

DESKTOP GUIDE TO



AWARD

RECOMMENDATIONS

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TAB A

STANDARDS AND INSTRUCTIONS **FOR SUBMISSION OF** **ALL AWARDS**

I. Submission Timelines(# of days prior to the desired presentation date)

A. ARMY AWARDS

1. ARCOM – 30
2. MSM and RET LOM's – 60
3. LOM(PCS) and DSM – 90

B. JOINT AWARDS

1. JSAM/JSCM/DMSM – 45
2. DDSM/DSSM - 90

II. Hometown News Release

All awards submitted for **U.S. Army personnel** are required to include a copy of a DD Form 2266 (Hometown News Release) per policy letter 600-02-6 dated 3 Jun 02 (TAB B) and the additional memorandum for Hometown News Release dated 13 Jun 03 (TAB C).

III. ERB/ORB

Any **retirement award** will include the enlisted/officer records brief as applicable.

TAB B



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

REPLY TO
ATTENTION OF

ACDP-PAB

3 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hometown News Release within United States Army, North Atlantic Treaty Organization (USANATO) (Policy Memorandum # 600-02-6)

1. References:

- a. AR 600-8-22, Military Awards
- b. PAM 360-3, Army Hometown News Program

2. Purpose. Ensure that soldiers receive proper recognition of accomplishments while assigned to USANATO.

3. Applicability. This policy is applicable to all U.S. Army personnel assigned to USANATO.

4. Procedures. All award recommendations will include a filled out but unsigned DD Form 2266, 'Hometown News Release Information'. This form will include the following information in block 20 Remarks; reason for award (PCS, retirement, ETS, achievement, service), see attached citation and any other remarks as warranted. The unit will ensure that after the award has been approved and presented that, block 9 Event is filled in with the type of award and that the soldier is afforded the opportunity to chose if he or she desires to sign the DD Form 2266. If the soldier chooses to submit; then the unit will mail the DD Form 2266 and supporting information and photographs to the Army and Air Force Hometown News Directorate, Kelly Air Force Base, Texas 78241.

5. POC for this action is the Chief, Personnel Actions Branch at DSN 314-423-4606.

FOR THE COMMANDER:

STEVE M. POET
Colonel, GS
Chief of Staff

DISTRIBUTION:

B

TAB C



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

REPLY TO
ATTENTION OF

ACDP-PAD

13 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hometown News Release Program within U.S. Army North Atlantic Treaty Organization (USANATO)

1. Reference: Policy Memorandum #600-02-06, HQ, USANATO, 3 June 2002, Subject: Hometown News Release within United States Army, North Atlantic Treaty Organization (USANATO).
2. The purpose of this memorandum is to ensure that soldiers are provided the opportunity to receive proper recognition for their accomplishments while assigned to USANATO.
3. All soldiers assigned to USANATO will be aware of the opportunity to have their accomplishments recognized by submission of Hometown News Release Information (DD Form 2266). The soldier will be afforded the opportunity to choose whether they desire to submit the DD Form 2266 for favorable events such as receiving an award, promotion, selection as NCO/Soldier of the Quarter/Year, a Permanent Change of Station (PCS), retirement, reenlistment, etc.
4. The Battalion S-1 is responsible for tracking all instances in which a DD Form 2266 may be required. The S-1 will supply and monitor the form, maintain originals and provide statistics. When a form is required to accompany an action such as an award, a copy of the form completed in accordance with the attached enclosure is required. After an accomplishment, presentation, or action is completed, blocks 9 and 20 will be filled in with the appropriate statements. The S-1 will forward all releasable forms and any supporting documentation, such as citation for awards and photographs, to the Army and Air Force Hometown News Directorate, Kelly Air Force Base, Texas 78241.
5. All soldiers are highly encouraged to actively participate in the Hometown News Release Program. However, some soldiers should be cautioned that their specialty discourages them from public release of information and should be aware of this when considering submission of a DD Form 2266. If you are not sure about whether your specialty has privacy requirements, please check with your supervisor.

ACDP-PAD

SUBJECT: Hometown News Release Program within U.S. Army North Atlantic Treaty Organization (USANATO)

6. Point of contact for this matter is Chief, Personnel Actions Division, ODSC, G-1 at DSN: 423-4212.

FOR THE COMMANDER:



STEVE M. POET
Colonel, GS
Chief of Staff

Enclosure
as

Distribution:
B plus 2 and 7
C less 1-14

TAB D

HOMETOWN NEWS RELEASE INFORMATION

1. PAO CODE	PRINT OR TYPE - SEND ORIGINAL ONLY	FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY
2. YOUR SOCIAL SECURITY NUMBER (For identification only)		
0	0	0
0	0	0
0	0	0

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397.
PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only.
ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain."
DISCLOSURE: Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.

3. BRANCH OF SERVICE	4. STATUS	5. RANK	6. PAY GRADE	7. FIRST NAME, MIDDLE INITIAL, LAST NAME	8. SEX
<input checked="" type="checkbox"/> ARMY	<input checked="" type="checkbox"/> ACTIVE	SPC	E4	JOHN D. SOUTHERN	M
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> RESERVE	9. EVENT (Example: Arrival; Promoted to Sergeant; Received Commendation Medal, etc. - Citation Needed)			
<input type="checkbox"/> NAVY	<input type="checkbox"/> NATIONAL GUARD	LEAVE BLANK UNTIL AWARD IS APPROVED			
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> CIVILIAN				
<input type="checkbox"/> COAST GUARD					

10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLE/GRANDPARENTS OR ADULT SIBLINGS

a. (1) FIRST NAME, MIDDLE INITIAL, LAST NAME SWEET P. EYEWITNESS	(2) RELATIONSHIP TO YOU UNCLE		
(3) ADDRESS (Number and Street) E. 58TH STREET	(4) CITY POPEYE	(5) STATE MO	(6) ZIP CODE 39276
b. (1) FIRST NAME, MIDDLE INITIAL, LAST NAME LEFT E. MEATLOAF	(2) RELATIONSHIP TO YOU BROTHER		
(3) ADDRESS (Number and Street) 69 PENCIL AVE.	(4) CITY SOULTRAIN	(5) STATE WA	(6) ZIP CODE 45678

