**Headquarters**
**United States Army Accessions Command**
**90 Ingalls Road**
**Fort Monroe, Virginia 23651-1065**
**13 February 2006**

**USAAC Regulation 600-2**

**Effective 28 February 2006**

**Personnel — General**

# Awards and Special Recognition Programs

For the Commander:

DENNIS E. ROGERS
Brigadier General, US Army
*Deputy Commanding General and Chief of Staff*

Official:

ROGER H. BALABAN
*Chief Information Officer*

**History.** This publication is a new United States Army Accessions Command regulation.

**Summary.** This regulation outlines the United States Army Accessions Command's award policies as well as provides procedures, criteria, and administrative instructions concerning various special awards programs. This regulation excludes guidance for civilian incentive and honorary (civilian service) performance awards which are promulgated through other means.

**Applicability.** This regulation applies to all personnel assigned or attached to the United States Army Accessions Command and its subordinate organizations.

**Proponent and exception authority.** The proponent of this regulation is the Director of Human Resources. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-P, 90 Ingalls Road, Fort Monroe, VA 23651-1065.

**Distribution.** This regulation is available in electronic media only and is available online at http://www.usaac.army.mil.

**Contents** (Listed by paragraph number)

**Chapter 1**
**Introduction**

*Section I*
*General*
Purpose • 1-1
References • 1-2
Explanation of abbreviations and terms • 1-3
Objectives • 1-4

*Section II*
*Public Recognition*
Award ceremonies • 1-5

**Chapter 2**
**Military Awards**
General • 2-1
Level of recognition • 2-2
Merit based and unfavorable information • 2-3
Continuity • 2-4
Timeliness of award submissions • 2-5
Memorandum of lateness • 2-6
Delegation of award authority • 2-7
Responsibilities • 2-8

**Chapter 3**
**Special Recognition Programs and Awards**

*Section I*
*General*
Overview • 3-1

*Section II*
*USAAC Leadership Legacy Award*
Background • 3-2
Objective • 3-3
Responsibilities • 3-4
Eligibility criteria • 3-5
Selection criteria • 3-6
Selection process • 3-7
Nomination packets • 3-8
Ceremony and recognition plaque • 3-9

*Section III*
*Military Coins*
General • 3-10
Authority to purchase and present coins • 3-11
Prohibited design • 3-12
Recordkeeping • 3-13

*Section IV*
*USAAC Outstanding Contribution Award*
General • 3-14
Eligibility • 3-15
Approval authority • 3-16
Criteria • 3-17
Request procedures • 3-18
Responsibilities • 3-19
Presentation • 3-20

*Section V*
*Public Service Awards*
General • 3-21
Request procedures • 3-22

*Section VI*
*USAAC Certificate of Appreciation*
General • 3-23
Spouse Appreciation Certificate • 3-24

*Section VII*
*Military Outstanding Volunteer Service Medal*
General • 3-25

**Chapter 4**
**Enlisted Soldier and/or NCO of the Year Program**

*Section I*
*General*
Purpose • 4-1

*Section II*
*Competition Categories*
Rank categories • 4-2
Local boards • 4-3
Time lines • 4-4

*Section III*
*Eligibility*
Eligibility criteria • 4-5

*Section IV*
*Nominations*
Nomination packet • 4-6

*Section V*
*Responsibilities*
HQ USAAC • 4-7
ASB • 4-8
All subordinate commands of USAAC • 4-9
Support required by the host installation • 4-10

*Section VI*
*Competition and Event*
General • 4-11
Board membership • 4-12
Assessment activities • 4-13
Funding • 4-14
Recognition • 4-15

**Appendix A.** References

**Glossary**

## Chapter 1
## Introduction

### Section I
### General

**1-1. Purpose**
This regulation prescribes the United States Army Accessions Command's (USAAC's) policy, criteria, and administrative instructions concerning award processing. The goal of the awards program is to foster mission accomplishment by recognizing excellence of the members of the command and motivating them to high levels of performance and service.

**1-2. References**
Required and related publications and referenced forms are listed in appendix A.

**1-3. Explanation of abbreviations and terms**
Abbreviations and special terms used in this regulation are explained in the glossary.

**1-4. Objectives**
a. Enable the commander to recognize meritorious service and achievements and to document and record that recognition for historical purposes.
b. Recognize private citizens for their contributions to the command and the Army.

### Section II
### Public Recognition

**1-5. Award ceremonies**
a. Whenever practical, awards and other recognitions will be presented to personnel in open ceremonies in the presence of those with whom the individual was serving at the time of the qualification for the award.
b. Award ceremonies should be conducted as soon as practical following approval of the special recognition or award.
c. The coordination of ceremonies involving USAAC personnel is the responsibility of the directorate to which the individual receiving the recognition is assigned and should be coordinated with the Secretary of the General Staff (SGS).

## Chapter 2
## Military Awards

**2-1. General**
a. The USAAC Awards Program is intended to show recognition of service or achievement for deserving individuals.
b. All award recommendations requiring Commanding General (CG), USAAC, or higher command approval must be submitted through the USAAC Human Resources Directorate for processing.
c. Only one award will be given to an individual for the same act, achievement, or period of meritorious service. However, the award of a decoration in recognition of a single act or achievement does not preclude an award for service at the termination of an assignment.

**2-2. Level of recognition**
a. The level of recognition (type award) provided to an individual must consistently and judiciously associate his or her level of responsibility with the manner of performance and contribution. The predominant factor in determining the level of an award recommendation will be based on the degree to which a Servicemember's achievements enhanced the readiness or effectiveness of the organization. Time spent assigned to the organization may also be considered when assessing the overall contributions of the individual.
b. The level of award or recognition should never be based on the on the rank of the individual being recognized.

