

Department of the Army
Headquarters, USAFCOEFS
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma 73503
01 August 2011

USAFCOEFS Regulation 600-8-22

Personnel
AWARDS & SPECIAL RECOGNITION

Summary. This regulation prescribes policies, procedures and responsibilities for awards and special recognition.

Applicability. This regulation affects all units (assigned, attached and tenant) of the United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS).

Supplementation. Supplementation of this regulation and the local establishment of command and local forms are prohibited without prior approval from the USAFCOEFS G1.

Suggested Improvements. The proponent for this regulation is the USAFCOEFS G1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USAFCOEFS G1.

Distribution. This publication is distributed solely through the DHR, ASD Homepage at http://sill-www.army/dhr/admin_svcs_Div/index/html.

This major revision, dated 1 June 2011—

- * Requires all award submissions to be digitally signed. Manually signed submissions must be approved by the SGS.
- * Provides more detail on the Order of the Red Legacy and Alice Grierson Awards.
- * Adds the Oklahoma Governor's Award; specifically addresses format and routing requirements.
- * Updates requirements for Letters of Lateness to CAC and TRADOC.
- * Adds CG, TRADOC memorandum requirement for DSM or higher with example.
- * Adds the Civilian Employee and Team of the Year Recognition Program.
- * Makes administrative changes (throughout).

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Chapter 1 - Introduction

1-1. Purpose.

The purpose of this regulation is to describe the US Army Fires Center of Excellence and Fort Sill's (USAFCOEFS) policy, criteria and administrative instructions concerning awards processing. The goal of the awards program is to foster mission accomplishment by recognizing excellence of the members of this command and motivating them to high levels of performance and service.

1-2. References.

Required and related publications are listed in Appendix A.

1-3. General.

a. Responsibilities.

1) G1 USAFCOEFS: Serve as the proponent for and provide oversight of the awards program. Receive, review and maintain accountability of awards for the USAFCOEFS Commanding General's (CG) signature and those being forwarded to the US Army Combined Arms Center (CAC) and the US Army Training and Doctrine Command (TRADOC) for signature. Prepare certificates for all awards approved by the

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USAFCOEFS CG and maintain an awards log with appropriate Permanent Orders numbers. Certificates for awards approved by Department of the Army (DA), TRADOC or CAC will be provided by the approving authorities. The G1 will also distribute approved awards and forward endorsed awards to the next higher approval authority.

2) USAFCOEFS Secretary of the General Staff (SGS): Serves as the entry point into the USAFCOEFS Command Group. The SGS will review and process for signature all awards for the USAFCOEFS CG's signature and those being forwarded to CAC and TRADOC for signature.

3) USAFCOEFS Subordinate Units: Evaluate and monitor the duty performance and contributions of personnel assigned and attached to their organization and submit deserving individuals for appropriate recognition based on merit factors.

b. Public Recognition – Whenever practical, awards and other recognitions will be presented to personnel in open ceremonies in the presence of those with whom the individual was serving at the time of the qualification for the award. These awards ceremonies should be conducted as soon as practical following approval of the special recognition or award. The coordination of ceremonies involving the USAFCOEFS CG and/or Chief of Staff is the responsibility of the brigade, staff section or directorate to which the individual receiving the recognition is assigned and should be coordinated with the SGS.

c. Letters of Lateness – Award nominations, both military and civilian, requiring approval or endorsement by the CG, TRADOC, that arrive at Headquarters (HQ), TRADOC 14 days or less prior to the desired presentation date will be considered a late submission. Late submissions must be accompanied by a memorandum, signed by the first General Officer in the chain of command, explaining the reason for late submission. For award nominations to CAC, the accompanying memorandum is signed by the first O-6 in the chain of command. See Appendix D for example.

Chapter 2 - Military Awards.

2-1. Approval Authorities.