11. SPOUSE'S NAME (First, Middle Initial, Last)
LA QUISHA T. SOUTHERN

12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME
JEROME M. PAUL

b. ADDRESS (Number and Street) 100TH GRAND DRIVE	c. CITY ALMOND	d. STATE PA	e. ZIP CODE 29876
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13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME
JANEQUA PAUL

b. ADDRESS (Number and Street) SAME AS ABOVE	c. CITY	d. STATE	e. ZIP CODE
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14.a. YOUR PRESENT UNIT OF ASSIGNMENT (Do not abbreviate) 297TH MI BN	b. POST OR BASE (Not APO) FT. GORDON	c. CITY AUGUSTA	d. STATE OR COUNTRY GA
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15. DUTY MOS OR AFSC 35E	16. PRESENT JOB TITLE (Full Title - Do not abbreviate) COMMO NCOIC	17. TOTAL YEARS MILITARY SERVICE 9
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18.a. HIGH SCHOOL GRADUATED FROM LIBERTY COUNTY HIGH	b. YEAR GRADUATED 1992	c. CITY LIBERTY	d. STATE TX	e. ZIP CODE 77575
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19. COLLEGES GRADUATED FROM					
a. COMPLETE NAME	b. DEGREE	c. YEAR GRADUATED	d. CITY	e. STATE	f. ZIP CODE
CENTRAL TEXAS COLLEGE	BA	2002	HOUSTON	TX	67890

20. REMARKS (Continue on back if necessary)
SEE ATTACHED CERTIFICATE

21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information) LEAVE BLANK	22. DATE (YYMMDD)	23. DUTY PHONE (DSN or area code)
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T A B L E

GUIDELINES FOR PREPARING AND PROCESSING ARMY COMMENDATION MEDALS

This information provides guidance on how to properly fill out a DA Form 638 for an Army Commendation Medal (ARCOM) recommendation. All DA Form 638s should be printed head to foot. The directions are provided by the block numbers on the form.

Block 1: see example

Block 2: address including APO of where the award recommendation came from

Block 3: use the date that you are preparing the awards

Block 4, 5, 6: see example

Block 7: soldier's unit address

Block 8: list all previous AWARDS the soldier has received (AAM, ARCOM, MSM, LOM) to include OLC. (ie. AAM(1OLC). DO NOT include any service medal (OSR, Good Conduct Medals, or campaign ribbons)

Block 9: leave blank unless recommendation is for other than Army personnel

Block 10: see example

Block 11: use the dates that cover the period of award

Block 12a: see example

Block 12b: mark "no" unless planning to submit a higher award for the same period of service, achievement or act covering this award; also if someone has presented an impact (on-the-spot) award to the soldier.

Block 13: self-explanatory

Block 14: see example

Block 15: same as block 2 with section name

Block 16, 17, 18: see example

Block 19: recommender must sign the award

Block 20: when writing the achievement bullets use either all caps or all upper/lower characters. Either is acceptable but be consistent throughout the award. It is recommended, that upper/lower case is used, as you can fit more “meat” into the bullets using this method. If you use all caps, it gives the appearance that you are just trying to fill up the bullets with less justification of the award. In addition, it is not necessary to use all achievement blocks, just ensure you give appropriate justification for the level of the award.

Block 21: the citation must not contain any abbreviations. Rank, unit, and other information must be spelled out. However, numbers are not required to be spelled out. It is recommended to use the upper and lower case characters, as you can fit more in to the citation. Citations CANNOT be any longer than four typewritten lines on the certificate.

Block 22a/b: verified, signed, and dated by S-1 personnel

Block 23a/b: see example

Block 23c: the commander will date it the day he/she signed the award

Block 23d: the commander will note his/her recommendation

Block 23e/f/g/h/i: see example

Block 24a/b: see example

Block 24c-i: see Block 23’s instructions

Block 26a/b: see example

Block 26c-i: see Block 23’s instructions

Block 27-31: see example

TAB F

ARCOM

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO COMMANDER, HQ BDE, USANATO, SHAPE APO AE 09705	2. FROM COMMANDER, HHC, USANATO, SHAPE APO AE 09705	3. DATE 24 MAR 03
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PART I - SOLDIER DATA

4. NAME DOE, JOHN D.	5. RANK SPC	6. SSN 000-00-0000
7. ORGANIZATION HHC, USANATO, SHAPE APO AE 09705	8. PREVIOUS AWARDS AAM (1OLC), ARCOM	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD ARCOM (1OLC)	11. PERIOD OF AWARD a. FROM 1 NOV 00 b. TO 24 APR 03
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET PCS		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
12b. INTERIM AWARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, STATE AWARD GIVEN		

PART II - RECOMMENDER DATA

14. NAME BOB, BILLY L.	15. ADDRESS HHC, USANATO, SHAPE APO AE 09705	
16. TITLE/POSITION SENIOR PERSONNEL SERGEANT	17. RANK SFC	
18. RELATIONSHIP TO AWARDEE SUPERVISOR	19. SIGNATURE MUST BE SIGNED	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS ACHIEVEMENT #1 SEE INSTRUCTIONS
ACHIEVEMENT #2 SEE INSTRUCTIONS
ACHIEVEMENT #3 SEE INSTRUCTIONS
ACHIEVEMENT #4 SEE INSTRUCTIONS
21. PROPOSED CITATION

CERTIFICATES FOR THE ARMY COMMENDATION MEDAL ARE LIMITED TO A MAXIMUM OF 4 LINES, EXCEPT RETIREMENT CITATIONS WHICH MAY BE SIX LINES IN LENGTH.

ARCOM

NAME DOE, JOHN D.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE MUST BE SIGNED	22b. DATE Must be Dated
23. INTERMEDIATE AUTHORITY	a. TO COMMANDER, SHAPE BN, USANATO, APO AE 09705	b. FROM COMMANDER, HHC, USANATO, SHAPE APO AE 09705	c. DATE Must be Dated
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME CHERRIE L. DAVIS		f. RANK CPT	
g. TITLE/POSITION COMPANY COMMANDER		h. SIGNATURE MUST BE SIGNED	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	b. FROM COMMANDER, SHAPE BN, USANATO, APO AE 09705	c. DATE Must be Dated
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME ROGER A. RABIEGO		f. RANK LTC	
g. TITLE/POSITION BATTALION COMMANDER		h. SIGNATURE MUST BE SIGNED	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	c. DATE Dated by PAD
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME STEVE M. POET		f. RANK COL	
g. TITLE/POSITION BRIGADE COMMANDER		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ HQ, USANATO, SHAPE APO AE 09705		27b. PERMANENT ORDER NO. LEAVE BLANK	31. DISTRIBUTION INDIVIDUAL-1 ACHC-PSD-REC-1 USAEREC-1 (ENLISTED ONLY) PERSCOM-1 (OFFICERS ONLY)
28a. NAME OF ORDERS APPROVAL AUTHORITY JOANNE L. REVIS		28b. RANK CW3	
28c. TITLE/POSITION CHIEF, PERSONNEL ACTIONS DIVISION		29. APPROVED AWARD LEAVE BLANK	
28d. SIGNATURE		30. DATE LEAVE BLANK	

TAB G

GUIDELINES FOR PREPARING AND PROCESSING
MERITORIOUS SERVICE MEDALS AND
LEGION OF MERITS

This information provides guidance on how to properly fill out a DA Form 638 for a Meritorious Service Medal (MSM) or a Legion of Merit (LOM) recommendation. All DA Form 638s should be printed head to foot. The directions are provided by the block numbers on the form.

