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

CASCOM POLICY NO. 15-05

ATCL-CS

08 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

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

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

2. **References:**

a. AR 600-8-22, Military Awards, 11 December 2006.

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

c. TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendation, 21 April 2014.

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 returned 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 ending 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. Soldiers who are transferring inter-post, remaining on Fort Lee, do not qualify for a PCS

award. A letter of continuity (Encl 1) 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 Leee-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. All award recommendations are submitted on a DA Form 638 which allows for electronic signatures as the award recommendation goes through the chain of command for appropriate endorsement and approval (Encl 2). 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 (Encl 3). LMs will be forwarded through the chain of command to CASCOM for approval.

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 (Encl 3A). 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 resumé, 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 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 (Encl 4). 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 12 months.

b. Profile (if applicable)

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

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

e. SGS Awards Checklist (Encl 5).

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

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

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

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

e. The aforementioned lead times do noy 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. This policy supersedes CASCOM and Fort Lee Awards Processing Policy 13-05, dated 26 Nov 13.

9. The point of contact is the CASCOM SGS at 804-734-1616/0647.

FOR THE COMMANDER:

Encl
as

ROBERT L. HATCHER
Colonel, GS
Chief of Staff

DISTRIBUTION:
US ARMY TRANSPORTATION SCHOOL
US ARMY SOLDIER SUPPORT INSTITUTE
US ARMY ORDNANCE SCHOOL
US ARMY QUARTERMASTER SCHOOL
US ARMY LOGISTICS UNIVERSITY
FORT LEE GARRISON
HHC CASCOM

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

Office Symbol 1 January 2012

MEMORANDUM FOR Commandant, Army Logistics University, Fort Lee, VA 23801

SUBJECT: Letter of Continuity for MSG John A. Doe

1. MSG Doe served as the Administration NCO for the Headquarters and Headquarters Company (HHC), 49th Quartermaster Group. MSG Doe was responsible for the final in processing and out processing of Soldiers at Brigade level. She processed over 1439 Soldiers in a timely manner while providing excellent customer service.

2. While assigned to HHC from 4 December 2010 to 18 July 2011, MSG Doe assumed the duties and responsibilities as a Strength Manager. She quickly grasped the procedures and found avenues to streamline processes. MSG Doe excelled in physical fitness, scoring a 297 on the Army Physical Fitness Test.

3. Point of contact for this memorandum is SSG Joe Unknown at (804) 734-0283.

JANE A. DOE
Colonel, US Army
Director of Training

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.

1. TO	2. FROM	3. DATE (YYYYMMDD)
CDR, USACASCOM FORT LEE, VA 23801	CDR, HHC USACASCOM FORT LEE, VA 23801	

Should mirror awards on ERB/ORB

PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
DOE, JANE I.	SGT	123-45-6789

7. ORGANIZATION	8. PREVIOUS AWARDS
HHC, USACASCOM FORT LEE, VA 23801	MOVSM-1, AAM-2, ARCOM-1, JSCM-1, MSM-2, BSMV-1

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD a. FROM	b. TO
If Awardees' is in the ARMY leave this area BLANK	LM	20040102	20140101

12. REASON FOR AWARD

12a. INDICATE REASON	12b. INTERIM AWARD ☒ YES ☐ NO	12c. POSTHUMOUS	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
RET	IF YES, STATE AWARD GIVEN MERITORIOUS SERVICE MEDAL	YES ☐ NO ☒	20140101

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial)	15. ADDRESS
ROBINSON, BILLE R.	2221 A. AVE FORT LEE, VA 23801
16. TITLE/POSITION	
SGS NCOIC	
18. RELATIONSHIP TO AWARDEE	**19. SIGNATURE**
SUPERVISOR	

Interim award can be awarded pending final action on a recommendation for a higher award. REF: AR600-6-22, para 1-20

Limited to the last 10 years; to include achievements

30 days from the date submitted to SGS, otherwise provide a letter of lateness

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

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 GRAMMER AND SPELLING ERRORS

