



DEPARTMENT OF THE ARMY  
HEADQUARTERS EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
BUILDING 203, OLD IRONSIDES AVENUE  
FORT KNOX, KY 40121-5610

REPLY TO  
ATTENTION OF:

ATOE-PA-M

30 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 5 - Awards

References.

- a. AR 600-8-22, Military Awards, 25 February 1995.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.

2. Purpose. Provide command policy for compliance regarding awards.

3. **Military Awards.** Soldiers assigned to this command deserve appropriate and prompt awards for their service and their achievement. Ensuring that awards are timely is a leadership responsibility. Deserving Soldiers should receive recognition prior to departure or soon after a recognized achievement for impact awards. To ensure we are in compliance, awards will be submitted within the following timelines:

- a. MSM recommendation to region 75 days prior to presentation.
- b. LOM recommendation to region 135 days prior to presentation. Letter of lateness is required for LOM recommendations outside the 135-day window.

4. **DA Civilian Awards.** For our superb civilian workforce there are numerous means to recognize their performance. The contributions that our civilians lend to this command are invaluable and deserve your consideration for appropriate recognition. These awards go beyond the monetary awards normally provided in conjunction with performance evaluations and mirror those that are presented to Soldiers. References b and c outline the many awards that are available and encourage you to take the time to take care of these great civilians. Enclosure 2 provides a comparison of the different awards available for consideration.

5. **Volunteer and Public Service Awards.** Volunteers and college employees are overlooked many times for the contribution they make to this command.

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This memorandum supersedes Eastern Region Policy Letter 5, dated 15 May 04.

ATOE-PA

SUBJECT: Eastern Region Policy Letter 5 – Awards

a. Volunteers come from many walks of life, many being spouses of our great Soldiers. They too deserve recognition for all they do and should be considered for an appropriate award prior to their departure or for special achievement. References b and c outline the many awards that are available, many similar to the type awards available for Soldiers and DA Civilians. Also, enclosure 1 provides brief descriptions of awards that are available along with enclosure 2, which provides a comparison between military, DA Civilian, and volunteer awards.

b. Most college ROTC programs have either staff provided by the college or college officials that provides significant support to their programs. They can likewise be recognized with awards outlined in enclosure 1.

6. Take the time to thank those who are responsible for the success of this command and service to the nation.

7. “COMMITTED TO EXCELLENCE!”

2 Encls  
as

  
ROBERT J. FRUSHA  
COL, IN  
Commanding

DISTRIBUTION:  
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## DEPARTMENT OF THE ARMY VOLUNTEER AWARDS

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### Decoration for Distinguished Civilian Service

**References:** AR 672-20, paragraph 9-2; and DA Pamphlet 672-20, paragraph 5-6.

**Criteria:** Individuals nominated for this award must have provided distinguished service that made a substantial contribution to the accomplishment of the Army's mission. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be submitted within 6 months after the end of the period of service to be recognized. Nominations must include a list of previous awards; a proposed citation of not more than 95 words; a description of the project, research, or service performed; the name of the activity in which the service was performed; the dates of service; and the relationship and value of the service to the Army.

**Award:** Gold medal, lapel button, and DA Form 7016 (Department of the Army Decoration for Distinguished Civilian Service Certificate).

**Approval Authority:** Secretary of the Army.

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### Secretary of the Army Public Service Award

**Reference:** AR 672-20, paragraph 9-2.1.

**Criteria:** Individuals nominated for this award must be private citizens, such as spouses of military members, who have provided exceptional public service to the Army that is deserving of greater recognition than that which may be granted by the commander of a major Army command (MACOM). Army civilian employees, military personnel, and Army contractors are not eligible for this award.

