



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 3 - Military and Civilian Awards Submission Timeline

1. References:

- a. Army Regulation (AR) 600-8-22, Military Awards, 25 June 2015.
- b. Army Regulation 672-20, Incentive Awards, 30 November 2018.
- c. United States Army Forces Command (FORSCOM) Policy Memo 15, Military and Civilian Awards Timeline, 5 June 2017.
- d. JRTC and Fort Polk Staff Administrative Procedures, 1 March 2018

2. Purpose: To provide guidance and timelines for submission of awards to the JRTC and Fort Polk leadership upon permanent change of station (PCS) or retirement and to ensure submission and completion of approved awards in sufficient time to allow for presentation prior to departure of the Soldier or Civilian.

3. General: Caring for Soldiers and Civilians is paramount to the success of the JRTC and Fort Polk. Great leaders recognize Soldiers and Civilians for their significant achievements and outstanding service in a timely manner with appropriate decorum.

4. Problem: Award nominations requiring JRTC and Fort Polk, FORSCOM, and Department of the Army (DA) level approval often require excessive editorial changes and are not received in sufficient time to allow for process completion prior to the desired presentation date.

5. General Guidelines:

- a. When notified of a PCS or retirement, immediately determine the level of award to be considered and the processing time required.

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b. Military award recommendations along with the JRTC and Fort Polk Awards Checklist will be submitted to the G1 prior to the presentation date in accordance with the following timelines:

- (1) Legion of Merit: NLT 120 days.
- (2) Meritorious Service Medal: NLT 45 days.

c. Civilian award nominations (primarily DA Civilians (DAC)) will be submitted to the Secretary of the General Staff (SGS) prior to the presentation date in accordance with the following timelines:

- (1) Distinguished Civilian Service Medal: NLT 180 days.
- (2) Superior Civilian Service Medal: NLT 120 days.
- (3) Meritorious Civilian Service Medal: NLT 45 days.
- (4) Civilian Service Commendation Medal (approving official colonel and above), Civilian Service Achievement Medal (approving official lieutenant colonel and above), and Patriotic Service Lapel Pin (approving official lieutenant colonel and above): NLT 30 days.

d. Public Service award nominations (primarily spouses or Family members of Soldiers or DACs) will be submitted to the SGS prior to the desired presentation dated in accordance with the following timelines:

- (1) Distinguished Public Service Medal: NLT 180 days.
- (2) Superior Public Service Medal: NLT 180 days.
- (3) Meritorious Public Service Medal: NLT: 120 days.
- (4) Public Service Commendation Medal should be submitted to the approving Official (colonel and above) NLT 30 days.

e. Timely submission of these awards is necessary to accommodate the initial processing at G1, SGS, and Headquarters JRTC and Fort Polk in order to obtain a decision/recommendation from the Deputy Commanding General or Commanding General; facilitate any follow-on review/decision from FORSCOM, Human Resources Command, HQDA, or an Army Incentive Awards Board (if required); and ensure timely completion of orders/certificates and delivery to meet the presentation date.

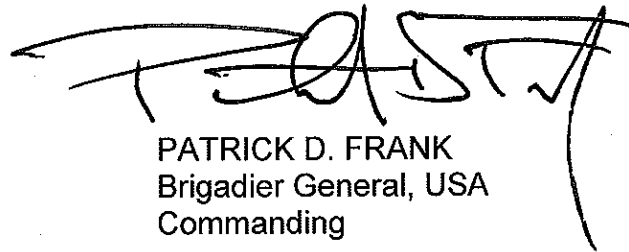
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f. Submissions requiring Chief of Staff, Post Command Sergeant Major, or Commanding General review within 48 hours must be hand carried to the Command Group by the MSC / director or their designated representative who will wait in person for signatures. Late awards requiring submission to higher headquarters must include a letter of lateness IAW FORSCOM/HQDA policies signed by the MSC / director. Requests for unusual circumstances, such as a short-notice move or retirement, must be outlined in the letter of lateness.

6. Proponent: The point of contact for this policy is the JRTC and Fort Polk Secretary of the General Staff at (337) 531-1713.

7. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK  
Brigadier General, USA  
Commanding

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