



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VIRGINIA 23801-2102

ATCL-CS

CASCOM POLICY # 18-05

JUN 27 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM) and Fort Lee Awards Processing Policy

1. **Purpose:** This policy provide procedures and guidance for preparation and processing of awards within CASCOM and Fort Lee.

2. **References:**

- a. AR 600-8-22, Military Awards, 25 June 2015.
- b. TRADOC Supplement 1 to AR 600-8-22, Military Awards, 6 December 1999.
- c. TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendation, 12 November 2015.

3. **Scope:** The CASCOM Commanding General (CG) is the approval authority for the Legion of Merit (LM), Meritorious Service Medal (MSM), the Army Commendation Medal (ARCOM), and the Army Achievement Medal (AAM) for Soldiers assigned and attached for duty to this command. Awards usually fall into four categories: retirement, permanent change of station (PCS), expiration of time of service (ETS), or achievement. Once the recommender enters an award into the system, the award will be processed through the approval authority; unless the recommender withdraws the recommendation. The exception to this policy applies to Soldiers who are flagged. The individual responsible for verifying whether or not a Soldier is flagged is the authority for returning the award without action.

a. Retirement awards should cover the last 10 consecutive years of service although a shorter period can be used if the achievements are substantial. Awards will be return for corrections if award period is longer than 10 years. The recommender will mention the total years of service in the proposed citation and at the end of the narrative. The award will be submitted, processed, completed, and presented prior to the Soldier's departure, which will be earlier than his/her retirement date.

b. PCS/Service awards are for the Soldier's current tour of duty and will be submitted, processed, completed, and presented prior to the Soldier's departure.

ATCL-CS

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Soldiers who are transferring inter-post, remaining on Fort Lee, do not qualify for a PCS award. A letter of continuity will be given to the Soldier and the gaining command.

c. Achievement awards are for short periods of time (usually one day to a few months). They recognize a special achievement, an act, or the completion of a special project. When a Soldier departs (PCS) the command, the actions or achievements that were already recognized with an award cannot be part of the write-up for the PCS award. However, if a Soldier retires from this command, previous achievements can be mentioned since a retirement award covers previous 10 years of service.

d. All awards sent to CASCOM for approval or further processing will be submitted to the CASCOM Secretary of the General Staff (SGS) mailbox at **USARMY Ft Lee TRADOC Mailbox Lee-CASCOM-Awards**.

4. General Procedures for Completion of AAM through DSM:

a. All awards submitted for the Commanding General's approval must be endorsed by a Director, Commander, Colonel, or General Officer prior to submission to the CASCOM SGS. Units will be notified when awards are downgraded or disapproved.

b. Award recommendations must be submitted on DA Form 638, dated Jun 2017, which allows electronic signatures through the chain of command for appropriate endorsement and approval. Commanders and intermediate authorities are required to provide comments in Part IV of the DA Form 638.

c. Narrative description of meritorious service or achievement for awards of the AAM, ARCOM, and MSM will be limited to sentence format in the space allowed on the DA Form 638. Recommenders are encouraged to complete each block of the DA Form 638 when preparing an award recommendation for service, i.e., PCS, ETS, and retirement.

d. Proposed citations must be written in accordance with AR 600-8-22. Certificate citations for the AAM, ARCOM, and MSM are limited to six lines in Part III item 21 of the DA Form 638. The Soldier's position/job title should be indicated as well as a couple of sentences in reference to his/her service and achievement. There is no need to repeat the dates as they are automatically included as part of the actual certificate, as is the Soldier's name and command/unit.

e. Legion of Merit (LM): A narrative is required and must be typed on provided narrative page of the DA Form 638 or saved as an attachment to the award. The narrative will be double spaced, and limited to a one or two page recommendation. A citation is required and must be typed on provided citation page of the DA Form 638 or saved as an attachment to the award. The citation will be no more than eight lines. LMs will be forwarded through the chain of command to CASCOM for approval.

