



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT BELVOIR
HEADQUARTERS BATTALION
6089 ABBOTT ROAD, BUILDING 2118
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-HB

MEMORANDUM FOR Headquarters Battalion, U.S. Army Garrison, Fort Belvoir,
Virginia 22060

SUBJECT: Headquarters Battalion Military Awards Processing Policy Letter #5

1. Reference:

- a. AR 600-8-22, Military Awards, 25 June 2015.
- b. AR 600-8-2, Suspension of Favorable Personnel Actions, 11 May 2016.
- c. IMCOM Regulation 672-10 (Incentive Awards Program form Military and Civilian Personnel), 23 June 2009.
- d. IMCOM Sustainment Awards Standard Operating Procedures, 1 December 2017.
- e. JFHQ-NCR/MDW Policy Letter (Awards and Decorations) Memorandum #6, 26 June 2014.

2. Purpose: Provide guidance to all Headquarters Battalion (HQBN) and U.S. Army Garrison Fort Belvoir leaders on the processing of military awards.

3. Applicability: This policy applies to all military personnel assigned to Headquarters Battalion, U.S. Army Garrison, Fort Belvoir.

4. Policy: As leaders, we must proactively recognize and reward our deserving Soldiers with the appropriate awards that highlight their achievements and thank them for their dedicated service. The timely processing of military awards is a vital part of our responsibilities.

5. Procedure: Award recommendations will be submitted to arrive at HQBN, S1, (IMBV-HBS-A), as indicated below. These time limitations are not intended to curtail the submission of award recommendations, but are designed to ensure timely recognition is given to those deserving.

- a. Recommendations for the award of the Legion of Merit (LM) – no later than 120 days prior to presentation date.

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b. Recommendations for the award of the Meritorious Service Medal (MSM) – no later than 90 days prior to presentation date.

c. Recommendations for the award of the Army Commendation Medal (ARCOM) no later than 60 days prior to presentation date.

d. Recommendation for the award of the Army Achievement Medal (AAM) no later than 30 days.

e. Letters of Lateness are typically a sign of poor planning and will not normally be permitted. The Garrison Commander or Battalion Commander will approve a Letter of Lateness only in extenuating circumstances. Circumstances will be briefed to the Commander before an award is recommended for approval. Contact the HQBN S1 for further guidance.

f. The proposed presentation date of the award will be noted in block 13.

g. Award recommendations for LM, and above, require a narrative be included as an addendum. Use the narrative page under the “enclosure” tab at the top of the electronic form. The narrative will be Arial, 12 pt and limited to one page.

h. Retirement awards will cover the last 10 years of service regardless of the Service Member’s total length of service.

i. Achievements cannot be recognized by multiple awards for the same recipient with the exception of retirement awards.

j. End-of-Tour Service Awards. Soldiers should be considered for some form of recognition at the end of their tour, however an award is not mandatory. If leaders choose not to recognize a departing Soldier for their service during their tour of duty, the Chain of Command should counsel the departing Soldier and explain why the Soldier is not receiving an award. Service awards should be driven by a combination of duties/responsibilities, duration and manner of performance. End-of-Tour awards will be awarded in person, not by mail. This guidance includes Soldiers reassigned from one IMCOM/MDW organization to another.

k. A Soldier who is flagged for overweight or APFT failure may be recommended for an award based on valor, heroism or length of service retirement in accordance with AR 600-8-22, para 1-17. b-c. A waiver of the overweight or APFT failure flag must be approved by the Commanding General, MDW or Director, ID-Sustainment, prior to submitting award recommendation. Approved waivers will accompany the recommendation.

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6. Proponent: The proponent for Policy Letter #5 is HQBN, USAG. Point of Contact is the HQBN Adjutant, Keith A. Cashion, (703) 805-5696 or usarmy.belvoir.usag.mbx.hq-bn-s1@mail.mil.

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DAVID P. FLEMING
LTC, AG
Commanding



HQBN USAG

S1

LOM PACKET
CHECKLIST

- DA FORM 638
- NARRATIVE PAGE
- PROPOSED CITATION
- ORB/ERB/SRB
- DA FORM
 - DA 5500/5501 (AS APPLICABLE)
- COPY OF ORDERS (RETIREMENT/PCS IF APPLICABLE)
- LETTER OF LATENESS (IF APPLICABLE)
- MISSING DOCUMENTATION MEMO (IF APPLICABLE)

Date Received at HQBN _____



HQBN USAG
S1
LOM PACKET
CHECKLIST

AWARDEES RANK/NAME _____

UNIT _____

TYPE OF AWARD _____

AWARD RECOMMENDER _____

DA FORM 638

NARRATIVE PAGE

PROPOSED CITATION

ORB/ERB/SRB

DA FORM

DA 5500/5501 (AS APPLICABLE)

COPY OF ORDERS (RETIREMENT/PCS IF APPLICABLE)

LETTER OF LATENESS (IF APPLICABLE)

MISSING DOCUMENTATION MEMO (IF APPLICABLE)

Date Received at HQBN _____



HQBN USAG

S1

MSM/ARCOM/AAM

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UNIT _____

TYPE OF AWARD _____

AWARD RECOMMENDER _____

DA FORM 638

ORB/ERB/SRB

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COPY OF ORDERS (RETIREMENT/PCS IF APPLICABLE)

LETTER OF LATENESS (IF APPLICABLE)

MISSING DOCUMENTATION MEMO (IF APPLICABLE)

Date Received at HQBN _____

AWARD SUBMISSION CHECK LIST

HQBN USAG FORT BELVOIR

AWARDEES NAME _____ RANK _____ UNIT (DIV/SEC) _____

REASON FOR AWARD: _____ (IMPACT, PCS, RETIRE, ACH, SVC)

TYPE AWARD _____ (LOM, MSM, ARCOM, AAM, COA)

REQUIRED DOCUMENTS:

Legion of Merit (LOM)

APPROVAL AUTHORITY: IMCOM

DA 638 Narrative Page Proposed Citation ORB/ERB DA 705 APFT HT/WT (If Needed)
Orders (PCS/Retire)

Meritorious Service Medal (MSM)

APPROVAL AUTHORITY: ID-S

DA 638 ORB/ERB DA 705 APFT HT/WT (If Needed) Orders (PCS/Retire)

Army Commendation Medal (ARCOM)

APPROVAL AUTHORITY: GC

DA 638 ORB/ERB DA 705 APFT HT/WT (If Needed) Orders (PCS/Retire)

Army Achievement Medal (AAM)

APPROVAL AUTHORITY: HQBN CDR

DA 638 ORB/ERB DA 705 APFT HT/WT (If Needed) Orders (PCS/Retire)

Certificate of Achievement (COA)

APPROVAL AUTHORITY: HQBN

Request Certificate of Achievement

Award Requestor _____

Date Received at HQBN _____