



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**102 MCNAIR DRIVE**  
**FORT MONROE, VIRGINIA 23651-1047**

ATBO-B

*13 July 2005*

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Awards Policy

1. References:

a. U.S. Army Training and Doctrine Command Regulation 10-5, Organization and Functions, 9 March 2005.

b. Army Regulation 600-8-22, Military Awards, 25 February 1995.

c. TRADOC Supplement 1 to AR 600-8-22, Military Awards, 6 December 1999.

d. Army Regulation 672-20, Incentive Awards, 29 January 1999.

e. TRADOC Supplement 1 to AR 690-20, General Personnel Provisions, 19 January 2005.

2. Effective 1 Oct 05, to provide uniformity within the Command consistent with reference 1a, take action to ensure subordinate activities forward award recommendations through command channels for action. Activities not under direct authority of HQ TRADOC should process award recommendations through appropriate chains of command.

3. Only the major subordinate commands and special activities on the enclosed list may submit award recommendations directly to HQ TRADOC. Use Table 3-2, references 1b and 1e, as the key reference for exercising delegated approval authority.

4. When submitting military award recommendations for HQ TRADOC approval, 14 days or less before the date of presentation, a letter of lateness (reference 1c) must be included. Effective 31 Mar 05, this letter of lateness requires signature at the General Officer or Senior Executive Service level. If there is no General Officer or Senior Executive Service official in the

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chain of command, the senior officer in charge will sign the letter.

5. When submitting civilian award nominations outside of the timelines required in reference 1e, a memorandum of lateness must be submitted stating reasons for the late submission.

6. Appreciate the tremendous efforts being made to take care of Soldiers and civilians. Realize the OPTEMPO will remain high, but deserving Soldiers and civilians must be recognized in a timely manner.

7. Point of contact for military awards is Mr. Bill Burckard, DSN 680-5078 or (757) 788-5078, [burckarb@monroe.army.mil](mailto:burckarb@monroe.army.mil). Point of contact for civilian awards is Ms. Rose Benton, DSN 680-5243 or (757) 788-5243, [rosa.benton@us.army.mil](mailto:rosa.benton@us.army.mil).

FOR THE COMMANDER:

Encl



ANTHONY R. JONES

Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

DISTRIBUTION:

COMMANDERS

COMBINED ARMS CENTER (ATZL-CG)

ARMY ACCESSIONS COMMAND (ATAL-CG)

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TRADOC ANALYSIS CENTER (ATRC)

U.S. ARMY WAR COLLEGE (ATWC)

U.S. ARMY NUCLEAR AND CHEMICAL AGENCY (ATNA)

U.S. ARMY AERONAUTICAL SERVICES AGENCY (ATAS)

CF:

Deputy Chiefs of General and Chiefs of Special Staff Offices,  
HQ TRADOC

**TRADOC MAJOR SUBORDINATE COMMANDS (TR 10-5)**

J.S. Army Combined Arms Center

Centers and Schools

Air Defense Artillery

Armor

Aviation

Chemical

Engineer

Special Activities

DLI

WHINSEC

USDB

Field Artillery

Infantry

Intelligence

Military Police

Signal

AMSC

USASMA

WOCC

U.S. Army Accessions Command

U.S. Army Recruiting Command

U.S. Army Cadet Command

U.S. Army Training Center, Fort Jackson, SC

MEPCOM (Executive Agent)

U.S. Army Combined Arms Support Center

Centers and Schools (direct authority)

Quartermaster

Ordnance

Transportation

Soldier Support Institute

Army Logistics Management College

\*Centers and Schools (indirect authority)

\*Chaplain

\*Army Medical Department

\*Judge Advocate General

\*Activities not under direct authority of TRADOC will process award recommendations through appropriate chains of command.

**SPECIAL ACTIVITIES SUBORDINATE TO TRADOC (TR 10-5)**

U.S. Army War College

College

Strategic Studies Institute

Chief Information Office

Center for Strategic Leadership

U.S. Army Heritage and Education Center

TRADOC Analysis Center

TRAC-FLVN

TRAC-WSMR

TRAC-LEE

TRAC-MTRY

U.S. Army Nuclear and Chemical Agency (USANCA)

U.S. Army Aeronautical Services Agency (USAASA)