



HEADQUARTERS
UNITED STATES MILITARY TRAINING MISSION
TO SAUDI ARABIA
APO AE 09803

USMTM-DHR

1 DEC 2001

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: USMTM Policy Memorandum Number 23, Military/Civilian Decorations

1. REFERENCES:

- a. USCENTCOM, Regulation No. 672-3, Decorations, Awards, and Honors, 5 Nov 99
- b. Air Force Instruction 36-2803, Awards and Decorations Program, 15 Jun 01
- c. AR 600-8-22, Military Awards, 25 Feb 01
- d. SECNAVINST 1650, Awards Manual, 8 Aug 91
- e. AR 672-20, Incentive Awards, 29 Jan 99

2. One of our most basic recognition programs for military and civilians is the decoration program. A solid awards program that recognizes individuals for superior service and/or achievements is crucial to help maintain high morale and esprit de corps. Proper recognition of subordinates is an essential function of leadership. I expect supervisors at all levels to ensure recommended awards are reasonably and consistently applied.

3. Awards and decorations for military and civilians will be processed in accordance with referenced regulations and/or instructions above and guidance within this memorandum. The recommending official shall also include a personal note to the CHUSMTM outlining the significant accomplishments of the nominee and why the individual deserves the recommended award, which is not always clear in the citation.

4. Types:

a. End-of-Tour Awards: Recommendations must be submitted in accordance with timeframe contained in Paragraph 4 to ensure presentation to service members prior to their departure. The Directorate of Human Resources (DHR) will provide weekly visibility of all personnel departing USMTM within the next 120 days. The dates covered will always be from the date the individual arrived on station to his or her projected departure. Service members are only eligible for one end-of-tour award regardless of tour extension (In-Place-Consecutive-Overseas Tour or Overseas Tour Extension Incentive Program). If a departure award is not recommended, supervisor must still process CC Form 25 with comments in the remark section for non-recommendation.

USMTM/DHR

SUBJECT: USMTM Policy Memorandum Number 23, Military/Civilian Decorations

b. Impact Awards: Recommendations must be submitted two weeks prior to desired presentation date. Award recommendation shall be for a specific act or achievement, separate and distinct from normal assigned duties, and of sufficient merit to warrant prompt recognition.

5. Below are the minimum days prior to projected presentation date that the award must be submitted, in final format, to DHR.

a. Joint Awards to be processed at USCENCOM: including Non-TAB A personnel

- (1) Legion of Merit – 120 Days
- (2) Defense Distinguished Service Medal (DDSM) – 120 Days
- (3) Defense Superior Service Medal (DSSM) – 120 Days
- (4) Defense Meritorious Service Medal (DMSM) – 90 Days
- (5) Joint Service Commendation Medal (JSCM) – 90 Days
- (6) Joint Service Achievement Medal (JSAM) – 90 Days

b. Joint Awards to be processed at USMTM: TAB A personnel only

- (1) Defense Meritorious Service Medal (DMSM) – 30 Days
- (2) Joint Service Commendation Medal (JSCM) – 30 Days
- (3) Joint Service Achievement Medal (JSAM) – 30 Days

c. Service Awards to SATMO (Army), USMTM (Air Force), or Service Headquarters (Navy/Marine Corps)

- (1) Meritorious Service Medal – 90 Days
- (2) Commendation Medal – 90 Days
- (3) Achievement Medal – 90 Days

6. Civilian Decorations. Civilians are eligible for honorary (decoration), monetary, and time off awards. Awards nominations shall be processed in accordance with Army Regulation 672-20. The DA Form 1256 will be approved by the supervisor and Division Chief and then forwarded, along with a personal note, to the Saudi Arabia Civilian Personnel Advisory Center for required staffing and approval.

7. The office of primary responsibility for this policy is the Directorate of Human Resources, 435-7835.


MICHAEL N. FARAGE
Major General, USAF
Chief, US Military Training Mission