ATCL-CS

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f. Distinguished Service Medal (DSM): A narrative must also accompany the DA Form 638 and will be six to eight pages and double-spaced on 8-1/2 x 11- inch bond paper. The citation is one full page, also double-spaced on 8-1/2 x 11- inch bond paper. The award recommendation will be sent from CASCOM through TRADOC to Department of the Army for approval.

g. Award of the AAM, ARCOM and MSM to personnel of other services and foreign services will be completed on a DA Form 638. The award recommendation will be sent from CASCOM to TRADOC for approval. Higher level awards (LM and above) require forwarding to US Army Human Resources Command, Personnel Service Support Division, Military Awards Branch for processing and final decision by the Secretary of the Army and Secretary of Defense. Recommendations must include a biography, current résumé, list of previous U.S. decorations, and statements of concurrence obtained from the U.S. Ambassador and U.S. Defense Attaché (USDAO) from the proposed awardee's parent country, the Defense Intelligence Agency (DIA), and the U. S. Army Central Personnel Security Clearance Facility (CCF). For detailed criteria, reference AR 600-8-22; paragraph 1-38 (U.S. awards to foreign military personnel).

h. Per AR 600-8-22, paragraph 1-17.b., a Soldier who is flagged for overweight may be recommended for and presented an award for length of service for retirement. A waiver of the overweight flag must be processed to the first general officer in the Soldier's chain of command for approval or disapproval. Waivers will be processed as separate and distinct actions from the award recommendation, and should be submitted and adjudicated prior to submission of the award recommendation. Approved waivers will accompany any award recommendation once submitted.

5. Supporting Documents: All award recommendations should include the following:

a. Current APFT card and body fat percentage worksheet (if applicable) within the last 6 months.

b. Profile (if applicable)

c. Current ORB (Officers) or ERB (Enlisted).

d. Orders (PCS, ETS, Retirement), if applicable.

e. SGS Awards Checklist.

f. Letter of lateness must be submitted for awards with submission dates that fall short, of CASCOM submission lead times. Memo must be signed by the Director or Deputy.

g. Copy of all previous award certificates received by Soldier while assigned to Fort Lee, if applicable.

ATCL-CS

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6. **Lead Times:** Lead times are established to ensure the recommended Soldier will receive his/her award in a timely manner or before the proposed presentation date (PPD). The recommender must ensure the accuracy of the proposed presentation date to better enable the timely staffing of the award.

a. Distinguished Service Medal (DSM) awards for retirement/PCS must be received by CASCOM SGS not later than **120** days prior to the PPD.

b. AAM and ARCOM awards must be received by CASCOM SGS not later than **30** days prior to the PPD.

c. MSM and LM awards must be received by CASCOM SGS not later than **60** days prior to the PPD.

d. Awards for members of sister services must be staffed with their respective service and/or agency. Allow for a **90** day turnaround.

e. Awards to foreign military personnel must be received by CASCOM SGS not later than **180** days prior to the PPD for complete processing.

f. The aforementioned lead times do not supersede the initiating command's lead times for award submission.

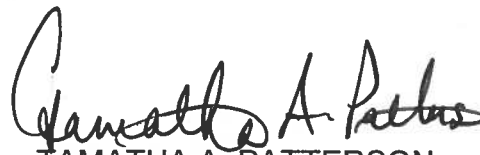
7. Upon completion, DA Form 638 and the award certificate will be returned through the chain of command for presentation. CASCOM will supply medal sets for the awardees' first award. Green awards binders are the responsibility of the unit.

8. Point of contact is the CASCOM SGS at 804-734-1616/0647.

FOR THE COMMANDER:

Encls

1. Letter of Lateness (Sample)
2. DA Form 638 (Sample)
3. Awards Checklist



TAMATHA A. PATTERSON
Colonel, GS
Chief of Staff

DISTRIBUTION:
(see next page)

ATCL-CS

SUBJECT: United States Army Combined Arms Support Command (CASCOM) and
Fort Lee Awards Processing Policy

DISTRIBUTION:

U.S. Army Ordnance School

U.S. Army Transportation School

U.S. Army Quartermaster School

U.S. Army Logistics University

Fort Lee Garrison

U.S. Army Soldier Support Institute

HHC, CASCOM



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VIRGINIA 23801-1809

Office Symbol

1 January 2018

MEMORANDUM FOR Commander, United States Army Combined Arms Support Command, ATTN: ATCL-CG, 2221 Adams Avenue, Fort Lee, VA 23801-2102

SUBJECT: Letter of Lateness for SFC John A. Doe (Presentation Date: 21 September 2018)

1. Respectfully request award recommendation for SFC John A. Doe to be processed expeditiously.
2. Proposed award recommendation is being submitted late at no fault to the Soldier. Due to (Provide further late submission explanation).
3. Point of contact for this memorandum is SSG Joe Unknown, at DSN 687-1358/1612.

