



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD INFANTRY DIVISION AND FORT STEWART
942 DR BEN HALL PLACE, BUILDING HQ001
FORT STEWART, GEORGIA 31314-5000



AFZP-GA

SEP 20 2011

COMMAND POLICY LETTER NO. 10

Military, Civilian and Volunteer Awards Program

1. References:

- a. AR 600-8-22, Military Awards, 25 February 1995
- b. AR 672-20, Incentive Awards, 29 January 1999
- c. AR 215-1, Military Moral, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010

2. Applicability: This policy applies to all 3rd Infantry Division units and personnel, tenant units, and personnel living and working at Fort Stewart, Hunter Army Airfield and Kelley Hill, Fort Benning.

3. Soldiers, Army Civilians and Volunteers deserve prompt recognition for their service and achievements. I am charging commanders with the responsibility of managing their awards programs to ensure that all those deserving of an award receive prompt recognition for their contributions to this command and to our country. My intent is that all deserving individuals are presented an appropriate award at a suitable ceremony prior to their departure. When considering a Soldier, Army Civilian or Volunteer for an award, acts or service rendered should be evaluated very carefully. Failure to recognize deserving individuals before they depart or to recognize noteworthy achievements in a timely manner is a failure to meet our responsibilities as leaders.

4. The following guidelines will be adhered to when submitting individuals for awards:

a. Meritorious Service Medal (MSM): This award will be submitted 60 days prior to the desired presentation date. I have approval authority for MSM and lower awards. No one has the authority to downgrade MSM requests to a lesser award; commanders may only recommend downgrade.

b. Legion of Merit (LOM): This award will be submitted 120 days prior to the desired presentation date and must be strongly supported with clear documentation. I have the authority to downgrade LOMs without forwarding the request to CG, FORSCOM. Brigade Commanders must submit all LOM award recommendations to G-1 Awards Section.

c. Retirement Awards: Soldiers approaching retirement may be considered for an appropriate decoration based on his or her grade, years of service, degree of responsibility, and manner of performance. Commanders will ensure retirement awards are initiated and the completed DA 638 is submitted as part of the individual retirement application package. Retirement services will provide the G-1, Awards Section with a copy of the

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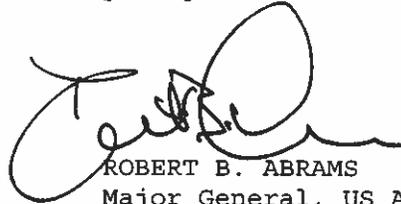
SUBJECT: Military, Civilian and Volunteer Awards Program

DA 638 and the completed Soldier biography data sheet to ensure timely processing and presentation of an approved award during the monthly retirement ceremony. Commanders will be notified by the Chief of Staff of those retirement packets submitted without a completed DA 638.

5. Army Civilians are key members of the Marne Team. Commanders and Directors will ensure these employees receive appropriate and prompt recognition for their achievements. Commanders and Directors should use the Incentive Awards Program to recognize their Army Civilians with a variety of monetary, honorary and time-off awards. The recognition of our great Army Civilians is a leadership responsibility and a key element of their retention.

6. One of the most under-recognized members of the Marne Team are volunteers. These volunteers are Soldiers, Retirees, Army Civilians, spouses and youth. These great Americans work hard every day without any fanfare to allow us to perform our mission. The best recognition is often the simple words of praise and appreciation that come from the heart, but formal awards must also be part of this program. Recognition of volunteer contributions as part of the Army Volunteer Corps will be coordinated with the Army Community Service, Army Volunteer Corps Coordinators, for the appropriate award prior to processing to the Secretary of General Staff.

7. PROPONENT: The proponent for this policy letter is the ACoFS G-1 at (912) 435-9574.



ROBERT B. ABRAMS
Major General, US Army
Commanding

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