

Personnel—General

Military Awards and Decorations

*This regulation supersedes AE Regulation 600-8-22, 4 May 2009.

For the Commander:

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Document Management

Summary. This regulation provides policy and procedures for processing United States Army Military awards, decorations, and honors in the European theater and must be used with AR 600-8-22.

Summary of Change. This revision deletes subjects not specific to USAREUR.

Applicability. This regulation applies to Soldiers in the Army in Europe.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the Military Policy Section, Military Personnel and Plans Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Forms. This regulation prescribes AE Form 600-8-22A, AE Form 600-8-22B, and AE Form 600-8-22E. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Military Policy Section, Military Personnel and Plans Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR (DSN 337-3919/3922). Users may suggest improvements to this regulation by sending DA Form 2028 by e-mail to the USAREUR G1 (AEPE-M) at usarmy.badenwur.usareur.mbx.usareur-military-personnel-policy@mail.mil.

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Glossary

1. PURPOSE

This regulation prescribes policy and procedures for processing military awards, decorations, and honors that require the endorsement or approval of the CG, USAREUR, or DCG, USAREUR. AR 600-8-22 prescribes policy and procedures for processing awards that commanders of USAREUR major subordinate and specialized commands are authorized to approve.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. The CG, USAREUR, may approve or disapprove the following awards:

(1) U.S. Army awards (Legion of Merit (LM) and below) for USAREUR personnel.

(2) The Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) for foreign military personnel in the USAREUR area of responsibility (AOR) (para 8). These awards require the concurrence of the U.S. embassy and the defense attaché office of the host nation of the foreign Servicemember according to AR 600-8-22.

b. The DCG, USAREUR, may approve or disapprove the MSM and below for—

(1) Soldiers who are assigned or attached to USAREUR and whose commands do not have authority to approve or disapprove these awards.

(2) Servicemembers who belong to another branch of the U.S. Armed Forces, are assigned or attached to USAREUR, and whose commands do not have authority to approve or disapprove these awards (para 10). These awards do not require the concurrence of the Servicemember's branch of Service.

c. The USAREUR G1—

(1) Is the proponent for awards, decorations, and honors for USAREUR organizations.

(2) Will answer questions on policy and requests to change policy, but does not process normal award and decoration recommendations, including those that require an exception to policy. The USAREUR G1 will, however, process recommendations for awards, decorations, and honors that require action by or on behalf of the CG, USAREUR, or DCG, USAREUR.

d. The IMCOM-Europe G1 is the proponent for awards, decorations, and honors for IMCOM-Europe organizations.

e. The brigade or battalion S1 or the servicing military personnel division will ensure that the Soldier's Social Security number (SSN) and numbered oak leaf cluster (if applicable) are annotated on the copy of the award certificate being forwarded for filing in the Soldier's official military personnel file (OMPF) after the award has been approved and returned by the approval authority. Original signed award certificates will not include SSNs (AR 600-8-22, para 10-2b).

5. POLICY

a. IMCOM-Europe Military Awards. Appendix B provides specific policy and procedures for processing IMCOM-Europe awards.

b. Multiple or Subsequent Awards for Service on Completion of Tour. Service awards are not limited to one per tour. Soldiers who received an award before an in-theater permanent change of station (PCS) may receive another award at the end of the next assignment, but the second award will not be based on the previous assignment. In some cases, a letter of continuity may be suitable to recognize specific achievements that the Soldier accomplished or to explain why the Soldier did not receive an

award at the previous assignment. Soldiers who change assignments or duty stations in the European theater before completing their prescribed tour or tour extension may be considered for a service PCS award. Subsequent awards will not cite service or achievement recognized by previous awards. Soldiers who complete consecutive overseas tours at the same location may be considered for a service award at the end of each tour.

c. Delegation of Authority to Approve or Downgrade Awards. AR 600-8-22, paragraph 3-5, authorizes commanders with award-approval authority to delegate authority to disapprove or downgrade awards to subordinate commanders when the subordinate commander has authority to approve the next-lower award.

(1) LM. The CG, USAREUR, has delegated authority to disapprove or downgrade nominations for the LM to the commanders in (a) through (d) below. (This delegation must be reconfirmed after each CG, USAREUR, change of command.) Regardless of grade, acting commanders may take final action when the incumbent commander is not available, provided the acting commander has officially assumed acting-command authority.