Level of Award	Approval Authority
Defense Service Medal (DSM)	Chief of Staff of the Army
Legion of Merit (LM)	CG, CAC/CG,TRADOC ¹
Meritorious Service Medal (MSM) ²	CG, USAFCOEFS
Army Commendation Medal (ARCOM)	O6 Commander
Army Achievement Medal (AAM)	O5 Commander
Military Outstanding Volunteer Service Medal (MOVSM)	O5 Commander
DA Certificate of Achievement (COA)	Company Commander or Above

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¹ Nominations for FCOE, NCOA, and 434th FA personnel are routed to TRADOC for approval. Nominations for 6th ADA and 428th FA continue to be routed to CAC. ² Authority to disapprove the MSM is delegated by CG, USAFCOEFS to subordinate O6 commanders with ARCOM approval authority.

2-2. Eligibility

a. Soldiers, family members and Department of the Army Civilians, that have served honorably and performed a distinguished act, achievement and/or service are eligible to receive awards. The determination of honorable will be based on such honest and faithful service according to the standards of conduct, courage and duty required by laws and customs of an individual's grade.

b. AR 600-8-22 prohibits the approval and/or presentation of awards and decorations to any Soldier that is flagged or that has not served honorably. Awards for Soldiers that were in good standing when an award was submitted but are flagged when the award is ready for presentation may not be presented their award. The award may be approved and held for presentation until the Soldier is once again in good standing.

c. Exceptions:

1) Army Physical Fitness Test (APFT) failure alone does not prohibit a Soldier from being recommended for or receiving an award. Soldiers flagged for APFT failure are only prohibited from promotion, reenlistment and extension. Commanders should use discretion when considering awards for those Soldiers that cannot pass the APFT.

2) Soldiers that are retiring may be approved for and presented an award even if they are flagged for and enrolled in the Army Weight Control Program. These instances require a waiver submitted to and approved by the first General Officer in the Soldier's chain of command.

2 - 3. Submission Guidelines.

a. Achievement Awards: An achievement award is appropriate when the commander concludes that an award to a service member is warranted for meritorious achievement at the immediate conclusion of an act. These awards generally cover a short period of time. An achievement award is not intended to replace a service award upon Permanent Change of Station (PCS). Achievement awards should be submitted within 30 days of the achievement, act or event to ensure service members are recognized in a timely manner.

b. Service Awards (non-PCS): Service awards will be used for outstanding service during a tour of duty where a PCS, Expiration of Term of Service (ETS), retirement or single specific achievement is not involved. These types of general service awards should be used for Soldiers changing positions or moving to other unit's on post.

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c. Awards to personnel of other services: Personnel of other services may be awarded the AAM, ARCOM and MSM by respective approval authorities without the concurrence of the parent service. Recommendations for award of the LM or higher will be submitted to the service member's parent service for consideration and processing. Recommendations for retirement awards to members of other Services must be submitted in accordance with that Service's regulations and directives. Members of the Navy, Air Force, Marine Corps and Coast Guard permanently assigned to an Army command cannot be recommended for an Army retirement award. Addresses for other services to be used in obtaining concurrence and processing awards can be found in AR 600-8-22, Table 1-1, Page 12.

d. Awards to foreign military personnel:

1) Approval Authority: CG, TRADOC has the authority to approve awards of the MSM, ARCOM and AAM to military personnel of friendly foreign nations serving within their geographical location. This authority will not be further delegated. The Secretary of Defense is the approval authority for the LM (all degrees).

2) Required documentation: In addition to the DA Form 638, the recommender must obtain and attach the following items as enclosures to the DA Form 638:

a) Biographic sketch on the individual receiving the award (include full name, date and place of birth, present resume and previous US decorations)

b) Statement of concurrence from both the US Ambassador and US Defense Attaché in the proposed awardee's parent country.

3) Upon receipt, the USAFEOEFS SGS will review the award recommendation for completeness. Once the award is endorsed by the CG, USAFEOEFS it will be forwarded to the CG, CAC for endorsement. CAC will then forward the award to HQ, TRADOC for endorsement or final approval.

4) Once a COMPLETE award packet is forwarded to TRADOC, the TRADOC Military Awards Section will initiate, track and obtain concurrences from the Central Clearance Facility and the Defense Intelligence Agency. Units are not required and should not attempt to initiate action to obtain these checks.

