



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMNE-BEL-HR

4 November 2010

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #13, Garrison Military Awards

1. REFERENCES.

- a. AR 600-8-22, Military Awards, 11 December 2006.
- b. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 23 December 2004.

2. PURPOSE. Provide guidance to all US Army Fort Belvoir Garrison leaders on the processing of military awards.

3. APPLICABILITY. This policy applies to all military personnel assigned to Fort Belvoir Garrison.

4. POLICY. As leaders, we must proactively recognize and reward our deserving Soldiers with appropriate awards that highlight their achievements and thank them for their dedicated service. The timely processing of military awards is a vital part of our responsibilities.

5. PROCEDURES. Award recommendations will be submitted to arrive at the Directorate of Human Resources, (IMNE-BEL-PMC), as indicated below. These time limitations are not intended to curtail the submission of award recommendations. Late submissions often preclude final action in sufficient time to present the award before the Soldier's departure.

- a. Recommendations for the award of the Legion of Merit (LOM) – no later than 120 days prior to presentation date.

- b. Recommendations for the award of the Meritorious Service Medal (MSM) – no later than 90 days prior to presentation date.

- c. Recommendations for the award of the Army Commendation Medal (ARCOM) – no later than 45 days prior to presentation date.

- d. The Recommendation for the Award (DA Form 638) and supporting documents will be submitted to this headquarters via the paperless system for AAMs up to and including MSMs. Request for LOMs and higher will be processed in hard copy format.

- e. The proposed presentation date of the award will be noted in block 13.

- f. The recipient's height, weight (go or no go), and last APFT (date/score/go or no go) will be recorded in block 23i.

- g. Awards for LOM and above require a narrative that should be included as an addendum to the hard copy recommendation. The narrative should be on 8½ x 11 inch-bond paper, double

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spaced, and limited to two pages. The dates for retirement awards should be the last 10 years of service regardless of how long the individual was in the organization or unit.

h. If applicable, a letter of lateness signed by the appropriate level commander stating the factual reason(s) for lack of timely submission should be included with the award recommendation.

i. All Soldiers should be considered for some type of recognition at the end of their tour; however, it should be emphasized that an award is not mandatory. This includes all Soldiers reassigned from one IMCOM/MDW organization to another. It is also important to clarify that a specific act should not be recognized for multiple awards by the same person.

j. A Soldier who is flagged for overweight may be recommended for and presented an award based on valor, heroism, or length of service retirement in accordance with AR 600-8-22, para 1-16 b. A waiver must be approved by the Garrison Commander for ARCOM and below; the Commanding General, MDW or NER for MSM; and IMCOM for LOM or higher, prior to submission of the award recommendation.

6. PROPONENT. The proponent of this policy is the Directorate of Human Resources. The point of contact is the Military Personnel Division at (703) 805-1083 or DSN 655-1083.



JOHN J. STRYCULA
Colonel, USA
Commanding