awards originating from their battalions. Personnel may check with their battalion awards clerk for the status on any awards.

(6) The Center Brigade awards clerk will schedule all awards boards. Recommendations for awards must be received at least 10 working days prior to the desired board date. The composition of the AMEDDC&S Awards Board is listed in AMEDDC&S Memorandum 15-7.

(7) Upon completion of each awards board, the awards clerk at the Center Brigade will type the board minutes and forward them to the Commander, AMEDDC&S, for approval/disapproval.

(8) Upon approval of the minutes by the Commander, AMEDDC&S, the Center Brigade awards clerk will distribute the signed board minutes to battalion commanders and battalion awards clerks. The Center Brigade awards clerk will prepare the awards certificate and orders for presentation of all awards approved at this level.

(a) Approved awards will be signed for by battalion awards clerk and distributed to the appropriate unit commanders. Battalion awards clerks will be the only personnel authorized to sign for awards. They will be responsible for forwarding awards to soldiers who have departed the unit. All awards should be forwarded to departed soldiers NLT 48 hours after receiving them from the Brigade.

(b) The Center Brigade awards clerk is responsible for forwarding a copy of award certificates to the soldier's official military personnel file.

(c) The battalion Personnel Administration Center will ensure a copy of the award certificate is forwarded to the Personnel Service Center for filing in the local military personnel file.

(9) The Center Brigade awards clerk will maintain copies of the award citation, award order, and the processing paperwork of each award approved by the Brigade Commander and the AMEDDC&S Commander.

10) Military award certificates

(a) Battalion awards clerks will requisition, control and maintain award certificates for awards authorized for approval at the battalion level only.

(b) The DA Certificate of Achievement may be issued to recognize periods of faithful service, acts, or achievements which do not meet the standards required for other awards. Recommendations for the Army Certificate of Achievement will be submitted on a memorandum to the appropriate commander.

(c) The AMEDDC&S Certificate of Achievement (AMEDDC&S Form 672) may be requisitioned and used only at the command and directorate levels. These certificates may be issued to recognize periods of faithful service, acts, or achievements which do not meet the standards required for other awards.

**RECOMMENDATION FOR AWARD (For Other Than Valor) OF ARMY ACHIEVEMENT MEDAL (AAM),
ARMY COMMENDATION MEDAL (ARCOM), AND MERITORIOUS SERVICE MEDAL (MSM)**

For use of this form, see AR 672-5-1, the proponent agency is ODCSPER

1. TO Commander AMEDDC&S Fort Sam Houston, TX 78234		2. FROM Commander Company A, Academy Battalion Fort Sam Houston, TX 78234		3. DATE 19 Jun 95	
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 checked="" type="checkbox"/> MSM <input type="checkbox"/> ARCOM <input type="checkbox"/> AAM <input type="checkbox"/> OLC# <input type="checkbox"/> INTERIM			6. REASON <input type="checkbox"/> ACH <input checked="" type="checkbox"/> SVC <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RET		
7. PERIOD OF AWARD		8. POSTHUMOUS?		9. PROPOSED PRESENTATION DATE	
a. FROM 930616	b. TO 950901	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		31 Aug 95	
10a. NAME (Last, First, Middle) SNUFFY, Joe M.		10b. RANK SFC	10c. SSN 000-00-0000		
11. DUTY POSITION/TITLE Instructor/Writer		12. ORGANIZATION Company A, Academy Battalion Fort Sam Houston, TX 78234			
13. PREVIOUS AWARDS ARCOM, AAM(1OLC)					
14. Recommender					
a. NAME DOE, John E.		b. TITLE/POSITION Branch Chief		c. ADDRESS Company A Academy Battalion Fort Sam Houston, TX 78234	
d. SIGNATURE		e. RANK LTC			
PART B - JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)					
15. ACHIEVEMENT #1					
16. ACHIEVEMENT #2					
17. ACHIEVEMENT #3					
18. ACHIEVEMENT #4					
19. PROPOSED CITATION					

PART C - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

20. Immediate Supervisor/Unit Commander/Staff Officer Recommendation

a. TO	b. FROM	c. DATE
d. Recommend: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME	f. TITLE/POSITION	g. SIGNATURE
		h. RANK
i. COMMENTS		

21. Certification of Eligibility and Data

<i>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.</i>	a. SIGNATURE	b. DATE
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22. AAM APPROVAL AUTHORITY

a. TO	b. FROM	c. DATE
d. Recommend: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME	f. TITLE/POSITION	g. SIGNATURE
		h. RANK
i. COMMENTS		