Block 1: see example

Block 2: address including APO of where the award recommendation came from

Block 3: use the date that you are preparing the awards

Block 4, 5, 6: see example

Block 7: soldier's unit address

Block 8: list all previous AWARDS the soldier has received (AAM, ARCOM, MSM, LOM) to include OLC. (ie. AAM(1OLC). DO NOT include any service medal (OSR, Good Conduct Medals, or campaign ribbons)

Block 9: leave blank unless recommendation is for other than Army personnel

Block 10: see example

Block 11: use the dates that cover the period of award (for retirement awards, dates may extend through the last 10 years of service, for example, if a soldier will retire on 31 May 2003, the dates may cover 1 June 1993 to 31 May 2003)

Block 12a: see example

Block 12b: mark "no" unless planning to submit a higher award for the same period of service, achievement or act covering this award; also if someone has presented an impact (on-the-spot) award to the soldier.

Block 13: self-explanatory

Block 14: see example

Block 15: same as block 2 with section name

Block 16, 17, 18: see example

Block 19: recommender must sign the award

Block 20: when writing the achievement bullets use either all caps or all upper/lower characters.

Either is acceptable but be consistent throughout the award. It is recommended, that upper/lower case is used, as you can fit more “meat” into the bullets using this method. If you use all caps, it gives the appearance that you are just trying to fill up the bullets with less justification of the award. In addition, it is not necessary to use all achievement blocks, just ensure you give appropriate justification for the level of the award. Type SEE ATTACHED NARRATIVE for LOM recommendations.

Block 21: the citation must not contain any abbreviations. Rank, unit, and other information must be spelled out. However, numbers are not required to be spelled out. It is recommended to use the upper and lower case characters, as you can fit more in to the citation. Citations for MSMs CANNOT exceed four typewritten lines. Citations for Retirement MSMs CANNOT exceed six typewritten lines. Citations for LOMs CANNOT exceed nine typewritten lines.

Block 22a/b: verified, signed, and dated by S-1 personnel

Block 23a/b: see example

Block 23c: the commander will date it the day he/she signed the award

Block 23d: the commander will note his/her recommendation

Block 23e/f/g/h/i: see example

Block 24a/b: see example

Block 24c-i: see Block 23's instructions

Block 26a/b: see example

Block 26c-i: see Block 23's instructions

Block 27-31: see example

All LOM recommendations will include a separate proposed citation and narrative (1 single spaced page for PCS LOMs and 2 single spaced pages for retirement LOMs) in addition to the DA form 638.

TAB H

MSM & RET LOM & PCS LOM

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO COMMANDING GENERAL, USANATO APO AE 09099	2. FROM COMMANDER, HHC, USANATO, SHAPE APO AE 09705	3. DATE 17 SEP 03
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PART I - SOLDIER DATA

4. NAME MURRAY, THOMAS	5. RANK LTC	6. SSN 000-00-0000
7. ORGANIZATION HHC, USANATO, SHAPE APO AE 09705	8. PREVIOUS AWARDS MSM (4 OLC), ARCOM (2 OLC), AAM (3 OLC), JSAM	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD LOM	11. PERIOD OF AWARD a. FROM 1 FEB 1994 b. TO 31 JAN 2004
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET RET		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
12b. INTERIM AWARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, STATE AWARD GIVEN		

PART II - RECOMMENDER DATA

14. NAME POET, STEVE M.	15. ADDRESS COMMANDER, HHC, USANATO, SHAPE APO AE 09705	
16. TITLE/POSITION BRIGADE COMMANDER	17. RANK COL	
18. RELATIONSHIP TO AWARDEE RATER	19. SIGNATURE MUST BE SIGNED	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS ACHIEVEMENT #1 SEE INSTRUCTIONS
ACHIEVEMENT #2 SEE INSTRUCTIONS
ACHIEVEMENT #3 SEE INSTRUCTIONS
ACHIEVEMENT #4 SEE INSTRUCTIONS

21. PROPOSED CITATION
CERTIFICATES FOR THE MSM ARE LIMITED TO 4 LINES EXCEPT RETIREMENTS WHICH ARE 6 LINES, AND THE LOM CERTIFICATES ARE LIMITED TO A MAXIMUM OF 9 LINES, 12 CHARACTERS PER INCH AND SHOULD BE SUBMITTED ON A SEPARATE 8 1/2 BY 11 INCH PAPER

MSM & RET LOM

NAME MURRAY, THOMAS	SSN 000-00-0000
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PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE MUST BE SIGNED	22b. DATE Must be Dated
23. INTERMEDIATE AUTHORITY	a. TO COMMANDER, SHAPE BN, USANATO, APO AE 09705	b. FROM COMMANDER, HHC USANATO, SHAPE, APO AE 09705	c. DATE Must be Dated
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME DAVIS, CHERRIE L.		f. RANK CPT	
g. TITLE/POSITION COMPANY COMMANDER		h. SIGNATURE MUST BE SIGNED	
i. COMMENTS			

24. INTERMEDIATE AUTHORITY	a. TO COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	b. FROM COMMANDER, SHAPE BN, USANATO, APO AE 09705	c. DATE Must be Dated
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME RABIEGO, ROGER A.		f. RANK LTC	
g. TITLE/POSITION BATTALION COMMANDER		h. SIGNATURE MUST BE SIGNED	
i. COMMENTS			

25. INTERMEDIATE AUTHORITY	a. TO COMMANDING GENERAL, USANATO, APO AE 09099	b. FROM COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	c. DATE Dated by PAD
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME POET, STEVE M.		f. RANK COL	
g. TITLE/POSITION BRIGADE COMMANDER		h. SIGNATURE	
i. COMMENTS			

26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM COMMANDING GENERAL, USANATO, APO AE 09099	c. DATE Dated by PAD
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME BROADWATER, COLBY M. III		f. RANK LTG	
g. TITLE/POSITION COMMANDING GENERAL, USANATO		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA

27a. ORDERS ISSUING HQ HQ, USANATO, SHAPE APO AE 09705	27b. PERMANENT ORDER NO. LEAVE BLANK	31. DISTRIBUTION INDIVIDUAL-1 ACHC-PAD-REC-1 USAEREC-1 (ENLISTED ONLY) PERSCOM-1 (OFFICER ONLY)
28a. NAME OF ORDERS APPROVAL AUTHORITY JOANNE L. REVIS	28b. RANK CW3	
28c. TITLE/POSITION CHIEF, PERSONNEL ACTIONS DIVISION	29. APPROVED AWARD LEAVE BLANK	
28d. SIGNATURE	30. DATE LEAVE BLANK	

TAB I

PCS LOM

NAME MURRAY, THOMAS		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE MUST BE SIGNED	22b. DATE Must be Dated
23. INTERMEDIATE AUTHORITY	a. TO COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	b. FROM COMMANDER, SHAPE BN, USANATO, SHAPE, APO AE 09705	c. DATE Must be Dated
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME ROGER A. RABIEGO		f. RANK LTC	
g. TITLE/POSITION BATTALION COMMANDER		h. SIGNATURE MUST BE SIGNED	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO COMMANDING GENERAL, USANATO, APO AE 09099	b. FROM COMMANDER, HQ BDE, USANATO, SHAPE, APO AE 09705	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME STEVE M. POET		f. RANK COL	
g. TITLE/POSITION BRIGADE COMMANDER		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO CDR, HQ PERSCOM, ATTN: TAPC-PDO-PA, ALEXANDRIA VA 22332	b. FROM COMMANDING GENERAL, USANATO, APO AE 09099	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME COLBY M. BROADWATER III		f. RANK LTG	
g. TITLE/POSITION COMMANDING GENERAL, USANATO		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM CDR, HQ PERSON, ATTN: TAPC-PDO-PA, ALEXANDRIA VA 22332	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME LEAVE BLANK		f. RANK LEAVE BLANK	
g. TITLE/POSITION LEAVE BLANK		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ LEAVE BLANK		27b. PERMANENT ORDER NO. LEAVE BLANK	31. DISTRIBUTION LEAVE BLANK
28a. NAME OF ORDERS APPROVAL AUTHORITY LEAVE BLANK		28b. RANK LEAVE BLANK	
28c. TITLE/POSITION LEAVE BLANK		29. APPROVED AWARD LEAVE BLANK	
28d. SIGNATURE		30. DATE LEAVE BLANK	

TAB J

Joint Awards Recommendation Memorandum Format

LETTER HEAD OF SUBMITTING OFFICE

Office Symbol (office symbol of submitting office).

THRU: Headquarters, United States Army NATO, ATTN: Awards, APO AE 09705

TO: Office of the Supreme Allied Command Europe, Supreme Allied Powers, Europe, ATTN: SACEUR Admin, Unit #21420, Box 7100, APO AE 09705

SUBJECT: Recommendation for Award of the (Joint Award type)

DATE: (Date submitted)

REFERENCE: DOD Directive 1348-33-M

1. Under the reference, recommend that the following service member be awarded the “Award type with proper oak leaf cluster annotations when applicable”

a. Rank, Name, SSN, Branch

(Staff Sergeant John B. Doe, 123-45-6789, United States Army.)

b. Unit Service Member is assigned to

(U.S. Army NATO, SHAPE, BE, APO AE 09705)

c. Position, Section, and P.E. #

(NCOIC, SHAPE, International Housing Office, 00A0-01.)

d. Period of Award

(Service will be the entire tour date from start until Deros.)

(Achievement will be the date of the Achievement.)

e. Reason for submitting award

(SM is PCSing; ETSing, Joint Color Guard. Type of award: Service, Achievement, Retirement; see note 1.)

1. (Retirement NOTE: SM who retires from active duty from a joint assignment shall not be used to request or justify a higher level award than the actual service, achievement, or tenure in the joint assignment supports.)

f. Presentation date: Date award is to be presented.

g. Previous Joint Awards with inclusive dates: (list any previous JOINT Awards to include the reason for the award and the time periods for the award).

h. No other award for this member, for this action, is pending and no previous award has been made for the service described herein. (this is to verify that the SM is not receiving two awards for the same action).

User Guide on Joint Award Recommendation (continued)

2. Enclosed is a narrative description for the service rendered and proposed citation.

3. Point of contact for the action

Point of contact for the action, to include a Name and Phone number.

Signature Block



Signature block should be the senior U.S. officer of that section, if not, be routed through that office.

ENCLOSURES:

1. Narrative Description (limited to two single spaced type written pages, size 13 font in Times New Roman or Arial)
2. Citation
 - a. No more than 12 lines in 12 pt font in landscape
 - b. Provide the citation on disk or email to the PAD awards NCO

TAB K

OFFICE LETTERHEAD

ACDP-FOD

THRU: Headquarters, United States Army NATO, ATTN: ACDP-PAD, APO AE 09705

TO: Office of the Supreme Allied Commander Europe, Supreme Allied Powers Europe, ATTN: SACEUR Admin, Unit #21420, APO AE 09705

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal – Lieutenant General John B. Good, 000-00-0000

DATE: 15 February 2003

REFERENCE: DOD Directive 1348.33-M

1. Under the reference, recommend that the following service member be awarded the Defense Meritorious Service Medal (First Oak Leaf Cluster):

- a. **Name: Lieutenant General John B. Good, 000-00-0000, U.S. Army.**
- b. **Unit: Stabilization Force (SFOR), Allied Command Europe, Sarajevo, Bosnia and Herzegovina**
- c. **Position: Commander, SFOR and Commander, Joint Interagency Task Force – Bosnia (JIATF-B), 00A0-01**
- d. **Dates: 7 September 1999 – 30 August 2002**
- e. **Service member is to be reassigned temporary change of station o/a 30 August 2002.**
- f. **Presentation is desired on 29 August 2002.**
- g. **Previous Defense awards: Defense Meritorious Service Medal (Service, 12 Jan 1996-15 Mar 1997), Joint Service Achievement Medal 1st Oak Leaf Cluster (Achievement, 19 September 1994), Joint Service Achievement Medal (Service 10 Dec 1991-16 Feb 1993)**
- h. **No other award for this member for this action is pending and no previous award has been made for the service described herein.**