**2-3. Merit based and unfavorable information**
a. Award recommendations will be based on merit, not just because a Servicemember has returned from an operational temporary duty (TDY) or is changing duty stations. If a Servicemember is changing jobs and in the judgment of the supervisor that Servicemember deserves to be recognized with a military award, that recommendation should be processed and acted on based upon performance and merit. A supervisor who is not a commander can make recommendations to a commander but cannot disapprove an award recommendation.
b. An award will not be presented to any individual whose service in the organization has not been honorable subsequent to the time of the meritorious achievement or service. The determination of "honorable" will be based on honest and faithful service according to the standards of conduct and duty required by law, customs, regulations, and Army values as appropriate for the grade to whom the standard is applied.
c. Individuals on whom favorable personnel actions have been suspended under the provisions of AR 600-8-2 should not be recommended for, nor receive, awards during the period of the suspension. As an exception, a Soldier who is flagged for overweight may be recommended for and presented an award based on valor, heroism, or for length of service in conjunction with retirement.

**2-4. Continuity**
If it is determined an award is not appropriate when an individual is transferring to another part of the organization or departing the command, then a memorandum of continuity should be prepared and forwarded to the new supervisor or commander indicating the level of performance and contributions made by the Soldier while serving in the command.

**2-5. Timeliness of award submissions**
a. The timeliness of an award recommendation is of the utmost importance. Award recommendations should be submitted far enough in advance of the proposed presentation date to allow sufficient processing time.
b. Time lines for submission of military awards are shown in table 2-1. Failure to comply may have direct impact upon the entire awards process.
c. Every effort should be made to ensure an appropriate level of recognition is considered, approved, and finalized in time to ensure the recipient of the award can receive a public presentation of that recognition prior to his or her departure from the command.

**2-6. Memorandum of lateness**
a. Award nominations requiring approval by the United States Army Training and Doctrine Command (TRADOC), CG, that arrive at TRADOC headquarters 14 days or less prior to the desired presentation date will be considered a late submission. Late submissions must con-

**Table 2-1**
**Military awards processing**

| Level of Award | Approval Authority | Processing Lead Time |
|---|---|---|
| Defense Service Medal | Chief of Staff of the Army | Submit to USAAC no later than 90 days prior to desired presentation date (see NOTE). |
| Legion of Merit (Nonretirement) | CG, TRADOC | Submit to USAAC no later than 30 days prior to desired presentation date (see NOTE). |
| Legion of Merit (Retirement) | CG, USAAC | Submit to USAAC no later than 30 days prior to desired presentation date. |
| Defense Meritorious Service Medal | CG, USAAC | Submit to USAAC no later than 30 days prior to desired presentation date. |

**Table 2-1**
**Military awards processing--continued**

| Level of Award | Approval Authority | Processing Lead Time |
|---|---|---|
| Meritorious Service Medal<br>Army Commendation Medal<br>Army Achievement Medal | CG, USAAC<br>Any General Court-Martial Authority | If award is being forwarded to USAAC CG for approval, submit to USAAC no later than 30 days prior to desired presentation date. |
| DA Certificate of Achievement | Any Commander | If award is being forwarded to USAAC CG for approval, submit to USAAC no later than 30 days prior to desired presentation date. |
| NOTE: If award recommendation arrives at TRADOC less than 14 days prior to desired presentation date, a memorandum of lateness signed by a GO is required. | | |

tain a memorandum of lateness signed by the first general officer (GO) in the chain of command explaining the reason for the late submission.

b. Award recommendations arriving late at TRADOC without the requisite memorandum will be returned without action.

**2-7. Delegation of award authority**

a. TRADOC Suppl 1 to AR 600-8-22 delegates to the Commander, USAAC, downgrade authority for awards.

b. The CG of USAAC further delegates to immediate subordinate commanders the authority to disapprove and downgrade award recommendations for Servicemembers assigned or attached to their command provided that commander has authority to approve the next lower-level award.

**2-8. Responsibilities**

a. USAAC, Director of Human Resources, will:

(1) Have general staff responsibility for the development, publication, review, and management of USAAC's military awards policy.

(2) Review all award recommendations for compliance with existing regulations and policies.

(3) Prepare appropriate staffing documentation and place the award recommendation in proper staffing channels.

(4) Coordinate with TRADOC, Deputy Chief of Staff for Personnel, Infrastructure, and Logistics (AG Awards Branch), as necessary.

(5) Ensure timely forwarding to the gaining organization any awards that were not able to be presented to the Soldier prior to his or her departure from the command.

b. Other USAAC directorates and staff will:

(1) Evaluate and monitor the duty performance and contributions of personnel assigned and attached to their organization and submit deserving individuals for appropriate recognition based on merit factors.

(2) Consider recommending the spouse of any individual assigned or attached to the organization for presentation of a Spouse Appreciation Certificate (see paras 3-21 and 3-24).

(3) Plan for and coordinate with the SGS for presentation ceremonies involving members of the command group.

c. Commanders of subordinate commands and United States Military Entrance Processing Command will:

(1) Evaluate and monitor the duty performance and contributions of personnel assigned and attached to their organization and submit deserving individuals for appropriate recognition based on merit factors.

(2) Submit appropriate award recommendations in accordance with established procedures and time lines.

## Chapter 3
## Special Recognition Programs and Awards

### Section I
### General

**3-1. Overview**

a. USAAC Special Recognition Awards acknowledge unique and special contributions and achievements of individuals by publicly rewarding and recognizing those individuals using various awards programs.

b. These programs recognize, and thereby encourage, individuals by awarding special honors to those persons who have contributed significantly to the organization's mission as a member of the organization.

c. These programs also provide a method to recognize those individuals who contribute valuable personal time to undertake activities beyond their direct duties to enhance the quality of life for other members of the organization as well as private citizens whose direct or indirect contributions to the organization merit recognition.