**Nominating Procedures:** Nominations must be forwarded to the Army Incentive Awards Board through command channels.

**Award:** Silver medal, lapel button, and DA Form 7402 (Secretary of the Army Public Service Award).

**Approval Authority:** Secretary of the Army.

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### Award: Civilian Award for Humanitarian Service

**Reference:** AR 672-20, paragraph 8-8.

**Criteria:** Individuals nominated for this award must have distinguished themselves by meritorious, direct, "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals. Nominations must include documentation that substantiates on-site participation in the humanitarian act or operation. Nominations should cover the period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

**Nominating Procedures:** Nominations should be submitted to the MACOM commander or Secretary of the Army.

**Award:** Medal, lapel button, and DA Form 5652 (Civilian Award for Humanitarian Service).

**Approval Authority:** MACOM commander or Secretary of the Army.

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### Award: Outstanding Civilian Service Award

**Reference:** AR 672-20, paragraph 9-3.

**Criteria:** Individuals nominated for this award must have provided outstanding service that made a substantial contribution or is of significance to the MACOM concerned. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Bronze medal, lapel button, and DA Form 7017 (Department of the Army Outstanding Civilian Service Certificate).

**Approval Authority:** Secretary of the Army or commanders in the rank of major general and above.

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### Commander's Award for Public Service

**Reference:** AR 672-20, paragraph 9-4.

**Criteria:** Individuals nominated for this award must have provided service or made achievements that contributed significantly to the accomplishment of the mission of an Army activity, command, or staff agency. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Bronze medal, lapel button, and DA Form 5231 (Commander's Award for Public Service).

**Approval Authority:** Any commander (colonel and above) to include tactical commanders, commanders exercising courts-martial authority, principal officials of HQDA staff agencies, general officers, and members of the Senior Executive Service.

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### Military Outstanding Volunteer Service Medal (MOVSM)

**References:** AR 600-8-22, paragraph 2-16; and USAREUR Regulation 600-8-22, paragraph 18.

**Criteria:** Individuals nominated for this award must be members of the U.S. Armed Forces or Reserve Components who performed outstanding volunteer community service of a sustained, direct, and consequential nature. The service must be to the civilian community, including the military family community; be significant in nature and produce tangible results; reflect favorably on the military service and the Department of Defense; and be sustained and direct in nature. Commanders should verify the hours of service with the installation volunteer coordinator. No specific hour criteria exist for this award, although the award is intended to recognize exceptional community support and to honor direct support of community activities.

**Nominating Procedures:** Nominations must be sent through chain of command on DA Form 638 (Recommendation for Award). Nominations should include substantiating documentation attached as enclosures to the recommendation, such as a record of hours contributed, letters or certificates from activity supervisors, or other proof of the servicemember's volunteer services.

**Award:** Medal set and ribbon. Categorized as a service award; no orders are issued and no certificate accompanies the award. However, commanders may present certificates of achievement or appreciation with the award.

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Commander's Coin

**Reference:** USAREUR Regulation 710-23, paragraphs 4a and c.

**Criteria:** Individuals who receive commander's coins may be U.S. military members, U.S. Government employees, and local national civilian employees whose excellent or unique accomplishments contributed to the efficiency, economy, or other improvement of U.S. Army operations. Commander's coins may be presented to U.S. Army personnel to recognize the performance of assigned duties only when that performance constitutes a unique accomplishment that clearly contributes to increased efficiency. Commanders may allow others to present coins on their behalf. Coins will not be presented to peers or superiors.

**Nominating Procedures:** Coins may be presented at the discretion of the commander or command sergeant major.

**Award:** Coin.

**Approval Authority:** Battalion/brigade commanders and command sergeants major, to include tactical commanders and tactical command sergeants major, division/corps commanders and command sergeants major, and the CG, USAREUR/7A, DCG, USAREUR/7A, and Command Sergeant Major, USAREUR/7A.

### Certificate of Achievement

**References:** AR 672-20, paragraph 8-9; and DA Pamphlet 672-5, table B-2.

**Criteria:** Individuals or groups nominated for this award must have made contributions on the same level as that of the following: Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, saving of manpower, time, space, or materials; significantly improved employee morale and job performance; or demonstrated personal diligence or initiative that was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** DA Form 2442 (Certificate of Achievement).

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Certificate of Appreciation for Patriotic Civilian Service

**Reference:** AR 672-20, paragraphs 8-7 and 9-5.

**Criteria:** Individuals or groups nominated for this award must have provided outstanding service that made a substantial contribution or was of significance to the MACOM concerned. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Lapel button and DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service).