23. ARCOM APPROVAL AUTHORITY

a. TO	b. FROM	c. DATE
d. Recommend: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME	f. TITLE/POSITION	g. SIGNATURE
		h. RANK
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	25a. PERMANENT ORDER NUMBER	26. APPROVED AWARD
	25b. DATE	
27a. NAME OF ORDERS APPROVAL AUTHORITY	27b. TITLE/POSITION	28. DISTRIBUTION
27c. SIGNATURE	27d. RANK	

SOLDIER'S NAME

THIS PAGE IS A TYPED WRITTEN BIOGRAPHY. IT MUST INCLUDE THE
SOLDIER'S FULL NAME, PLACE AND DATE OF BIRTH, AND A CURRENT
RESUME INCLUDING ALL PREVIOUS U.S. DECORATIONS

AMEDDC&S Pam 672-1

THIS PAGE MUST BE A MESSAGE OR LETTER OF CONCURRENCE FROM BOTH
THE AMERICAN DEFENSE ATTACHE' AND THE U.S AMBASSADOR IN THE
PROPOSED AWARDEE'S COUNTRY

RECOMMENDATION FOR AWARD		<input type="checkbox"/> HEROISM <input checked="" type="checkbox"/> MERITORIOUS ACHIEVEMENT OR SERVICE	
For use of this form, see AR 672-5-1; the proponent agency is MILPERCEN			
TO: (Include ZIP code) Commander Center Brigade ATTN: MCCS-AA	FROM: (Include ZIP code) Commander Company A Academy Battalion		
PART I - PERSONAL DATA			
1. LAST NAME - FIRST NAME - MIDDLE NAME Soldier's full name	2. SSN 000-00-0000	3. GRADE MSG	4. BRANCH/PMOS (EM) 91B50
5. ORGANIZATION AND STATION Soldier's Company Address			
6. RECOMMENDED AWARD (Include Oak Leaf Clusters) LOM (1OLC)		7. POSTHUMOUS AWARD: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
8. DESIRED DATE OF PRESENTATION		a. DATE AND PLACE OF DEATH	
9. WAS INTERIM AWARD MADE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AWARD: MSM		b. NAME, RELATIONSHIP AND ADDRESS OF NOK	
PART II - RECOMMENDATION FOR AWARD FOR ACHIEVEMENT OR SERVICE			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED 31 Mar 85 to 31 Mar 95		11. INCLUSIVE DATES OF ASSIGNMENT TO UNIT SHOWN IN ITEM 5. STATE REASON FOR END DATE (Retire, PCS, etc.) 1 Feb 90 to 31 Mar 95 (Ret)	
12. ALL PREVIOUS AWARDS TO INDIVIDUAL (Do not include interim award) LOM, MSM, ARCOM (2OLC)			
PART III - RECOMMENDATION FOR AWARD FOR HEROISM			
13. INCLUDE THE FOLLOWING INFORMATION ABOUT EYEWITNESSES ON A SEPARATE SHEET OF 8 x 10 1/2" BOND PAPER: a. Full name, b. SSN, c. Grade, d. Unit. STATE REASONS IF EYEWITNESS STATEMENTS ARE NOT ATTACHED.			
14. CONDITIONS UNDER WHICH ACT WAS PERFORMED			
a. LOCATION		b. TIME	c. DATE
d. UNIT MORALE, CASUALTIES, AND MISSION DURING TIME AND DATE(S) OF ACT(S)			
PART IV - PROPOSED CITATION			
15. DESCRIBE THE INDIVIDUAL'S PERFORMANCE IN THE SPACE PROVIDED BELOW. DO NOT USE A CONTINUATION SHEET EXCEPT FOR HEROISM AWARDS AND AWARD OF THE DISTINGUISHED SERVICE MEDAL. This citation must be in 10 or 12 pitch, double-spaced. It may not exceed 9 lines. For retirement awards, the total number of years must be annotated in the top left top left corner of the DA Form 638. Ensure that the ndates in the citation reflect the dates shown in block 10.			
PART V - OTHER INSTRUCTIONS AND AUTHENTICATION			
16. LIST ATTACHMENTS (authorized for heroism and DSM awards only). See Chapter 2, AR 672-5-1 for preparation.		17. RELATED POSITION OF PERSON INITIATING RECOMMENDATION TO PERSON BEING RECOMMENDED	
		18. TYPED NAME, GRADE, BRANCH AND TITLE OF PERSON INITIATING RECOMMENDATION	
19. IF APPROVED, FORWARD AWARD TO:		20. SIGNATURE	21. DATE

APPENDIX C

Office Symbol (672-5-1b)

Date

MEMORANDUM THRU

Commander, D Company, Academy Battalion (Army Only)

