

FACT SHEET

SUBJECT: United States Army Individual Decorations

1. Purpose. To provide information and guidance for processing individual decorations.

2. Facts.

a. AR 600-8-22, Military Awards, dated 25 Feb 95, establishes rules and guidelines for processing.

b. Commanders must ensure that exceptional service or achievements are recognized. Whether to award a decoration and the determination of which decoration is appropriate are subjective decisions made by the commander having award approval authority.

c. United States Army military decorations are awarded in recognition of heroism, meritorious achievement or meritorious service to soldiers who significantly contribute to the readiness or effectiveness of a unit or organization, or who make notable contributions to the morale or esprit de corps of units.

d. Awards for meritorious achievement or service are not based on the grade of the intended recipient. Rather, the award should reflect both the soldier's level of responsibility and his/her manner of performance. The predominant factor when awarding decorations should be the degree to which the soldier's achievements enhanced the readiness or effectiveness of his/her organization.

e. Soldiers are not automatically entitled to an award on departure from an assignment. When reassigned within the Division, a memorandum of continuance will be forwarded to the gaining commander stating the soldier's significant contributions and achievements while assigned to the unit. At a minimum, soldiers undergoing PCS should receive a certificate of achievement or a memorandum of commendation or appreciation.

f. Military decorations are not used as prizes in contests. No precondition for an award may be established, i.e., soldiers will not be told that attainment of specific goals will result in the automatic award of a given decoration.

g. To ensure soldiers receive timely recognition for a deserving act, achievement or service, the appropriate authority may promptly award a suitable lesser decoration pending final action on a recommendation for a higher award, advising the approval authority for the higher award that an interim award was approved. When a higher award is approved, the approving authority will revoke the interim award in the same orders published for the higher award.

3. Point of contact is Mr. Dawson 798-2808/3291, ACofS, G1, Personnel Operations Branch.