

Department of the Army
Headquarters, United States Army Cadet Command
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USACC Regulation 672-5-1

Effective 14 SEP 2022


Personnel-General

Awards and Decorations

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a major revision of USACC Regulation 672-5-1 (dated 3 July 2018). The portions affected by this major revision are listed in the summary of change.

Summary. This regulation provides command policy and procedural guidance for the standardization and execution of the U.S. Army Cadet Command (USACC) Awards Program. The regulation includes policy and procedures regarding awards for military personnel, civilian personnel and ROTC Cadets. Awards not listed in this regulation are managed by other USACC Directorates. For example, Equal Opportunity Awards are managed by the USACC EO Office. CSA Supply Excellence Award is managed by the USACC, DCS G4 Office. Junior ROTC Instructor of the Year can be found in this regulation with all other Junior ROTC Awards being prescribed in Army Regulation 145-2 and USACC Regulation 145-2. Annual OPORDs are published announcing the award with its current criteria, nomination process and submission timeline. Please coordinate with the responsible Directorate managing the award for the latest guidance.

Applicability. This regulation applies to all elements of USACC.

Proponent and Exception Authority. The proponent of this regulation is the Deputy Chief of Staff, G1, USACC.

Army Management and control process. In accordance with Army Regulation (AR) 11-2, this regulation does not require or contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by the Chief of Staff, USACC.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander (CDR), U.S. Army Cadet Command (ATCC-PAP), Fort Knox, KY 40121.

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Summary of Change

Cadet Command Regulation 672-5-1 Awards and Decorations

This revision ...

- Changes title from Reserve Officers' Training Corps Decorations, Awards and Honors
- Updates references from 'Cadet Command' to "USACC" throughout
- Updates purpose (para 1-1)
- Relocates references to Appendix A References (para 1-2)
- Adds records management requirements (para 1-4)
- Updates responsibilities (para 1-5)
- Changes chapter 2 title to "Cadre Awards"
- Updates general summary for Cadre awards (para 2-1)
- Replaces para 2-2 with general military award parameters (para 2-2)
- Replaces military award descriptions with general processing requirements (para 2-3)
- Clarifies conditions of Instructor of the Year additional recognition with a military or civilian award (para 2-4)
- Removes Leo A. Codd Memorial Award
- Removes Society of American Military Engineers Bliss Medal
- Updates general summary for Awards for Excellence (2-5)
- Clarifies conditions of Awards for Excellence winners additional recognition with a military or civilian award (para 2-5)

- Consolidates similar Awards for Excellence requirements under one paragraph (para 2-5)
- Removes requirement for DA photo in PMS of the Year packet (para 2-5)
- Removes CST awards paragraph (formerly para 2-6)
- Updates General Douglas MacArthur Leadership Award (para 2-6)
- Updates GEICO Military Service Award (para 2-6)
- Replaces Scholarship awards paragraph with description of Cadet Awards (para 3-1)
- Updates DA Awards to Cadets (para 3-1)
- Removes Ridgeway Military History Research Fellowship (para 3-6)
- Updates Scottish Rite of Freemasonry Award (para 3-6)
- Adds Special Forces Association Award of Excellence (para 3-6)
- Removes Distinguished Military Student and Distinguished Military Graduate Certificates (para 3-6)
- Removes Order of the Founders and Patriots of America Award (formerly para 4-2)
- Removes Chief of Staff, Army, Supply Excellence Award (formerly para 4-3)
- Adds General William E. DePuy Award (para 4-2)
- Relocates Chapter 5 references to Appendix A (formerly para 5-2)
- Relocates Chapter 5 responsibilities (para 1-5)
- Removes letter of lateness example
- Consolidates similar DA Civilian award requirements under one paragraph (para 5-2)
- Adds summary statement for honorary awards (para 5-7)
- Adds table 6-1 to show honorary awards with required documents (table 6-1)
- Updates Public Service Awards (Ch 7)
- Relocates Career Service Recognition from chapter 8 to chapter 5 as Length of Service awards (para 5-9)
- Adds references appendix as Appendix A References
- Updates Cadet Command Awards Appendix to reflect Cadet Awards only (App B)
- Removes Instructor Critique Sheet (formerly App C)
- Consolidates Appendices A5 and A6 as Appendix C USACC Cadet Award Precedence of Wear (App C)
- Reorganizes Cadet award precedence of wear in numerical order (R1-R5) (App C)
- Relabels and updates Appendix A2 as Appendix D Sample Nomination Memorandum (App D)
- Relabels and updates Appendix A3 as Appendix E Sample Nomination Memorandum for HRA (App E)

- Relabels and updates Appendix A4 as Appendix F Sample Nomination Memorandum for ROTC Cadet as Outstanding (App F)
- Relabels and updates Appendix A7 as Appendix G Civilian Award Nomination Procedures (App G)
- Relabels Appendix A8 as Appendix H Civilian Award Justification and Citation Examples (App H)
- Removes Appendix A9

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Chapter 1, Awards Program

1-1. Purpose

This regulation prescribes U.S. Army Cadet Command (USACC) awards policy, criteria for presentation, and administrative instructions regarding the categories below. ROTC programs referenced throughout this publication do not include Junior ROTC programs unless otherwise stated. Categories in these publications include:

- a. Cadre Awards (includes military and government civilian employees assigned or attached to USACC).
- b. ROTC Cadet Awards
- c. USACC Awards.
- d. Fraternal/Association Awards.
- e. USACC Program Awards.

1-2. References

References are listed in appendix A.

1-3. Explanation of Terms

Acronyms and special terms used in this pamphlet are explained in the Glossary.

1-4. Records Management Requirements

Detailed information for all related record numbers, forms, and reports is located in the Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. Army Regulation (AR) 25-400-2 and Department of the Army Pamphlet (DA Pam) 25-403 provide additional guidance. At a minimum, the following documents will be archived in ARIMS:

- a. All military award recommendation packets. Recommendation packets consist of all documentation required to process the award (to include supporting documents).
- b. Permanent orders (if required).
- c. Permanent order logs.
- d. Annual awards reports and other related statistics.

1-5. Responsibilities

a. The CG, USACC will:

(1) Establish, implement and oversee USACC policy regarding the recommendation for awards to military and Department of the Army (DA) Civilian personnel and ROTC Cadets.

(2) Exercise delegated authority to approve acceptance and wear for foreign decorations in accordance with (IAW) Army Regulation (AR) 600-8-22.

b. The Deputy Chief of Staff, G-1 (DCS, G1) will:

(1) Serve as the office of primary responsibility for the USACC award program.

(2) Provide official guidance and timelines for recurring recognition programs identified in this publication.

(3) Provide guidance and staff assistance so that recommending officials are able to initiate appropriate and timely recognition actions for employee achievements.

(4) Serve as the central processing center for military, civilian and Cadet awards for which the DCS, G1 is the proponent.

c. Brigade commanders (Bde Cdrs) and Staff Principals:

(1) Establish and implement procedures which support the timely recognition of Cadets and military and civilian employees in accordance with Army and USACC policy. Timely recognition means at a minimum that the award is completed within 60 days of initiation or before the employee's departure (if recommended for an award in conjunction with separation or reassignment).

(2) Establish and implement procedures to ensure award advisory boards are conducted in a fair and consistent manner.

d. Recommending officials will submit accurate and complete nominations which comply with requirements noted in AR 600-8-22, AR 672-20 and USACC policy.

Chapter 2, Cadre Awards

2-1. General

Awards recognize the meritorious service or achievements of individuals who have significantly contributed to the readiness or effectiveness of the unit or organization. Recommendations for military awards must be based on specific achievements and initiated by a qualified recommender IAW AR 600-8-22. Recommended individuals will not be notified of award recommendations which have not been approved.

2-2. Military awards

a. AR 600-8-22 identifies the awards for which military Cadre may be recommended along with the criteria and approval authority for each. Military Cadre includes permanent party Soldiers and those Soldiers assigned or attached to USACC for the purposes of conducting Cadet Summer Training (CST).

b. Military awards are generally recommended (during peacetime) for heroism, or meritorious achievement or service. Meritorious service can include a brief period within the command (such as a specific project), or the entire period within the command.

c. Awards recommended for meritorious service in conjunction with retirement will be justified using only contributions while the Soldier was assigned or attached to USACC. An exception to this Army policy is only permitted if the length or nature of the Soldier's terminal assignment would not normally qualify him or her for an appropriate award.

d. The proposed presentation date for meritorious service awards submitted in conjunction with a departure from the command (i.e. reassignment or separation) may not exceed the period of the award.

2-3. Military awards processing requirements

a. Required Documents are listed in the USACC Awards Policy Memorandum.

b. The DCS, G1 Military Personnel Division (MPD) will process all recommendations for military awards.

b. Award recommendations requiring endorsement by the USACC CG must be submitted to the DCS, G1 MPD prior to the proposed presentation date according to the USACC Awards Policy Memorandum.

2-4. Miscellaneous Awards for Excellence as Instructors

a. Instructor of the Year (IOY) Award.

(1) Each USACC Brigade may submit one nominee for each category: Officer Instructor, Enlisted Instructor, and Civilian Instructor. Nomination packets will be submitted to the USACC Directorate of Leadership Development and Education (DoLDE), Chief Cadre Faculty and Development Division (CFDD) (ATCC-TOS) no later than the suspense date published in the annual USACC IOY Operations Order (OPORD) (normally published in August/September of each year).

(2) Nomination for selection as USACC IOY requires the instructor to meet those TRADOC Instructor Certification criteria required to earn the Instructor Skill Identifier and have served as an instructor for at least six months prior to the date of the USACC IOY board.

(3) DoLDE will convene a board to select the overall USACC Officer, NCO, and Civilian IOYs from the nominations submitted by the Brigades. USACC will recognize the winners in each of these categories and will forward the nomination packet of each to the U.S. Army Training and Doctrine Command (TRADOC) for consideration in the TRADOC IOY competition. DoLDE will coordinate for award items from sponsor organizations to be presented to the USACC IOY winners.

(4) Recognition as a USACC IOY does not preclude recognition for meritorious achievement or service with a military or civilian award IAW AR 600-8-22 or AR 672-20, as applicable. However, such recommendations must be submitted separately, IAW Army policy, and justified using achievements written in the USACC IOY nomination narrative.

2-5. USACC Awards for Excellence

a. General. USACC Awards for Excellence are intended to promote excellence by recognizing exceptional performance. USACC DCS, G1 MPD will provide specific nomination and timeliness instructions in an OPORD each year. The brigades will convene selection panels to consider nominees, before forwarding nominations to the USACC HQs. Incomplete nominations will not be considered. Unless otherwise stated, nominations will be submitted to the USACC HQs, ATTN: ATCC-PAP, Fort Knox, KY 40121, where a board will be convened to select a winner from among the submitted nominations. Award categories may include both objective and subjective selection criteria. The CG, USACC is the approval authority for all USACC Awards for Excellence. The Bde Cdr or the CG, USACC will present the awards at a suitable ceremony. Recognition with a USACC award does not preclude recognition for meritorious achievement or service with a military or civilian award IAW AR 600-8-22 or AR 672-20, as applicable. However, such recommendations must be submitted separately, IAW Army policy, and justified using achievements written in the USACC award nomination narrative.

b. Recruiting Operations Officer (ROO) of the Year. Recognizes recruiting and operations excellence by identifying individuals who excel in their duties as the ROO.

(1) Eligibility Criteria:

(a) Nominee must have served in the ROO position for a minimum of nine months.