Commander, Academy Battalion (Army Only)

Senior Air Force Officer, DJMRT (Air Force Only)

Senior Naval Officer, DJMRT (Navy Only)

FOR Commander, AMEDDC&S

SUBJECT: Recommendation for award of the _____

1. Under the provisions of DOD 1348.33-M, the following service member is recommended for award of the _____

- a. Name, Grade, SSN, Branch
- b. Organization of assignment
- c. Grade and duty assignment at the time of act or service.
- d. Inclusive dates for which recommended
- e. Service member to be (reassigned to _____ on {date} (relieved from active duty on {date})).
- f. State desired presentation date
- g. Previous defense awards and inclusive dates. No other award for this action is pending, and no previous award has been made for the act or service described herein.

2. Enclosed is a narrative (Encl 1 and citation (Encl 2) describing the service performed.

2 Encls
as

SIGNATURE BLOCK OF RECOMMENDER

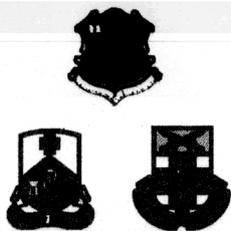
One-page narrative

Must be double-spaced in 10 or 12 pitch.

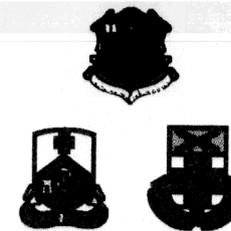
Dates do not have to be in the narrative
but if they are included, they must reflect
the dates in block 10 of the DA Form 638

CITATION

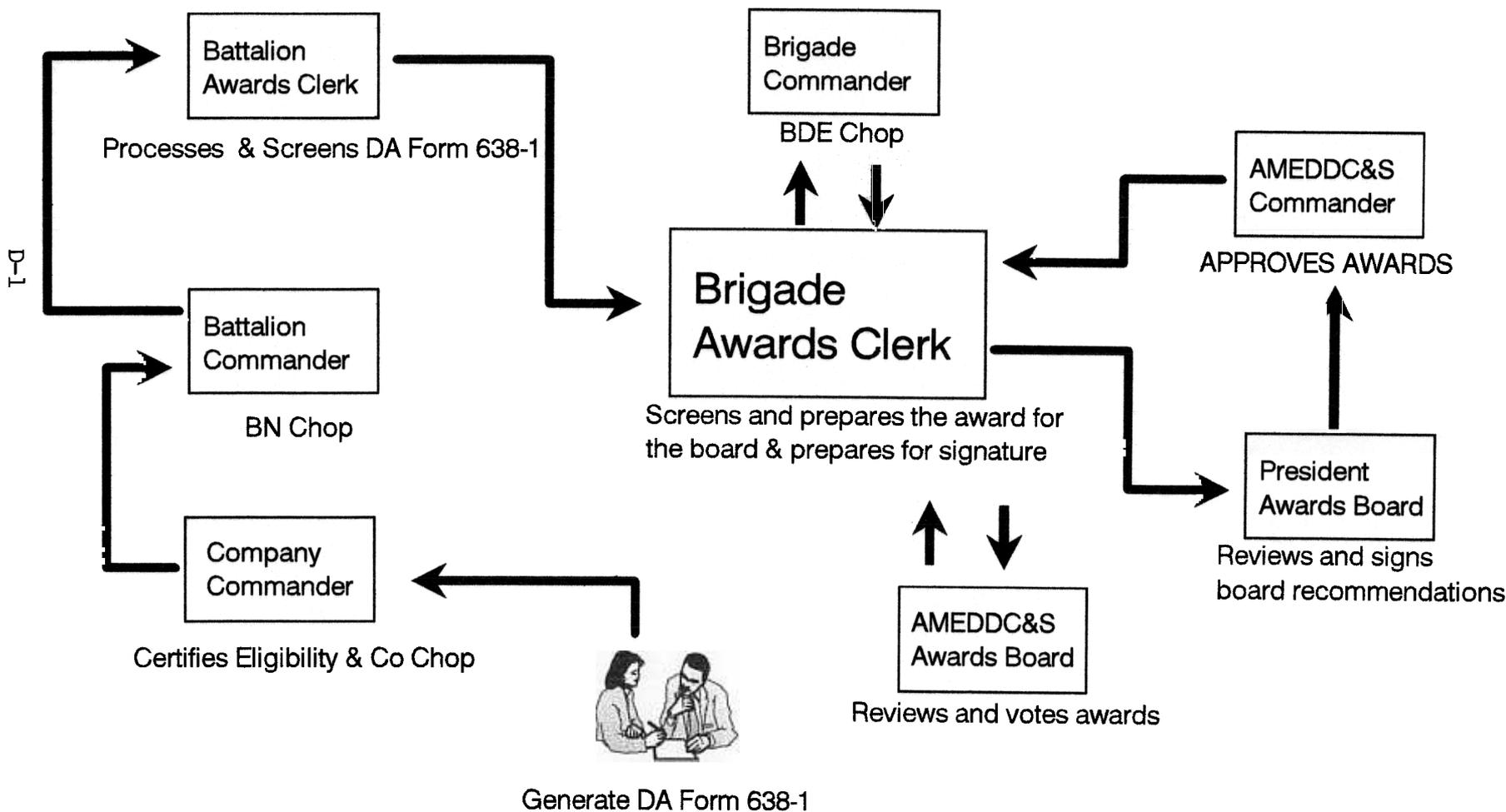
(place on this page)



