

Decorations, Awards, and Honors  
MILITARY AWARDS

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SUPPLEMENTATION. Supplements by subordinate headquarters are prohibited unless approved by AFZF-AG.

SUGGESTED IMPROVEMENTS: The proponent of this supplement is the Office of the Adjutant General. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-G-PA.

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AR 672-5-1, 12 April 1984, as supplemented by FORSCOM Supplement 1, 30 October 1985, is further supplemented as follows:

Paragraph 1-11. Reports, Numbers, And Types of Decorations Awarded, RCS MILPC-45 (R2).

Add the following after last sentence:

Statistics for the FORSCOM Form 348-R (Awards Quarterly Statistical Report) are submitted by Commanders, 1st Cavalry Division, 2d Armored Division, 13th Support Command (Corps), 6th Cavalry Brigade (Air Combat), 3d Signal Brigade, 504th Military Intelligence Brigade, and 89th Military Police Brigade, on FORSCOM Form 348-R. A separate report is prepared for Legion of Merit (LOM); Meritorious Service Medal (MSM) for service; MSM for achievement; Army Commendation Medal (ARCOM) for service; ARCOM for achievement; and Army Achievement Medal (AAM) for service; and AAM for achievement. Quarterly reports are to reach this headquarters, ATTN: AFZF-AG-CPA, by the 5th calendar day of the month following the close of each quarterly reporting period.

Paragraph 1-21a. Recognition Upon Retirement. Add the following after the last sentence:

Retirement awards requiring approval by this headquarters do not cover more than the last 10 years of service.

Paragraph 1-27. Posthumous Awards. Add subparagraph h after subparagraph g.

h. Recommendation for posthumous awards. Before preparing the recommendation for award for a deceased soldier, coordination and verification of information must be made with Casualty Branch, Office of the Adjutant General, this headquarters.

Paragraph 1-41. Requisition. Add subparagraph c after subparagraph b.

c. After 30 September 1986, major commanders no longer have the authority to award local special skill badges. Thus, the Distinctive Tank Gunnery Patch will not be available through local supply channels.

Paragraph 2-5a. Table 2-3, Note 2. Delegation of Award Approving Authority – Peacetime Criteria. Add the following after the last sentence.

Commanders reporting directly to Headquarters, III Corps and Fort Hood, having authority to approve an award, are delegated disapproval authority for the next higher award. The approval authority prepares and signs awards for their personnel.

Paragraph 2-24. General. Add subparagraphs a and b.

a. Recommendations requiring action by this headquarters are forwarded through command or supervisory channels to Commander, III Corps and Fort Hood, ATTN: AFZF-AG-CPA. Forwarding endorsements must include:

- (1) A statement that favorable action would not be in violation of AR 600-31.

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\*This supplement supersedes Supplement 1, this headquarters, 11 January 1984.

(2) A recommendation by the commander. If disapproval is recommended, include a statement whether a lesser award is appropriate, and indicate which award.

b. Forward recommendations for award of the ARCOM for staff sections or activities who report directly to III Corps, to the Adjutant General for appropriate action. This includes the commander of headquarters command. Staff principals, or in their absence their deputies, must sign either the DA Form 638 (Recommendation for Award) or the forwarding endorsement or comment indicating the staff principal approved the award. Staff principals must ensure that the recommendation has been coordinated with the commander, headquarters command, prior to the recommendation being forwarded to the Adjutant General.

Paragraph 2-25. Time limitations. Add subparagraph c after subparagraph b.

c. Recommendations for awards requiring approval by Department of the Army must be received by this headquarters not later than (NLT) 90 days before the scheduled departure (permanent change of station (PCS)), release from active duty (REFAD), expiration term of service (ETS), retirement, etc.) of the individual from this command. Recommendations for awards requiring approval by HQ, FORSCOM, must be received by this headquarters NLT 60 days before scheduled date of departure of the individual. Recommendations for awards requiring approval by this headquarters must be received by this headquarters NLT 30 days before the scheduled departure of the individual.

Paragraph 2-26a, Part I. Preparation of DA Form 638 (Recommendation for Award). Add subparagraph (5) after subparagraph (4).

(5) All recommendations for awards include race and sex of individual recommended in item 1 of the DA Form 638. All recommendations include the unit identification code (UIC) in item 5. The UIC is required on all orders pertaining to awards. All recommendations include in item 11, the number of years of active duty in cases of retirement, REFRAD, and ETS, and the new duty station in cases of PCS. Recommendations received without this information may be returned for correction and resubmission. All retirement award recommendations are to have an ending service date or date of retirement, not last day of duty as in cases of terminal leave.

Paragraph 2-26. Add subparagraph k after subparagraph j.

k. Award recommendations during peacetime processed to the III Corps are to include:

(1) A copy of the soldier's DA Form 2A (Personnel Qualification Record – Part I), and DA Form 2-1 (Personnel Qualification Record – Part II) accompany the DA Form 638 for enlisted personnel; for officers and warrant officers, submit only the Officer Record Brief (ORB) with DA Form 638. If the soldier's personnel records are not available, one of the following statements will be contained in the commander's or supervisor's endorsement to III Corps:

(a) "Soldier meets the height/weight requirements of AR 600-9, (The Physical Fitness and Weight Control Program)," or,

(b) "Soldier does not meet the height/weight requirements of AR 600-9, and is or is not enrolled in a weight loss program, and is or is not making satisfactory progress."