(a) DCG, USAREUR (in accordance with ALARACT 181/2010).

(b) CG, V Corps.

(c) CG, 21st Theater Sustainment Command.

(d) CG, United States Army Africa/Southern European Task Force (USARAF/SETAF).

(2) MSM for USAREUR Personnel. The CG, USAREUR, has delegated authority to disapprove or downgrade MSM nominations to colonel commanders in USAREUR major subordinate commands that do not otherwise have MSM-approval authority.

(3) MSM for IMCOM-Europe Personnel. The Director, IMCOM-Europe, has delegated authority to disapprove or downgrade MSM nominations to colonel commanders of the following garrisons:

(a) Ansbach.

(b) Baden-Württemberg.

(c) Benelux.

(d) Grafenwöhr.

(e) Stuttgart.

(f) Vicenza.

(g) Wiesbaden.

d. Processing Recommendations. Recommendations requiring action by or on behalf of the CG, USAREUR, or DCG, USAREUR, will be processed as follows:

(1) Units will submit recommendations to the Awards and Actions Branch, Office of the Deputy Chief of Staff, G1, HQ USAREUR, by mail (Unit 29351, APO AE 09014-9351), e-mail (usarmy.badenwur.usareur.mbx.odcs-g1-awards@mail.mil), or through the USAREUR Task Management Tool (G1 AAB).

(2) The Award and Actions Branch must receive award nominations for the following categories of personnel no later than the number of days before the desired presentation date shown for each category:

(a) Awards for U.S. Army personnel: 45 days for the LM, MSM, ARCOM, and AAM; 120 days for all other awards.

(b) Awards for members of other branches of the U.S. Armed Forces: 120 days for the LM, MSM, ARCOM, and AAM; 150 days for all other awards.

(c) Awards for foreign military personnel: 180 days for the MSM, ARCOM, and AAM; 210 days for the LM.

6. ANNUAL AWARD REPORTING REQUIREMENTS

According to AR 600-8-22, paragraph 1-50, award-approval authorities will record each approved award on DA Form 4612-R. Copies of DA Form 4612-R will be sent through command channels and consolidated at each level. USAREUR major subordinate and specialized commands will submit a consolidated DA Form 4612-R to the Awards and Actions Branch by 15 January each year.

7. U.S. ARMY BADGES FOR FOREIGN MILITARY PERSONNEL

a. The U.S. Army has obtained the concurrence of Belgium, Canada, France, Germany, Italy, the Netherlands, and the United Kingdom to award U.S. Army special skill badges and marksmanship badges to military personnel of these countries. Commanders therefore do not need to request concurrence of these countries when nominating foreign military personnel to receive these badges.

b. Commanders who are lieutenant colonels or higher may award U.S. Army basic marksmanship badges to foreign military personnel of the countries in subparagraph a above.

c. AR 600-8-22, table 8-1, prohibits the award of the Combat Medical Badge and Expert Infantryman Badge to foreign military personnel.

8. ARMED FORCES DECORATIONS FOR FOREIGN MILITARY PERSONNEL

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) has delegated authority to the CG, USAREUR, to approve the award of the MSM, ARCOM, and AAM to military personnel of friendly foreign nations serving in the USAREUR AOR. This authority applies to foreign military grades comparable to that of colonel and below. Awards of the MSM and below may not be given to flag or general officers of friendly foreign nations without the approval of the Secretary of Defense.

b. The Secretary of Defense is the approval authority for the award of the LM to military personnel of friendly foreign countries.

c. Recommending commanders will—

(1) Follow the instructions in AR 600-8-22, paragraph 1-38 and paragraph 3-19, to complete DA Form 638.

(2) Include a biographical sketch of the individual recommended for the award (including the individual's full name, date and place of birth, résumé, previous U.S. decorations, marital status).