2. Enclosed are a narrative description of service rendered and the proposed citation.

3. Point of contact is MAJ Ronald G. Myers, DSN (314) 769-2082.

2 Encls

- 1. Narrative**
- 2. Citation**

GREGORY G. JOHNSON

Admiral, U.S. Navy

CINC, Allied Forces, Southern Europe

TAB L

PROPOSED CITATION TO ACCOMPANY THE AWARD OF THE

DEFENSE MERITORIOUS SERVICE MEDAL

FOR

LIEUTENANT GENERAL JOHN B. GOOD

Lieutenant General John B. Good, United States Army, distinguished himself through exceptionally meritorious service as Commander of the NATO Peace Stabilization Force (SFOR) in Bosnia-Herzegovina and Commander, Joint Interagency Task Force-Bosnia (JIATF-B) from 7 September 2001 to 30 August 2002. His superb leadership, instinctive soldier and diplomatic skills, and untiring commitment to maintaining a safe and secure environment in Bosnia and Herzegovina were instrumental to the continued success of SFOR and achievement of the national security policy objectives of the United States. As a result of his unparalleled expertise in this theater and experience as a warfighting commander, SFOR and JIATF-B forces contributed significantly to the Global War on Terrorism by disrupting prominent terrorist networks in Bosnia, brought 19 indicted war criminals to justice, and established conditions for the continued reduction and withdrawal of SFOR forces. General Good has clearly made an impact on the future of Bosnia and Herzegovina, as well as the outstanding soldiers, sailors, airmen, and marines of all nations who professionally carried out their missions. Lieutenant General Good's superior accomplishments and superior performance reflect great credit on him, the Peace Stabilization Force, the North Atlantic Treaty Organization, and the Department of Defense.

TAB M

TIPS IN WRITING THE NARRATIVE

The following outlines some general tips on writing style and mechanics that will make the award narrative more effective.

The key point to remember is that the narrative must contain specific, verifiable facts. This is what makes the narrative convincing. Never say “successful accomplishments” or use other redundant phrases, such as “each and everyone”. Each is everyone and vice versa. Eliminate introductory words that say nothing, such as, “It is the opinion of this command that,”.

Do not use pompous language. One idea per sentence. Aim for short, direct sentences.

Use the active voice whenever possible. The active voice is not only the most efficient way of expressing an idea (requires fewer words per phrase), but it also conveys a feeling of energy and action. Its structure is simple: subject, verb, and direct object. In other words, the subject (who should be the nominee) does something to something else. In the passive voice, the subject shifts from being the nominee to whatever it was the nominee acted on. The purpose of the narrative is to focus attention on the nominee and what he has or she had done. For example, replace the passive voice of construction of: “SQT scores were improved by the effective training plan developed by SGT Doe,” where the subject is SQT scores, with the active voice construction SGT Doe is the subject: “SGT Doe developed and effective training plan which improved SQT scores.” Notice that in the active construction SGT Doe is the driving force of the sentence, the doer. Also notice that the active construction used only 11 words compared to the passive form of 13. The words “by” and “of” in the sentence are handy warning signs that a sentence is in the passive voice “We are of the opinion,” or “We believe”. Notice the reduction from five words to only two, yet both phrases convey the same thought. This is critical when the writer is trying to sum 36 months of outstanding military performance on one sheet of double-spaced text.

Before writing the narrative:

- Objectively evaluate the nominee’s performance compared to others of similar grade and position.

- Jot down specifically what he/she did that was beyond the normal duty requirements.

- Decide on the appropriate award.

OPENING SENTENCE EXAMPLE

“For exceptionally meritorious service conduct in the performance of outstanding service/achievement while serving as the Noncommissioned Officer-in-Charge of the Casualty Section, military Personnel Division/Adjutant General, United States Army North Atlantic Treaty Organization.”

HELPING & TRANSITIONAL SENTENCES FOR USE IN THE NARRATIVE

Below are examples of transitional and helping sentences. They provide assistance in putting an idea into words and then putting that idea on paper. They also provide a means of shifting from one thought to another. The key point to remember is that all of the helping/transitional sentences only introduce the outstanding trait or duty performance of the soldier in a given area but do not alone justify giving the individual an award. The justification comes from the following sentences to support the idea put forth with the helping/transitional sentences.

-His initiative, resourcefulness, and untiring efforts to achieve perfection in all phases of his duties as Executive Officer resulted in increased efficiency of the United States Army North Atlantic Treaty Organization.

-His exemplary handling of technical matters attests to his professional knowledge.

-Sergeant Doe demonstrated great initiative during the Operation Toto field exercise.

-Through sound advice, tactfully rendered, Sergeant Major Doe succeeded in establishing a harmonious and effective working relationship with the combat team commander and his noncommissioned officers, which resulted in progress in the operational readiness of the combat team.

-Captain Doe's ability to establish and enforce high standards was evident in that...

-His superior professional and technical competence has been proved repeatedly.

-Chief Warrant Officer Two Doe has proved himself to be an able instructor.

-Specialist Doe greatly enhanced the mission readiness of this unit.

-Captain Doe's leadership ability has been the foundation upon which the successes this battalion enjoys are built.

-Sergeant Doe's knowledge of Army personnel actions are equaled by few personnel at his grade and time in service.

-Through her untiring persistence, she was able to effectively accomplish and task, regardless of the conditions.

-He has brought his resourcefulness to bear on problems and has yielded spectacular results.

-Through his entire tour, Staff Sergeant Doe performed the duties of a noncommissioned officer of higher rank and greater experience in a highly commendable manner.

-Sergeant Doe has proven to be the most versatile junior noncommissioned officer in the company.

-Specialist Doe has continually earned the respect and confidence of the people with whom she works, both superiors and subordinates alike.

CLOSING SENTENCES FOR USE IN THE NARRATIVE

Below are examples of closing sentences that are suggested for use in the narrative justification. These should be the last line of the justification narrative and should summarize the main overall idea of why the soldier should receive an award.

- Sergeant Doe's devotion to duty and outstanding achievements in this assignment reflect admirably on him and the Noncommissioned Officers Corps.

- The outstanding services rendered by Specialist Doe are in keeping with the highest traditions of the United States Army.

- The high level of achievement and excellence demonstrated by Corporal Doe are in keeping with the highest traditions of the Noncommissioned Officers Corps.

- Master Sergeant Doe's outstanding loyalty, devotion to duty, and untiring efforts reflect admirably on him and the United States Army.

- Command Sergeant Major Doe's devotion to duty and high professional standards are models of excellence that should be emulated by all.