### Section II
### USAAC Leadership Legacy Award

**3-2. Background**

a. Lieutenant General John M. Schofield (1831-1906). As a Soldier and servant of the Nation, John M. Schofield devoted 46 years of service to the country he loved dearly. Though a West Point graduate (1853) and a Regular Army officer, he accepted a volunteer appointment at the outbreak of the Civil War, was awarded the Medal of Honor for actions at the Battle of Wilson's Creek, Missouri (1861) and later participated in Sherman's Atlanta Campaign. Following the Civil War, General Schofield was sent to France to convince Napoleon III to end French interference in Mexico. He then served as Secretary of War in the final years of President Andrew Johnson's administration, providing stability to the cabinet in those turbulent years. As Commander of the Department of the Missouri, General Schofield established a school of Light Artillery at Fort Riley, Kansas. Moving on to the Division of the Pacific in 1870, he recognized the strategic importance of Hawaii, especially Pearl Harbor, and urged the establishment of a base there. His appointment as Commanding General of the Army was the culmination of a dedicated and innovative career.

b. Schofield's definition of discipline, "The discipline which makes the Soldiers of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than make an Army. It is possible to impart instruction and to give commands in such manner and in such a tone of voice as to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or other of dealing with subordinates springs from a corresponding spirit in the breast of the Commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward other, especially his inferiors, cannot fail to inspire hatred against himself."

NOTE: From then Superintendent MG John M. Schofield's address to the Corps of Cadets, USMA, 11 August 1879.

**3-3. Objective**

To recognize three individuals (one officer, one noncommissioned officer (NCO), and one Department of the Army civilian (DAC)) who demonstrate the ideals for which LTG Schofield stood and defined in his address to the Corps of Cadets: Selfless service, dedication to duty, uncompromising loyalty to country, inspiration, and exemplary leadership within their respective organizations in support of their organization's mission.

**3-4. Responsibilities**

a. The CG, USAAC, or a designated representative, will present an engraved Leadership Legacy Award plaque to recipients at a formal awards ceremony.

b. The Deputy Chief of Staff, USAAC, will provide overall supervision of the award pro-

gram and selection process.

c. Commanders of all USAAC subordinate commands will select nominees from their respective commands.

d. The United States Army Accessions Support Brigade (ASB) will produce three awards, annually, for the selected awardees and three historical plaques to track historical recipients. It is understood that sufficient lead time must be provided for personalization of the plaques.

**3-5. Eligibility criteria**

a. Nominees must meet the following criteria:

(1) Be assigned to the USAAC organization in the capacity of active duty (AD) military officer, NCO, or DAC for a minimum of 1 year prior to nomination date.

(2) Must supervise at least four subordinates or have a wide organizational sphere of influence.

b. For AD military nominees (officer and NCO) the following additional criteria will be required:

(1) Meet height and weight standards specified in AR 600-9.

(2) Must not be flagged (suspension of favorable personnel actions) or have any adverse action pending.

**3-6. Selection criteria**

a. Selection is based on the nominee's demonstrated leadership qualities and application of the ideas embodied within Schofield's definition of discipline.

b. The following factors are also considered:

(1) Leadership performance that exemplifies the ideals of selfless service, dedication to duty, ability to inspire others, uncompromising loyalty to country, and exemplary leadership style.

(2) Ability to influence and inspire members of their organizations to accomplish the mission by providing purpose, direction, and motivation. Additionally, the nominee's commensurate display of leadership is soundly embedded within the organization.

(3) Commitment to USAAC's mission, Army Values, and the Warrior Ethos.

(4) Intangible aspects of leadership that instills an intense desire for subordinates to accomplish the organization's mission.

c. Any member of an organization may submit a nomination for any of the three categories (officer, NCO, DAC). However, all nominations must go through the unit's leadership for endorsement. Separate unit level boards will not be held for this award. Submissions are not limited in number; all nominations received will be considered at USAAC level.

**3-7. Selection process**

a. Annually USAAC will send a message to subordinate commands announcing the request for nomination packets and the approximate date of announcement of the results.

b. A Headquarters, United States Army Accessions Command (HQ USAAC) awards board will convene under the direction of the Chief of Staff to review candidates and to recommend awardees to the CG, USAAC, for his or her decision.

**3-8. Nomination packets**

All packets will consist of the following:

a. Memorandum with justification that states how the nominated individual demonstrated the attributes or performance that deserves recognition. The number of subordinates and their sphere of influence should be addressed and examples or vignettes exemplifying the nominee's leadership style or attributes in relation to Schofield's definition of discipline.

b. Cover memorandum containing the personal endorsement of the higher headquarters command leadership team. The board will consider an additional endorsement memorandum from a co-worker or an individual under the nominee's supervision, but such endorsement is not required.

c. Officer record brief or enlisted record brief for military personnel or a current copy of resume (RESUMIX) for civilian personnel.

d. Color copy of an official size photograph, head and shoulders (both military and civilian).

**3-9. Ceremony and recognition plaque**

a. The USAAC Leadership Legacy Award recipients will be recognized in a formal awards ceremony sponsored by the CG, USAAC. The Leadership Legacy Award plaque will be presented to the recipients at that time.

b. The individual's information will be engraved onto the Leadership Legacy Award plaques, which will be displayed in the HQ USAAC building.