(2) Copies of reassignment, separation, or retirement orders, as appropriate, are also attached to all recommendations sent through this headquarters to FORSCOM.

Paragraph 2-28. Processing of other recommendations. Add subparagraph c, d, e, and f after subparagraph b.

c. An individual may receive more than one meritorious service award for service at Fort Hood. The commander or staff section may submit recommendations for awards for intrapost transfers if the soldier has a total of 18 months service in the present duty section. If the period is less than 18 months, and the soldier has an intrapost transfer (i.e., reassignment from 2d Armored Division to 13th Support Command (Corps), a DA Form 638, or DA Form 2496 (Disposition Form (DF)), may be prepared for future consideration and placed in the soldier's field 201 file. At the time the individual becomes eligible for an award, (i.e., PCS, ETS, REFRAD, retirement, etc., from Fort Hood), the commander of staff activity may then consolidate the previous service with the present service on a new DA Form 638.

d. Specific acts or meritorious service must be included in the recommendation to fully justify the recommended award. The accomplishment of normal duties in an exemplary manner is not in itself sufficient justification to warrant approval of an award.

e. Award recommendations for personnel in a special duty status with this headquarters, are prepared by the duty section and forwarded to the soldier's unit of assignment for the recommendations of the chain of command and approval by the appropriate authority.

f. Award recommendations for award of the MSM or higher award received at this headquarters are presented to the III Corps and Fort Hood Awards and Decorations Board as outlined in appendix C.

Paragraph 5-2d. Types of Badges. Add the following after the last sentence.

Concerning locally authorized special skill badges, the authority for major commanders to approve local badges is rescinded as of 30 September 1986. The Distinctive Tank Gunnery Patch no longer will be worn on the uniform or awarded as of this date.

Paragraph 8-11. Certificate of Achievement. Add subparagraph g and h after subparagraph f.

g. DA Form 2442 (Certificate of Achievement) is intended for presentation to military personnel for periods of service or acts of achievement which do not meet the standards required for an award but who are deserving of recognition. Chiefs of general or special staff sections and directorates, and all commanders, lieutenant colonel and above, this headquarters, are authorized to prepare and sign DA Form 2442 for personnel of their command or activity. Use of DA Form 638 is authorized for recommending the Certificate of Achievement to the approving authority specified above.

h. FH Form 3008 (III Corps Certificate of Achievement) is designed to recognize soldiers' and civilians' achievements not warranting a Department of the Army Certificate of Achievement but more significant than a letter of appreciation. All III Corps field grade officers and commanders of Headquarters Command elements are authorized to prepare and sign the certificates for soldiers and civilians they supervise. Only those certificates signed by commanders, lieutenant colonel or above may be used for promotion points. Staff agencies desiring presentation of certificates worth promotion points should forward a completed certificate to Commander, Headquarters Command, for signature. If a certificate for the Commanding General's signature is appropriate, submit a completed Commander, Headquarters Command, for signature. If a certificate for the Commanding General's signature is appropriate, submit a completed DA Form 638 through Commander, III Corps and Fort Hood, ATTN: AFZF-AG-CPA, Building 54.

FOR THE COMMANDER:



WILLIAM A. FITZGERALD, JR.  
Brigadier General, USA  
Chief of Staff

T. J. LEONARD  
Colonel, AG  
DOIM

I Appendix  
D. III Corps and Fort Hood Awards and Decorations Board

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## APPENDIX D

## III CORPS AND FORT HOOD AWARDS AND DECORATIONS BOARD

1. As prescribed here, recommendation for award of the MSM and higher awards sent to this headquarters are considered by the III Corps and Fort Hood Awards and Decorations Board. The function of this board is to carefully consider each recommendation and to recommend action to the Commanding General, III Corps and Fort Hood.

1. Board Composition.

a. The members of the III Corps and Fort Hood Awards and Decorations Board are

(1) The Chief of Staff is the Board President.

(2) The Adjutant General is the first member of the board to see the award recommendation.

(3) The Garrison Commander is the next member of the board to see the recommendations.

(4) The Corps Command Sergeant Major is a voting member of the board for award recommendations for all enlisted personnel.

(5) The Commander, Headquarters Command, becomes a voting member of the board for award recommendations for all personnel assigned to a Headquarters Command element.

b. All award recommendations for the MSM and higher for nondivisional units, and recommendations for the LOM and higher for each of the divisions, are considered by the board president and applicable board members.

2. Procedures.

a. The Adjutant General receives the award recommendation consisting of a properly prepared DA Form 638.

b. Grammar, spelling, and contents of the recommendation is the responsibility of the originator. The Adjutant General reviews for conformance with awards policy. When in violation of policy, the recommendation is returned through channels to the originator for withdrawal, revision, or justification for exception, as appropriate.

c. The Adjutant General prepares and attaches FH FL 2270 (Awards and Decorations Board Action) before forwarding the award recommendation to the board members.

d. The board considers each recommendation expeditiously. To preclude delays due to temporary absence (TDY, leave, etc.) of a board member, recommendations are returned to the Adjutant General's office for further disposition. Board members are requested to inform the Adjutant General when absences are expected.

e. It is not necessary that the awards board formally convene to evaluate recommendations. Each member of the board ensures adequate control procedures are established for logging and expeditious handling for each recommendation. Board members state reasons in the space provided for comments on FH FL 2270, if disapproval or downgrade is the recommendation.

f. After the final action is taken on the recommendation, the award is returned to the Adjutant General to be finalized and disposition made.