ACHIEVEMENT #4

SPELL CHECK TOOL WILL AVOID DELAYS IN THE AWARD PROCESSING TIME

RETIREMENT SAMPLE

21. PROPOSED CITATION

STANDARD RETIREMENT CITATION

(RETIREMENT (MSM AND BELOW)):
FOR 20 YEARS OF EXCEPTIONALLY MERITORIOUS SERVICE CULMINATING AS A/THE (LAST DUTY POSITION). SM NAME'S OUTSTANDING LEADERSHIP, DEDICATION, AND SELFLESS SERVICE HAVE CONTRIBUTED TO THE OVERALL SUCCESS OF THE ARMY'S MISSION AND SET THE STANDARD FOR OTHERS TO EMULATE. HIS/HER OUSTANDING PERFORMANCE IS IN KEEPING WITH FINEST TRADITIONS OF MILITARY SERVICE AND REFLECTS DISTINCT CREDIT UPON HIM/HER, THE SM CURRENT UNIT, THE COMBINED ARMS SUPPORT COMMAND, AND THE UNITED STATES ARMY.

(LM AND ABOVE CAN HAVE 3 ADDITIONAL LINES FOR THE CITATION) SEE ENCLOURES; CITATION PAGE PROVIDED

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.

1. TO CDR, USACASCOM FORT LEE, VA 23801	2. FROM CDR, HHC USACASCOM FORT LEE, VA 23801	3. DATE (YYYYMMDD)

Should mirror awards on ERB/ORB

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-2, ARCOM-1, JSCM-1, MSM-2, DSMV-1	
9. BRANCH OF SERVICE If Awardee is in the ARMY leave this area BLANK	10. RECOMMENDED AWARD MSM 1OLC	11. PERIOD OF AWARD a. FROM 20100610 b. TO 20140110

12. REASON FOR AWARD

12a. INDICATE REASON PCS/ETS/ACH	12b. INTERIM AWARD ☐ YES ☒ NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES ☐ NO ☒	13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20140101

Choose 1 from the drop down box

30 days from the date submitted to "SGS", otherwise provide a letter of lateness

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) ROBINSON, BILLE R.		15. ADDRESS 2221 A. AVE 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 so

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 GRAMMER AND SPELLING ERRORS

PCS SAMPLE

ACHIEVEMENT #4

SPELL CHECK TOOL WILL AVOID DELAYS IN THE AWARD PROCESSING TIME

21. PROPOSED CITATION

STANDARD PCS CITATION

PCS/ETS/ACH (MSM AND BELOW)
FOR EXCEPTIONALLY MERITORIOUS SERVICE AS A/THE (DUTY POSITION). (SM RANK & NAME 'S 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.

(LM AND ABOVE CAN HAVE 3 ADDITIONAL LINES FOR THE CITATION) SEE ENCLOURES; CITATION PAGE PROVIDED

LEGION OF MERIT
CERTIFICATE CITATION
NO MORE THAN 8 LINES

MSM AND BELOW
CERTIFICATE CITATION
NO MORE THAN 6 LINES

Block 21 on
DA Form 638

Block 21 on
DA Form 638 or citation
enclosure for LM and above

COLONEL JOHN D. DOE , UNITED STATES ARMY

exceptionally meritorious service while serving in positions of increasing responsibility culminating as _____, United States Army Combined Arms Support Command, Fort Lee, VA. COL Doe's unwavering dedication to duty and keen wisdom throughout his 30 plus years of service has unquestionably left a mark on multiple generations of Army Soldiers. He consistently demonstrated vast technical knowledge and a superior ability to lead, motivate, train, and inspire Soldiers; traits which were instrumental to the success of every unit to which he was assigned. His tireless efforts as a Commander and Staff Officer coupled with his operational focus and ability to manage large complex logistics organizations ensured the readiness of multiple commands. COL Doe's distinctive accomplishments, significant personal sacrifices, and outstanding contributions to our Nation are in keeping with the highest military traditions and reflect distinct credit on him, the Combined Arms Support Command, the United States Army.