## Section III
## Military Coins

**3-10. General**

a. Military or commander's coins are a form of an award and are intended for use as a tool by the senior leadership of an organization to provide tangible, honorary recognition to personnel for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions made towards the accomplishment of the organization's mission.

b. Commander's coins will not be given away as mementos and should not be presented merely for an individual's normal performance of regularly assigned duties.

**3-11. Authority to purchase and present coins**

a. CGs, deputy commanding generals (DCGs), commanders of units and organizations regularly commanded by field grade officers, and Command Sergeants Major (CSMs) of organizations regularly commanded by a GO, are authorized to issue coins purchased using appropriated funds.

b. Field grade commanders who are authorized to present coins may allow their deputy commanding officer and CSM to present coins on their behalf.

c. Commanders authorized to present coins may choose to design a combined coin that represents the commander, deputy commanding officer, and CSM if desired.

d. Officers and NCOs assigned to staff positions, regardless of rank or level of organization, are prohibited from using Army funds to purchase and issue military coins.

**3-12. Prohibited design**

No coin will be purchased using Government funds that is "personalized" such as to have the presenter's name on the coin.

**3-13. Recordkeeping**

a. TRADOC requires all organizations that purchase military coins with appropriated funds to track their expenditures and report through their chain of command the total appropriated funds expenditure for coins each fiscal year.

b. USAAC subordinate commands will consolidate the information from their subordinate organizations and forward the information to the USAAC Director for Resource and Logistics Management no later than 15 October of each year with a total amount expended for coins during the preceding fiscal year.

## Section IV
## USAAC Outstanding Contribution Award

**3-14. General**

a. The purpose of the Outstanding Contribution Award is to recognize personnel for their acts of service, achievement, or special recognition of a job well done, or for unique contributions made towards the accomplishment of the USAAC mission, generally over an extended period of time.

b. The award is a collage of photographs depicting various functions of USAAC to include recruiting, initial entry training, and leader development (see fig 3-1).

**3-15. Eligibility**

a. The award is intended for presentation to both military and civilian personnel who are assigned or attached to HQ USAAC.

b. Personnel are eligible to receive the award only once during their service with the command.

**3-16. Approval authority**

Award approval is delegated to the DCG and Chief of Staff.

**3-17. Criteria**

a. Nominees must have served with HQ USAAC for a minimum of 6 months.

b. Nominees must have attained a singular achievement or, over a period of time, have demonstrated performance that has clearly improved the effectiveness and efficiency of the headquarters or their directorate, division, or branch, thereby contributing to the USAAC mission.

c. Nominees may not have received the award in the past.

**3-18. Request procedures**

a. Any person may nominate any other person for the award. The nomination should be sent by memorandum and must be endorsed by the nominee's director. A deputy to a director may endorse the nomination of a director.

b. Nominations will include the date (month and year) of the specific achievement or the period of outstanding contributions being recognized and include a short paragraph (six to eight lines is sufficient) suitable for use as a citation at a presentation ceremony.

c. All requests will be made in writing to the DCG no less than 30 days prior to the desired presentation date. Format is at figure 3-2.

**3-19. Responsibilities**

a. The USAAC Strategic Outreach Directorate will design and procure the photographic collage.

b. Individual directorates are responsible for framing and any other preparation.

**3-20. Presentation**

a. Directorates should coordinate the presentation with the Command Group when feasible, usually in conjunction with a farewell ceremony.

b. The award may be presented by the senior person in attendance at the presentation event.