(3) Submit the award recommendation to the Awards and Actions Branch 7 months before the desired presentation date for the MSM, ARCOM, and AAM; and 9 months before the desired presentation date for the LM.

d. The CG, USARAF/SETAF, will obtain written concurrence from the U.S. Ambassador and Defense Attaché of Italy when recommending the award of a U.S. Army decoration to members of the Italian military according to AR 600-8-22, paragraph 1-38.

e. For recommendations of U.S. Army awards to other foreign military personnel, the USAREUR G1 will obtain written concurrence from the U.S. ambassador and defense attaché of the appropriate country. The USAREUR G1 will also coordinate with the Special Actions Section, United States Army Central Personnel Security Clearance Facility to process background checks on these personnel to ensure that individuals who could be a source of embarrassment to the Army and to the U.S. Government are not considered for recognition.

f. The Awards and Actions Branch will send a copy of the permanent order and award certificate for each award made to foreign military personnel to the United States Army Human Resources Command (AHRC-PDA), 1600 Spearhead Division Avenue, Ft. Knox, KY 40122-5102, for confirmation in DA general orders.

9. FOREIGN MILITARY BADGES AND DECORATIONS FOR U.S. ARMY PERSONNEL

a. Badges. U.S. Army personnel may wear foreign qualification and skill badges on U.S. Army service and dress uniforms if they meet the requirements in AR 600-8-22, paragraph 9-26, and are listed in AR 600-8-22, appendix D.

(1) Commanders who are brigadier generals or higher and colonel commanders who exercise general court-martial convening authority may approve requests to accept and wear foreign badges. This authority may be further delegated in writing to commanders who have custody of military personnel record files.

(2) Soldiers are responsible for providing a valid justification to wear foreign badges (for example, orders, citations, other original copies of documents from the foreign organization that awarded the badge).

(3) Foreign badges will not be entered in the officer record brief (for officers) or the personnel qualification record (for enlisted personnel). A copy of the memorandum authorizing the acceptance, retention, and wear of the badge should, however, be sent to the servicing personnel office for filing in the recipient's OMPF.

(4) Units that do not have an approval authority for foreign badges in their immediate chain of command, and recipients of foreign badges that are not listed in AR 600-8-22, appendix D, may send

requests to wear foreign badges to the Awards and Actions Branch. Requests must include the following information:

(a) The name, grade, and SSN of the badge recipient.

(b) Designation of the foreign unit, organization, or activity that qualified the badge recipient.

(c) A copy (not the original) of the foreign certificate, diploma, or citation that the Soldier received and an English translation if applicable.

b. Decorations. U.S. Army personnel may wear foreign decorations on U.S. Army service and dress uniforms if they meet the requirements in AR 600-8-22, paragraph 9-25, and are listed in AR 600-8-22, appendix E.

(1) Commanders who are brigadier generals or higher and colonel commanders who exercise general court-martial convening authority may approve requests to accept and wear foreign decorations. This authority may be further delegated in writing to commanders who have custody of military personnel record files.

(2) Soldiers are responsible for providing a valid justification to wear foreign decorations (for example, orders, citations, other original copies of documents from the foreign organization that awarded the decoration).

(3) Foreign decorations will not be entered in the officer record brief (for officers) or the personnel qualification record (for enlisted personnel). A copy of the memorandum authorizing the acceptance, retention, and wear of the decoration should, however, be sent to the servicing personnel office for filing in the recipient's OMPF.

(4) Units that do not have an approval authority for foreign decorations in their immediate chain of command, and recipients of foreign decorations that are not listed in AR 600-8-22, appendix E, may send requests to wear foreign decorations to the Awards and Actions Branch. Requests must include the following information:

(a) The name, grade, and SSN of the decoration recipient.

(b) Designation of the foreign unit, organization, or activity that awarded the decoration.

(c) A copy (not the original) of the foreign certificate, diploma, or citation that the Soldier received and an English translation if applicable.

10. AWARDS TO PERSONNEL OF OTHER U.S. SERVICES

a. Army commanders may approve peacetime Army awards of the MSM and below for members of other branches of the U.S. Armed Forces without obtaining concurrence from the member's parent Service if the Servicemember is assigned to an Army unit by PCS or temporary change of station (TCS) orders. This approval authority is prescribed in AR 600-8-22, table 3-5. When approving awards for TCS personnel, commanders should be aware that awards for duplicate service are prohibited and that an award may cause the parent unit to give the Servicemember a lesser award on his or her departure from the unit. A copy of the approved award will be forwarded to the respective other Services' awards office for permanent record keeping.

b. Recommendations for award of the LM and above must be submitted to the Servicemember's parent Service for consideration and processing.