Encl
Supporting docs

JANE A. DOE
Colonel, US Army
Director

Encl 1

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.

PURPOSE(S): To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO CDR, USACASCOM FORT LEE, VA 23801	2. FROM CDR, HHC USACASCOM FORT LEE, VA 23801	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) DOE, JANE I.	5. RANK SGT	6. SSN 123-45-6789
7. ORGANIZATION HHC, USACASCOM FORT LEE, VA 23801	8. PREVIOUS AWARDS MOVSM-1, AAM-1, JSCM-1, MSM-2, BSM-2	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD MSM 20LC	11. PERIOD OF AWARD a. FROM DATE TO FT LEE
12. REASON FOR AWARD		
12a. INDICATE REASON PCS	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD)

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) ROBINSON, BILLIE R.	15. ADDRESS 2221 ADAMS AVENUE FORT LEE, VA 23801	
16. TITLE/POSITION SGS NCOIC	17. RANK SSG	
18. RELATIONSHIP TO AWARDEE SUPERVISOR	19. SIGNATURE	

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1
(MSM AND BELOW: WRITE ACHIEVEMENTS HERE)
*** (LM AND ABOVE) NARRATIVE REQUIRED. SEE ENCLOSURES FOR PROVIDED NARRATIVE PAGE AND PROVIDE THE STATEMENT "SEE ENCLOSURES" IN EACH ACHIEVEMENT BLOCK.

ACHIEVEMENT #2
CONTENT SHOULD BE CLEAR, CONCISE, AND TO THE POINT Encl 2

ACHIEVEMENT #3
SPELL CHECK ALL ACHIEVEMENT CORRESPONDENCES THROUGH MICROSOFT WORD PRIOR TO SUBMISSION TO AVOID GRAMMAR AND SPELLING ERRORS.

ACHIEVEMENT #4
SPELL CHECK TOOL WILL AVOID DELAYS IN THE AWARD PROCESSING TIME.

21. PROPOSED CITATION
PCS/ETS/ACH (MSM AND BELOW)
FOR EXCEPTIONALLY MERITORIOUS SERVICE AS A (DUTY POSITION). SM'S RANK & NAME DEMONSTRATED LEADERSHIP, SELFLESS SERVICE AND UNPARALLELED COMMITMENT TO MISSION ACCOMPLISHMENT WERE INTEGRAL TO THE UNIT'S SUCCESS. HIS/HER PROFESSIONALISM IS IN KEEPING WITH THE FINEST TRADITIONS OF MILITARY SERVICE AND REFLECTS GREAT CREDIT UPON HIM/HER, THE SM CURRENT UNIT, THE COMBINED ARMS SUPPORT COMMAND, AND THE UNITED STATES ARMY.

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

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1. TO CDR, USACASCOM FORT LEE, VA 23801	2. FROM CDR, HHC USACASCOM FORT LEE, VA 23801	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) DOE, JANE I.		5. RANK SFC	6. SSN 123-45-6789
7. ORGANIZATION HHC, USACASCOM FORT LEE, VA 23801		8. PREVIOUS AWARDS MOVSM-1, AAM-1, JSCM-1, MSM-2, BSM-2	
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD MSM 2OLC	11. PERIOD OF AWARD a. FROM LAST 10 YEARS
12. REASON FOR AWARD		b. TO	
12a. INDICATE REASON RET	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD)

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) HIGH, LOW		15. ADDRESS 2221 ADAMS AVENUE FORT LEE, VA 23801	
16. TITLE/POSITION WORKER	17. RANK MSG		
18. RELATIONSHIP TO AWARDEE SUPERVISOR		19. SIGNATURE	

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1
*** (LM AND ABOVE) NARRATIVE REQUIRED. SEE ENCLOSURES FOR PROVIDED NARRATIVE PAGE AND PROVIDE THE STATEMENT "SEE ENCLOSURES" IN EACH ACHIEVEMENT BLOCK.

