



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

12 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #10 – Military Awards

1. References:

- a. AR 600-8-22 (Military Awards) 25 June 2015.
- b. INSCOM Supplement 1 to AR 600-8-22, 25 July 2005.
- c. INSCOM Memorandum, IACG, Subject: Delegation of Disapproval/Downgrading Authority for Military Awards - Peacetime Criteria, 6 June 2014.
- d. Eighth Army Awards Procedural Guidance, 1 December 2012.

2. Purpose. To ensure efficient Military Awards processing within the 501st Military Intelligence Brigade.

3. Summary. A properly executed military awards program plays a vital role in enhancing the morale of a unit. Commanders at all levels must ensure Soldiers are recognized appropriately for service, achievement, and retirement and awards presented prior to their departure from the unit on PCS/Retirement/Transition Leave. Additionally, Commanders will ensure writing is concise, organized, and generally free of errors in grammar, mechanics, and usage. Failure to meet timeline requirements will require a memorandum for record; outlining the circumstances behind late submission.

4. Specifics. Only one decoration will be awarded to an individual for the same act, achievement, or period of service. Continuation of the same or similar type of service already recognized by an award for meritorious service or achievement will not be the basis for a second award. This particularly applies to Soldiers transferring within the brigade. In most instances of an intra-brigade transfer, a letter of continuity will accompany the Soldier to the gaining unit or section for input into their final PCS award.

a. Follow below timeliness guidelines for awards submitted to BDE S1 error free with all required documents:

- (1) Legion of Merit (LOM): NLT 120 days prior to presentation date;
- (2) Meritorious Service Awards (MSM): NLT 90 days prior to presentation date;

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(3) Army Commendation Medal (ARCOM): NLT 45 days prior to the presentation date;

(4) Army Achievement Medal (AAM): NLT 30 days prior to the presentation date; and

(5) Retirement awards of any level: NLT 90 days after retirement request submitted to brigade S1 for processing or NLT 180 days prior to requested retirement date, whichever is earlier. There is zero tolerance for late retirement awards and/or retiring Soldiers departing the peninsula without awards presented.

b. Awards for personnel of other U.S. military services and U.S. Awards to Foreign Military personnel:

(1) Personnel of other Services may receive Army decorations only with concurrence from the military department concerned.

(2) Awards to foreign military personnel (except KATUSA Soldiers) must be submitted 180 days prior to the thru date IAW policies established in listed references. A non-concurrence, in effect, is considered a disapproval of the proposed award.

c. Under the provision of paragraph 3-5.d, AR 600-8-22, I hereby delegate authority to disapprove or downgrade recommendations of the Army Commendation Medal to Battalion Commanders serving in the grade O-5 or occupying O-5 command positions. Additionally, the 501st Military Intelligence Deputy Commander and Battalion Commanders serving in the grade of O-5 or occupying O-5 command positions are authorized to award the Army Achievement Medal.

5. The point of contact for this policy letter is the Brigade Human Resources Officer (S1) at DSN 315-722-0856.



DERRICK S. LEE
COL, MI
Commanding

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