

FACT SHEET

SUBJECT: Timeliness of Award Recommendations

1. Purpose. PCS season is coming up and the goal of the ACofS, G1 is to ensure awards are completed and returned to units prior to departure of those recognized. In order to accomplish this, units are encouraged to submit award recommendations in a timely manner. Presentation of awards to deserving soldiers prior to their departure from the unit and Fort Campbell promotes continued high performance by departing soldiers and peers remaining in the unit. The guidelines below will help achieve these positive goals.

2. Facts.

a. Award recommendations submitted to the approving authority within the indicated time frame ensures presentation prior to the soldier's PCS/ETS departure or at the monthly retirement ceremony.

(1) Legion of Merit (LOM) and higher award recommendations are forwarded to FORSCOM or HQDA for approval -- 120 days prior to desired presentation date.

(2) LOM for retirement recommendations are forwarded to XVIII Airborne Corps for approval -- 90 days before presentation date.

(3) Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), Army Achievement Medal (AAM), and Certificates of Appreciation or Achievement recommendations are approved at Division/installation level and signed by the Commanding General -- 45 days prior to presentation date.

b. Transition leave commencement dates for separating soldiers must be considered when establishing award presentation dates.

3. Points of contact are Mr. Dawson or SGT Deininger, ACofS, G1, Personnel Operations Branch, 2640 27th Street, 798-3291/4423.

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