11. CERTIFICATE OF ACHIEVEMENT AND CERTIFICATE OF APPRECIATION

To the maximum extent possible, leaders will use DA and AE certificates of achievement (DA Form 2442 and AE Form 600-8-22A) to recognize service, acts, and achievements not warranting an Army decoration.

a. Certificate of Achievement. Commanders in the grade of lieutenant colonel or higher may award certificates of achievement to U.S. military personnel, including members of other branches of the U.S. Armed Forces. AE Form 600-8-22A may also be awarded to allied military personnel.

b. USAREUR Certificate of Appreciation and IMCOM-Europe Scroll of Appreciation. Commanders in the grade of lieutenant colonel or higher and civilian supervisors who are division chiefs or higher may use AE Form 600-8-22B and AE Form 600-8-22E to recognize service, acts, and achievements not warranting an Army decoration,

c. Awards Signed or Awarded by the USAREUR Command Group. To request that the CG, USAREUR; DCG, USAREUR; or Chief of Staff, HQ USAREUR, sign or award AE Form 600-8-22A or AE Form 600-8-22B to an individual, commanders will send a written recommendation and a proposed citation through command channels to the Awards and Actions Branch. (HQ USAREUR staff principals will send recommendations directly to the USAREUR G1.) The Awards and Actions Branch must receive the request at least 30 days before the desired presentation date.

d. Locally Designed Certificates and Scrolls. Locally designed certificates and scrolls must comply with AR 25-30 and AE Regulation 25-30.

12. TROPHIES AND SIMILAR DEVICES

Commanders of USAREUR major subordinate and specialized commands may use appropriated funds to purchase trophies and similar devices as awards for members of the U.S. Armed Forces and for U.S. Government civilian and local national employees within the limits prescribed in AR 600-8-22, paragraph 11-3. "Similar devices" include badges, buttons, cufflinks, key cases, lapel pins, plaques, and other items appropriate to the type of achievement or contest. Commanders may delegate this authority to subordinate commanders down to battalion or equivalent level. Commanders will announce competitions and accomplishments for which trophies are to be presented according to AR 600-8-22, paragraphs 1-7c and d.

13. CIVILIAN AWARDS

a. AR 672-20 and AE Supplement 1 prescribe policy on civilian awards.

b. Questions regarding civilian awards should be addressed to the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR (DSN 337-3104, Unit 29351, APO AE 09014-9351).

14. KOSOVO CAMPAIGN MEDAL

The Kosovo Campaign Medal (KCM) with bronze star device and campaign streamers was approved by Executive Order 13154. The KCM is a theater-specific award.

a. Operation Dates. Inclusive dates of operations pertaining to Kosovo operations are as follows:

- (1) Operation Allied Force: 24 March 1999 through 10 June 1999.
- (2) Operation Noble Anvil: 24 March 1999 through 20 July 1999.
- (3) Task Force Saber: 31 March 1999 through 8 July 1999.
- (4) Task Force Hunter: 1 April 1999 through 11 November 1999.
- (5) Operation Allied Harbor: 4 April 1999 through 1 September 1999.
- (6) Operation Shining Hope (Joint Task Force Sustain Hope): 4 April 1999 through 10 July 1999.
- (7) Task Force Hawk: 5 April 1999 through 24 June 1999.
- (8) Operation Joint Guardian: 11 June 1999 to present.

NOTE: Servicemembers are not entitled to more than one award of the KCM, regardless of how many assignments or rotations they may have had in the area of operations.

b. Kosovo Air Campaign (24 Mar 99 thru 10 Jun 99). The area of eligibility (AOE) for the Kosovo Air Campaign is the total land area and air space of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, Italy, Macedonia, Montenegro, Romania, Serbia (including Kosovo), and Slovenia; and the waters and air space of the Adriatic and Ionian Seas above the 39th north latitude.

c. Kosovo Defense Campaign (11 Jun 99 to present). The AOE for the Kosovo Defense Campaign is the total land area and air space of Albania, Macedonia, Montenegro, and Serbia (including Kosovo), and the waters and air space of the Adriatic Sea within 12 nautical miles of the coastlines of Albania, Croatia, and Montenegro south of 42 degrees and 52 minutes north latitude.

d. Award Criteria. To qualify for an award for participating in Kosovo operations, U.S. Servicemembers must meet one of the following two requirements:

(1) Be or was a bona fide member of a unit participating in or engaged in direct support of the operation for 30 consecutive days in the AOE or 60 nonconsecutive days, provided this involved entering the operation AOE.