AMEDDC&S Awards Program



Awards Flow Chart



(MCCS-AA)

FOR THE COMMANDER:

OFFICIAL:

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



PAUL D. ANDERSON
CPT, MS
Adjutant General

DISTRIBUTION

A, plus:
100-MCCS-IAP
100-MCCS-AA

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

Change 1, Pamphlet
Number 672-1

15 May 1996

Decorations, Awards, and Honors
AMEDDC&S MILITARY AWARDS PROGRAM

1. The AMEDDC&S Pam 672-1 is changed as follows:

a. Page 1. Paragraph 2b is corrected to read AR 600-8-22, Military Awards, 25 Feb 95.

b. Page 2. Correct reference in paragraph 5 from AR 672-5-1 to AR 600-8-22

c. Page 2. Paragraph 5. Add as the last sentence. All recommendations for awards are submitted on DA Form 638 (Recommendation for Award), Nov 94. This newly revised form is a consolidation of DA Form 638, Aug 73 and DA Form 638-1, Nov 90 which are both now obsolete.

d. Page 2. Delete subparagraphs 5a and 5b

e. Page 2. Paragraph 5c(3). Change to read:

(3) The Joint Service Achievement Medal (JSAM), Military Outstanding Volunteer Service Medal (MOVSM), the Meritorious Service Medal (MSM), and lesser awards are approved by the Commander, AMEDDC&S. Processing procedures are outlined in subparagraph 5g.

f. Page 2. Paragraph 5c(4). Add as the last sentence. Processing procedures are outlined in subparagraph 5g of this pamphlet as well as reference 2e.

g. Page 3. Paragraph 5e(1). Change DA Form 638-1 to read DA Form 638.

h. Page 3. Paragraph 5e(3). Change to read:

(3) The period of the award may include the last 10 years of service if the length or nature of the person's terminal assignment would not qualify him/her for an appropriate award. It is not necessary to use the final 10-year period of service for an award recommendation if the length and character of service of the retiree's final assignment justifies an appropriate award.

i. Page 5. Paragraph 5g(1). Change to read:

(1) For award of the Military Volunteer Service Medal and below prepare DA Form 638 according to the example shown in Appendix A. The DA Form 638 along with AMEDDC&S Awards Supplementary Data (AMEDDC&S Form 1084-R-E), sample at Appendix E, will be submitted through the soldier's company and battalion commander who will make recommendations in blocks 23 and 24. The AMEDDC&S Form 1084-R-E must have all entries completed and include the awardees time in service in the Supervisor Comments, entered in Years/Months/Days, if the award is a retirement award. The battalion awards clerk will handcarry recommendations to the Center Brigade awards clerk for the Brigade Commander's recommendation in block 25 or 26 as appropriate.

j. Page 5. Paragraph 5g(2). Change to read:

(2) For award of the Legion of Merit and above prepare DA Form 638 according to the example shown in Appendix B. The DA Form 638, one page narrative justification, 9-line citation, Officer Record Brief (ORB) for officers or DA Form 2-1 for enlisted and AMEDDC&S Form 1084-R-E will be submitted through the soldier's company and battalion commander, yet the battalion commander will sign in block 23. The battalion awards clerk will handcarry recommendations to the Center Brigade awards clerk who will process the award and forward to MEDCOM. Block 24 of the DA Form 638 used for LOMs is reserved for the Brigade Commander and block 25 for the Commander, AMEDDC&S.

k. Page 5. Paragraph 5g(3). Rescind.

l. Page 6. Paragraph 5g(10)(c). Change to read:

(c) Recommendations for the AMEDDC&S Certificate of Achievement will be submitted on a memorandum to the appropriate commander or directorate or department chief

m. Page 6. Add paragraph 5g(10)(d)

