



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

IMBV-HBS-A

6 August 2014

MEMORANDUM FOR US Army Garrison Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #24, Garrison Military Awards Processing

1. REFERENCES.

- a. AR 600-8-22 (Military Awards), 11 December 2006, RAR 24 June 2013.
- b. AR 600-8-2 (Suspension of Favorable Personnel Actions), 23 October 2012.
- c. IMCOM Regulation 672-10 (Incentive Awards Program for Military and Civilian Personnel), 23 June 2009.
- d. JFHQ-NCR/MDW Policy Letter (Awards and Decorations) Memorandum #6, 26 June 2014.

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

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

4. POLICY. As leaders, we must proactively recognize and reward our deserving Soldiers with the 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 Headquarters Battalion, S1, (IMBV-HBS-A), as indicated below. These time limitations are not intended to curtail the submission of award recommendations, but are designed to ensure timely recognition is given to those deserving.

- a. Recommendations for the award of the Legion of Merit (LM) – 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.
- d. Recommendation for the award of the Army Achievement Medal (AAM) – no later than 30 days.

“LEADERS IN EXCELLENCE”

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e. Letters of Lateness are typically a sign of poor planning and will not normally be permitted. The Garrison Commander may approve a Letter of Lateness only if there are extenuating circumstances. Circumstances will be briefed to the Headquarters Battalion Commander before being recommended for approval. Contact the Headquarters Battalion Adjutant for further guidance on this issue.

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

g. The recipient's height/weight and "yes" or "no" will be recorded in block 23i for all MSM and above recommendations.

h. Award recommendations for LM and above require that a narrative be included as an addendum. Use the narrative page under the "enclosure" tab at the top of the electronic form. The narrative will be Arial, 12 pt and limited to one page.

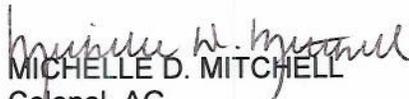
i. Retirement awards will cover the last 10 years of service regardless of how long the individual has been assigned to the organization or unit.

j. Specific achievements cannot be recognized with multiple awards for the same person.

k. End-of-Tour Service Awards. Soldiers should be considered for some type of recognition at the end of their tour. It should be emphasized, however, that an award is not mandatory. If leaders choose not to reward a departing Soldier for their service during their tour of duty, the Chain of Command should counsel the departing Soldier and explain why the Soldier is not receiving an award. Service awards should be driven by a combination of duties/responsibilities, duration and manner of performance. End-of-Tour awards should be awarded in person, not by mail. This guidance includes Soldiers reassigned from one IMCOM/MDW organization to another.

l. A Soldier who is flagged for overweight may be recommended for an award based on valor, heroism or length of service retirement in accordance with AR 600-8-22, para 1-17b. A waiver of the overweight flag must be approved by the Garrison Commander for ARCOM and below; the Commanding General, MDW or IMCOM for MSM or higher, prior to the award recommendation submission. Approved waivers will accompany the recommendation.

6. PROPONENT. The proponent for this policy is Headquarters Battalion. The point of contact is the Battalion Adjutant at 703-806-5657.


MICHELLE D. MITCHELL
Colonel, AG
Commanding