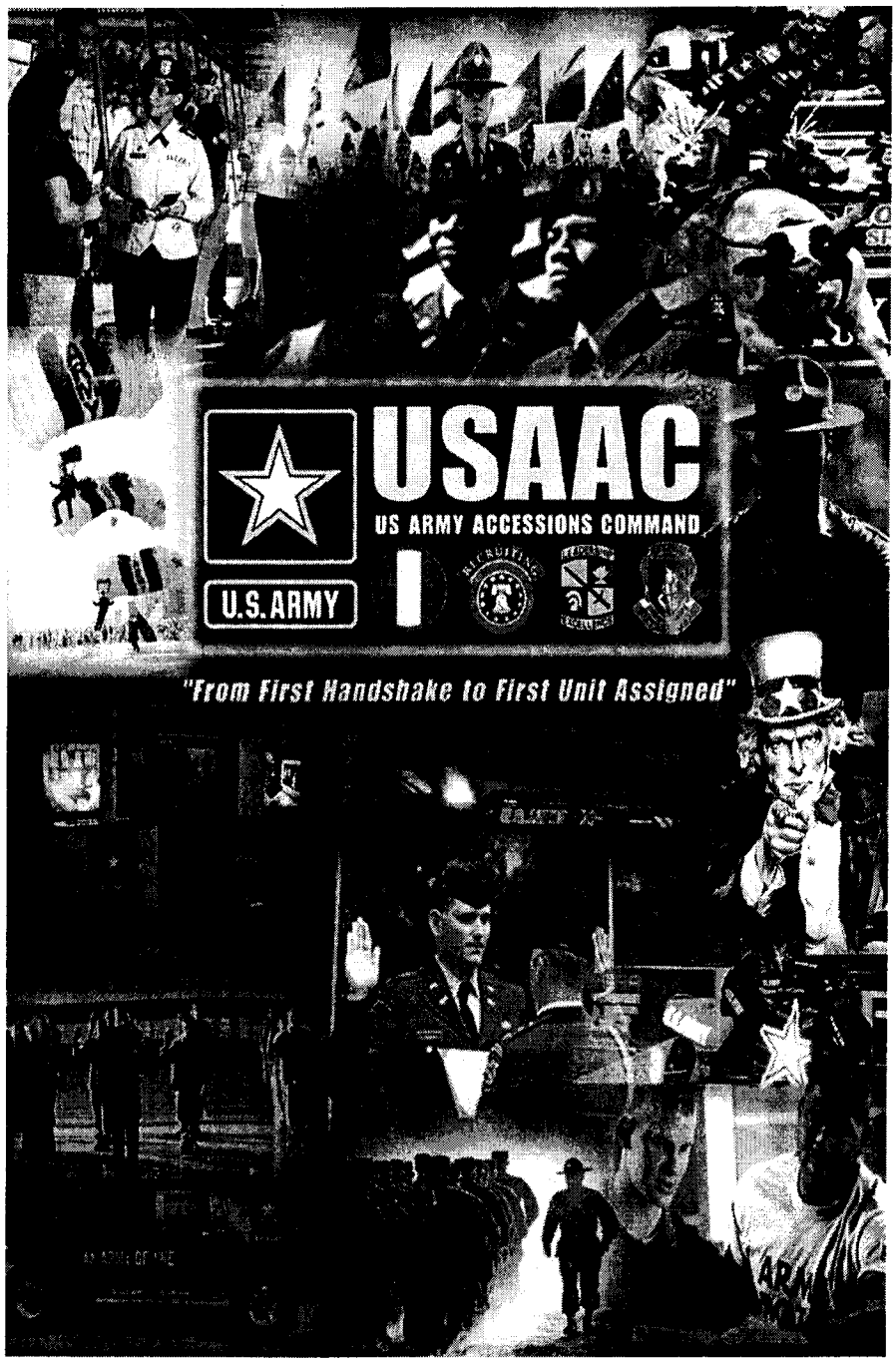


**Figure 3-1. USAAC Outstanding Contribution Award**

**DEPARTMENT OF THE ARMY**
**HEADQUARTERS UNITED STATES ARMY ACCESSIONS COMMAND**
**90 INGALLS ROAD, BUILDING 100**
**FORT MONROE, VIRGINIA 23651-1065**

REPLY TO
ATTENTION OF

ATAL-T

(Date)

MEMORANDUM THRU Director, Operations and Training, US Army Accessions Command, 90 Ingalls Road, Building 100, Fort Monroe, VA 23651-1065

FOR Deputy Commanding General and Chief of Staff, US Army Accessions Command, 90 Ingalls Road, Building 100, Fort Monroe, VA 23651-1065

SUBJECT: Nomination of Staff Sergeant Joseph Smith for the USAAC Outstanding Contribution Award

I recommend Staff Sergeant Joseph Smith for the USAAC Outstanding Contribution Award for his meritorious achievements while serving as a member of the Operations and Training Directorate during the period June 200X through August 200Y. Staff Sergeant Smith brought a tremendous background in both Recruiting and Drill Sergeant operations to the directorate. This enabled him to be immediately effective and an expert advisor to the Operations and Training Directorate staff throughout his service as the command developed and set in place policies fundamental to the command's mission. His outstanding contributions reflect great credit upon himself and the U.S. Army Accessions Command.

(Signature Block)

**Figure 3-2. Sample format for award recommendation**

## Section V
## Public Service Awards

### 3-21. General

a. Public service awards are primarily intended to recognize voluntary contributions made to the Army by private citizens or individuals who are not military personnel, DACs (who are eligible for other honorary awards), or contractors. This category of awards consists of the Decoration for the Distinguished Civilian Service Award (DDCSA), the Secretary of the Army Public Service Award (SAPSA), the Outstanding Civilian Service Award (OCSA), the Commander's Award for Public Service (CAPS), and the Certificate of Appreciation for Patriotic Civilian Service (CAPCS).

b. As an exception to the "private citizen" criteria above, the CAPCS may also be presented to Government employees.

c. Department of the Army (DA) policy for public service awards is outlined in AR 672-20, chapter 8. Further information may be found in TRADOC Suppl 1 to AR 672-20 as well as TRADOC's Processing Guide for Civilian Honorary and Public Service Awards.

d. Criteria and approval authority for each level is shown at table 3-1.

### 3-22. Request procedures

a. Request for a public service award must contain the following:

(1) DA Form 1256 (Incentive Award Nomination and Approval).

(2) Biographical data (for awards requiring CG TRADOC or higher approval) consisting of the name, full address, education and degrees, employment record, and history of other public service awards previously presented to the individual (most current first).

(3) Justification typed (double spaced) on plain bond paper not to exceed two pages in length. Specific achievements and accomplishments should be listed indicating the benefit to the U.S. Army.

(4) Proposed citation. Typed on plain bond paper and not to exceed one paragraph (90 to 95 words) highlighting the individual's contributions.

b. Any person may nominate any other person for the award. The nomination must be endorsed by the nominee's director (or commander as appropriate) and submitted to the Commander, USAAC, ATTN: ATAL-P.

c. TRADOC Suppl 1 to AR 672-20 stipulates that activities submitting recommendations should allow 30 days at TRADOC Headquarters for processing of awards approved by the TRADOC Commander and 60 days at Headquarters, Department of the Army for processing of awards approved by the Secretary of the Army (SA). Nominations submitted with less than the specific allowed processing time must have a memorandum of lateness signed by a GO stating reason for late submission.

d. All requests submitted to or through the CG USAAC for approval must be submitted in advance of the desired presentation date as shown in table 3-2.

