



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
162 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23681-1047

ATBO-B

*13 July 2005*

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Awards Policy

1. References:

a. U.S. Army Training and Doctrine Command Regulation 10-5, Organization and Functions, 9 March 2005.

b. Army Regulation 600-8-22, Military Awards, 25 February 1995.

c. TRADOC Supplement 1 to AR 600-8-22, Military Awards, 6 December 1999.

d. Army Regulation 672-20, Incentive Awards, 29 January 1999.

e. TRADOC Supplement 1 to AR 690-20, General Personnel Provisions, 19 January 2005.

2. Effective 1 Oct 05, to provide uniformity within the Command consistent with reference 1a, take action to ensure subordinate activities forward award recommendations through command channels for action. Activities not under direct authority of HQ TRADOC should process award recommendations through appropriate chains of command.

3. Only the major subordinate commands and special activities on the enclosed list may submit award recommendations directly to HQ TRADOC. Use Table 3-2, references 1b and 1e, as the key reference for exercising delegated approval authority.

4. When submitting military award recommendations for HQ TRADOC approval, 14 days or less before the date of presentation, a letter of lateness (reference 1c) must be included. Effective 31 Mar 05, this letter of lateness requires signature at the General Officer or Senior Executive Service level. If there is no General Officer or Senior Executive Service official in the

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chain of command, the senior officer in charge will sign the letter.

5. When submitting civilian award nominations outside of the timelines required in reference 1e, a memorandum of lateness must be submitted stating reasons for the late submission.

6. Appreciate the tremendous efforts being made to take care of Soldiers and civilians. Realize the OPTEMPO will remain high, but deserving Soldiers and civilians must be recognized in a timely manner.

7. Point of contact for military awards is Mr. Bill Burckard, DSN 680-5078 or (757) 788-5078, burckarb@monroe.army.mil. Point of contact for civilian awards is Ms. Rose Benton, DSN 680-5243 or (757) 788-5243, rosa.benton@us.army.mil.

FOR THE COMMANDER:

Encl



ANTHONY R. JONES  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

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COMMANDERS

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CF:

Deputy Chiefs of General and Chiefs of Special Staff Offices,  
HQ TRADOC