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Certificate of Appreciation

**Reference:** AR 672-20, paragraph 9-7.

**Criteria:** Individuals nominated for this award must be private citizens not employed by the Army or Army contractors. This award may be presented when a higher-level honorary award is not appropriate. Local commanders and other locally authorized individuals may present this award as honorary recognition for civilians.

**Nominating Procedures:** Nominations must be sent through chain of command.

**Award:** DA Form 7013 (Certificate of Appreciation). Certificate may be overprinted for particular groups or events.

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

### AWARD COMPARISONS

MILITARY	CIVILIAN EMPLOYEES	NONEMPLOYEES (Public Service Awards)
<p><b>Distinguished Service Medal</b> Certificate, medal, and lapel pin</p> <p>Approval: Secretary of the Army</p>	<p><b>Decoration for Exceptional Civilian Service</b> Certificate, medal, and lapel pin</p> <p>Approval: Secretary of the Army</p>	<p><b>Decoration for Exceptional Civilian Service</b> Certificate, gold medal, and lapel pin</p> <p>Approval: Secretary of the Army</p> <hr/> <p><b>Secretary of the Army Public Service Award</b> Certificate, silver medal, and lapel pin</p> <p>Approval: Secretary of the Army</p>
<p><b>Legion of Merit (LOM)</b> Certificate, medal, and lapel pin</p> <p>Approval: Major Army Command (MACOM) commander (corps commander for retirement LOM)</p>	<p><b>Meritorious Civilian Service Award</b> Certificate, Medal, and lapel pin</p> <p>Approval: MACOM Commander</p>	<p><b>Civilian Award for Humanitarian Service</b> Certificate, medal, and lapel pin</p> <p>Approval: Secretary of the Army or MACOM Commander</p> <hr/> <p><b>Outstanding Civilian Service Award</b> Certificate, bronze medal, and lapel pin</p> <p>Approval: Secretary of the Army or commander in the rank of major general and above</p>
<p><b>Meritorious Service Medal</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of major general and above</p>	<p><b>Superior Civilian Service Award</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of major general and above or civilian equivalent</p>	<p><b>No Equivalent Award</b></p> <p>(Use next higher or lower award category)</p>
<p><b>Army Commendation Medal</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of colonel and above</p>	<p><b>Commanders Award for Civilian Service</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of major general and above, or civilian equivalent</p>	<p><b>Commanders Award for Public Service</b> Certificate, bronze medal, and lapel pin</p> <p>Approval: Any commander (colonel and above), commander exercising courts martial authority, principal officials of HQDA staff agencies, general officers, or members of the Senior Executive Service</p>
<p><b>Army Achievement Medal</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of lieutenant colonel and above</p>	<p><b>Achievement Medal for Civilian Service</b> Certificate, medal, and lapel pin</p> <p>Approval: Commander in the rank of lieutenant colonel and above or civilian equivalent</p>	<p><b>No Equivalent Award</b></p>
<p><b>No Equivalent Award</b></p> <p>(Use next higher or lower award category)</p>	<p><b>Certificate of Appreciation for Patriotic Civilian Service</b> Certificate, and lapel pin</p> <p>Approval: Commander in the rank of lieutenant colonel and above</p>	<p><b>Certificate of Appreciation for Patriotic Civilian Service</b> Certificate and lapel pin</p> <p>Approval: Commander in the rank of lieutenant colonel and above</p>
<p><b>Certificate of Achievement</b> Certificate</p> <p>Approval: commander in the rank of lieutenant colonel and above</p>	<p><b>Certificate of Achievement</b> Certificate</p> <p>Approval: Any commander or civilian equivalent</p>	<p><b>Certificate of Achievement</b> Certificate</p> <p>Approval: Commander in the rank of lieutenant colonel and above or civilian equivalent</p> <hr/> <p><b>Certificate of Appreciation</b> Certificate</p> <p>Approval: Commander in the rank of lieutenant colonel and above or civilian equivalent</p>