(b) Nominee must serve in a position designated as ROO/Enrollment Officer/Scholarship Advisor.

(c) Nominee must be current on ROO training as determined by the RMID IAW CCR 145-3.

(2) Selection Criteria (Objective):

(a) Achievement/overachievement of assigned Contract Mission to include Nurse Mission.

(b) Improvement upon last year's contract mission accomplishment.

(3) Selection Criteria (Subjective):

(a) Effort in recruiting/enrolling Scholars, Athletes, Leaders (SAL) (as measured by SAL Criteria).

(b) Effective use of allocated scholarships.

(c) USAREC partnership cooperation.

(d) Impact on retention.

(e) Impact on commission mission.

(f) Development of and adherence to a comprehensive program marketing action plan to include use of the automated National Referral List.

(g) Development of relationships with campus centers of influence.

(4) Nomination Procedure. A memorandum of recommendation must be submitted and endorsed through the Bde Cdr (see Appendix D, Sample Nomination Memo). The recommendation must be accompanied by a narrative, not to exceed one page, which identifies the nominee's achievements and exceptional performance as noted above.

c. Brigade Nurse Counselor of the Year. This award recognizes the outstanding Brigade Nurse Counselor within USACC for the greatest contribution to nurse recruitment and promotion of the nursing profession and nursing leadership within the campus setting.

(1) Eligibility Criteria: Serve as a Brigade Nurse Counselor for a minimum of nine months.

(2) Selection Criteria (subjective):

(a) Promotion of effective nurse recruitment and retention throughout all detachments / programs within the brigade via coaching of Cadre and Cadets, energetic marketing techniques, and instilling in the Cadets the professional values of nursing.

(b) Fostering an innovative and creative approach to educating the detachments / programs' Cadre and staff on unique aspects of the recruitment and retention of nursing students.

(c) Exhibits exceptional qualities in the ability to individualize recruiting techniques to each school within the brigade.

(3) Selection Criteria (objective):

(a) Promotion of programs and activities that enhanced a positive, collaborative relationship between the school of nursing faculty and detachment / program's cadre and increased the relevance of Army ROTC and the Army Nurse Corps for their students.

(b) Improved performance of the detachments / programs within the brigade toward nurse contracting mission.

(4) Nomination Procedure: Memorandum of recommendation from the Bde Cdr. The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as noted above. HQs, Cadet Command (ATCC-PAP) will convene a board to select a winner. Incomplete nominations or late submissions will not be considered.

d. Human Resource Assistant (HRA) of the Year. This award recognizes the ROTC detachment or program HRA who best exemplifies exceptional performance and standards in the accomplishment of the ROTC mission.

(1) Eligibility Criteria:

(a) Detachment / Program HRA, Civilian or military personnel.

(b) Minimum nine months service time at the program / detachment.

(c) Program Analysts (PA's) are not eligible to compete within this award category. PA's may compete in the GS 5-8 Civilian of Year award category.

(2) Selection Criteria:

(a) Overall job performance (Management of Cadet Records, Management of CCIMM, etc.)

(b) Additional administrative duties in support of the program's mission.

(c) Completion of Job Enhancement Training (professional development courses, higher education courses, etc.).

(d) Management of evaluations and awards program.

(e) Management of accessions packets.

(f) CCIMM Management.

(g) Other documentation supporting selection of the nominee.

(3) Nomination Procedure: Memorandum of recommendation from the Professor of Military Science (PMS), through Bde Cdrs. The narrative, not to exceed one page, (see Appendix E) will comment on the individual's achievements and performance as noted above.

e. Supply Technician of the Year. This award recognizes the ROTC Detachment or Program Supply Technician who best exemplifies exceptional performance and standards in accomplishment of the ROTC mission.

(1) Eligibility Criteria: Active Duty military personnel (92Y) or Civilian Supply Technician performing the following logistic duties:

(a) Minimum nine months service time at the program as Supply Tech.

(b) Maintains Supply Room.

(c) Monitors CTA and TDA equipment authorizations.

(d) Maintains document registers.

(e) Maintains sub-hand receipts.

(f) Conducts inventories (i.e., monthly weapons, quarterly sensitive, and annual equipment inventories).

(g) Manages Cadet uniforms.

(h) Manages Cadet OCIE.

(i) Knowledge of equipment reporting requirements.

(j) Forecasts, orders, and accounts for ammunition.

(k) Oversees unit GSA vehicle fleet use and requirements.

(l) Conducts JROTC supply assistance visits and inspects JROTC units. Inspectors are required to have knowledge of the JROTC bonding/insurance program.

(2) Selection Criteria:

(a) Overall job performance (maintain reference documents as required by Army and USACC policy, files established and maintained IAW ARIMS; maintain current hand receipts from support installation, appearance, layout, and storage procedures IAW USACC policy.

(b) Financial Liability Investigation for Property Loss (FLIPL) processed within time allowed.

(3) Nomination Procedure: Memorandum of recommendation from the PMS, through Brigade for selection and endorsement. A separate cover sheet must include pertinent information on nominee to include name and address of school, nominee's name, home address, years of service, service time at school, and rank or grade. The narrative, not to exceed one page, will comment on the individual's achievements and performance noted above. In addition, each packet will contain a copy of the most recent Command Inspection Checklist.

f. Junior ROTC Instructor of the Year. See CCR 145-2 for eligibility criteria and nomination requirements for this award.

g. Professor of Military Science of the Year. This award recognizes excellence by identifying the most outstanding Professor of Military Science (PMS).

(1) Eligibility Criteria:

a. Nominee must have passed their latest fitness test and meet Army height and weight standards IAW AR 600-9.

b. Nominee must have served as PMS and MS IV instructor for a minimum of 12 months.

c. Nominee must have attended the University Senior Leader Course or Master Educator Course.

d. Program must have made commission mission (line and nurse, if applicable) for the past school year, and achieved the contract mission for the MS III and MS IV classes (line and nurse if applicable) in the current year.

e. Program must have achieved 100 percent graduation rate for CST attendees.

f. Achieve a minimum satisfactory rating in all evaluated areas of the Command Inspection Program.

g. Nominee must have made an outstanding contribution to the efficiency and effectiveness of Cadet Command.

(2) Selection Criteria: The performance of the program, the quality of the Cadets and commissionees, and individual contributions of the PMS to USACC are the focus.

(a) Unit Visits Report - Comparative performance ranking, SAL assessment, assigned mission(s) and mission accomplishment, enrollment and retention/progression history.

(b) Mission Set Management Report - Data from the monthly MSMR with narrative comments to analyze the accuracy of the commissioning and contracting forecasts.

(c) Mission Management Briefer - current enrollment data.

(d) Cadet training performance - Data for Cadet performance at CST (APFT, BRM, land navigation, manner of performance) against brigade and Cadet Command averages, CPDT/CTLT utilization and performance.

(e) Quality of Cadets and accessions satisfaction - Accessions results for past four school years, Cadre award nominations/selections, Civilian-sponsored (Cadet) scholarship nominations/selections, other Cadet selections for awards and internships.

(f) Contributions to USACC - Support for USACC tests, status of Cadre training, performance at camps, service as instructor at the School of Cadet Command (SOCC), input to best practices, other awards, recognition or service as PMS.

(3) Nomination Procedure: The memorandum of recommendation must be endorsed through the Bde Cdr. (see Appendix E, Sample Nomination Memo). The memorandum must include nominee's name, grade, position, and a statement that officer meets the Army fitness standards and height/weight standards of AR 600-9. A separate narrative, not to exceed one page, must comment on the individual's achievements and performance as outlined above.

h. Civilian of the Year. Recognizes excellence by identifying Department of the Army (DA) Civilians who best exemplify exceptional performance and standards in the

accomplishment of the USACC mission in the following categories: GS 5-8; GS 9-11; and GS 12-14. USACC brigades, HQs Directors and Staff Principals may submit one nomination per category. The USACC Chief of Staff will select the nominee to represent the USACC HQs.

(1) Eligibility Criteria:

- (a) Minimum nine months service time in the position.
- (b) No disciplinary actions (e.g., counseling's or memorandum of admonishment) in the past 9 months.
- (c) Must have received an overall performance rating of Outstanding Level 5 on their previous performance appraisal.
- (d) Detachment or Program HRAs and Logistics Technicians are not eligible in the GS 5-8 category.
- (e) Detachment or Program ROOs are not eligible in GS 9-11 category

(2) Selection Criteria:

- (a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).
- (b) Other documentation that support the selection of the nominee to include service-oriented community activities (e.g., volunteering for the Red Cross, coaching) above and beyond normal duties.
- (3) Nomination Procedure: A memorandum of recommendation must be endorsed through the Bde Cdr or USACC HQs Staff Principal or Director. The narrative may not exceed one page and must comment on the individual's achievements and performance as noted above. Nomination must clearly reflect what the individual did above and beyond normal duties.

2-6. Fraternal/Association Cadre Awards

a. General Douglas MacArthur Leadership Award. This is a Department of the Army award presented annually to recognize company grade officers who demonstrate the ideals for which General MacArthur stood and to promote and sustain competent junior officer leadership in the Army. Award details are published in AR 600-89 and announced annually in official Army messages. USACC brigades, HQs Directors and Staff Principals may each submit one nomination for both commissioned and warrant officer. The USACC Chief of Staff will select one nominee to represent USACC HQs.

Brigades will forward nominations IAW the published USACC HQs OPORD. A USACC HQs board will select the top nominee(s) for submission through TRADOC for Army consideration.

(1) Criteria. The nominee must have demonstrated:

- (a) An active leadership role.
- (b) Actions and performance that exemplify the "Duty, Honor, and Country" creed.
- (c) Specific action or event that significantly enhanced accomplishment of school's mission.
- (d) Exceptionally high standards of professionalism and dedication.
- (e) Personal values of candor, courage, commitment, and competence.
- (f) Involvement in community activities.
- (g) Tactical and technical knowledge.

(2) Nomination packet requirements are identified in AR 600-89 and annual official Army and TRADOC messages. USACC nominations must include a recommendation from the brigade commander.

b. Government Employees Insurance Company (GEICO) Military Service Award. This award recognizes one military enlisted member from each of the six Armed Services and National Guard for their contributions for the good of the civilian and/or military communities in the categories below.

(1) Categories:

- (a) Drug and alcohol abuse prevention.
- (b) Fire prevention and fire safety.
- (c) Traffic safety and accident prevention.

(2) Eligibility Criteria:

(a) Active Duty, Reserve or National Guard Enlisted Soldier with at least one year of retainability from the official submission deadline

(b) Display special contributions to the civilian and/or military community in the categories above.

(c) Must not be a previous recipient of the award.

(3) Nomination packet will include:

(a) Single-spaced one-page narrative stating facts and clearly outlining specific accomplishments, on and/or off duty, describing how the military and/or civilian communities benefited in one of the areas of eligibility.

(b) Single-spaced typewritten (two-page maximum) biography to include family, military history, military/civilian education, and awards. Also include the nominee's full name, grade, duty title, unit/organization of assignment, commander, unit mailing address, and office telephone number (commercial and DSN).

(c) One color digital 8"x10" photograph, head and shoulders (without headgear) in service dress uniform.

(d) Endorsement – A letter of endorsement from the Brigade Commander.

(e) Each nomination must clearly show which category (Drug and Alcohol Abuse Prevention, Fire Safety and Fire Prevention, and Traffic Safety and Accident Prevention) for which the Soldier is being nominated.