2-4. Submission Requirements.

a. All award recommendations requiring CG USAFEOEFS approval or endorsement will be electronically submitted to the USAFEOEFS G1. Civilian award packet requirements are listed in Paragraph 3-1c. Military award recommendations for CG, USAFEOEFS approval requires only the DA Form 638, APFT Card, and ORB/ERB. Military award recommendations for CAC and higher approval requires the following:

1) A digitally signed DA Form 638 and Narrative

2) CAC&FL Form 2009 – Combined Arms Center Military Awards Worksheet

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- 3) Officer or Enlisted Record Brief (ORB/ERB)
- 4) APFT Card
- 5) Current profile (if applicable)
- 6) DA Form 5500/5501 – Body Fat Content Worksheet (if applicable)
- 7) Letter of Lateness (if applicable IAW Paragraph 1-3c of this regulation)
- 8) DSM and higher require a CG, TRADOC memorandum. See Appendix D for an example.

b. Refer to paragraph 2-3d for Foreign Military Personnel award submission requirements.

c. Timelines: Recommendations for awards will be submitted as soon as it is determined an award is warranted but not later than the following timeframes to allow for preparation, approval and timely presentation of award to the individual. The table below shows the number of calendar days prior to presentation that the award must be received by the indicated headquarters G1.

Award	Due to FCOE G1	Due to CAC	Due to TRADOC
MSM	30 days	NA	NA
LM	75 days	60 days	NA
DSM and higher	135 days	120 days	90 days
Foreign Officers	165 days	150 days	120 days

* See Chapter 1-3c for Letters of Lateness required for awards received by TRADOC that are more than 14 days inside the above timeframes.

Chapter 3 – Special Recognition Programs & Awards

3–1. Public Service Awards

a. Public service awards are primarily intended to recognize voluntary contributions made to the Army by private citizens or individuals who are not military personnel, DA Civilians or contractors. Public service awards are particularly appropriate for honoring and recognizing service and contributions of spouses; public officials, such as mayors and members of city councils; and college and university officials.

b. Levels of Awards, Approval Authorities and Processing Lead Times – The following chart explains each type of award, approval authority, and processing lead

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times. Processing lead times refer to the number of calendar days that the award nomination packet must be received in the USAFCOEFS G1 office.

Award	Approval Authority	Description	Processing Lead Times
Decoration for Distinguished Civilian Service	Secretary of the Army	Distinguished service that makes a substantial contribution to the accomplishment of the Army's mission.	120 days prior to presentation date
Secretary of the Army Public Service Award	Secretary of the Army	Exceptional service that makes a substantial contribution to the accomplishment of the Army's mission.	90 days prior to presentation date
Outstanding Civilian Service Award	CG, USAFCOEFS	Outstanding service that makes a substantial contribution or is of significance to a MACOM or the Army as a whole.	30 days prior to presentation date
Commander's Award for Public Service	O6 Commander	Service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command or staff agency.	NA
Certificate of Appreciation for Patriotic Civilian Service	O5 Commander	Service that contributes to the mission of an Army activity, command or staff agency or to the welfare of Army personnel.	NA
Civilian Award for Humanitarian Service	CG, TRADOC	Direct "hands on" participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals.	NA

c. Nomination packets must include the following:

- 1) A digitally signed DA Form 1256 (Refer to Appendix B, Section II)
- 2) Biographical Data Sheet – These are only required when the award approval authority is the Secretary of the Army. Military and civilian spouse award nominations are exempt from this requirement. If applicable, the Biographical data sheet should include name, address, education and degrees and employment record.
- 3) Justification – The justification must describe the volunteer's contributions in detail for the period of service being recognized. Any periods of service recognized by a previous public service award should not be used as justification for the current award. Justification statements should include a description of specific voluntary services and their effect upon the community. If there are examples of cost savings, this should be included in the justification. Accomplishments must show the relationship and value of service to the Army. Supporting justifications should be no more than two pages, single spaced.
- 4) List of Previous Public Service Awards

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5) Proposed Citation

d. Complete nomination packets will be received and reviewed by the USAFCOEFS SGS. After the CG, USAFCOEFS has endorsed the nomination packet, the G1 will forward the packet to HQ, CAC for endorsement and forwarding to HQ, TRADOC.