What Not to Write

Below is a sample award justification narrative that is not satisfactory and will most certainly not allow an outstanding NCO to receive the recognition he/she deserves. Common errors have been noted in parenthesis.

NARRATIVE

Sergeant John A. Doe distinguished himself through exceptionally meritorious service from 24 June 1982 to 12 July 1985 while assigned to the 1st Aviation Brigade as Platoon Sergeant and Company Operations Noncommissioned Officer. He displayed his wealth of knowledge and directly contributed to the successes enjoyed by his company and battalion ever since his arrival. **(How? In what ways? This phrase needs to be backed up with facts in the immediately following sentences.)** He participated in the Bold Eagle exercise of 1983 as well as six major field problems and three unannounced Inspector General inspections. **(The number of field exercises and inspectors he went through is not significant or relevant factor in determining whether or not he should be given an award. He is an infantryman, he is supposed to go to the field. That is his job. This sentence also does not outline why he is better than his peers.)** During these exercises, he displayed tremendous initiative and his positive attitude was an inspiration to the other members of the platoon. **(In what way did he display “tremendous initiative”?)** As the Company Operations Noncommissioned Officer, he skillfully handled the myriad of responsibilities inherent in that job, plus was called upon to act as First Sergeant whenever the First Sergeant was absent. He consistently set high standards for the maintenance of his assigned equipment. **(As the platoon sergeant, he is supposed to set high standards of maintenance. In what ways was his standard higher than his peers of equal grade or experience?)** In addition to his duties as a

platoon sergeant and Operations Noncommissioned Officer, he proved to be an able instructor as well. The numerous classes he taught significantly improved the combat readiness of the soldiers within the company. **(Again, this is part of his job. NCO's are supposed to teach, especially first line supervisors like platoon sergeants. What kinds of classes? How were these increases in readiness measured? With ARTEPs, AGI's, and Readiness Tests? These are specifics which should be stated.)** His sound judgment, technical competence and high level of achievement reflect admirably on him and the Noncommissioned Officer Corps and were a contributing factor in the company's mission accomplishments. **(This is the justification narrative, not the proposed citation. Phrases like this are praiseworthy but lack substance in the justification. They are more appropriate in the proposed citation.)** His loss to this command will be sorely felt. **(This phrase is also inappropriate for the narrative. It is better instead in letters of commendation to the individual from his platoon leaders, first sergeants, company commanders, ect.)**

SATISFACTORY AWARD NARRATIVE

Sergeant First Class John A. Doe is recognized for exceptionally meritorious conduct in the performance of outstanding service from 24 June 1982 to 12 July 1985 while assigned to the 1st Aviation Brigade, he contributed substantially to the successes enjoyed by his unit. **(Notice that all pertinent information is given in the opening sentence.)** During his assignment to the 1st Aviation Brigade, he contributed substantially to the successes enjoyed by this unit. **(Description of duty performance. Notice active voice.)** During field exercises, he demonstrated a high degree of initiative **(transitional/helping phrase, active voice)**, as evidenced when he took charge of the remnants of an isolated portion of the of the company and led them back to safety during a covering force operation, harassing the enemy from behind the entire way. **(High degree of initiative is backed up at once, active “action words”).** He displayed his initiative again when during a critical counter-attack, severe enemy jamming had reduced radio communication to near uselessness. He set up an interim radio relay system between the vehicles in each platoon that could still communicate. **(A comment on his resourcefulness and initiative is made and another verifiable fact used to support the initial helping/transitional sentence on initiative.)** The result was that the company was able to work through the jamming and carry the counterattack on to a successful conclusion. **(A concrete, direct result of his initiative was the success of the counterattack.)** He also proved to be a very capable instructor. **(Another idea that gelled from the key word “ability” and was expanded to form a transition from the idea on initiative to that of being an outstanding instructor. The sentence is direct and to the point.)** He taught several classes to his squad leaders on basic noncommissioned officer skills and common

military occupational specialty related skills. He did so well that the squad leaders he taught effectively imparted their new found knowledge to their subordinates. **(This sentence supports the preceding transition sentence with verifiable fact and is also a comment on his expertise in several areas.)** As a result, his platoon scored the highest in the battalion on the 11B Skill Qualification Tests during 1983 and 1984 and second highest in the battalion in 1982. Additionally, he imparted his vast knowledge of infantry skills to other platoon sergeants within the company which resulted in the entire company passing the Skill Qualification Tests in 1984, a feat unequalled in the battalion.

(Probably one of the strongest, most supportive phrases in this narrative. This is hard, verifiable, commendable result of his efforts. This sentence lends credence of his technical expertise and his ability to convey that expertise to others in a meaningful manner. It also lends credence to the claim made earlier in the narrative about his teaching ability.) His standards of maintenance were also exceptionally high in that during the 1983 unannounced Inspector General inspection, his platoon was inspected and received a no-faults-noted, commendable rating - one of three in the battalion. **(This phrase is a combination of an idea highlighted by sample, and put into solid form with the help of examples to form a complete supported claim as to his standards. Due to the brevity of the initial phase, it was easy to conclude the sentence with supporting evidence to back up the claim made in the beginning. This would be more difficult if the sentence were longer and more complicated.)** His devotion to duty and standards of excellence are a credit to him, the Noncommissioned Officers Corps, and the United States Army. **(The closing sentence was based on given examples and then modified.)**

TAB N

Lieutenant General John B. Good
Recommendation for
Defense Meritorious Service Medal

Lieutenant General John B. Good, United States Army, distinguished himself by exceptionally meritorious service while serving as the Commander, Peace Stabilization Force (SFOR) in Bosnia and Herzegovina and Commander, Joint Interagency Task Force-Bosnia (JIATF-B) from 7 September 2001 to 30 August 2002. General Good commanded over 18,000 multinational troops from 33 nations, consisting of three multinational divisions, 10 theater enabler task forces, and a liaison section to Croatia. His exceptional performance of duty, command guidance, operational direction, and motivation enabled SFOR and JIATF-B to professionally execute and thoroughly accomplish the mission of maintaining a safe and secure Bosnia and Herzegovina.

In the aftermath of the terrorist attacks of 11 September 2001, General Good acted promptly and decisively to identify, disrupt, and destroy the terrorists networks operating within Bosnia and Herzegovina. In prosecuting this task he realized the need for greater information sharing amongst U.S. agencies to ensure continuity of effort in achieving U.S. national objectives. In coordination with the U.S. Embassy he established and convened a group of representatives from the various U.S. intelligence and investigative agencies, which was later designated the JIATF-B, to coordinate operations and intelligence for the war on terrorism in Bosnia and Herzegovina. Under his guidance, the JIATF-B coordinated closely with the military forces of the 33 nations participating in SFOR and the government of Bosnia and Herzegovina to develop intelligence and neutralize suspected terrorist organizations. Within two weeks of 11 September, the JIATF conducted the first U.S. military operation in the Global War on Terrorism with raids against suspected terrorists and non-governmental organizations (NGO) that were suspected of supporting extremism and terrorist networks.