**Table 3-1**
**Public service awards**

| Award | Criteria for Award | Approval Authority |
|---|---|---|
| DDCSA | For distinguished service that makes a substantial contribution to the accomplishment of the mission of the Army as a whole. | SA |
| SAPSA | For exceptional public service to the Army deserving of greater recognition than that granted by a major Army command (MACOM) commander. Award is appropriate for spouses of military members only if they meet the criteria. | SA |
| OCSA | For outstanding service that makes a substantial contribution to a MACOM or is of significance to the Army as a whole. | • SA<br>• MACOM commander<br>• Commander (Major General and above) |
| CAPS | For service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency at a lesser degree to the Army as a whole. | • Commander (colonel and above)<br>• Commander exercising general court-martial authority<br>• Officials of GO or Senior Executive System rank |
| CAPCS | To recognize special service that contributes to the mission of an activity, command, staff agency, or the Army as a whole. | Lieutenant colonel level commanders and above |
| Civilian Award for Humanitarian Service | Recognition for performing a significant humanitarian action, deed, or achievement and shall cover the period of service when the act occurred. | MACOM commander or higher |
| Certificate of Appreciation | To recognize accomplishments or periods of faithful service when higher level award standards are not met. | Any commander or director |

Table 3-2
**Processing times for private citizen awards**

| Award | Processing Time |
|---|---|
| DDCSA | 90 days prior to desired presentation date |
| SAPSA | 90 days prior to desired presentation date |
| OCSA | 30 days prior to desired presentation date |
| CAPS | 30 days prior to desired presentation date |
| CAPCS | 30 days prior to desired presentation date |
| USAAC Certificate of Appreciation | 15 days prior to desired presentation date |
| Spouse Appreciation Certificate | 15 days prior to desired presentation date |

**Section VI**
**USAAC Certificate of Appreciation**

**3-23. General**

a. The USAAC Certificate of Appreciation is designed to recognize any individual (in or outside of the military) or organization for contributions to the Army, the command, Soldiers, or family members.

b. Any individual can recommend someone for this certificate. Directors should endorse any recommendation.

c. Directorates should submit recommendations for the award along with a desired citation to the Commander, USAAC, to the attention of either the Director of Human Resources (for military and organizations) or Director of Resource and Logistics Management (for civilian employees) not later than 15 days prior to the desired presentation date.

**3-24. Spouse Appreciation Certificate**

a. The Spouse Appreciation Certificate is designed to recognize the support provided by a spouse to a member of HQ USAAC by displaying forbearance, understanding, and patience while the employee worked for the command.

b. This award is generally presented in conjunction with the departure of the member of the command. The spouse of every departing member should at least be considered for this recognition.

c. The certificate contains a standardized verbiage and requires no justification.

d. Directors should submit nominations to the Commander, USAAC, ATTN: ATAL-P, not later than 15 days prior to the desired presentation date. Nomination recommendations are encouraged to be made using e-mail and require the following information:

(1) First and last name of spouse.

(2) Name of sponsor (member of the command).

(3) Inclusive dates representing the time period covered by the award.

e. Individual directorates are responsible for suitable framing of the award prior to presentation as well as any coordination with the command group and SGS should a member of the command group be involved in presentation of the certificate at a ceremony.

**Section VII**
**Military Outstanding Volunteer Service Medal**

**3-25. General**

a. The Military Outstanding Volunteer Service Medal (MOVSM) is used to recognize Soldiers for performing voluntary services of a significant nature over a sustained period of time to a local community. The services cannot be part of a detail or tasked mission.

b. Recommendations for the award will be prepared on DA Form 638 (Recommendation for Award) with full justification enclosed. Commanders in the rank of lieutenant colonel are delegated authority to approve the award by DA message, CDR HRC, AHRC-PDA, 131442Z JUN 96. The CG USAAC is the approving authority for personnel assigned to HQ USAAC.

c. The MOVSM is categorized as a service medal and not an award, so although the recommendation is submitted on a DA Form 638, Part V, Orders Data section of the form will not be used.

d. Because there is no Department of Defense or DA certificate for the MOVSM, within HQ USAAC, a DA Form 2442 (Certificate of Achievement) will be prepared for the CG's signature and provided to the recipient of the medal.

**Chapter 4**
**Enlisted Soldier and/or NCO of the Year Program**

**Section I**
**General**

**4-1. Purpose**

a. The USAAC Soldier and/or Noncommissioned Officer of the Year (S/NCOY) Program gives special recognition to junior enlisted Soldiers and NCOs who have demonstrated outstanding military excellence and achievement in pursuit of their duties.

b. Because these programs are embedded at all levels of the Army, Soldiers have the opportunity for recognition from unit, battalion, brigade, installation, major subordinate command, major command, and DA.

**Section II**
**Competition Categories**

**4-2. Rank categories**

a. Soldier of the Year nominees may be at the grade of private E1 through specialist.

b. NCO of the Year nominees may be at the grade of corporal through sergeant first class.

**4-3. Local boards**

a. Each subordinate command of USAAC will conduct a board to consider nominations and select their organization's candidates to the USAAC board.

b. Local criteria, policies, and procedures governing the selection of the S/NCOY will be established by each command participating.

**4-4. Time lines**

a. Boards are normally held 30 to 60 days prior to the next level board. Generally, the DA board is held in September to coincide with the Annual Association of the United States Army Awards Presentation Ceremony. The TRADOC board is normally conducted in July. The date for the USAAC competition will normally be announced in January or February by the Human Resources Directorate.

b. The date of the USAAC competition will be synchronized such as to allow time for the USAAC winner to compete at the TRADOC board.

c. Subordinate commands should time the conduct of their boards so that their nomination packets can reach USAAC by the suspense established by the annual operations order or memorandum.

**Section III**
**Eligibility**

**4-5. Eligibility criteria**

a. All Soldiers assigned or attached to units of USAAC are eligible.

b. Soldiers can be from Active Component,

Army National Guard (ARNG), and Army Reserve (AR).

c. Only one Soldier will be selected in each category as the candidate for the next level board. Local boards should designate an alternate candidate in each category in the event the primary candidate cannot compete at the next level.