e. Award nominations requiring approval by the Secretary of the Army must include a proposed endorsement to be signed by the CG, TRADOC. This endorsement should summarize the award package and may include the personal views of the commander. Nominations for the Decoration for Exceptional Civilian Service must also include a photograph (head and shoulders view, professional attire preferred).

f. Award nominations for CG, TRADOC or Secretary of the Army approval will be submitted electronically (encrypted email) to TRADOC (by CAC). The nomination package MUST include electronically digital signatures on the DA Form 1256. Since Part II – 8 do not allow for the Equal Employment Officer (EEO) and Director, Civilian Personnel Advisory Center (CPAC) to digitally choose YES or NO, it is recommended that these individuals write the word YES or NO beside their names. The supporting EEO and CPAC personnel may also include a separate letter of certification with the award packet in lieu of writing YES or NO in blocks 8a & 8b.

3–2. CG Coins

a. Requests for CG Coins must be submitted in memorandum format to the CG, USAFCOEFS (ATTN: Aide-de-Camp).

b. Requests must be signed by an O5 or higher and include at a minimum reason for recognition and proposed presentation date and location. See Appendix D for example.

3–3. Military Outstanding Volunteer Service Medal (MOVSM)

a. The purpose of this award is to recognize members of the Armed Forces of the United States and their Reserve Components who perform outstanding volunteer community service of a sustained, direct and consequential nature.

b. To qualify for this award, a service member's volunteer service must be to the civilian community (to include the military Family community), be significant in nature, producing tangible results, reflect favorable on the Military Service and Department of Defense and be of a sustained and direct nature. While there is no specific time period to qualify, approval authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.

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c. Commanders serving in the rank of Lieutenant Colonel or higher may approve this award.

d. The MOVSM is categorized as a service medal and as such no orders are issued to announce its approval.

e. Recommendations for the MOVSM must be prepared using the standard DA Form 638.

3–4. The Order of the Red Legacy and Alice Grierson Awards

a. The Order of the Red Legacy award recognizes extraordinary volunteer service that provides a substantial contribution to the Fort Sill-Lawton community (Soldiers, civilians and Families). These contributions and service have a lasting effect on the community and continue to impact or benefit the installation and personnel long after the awardee has departed. The Order of the Red Legacy award has higher precedence of the two awards.

b. The Alice Grierson Award for Excellence recognizes exceptional volunteer service that provides a significant contribution to the Fort Sill-Lawton community (Soldiers, civilians, and Families). These contributions and service benefit the installation and personnel on a more limited basis or while awardees were stationed on the installation.

c. CG, USAFCOEFS is the approval authority.

d. Nominations must be submitted in the form of a memorandum to the CG, USAFCOEFS and must be signed by an O5 or higher. Period of service, major contributions and proposed citation should all be included in the memorandum. Both awards use the same nomination format, however, they are two separate awards. See Appendix D for an example.

3–5. Oklahoma Governor's Citation of Appreciation

The Oklahoma's Governor's Citation of Appreciation recognizes voluntary contributions to the local community and Fort Sill. Nominations are routed through the SGS for the CG's endorsement. The G1 is responsible for submitting the nomination to the Governor's office. The nomination is emailed but the citation is returned via first class mail. See Appendix D for an example of the nomination memorandum.

3–6. Fort Sill Civilian Employee and Team of the Year Recognition

a. This program selects and recognizes the United States Army Fires Center of Excellence and Fort Sill's Civilian and Team of the Year.

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b. Eligibility Criteria. All Fort Sill appropriated and non-appropriated fund civilian employees are eligible for the recognition. There are three recognition categories as shown below:

(1) Category I covers appropriated fund employees in grade GS-8 and below, federal wage system employees (WS, WL, and WG) and non-appropriated fund employees (NS, NL, and NA) in grades NF-3 and below.

(2) Category II covers appropriated fund employees in grades GS-9 through GS/GM-13, NSPS supervisors and non-supervisors, and non-appropriated fund employees in grades NF-4 and NF-5.