This 6th day of June 2014

PO 157-01, 06 June 2014
U.S. ARMY COMBINED ARMS SUPPORT COMMAND
Fort Lee, Virginia

STEPHEN R. LYONS
Major General, US Army
Commanding

Encl 3

Encl 3A

Colonel John C. Howard

Award Citation

Colonel John C. Howard distinguished himself by exceptionally meritorious service from June 2000 through March 2010 while serving in critical command and staff positions ranging from battalion and brigade level commands and culminating in his assignment as the Director, Capabilities Development and Integration, United States Army Combined Arms Support Command/Sustainment Center of Excellence, Fort Lee, Virginia. Colonel Howard's long and faithful service has been marked by high ethical standards, extraordinary leadership, singular devotion to duty, and excellence from beginning to end. Colonel Howard dedicated himself to providing the highest quality support to all Soldiers. Simultaneously, he took care of Families and Civilians, seeing them as powerful force multipliers. As the commander of Task Force Provider, Colonel Howard assembled a joint team of Active and Reserve Component units and individual augmentees from all Services, and provided record-setting, full-spectrum combat sustainment for 30,000 US troops, and several coalition nations, in Afghanistan. A Soldier's logistician, Colonel Howard never forgot who his customer was and made sure that the 82nd Airborne Division had what it needed, when it needed it, to take the fight to the enemy. Colonel Howard was just as effective and mission oriented as he led the broadest and most diverse organization in CASCOM/SCoE, producing phenomenal results including the development and delivery of FM 4-0, and the Army Tactical Wheeled Vehicle Reduction Analysis. He is recognized throughout our Army as one of our premier sustainment leaders and has been a key component in the leadership teams of ever y unit with whom he served over the course of his career. Although his career began in the cold War, Colonel Howard is a 21st century Soldier and Leader – smart, agile, bold, courageous, and selfless. His legacy will be felt for many years to come.

Colonel Howard's extraordinary leadership, unquestioned character, and unfailing dedication to Soldiers throughout 30 years of service symbolize the greatest qualities we seek in our leaders. His tireless devotion to duty and faithful and selfless service to the nation, and its Soldiers, Civilians, and Families, reflect great credit upon him, the Combined Arms Support Command/Sustainment Center of Excellence, the Training and Doctrine Command, and the United States Army.

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

ATCL-???

10 September 2013

MEMORANDUM THRU

Commander, Headquarters and Headquarters Company, US Army Combined Arms Support Command (ATCL-HHC), 2221 Adams Avenue, Fort Lee, Virginia 23801-2102
Chief of Staff, US Army Combined Arms Support Command (ATCL-CS), 2221 Adams Avenue, Fort Lee, Virginia 23801-2102

FOR Commanding General, US Army Combined Arms Support Command (ATCL-CG), 2221 Adams Avenue, Fort Lee, Virginia 23801-2102

SUBJECT: Request for Waiver of the Overweight Flag for Length of Service Retirement Award, re: Doe, John

1. Request waiver of the overweight flag for recommendation and presentation of the Meritorious Service Medal for retirement. The following information is provided:

a. Name: Doe, John
b. Rank/Grade: MAJ
c. Date Flag was Initiated: 2 October 2011
d. Unit of Assignment/Directorate: HHC, CASCOM
e. Total Service: 1 August 1984 to 3 January 2013
f. Justification: **In sentence format, please explain why you believe this Soldier should receive an award for retirement.**

2. Point of contact is ???, at phone and email.

3 Encls
1. DA Form 5500 or 5501
2. ERB or ORB
3. DA Form 268 (Initiating the Flag)

JOHN P. DOE
COL, GS
G-3

Encl 4

CASCOM
SGS AWARDS CHECKLIST

NAME OF AWARD RECIPIENT: _____

TYPE OF AWARD: AAM ARCOM MSM LM DSM OTHER: _____

LIST ALL PREVIOUS AWARDS RECEIVED BY SM WHILE ASSIGNED AT FORT LEE: _____

CLERK NAME/ORGANIZATION: _____

DATE: _____

- ☐ **DA FORM 638**
- ☐ **APFT (WITHIN THE LAST 12 MONTHS)**
- ☐ **TEMP PROFILE (IF APPLICABLE)**
- ☐ **DA FORM 5500/5501 (IF APPLICABLE)**
- ☐ **ORDERS**
- ☐ **ERB/ORB**
- ☐ **COPY OF ALL PREVIOUS AWARD CERTIFICATES RECEIVED WHILE ASSIGNED TO FORT LEE (IF APPLICABLE)**

UPDATED: 22 June 2015