(4) Brigades will forward nominations (no more than one per category) to the USACC DCS, G1 MPD to be boarded. The top nomination will be forwarded for award consideration.

(5) Presentation. GEICO provides cost of transportation and lodging for Soldier and spouse to attend a ceremony in Washington, D.C.

Chapter 3, Cadet Awards

3-1. General

This chapter identifies awards which apply only to ROTC Cadets. It describes eligibility and selection criteria, as well as approval authorities, sources of supply and presentation requirements. Unless otherwise stated, awards in this chapter are initiated by the PMS responsible for the recommended Cadet(s).

3-2. DA Awards to Cadets

a. ROTC Medal for Heroism. This award is established in AR 145-2 and consists of a silver medal pendant with ribbon bar. It is awarded to ROTC Cadets who distinguish themselves by acts of heroism performed on or off campus.

(1) Criteria:

(a) The achievement must result in an accomplishment so exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances.

(b) The performance must have involved the acceptance of danger or extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

(2) Selection: The PMS will submit a memorandum of recommendation to the Bde Cdr. Bde Cdr will endorse the recommendation packet and forward to the USACC DCS, G1 MPD for the CG decision. Statements by eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements, extracts from official records, sketches, maps, diagrams, or photographs, must be attached to support stated facts.

(3) Presentation: CG, USACC, approves the award. HQs USACC will provide the medal set upon approval of the award. The PMS will arrange a suitable ceremony for presentation of the medal.

b. DA Superior Cadet Decoration. This award is established in AR 145-2 and consists of a lapel button, medal pendant with ribbon bar, clip with case, and DA Form 1773 (Citation for the Superior Cadet Decoration Award) signed by the CG, USACC. Subsequent awards are recognized with an appurtenance for attachment to the ribbon of the initial award. The award is presented annually to the outstanding ROTC Cadet in each year of Military Science (MS) at host institutions and extension centers.

(1) Eligibility criteria:

(a) The recipient must be a regularly enrolled ROTC Cadet.

(b) The Cadet must be in the top 25 percent in ROTC and academic standing at the program.

(c) Selection is based on demonstrated officer potential. For selection criteria, see Table 3-1.

(2) Selection:

(a) The selection board will be appointed and convened by the PMS. Suggested membership: PMS as president, commissioned and enlisted ROTC instructors as members, and selected civilian faculty or school officials (to include deans, if appropriate) as members, in numbers not to exceed one-third of board's membership.

(b) The board will be convened at the beginning of the school year and the members briefed on the criteria for selection.

(c) The board members will observe performances of the Cadets during the year in order to foster sound selections.

(d) The board will be reconvened to review the Cadets' records in each year of MS and select the winners not less than one month prior to the end of the school year.

(3) Source of Supply:

(a) PMS requisitions for the awards (except certificate), to U.S. Army Tank-Automotive and Armaments Command (TACOM), Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111-7997.

(b) DA Form 1773 will be provided by the USACC DCS, G1 MPD.

(4) Presentation:

(a) Awards will be presented by the PMS at the close-of-year ceremony.

(b) Notify appropriate media agencies in order to foster suitable news releases in Cadets' hometowns and local papers. Names of recipients will be provided to HQ USACC. It is not necessary to advise DA of the names of recipients.

Table 3-1 Superior Cadet Award Selection Criteria	
Selection Criteria	POINTS
ROTC Scholarship and Grades	50
Academic Scholarship and Grades	50
Military Leadership	50
Academic Leadership (demonstrated qualities of leadership in scholastic and related activities, student organizations, community activities, and sports participation)	100

3-3. Special Awards

The Simultaneous Membership Program Activation Award. This award will be presented by the Bde Cdr or his designated representative to Cadets, to include MS I and MS II Cadets, who serve with their Reserve Component unit for 30 or more days. This is a Cadet award and may not be worn with active duty awards. PMS requisitions for the award to TACOM, Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111-7997.

b. Cadet Troop Leader Training (CTLT) Ribbon. This ribbon is awarded to ROTC Cadets who successfully participate in CTLT. The ribbon is a silver gray ribbon 1 3/8" width and 3/8" in height bearing a 3/16" wide black stripe at each end and a 1/8" wide blue stripe centered on the ribbon.

3-4. Cadet Summer Training

a. Upon completion of Basic Camp, Cadets will receive a Basic Camp Graduate ribbon. The ribbon is a repeating pattern of stripes of black, brown, and silver.

b. Upon completion of Advanced Camp, Cadets will receive an Advanced Camp Graduate ribbon. The ribbon is a repeating pattern of green, purple, orange, and green.

c. Advanced Camp Cadets may compete to earn the Reconnaissance Commando (RECONDO) badge. Criteria for RECONDO is published each year in annual CST OPOORDs. Cadets that meet criteria for the RECONDO badge will be presented with a RECONDO badge and certificate.

d. During the graduation ceremonies for both Basic Camp and Advanced Camp, Cadets may be presented with cadre-selected merit awards sponsored by various support agencies and community organizations. Award criteria and sponsors are coordinated by the CST G1 planners, with approval by CST Commandant or designated representative. Award criteria and the timeline and process for submission of nominations is published in the annual CST OPOORD.

3-5. USACC Cadet Awards

Cadet awards are specific to USACC and have been authorized by the CG, USACC in the categories of recruiting, academic, athletic, military, and miscellaneous awards. Information concerning qualifications, approval authority, and frequency awards may be presented are contained in Appendix B.

3-6. Fraternal/Association Cadet Awards

This section reflects a variety of awards and other nonmilitary recognition offered by fraternal or other professional associations. Base criteria is established and subject to change by the organization.

a. Legion of Valor Bronze Cross for Achievement. The Legion of Valor of the United States of America, Inc., provides an award annually for achievement of scholastic excellence in military and academic subjects to stimulate the development of leadership. This award, a bronze cross and certificate, is awarded to outstanding MS III Cadets.

(1) Criteria:

(a) Must be a regularly enrolled MS III ROTC Cadet (MS IV Cadets scheduled for mid-year graduation will be considered).

(b) Must be in the top 25 percent in ROTC and academic standing at the program.

(c) Must demonstrate the quality potential required of an Army officer, i.e., ROTC grades, academic grades, military leadership, and academic leadership (demonstrated qualities of leadership in scholastic and related activities, student organizations, community activities, and sports participation).

(2) Nominations: Brigades will solicit nominations from SROTC programs. Brigades will review the nomination packets received and submit the best qualified Cadets using the criteria listed. Each brigade may submit no more than two nominations. Specific nomination requirements, timeline, and contact information will be provided by the USACC G1.

(3) Selection: The Legion of Valor Association will make the final selections and will send the award elements to the appropriate brigades for presentation.

(4) Presentation. These awards are presented in early fall during the Cadet's last year in school by members of the association. The association will send names of members residing in the vicinity of the institution having winners when forwarding awards. The Bde Cdr will invite one or more association members to participate in the presentation. If a member is not available, award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross, or who occupy positions of appropriate prestige. ROTC parades or similar traditional school events, if held early in the school year, are suitable occasions for presentation.

b. Pallas Athene Award. This award consists of a medallion symbolizing the Women's Army Corps, a \$300 cash award, and a three-year membership in the association. It is awarded annually to two outstanding graduating MS IV female Cadets in USACC.

(1) Criteria:

(a) Outstanding female MS IV ROTC Cadet.

(b) Graduating from undergraduate or graduate school at the end of the school year.

(c) Successfully completed CST.

(d) Top 50 percent of her MS and academic class.

(2) Nomination: Brigades will solicit nominations from SROTC programs. Brigades will review the nomination packets received and submit the best qualified Cadets using the criteria listed. Each brigade may submit no more than two nominations. Specific nomination requirements, timeline, and contact information will be provided by the USACC G1.

(3) Selection: The Pallas Athene Chairperson will make the final selections and will send the award elements to the appropriate brigades for presentation.

(4) Presentation: The Women's Army Corps Veterans Association will mail award to the designated PMS and attempt to have a member present for the awards ceremony. Within 30 days subsequent to award presentation, PMS is requested to provide the Women's Army Corps Veterans Association Pallas Athene Award Committee copies of all press releases, photographs, and other publicity generated by the individual awards.

c. United States Field Artillery Association Award. This award consists of a brass cannon mounted on a tiered, walnut base containing a brass plaque engraved with the name of the top-ranking Field Artillery graduate Cadet and explanation of the award. USACC DCS, G1 MPD submits the name of the top field artillery graduate to the United States Field Artillery Association, based on the National OML as provided by the DCS, G1 Accessions and Standards Division (ASD). The association then makes arrangements for the presentation.

d. Army Aviation Association of America Award. The Army Aviation Association of America (AAAA) provides an award for the most outstanding ROTC Cadet who has been selected for the Army Aviation Branch. USACC DCS, G1 MPD submits the name of the top Aviation graduate to the AAAA, based on the National OML as provided by the DCS, G1 ASD. The association then makes arrangements for the presentation.

e. The Armed Forces Communication and Electronics Association (AFCEA) Award for Distinguished Performance. The award consists of a personally engraved Seth Thomas "Corsair" clock plaque engraved with the name of the top-ranking Signal Corps graduate Cadet and explanation of the award. USACC DCS, G1 MPD submits the name of the top Signal Corps graduate to the AFCEA, based on the National OML as provided by the DCS, G1 ASD. The association then makes arrangements for the presentation.

f. National Defense Transportation Association (NDTA) Award. This award consists of a medal pendant and is presented annually to the most outstanding MS III Cadets enrolled in ROTC units.

(1) Criteria:

(a) Enrolled in MS III year in an academic course the main portion of which is of particular interest to the Transportation Corps. (Engineering and Computer Science majors are included in this category.)

(b) Top 25 percent in ROTC and academic standing at the program.

(c) Recommended by PMS as an outstanding student and Cadet. The Cadet's full name, university and full address must be in the packet for submission.

(2) Nomination: Brigades will solicit nominations from SROTC programs. Brigades will review the nomination packets received and submit the best qualified Cadets using the criteria listed. Each brigade may submit no more than one nomination per program. Specific nomination requirements, timeline, and contact information will be provided by the USACC G1.

(3) Selection: The National Defense Transportation Association will make final selections and forward the award elements directly to the respective PMS or their designee.

(4) Presentation: The Director, Office of the Chief of Transportation, will notify the winner via the PMS and provide the award for the PMS to present at a suitable ceremony.

g. National Defense Industrial Association (NDIA) Award. The NDIA Award is presented annually to the top ROTC Cadet at each institution who meets the eligibility criteria. It consists of a certificate, a defense medal, and a service ribbon to be worn on the uniform.

(1) Criteria:

(a) Upper half of their class in academic grades.

(b) Received B or above in all ROTC course grades.

(c) Rated in the top 20 percent of platoon and company in ROTC camp evaluation scores. A Cadet who is otherwise eligible for this award but who will not attend camp until after completion of academic studies may be considered for the award provided ROTC course standing is in the top 20 percent of the total ROTC enrollment at the institution.

(d) Actively participate in athletics and/or campus activities.

(e) Demonstrate outstanding leadership qualities.

(f) Demonstrated achievement and concentrated effort in military and academic subjects and/or demonstrated capability and diligence in a related activity of the ROTC program.

(2) Nomination and Selection: The PMS will make final selection based upon above criteria.

(3) Source: The PMS should email the following information to the POC below:

(a) Name of Cadet

(b) ROTC Service Unit and University/College name;

(c) Full name and mailing address (No P.O. Box) to mail award packet;

(d) POC Full name, email and phone number;

(e) Date of award presentation (if available).