(2) Be or was any of the following:

(a) Engaged in actual combat or duty, regardless of the time spent in the AOE.

(b) Wounded or injured while engaging in actual combat or duty and requiring medical evacuation from the AOE.

(c) Assigned as a regular crewmember flying or flew sorties into, out of, in, or over the AOE in direct support of the mission.

e. Service Stars. One bronze service star will be worn on the suspension and service ribbon of the KCM for qualified participation during the campaign periods. Servicemembers who participated in one campaign will wear the medal and service ribbon with one service star. Servicemembers who meet the

qualifications of both campaigns will wear the KCM and two stars. Servicemembers whose 30 consecutive or 60 nonconsecutive days began during the air campaign and ended during the defense campaign qualify for only one service star.

15. NATO MEDAL

The NATO Medal is awarded by the Secretary General of NATO. The NATO Medal is provided by a NATO representative and may include a ribbon clasp denoting the specific operation for which the award was made. U.S. Servicemembers are authorized to accept and retain the ribbon clasp if presented, but they are not authorized to wear it; they may wear only the basic medal or service ribbon.

Commanders may submit recommendations for the award of the NATO Medal by e-mail to the United States Military Representative to Supreme Headquarters Allied Powers Europe at js.shape.us-mil-del.mbx.usnmr@mail.mil, or fax: 011-32-65447666.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Executive Order 13154, Establishing the Kosovo Campaign Medal

AR 25-30, The Army Publishing Program

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 600-8-22, Military Awards

AR 672-20, Incentive Awards

ALARACT Message 181/2010, Approved Changes to AR 600-8-22

AE Supplement 1 to AR 672-20, Incentive Awards

AE Regulation 25-30, The Army in Europe Publishing Program

AE Regulation 710-23, Centralized Procurement of Commanders Coins

SECTION II FORMS

DA Form 638, Recommendation for Award

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2442, Certificate of Achievement

DA Form 4612-R, Number and Types of Decorations Approved

AE Form 600-8-22A, Certificate of Achievement

AE Form 600-8-22B, Certificate of Appreciation

AE Form 600-8-22E, Scroll of Appreciation (IMCOM-Europe)

APPENDIX B PROCEDURES FOR PROCESSING IMCOM-EUROPE MILITARY AWARDS AND DECORATIONS

B-1. PURPOSE

This appendix provides procedures for processing military awards and decorations in IMCOM-Europe.

B-2. POLICY

Leaders must recognize and reward deserving Soldiers with appropriate awards that highlight their achievements and thank them for their dedicated service.

B-3. PROCEDURES

a. Commanders will submit award recommendations to the Military Personnel Branch, Office of the Assistant Chief of Staff, G1, IMCOM-Europe, within the times specified in (1) and (2) below. This requirement is not intended to discourage submitting award recommendations outside the prescribed times, but late submissions may prevent awards from being processed in time to be presented before the intended recipients depart.

(1) Recommendations for the award of the Legion of Merit (LM) and higher awards: at least 120 days before the desired presentation date. Figure B-1 provides a checklist for preparing recommendations for these awards.

(2) Recommendations for the award of the Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and lower awards: at least 45 days before the desired presentation date. Figure B-2 provides a checklist for preparing recommendations for these awards.

b. Recommendations not submitted within the times prescribed in a(1) and (2) above must include an explanation for the delay (commonly called a “letter of lateness”) signed by the commander at the appropriate level. Lateness will not be considered as justification for not preparing an award recommendation.

c. Commanders will submit DA Form 638 and supporting documents to the Military Personnel Branch by electronic means.

d. Recommendations for the LM or higher awards require a narrative justification as an attachment to DA Form 638.

e. If the recommendation is for a retirement award, the narrative must cover the last 10 years of the Soldier’s service, regardless of how long he or she has served in the unit that prepares the award recommendation.

f. Recommendations for retirement awards for colonels and command sergeants major will be submitted together with the completed retirement request.

g. All Soldiers should be considered for some type of recognition at the end of their tour, including Soldiers who are reassigned from one organization to another. Awards, however, are not mandatory. In addition, Soldiers should not be recommended for more than one award for a single accomplishment.

h. Soldiers who are flagged for being overweight generally are not eligible for service awards. These Soldiers, however, may be recommended for and presented awards in recognition of acts of valor or heroism and for length-of-service retirements according to AR 600-8-22.