(3) Category III covers all teams regardless of pay schedule. Teams can consist of military personnel. Teams can be mix of civilian and military employees from different directorates and activities who have been brought together for major projects.

c. Consideration Criteria. Candidates and teams must meet one or more of the following criteria:

(1) Accomplish all assigned duties and responsibilities in an outstanding manner during the year. The overall performance sets them apart as a role model for other employees to emulate.

(2) Demonstrated initiative and skill, devising new or improved equipment, work methods and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials or other items of expense, improved safety or health of the work force during the year, or improved service to Fort Sill customers.

(3) Rendered professional or public relations service that resulted in considerable favorable publicity for the installation during the year.

(4) Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefit to the Government or its personnel during the year.

d. Nominating Procedures.

(1) Nominating official must complete a Fort Sill Form 784 with all required information. See Appendix E.

(2) Each nomination pack must be endorsed through the employee's chain of command, to the FCoE G1 by the first Tuesday in October.

(3) Each Bde size element is limited to one nomination per category. Each Major Directorate is limited to one nomination per category. All other organizations are limited to one nomination per category.

e. Board Member Composition.

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(1) The standing members of the Fort Sill Civilian and Team of the Year Board are listed below:

FCoE Deputy to the Commanding General (President)
Deputy to the Garrison Commander (Voting Member)
Deputy Chief of Staff FCoE (Voting Member)
Deputy Commander RACH (Voting Member)
Senior Civilian, FA Commandant (Voting Member)
Senior Civilian, ADA Commandant (Voting Member)

(2) The boards will convene during the first week of December each year.

f. Recognition and Funding for the Winners.

(1) Recognition for Civilian of the Year includes a Commanders Award for Civilian Service, and a \$2,500 cash award.

(2) Recognition for Team of the Year includes a Fort Sill Certificate of appreciation for each member of the team and a 24 hour time off award for each civilian team members.

(3) Funding for the winners is the responsibility of the nominating HQs.

Appendix A
References

Section I
Required Publications

AR 600-8-22, 11 Dec 06, Military Awards

TRADOC Supplement 1 to AR 672-20, 19 Jan 05, Incentive Awards

Section II
Related Publications

AR 600-8-2, 23 Dec 04, Suspension of Favorable Personnel Actions (FLAGS)

AR 672-20, 29 Jan 1999, Incentive Awards

AR 600-8-2, 23 Dec 04, Suspension of Favorable Actions (FLAGS)

AR 670-1, 3 Feb 05, Wear and Appearance of Army Uniforms and Insignia

DA Pam 672-20, 1 Jul 93, Incentive Awards Handbook

TRADOC Policy Letter 16, 20 Mar 09, Foreign Military Personnel Award
Recommendations

TRADOC Delegation of Authority Memo, 20 Mar 09, Delegation of Authority to
Disapprove and Downgrade Military Awards

TRADOC's Processing Guide for Civilian Honorary and Public Service Awards, 1 May
04

TRADOC Supplement 1 to AR 600-8-22, 6 Dec 99, Military Awards

Information Paper, Feb 03, Awards for Senior Leaders

CAC Pam 600-8-22, 18 Dec 06, Military Awards

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Appendix B Form Completion

Section I Completing the DA Form 638

BLOCK 1: Enter the address of the final approval authority. Approval authorities for Legions of Merit and above may differ than what's below for service member's not in the US Army.

MSM
CDR, USAFCOEFS
Fort Sill, OK 73503

RETIREMENT LM
CDR, Combined Arms Center
Fort Leavenworth, KS 66027-2300

SERVICE/PCS LM
CDR, TRADOC
Fort Monroe, VA 23651-1047

ALL OTHER HIGHER AWARDS
Commander, HRC
Alexandria, VA 22332-0471

BLOCK 2: Enter the address of the service member's immediate commander.

BLOCK 3: Automatically completed once the form user digitally signs Block 19.

BLOCK 4: Click SET NAME and enter service member's complete name. Click SAVE NAME.

BLOCK 5: Enter service member's rank or click the drop down menu and select a rank.

BLOCK 6: Social Security Number

BLOCK 7: Service member's current unit of assignment.

