



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SC 29207

ATZJ-CG

25 JUL 2018

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Jackson Policy #8 - Military Awards Policy and Procedures

1. Reference AR 600-8-22 (Military Awards), 25 Jun 15.
2. Purpose. The Fort Jackson (FJ) Awards Board is established to ensure all Soldiers, noncommissioned officers and officers assigned to Fort Jackson who distinguish themselves through exceptional achievement or service, special skills or qualification, or acts of heroism or valor receive the appropriate tangible recognition. The awards board will normally be utilized to process all awards, although the Commanding General may independently adjudicate awards at his discretion.
3. Policy:
 - a. An individual is not automatically entitled to a service award due to permanent change of station (PCS) or expiration term of service (ETS). However, outstanding performance certainly may be recognized by the presentation of achievement awards.
 - b. Only one decoration may be awarded to an individual for the same act, achievement, or period of service. Recommendations will not refer to acts that have been previously recognized by award of a lower level award.
 - c. Recommendations will be based solely on the following:
 - (1) Meritorious service and achievement are characterized by sustained distinguished service and performance, or an extraordinary one-time special act well above what can normally be expected, and that which provides distinct benefits to mission effectiveness or readiness.
 - (2) The integrity of the awards program demands that the level of award recommended corresponds directly to the individual's manner of performance and level of responsibility. The ultimate test must be a rational comparison of what one should reasonably expect of the rank, experience level, duty position and assignment difficulty versus actual achievements.

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d. Within the framework, Soldiers will be considered for appropriate recognition:

(1) For retirement, separation or PCS.

(2) At any time, when the magnitude of the contribution, whether singularly or as a group, warrants special recognition. When based on group recognition a separate recommendation will be prepared for each nominee and submitted together as a packet.

4. The significance of awards to a military career and the recognition it bestows on the deserving recipient demands that a well-written recommendation be submitted with special emphasis on facts, grammar, spelling, and punctuation. Commanders and recommending officials' signature certify that the award recommended is based on factual, sustained performance and accomplishments. Commanders will provide their comments in item "I" on the reverse side of the 638.

5. Standing Board Members:

a. FJ Commanding General (CG) – President

b. Post Command Sergeant Major (PCSM)

c. FJ Deputy Commanding Officer (DCO)

d. FJ Assistant Chief of Staff, United States Army Reserve (USAR)

e. Deputy Commandant, USA Chaplain Center and School (USACHCS)

f. FJ G1

g. Secretary General Staff (SGS) (Recorder-Non-Voting Member)

6. Procedures:

a. Units will electronically forward all individual award recommendations requiring the Commanding General's approval and/or recommendation, to the FJ G1 at least 45 days prior to proposed presentation date for an MSM; 120 days for an LOM; and 135 days for SM, DSM or higher.

b. The DA Form 638, citation, and narrative, if required, will be submitted in accordance with AR 600-8-22 within the above time frame. All award recommendations will be submitted error-free. Awards recommendations not received at the approval

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authority as indicated above will require a letter of lateness signed by the activity head or commander stating the factual reason(s) for lack of timely submission.

c. Award recommendations will be reviewed and voted on by board members in the following sequence:

- (1) FJ G1
- (2) Deputy Commandant, USACHCS
- (3) Assistant Chief of Staff, USAR
- (4) Post CSM
- (5) DCO
- (6) CG

d. Board members will vote either recommend approval, disapproval, upgrade, or downgrade on each individual award recommendation. Board members are typically expected to provide succinct comments supporting their recommendation. Once a board member has voted and commented on the award recommendation, they will forward award recommendation to the next board member. The president of the board is the final authority for all award recommendations. Once the board president has made a decision on the award recommendation, G1 will either prepare the appropriate award certificate for the CG's signature or forward to higher headquarters for further processing.

7. The minimum staffing level for the awards board is four voting members (excluding the Commanding General). If an individual board member is absent for less than seven days, that board member will complete their recommendation upon return prior to the award being forwarded to the President of the Board. If a standing board member is not available for more than seven days, the award recommendation will be forwarded to the next board member and will go forward to the President of the Board with only four recommendations. If two or more board members are not available, the award recommendation will be on hold until there are at least four board members voting on every award.

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8. The proponent for memorandum is the G1, (803) 751-7534.



MILFORD H. BEAGLE, JR.
Brigadier General, U.S. Army
Commanding