



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR Academy Personnel

SUBJECT: Policy Letter 15 Awards

1. Reference: AR 600-8-22, Military Awards, dtd 25 June 2015.
2. Purpose. To provide guidance concerning recognition of Soldiers for achievement or service, and to prevent Soldiers from departing the unit without recognition due to timeliness. Leaders will take the opportunity to recommend Soldiers for performance over and above duty requirements. Since we are all leaders, every Soldier is able to recommend another for an award. Awards should be recommended at the time of the incident and not held until the Soldier's change of station.
3. Discussion. In order to allow ample time for processing of awards, it is imperative that the timelines are followed for the submission of awards. Awards submitted outside of the specified timelines will have a letter of lateness attached with an explanation for the tardiness. The 83rd ARRTC checklist must be utilized for each award.
 - a. Legion of Merit, or higher. The 83rd USARRTC S1 will receive the award packet 120 days from the presentation date.
 - b. Meritorious Service Medal. The 83rd USARRTC S1 will receive the award packet 90 days from the presentation date.
 - c. Army Commendation Medal and all others. The 83rd USARRTC S1 will receive the award packet 30 days from the presentation date.
4. Impact Awards. The Commander, 83rd USARRTC is the only approval authority for awards.
 - a. Impact Army Commendation Medal will only be presented by the Commander, 83rd USARRTC. All recommendations for an impact ARCOM must be coordinated with the Commander's visit to the unit. The Commander will sign all impact award recommendations, and then present the award during the visit.
 - b. Impact Army Achievement Medal may be presented by the Commandant. The award recommendation must be prepared and approved by the Commandant prior to presentation. The award recommendation will be sent to the higher headquarters for approval and signature within 48 hours of the impact presentation.

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c. Downgrade of Impact Award. Special consideration must be given to recommending impact awards. The Commander, 83rd USARRTC may elect to downgrade the award recommendation. If the Commander downgrades an award, and the Soldier received the award, the Commandant, First Sergeant, and recommender, will notify the awardee.

5. Point of contact is the First Sergeant at 609 562-2239.

KIMBERLY K. KEMPER
CSM, USA
Commandant