BLOCK 8: Click on PREVIOUS AWARDS and select the appropriate number of previously awarded decorations. If this is the service member's first award click NO AWARDS. When complete, click RETURN.

BLOCK 9: Use this block only for recommendations for award to members of other US Armed Forces and foreign military personnel. If the award is for a US Army Soldier this block will remain blank. For members of other branches of service use the pull down menu and select the appropriate branch. For foreign military personnel, use the pull down menu and select "Foreign Personnel." After this, include in parenthesis the awardee's country (i.e. Foreign Personnel (Federal Republic of Germany)).

BLOCK 10: Click the pull down arrow and select the recommended award. The oak leaf cluster block should automatically populate based on previous awards entered in BLOCK 8.

BLOCK 11: Click SET DATE and choose the period of award (date format is YYYYMMDD).

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BLOCK 12a: Enter reasons for the recommended award. Consult paragraph 2-3 for definitions of service and achievement awards.

BLOCK 12b: If an interim award was made, click YES and provide the award that was given. If there was an interim award approved there must be additional supporting documentation to warrant a higher (or lower) award in comparison to the original interim award packet. Also provide a copy of the original award orders and certificates if there was an interim award approved. Do not indicate YES if this submission is the interim award.

BLOCK 12c: Click YES or NO.

BLOCK 13: Click SET DATE and choose the presentation date (date format is YYYYMMDD).

BLOCK 14 – 19: Recommender's information.

BLOCK 20: For awards of the MSM, ARCOM and AAM, use bullet statements to list the individual's meritorious achievements or service. This block allows for up to four separate achievements to be listed. A maximum of four lines may be completed. For awards of the LM and above, but below a DSM, a narrative, submitted on 8 ½ by 11 inch bond paper (not to exceed two pages single spaced), is required and will be added as an enclosure to the DA Form 638. For LM or higher, annotate "SEE ATTACHED NARRATIVE" in the first achievement block.

BLOCK 21: Complete the proposed citation. See Appendix C for proposed opening and closing citation sentences. Citations for the award of the MSM, ARCOM and AAM are limited to six lines and will be restricted to the space allowed on the DA Form 638. All other awards are limited to nine lines and should be submitted on 8 ½ by 11-inch bond paper. Awards of the DSM and above may be up to 19 lines. For LMs or higher, annotate "SEE ATTACHED PROPOSED CITATION."

BLOCK 22 a –b: The servicing Battalion S1 will sign and date here certifying that the service member is fully eligible for the award.

BLOCK 23 – 25: Complete these blocks as necessary. Block A in each section will include the next intermediate authority (i.e. battalion or brigade commander) while Block B is the previous authority. If the chain is such that more blocks are required, the third page of the DA Form 638 must be included.

BLOCK 26a: Enter "Orders Issuing Authority"

BLOCK 26b: Enter the address of the approval authority for the level of award you are recommending. This will match what you've included in BLOCK 1.

BLOCK 26e – g: For MSMs include information for the CG, USAFCOEFS. For LMs and higher, LEAVE BLANK.

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BLOCK 27: Leave Blank.

BLOCK 28a-c: MSM and below. LOM or higher leave blank.

BLOCK 29-31: Leave Blank.

Section II
Completing the DA Form 1256

BLOCK 1 - 3: Enter proposed awardee's information.

BLOCK 4: Enter "Volunteer."

BLOCK 5: Leave Blank.

BLOCK 6: Check the OTHER block and type in the level of award being recommended. Enter the period of service to be recognized in block 6c.

BLOCK 7: Enter the nominating official's information.

BLOCK 8: EEO and CPAC certification only needs to be completed for awards being forwarded to the Secretary of the Army for approval. See paragraph 3-1f. for specific guidance regarding digital signatures.

BLOCK 9 – 14: Leave blank.

Appendix C
Proposed Citations

1. This appendix contains examples of citations using standard opening and closing sentences. Citation blocks for PCS and retirement awards (MSM and below) will be limited to a total of six lines. Citations for the LM will be limited to nine lines for both PCS and retirement.
2. Between the opening and closing phrases of the citations below, add a sentence or two describing what the service members accomplished during the period for which the award is recommended. The description of what the service member accomplished is the most important element of the citation. It must be concise but meaningful and not just a list of positions and titles.