(4) ROTC award packet will arrive 2 weeks prior to scheduled ceremony.
NDIA ROTC Awards POC: Molly Flanagan: E-mail mflanagan@ndia.org / Phone (703)247-2563.

(5) Presentation: The PMS will make arrangements for presentation.

h. Association of the United States Army (AUSA) Award. This award, consisting of a medal pendant with ribbon bar and certificate, is provided annually for the outstanding MS III Cadet of each unit who contributes the most toward advancing the standing of the MS Department at the institution. AUSA will supply medals based on Advanced Course enrollment (see Table 3-2).

(1) Criteria:

(a) Enrolled in MS III.

(b) Top 10 percent in ROTC grades.

(c) Top 25 percent in academic grades.

(d) Contributed the most, via leadership, to advancing the standing of the MS Department at the institution. This requirement is sufficiently flexible to include a variety of acts and achievements that may have significance at a particular institution, although not necessarily applying to all institutions.

(2) Nomination and Selection: Selection will be made by the PMS or a committee appointed by the PMS.

(3) Source: The PMS will request medals (supplied for local engraving) and certificates via AUSA, ATTN: Director of the Regional Activities, 2425 Wilson Boulevard, Arlington, VA 22201. One medal for permanent display may be requested by each host institution and official extension center.

(4) Presentation. Presentation will be made at a suitable ceremony. AUSA will furnish to each PMS names of representatives who may upon request participate in awards presentations.

Table 3-2 AUSA Awards Provided by Enrollment	
Enrollment	Medals Provided
to 350	1
to 600	2
to 850	3
to 1100	4
to 1350	5

i. **The Armed Forces Communications and Electronics Association (AFCEA) ROTC Honor Certificate Award.** This award recognizes one outstanding ROTC Cadet who achieves in leadership and academics. The award includes a framed parchment certificate with the honoree's name prominently inscribed and a ribbon bar. This program is separate and distinct from the AFCEA Scholarship Program, but an ROTC student may apply for and receive both. Each interested ROTC unit may submit one Honor Award nomination per school year.

(1) Criteria:

(a) U. S. citizen.

(b) Junior preparing to enter their senior year (rising senior).

(c) Majoring in electronics, electrical, aerospace, or communications engineering, mathematics, physics, computer science or technology, information management systems or related technical disciplines.

(d) Demonstrate high academic achievement.

(2) Nomination and Selection: The PMS selects recipients of the award. The nomination form for the ROTC Honor Certificate Award is located at the following link <https://www.afcea.org/dynform/forminp.jsp?fid=9312>. The nomination form must be completed and submitted online to AFCEA foundation. Anyone with questions may send an e-mail to edfoundation@afcea.org. The completed nomination form must be received by the AFCEA Educational Foundation at least 20 days prior to the presentation date.

(3) Presentation: The PMS will make arrangement for presentation.

j. Reserve Officers' Association (ROA) Award. This award, presented annually at each institution to outstanding MS II, MS III and MS IV Cadets, consists of medal pendant and certificate. The medal is gold for MS IV Cadets, silver for MS III Cadets, and bronze for MS II Cadets. A certificate may be awarded in conjunction with or in lieu of the medal.

(1) Criteria.

(a) Enrolled in ROTC.

(b) Be recognized for having contributed the most to advancing the objectives of the ROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

(c) Top ten percent of their ROTC class and be in the top 25 percent in academic grades.

(d) Demonstrated outstanding qualities of leadership, moral character, and high aptitude for military service.

(2) Nomination and Selection: The PMS, in coordination with representatives of a state or local chapter of the ROA, if available will make final selection. Normally, a representative of the ROA chapter sponsoring the award will contact the PMS for coordination of details and presentation of the award.

(3) Source: Awards may be obtained from a state or local chapter of the ROA or, if unavailable from the ROA, 1 Constitution Avenue, NE., Washington, D.C. 20002.

(4) Presentation: A representative of the ROA, if available will present awards to selected nominee. If unavailable the PMS will present awards.

k. American Legion Awards. These awards are provided annually to outstanding Cadets at each institution for general military excellence and scholastic excellence.

(1) The award consists of:

(a) Silver medal pendant with ribbon bar and ROTC crest or scholastic scroll for junior class winners enrolled in MS III.

(b) Gold medal pendant with ribbon bar and ROTC crest or scholastic scroll for senior class winners enrolled in MS IV. A miniature reproduction of the official ROTC crest is attached to the ribbon bar of awards for general military excellence. A miniature scholastic scroll is attached to the ribbon bar of awards for scholastic excellence.

(2) Criteria: A Cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(a) General Military Excellence Award. The Cadet must be in the top 25 percent of the class in academic and ROTC subjects and must have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(b) Scholastic Excellence Award. The Cadet must be in the top 10 percent of the class in academic subjects, top 25 percent of the class in ROTC classes, and demonstrated qualities of leadership. The Cadet must actively participate in related student activities, such as student organizations, community activities, and sports.

(3) Nomination and Selection: The PMS or head of the institution (or both) will make selections.

(4) Source: Requests for awards may be made in writing to the local posts of the American Legion. If no local post is available, or if the local post does not have an active ROTC Awards program, information may be requested at <https://www.legion.org/contact>. Written request should include: Name of the college or university, address, city, state, zip code, point of contact's name, phone number, email address, unit name, name of Cadet(s), and type of award (general military excellence/scholastic excellence).

(5) Presentation: The PMS will make arrangements for an American Legion representative to present the awards at a suitable military ceremony. If representative is unavailable, the PMS may present award.

I. Veterans of Foreign Wars (VFW) Award. This award, which consists of a medal pendant and ribbon bar and/or citation, is made annually to a Cadet at each institution who has excelled in MS or an ROTC program activity.

(1) Criteria: The Cadet must:

(a) Undergraduate student in MS-I, MS II, MS III, or MS IV.

(b) Good standing academically and militarily.

(c) Demonstrated achievement and concentrated effort in military and academic subjects and/or demonstrated capability and diligence in a related activity of the ROTC program.

(d) Not a previous VFW award recipient.

(2) Nomination and Selection: The PMS will make selection.

(3) Source: Request for VFW award and sponsorship may be made to the nearest VFW post. If a local post is unavailable, information on the nearest post may be obtained from the VFW state headquarters office or <http://www.vfw.org/contact-us>.

(4) Presentation: The PMS will make arrangements for a Veterans of Foreign Wars representative to present the awards at a suitable military ceremony. If representative is unavailable, the PMS may present award.

m. American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon bar and is presented annually to the outstanding Cadet at each participating ROTC unit.

(1) Criteria: The Cadet must:

(a) Good standing in all military aspects and all scholastic grades at the time of selection and presentation.

(b) Demonstrate a positive attitude toward ROTC, demonstrate a neat personal appearance (uniform wear, posture and grooming), demonstrate outstanding leadership attributes (initiative, dependability, judgment and self-confidence), and demonstrate officer potential (responsibility, adaptability, high personal standards).

(2) Nomination and Selection: The PMS may submit one nomination to the local AMVETS post, which can be found at <https://amvets.org/nationwide-presence/>. If a local post is not listed, the PMS may request additional guidance from the AMVETS National Headquarters at <https://amvets.org/contact/>.

(3) Presentation: The PMS or a member of the AMVETS will present the award in a ceremony arranged by the PMS. Request form for the medal and certificate is located at <http://www.amvets.org/rotc/>.

n. The National Sojourners Award. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding Cadet at each institution who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

(1) Criteria:

(a) Sophomore (concluding second undergraduate year and MS II and have indicated the intent to enroll in the Advanced Course) or a junior (concluding the third undergraduate year and MS III).

(b) Top 25 percent of the academic class.

(c) Encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(d) Demonstrated a potential for outstanding leadership.

(e) Not previous National Sojourners award recipient.

(2) Nomination and Selection: The PMS, head of the institution, or both may make selection. Final approval rests with the sponsoring chapter of National Sojourners. Only one award submission per program can be submitted.

(3) Source: Request for National Sojourners award sponsorship may be made by the PMS to the nearest local chapter. Requests are normally made in January for presentation in April or May. If a local chapter is unavailable, information may be obtained from the National Sojourners Inc., 7942-R Cluny Court, Springfield, VA 22153-2810. Award request forms are also found at <http://www.nationalsojourners.org/rotcjrotc-awards/>.

(4) Presentation: PMS will make appropriate arrangements for presentation of award.

o. Sons of the American Revolution (SAR) Award. This award, which consists of a silver medal pendant with Minuteman holding a rifle, and ribbon bar, is presented to a meritorious Cadet enrolled in Army ROTC at each institution (or 1 medal for each 500 Cadets enrolled at time of the award).

(1) Criteria:

(a) Good standing militarily and scholastically at the time of selection and presentation of the award.

(b) Enrolled in the first year of either the two-year or four-year program.

(c) Exhibit a high degree of merit with respect to leadership qualities, Soldierly bearing, and excellence. Excellence is defined as all around excellence in the Army ROTC Program studies and activities.

(2) Nomination and Selection: The PMS, or an authorized representative, will select the recipient. The award may be presented at the end of the Cadet's first year of a two or four-year program. No recipient may receive the award more than once. Application forms can be found at <https://members.sar.org/media/uploads/pages/201/rYjnx6ZI2IQG.pdf>.

(3) Source: The National HQ, SAR Revolution, 809 West Main Street, Louisville, KY 40202, will furnish the secretary of each applicable SAR state organization a list of the Army ROTC units in the state. The secretaries of SAR organizations will coordinate with each ROTC unit within their area. PMS may make inquiries concerning the SAR award to state organizations or the National HQ. A list of contacts can be found at <https://www.sar.org/education/youth-contests-awards/rotc-jrotc-recognition-program>.

(4) Presentation: The applicable state society and PMS will make arrangements for the presentation. The award should be presented at a suitable military ceremony.

p. Military Order of the World Wars (MOWW) Award. This award, which consists of a medal pendant and ribbon bar, is authorized for award annually to an MS-I, MS II, and MS III Cadet at each institution. The award in each case will be given to a Cadet who is outstanding in military and scholastic studies during the entire school year. An MS-I will receive the bronze medal; an MS II will receive the silver medal; and an MS III, the gold medal. A certificate and ribbon may be awarded in lieu of a medal when monetary limitations preclude the awarding of medals to Senior ROTC Cadets.

(1) Criteria:

(a) Outstanding MS-I Cadet with intent to serve in the Army ROTC unit the next school year.

(b) Outstanding MS II Cadet with intent to serve in the Army ROTC unit and goal of becoming an Army officer.

(c) Outstanding MS III Cadet with intent to become a career Army officer.

(d) A Cadet must excel in all military and scholastic aspects of the ROTC program at the time of selection and presentation of the award. The recipient must not have previously received an MOWW medal award.

(2) Nomination and Selection: The PMS with concurrence of the ranking school official present will make selections.

(3) Source: The PMS will make requests for medals to the nearest local chapter of the MOWW. If a local chapter is unavailable, information may be obtained from the National HQ, MOWW, 435 N. Lee Street, Alexandria, VA 22314. If there is no local MOWW chapter near you, please use the "MOWW Store" on this website to order award elements: <https://store.moww.org/>.

