



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON**  
**2400 JACKSON BOULEVARD**  
**FORT JACKSON SC 29207-5015**

ATZJ-HR (600A)

04 NOV 2024

**MEMORANDUM FOR**

Commander, All Units Reporting Directly to US Army Training Center and Fort Jackson  
Commanders, Partners in Excellence Directors and Chiefs  
Directors and Chiefs, Staff Offices US Army Training Center and Fort Jackson

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

**1. References:**

- a. AR 600-8-22 (Military Awards)
- b. AR 600-8 (Military Human Resources Management)
- c. AR 600-8-2 (Suspension of Favorable Personnel Actions)

**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 (CG) 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 a lower-level award.
- c. No Soldiers who are reassigned within the installation, including those completing drill sergeant duty, will be recommended for a permanent change of station award. In this case, letters of continuity will be forwarded to the gaining command. However, an

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impact or service award may be awarded to recognize specific acts or accomplishments.

d. 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.

e. 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.

f. All awards will be submitted through Integrated Personnel and Pay System-Army (IPPS-A), the only exception will be a Soldier who has already departed in IPPS-A then an electronic DA Form 638 can be processed.

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' signatures certify that the award recommended is based on factual, sustained performance, and accomplishments. Commanders will provide their comments.

5. Standing board members:

a. Commanding General (CG) – President

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- b. Chief of Staff (CoS)
- c. Deputy Commanding Officer (DCO)
- d. Post Command Sergeant Major (PCSM)
- e. USATC&FJ G1

6. Procedures:

a. Units will electronically forward all individual award recommendations requiring the CG's approval and/or recommendation to the USATC & FJ G1 at least 90 days prior to proposed presentation date for a Meritorious Service Medal; 120 days for a Legion of Merit; and 135 days for Soldier's Medal, Distinguished Service Medal, or higher.

b. The DA Form 638 or IPPS-A Personnel Action Request citation, and narrative, if required, will be submitted in accordance with AR 600-8-22 within the above time frame. Award recommendations not received by the USATC&FJ G1 as indicated above will require a letter of lateness signed by the activity head or commander stating the reason(s) for lack of timely submission. All submissions require Soldier talent profile. Legion of Merit or higher will require body fat worksheet DA5500/5501 (if applicable) and the Army Combat Fitness Test score card.

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

- (1) USATC&FJ G1
- (2) PCSM
- (3) DCO
- (4) CoS
- (5) CG

d. Board members will recommend approval, disapproval, or upgrade or downgrade on each individual award recommendation. Board members are expected to provide


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succinct comments supporting their recommendation. Once a board member has voted and commented on an award, that member will move the award to the next board member in sequence as outlined above. For award recommendations that the CG is the approval authority, the CG will decide and forward to the USATC&FJ G1 to prepare the appropriate award certificate.

7. The minimum staffing level for the awards board is three voting members (excluding the CG). If an individual board member is absent for less than seven days, the action will remain in his/her approval. If a standing board member is not available for more than seven days, the award recommendation will be reassigned to USATC&FJ G1 and forwarded to the next board member. 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.

8. The proponent for this memorandum is the USATC&FJ G1, at (520) 673-4123.

  
DARYL O. HOOD  
Major General, USA  
Commanding