



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

AFRC-PRA (600-8-22e2)


29 May 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Army Reserve and Commanding General Policy # 25-06: Military Awards Processing

1. Military Awards management is a commander's responsibility. All commanders will ensure their subordinate leaders execute the enclosed policy guidance.
2. Deserving Soldiers will receive formal recognition for their accomplishments. Their personal achievements must fully justify the level of recognition for the recommended award and adhere to the guidelines within Army Regulation 600-8-22. Awards should be timely and presented to the Soldier in a unit formation when possible. Soldiers who retire from the military after a successful career should receive recognition for their meritorious service to the Nation.
3. For additional information, contact the USARC G-1, Personnel Actions Branch (PAB), Awards Team, at usarmy.usarc.usarc-hq.list.awards-branch@army.mil.

Encl


ROBERT O. CHARTER
Lieutenant General, U.S. Army
Chief of Army Reserve/Commanding
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Military Awards Processing Guidance

1. References.

- a. Title 10, United States Code, Section 1130.
- b. Department of Defense Instruction (DoDI) 1348.33, Military Decorations and Awards Programs, 23 Jul 2024.
- c. Army Regulation (AR) 600-8-22, Military Awards.
- d. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag).
- e. Army Directive (AD) 2025-06, Army Fitness Test (AFT), 17 Apr 2025.
- f. AD 2022-05, Army Combat Fitness Test (ACFT), 23 Mar 2022.
- g. Army Techniques Publication (ATP) 7-22.01, Holistic Health and Fitness Testing.
- h. Integrated Pay and Personnel System – Army (IPPS-A) User Manual, 6 Dec 2024.
- i. U.S. Army Reserve Command (USARC), AFRC-PRA, memorandum (Delegation of Authority # 25-05: Military Awards), 28 May 2025.

2. Purpose. This guidance provides the standards and procedures to submit, process, and complete military awards for the Army Reserve. This policy directs the timely submission of military awards in compliance with regulatory requirements, ensuring efficient processing and appropriate recognition of deserving Soldiers. It upholds the integrity of the military awards program as defined in AR 600-8-22.

3. General Information.

- a. The goal of the military awards program is to produce awards that comply with AR 600-8-22 while tangibly recognizing acts of valor, exceptional service or achievement, and acts of heroism not involving combat, which distinguishes Soldiers from their contemporaries.
- b. Soldiers are not entitled to awards based solely on assignment departure, supervisor departure, or routine duty performance.
- c. The recommender must have first-hand knowledge of the achievements. If the recommender is not the commanding officer, the commander, if available, must endorse the recommendation. A Soldier may not recommend himself/herself for an award or decoration.

4. Types and Definitions of Awards (Per IPPS-A Award Recommendation Dropdown).

Note: The following categories and definitions align with the award type options available in the IPPS-A Personnel Action Request (PAR) dropdown menu.

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a. **Achievement.** An act that is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, the speed of accomplishment of an important task can be a factor in determining the value of an act and should not exceed 12 months.

b. **Service.** Service that is distinguished by a succession of outstanding acts or significant achievements over a sustained period. Individual performance must exceed that expected by virtue of grade and experience and be based on accomplishment during an entire tour of duty. Typical service awards include:

(1) **Permanent Change of Station (PCS) and Troop Program Unit (TPU) transfer.** In most cases, awards for PCS and TPU transfer are for individuals who performed outstanding service in their assignment for a minimum period of 12 months and will change duty location.

(2) **Expiration Term of Service (ETS) Awards.** Awards for deserving Soldiers of all grades who reach ETS.

(3) **Retirement (RET).** Each Soldier will receive consideration for an appropriate decoration as they approach retirement (to include medical retirement) based on their years of service, scope of responsibility, and manner of performance.

(a) Army regulation limits recommendations for meritorious service awards to the period of service during which the individual served under the recommending command. An extended period will only be considered in those cases where the length or nature of the individual's terminal assignment would not qualify him or her for an appropriate award. It is neither necessary nor desirable to consider an extended period of service when the length and character of service of retirees in their terminal assignments would qualify them for an appropriate award. Extended periods, up to 10 years, are an exception and not the standard. It is not necessary to indicate the time period when writing citations; it is only pertinent to mention the total number of years of service (i.e. over 22 years or 30 years of service).

(b) A Soldier is only authorized one retirement award.

c. **Heroism or Humane Action.** It is imperative to process recommendations immediately to ensure timely recognition and to preclude the possibility of diminishing valorous acts through administrative and processing delays.

5. Responsibilities.

a. **USARC G-1, PAB, Awards Team / OCAR, HHD:**

(1) Establish procedures for military award submissions for all subordinate commands and provide administrative overview and guidance regarding the processing of military award submissions.