LM Retirement

Opening Sentence: exceptionally meritorious conduct in the performance of outstanding service for a period of XX years. "Service member's name" culminates a distinguished career as ...

Closing Sentence: His/her distinguished meritorious service reflects great credit upon him/her, the US Army Fires Center of Excellence and the United States Army.

LM PCS

Opening Sentence: exceptionally meritorious service while serving as...

Closing sentence: "Service member's name" outstanding service reflects great credit upon him/her, the US Army Fires Center of Excellence and the United States Army.

MSM Retirement

Opening Sentence: exceptionally meritorious service culminating a distinguished military career as...

Closing Sentence: His/her accomplishments reflect great credit upon him/her, the US Army Fires Center of Excellence and the United States Army.

MSM PCS/ETS/Achievement

Opening Sentence: exceptionally meritorious service as ...

Closing Sentence: His/her accomplishments reflect great credit upon him/her, the US Army Fires Center of Excellence and the United States Army.

APPENDIX D
Sample Memorandums

1. Letter of Lateness (to TRADOC)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 McNair Road, Suite 100
FORT SILL, OKLAHOMA 73503-5000

ATZR-CP

28 Feb 10

MEMORANDUM THRU Commander, US Army Combined Arms Center, Fort Leavenworth, KS
66027

FOR Commander, US Army Training and Doctrine Command, Fort Monroe, VA 23651

SUBJECT: Letter of Lateness-Award Recommendation for CSM John Smith

1. Detailed information explaining why TRADOC submission guidelines weren't met and what issues will arise if the award is not approved.
2. Desired presentation date: 12 Mar 10
3. The point of contact for this memorandum is the undersigned at 442-1234.

DAVID D. HALVERSON
Major General, USA
Commanding

3. CG TRADOC MEMORANDUM FOR DSM OR HIGHER



REPLY TO
ATTENTION OF:

ATBO-BP

MEMORANDUM FOR Chief of Staff, United States Army, 200 Army Pentagon,
Washington, DC 20310-0200

SUBJECT: Recommendation for Award – MG James E. Chambers

1. Strongly recommend approval of the Distinguished Service Medal for Major General James E. Chambers, Commander, Combined Arms Support Command/Sustainment Center of Excellence and Fort Lee, Fort Lee, Virginia.

2. MG Chambers is truly one of our Army's top logisticians, and has been our point person for Sustainment Transformation. His extraordinary ability and experience as a Warfighter's logistician are matchless. He demonstrated extraordinary leadership ability in refining the Army's sustainment transformation plan by translating the concept into action and educating the force. He led the development and completion of the sustainment organizational designs and concepts of support to achieve modularity objectives in support of the Brigade-centric combat force.

3. Jim's contributions to the training of sustainment warriors and leaders have been exemplary. His magnificent ability to teach, combined with his acumen in warrior ethos had an impact on the leadership of all Combat Service Support Soldiers. He transformed Combat Service Support Soldiers' training and sustainment leaders' development training, thus achieving his top priority of preparing them for their tasks and ready on "day 1" to contribute to their first unit of assignment.

4. Though tasked primarily for training individual Soldier and leader tasks, Jim recognized the Army's capability gap of collective unit training for large logistical units. His vision and strong leadership resulted in the development and execution of the collective unit training program specifically tailored for units deploying to Iraq and Afghanistan. Over 25 units to date benefited from this program which significantly enhanced their preparedness for combat operations.

5. Under his leadership the Sustainment Center of Excellence became a reality and earned the first Training and Doctrine Command accreditation rating of "Institute of Excellence". Additionally, he championed Quality of Life programs in support of our Soldiers, Civilians and Family members while maintaining an exceptional relationship with the many communities that surround and support Fort Lee.

6. Throughout his career, Major General Chambers has been cited as a leader of character who loves his Army and his Soldiers. We must recognize this magnificent Soldier with the Distinguished Service Medal.