As a direct result of General Good's leadership and aggressiveness, 29 suspected terrorists have been detained, many of whom were subsequently deported, convicted, serving jail sentences, or otherwise prevented from continuing their terrorist activities. Six of these individuals, including Bensayah Belkacem, Usama Bin Laden's chief of operations in Bosnia and Europe, were seized by the U.S. government with the cooperation of Bosnian authorities and transported to Guantanamo Bay. Additionally, General Good directed a coordinated effort against five NGOs that were using their humanitarian affiliation as a cover to support terrorism. Through consolidating intelligence, coordinating the freezing of financial assets, publicizing their illegal activities, and directing several raids against the NGOs, JIATF-B's operations significantly degraded the terrorist infrastructure in Bosnia.

The JIATF-B has been used as an example for interagency cooperation to enhance U.S. national security worldwide. General Good presented a briefing on JIATF-B's composition and operations to the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, and the National Security Council Principal's Committee in November 2001. By integrating the efforts of SFOR, the U. S. Embassy, the Central Intelligence Agency, the Federal Bureau of Investigation, the Immigration and Naturalization Service, the U. S. Treasury, the National Security Agency, and several other government organizations, the full power of the U.S. Government was concentrated on the counter-terrorist efforts in Bosnia.

General Good's leadership and vision ensured SFOR's continued mission success, while making great strides in the effort to reduce the size of the force in preparation for SFOR's eventual withdraw. He ordered a comprehensive review by each Multi-national Division (MND) to examine their Area of Responsibility (AOR) and determine the minimum number of soldiers necessary to accomplish their mission while maximizing the use of contractors and consolidating requirements. The resultant one-third reduction met the NATO goal for downsizing the force while maintaining the capability to ensure a safe and secure environment. His personal involvement in the revitalized Operation Harvest weapons turn-in

program significantly increased the number of illegal arms and ammunition turned in by Bosnian citizens. As a direct result of his television interviews and information campaign the amount of arms and ammunition collected this year has nearly doubled the previous year's totals. His efforts towards increasing the demining operations in Bosnia and Herzegovina, including pressuring the civilian and military leadership of both entities, involving the international community (IC), and banning training pending entity compliance with the applicable directives, have resulted in a 250 percent increase in the number of minefields cleared.

As the military principal within Bosnia and Herzegovina, General Good was instrumental in carrying forth the objectives of the General Framework Agreement for Peace (GFAP), as outlined by the Office of the High Representative (OHR) in the Multi-year Road Map (MYRM) plan. He not only pressed the IC to adhere to their requirements, but also developed a detailed brief explaining the causes for the lack of progress by the Bosnian state and entity governments in implementing the GFAP. Most notably in his role within the IC he was an integral member of the group of advisors who developed the transition plan for the new High Representative. His vast experience in Bosnia and Herzegovina was invaluable in developing the nation building task forces, which were designed to fully implement and carry out the MYRM in an effort to reestablish Bosnia and Herzegovina as an independent nation.

General Good was critical in the synchronization of the U. S. Government's efforts to apprehend war criminals in Bosnia. His previous experience in PIFWC operations and command guidance were key to the execution of a robust intelligence collection strategy, an international information operations campaign, and several PIFWC detention operations. Under his supervision, the SFOR Combined Joint Special Operations Task Force conducted an operation to detain Radovan Karadzic in the town of Celebici, which clearly demonstrated U. S. resolve to bring war criminals to justice. This force also apprehended and transported to The Hague Momir Nikolic, who was indicted for his role in the Srebrenica massacre. Additionally, several war criminals have turned themselves in to authorities as a result of the increased pressure and extremely effective detention operations.

General Good's distinguished accomplishments throughout his tenure as the Commander, SFOR and JIATF-B have contributed immeasurably to the national security of the United States and the continuing success of SFOR in providing a safe and secure environment for the people of Bosnia and Herzegovina. He has exhibited both military expertise and sound diplomacy throughout his tour, personally ensuring the close coordination between the military community and the International Community. His countless achievements will have a lasting impact on the future of Bosnia and Herzegovina and contribute significantly to the success of the War on Terrorism.

TAB 0

ARMY AWARDS TO OTHER SERVICES

I. Army awards for other services are prepared nearly identical to any Army personnel's award. The only differences are the DA Form 638 block 9 will be filled out, a memorandum of concurrence from the individuals branch is need to process, and a hometown news release is not required.

II. Addressses to obtain letters of concurrence are as follows:

- A. Office of the Chief of Naval Operations, Room 4C579, Pentagon, ATTN: SER 09B33, Washington, DC 20350-2000
- B. U.S. Air Force Military Personnel Center, 550 C. Street West, STE 12, ATTN: DPMAJR, Randolph Air Force Base, TX 78150-4714
- C. Commandant, U.S. Marine Corps, Building #2, Navy Annex, ATTN: MHM, Washington, DC 20380-1775
- D. Commandant, U.S. Coast Guard, 2100 Second Street, SW, ATTN: G-PS-3, Washington, DC 20593-0001

TAB P

ARMY AWARDS TO FOREIGN NATIONALS

I. Documents needed to process an Army Award for other Nationalities all documents must be present prior to the Awards section receiving the award.

- A. DA Form 638 (Example 1)
- B. Separate Page Narrative Justification (one page, double spaced) (Refer to TAB M & N for proper ways to write a narrative)
- C. Separate Page Citation (Refer to TAB L if the award is a LOM, for lower awards see the instructions for BLOCK 21 in TAB E & G)
- D. Biographical sketch (must include year, month, day of birth, a picture is highly encouraged to be on the document) (Example 2)
- E. Defense Intelligence Agency (DIA) files check (Example 3)
- F. Concurrence of the Ambassador of the awardee's country (Example 4)
- G. Concurrence of the Attaché of the U.S. Embassy in the awardee's country (included on Example 4, however they can be on separate letters)
- H. British individuals must also receive concurrence from the Queen (this action is typically completed when the award is routed through the U.S. Embassy in London) (Example 5)

II. Criteria for eligibility

Awards may be made to a member of the Armed Forces of a friendly foreign nation who, after 1 June 1962, distinguishes himself or herself by an act of heroism, extraordinary achievement, or meritorious service which has been of mutual benefit to a friendly nation and the United States.