Recommendations for the award of the LM and above should be reviewed using this checklist to ensure all applicable documentation has been included in the award packet and the recommendation is processed within prescribed timelines.

- DA Form 638. DA Form 638 must be received by IMCOM-Europe at least 120 days before the desired award presentation date. The form must be completed as follows:
 - Block 1: CG, IMCOM, 2405 Gun Shed Road, Fort Sam Houston, TX 78234-1223
 - Part III:
 - The justification (block 20) should indicate the Soldier's achievements during the award period (DA Form 638, part I, block 11) and the resulting benefits. The justification must be prepared in Microsoft Word (or as an enclosure) using upper- and lowercase letters and 12 characters per inch.
 - The proposed citation (block 21) must be prepared in Microsoft Word (if not using the Lotus Forms version of DA Form 638) using upper- and lowercase letters and 12 characters per inch. Citations must be limited to nine lines and should not include acronyms or abbreviations.
 - Narrative on the Soldier's service and achievements. The narrative should be prepared on 8½- by 11-inch paper, single-spaced, and limited to one page.
 - Officer record brief or enlisted record brief.
 - Letter of lateness (if applicable) to the CG, IMCOM. If an award recommendation is submitted late, the award packet must include an explanation for the delay (commonly called a "letter of lateness") addressed to the CG, IMCOM, and signed by the commander at the appropriate level.
 - Completed retirement request if the recommendation is for a retirement award.
-

Figure B-1. IMCOM-Europe Legion of Merit and Higher Award Recommendations Checklist

Recommendations for the award of the MSM, ARCOM, and lower should be reviewed using this checklist to ensure all applicable documentation has been included in the award packet and the recommendation is processed within prescribed timelines.

DA Form 638. DA Form 638 must be received by IMCOM-Europe at least 45 days before the desired award presentation date. The form must be completed as follows:

Block 1: Director, IMCOM-Europe, Unit 23103, APO AE 09136-3103

Part III:

- The justification (block 20) should indicate the Soldier's achievements during the award period (part I, block 11) and the resulting benefits.
- The proposed citation (block 21) must be prepared using upper- and lowercase letters and 12 characters per inch. Citations must be limited to six lines and should not include acronyms or abbreviations.

Part IV:

Block 26a: Orders-Issuing Authority

Block 26b: Director, IMCOM-Europe

Block 26e: Name of the Director, IMCOM-Europe

Block 26f: SES

Block 26g: Director, IMCOM-Europe

Letter of lateness (if applicable) to the Director, IMCOM-Europe. If an award recommendation is submitted late, the award packet must include an explanation for the delay (commonly called a "letter of lateness") addressed to the Director, IMCOM-Europe, and signed by the commander at the appropriate level.

**Figure B-2. IMCOM-Europe Meritorious Service Medal, Army Commendation Medal,
and Lower Award Recommendations Checklist**

GLOSSARY

AAM	Army Achievement Medal
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AOE	area of eligibility
APO	Army post office
ARCOM	Army Commendation Medal
CG	Commanding General
CG, USAREUR	Commanding General, United States Army Europe
DA	Department of the Army
DCG, USAREUR	Deputy Commanding General, United States Army Europe
DOD	Department of Defense
DSN	Defense Switched Network
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
KCM	Kosovo Campaign Medal
LM	Legion of Merit
MSM	Meritorious Service Medal
NATO	North Atlantic Treaty Organization
OMPF	official military personnel file
PCS	permanent change of station
SSN	Social Security number
TCS	temporary change of station
U.S.	United States
USAREUR	United States Army Europe
USARAF/SETAF	United States Army Africa/Southern European Task Force