(4) Presentation: The PMS will make arrangements for a MOWW member to present the award to the recipients at a suitable military ceremony. If a MOWW member is unavailable, any Active, USAR, or retired officer with prior commissioned service, who served honorably on Active Duty in the Armed Forces of the United States during a period of hostilities, may present the award.

q. Daughters of the American Revolution (DAR) Award. This award, which consists of a gold medal pendant and ribbon bar, is presented annually by the DAR to an ROTC Cadet at each host institution for outstanding ability and achievement.

(1) Criteria.

(a) Must have demonstrated loyalty and patriotism and earned a record of military and scholastic achievement during their participation in an ROTC program.

(b) Must be in the upper 25 percent of the Cadets in ROTC and academic subjects.

(c) Demonstrated qualities of loyalty and patriotism, dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC training.

(2) Nomination and Selection: The PMS and head of the institution will make selection.

(3) Source: The PMS will make requests for sponsorship of the DAR award via the local DAR chapter regent. If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society DAR, 1776 D Street, NW, Washington, D.C. 20006-5392.

(4) Presentation: The award should be presented at a suitable ceremony by a DAR chapter regent, a National Defense Chairman or DAR representative appointed by them. If a representative is unavailable, the PMS may present the award.

r. Daughters of the Founders and Patriots of America Award. This award, which consists of a gold medal pendant, is presented annually by the Daughters of the Founders and Patriots of America to an ROTC Basic Course Cadet at each institution who has excelled in a specific MS course or related activity.

(1) Criteria:

(a) Enrolled in MS-I or MS II.

(b) Top 25 percent of the ROTC class.

(c) Accomplished by diligence or endeavor a high degree of excellence in military history or related course.

(d) Demonstrated potential for good leadership.

(e) Demonstrated similar or related accomplishments reflecting the ideals of patriotism.

(f) Not a previous recipient of this award.

(2) Selection: The PMS, head of the institution, or both may select a Cadet to receive the award. Final approval rests with the sponsor.

(3) Source: The PMS will make requests for sponsorship of the award via the State Chapter, National Society Daughters of the Founders and Patriots of America. Requests are normally made prior to 1 March for presentation in late spring. If unable to contact State Chapter, information may be obtained from the National Headquarters, National Society Daughters of the Founders and Patriots of America, Park Lane Bldg, 2025 Eye Street, NW, Number 615, Washington, D.C. 20006.

(4) Presentation: The PMS will present the award. Arrangements will be made for a State Chapter official to be present if possible.

s. Association of Military Colleges and Schools of the United States (AMCSUS) President's Medal. This award is ONLY AVAILABLE TO ASSOCIATION MEMBER SCHOOLS. The award consists of a gold medal pendant, is called "The AMCSUS President's Medal" and may be awarded annually to institutions holding membership in the Association. One award per year per institution is authorized.

(1) Criteria: This award may be presented at the discretion of the AMCSUS member institutions according to criteria which best suits the individual institution's standards and programs. The individual selected should be a full-time student/Cadet who has completed a minimum two full years prior to consideration for the award.

(2) Selection: A board composed equally of academic and military faculty members will make selections to forward to the institution president for final selection.

(3) Source: Request for information regarding source of this award should be addressed to AMCSUS at amcsus1@gmail.com.

(4) Presentation: The Association President or designated representative will present awards at a suitable ceremony during the commencement period at the end of the normal academic year.

t. The Military Officers' Association (MOAA) ROTC Medal. The purpose of the MOAA ROTC Medal is to recognize an outstanding ROTC Cadet in his or her next-to-last year in the program who has demonstrated exceptional potential for military leadership. The award consists of a ribbon, bronze disc pendant, and certificate.

(1) Criteria:

(a) MS III.

(b) Good academic standing.

(c) High moral character.

(d) High order of loyalty to his/her ROTC unit, institution, and country.

(e) Exceptional potential for military leadership.

(f) Not a previous recipient of this award.

(2) Nomination and Selection: The PMS, or a committee appointed by the PMS, will select recipients with the sponsoring chapter making the final decision.

(3) Source: The PMS may request the award from the nearest chapter of MOAA. If information on the nearest local chapter is unavailable or nonexistent, the PMS may address his request directly to MOAA, 201 North Washington Street, Alexandria, VA 22314, telephone (800)-234-6622.

(4) Presentation: A representative of the sponsoring chapter will make the presentation. If the award is not sponsored by a local chapter, the PMS may designate a person, preferably a member of MOAA, to make the presentation.

u. AUSA Military History Award. The AUSA, in conjunction with the U.S. Army Center of Military History, presents a volume of the U.S. Army official history series to a Cadet for excellence in the study of military history in each Senior ROTC host institution or official extension center.

(1) Criteria: The Cadet must have been enrolled in a specific military history course at the institution during the academic year the award is given. The PMS may establish additional criteria.

(2) Nomination and Selection: The PMS, or a committee appointed by the PMS, will make the selection.

(3) Source: The PMS will make requests for the Military History Award via the AUSA (ROTC Activities), 2425 Wilson Boulevard, Arlington, VA 22201.

(4) Presentation: Presentation will be made at a suitable ceremony. AUSA will furnish to each PMS the names of representatives who may, upon request, participate in the award presentation.

v. Society of the War of 1812 Award. This award, which consists of a ribbon and certificate, is presented annually to one outstanding Cadet from each host institution. Recipient may be selected from either the host, extension center, or cross-enrolled school.

(1) Criteria:

(a) Academic sophomore MS II.

- (b) Good academic standing, top twenty percent of their class.
 - (c) Rank in the top ten percent of the class in academic ROTC studies.
 - (d) Rank in the top ten percent in aptitude for the Armed Forces.
 - (e) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.
- (2) Nomination and Selection: The PMS, or an individual or committee appointed by the PMS, will make selection.

(3) Source: PMS may request the award from the nearest State Society. If information on the nearest State Society is unavailable or nonexistent, the PMS may address his request directly to Society of the War of 1812, 373 Stinson Avenue, Saint Paul, MN 55117.

(4) Presentation: If award is obtained from a State Society, the PMS will provide the State Society details of where and when the award will be presented and invite a member of the Society to present the award. If a Society member is unavailable, the PMS, or his designated representative, will make the presentation.

w. Military Order of the Purple Heart Leadership Medal Award. This award, which consists of a medal, ribbon, and certificate, is limited to one leadership award per ROTC unit per entire school year (summer sessions included).

- (1) Criteria:
- (a) Be an Underclassman (Seniors ARE NOT eligible).
 - (b) Positive attitude toward ROTC/JROTC and country.
 - (c) Leadership position in the Cadet corps.
 - (d) Active in school and community affairs.
 - (e) "B" or better in all subjects for the previous semester.
 - (f) Not a previous recipient of the award.
- (2) Nomination and Selection: PMS selects the recipient annually.
- (3) Source: PMS requests award and representative of organization to present at a suitable ceremony. The PMS may request the award by completing the request form at this web address: <https://www.purpleheart.org/ROTC> at least two months prior to the presentation date. The cadet's name is printed on the citation by the school.

(4) Presentation - The award is presented annually at an appropriate ceremony by a representative of the Military Order of the Purple Heart, if available.

x. George C. Marshall Leadership and Awards Seminar. The George C. Marshall (GCM) Leadership and Awards Seminar is the capstone leader development event for USACC. The GCM Leadership and Awards Seminar recognizes the top Cadet from each of the host Senior Reserve Officers' Training Corps (SROTC) programs. Cadets are exposed to senior Army leadership and participate in roundtable discussions on current national security topics. The seminar will be conducted at Fort Leavenworth, KS in partnership with the Combined Arms Center (CAC) and the Center for Army Leadership (CAL).

(1) Criteria:

(a) Be the top MS IV ROTC Cadet from the program (includes either the host institution or partnership school).

(b) Completed CST.

(c) Demonstrate leadership and scholastic qualities epitomized by the career of General Marshall.

(2) Selection: Include the following considerations in the Cadet selection process:

(a) The Cadet's Order of Merit listing and grade point average ranking.

(b) The Cadet's leadership potential as measured by the program responsibilities, Advance Course performance, and extra-curricular participation in such activities as Ranger Challenge, Scabbard and Blade, and the Association of the United States.

(3) Presentation: A Marshall Award seminar will be held at Fort Leavenworth, KS in partnership with the CAC and the Center of Army Leadership IAW the published OPORD.

(4) Travel arrangements will be made by the PMS and funded by the brigades.

y. Supreme Council of the Scottish Rite of Freemasonry Award. This award recognizes one outstanding Cadet per school in the second or third year of a 4-year program. Requests can be made at any time during the calendar year. The award consists of a medal, a ribbon, and a certificate.

(1) Criteria:

(a) Contributed the most among Cadets on campus to encourage and demonstrate patriotism by deeds or conduct during participation in extracurricular activities or community projects.

(b) Demonstrated academic excellence by being in the top 25 percent in ROTC and academic standing.

(c) Recommended by PMS as an outstanding student and Cadet.

(d) Demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism.

(2) Nomination and Selection: The PMS will make the selection and submit the award request to the nearest Scottish Rite of Freemasonry Chapter or to the national headquarters. The Supreme Council is divided into two Jurisdictions. The applicable Jurisdiction or nearest chapter for the school may be found at <https://scottishrite.org/philanthropy/jrotc-rotc/>. Follow directions on the site for finding the nearest chapter or requesting additional information for the award.

(3) Presentation: With 30 days prior notice of the presentation ceremony, the Scottish Rite Valley/chapter which provided the award will select and provide a presenter.

z. Special Forces Association Award of Excellence. This award recognizes outstanding Cadets who distinguish themselves through scholastic excellence and leadership proficiency. One Cadet may be nominated each year from participating Junior or Senior ROTC programs. The award consists of a certificate, ribbon and medal.

(1) Criteria:

(a) Must be a Senior Cadet in either a JROTC or SROTC program. A Junior Cadet may be selected if the cadre deems no Senior Cadet is qualified.

(b) Must not be a previous recipient of the award while under the current program (i.e. an SROTC nominee may be recommended if previously awarded under a JROTC program).

(c) Must have distinguished him or herself through scholastic excellence and leadership proficiency.

(d) Must have a GPA of 3.2 or higher.

(e) Excel in physical fitness and bearing.

- (f) Be a fast learner.
- (g) Demonstrate outstanding leadership attributes (e.g. initiative, dependability, judgment, self-confidence, etc.).
- (h) Demonstrate proficiency at training and assisting or advising others.
- (i) Be a team player.
- (j) Exhibit knowledge and proficiency in both tasks and subject matter.
- (k) Exhibit personal pride in the uniform; as reflected in a neat personal appearance (wear, posture and grooming, etc.).
- (l) Must set a positive example for others.
- (m) Must be respected by other Cadets.
- (n) Must participate above requirements.
- (o) Must exhibit confidence.
- (p) Must be in good standing in all military aspects and scholastic grades at time of selection and presentation.
- (q) Demonstrate a positive attitude toward the ROTC program.
- (r) Demonstrate attributes which represent officer potential (e.g. responsibility, adaptability, high personal standards, etc.).

(2) Nomination and Selection: The PMS may submit one nomination to the local participating chapter of the Special Forces Association (SFA) by forwarding a completed ROTC/JROTC Medal and Presentation Form found at the bottom of the SFA website at <https://greenberetrotcmedals.org/page.php?groupingID=miscellaneous5>. The location of the nearest SFA chapter can be identified on the SFA webpage at <https://www.specialforcesassociation.org/chapters/>. After selecting the region where the ROTC/JROTC unit is located, the locations of the local SFA chapters will appear.

