



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy
(CNCOA)

SUBJECT: Policy Memorandum #8 – Awards Policy

1. References:

- a. AR 600-8-22, Military Awards
- b. AR 672-20, Incentive Awards

2. This policy letter applies to all military personnel and civilian personnel assigned or attached to the CNCOA. The purpose of this memorandum is to provide guidance for recommending personnel for individual decorations and certificates.

3. Military decorations will be awarded to personnel in recognition of valor, meritorious service and achievement. Any individual having personal knowledge of an act, achievement, or service, believed to warrant the award of a decoration, should submit a formal recommendation through the chain of command.

a. Personal decorations. A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. The determination of "honorable" will be based on such honest and faithful service according the standards of conduct, courage, and duty required by law and customs of the service of a member of the grade to whom the standard is applied. Commanders will ensure that—

(1) Individuals on whom favorable personnel actions have been suspended neither are recommended for nor receive awards during the period of the suspension. Exceptions to the above are Soldiers who are flagged for APFT failure, in accordance with AR 600–8–2, paragraph 1–15.

(2) Other-than-honorable service subsequent to submission of the recommendation for an award is promptly reported to the awards approving authority with a recommendation for appropriate action.

b. Waiver for overweight. As an exception to subparagraph a(1), above, a Soldier who is flagged for overweight may be recommended for and presented an award based on valor, heroism, or for length of service retirement. A waiver of the overweight flag must be
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processed to the first general officer in the Soldier's chain of command for approval or disapproval. A waiver for overweight is not required for award of the Purple Heart. Approval or disapproval authority is delegated to the first general officer in the chain of command. Waivers will be processed as separate and distinct actions from the award recommendation, and should be submitted and adjudicated prior to submission of the award recommendation. Approved waivers will accompany the award recommendation once submitted.

c. Badges. A badge will not be awarded to any person who, subsequent to qualification therefore, has been dismissed, dishonorably discharged, or convicted of desertion by court-martial.

4. In peacetime, U.S. Army military decorations recognize achievements which have significantly contributed to the readiness or effectiveness of a unit or organization, or have made notable contributions to the morale or esprit de corps of units or organizations. Exceptional command or leadership of a crew, team, section, squad, or similar unit may be considered meritorious achievement or service. Recommendations for awards must be based on specific achievement.

a. The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient. Rather, the award should reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of his or her organization will be the predominant factor.

b. No individual is automatically entitled to an award upon departure from an assignment. Awards presented in conjunction with a permanent change of station will be limited to exceptional cases. Certificates of Achievement and Letters of Commendation or Appreciation are appropriate means to recognize departing personnel.

c. No preconditions for an award may be established such as, for example, when Soldiers are informed in advance that attainment of specific goals will result in the automatic award of a given decoration. Military decorations will not be used as prizes in contests.

d. Limiting awards to a specific number per unit is not authorized.

e. Only one decoration will be awarded to an individual for the same act, achievement, or period of meritorious service. AR 600-8-22 prohibits duplication of awards.

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f. An award of a decoration in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for awards for meritorious service will not refer to acts of heroism or meritorious achievements that have been previously recognized by decorations. Continuation of the same or similar type service already recognized by an award for meritorious service will not be the basis for a second award.

5. Processing Time. Awards must be timely because of their effect upon personnel actions. Late submissions of recommendation will be avoided, however, recommendations will not be returned without action or disapproved based on lateness. Delays should not be an excuse for not recommending an award. Awards, MSM or higher, will be forwarded to the CNCOA S1 no later 120 days from the recommended presentation date. Awards, ARCOM or below, will be forwarded to the CNCOA S1 no later 90 days from the recommended presentation date. A letter of lateness signed by the Branch Chief citing specific reasons for delay are required for all recommendations that are not within specified guidance.

6. Retirement Awards. Individuals approaching retirement will be considered for an appropriate decoration based upon their grade, years of service, degree of responsibility, and manner of performance. The award period will be limited to the last 10 years of service. This is not to imply that an extended period of service should be considered for every individual who retires. An extended period should 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. All personnel retiring will stand in the post level retirement ceremony to receive their award. The individual's Branch Chief will schedule through the CNCOA S1 the retirement ceremony for the individual to stand in. Exceptions will be approved by the CNCOA Commandant only.

7. PCS/Achievement Awards. Individuals recommended for a PCS or achievement award will receive their award in a scheduled CNCOA awards ceremony. Branch Chiefs are responsible for ensuring the individual is present at the awards ceremony to receive their award.

8. Civilian Awards and Recognition. All direct-hire U.S. citizen and foreign national employees paid from appropriated funds are eligible for awards. Union support of the Army Incentive Awards Program is encouraged per AR 672-20. Therefore, commanders and management officials will confer, consult, and negotiate with unions holding exclusive recognition, as appropriate, on the implementation and operations of the incentive awards program. All awards will be processed through the CNCOA Commandant and follow the guidelines outlined in the Fort Gordon award processing policy.

8. Certificate of Achievement. The Commandant may recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations

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by issuing to individual U.S. military personnel a DA Form 2442 (Certificate of Achievement) or a Certificate of Achievement of local design. The DA Form 2442 (Certificate of Achievement) may be granted by Commandant as honorary recognition for individual or group contributions by civilian personnel. Certificates will be awarded but not limited to the following achievements:

a. Selection as Distinguished Honor Graduate for academic achievements for both permanent party and students.

b. Selection as Soldier of the Month/Year, Noncommissioned Officer of the Month/Year Quarter, Instructor of the Quarter/Year.

c. Scoring 270 points or above, with a minimum of 90 points in each event. The Soldier will also receive the APFT Patch.

d. Recognition of other special achievements by Academy personnel, or personnel outside of the unit who provide special assistance to the Academy.

9. Coin of Excellence. The CNCOA Commandant's "Coin of Excellence" will be presented to personnel that have demonstrated excellence and deserve recognition. Branch Chiefs can recommend personnel to receive the coin. Students that graduate as Distinguished Honor Graduate, Distinguished Leadership Awardee, and Iron Sergeant will receive a coin at their graduation ceremony.

10. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or jason.m.holland2.mil@mail.mil.

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Commandant