## Section IV
## Nominations

### 4-6. Nomination packet

Nominations will be forwarded to USAAC in accordance with criteria outlined in annual announcement.

a. Each nomination packet will consist of a tabbed five-ring binder, consisting of the following documents:

(1) Copy of enlisted record brief.

(2) Soldier's biography.

(3) Color photograph.

(4) Memorandum recommending the candidates signed by the CSM and endorsed by the commander.

(5) Additional documentation as directed in the annual announcement.

b. Each nominated Soldier must:

(1) Have no record of disciplinary action within the 12 months preceding the nomination.

(2) Have passed the Army standard for the Army physical fitness test (APFT) within the 12 months preceding the nomination.

(3) Have a favorable completion of a background check.

NOTE: DA will perform background checks on all MACOM candidates prior to the start of the DA board.

(4) Meet the height and weight standards of AR 600-9.

c. Medical profiles in and of themselves are not disqualifying factors.

d. No other prerequisites will be established, such as attainment of a certain level of military or civilian education and training.

## Section V
## Responsibilities

### 4-7. HQ USAAC

HQ USAAC is responsible for the overall planning and coordination of this S/NCOY Program. Specific staff responsibilities include:

a. CSM, USAAC.

(1) Serves as the board president and proponent for the S/NCOY Program.

(2) Designates an NCO to serve as the board recorder.

(3) Designates a senior NCO as Adjutant for the awards ceremony.

(4) Invites a keynote and other guest speakers, distinguished guests, and award presenters.

b. Operations and Training Directorate. Provide NCOs as necessary to perform as assessment support staff.

c. Resource and Logistics Management Directorate.

(1) Budgets, allocates, and approves necessary funding for the competition.

(2) Provides funds for USAAC participants at the HQ USAAC, TRADOC, and DA levels of competition.

d. Strategic Planning Group.

(1) Recommends written test and essay topics.

(2) Evaluates candidate responses.

e. Human Resources Directorate.

(1) Prepares the annual announcement memorandum or operations order.

(2) Acknowledges receipt of and administratively screens packets for compliance; replies with acceptance or obtains necessary adjustments.

(3) Assists in the procurement of recognition items donated by private agencies, and coordination for those provided by the ASB.

(4) Initiates military award recommendations for all candidates at the USAAC board.

### 4-8. ASB

Provide presentation plaques as required.

### 4-9. All subordinate commands of USAAC

a. Conduct local board and forward candidate packet(s) to Commander, USAAC, in accordance with the annual announcement provisions.

b. Provide representatives to serve as board members and/or assessment evaluators, and support staff as requested in the annual announcement memorandum or operations order.

c. Conduct preparation and training activities for nominees.

d. Provide funding for travel, per diem, etc., for their command's candidates, members of the board, and any others attending the USAAC event.

### 4-10. Support required by the host installation

a. Provide welcome packets to all participants.

b. Provide facilities, equipment, transportation, meals, support personnel, and other support as required for the APFT, weapons, and hands-on assessment phase.

c. Provide facilities, equipment, transportation, furnishing, audiovisual components, support personnel, and other support as required for the written tests, board appearance, and awards ceremony and luncheon.

d. Provide public affairs, media, print, and photographic support.

e. Provide safety NCO to evaluate the weapons part of the competition.

f. Provide medical support NCO as needed for the APFT and land navigation phases.

g. Provide protocol support to authorized participants and escort guides as needed.

h. Provide installation coordinators for lodging; transportation; meals; morale, welfare, and recreation; Defense Travel System; Defense Finance and Accounting Service; medical; and other support services as required.

## Section VI
## Competition and Event

### 4-11. General

a. The annual announcement will designate if that year's board will be based on nomination packets or if Soldiers will be required to personally appear before the board and complete assessment activities.

b. When board appearance is required, board members may ask questions dealing with basic Soldier skills, military occupational specialty related skills, and fact-finding questions as deemed appropriate.

c. Uniform for board members and candidates will vary based on the competition agenda. Participants must be prepared to obtain at personal expense, or via unit issue as appropriate, any of the authorized uniforms and equipment specified in the annual announcement. TDY funds will not be used to procure uniform and equipment items.

### 4-12. Board membership

a. The board will include the USAAC CSM who will serve as President of the Board.

b. Each subordinate command of USAAC as well as the CSM of any other commands who have Soldiers appearing before the board.

### 4-13. Assessment activities

a. Performance tests. Compete in common military tasks exercise.

b. Physical. Participate in the APFT.

c. Written. Submit a self-researched and composed essay.

d. Verbal. Appearance before a selection board.

### 4-14. Funding

a. Funding for travel and per diem of the candidate, unit sponsor, and command representatives (to include board members) will be provided by the organization nominating the candidate.

b. HQ USAAC will fund TDY for support staff.

c. The annual announcement will provide detailed arrangements for lodging, meals, transportation, and miscellaneous expenses.

### 4-15. Recognition

a. Commanders may present awards and/or decorations to their local board winners as appropriate except for those candidates who will be competing at the next level of competition.

b. Candidates scheduled to compete at the next level of competition will not be presented military awards until the next level is completed.

c. Awards may be military decorations, private sector donations, and unit-level honors.