(3) If an SFA Chapter member is not available, the PMS will present the award in an appropriate ceremony. A copy of the certificate can be downloaded and customized from the SFA website at <https://greenberetrotcmedals.org/page.php?groupingID=miscellaneous5>. The award elements may also be ordered from the website, if necessary.

Chapter 4, Program Support Awards

4-1. General Douglas MacArthur Program Award

a. The General Douglas MacArthur Foundation sponsors an outstanding ROTC Program Award. The General Douglas MacArthur Program Award instituted in 1989 honors the top U.S. Army ROTC programs from the host programs located around the United States. Past winners are the most successful of the command's units in accomplishing their mission of training and commissioning the majority of the lieutenants entering the Army each year. Award winning programs best represent the ideals of the watchwords, Duty-Honor-Country and the legacy of leadership as practiced by General Douglas MacArthur. The General Douglas MacArthur Foundation recognizes in each Brigade the top performing program that recruits, educates, develops and inspires SROTC Cadets in order to commission officers of character for the Total Army.

b. HQ, USACC, Recruiting, Marketing and Incentives Directorate (RMID), publishes an MOI as required with procedures for selecting the General Douglas MacArthur ROTC Program Award. Brigades identify one host program that best exemplifies the USACC Mission to recruit, educate, develop and inspire SROTC Cadets in order to commission officers of character for the Total Army during the fiscal year. Top performing programs are recognized with the MacArthur Award presented to Brigade Command Teams. Brigade Command Teams present the awards to the identified program at the host campus during the Spring semester.

4-2. General William E. DePuy Award

a. This award was established on 1 October 2005 to honor the late general who was the first TRADOC Commander, an ROTC graduate, and a strong supporter of the ROTC Program. The award is presented by USACC annually to an individual who exerted a significant influence on the success of the Army ROTC Program throughout the previous calendar year.

b. This is a prestigious award and the contributions of nominees must be exemplary. Eligibility is determined by measuring the proposed nominee's contributions against the criteria listed below:

(1) Must have provided significant support within the past calendar year to the local or national Army ROTC Program, resulting in tangible and/or intangible benefits to the Army ROTC Program.

(2) Must have demonstrated a high degree of initiative, originality, and/or determination in their support of the Army ROTC program

(3) Must not be a Soldier, Cadet, DA Civilian, or Contractor employee assigned to or employed by USACC.

(4) Must not be a previous recipient of the award.

c. Brigades and staff directorate will solicit nominations and submit the best qualified nomination packets using the criteria listed. Each brigade or directorate may submit no more than one nomination. Specific nomination requirements, timeline, and contact information will be provided by the USACC G1

d. The Bde Cdr or staff principal will present the award at an appropriate ceremony.

Chapter 5, Civilian Awards

5-1 General.

a. This chapter identifies command policies and procedures governing the Incentive Awards Program for all activities within the USACC. Army policy and eligibility requirements, to include approval authorities, are identified in AR 672-20.

b. The DCS, G-1, Civilian Personnel Division (CPD) is the office of primary responsibility for the Incentive Awards Program.

c. The program will be administered on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status or physical or mental handicap. Consistent with the Army's Affirmative Action Program, the Commander, managers and supervisors will make special efforts to ensure that all employees are included commensurate with their contributions to the command.

d. The program offers an excellent opportunity, when properly used, to recognize employees whose performance or actions contribute to the economy, efficiency, or improvement of work operations, or are in the public interest in connection with or related to their official employment. In addition, this program is an effective tool which can be used to improve and stimulate employee morale, motivation, and productivity.

5-2 Basic Awards Guidelines

a. No discretionary monetary or honorary award for performance or achievement will be made to an individual who –

(1) Is either under investigation, or upon whom disciplinary or adverse action based on performance or conduct is pending.

(2) Was the subject of a disciplinary action within the preceding 120 days.
(NOTE: The commander may give the award if he/she finds that the basis for the award is unrelated to the investigation, pending action, or discipline and the award would not reflect unfavorably on the Army.)

b. Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the particular award.

c. Both an honorary and monetary/performance award may be granted for the same act or achievement if the criteria for each award are met. The same act or achievement, however, cannot form the basis for more than one type of monetary or one type of honorary award.

d. An individual may not receive two monetary (performance and/or non-performance) awards for the same achievement/service performed during the same period. Nor can they receive two honorary awards for the same achievement/service performed during the same period. However, an individual who receives an award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period.

e. If the period of service overlaps previous honorary award dates, the recommender must ensure the achievement or service has not been previously recognized.

f. Recommendations for honorary awards for which the USACC CG is the approving authority must be submitted to the CPD no later than 30 days prior to the desired presentation date. Awards requiring TRADOC CG approval must be submitted no later than 90 days prior, and those requiring Secretary of the Army (SECARMY) approval must be submitted no later than 120 days prior to the desired presentation date. Awards not received within the given timeframes must be accompanied by a memorandum explaining why the award is late.

g. Retirement, separation or long periods of service generally do not constitute a sufficient basis for conferring awards.

h. Nominees for honorary awards presented for other than bravery generally must have established a demonstrable pattern of excellence normally recognized by previous awards. However, that does not mean that lesser awards are a prerequisite for consideration.

i. Unless otherwise stated, all awards require submission of a DA Form 1256 (Incentive Award Nomination and Approval) and justification. Additional documents required to process Civilian award recommendations are listed in table 5-1.

5-3. Monetary (non-performance) Awards

a. Nominations should be submitted within 30 calendar days after the achievement to be recognized. Final action (approval) should be taken within 30 calendar days thereafter unless action has to go to higher headquarters.

b. Individuals may be nominated for Special Act or Service Award (\$25 - \$25,000) or On-the-Spot Cash Awards (\$25 - \$500) at any time in accordance with paragraph 5-2c above and AR 672-20.

c. Table 7-2 in AR 672-20 should be used to compute the amount of dollars a monetary (non-performance) award is for.

5-4. Time Off Awards

a. Time off awards may be given alone or in combination with performance awards.

b. Table 7-3 in AR 672-20 should be used to compute the number of hours a time off award is for.

c. An individual may receive no less than 1 hour in a single award nomination.

d. Time off awards must be scheduled and used within one year of the effective date of the Standard Form (SF) 50 (Notification of Personnel Action). Use of a time off award should be requested on an Office of Personnel Management (OPM) Form 71 (Request for Leave or Approved Absence) in advance.

5-5. Performance Awards

a. Employees should not be nominated automatically for a performance award based on their rating.

b. Nomination should be submitted within 30 days of approval of the annual rating.

c. Nominations will not be approved when –

(1) Prompted solely by the impending departure of a supervisor or an employee.

(2) Prompted solely by the fact the employee is currently maxed out on steps or subject to legal limitation (pay cap).

(3) An employee has received a previous performance award based in whole or in part on the performance currently being recommended for recognition.

b. Receipt of a previous monetary award for a special act or service during a period of high-level performance does not prevent the receipt of a performance award unless the nomination for the performance award is based in full or part on the same accomplishment(s) for which the previous award(s) was granted.

c. Monetary awards may be granted to an employee whose most recent rating was at level 3 (fully successful level or equivalent) or higher.

5-6. Quality Step Increase (QSI)

- a. Employee must receive an overall rating of Outstanding to be eligible for a QSI.
- b. An employee may not receive more than one QSI in any 52-week period or rating period.
- c. An employee may not receive a QSI if they received a performance award based in whole or in part of the performance being recommended for recognition. (i.e., they cannot receive a QSI for accomplishments that have carried over into another rating period if they received a performance award for previous rating period and the accomplishments were included as part of the justification.) No other award may be granted with a QSI.
- d. Nomination will be submitted within 30 days of approval of the rating.
- e. Approving official must be at least one level higher than the nominating official unless the commander is the nominating official.
- f. Justification must be provided along with appraisal, initial and midpoint counseling.

5-7. Length of Service Awards

- a. Length of service emblems and certificates are used to recognize all Federal civilian and military service in 5-year increments provided that one year of total service has been served as a civilian employee.
- b. Brigade and program level personnel certificates are approved by the Brigade Commander. Certificates for HQ USACC personnel are processed through the CPD and approved by the Commanding General.
- c. Civil Service Lapel Buttons (service recognition pins) are used to recognize service milestones and are bestowed on Army Civilians with a rating record of successful or above and after completing the following milestones: 1 year (bronze); 10 years (silver); and retirement (gold).
- d. Brigades will maintain an adequate supply of certificates, emblems and pins. The CPD will maintain supply for HQ USACC personnel.

Chapter 6, Honorary Awards

General requirements for honorary awards are stated in AR 672-20. For a listing of awards and required supporting documents, see table 6-1.

6-1 Distinguished Civilian Service Medal (DCSM)

a. This award is approved by the SECARMY and consists of a gold medal, lapel pin and citation certificate. All direct-hire career employees of the Department of the Army (DA) are eligible for consideration. Nominations should be submitted within 6 months after completion of the period to be cited.

b. Eligibility for the DCSM will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished assigned duties of a major program significance to DA in such a way as to have been clearly exceptional or pre-eminent among all persons who have performed like or similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievement that effected large-scale savings or were of major significance in advancing the missions of DA, the Department of Defense (DoD) and the Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army programs in terms of highly successful accomplishment of mission or in the major redirection of objectives or accomplishment to meet unique or emergency situations.

c. Contributions and achievements already recognized by a Superior Civilian Service Medal or other Army honorary award will not be included as part of the justification for the DCSM.

d. When the DCSM is approved, it may be held for the SECARMY Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony.

6-2 Superior Civilian Service Medal (SCSM)

a. This award is approved by the SECARMY or commanders of Army commands (ACOM), Army service component commands (ASCC), Direct reporting units (DRU); members of the Senior Executive Service (SES) serving as the director of a DRU; or the Administrative Assistant to the Secretary of the Army (AASA) for HQDA. It consists of a medal, lapel button, and citation certificate.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement and inspiring others to improve the quantity and quality of their work.

(2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space and materials, or improved safety or health of the workforce.

(3) Achieved outstanding results in improving the morale and performance of employees.

(4) Exhibited unusual courage of competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

(5) Rendered professional or public relations service of a unique or distinctive character.

6-3 Meritorious Civilian Service Medal (MCSM)

a. This award is approved by commanders in the rank of major general (MG) and above, or the civilian equivalent. It consists of a medal, lapel button, and citation certificate.

b. Nominations for this award will reflect superior service or achievement, or heroism of a lesser degree than that recognized by the SCSM. Nominations should be submitted within 6 months after completion of the act or period to be cited.

6-4 Civilian Service Commendation Medal (CSCM)

a. This award is approved by commanders in the rank of colonel (O-6) and above or civilian equivalent. It consists of a medal, lapel button and citation certificate. Employees who have established a pattern of excellence, as recognized through the previous receipt of one or more honorary awards, may be considered for this award.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to emulate.

(2) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving space, materials or other items of expense or improved safety or health of the work force.

(3) Demonstrated leadership in performing assigned duties which resulted in improved productivity of the unit.

(4) Rendered professional or public relations service which resulted in considerable favorable publicity in the area in which the activity or installation is located.

(5) Demonstrated courage or competence in an emergency, while performing assigned duties resulting in benefits to the Government or its personnel.

6-5 Civilian Service Achievement Medal (CSAM)

a. This award is approved by commanders in the rank of lieutenant colonel (O-5) and above or civilian equivalent. It consists of a medal, lapel button, and citation certificate.

b. This award is for noteworthy achievements that are of a lesser degree than those recognized by the CSCM.

