



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
14000 MSCOE LOOP, SUITE 316  
FORT LEONARD WOOD, MISSOURI 65473-8300

MCXP-CCS-BS

26 AUG 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Leonard Wood Blood Donor Center Donor Incentive (Individual Donors) Memorandum of Instruction

1. REFERENCES.

- a. Army Regulation (AR) 600-8-10 (Leave and Passes).
- b. AR 215-3 (Non-appropriated Funds Instrumentalities Personnel Policy).
- c. AR 670-20 (Incentive Awards).

2. APPLICABILITY. This Memorandum of Instruction (MOI) applies to all military members from any branch of service, and direct-hire Army civilian employees (paid either from appropriated or non-appropriated funds), assigned or attached to Fort Leonard Wood in any capacity or length of stay.

3. PURPOSE. To establish guidelines for incentives and procedures that encourage all assigned Service members and Civilian employees to donate blood to the Armed Services Blood Program (ASBP) through the Fort Leonard Wood Blood Donor Center (FLWBDC). The ASBP is the official blood collection and transfusion organization for the U.S. military, tasked with providing the units of blood the Military Healthcare System requires each day.

4. PROGRAM.

a. Overview. The FLWBDC Donor Incentive Program (individual donors) encompasses all brigades, battalions, companies, and other military-related organizations falling under Fort Leonard Wood authority. This program establishes the necessary guidelines for Fort Leonard Wood military and civilian personnel to provide blood products to Service members and their Families worldwide and help our fighting force stand ready to answer America's call. The FLWBDC's mission is to provide blood products to support military medical facilities throughout the Department of Defense as well as the Army Blood Program quota requirements supporting Overseas Contingency Operations. To achieve this mission, the FLWBDC depends on volunteer blood donations, making this program vital to their success.

MCXP-CCS-BS

SUBJECT: Fort Leonard Wood Blood Donor Center Donor Incentive (Individual Donors) Memorandum of Instruction

b. Whole Blood: Collected at the FLWBDC every 57 days.

(1) After three donations, donors are recommended for a Certificate of Achievement signed by the Maneuver Support Center of Excellence (MSCoE) Commanding General (CG) and Command Sergeant Major (MCSM). This is worth five promotion points for military members. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each blood donation.

(2) After six donations, donors are recommended for a two-star note signed by the MSCoE CG. This is accompanied by a three-day pass for the military recipient. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each blood donation.

(3) After eight donations, military donors are recommended for an Army Commendation Medal signed by the U.S. Army Medical Activity Commander, in coordination with the donor's supervisory chain of command. Government civilian employees will be recommended for the Civilian Service Commendation Medal, signed by the U.S. Army Medical Activity Commander, in coordination with the donor's supervisory chain of command. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each blood donation.

(4) Starting with the ninth donation, the awards process starts over at step (1).

c. Plasma: Collected at the FLWBDC every 29 days.

(1) After five donations, donors are recommended for a Certificate of Achievement signed by the MSCoE CG and MCSM. This is worth five promotion points for military members. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each plasma donation.

(2) After 10 donations, donors are recommended for a two-star note, signed by the MSCoE CG. This is accompanied by a three-day pass for the military recipient. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each plasma donation.

(3) After 15 donations, donors are recommended for an Army Commendation Medal signed by the U.S. Army Medical Activity Commander. Government civilian employees will be recommended for the Civilian Service Commendation Medal, signed by the U.S. Army Medical Activity Commander. With supervisor approval, government civilian employees are eligible for up to four hours administrative leave for each plasma donation.

MCXP-CCS-BS

SUBJECT: Fort Leonard Wood Blood Donor Center Donor Incentive (Individual Donors) Memorandum of Instruction

(4) Starting with the 16<sup>th</sup> donation, the awards process starts over at step (1).

d. Donation and award presentation procedures.

(1) Whole blood and plasma donations cannot be intermixed for awards.

(2) Individual donors are responsible for tracking their donations and obtaining proof of donation documentation from the FLWBDC staff. This officially records the number of donations the Service member/Civilian employee has made.

(3) After meeting an award requirement, the FLWBDC staff will take the steps necessary to process the donor for the appropriate award.

e. Procedures for Commanders/Supervisors:

(1) Individuals receiving time off incentives must meet standard leave and pass requirements IAW AR 600-8-10.

(2) Commanders/Supervisors hold discretionary approval for all awards and should consider appropriate mission support when approving time off.

(3) FLWBDC Donor Incentive coordinators and respective battalion commanders hold final discretionary approval for all awards.

5. SUPERSESSION. This MOI supersedes MOI, subject as above, dated 16 February 2023, and is effective until superseded or rescinded.

6. PROPONENT. The proponent of this MOI is the Fort Leonard Wood Blood Donor Center, 573-596-6150.

  
JEREMY E. KERFOOT  
Colonel, GS  
Chief of Staff

DISTRIBUTION:

All Schools, Brigades, Battalions,  
Companies, Detachments, Tenant  
Units, Directorates, General and  
Personal Staff Offices