ACHIEVEMENT #2
SEE ENCLOSURES

ACHIEVEMENT #3
SEE ENCLOSURES

ACHIEVEMENT #4
SEE ENCLOSURES

21. PROPOSED CITATION
FOR EXCEPTIONALLY MERITORIOUS SERVICE OVER A 20 YEAR CAREER, CULMINATING AS/A (LAST DUTY POSITON). SM NAME'S OUTSTANDING LEADERSHIP, DEDICATION, AND SELFLESS SERVICE HAVE CONTRIBUTED TO THE OVERALL SUCCESS OF THE ARMY'S MISION AND SET THE STANDARD FOR OTHERS TO EMULATE. HIS/HER OUTSTANDING PERFORMANCE IS IN KEEPING WITH FINEST TRADITIONS OF MILITARY SERVICE AND REFLECT DISTINCT CREDIT UPON HIM/HER, THE SM'S CURRENT UNIT, THE COMBINED ARMS SUPPORT COMMAND, AND THE UNITED STATES ARMY.

NAME (Last, First, Middle Initial) DOE, JANE I.	SSN 123-45-6789
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PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.	22a. SIGNATURE	22b. DATE (YYYYMMDD)
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23. INTERMEDIATE AUTHORITY	a. TO ACoS, ARNG, USACASCOM FORT LEE, VA 23801	b. FROM SR ENLISTED, ARNG FORT LEE, VA 23801	c. DATE (YYYYMMDD)
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d. RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> UPGRADE TO:	<input type="checkbox"/> DOWNGRADE TO:
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e. NAME (Last, First, Middle Initial) TAYLOR, MICKEY D.	f. RANK COL
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g. TITLE/POSITION ACoS, ARNG, CASCOM	h. SIGNATURE
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i. COMMENTS			
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24. INTERMEDIATE AUTHORITY	a. TO CDDR, HHC USACASCOM FORT LEE, VA 23801	b. FROM ACoS, ARNG, USACASCOM FORT LEE, VA 23801	c. DATE (YYYYMMDD)
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d. RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> UPGRADE TO:	<input type="checkbox"/> DOWNGRADE TO:
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e. NAME (Last, First, Middle Initial) SMITH, JOHN P.	f. RANK CPT
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g. TITLE/POSITION COMPANY COMMANDER	h. SIGNATURE
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i. COMMENTS			
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25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
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d. RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> UPGRADE TO:	<input type="checkbox"/> DOWNGRADE TO:
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e. NAME (Last, First, Middle Initial)	f. RANK
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g. TITLE/POSITION	h. SIGNATURE
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i. COMMENTS			
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26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM CDR, USACASCOM FORT LEE, VA 23801	c. DATE (YYYYMMDD)
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d. <input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> RECOMMEND UPGRADE TO:	<input type="checkbox"/> DOWNGRADE TO:
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e. NAME (Last, First, Middle Initial) HURLEY, PAUL C. JR.	f. RANK MG
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g. TITLE/POSITION COMMANDING GENERAL	h. SIGNATURE
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i. COMMENTS			
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PART V - ORDERS DATA

27a. ORDERS ISSUING HQ USACASCOM FORT LEE, VA 23801	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual
28a. NAME OF ORDERS APPROVAL AUTHORITY ANGELINE C. JEPSEN	28b. RANK CW3	
28c. TITLE/POSITION ADJUTANT	29. APPROVED AWARD MSM	
28d. SIGNATURE	30. DATE (YYYYMMDD)	

***NARRATIVE AND
CITATION ARE REQUIRED
FOR LEGION OF MERIT
AWARD (LM) AND
ABOVE**

Encl 2

***UTILIZE THE
ENCLOSURE TAB AT THE
TOP OF THE
DA FORM 638 TO
ENCLOSE DOCUMENTS**