6-6 Patriotic Public Service Lapel Pin

a. This award is approved by the SA or by any commander in the rank of lieutenant colonel (O-5) and above. It consists of a lapel pin and certificate.

b. This award is granted to individuals or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. It may also be used to recognize civilian employees for community service that reflects favorably on an Army activity or installation.

6-7 Civilian Award for Humanitarian Service

a. This award is approved by the SECARMY or commanders of ACOMs, ASCCs, DRUs; members of the SES and general officers serving as the director of a DRU; and the AASA for HQDA. It consists of a medal, lapel button, and certificate.

b. This award is for individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must provide evidence which substantiates on-site participation in a humanitarian act or operation.

6-8 Certificate of Achievement

a. This certificate may be approved by local commanders or other locally authorized individuals as honorary recognition for individual or group contributions.

b. Eligibility will be determined by measuring contributions against the following example levels of achievement:

(1) Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time, space or materials.

(2) Significantly improve employee morale and job performance.

(3) By personal diligence or initiative was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

Table 6-1 Civilian Honorary Award Required Documents				
	DA Form 1256¹	Justification	Citation	Biography
Distinguished Civilian Service Medal	X ²	X	X	X
Superior Civilian Service Medal	X ²	X	X	X
Meritorious Civilian Service Medal	X ³	X	X	
Civilian Service Commendation Medal	X ³	X	X	
Civilian Service Achievement Medal	X ³	X	X	
Civilian Award for Humanitarian Service	X	X	X	
Certificate of Achievement	X	X	X	
Notes: 1. If Block 5c overlaps previous award dates, recommender must ensure achievement or service has not been previously recognized. 2 – When recommended as a retirement award, a separate DA Form 1256 is required with “other” in box 5a checked, annotating “Retirement Certificate and Certificate of Appreciation and the retirement date 3 – When recommended as a retirement award, also check “other” in box 5a, annotating “Retirement Certificate and Certificate of Appreciation and the retirement date				

Chapter 7, Public Service Awards

This chapter contains awards for public service authorized by DA.

a. Individuals who are not employed by the Army (for example, other Federal employees, private citizens, and so forth), or who were not so employed during the period for which the award is recommended are eligible.

b. Presidential appointees and senior Army officials in non-career positions are eligible.

c. Persons, organizations, or companies having a commercial or profit-making relationship with the DoD or Army, to include contractors, are not eligible.

7-1 Distinguished Public Service Medal

This award is approved by the SECARMY and consists of a gold medal, lapel button, and citation certificate. It is awarded to those who provide distinguished service that makes a substantial contribution to the accomplishments of the Army's missions.

7-2 Superior Public Service Medal

This award is approved by the SECARMY and consists of a silver medal, lapel button and citation certificate. It is awarded to those who have provided exceptional public service to the Army deserving greater distinction than that which can be granted by an Army commander.

7-3 Meritorious Public Service Medal

This award is approved by the SECARMY or commanders of ACOMs, ASCCs, DRUs; members of the SES and general officers serving as the director of a DRU; or the AASA for HQDA. It consists of a bronze medal, lapel button and citation certificate. It is awarded for outstanding service that makes a substantial contribution or is of significance to the ACOM, ASCC, DRU, or HQDA agency concerned.

7-4 Public Service Commendation Medal

This award is approved by commanders in the rank of colonel (O-6) and above (including commanders exercising courts-martial authority); principal officials of HQDA agencies; or general officers and members of the SES. It consists of a bronze medal, lapel pin and citation certificate. It is awarded in recognition of service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

7-5 Patriotic Public Service Lapel Pin

This award is approved by commanders in the rank of lieutenant colonel (O-5) and above. It consists of a lapel button and certificate and is awarded in recognition of patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel.

7-6 Civilian Award for Humanitarian Service

This award is approved by commanders of ACOMs, ASCCs, DRUs; members of the SES and general officers serving as the director of a DRU; and the AASA for HQDA. It consists of a medal, lapel pin and citation certificate. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

Appendix A References

Section I Required Publications

AR 25-400-2

Army Records Information Management System (cited in para 1-4)

AR 145-2

Organization, Administration, Operation, and Support (cited in para 3-2)

AR 600-8-22

Military Awards (cited in para 1-5)

AR 600-89

General Douglas MacArthur Leadership Award Program (cited in para 2-7)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (cited in Appendix D)

AR 672-20

Incentive Awards (cited in para 1-5)

AR 710-2

Supply Policy Below the National Level (cited in para 4-3)

CCR 145-2

JROTC Organization, Administration, Operations, Training and Support (cited in para 2-5)

CCR 145-3

Army Senior Reserve Officers' Training Corps On-Campus Training and Leadership Development (cited in para 2-5)

CCR 145-9

Cadet Command ROTC Branching, Commissioning, & Accessioning Regulation (cited in para 3-7)

Appendix A (continued)
References

Section II
Related Publications

DoDI 1400.25, Vol 431
Performance Management

DoDI 1400.25, Vol 451
Awards

AR 11-2
Managers Internal Control Program

TRADOC Supplement (TS) to AR 600-8-22
Military Awards

TS to AR 672-20
Incentive Awards

Section III

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Website at <https://armypubs.army.mil>.

DA Form 638
Recommendation for Award

DA Form 1256
Incentive Award Nomination and Approval

DA Form 1773
Citation for the Superior Cadet Decoration Award

OPM Form 71
Request for Leave or Approved Absence

**Appendix B
USACC Cadet Awards**

Table B-1 USACC Cadet Award Definitions and Criteria			
Name	Qualifications	Approval Authority	Approval Frequency
a. Academic Awards Series (R-1)			
(1) Dean's List Award (R-1-1)	Semester GPA 3.50-4.00	PMS	Each Semester
(2) Cadet Honors Award (R-1-2)	Semester GPA 3.20-3.49	PMS	Each Semester
(3) Cadet Scholar Award (R-1-3)	Semester GPA 2.90-3.19	PMS	Each Semester
(4) Most Improved Grades (R-1-4)	Highest Jump in Semester GPA	PMS	One Time
(5) ROTC Honors (R-1-5)	GPA of 4.0 in ROTC Subjects	PMS	Each Semester
(6) PMS Academic Award (R-1-6)	PMS Discretion	PMS	Each Semester
NOTE: R-1-7 through R-1-8 is currently not in use; authorization remains with HQ USACC.			
b. Athletic Award Series (R-2)			
(1) Platinum Medal Athlete (R-2-1)	Score 300 on APFT	PMS	Each time APFT is given for record.
(2) Gold Medal Athlete (R-2-2)	Score 290-299 on APFT	PMS	Each time APFT is given for record.
(3) Silver Medal Athlete (R-2-3)	Score 280-289 on APFT	PMS	Each time APFT is given for record.
(4) Bronze Medal Athlete (R-2-4)	Score 270-279 on APFT	PMS	Each time APFT is given for record.
(5) Most Improved Award (R-2-5)	Most increased score since last APFT.	PMS	Each time APFT is given for record (only one per Cadet).
(6) PMS Athletic Award (R-2-6)	PMS Discretion	PMS	Each Semester
NOTE: R-2-7 is currently not in use; authorization remains with HQ USACC.			

**Appendix B (continued)
USACC Cadet Awards**

Name	Qualifications	Approval Authority	Approval Frequency
d. Miscellaneous Award Series (R-4)			
(1) Named by PMS (R-4-1)	PMS Discretion	PMS	Each Semester
(2) Named by PMS (R-4-2)	PMS Discretion	PMS	Each Semester
(3) Named by PMS (R-4-3)	PMS Discretion	PMS	Each Semester
(4) Named by PMS (R-4-4)	PMS Discretion	PMS	Each Semester
(5) Named by PMS (R-4-5)	PMS Discretion	PMS	Each Semester
e. Cadet Recruiting Award Series (R-5)			
(1) Cadet Recruiting Ribbon (R-5-1)	Participate in at least two (2) Cadet program recruiting activities. Recruit at least two (2) Cadets or one (1) Nurse Cadet	PMS	When Award Criteria is met.
(2) PMS Recruiting Award (R-5-2)	PMS Discretion	PMS	When Award Criteria is met.
Note: For subsequent presentations of same award, the numerals 2, 3, 4, etc. will be used.			

Appendix C

USACC Cadet Award Precedence of Wear

Ribbons will be worn as authorized in AR 670-1 and this regulation in the order listed below:


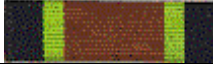











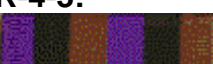








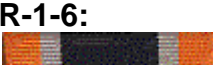
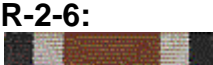




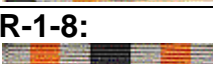


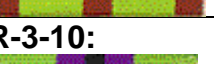

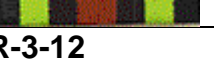
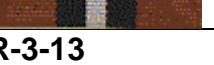
a. **Active Duty Awards.** Active duty awards are worn in accordance with AR 670-1. Cadet awards (below) may not be mixed with active duty awards. If individuals have received both active duty and Cadet awards, they must choose which category to wear.

b. **Cadet Awards:**

- (1) DA Awards to Cadets
 - (a) DA Cadet Command Medal for Heroism
 - (b) DA Superior Cadet Award
- (2) Special Awards
 - (a) SMP Activation Award
 - (b) CTLT Ribbon
- (3) Camp Awards (CST)
- (4) USACC Cadet Awards
 - (a) Academic Awards
 - (b) Athletic Awards
 - (c) Military Awards
 - (d) Miscellaneous Awards
 - (e) Recruiting Awards

(5) Fraternal/Association Cadet Awards. Awards will be worn in alphabetical order by title of organization.

Appendix C (continued)
 USACC Cadet Award Precedence of Wear

Table D-1 USACC Cadet Award Categories				
Series 1: Academic Awards	Series 2: Athletic Awards	Series 3: Military Awards	Series 4: Miscellaneous Awards	Series 5: Recruiting Awards
R-1-1: 	R-2-1: 	R-3-1: 	R-4-1: 	R-5-1: 
R-1-2: 	R-2-2: 	R-3-2: 	R-4-2: 	R-5-2: 
R-1-3: 	R-2-3: 	R-3-3*: 	R-4-3: 	
R-1-4: 	R-2-4: 	R-3-4: 	R-4-4: 	
R-1-5: 	R-2-5: 	R-3-5: 	R-4-5: 	
R-1-6: 	R-2-6: 	R-3-6: 		
R-1-7: 	R-2-7: 	R-3-7: 		
R-1-8: 		R-3-8: 		
		R-3-9: 		
		R-3-10: 		
		R-3-11: 		
		R-3-12: 		
		R-3-13: 		

* - Ribbon is shown with colors in reverse order.

Appendix D
Sample Nomination Memorandum

Unit Letterhead

[INSERT OFFICE SYMBOL]

[INSERT DATE]

MEMORANDUM FOR Commander, 1st Brigade, U.S. Army Cadet Command, Fort Knox, KY 40121

SUBJECT: [Insert Recommended Award (e.g. Recruiting Operations Officer (ROO) of the Year)]

1. It is with great pleasure I nominate Mr. John Doe for the U.S. Army Cadet Command (USACC) ROO of the Year Award. Mr. Doe's untiring and selfless effort over the past year had a tremendous impact on the Tiger Program's ability to commission the future officer leadership of the Army for this Mission Set.