## Appendix A
## References

### Section I
### Required Publications

**AR 600-8-2**
Suspension of Favorable Personnel Actions (Flags). (Cited in para 2-3c.)

**AR 600-8-22 with TRADOC Suppl 1 thereto**
Military Awards. (Cited in para 2-7a.)

**AR 600-9**
The Army Weight Control Program. (Cited in paras 3-5b(1) and 4-6b(4).)

**AR 672-20 with TRADOC Suppl 1 thereto**
Incentive Awards. (Cited in paras 3-21c and 3-22c.)

### Section II
### Related Publications

**AR 600-8-105**
Military Orders.

**AR 600-37**
Unfavorable Information.

**AR 670-1**
Wear and Appearance of Army Uniforms and Insignia.

**DA Memo 600-70**
Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.

**DA Pam 672-6**
Armed Forces Decorations and Awards.

**DOD 1348.33-M**
Manual of Military Decorations and Awards.

**DODI 1348.33**
Military Awards Program.

**TRADOC Reg 672-6**
Military Coins.

### Section III
### Referenced Forms

**DA Form 638**
Recommendation for Award.

**DA Form 1256**
Incentive Award Nomination and Approval.

**DA Form 2442**
Certificate of Achievement.

## Glossary

### Section I
### Abbreviations

**AD**
active duty

**APFT**
Army physical fitness test

**AR**
Army Reserve

**ARNG**
Army National Guard

**ASB**
United States Army Accessions Support Brigade

**CAPCS**
Certificate of Appreciation for Patriotic Civilian Service

**CAPS**
Commander's Award for Public Service

**CG**
Commanding General

**CSM**
Command Sergeant Major

**DA**
Department of the Army

**DAC**
Department of the Army civilian

**DCG**
deputy commanding general

**DDCSA**
Decoration for the Distinguished Civilian Service Award

**GO**
general officer

**HQ USAAC**
Headquarters, United States Army Accessions Command

**MACOM**
major Army command

**MOVSM**
Military Outstanding Volunteer Service Medal

**NCO**
noncommissioned officer

**OCSA**
Outstanding Civilian Service Award

**SA**
Secretary of the Army

**SAPSA**
Secretary of the Army Public Service Award

**SGS**
Secretary of the General Staff

**S/NCOY**
Soldier and/or Noncommissioned Officer of the Year

**TDY**
temporary duty

**TRADOC**
United States Army Training and Doctrine Command

**USAAC**
United States Army Accessions Command

### Section II
### Terms

**above and beyond the call of duty**
Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

**active Federal military service**
This term means all periods of AD, Active Guard Reserve service, and except for service creditable for the Armed Forces Reserve Medal, and excludes periods of active duty for training and full-time training duty. Service as a cadet at the United States Military Academy is considered to be AD for the purposes of military awards and decorations.

**Active Guard Reserve**
Army National Guard of the United States and AR personnel serving on AD under title 10, United States Code and ARNG personnel serving on full-time National Guard duty under title 32, United States Code. These personnel are on full-time National Guard duty or AD (other than training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel, Army or Reserve Personnel Army appropriations.

**area of operation**
The foreign territory upon which troops have actually landed or are present and specifically deployed for the direct support of the designated military operation; adjacent water areas in which ships are operating, patrolling, or providing direct support of operations; and the airspace above and adjacent to the area in which operations are being conducted.

**award**
Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, streamers, and silver bands. Also an adjectival term used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth).

**decoration**
Distinctively designed mark of honor denoting heroism or meritorious and/or outstanding service and/or achievement. Specifically, U.S. Army personnel decorations are Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Silver Star, Legion of Merit, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Purple Heart, Meritorious Service Medal, Air Medal, Army Commendation Medal, and the Army Achievement Medal.

**direct participation**
"Hands-on" activity at the site, or sites, of the military act or operation. The individual must be physically present at the designated location, having contributed to and influenced the action.

**distinguished himself or herself by**
To have distinguished himself or herself, a person must, by praiseworthy accomplishment, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like rank and experience for the circumstances involved.

**duty of great responsibility**
Duty which, by virtue of the position held, carries the ultimate responsibility for the successful operation of a major command, activity, agency, installation, or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the United States.

**duty of responsibility**
Duty which, by virtue of the position held, carries a high degree of the responsibility for successful operation of a major command, activity, agency, installation, or project, or which requires the exercise of judgment and decision affecting plans, policies, operations, or the lives and well-being of others.

**extraordinary heroism**
Act or acts of heroism or gallantry involving the risk of life. Minimum level of valorous performance in combat consistent with a recommendation for the Distinguished Service Cross.

**flagged individual**
A Soldier who has had favorable personnel actions suspended under the provisions of AR 600-8-2.

**Foreign Decoration**
Any order, device, medal, badge, insignia, emblem or award, tendered by or received from a foreign government.

**heroism**
Extreme courage demonstrated in attaining a noble end. Varying levels of documented heroic actions are necessary to substantiate recommendations for the Bronze Star Medal with "V," Air Medal with "V," and the Army Commendation Medal with "V."

**key individual**
A person who is occupying a position that is indispensable to an organization, activity, or project.

**medal**
A term used to:
--Include the three categories of awards, namely: Decorations, Good Conduct Medal, and service medals.
--Refer to the distinctive physical device of metal and ribbon which constitutes the tangible evidence of an award.

**meritorious achievement**
An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act.

**meritorious service**
Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

**military coins**
Custom made coins or similar devices, which normally have a unit insignia on the front and an inscription on the back, and are presented to show appreciation or to recognize achievement.

**military merit**
Demonstrated conduct or character deserving of recognition.

**officer**
Except where expressly indicated otherwise, the word "officer" means "commissioned or warrant officer."

**outstanding or unusually meritorious performance**
Performance of duty determined by the commander to have contributed to an unusually significant degree toward the furtherance of the organization's mission accomplishment. May also apply in unusually difficult or hazardous conditions.

**Reserve Components of the Army**
The ARNG and the AR.