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(2) Review and process award recommendations, ensure compliance with regulations, and route them appropriately for approval or endorsement. The internal routing process will action awards on a first-in, first-out basis.

(3) Monitor and track awards submitted to higher headquarters for review and approval.

(4) Return awards for correction if errors exist or if required documentation is missing.

b. Commanders, Major Subordinate Commands:

(1) The military awards program is ultimately a command responsibility. All commanders will ensure their leaders are familiar with their command's internal awards processing and the guidelines set forth in this policy through the oversight of their respective G-1/S-1(s).

(2) Commanders must ensure approval and endorsement of appropriate level of awards to the next level of command, as applicable. Do not base awards solely on the grade of the intended recipient. The award should reflect both the Soldier's scope of responsibility and manner of performance.

(3) Commanders will have a plan to ensure timely submission of all awards. Commanders will establish a process to identify Soldiers pending PCS, TPU reassignment, Individual Ready Reserve (IRR) reassignment, ETS, or retirement, and will ensure timely submission of their awards. Submit awards well in advance to facilitate maximum opportunity for Soldiers to receive their award in-person prior to departure from the unit.

c. Subordinate G-1/S-1 and Army Reserve Administrators:

(1) Ensure leaders are familiar with the procedures and requirements of this policy.

(2) Develop and execute internal awards policies and standard operating procedures (SOP) incorporating the applicable procedures and requirements of this policy.

d. USARC Staff.

(1) USARC directorates and staff personnel will adhere to all requirements and procedures set forth within this policy.

(2) Directorates and staff sections will designate award managers to manage award recommendation submissions. Submit award recommendations to USARC G-1, PAB, Awards Team UDL, IPPS-A or ePAT (if applicable).

(3) Directors will endorse/sign award recommendations prior to sending to USARC G-1, PAB.

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e. OCAR Staff.

(1) OCAR directorates and staff personnel will adhere to all requirements and procedures set forth within this policy.

(2) OCAR, HHD will add the workflow once the Award PAR is submitted, dependent on the Soldier's directorate. Submit award recommendations to OCAR, HHD S1 Pool.

(3) Directors will endorse/sign award recommendations prior to being routed to the ACoS.

6. Approval Authorities.

a. In accordance with (IAW) AR 600-8-22, paragraph 3-6 (b), all approval authorities must occupy a command position. All Commanding Generals (CG) may delegate peacetime awards approval authority, in writing, to their Deputy Commanding Generals (DCG) commensurate with the DCGs rank. DCGs are further defined as an Army officer in the grade of BG/O-7 (including COL/O-6 promotable (P) in a general officer billet) and above. Refer to Table 1-1 below to identify the appropriate approval authority for each award and organization.

(1) In instances where the incumbent commander is not available to act on recommendations (e.g. hospitalization, extended TDY, or leave), the acting commander, regardless of rank, may take final action provided their assumption of command is officially documented. In such cases, the acting commander will sign documents using the title "Acting Commander" and attach a copy of the assumption of command orders with the DA Form 638 or upload IPPS-A PAR Award.

(2) In the case of mobilization, rear detachment commanders cannot serve as approval authority if the command is deployed forward. If this situation exists, forward the award recommendations to the next higher command awards approval authority.

Table 1-1
Delegation of award approval authority peacetime criteria —

Individual	May award	To	Assigned or attached for duty in	Delegated Downgrade Authority
CSA (delegated to Vice CSA)	DSM	All U.S. Army personnel and personnel of other Services.	All	Downgrade to LM: - FORSCOM, CG
CSA (delegated to Vice CSA)	LM and below	All General Officers	Headquarters, OCAR	
FORSCOM, CG	LM and below	All General Officers	USARC	
USARC, CG	LM	1. U.S. Army personnel in ranks of COL/O-6 and below. 2. Servicemembers of other U.S. Services in the rank of COL/O-6 and below.	USARC and OCAR	Downgrade to MSM: - USARC, DCG - MSC, Commanders
USARC, DCG (delegated)	MSM and below	1. U.S. Army personnel in ranks of COL/O-6 and below.	Headquarters, USARC	

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		2. Servicemembers of other U.S. Services in the rank of COL/O-6 and below.		
OCAR, DCAR (delegated)	MSM and below	1. U.S. Army personnel in ranks of COL/O-6 and below. 2. Servicemembers of other U.S. Services in the rank of COL/O-6 and below.	Headquarters, OCAR	

b. Each intermediate commander will recommend either approval, upgrade, downgrade, or disapproval.

c. In the case of a disapproved or downgraded LM at the MSC level, the award will not be submitted to USARC for further processing. The deciding commander will be the approval authority for both the DA Form 638 or award PAR and the award certificate.