2. For Mission Set XX, our program has a contract mission of 18. In just one semester, Mr. Doe's efforts directly resulted in 10 additional contracts over the 16 MS03 Cadets who contracted in the year prior to his arrival. His training plan resulted in the contracting of three scholar-athlete-leaders (SALs), which is one more than missioned. Also, his meticulous management of scholarship allocations produced 7 new Cadets (2 graduate students) for MSXX, 14 for MSXX, and 6 for Mission Set XX.

3. Mr. Doe was the developer of a comprehensive Program Marketing Action Plan that specifically targeted the SALs enrolled at Sample State University. His direction of other cadre and adherence to the plan resulted in a 35% increase in MSI and MSII enrollment. He continually mentors and counsels the Cadets recruited, which directly impacts retention of all mission sets.

4. Of particular significance, Mr. Doe's initiative to develop a recruiting action plan that included the combined efforts of his local area Military Academy Liaison Officer, the local USAREC recruiting station staff, and the nearby Reserve and National Guard units. Through his active communication and sharing of *The Way Ahead*, these other Army assets were able to refer students and Soldiers with the appropriate academic, athletic, and leadership attributes.

"Run with the Tigers!"

Encl

(Signature/signature block of PMS)

Appendix E
Sample Nomination Memorandum for Human Resource Assistant of the Year

Unit Letterhead

[INSERT OFFICE SYMBOL]

[INSERT DATE]

MEMORANDUM FOR Commander, 1st Brigade, U.S. Army Cadet Command, Fort Knox, KY 40121

SUBJECT: Nomination of U.S. Army Cadet Command Human Resource Assistant of the Year Award

1. Submitted herewith is nomination for the Human Resource Assistant of the Year Award of the (institution name) for exceptional performance and standards.

2. The following information is furnished as requested:

- a. Name and address of institution:
- b. Name of individual: (First name, middle name, Last name)
- c. Permanent (home) address:
- d. Years of service:
- e. Service time at the Program:
- f. Rank or Grade:
- g. PMS Justification Statement:
- h. To whom award is to be forwarded for presentation to the recipient:

Encl

(Signature/signature block of PMS)

Appendix F

Sample Memorandum of Nomination for ROTC Cadet as Outstanding (TC, EN, or QM)

Unit Letterhead

[INSERT OFFICE SYMBOL]

[INSERT DATE]

MEMORANDUM FOR Commander, 1st Brigade, U.S. Army Cadet Command, Fort Knox, KY 40121

SUBJECT: Nomination of ROTC Cadet as Outstanding (TC, EN, or QM)

1. Submitted herewith is nomination for the (title of award) of the (agency making the award) for outstanding (junior, senior, next-to-last year, last year) (Trans., Engr., QM) Cadet enrolled in ROTC unit (if branch affiliated unit, indicate branch affiliation).

2. The following information is furnished as requested:

- a. Name and address of institution:
- b. Name of Cadet: (First name, middle name, last name)
- c. Highest Cadet rank held:
- d. Permanent (home) address:
- e. College course:
- f. Class standing in college course: Number () of ()
- g. ROTC class standing: Number () of ()
- h. Score attained on test: ACT () CEB () SAT ()
- i. Campus offices held:
- j. College activities (athletic, societies, honorary fraternities, other awards, etc.):
- k. Description or extent of self-support, scholarships received, or participation in cooperative plan while a student:
- m. Whether or not designated as a potential or actual distinguished military student:
- n. PMS Justification Statement:
- o. Dean Justification Statement:
- p. To whom medal or award is to be forwarded for presentation to Cadet:
- q. For which award: (junior year) (senior year) (next-to-last year) (last year)
- r. Remarks:

Encl

Transcript of student's academic record

(Signature/signature block of appropriate dean)
(Signature/signature block of PMS)

Appendix G

Civilian Award Nomination Procedures

1. Employee is recognized by supervisor/co-worker/outside agency for going above and beyond in his/her duties.
2. Supervisor nominates employee for an award by filling out a DA Form 1256.
 - a. Fill out block 1 with employee's Last name, First name and MI.
 - b. Fill out block 2 with the nominator's organization and address.
 - c. Fill out block 3 with employee's position title, grade and current salary.
 - d. Fill out block 4 only if a different position was held by the employee during the period covered in the nomination than what is listed in block 3.
 - e. In block 5a, select the appropriate level award for the employee/act (refer to AR 672-20 for verification).
 - f. In block 5b, if monetary/time off/QSI award is to be given, select appropriate award type and list amount (if any) below award type.
 - g. In block 5c, list the period of service to be recognized (month/year – month/year).
 - h. In block 6a, type the name and title of the individual nominating the employee for the award (typically the supervisor).
 - i. In block 6b, the nominator digitally signs.
 - j. In block 6c, type the nominator's area code and phone number.
 - k. In block 6d, type date nomination is signed.
 - l. Skip Part II and Part III (these sections are completed as required by CPD).
 - m. In Part IV, #9, type title and date of approving Brigade Commander/Director and have them digitally sign above title in the same block.
 - n. Performance awards will be boarded at the Brigade level.
 - o. For Civilian Service Commendation Medal and below, award certificates are produced at the Brigade S1 level.

Appendix G (continued)

Civilian Award Nomination Procedures

p. For Superior Civilian Service Awards and higher (as well as any monetary awards), the following must be done:

(1) In an MS Word document, type a 2-3 paragraph justification for the award for which the employee is being nominated.

(2) In a separate MS Word document, type a citation not to exceed 90 words for use on the actual award certificate. After citation, list desired date of presentation.

(3) Submit the DA Form 1256, Justification and Citation to the Civilian Personnel Division (CPD) of USACC G-1 (for Performance Awards) or the CPD Awards Manager (for Honorary Awards) within the appropriate timeframe according to the award approval authority (see chapter 5).

3. CPD personnel:

a. Reviews award information, formatting, etc. and logs award into CPD Awards tracker (for Honorary Awards).

b. Determines signature level required based on award type.

c. Submits Awards that are required to go to TRADOC for signature to the USACC Awards Board.

d. Upon awards board approval, DA Form 1256 is sent to Command Group for USACC CG signature. Once signed and returned, CPD compiles and submits award packet to TRADOC point of contact.

e. Once awards receive required approval, USACC CG level award certificates are produced and packaged with supporting documentation and submitted to Command Group office for CG signature. TRADOC and higher certificates are produced, signed and mailed to CPD.

f. Close out award status in tracker, enter information into AutoNOA and mail signed award certificate in binder to Bde S1 for presentation.

Appendix H Civilian Award Justification and Citation Example

1. Sample justification narrative:

NARRATIVE

Commanders Award for Civilian Service – (NAME OF AWARDEE)

(NAME OF AWARDEE) is recommended for the Commander's Award for Civilian Service for meritorious performance while serving as the Workforce Management Analyst for the Civilian Personnel Division, Office of the Deputy Chief of Staff for Personnel, G-1 United States Army Cadet Command from January 2016 to October 2016.

(NAME OF AWARDEE) served as a project officer for USACC restructuring/reshaping initiatives. (NAME OF AWARDEE) worked directly with USACC G5 and BDE Staff to review, document and analyze reductions mitigating negative civilian personnel impact. (NAME OF AWARDEE) worked diligently with BDE DBO's/S1 staff on MDRs, separations and changed to lower grade actions ensuring that all employees received offers and due process. (NAME OF AWARDEE) was instrumental in successfully managing numerous VERA/VSIP windows, which resulted in placements of excess USACC ultimately resulting in no Reduction-In-Force and avoiding negative impacts to voiding a RIF in USACC.

(NAME OF AWARDEE) is a valuable team player who exemplified success in the Civilian Personnel Division to the highest level. (NAME OF AWARDEE) displays a level of professionalism and integrity which is indicative of her personal morals and work ethics, worthy of emulation by civilian employees.

****NOTE: Justifications need to be 2-3 paragraphs in length with a thorough explanation as to why the employee deserves the recommended award**

Appendix H (continued)
Civilian Award Justification and Citation Example

2. Sample Civilian award citation:

(Name of Awardee)

For outstanding service as the Workforce Management Analyst for the United States Army Cadet Command, Deputy Chief of Staff, G1, Civilian Personnel Division from January 2016 to October 2016. (Name of Awardee) devotion to duty and selfless service were essential to the success of the command's reorganization and restructure initiatives. She conducted analysis and developed a plan for placement of employees in order to mitigate negative impacts to personnel and mission. (Name of Awardee) performance exemplifies the highest traditions of federal service and reflects distinct credit on him/her, the United States Army Cadet Command and the United States Army.

****NOTE:** Citations should include the act/achievement and dates the employee is receiving an award for. **NO MORE THAN 90 WORDS**

Glossary Abbreviations

AAAA	Army Aviation Association of America
AASA	Administrative Assistant to the Secretary of the Army
ACOM	Army command
AFCEA	Armed Forces Communications and Electronics Association
AMCSUS	Association of Military Colleges and Schools of the United States
AMVETS	American Veterans
APFT	Army Physical Fitness Test
AR	Army Regulation
ARIMS	Army Records Information Management System
ASCC	Army service component command
ASD	Accessions and Standards Division
ASU	Army Service Uniform
AUSA	Association of the United States Army
BDE	Brigade
BRM	Basic Rifle Marksmanship
CAC	Combined Arms Center
CAL	Center for Army Leadership
CCIMM	Cadet Command Information Management Module
CDR	Commander
CFDD	Chief Cadre Faculty and Development Division
CPD	Civilian Personnel Division
CPDT	Cadet Professional Development Training
CTLT	Cadet Troop Leader Training
CSAM	Civilian Service Achievement Medal
CSCM	Civilian Service Commendation Medal
CST	Cadet Summer Training
CTA	Common Table of Allowances
DAR	Daughters of the American Revolution
DCS	Deputy chief of Staff
DCSM	Distinguished Civilian Service Medal
DoD	Department of Defense
DoLDE	Directorate of Leadership Development and Education
DRU	Direct Reporting Unit
FLIPL	Financial Liability Investigation for Property Loss
GCM	George C. Marshall
GDMLA	General Douglas MacArthur Leadership Award
GEICO	Government Employees Insurance Company
GPA	Grade Point Average
GSA	Government Service Agency
IAW	In Accordance With

IOY	Instructor of the Year
MG	Major General
MOAA	Military Officers Association of America
MOWW	Military Order of the World Wars
MPD	Military Personnel Division
MS	Military Science
NCO	Noncommissioned Officer
NDIA	National Defense Industrial Association
NDTA	National Defense Transportation Association
NLT	No later than
OML	Order of Merit List
OPM	Office of Personnel Management
OPORD	Operations Order
PA	Program Analyst
PMS	Professor of Military Science
POC	Point of Contact
QSI	Quality Step Increase
RECONDO	Reconnaissance Commando
RMIS	Recruiting, Marketing and Incentives Directorate
ROA	Reserve Officers Association
ROTC	Reserve Officers' Training Corps
RRS-A	Records Retention Schedule-Army
SAL	Scholars, Athletes, Leaders
SAR	Sons of the American Revolution
SCSM	Superior Civilian Service Medal
SECARMY	Secretary of the Army
SES	Senior Executive Service
SF	Special form
SFA	Special Forces Association
SMP	Simultaneous Membership Program
SOCC	School of Cadet Command
TDA	Table of Distributions and Allowances
TRADOC	U.S. Army Training and Doctrine Command
USACC	U.S. Army Cadet Command
USAR	U.S. Army Reserve
USAREC	U.S. Army Recruiting Command
VFW	Veterans of Foreign Wars