Encl

MARTIN E. DEMPSEY
General, U.S. Army
Commanding

4. Alice Grierson or Red-Legacy Award (Same format is used for either award)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 McNair Road, Suite 100
FORT SILL, OKLAHOMA 73503-5000

ATZR-BN

28 Feb 10

MEMORANDUM FOR Commander, US Army Fires Center of Excellence and Fort Sill,
Fort Sill, OK 73503

SUBJECT: Recommendation for the Alice Grierson (Red-Legacy) Award

1. I strongly recommend the Alice Grierson (Red-Legacy) Award be approved for Mrs. Jane Smith, wife of CSM John Smith.

2. Justification:

- a. Achievement 1.
- b. Achievement 2.
- c. Achievement 3.
- d. Achievement 4.

3. Proposed Citation:

4. Desired presentation date: 31 May at 1330.

5. The point of contact for this memorandum is the undersigned at 442-1234.

I.M. SIRIUS
LTC, FA
Commanding

5. Oklahoma Governor's Citation of Appreciation



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 McNair Road, Suite 100
FORT SILL, OKLAHOMA 73503

ATZR-C

06 September 2010

MEMORANDUM FOR Governor Brad Henry, 2300 N. Lincoln Blvd, RM 212, Oklahoma City,
Oklahoma 73105

SUBJECT: Recommendation for Governor's Citation of Appreciation

1. I recommend Mrs. Alice Ridge be awarded the Governor's Citation of Appreciation for her many contributions and selfless service to the Soldiers and Civilians of the Lawton/Fort Sill community. The following information is submitted. The proposed presentation date is September 23, 2010.
2. Over the course of the past two years, Mrs. Ridge has been a leader and contributing member of the Lawton/Fort Sill community giving countless hours and days in service to Soldiers, spouses and civilians of the Lawton/Fort Sill community. In an era of persistent war, her leadership in the volunteer arena enlisted support both on post and off so desperately needed to sustain our families that had loved-ones deployed to support the wars in Afghanistan and Iraq.
3. Mrs. Ridge has donated countless homemade quilts for auctions to support numerous charities both on post and off. She recently donated 100 pillow cases that she handmade to the cancer ward that supports children. Through her kindness and charitable contributions, Alice has had a truly profound impact on the Lawton/Fort Sill Community.
3. Mrs. Ridge has played a key and guiding role in supporting new Army spouses arriving to Fort Sill and Lawton. She was instrumental in mentoring and sharing keen insights to these new spouses to the Army making a lasting impact on each young spouse which will enrich their experience in the Army.
4. The point of contact for this memorandum is COL Matt Merrick at (580) 442-6606.


DAVID D. HALVERSON
Major General, USA
Commanding

USAFCOEFS Regulation 600-8-22, 1 June 2011

**APPENDIX E
FS Form 784**

CIVILIAN / TEAM OF THE QUARTER / YEAR NOMINATION	
Type of Nomination	
<input type="checkbox"/> Civilian of the Quarter <input type="checkbox"/> Civilian of the Year <input type="checkbox"/> Team of the Quarter <input type="checkbox"/> Team of the Year <input type="checkbox"/> 1st Quarter <input type="checkbox"/> 2nd Quarter <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter	
Civilian of the Quarter / Year	
Nomination for:	<input type="checkbox"/> Category I (GS8 and below, NF-3 and below) Wages systems employees (WS, WL, and WG) and NAF employees (NS, NL, and NA). <input type="checkbox"/> Category II (GS9 through GS/GM 13 and NAF employees NF-4 and NF-5).
Nominee (Last, First, MI):	Organization:
Team of the Quarter/Year	
Nominees (Last, First, MI):	Team Name:
Nomination Data: (Describe the contribution(s) and impact it has had on the community)	
Supervisor's Signature	Date:
Director / Chief's Signature	Date:

FS Form 784
(DHR) 27 Sep 2010

ATZR-CS

BRIAN P. DUNN
Colonel, GS
Chief of Staff

JAMES A. MILLER
Director
Human Resources Directorate

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ATZR-CS

A handwritten signature in black ink, appearing to read 'B. P. Dunn', with a stylized flourish at the end.

BRIAN P. DUNN
Colonel, GS
Chief of Staff

JAMES A. MILLER
Director
Human Resources Directorate

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