7. Process.

a. IPPS-A is the primary Human Resources (HR) system of record for processing awards, and all award submissions must be processed in IPPS-A. Awards may only be submitted in ePAT under the following circumstances: the Soldier is already retired, reassigned to a new unit, the award is posthumous or interim, or the award is a unit, individual foreign, or retroactive award. Any award submitted in ePAT that does not meet one of these criteria will be returned with a request to resubmit it in IPPS-A

b. For Wartime Awards (i.e. Purple Heart (PH), Combat Action Badge (CAB), etc.), refer to the Human Resources Command (HRC) Awards and Decorations Branch website for processing information: <https://www.hrc.army.mil/content/WARTIME%20Individual%20Award%20Info>.

c. For general officer awards and the circumstances described in paragraph 7a, use the fillable DA Form 638 available on the Army Publishing Directorate (APD) website at <http://www.apd.army.mil>. Digitally sign all award recommendations using this version of the form. Do not submit scanned copies; only lost award recommendations or those submitted beyond the two-year window are exempt from this requirement.

(1) The DA Form 638, block 1 (TO Addresses):

The address for Soldiers recommended for the LM and below awards in the grade of O-6 and below:
Commander, USARC Fort Bragg, NC 28310-5010
The address for DSM and Wartime (Retroactive) recommendations:
U.S. Army Human Resources Command Fort Knox, KY 40122
The address for all General Officer award recommendations, LM and below:
Commander, FORSCOM Fort Bragg, NC 28310-5010

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- d. Recommenders will verify administrative data and previous awards with unit S-1s.
 - e. Unit Human Resource professionals/S-1s are responsible for ensuring all administrative data is correct, verifying Soldiers are not flagged, and ensuring award recommendations are error-free.
 - f. Limit the narrative description of service or achievement for awards of the MSM, ARCOM, and AAM to the space allowed on the IPPS-A PAR or DA Form 638.
 - g. When submitting an LM using IPPS-A, the narrative must be entered directly into the *Narrative Block* of the system and must not exceed 878 words. The use of separate attachments is not authorized for LM narratives. If the narrative exceeds the word limit, it must be shortened to comply. Only Distinguished Service Medal (DSM) award narratives may be submitted as separate PDF files, and these must not exceed two pages. When using DA Form 638, type the narrative and proposed citation on the *Narrative/Citation* page. This is done by selecting the *Enclosure* feature within the form. The narrative and citation are submitted as part of the completed DA Form 638 packet.
 - h. Retirement award narratives must not duplicate content from previously approved awards already submitted to the Soldier's Army Military Human Resource Record (AMHRR). Narratives and citations must not reference achievements or accomplishments that fall outside the 10-year period defined in AR 600-8-22. The "*from*" and "*to*" dates for retirement awards must reflect only the Soldier's tenure at their culminating assignment. If the narrative includes accomplishments beyond the current unit, those timeframes must be clearly indicated within the narrative itself.
 - i. Forward all award recommendations through command channels to the designated commander authorized to approve or disapprove the award.
 - j. Complete military award packets requiring USARC approval or endorsement will be routed to the USARC G-1, PAB, Awards Team through the Reserve Component Manpower System (RCMS), ePAT module using action type **Z-5-A-XX**. For Active Component (AC) Soldiers assigned to Army Reserve units, email the complete award elements to the USARC G-1, PAB, Awards Team mailbox. Recommendations for USAR Soldiers emailed to the team will not be actioned. For AC recommendations, the subject of email will include the component, level of award, Soldier rank, Soldier name, and MSC (AC, LM, COL DOE JOHN, 377th TSC).
 - k. USARC G-1, PAB, Awards Team will process awards in the order received. Awards that arrive to USARC outside of the submission timelines will not receive priority.
8. Military Award Submission Timelines. Award recommendations must arrive error free to USARC, G-1 / OCAR, HHD, with all required supporting documents, and IAW the following minimum number of days prior to the end period of the award (DA Form 638, Block 11b) and IPPS-A PAR Award Recommendation.

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- a. MSM and below (all ranks): A minimum of **60 days** prior to the end period of the award.
- b. LM (COL(P) and below): A minimum of **75 days** prior to the end period of the award.
- c. LM (for General Officers): A minimum of **120 days** prior to the end period of the award. Retiring General Officers (GOs) cannot receive interim awards. Units must plan accordingly. MSCs must properly plan and submit departing GO awards in a timely manner.
- d. DSM and higher (all ranks): A minimum of **120 days** prior to the end period of the award.

