

Personnel - General  
**MILITARY AWARDS**

**Summary.** This supplement updates TRADOC military awards and decorations policy and makes changes to administrative procedures.

**Applicability.** This supplement applies to all TRADOC installations and activities.

**Supplementation.** Further supplementation of this regulation is prohibited without prior approval from

Commander, PERSCOM. Forward requests for supplementation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through Commander, TRADOC, ATTN: ATBO-BPS, 5C North Gate Road, Fort Monroe, Virginia 23651-1048 to Commander, PERSCOM, ATTN: TAPC-PDA, 200 Stovall Street, Alexandria, Virginia 22331-0400.

AR 600-8-22, dated 25 February 1995, is supplemented as follows:

**Paragraph 1-14, Time limitation.**

**1-14b. Add the following:** Submit recommendation for awards to be processed at HQ TRADOC to reach this headquarters, ATTN: ATBO-BPS, as indicated below:

(1) Awards for HQ TRADOC approval – no later than 60 days prior to date of presentation. Recommendations submitted within 14 days of presentation date will include a letter of lateness addressed to Commander, TRADOC, which states specific reasons for the late submission.

(2) Awards requiring HQDA approval – no later than 90 days prior to desired presentation date.

(3) Awards for foreign personnel – no later than 120 days prior to ending date of service of recipient.

(4) Awards for achievement – no later than 60 days subsequent to the ending date of the achievement.

**Paragraph 1-19, Interim awards and awards of a lesser decoration.**

**1-19a. Add the following:** If an interim award has been presented, attach a copy of the issuing orders with the award recommendation.

**Paragraph 1-21, Recognition upon retirement.**

**1-21b. Add the following:** When the period of service exceeds the period served in the recommending command, limit such extended periods to the last 10 years.

**Paragraph 1-49, Reports, number, and types of decorations awarded, RCS MILPC-45(R3).**

**1-49a. Add the following:** Installation/activity commanders will forward DA Form 4612-R to Commander, TRADOC, ATTN: ATBO-BPS, not later than 10 January of each year. Include all awards approved by all award approving authorities under the purview of the command/activity.

**Paragraph 3-4, Peacetime award approval authority.**

**3-4d. Add the following:** Commanding General, United States Army Training and Doctrine Command, has delegated authority to immediate subordinate commanders to disapprove award recommendations for United States Army personnel of their command provided commanders have authority to approve the next lower award.

**Paragraph 3-18, Rules for processing DA Form 638, Recommendation for Award.**

**3-18a. Add the following:** Commander, U.S. Military Entrance Processing Command, and Commandant, Defense Language Institute Foreign Language Center, will submit recommendations for award of the Defense Meritorious Service Medal and the Joint Service Commendation Medal, for approval by CG, TRADOC, on DA Form 638. Submit recommendations for awards requiring DOD approval in the format directed by DOD Manual 1348.33-M.

**3-18r. Add the following subparagraphs:**

(1) Include in part I, item 12, on transition recommendations only (retirement, REFRADS, etc.), the total number of years and months of active federal service.

(2) Narratives to support award of the Distinguished Service Medal (DSM) should be double-spaced and between six to eight pages in length. For retirement, narratives must cover a 10-year period. Do not include proposed citations for the DSM in the proposed citation block. Prepare a separate one-page, double-spaced, proposed citation as an enclosure to the recommendation. Also, DSM recommendations must include a proposed memorandum for signature by CG, TRADOC. Disk containing narrative, citation, and proposed memorandum must be included with each DSM recommendation.

(3) Narratives to support award of the Legion of Merit (LM) for retirement should be double-spaced and can be up to two pages

in length when covering a 10-year period. Proposed citation should be prepared on a separate sheet of paper and should be 9 to 12 lines in length.

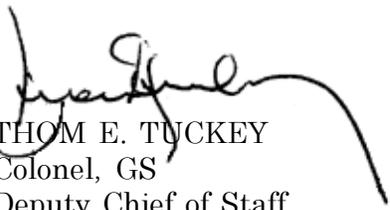
**3-18. Add following subparagraph:**

w. Recommendations for award to foreign military personnel must include a biography (giving full name, rank, date and place of birth, current resume, and previous U.S. decorations) and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attache in the proposed awardee's parent country. A nonconcurrence, in effect, is a disapproval of the proposed award.

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS  
Major General, GS  
Chief of Staff

  
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