(d) The Center Brigade Certificate of Achievement (AMEDDC&S Form 1085) and the Center Brigade Certificate of Appreciation (AMEDDC&S Form 1086) may be requisitioned and used only by the Center Brigade and subordinate battalion commanders. The Center Brigade S-1 is the proponent for this form and will stock the form. Subordinate battalions may requisition the form from the Center Brigade S-1. These certificates may be issued to recognize periods of faithful service, acts, or achievements which do not meet the standards required for other awards. Recommendations for Center Brigade Certificates of Achievement or Appreciation will be submitted on a memorandum to the appropriate commander.

n. Page A-1 and A-2. Replace with the enclosed revised pages A-1 through A-5.

o. Page B-1. Replace with the enclosed revised pages B-1 through B-3.

p. Page E-1. Add appendix E (AMEDDC&S Form 1084-R-E).

2. File this change in front of the publication for reference purposes.

Appendix A - Guidelines for Processing DA Form 638

Item 1 - Should be addressed to the approving authority

LOM(Ret HQ MEDCOM
 ATTN: MCPE-MA
 FT SAM HOUSTON, TX 78234-6000

LOM(PCS) HQDA
 ATTN: TAPC-PDA
 ALEXANDRIA, VA 22332-0471

MSM & BELOW CDR, U.S. AMEDDC&S
 FT SAM HOUSTON, TX 78234-6100

Item 2 - Should have address of the immediate commander

Commander
Co A, Acad Bn
Ft Sam Houston, TX 78234-****

Item 3 - Self-explanatory

Item 4 - Enter Last, First, Middle

Item 5 - Enter SFC, not E-7; COL, not 06

Item 6 - Self-explanatory

Item 7 - Self-explanatory

Item 8 - List previous awards to include cluster number (1OLC);
if no previous awards type "None"

Item 9 - Enter branch of service plus AOC for officers; USA/70B
or branch of service plus PMOS for enlisted USA/71L4H ; Enter
USN, USAF, USMC or USCG for other branches of service, or enter
the foreign branch of service; Australian Air Force.

Item 10 - Enter type of award to include oak leaf cluster;
MSM(1OLC)

Item 11 - Enter day, month, and year; 8 Feb 96

Item 12a - Enter as indicated. For medical retirement, enter "Ret (Medical)," for a posthumous award, enter "SVC" in this item and check "yes" in item 13. For awards of valor or heroism indicate ACH(Val) or ACH(Her).

Item 12b - If "yes," state the interim award given and forward a copy with the recommendation. Do not include interim awards in block 8. Otherwise check "no."

NOTE: An impact award does not exist IAW AR 600-8-22. Instead, enter "ACH" in Item 12a.

Items 13-18 are self-explanatory

Item 19 - The recommender must always sign this block. The award recommendation will be returned if received unsigned.

Item 20 - 1-4 narrative description of meritorious service or achievement for the MOVSM and below will be limited to bullet statements. Each achievement is limited to no more than 4 lines. When typed, no more than 12 characters per inch. Narratives are required for all other awards and will be added as an enclosure. The narrative will be prepared on 8 ½ x 11 bond paper, one page, double-spaced, 12-pitch. The exception is the Distinguished Service Medal (DSM) and above, which will be prepared between 5 to 8 pages. Narrative information for Valor/Heroism, refer to AR 600-8-22, paragraph 3-18.

Item 21 - For the MOVSM and below the citation is limited to no more than 6 lines and will be restricted to the space allowed in Item 21, 12-pitch. All other awards are limited to 9 lines and may be prepared on 8 ½ x 11 bond paper, one page, double-spaced, 12-pitch, and will be added as an enclosure. Awards of the DSM and above are limited to 19 lines, prepared on 8 ½ x 11 bond paper, one page, double-spaced, 12-pitch, and will be added as an enclosure.

Note that the citation begins with the word "For" preprinted on the award certificate. A sample citation is printed on the example 638.

Item 22 - If received unsigned award recommendation will be returned to unit for signature.

Item 23 - Used by the Unit commander for MOVSM & below; used by BN commander for LOM and higher. Fill in completely to include signature, date, and item 23D properly marked.

Item 24 - Used by the BN commander for MOVSM and below; used by BDE commander for LOM and above. Fill in completely to include signature, date, and item 23D properly marked.

Item 25 - Used by the BDE commander for MOVSM & below, used by AMEDDC&S commander for LOM and above. Fill in completely to include signature, date, and item 23D properly marked.

Note: If the Commander signs in item 19 as the recommender, items 23, 24, and 25 will be left blank

Item 27-30 - If award is approved the orders issuing HQ will complete this data.