9. Late Awards.

a. Award recommendations for General Officers, Distinguished Service Medals, and Soldiers Medals that fail to meet the military award submission timelines require a detailed memorandum. The subject line will reflect "Letter of Lateness" and will address the following:

- (1) Why the award is late?
- (2) Who is responsible for the late award submission?
- (3) What control measures are in place to prevent future, late submissions?
- (4) Who is the point of contact for that information?

b. MSC Commanders, Chiefs of Staff, Deputy Commanders, or Command Executive Officers will endorse the memorandum. No further delegation to subordinate commanders or staff officers is authorized.

c. There is no requirement for a letter of lateness for all other awards.

10. Returned Awards. MSCs have no more than 30 days to take corrective action, otherwise the award will be canceled. Resubmit the award into IPPS-A or the Electronic Personnel Action Tracker (ePAT), and route to the USARC G-1, PAB, Awards Team IPPS-A User Defined List (UDL) or ePAT (if applicable). If the Soldier is no longer assigned to the recommending UIC in IPPS-A, the award will be re-submitted in ePAT. This applies only to IPPS-A returned awards.

11. Time Limitation. Each recommendation for award of a military decoration, except those outlined in AR 600-8-22, para 1-14 (Purple Heart, Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal) must enter administratively into military channels within two years of the act, achievement, or service. Submission into military channels is defined as the date the award is signed by the initiating official (the recommender) and endorsed by a higher official in the chain of command.

12. Required documents. An award packet must include the following documents:

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a. **Soldier Talent Profile (STP).** The STP will be used for verification of previous awards and previous assignment data as indicated in narrative awards when applicable.

b. **AFT/ACFT verification.** AFT/ACFT data from the STP will be used to validate that the recommended Soldier is in compliance with AD 2025-06 or AD 2022-05, depending on the date of their most recent test.

(1) Soldiers Active Guard Reserve (AGR), and Reserve Components on active-duty orders for more than 60 Days must pass two record AFT/ACFTs per calendar year, with no less than 4 months between passing record tests.

(2) TPU Soldiers not identified in paragraph 12b.(1) must pass the AFT/ACFT once per calendar year for record, with no less than 8 months between passing record tests.

(3) If a Soldier's current AFT/ACFT data is not updated in IPPS-A a hardcopy DA Form 705 or screen shot from DTMS or RCMS will be submitted.

(4) If the Soldier is not in compliance with AD 2025-06 or AD 2022-05 at the time the award recommendation is submitted, the submission must include a memorandum for record signed by the first O-6 in the Soldier's chain of command, explaining the reason for non-compliance.

c. **Height & Weight (HT/WT) verification.** DA Form 705 (if used), DA Form 5500/5501 or screen shot from DTMS or RCMS will need to be submitted for verification of compliance of HT/WT standard.

(1) IAW AR 600-9, paragraph 3-2, Soldiers will be screened every 6 months, at a minimum, to ensure compliance with this regulation.

(2) ACFT/AFT and HT/WT must be on different dates IAW ATP 7-22.01.

(3) Soldiers who fail to meet HT/WT standards outlined in AR 600-9 are not eligible for awards. The only exception is retirement awards.

d. **Waiver for HT/WT and/or ACFT/AFT failure flags (Retirement Awards Only).** If applicable, include the approved waiver signed by the first general officer in the Soldier's chain of command.

e. **Letter of Lateness.** If applicable, include a Letter of Lateness as outlined in paragraph 9.

13. Required Reports.

a. **Purple Heart (PH) Report.** USARC commands will report the following. Reports are due to USARC G-1, PAB no later than (NLT) the 10th of each month to usarmy.usarc.usarc-hq.list.awards-branch@army.mil.

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(1) PH concussion related injury award recommendations endorsed by the chain of command for approval (submitted to HRC for further processing).

(2) Disapproved PH concussion related award recommendations.

(3) PH award recommendations returned without action.

b. Annual Awards Report. USARC commands and OCAR will prepare a DA Form 4612 (Number and Type of Decorations Approved) of approved awards for each calendar year, dividing each award by grade of recipient and indicate whether the award is for retirement, service, or achievement. USARC commands will send to USARC G-1, PAB annually, NLT 15 December of each calendar year to usarmy.usarc.usarc-hq.list.awards-branch@army.mil. OCAR will send each calendar year IAW HQDA tasker.

14. Templates. Checklists and example documents are located on the USARC G-1, PAB website at <https://armyeitaas.sharepoint-mil.us/teams/usar-g1-pag/Lists/ActionsList/AppxDCategoryAwards.aspx>.

15. Point of Contact. For additional information, contact the USARC G-1, PAB at usarmy.usarc.usarc-hq.list.awards-branch@army.mil.