EXAMPLE 1

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO COMMANDING GENERAL, USANATO APO AE 09099	2. FROM COMMANDER, HHC, USANATO, SHAPE APO AE 09705	3. DATE 17 SEP 03
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PART I - SOLDIER DATA

4. NAME ECLOO, PATRICK	5. RANK MAJ	6. SSN	
7. ORGANIZATION HQ CMD SHAPE APO AE 09705	8. PREVIOUS AWARDS MSM		
9. BRANCH OF SERVICE BELGIUM ARMY	10. RECOMMENDED AWARD LOM (1OLC)		11. PERIOD OF AWARD a. FROM 18 JUN 2001 b. TO 31 JAN 2004
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET PCS		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12b. INTERIM AWARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IF YES, STATE AWARD GIVEN			

PART II - RECOMMENDER DATA

14. NAME COY, MICHAEL B.	15. ADDRESS HQ CMD, USANATO, SHAPE APO AE 09705		
16. TITLE/POSITION ADMIN ASSISTANT TO THE SACEUR	17. RANK CW4		
18. RELATIONSHIP TO AWARDEE ADMIN ASSISTANT		19. SIGNATURE MUST BE SIGNED	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS ACHIEVEMENT #1 SEE ATTACHED NARRATIVE
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4

21. PROPOSED CITATION CETIFICATES FOR THE MSM ARE LIMITED TO 4 LINES AND THE LOM CERTIFICATES ARE LIMITED TO A MAXIMUM OF 9 LINES, 12 CHARACTERS PER INCH AND SHOULD BE SUBMITTED ON A SEPARATE 8 1/2 BY 11 INCH PAPER
--

Lieutenant Colonel Rolf Stichling, GE AF
Military Assistant to SACEUR

Individual's
Photo

Lieutenant Colonel Rolf Stichl was born 1953 in Bremen as the second son of a German air force officer. He joined the German Air Force 1973, attended Air Force officers training in 1973 and 1974, and the German Armed Forces University in Munich from October 1974 to 1977, where he earned the German equivalent to a Masters Degree in Business Administration.

In 1978, he was trained as Tactical Control Officer for the Surface to Air System Hawk at Fort Bliss, Texas.

Following his training, he filled several positions as SAM Tactical Control Officer, Platoon Leader, Battalion Operations Officer and Deputy Squadron Commander in the Integrated Air Defence in Northern Germany.

From 1985 to 1987 he attended the General Staff Officer Course at the German Armed Forces Command and General Staff College in Hamburg. Thereafter he served as the General Staff Officer for Personnel Management at the German Air Transport Command, as a Squadron Commander at SAM Wing 35, and starting with the day of German reunification as the Commander of a SA-3 Battalion of the former East German Air Force, which he had to disband in the context of downsizing the forces after unification. From October 1991 to September 1994 he was the Assistant Exec Officer to COMAIRCENT at Ramstein, thereafter the staff officer for Air Force Matters/Ops in the MilPol/Ops Division of the Joint Staff of the Federal Ministry of Defence in Bonn.

Since October 1997, he serves as Military Assistant to SACEUR at SHAPE, Belgium and is primarily responsible for SACEUR's contacts to the countries of the Central Region and the neighboring areas.

Lt Col Stichl is married to the former Agnes Leve and has a daughter of thirteen years. In his private life, he is interested in history and politics as in mountain climbing, skiing, home, gardening and genealogy.

EXAMPLE 3
DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



Ltr, Recommendation for an Award to a Foreign Military Member

1st Endorsement 358-3/DAH-3

24 December 2002

DEFENSE INTELLIGENCE AGENCY, 200 MacDill Boulevard, Washington, DC 20340

TO: Supreme Allied Commander Europe Supreme Headquarters Allied Powers Europe,
Attn: SPC Van Horn, APO AE 09705

1. The Defense Intelligence Agency concurs in the award of an U. S. decoration to the below listed individual(s).

OBERMAAT FRANK WIESE

2. A search of counterintelligence and biographic files has revealed no information, which would impact negatively on the presentation of this award.

3. POC for this action at the DIA is SSG Rouse and YN3(SW) Jenkins at (202) 231-3348/3350 or DSN 428-3348/3350.

FOR THE DIRECTOR:

ROSALYN M. BROWN
Lieutenant Colonel, USAF
Chief, Military Awards
Branch



Embassy of the United States of America
Defense Attaché Office, Berlin
PSC 120, Box 1000
APO, AE 09645

11 February 2003

U-0061-03

MEMORANDUM

TO: OFFICE OF THE SUPREME ALLIED COMMANDER EUROPE, CMR 450
BOX 7100, APO AE 09705 ATTN: SFC TROUTMAN

FROM: Office of the Defense Attache, Attn: IS1 (SW) Embree, Embassy of the
United States of America, Berlin, Germany

SUBJECT: Foreign Award Concurrences

1. The Defense Attache, Ambassador, and the German Foreign Office have concurred to the following awards:

WIESE, Frank, Obermaat, Army Commendation Medal

2. This award may now be presented in an appropriate ceremony.

3. It is imperative that the following information be transmitted back to USDAO Berlin after the presentation ceremony has taken place:

- a. Time and Date of Presentation
- b. Place of Presentation (unit or facility, city)
- c. Name of Presenter (last, first, mi, rank, position)

Note: This information is required by the Foreign Office in order to properly credit the recipient with his or her awards. Without this information, the recipient will not be able to wear the award nor will it be properly posted in their military service records.

4. Point of contact for this memorandum is the undersigned at commercial 030-8305-2471, unclassified fax 030-8305-2479 or E-mail: embreejj@state.gov.

JEREMY J. EMBREE
IS1 (SW) U.S.N.
Administrative Assistant
USDAO Berlin, Germany



Foreign &
Commonwealth
Office

Honours Secretariat

London SW1A 2PA
www.fco.gov.uk

Our reference: TXF 395/003

23 May 2002

Captain Stewart R. Barnes III, USN
Defence and Naval Attaché
Embassy of the United States of America
Defence Attaché Office
24 Grosvenor Square
London, W1A 1AE

Dear Sir,

Thank you for your letter of 3 May to Mr Matthey about the proposed award of a United States Army Meritorious service Medal to Lt Col John Henderson.

I am pleased to confirm Her Majesty's Government's agreement to the bestowal of this award.

*Yours ever
Grennan*

G B A Grennan (Ms)