



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-BP

1 2 NOV 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel Award
Recommendations

1. References:

- a. Army Regulation 600-8-22 (Military Awards), 25 June 2015.
- b. DoD Manual Number 1348.33, Vol 1 (Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards), 23 November 2010, incorporating Ch 5, 15 May 2015.
- c. DoD Manual Number 1348.33, Vol 2 (Manual of Military Decorations and Awards: DOD Service Awards – Campaign, Expeditionary, and Service Medals), 23 November 2010, incorporating Ch 5, 15 May 2015.
- d. DoD Manual Number 1348.33, Vol 3 (Manual of Military Decorations and Awards: DOD-wide Performance and Valor Awards; Foreign Awards; Military Awards to Foreign Personnel and U.S. Public Health Service Officers; and Miscellaneous Information), 23 November 2010, incorporating Ch 2, 13 March 2015.
- e. U.S. Army Human Resources Command (USAHRC), Personnel Service Support Division, Military Awards Branch (MAB) Web site (<https://www.hrc.army.mil/TAGD/Awards%20and%20Decorations%20Branch>).

2. This memorandum supersedes TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendations, dated 21 Apr 2014, and provides policy, guidance, and information on processing award recommendations for foreign military personnel assigned or attached to TRADOC.

3. Policy.

- a. In accordance with reference 1a, paragraph 1-38i(3) and Table 1-3, CG, TRADOC is the approval authority, with no further delegation authorized, for award recommendations for foreign military personnel in the grade of O-6 and below assigned or attached to TRADOC for the following awards:

ATBO-BP

SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendations

- (1) The Meritorious Service Medal (MSM).
- (2) The Army Commendation Medal (ARCOM).
- (3) The Army Achievement Medal (AAM).

b. Higher level awards (Legion of Merit (LM) and above) require endorsement by CG, TRADOC prior to forwarding to the USAHRC, MAB for processing and final decision by the Secretary of the Army and Secretary of Defense.

c. Award recommendations must be submitted on DA Form 638, Award Recommendation, Apr 06 or later version. All other versions will be returned without action.

d. Lead time for submission of award recommendations of MSM and below on foreign military personnel to the TRADOC Military Awards Section is 90 days prior to the desired presentation date. LM award recommendation must be submitted 180 days prior to desired presentation date.

e. Foreign military personnel award recommendations must include a biography that provides full name, rank, complete date and place of birth, current résumé, previous U.S. decorations, and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché Office (USDAO) from the proposed awardee's parent country.

f. Concurrences from the U.S. Ambassador, USDAO, and Consolidated Adjudications Facility (CAF) are required before the award recommendation can be forwarded to the CG, TRADOC for decision.

4. Key Points.

- a. Reference 1d, Volume 3, provides policy, guidance, and approval authority.
- b. Reference 1a, paragraph 1-38, expands the criteria and provides detailed policy and guidance for submission of award recommendations for foreign military personnel.
- c. Do not inform foreign military personnel they have been recommended for an award.
- d. A proposed presentation date is required on the DA Form 638. However, do not schedule ceremonies or initiate invitations prior to award approval.

ATBO-BP

SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel Award
Recommendations

e. Ensure all required documentation and concurrences are included with award recommendation before forwarding through command channels to HQ TRADOC for further processing and final decision by CG, HQ TRADOC.

f. A nonconcurrence from any of the agencies (USDAO or CAF) constitutes a disapproval of the proposed award.

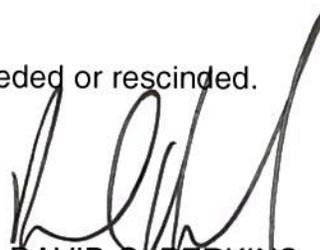
g. If an award is not approved prior to the proposed presentation date, the recommender should consider an alternative means of recognition such as a certificate of achievement, plaque, etc.

5. Responsibilities.

a. The office/recommender initiating and/or submitting the award recommendation is responsible for obtaining concurrences from both the U.S. Ambassador and USDAO from the proposed awardee's parent country, the CAF, and for ensuring additional information required, as stated in paragraph 3e above, is included prior to submitting the award recommendation to the TRADOC Military Awards Section. USDAO concurrence must come from the American Embassy and the USDAO in the proposed awardee's parent country.

b. Upon receipt of a foreign military personnel award recommendation, the TRADOC Military Awards Section is responsible for ensuring all required documentation is included.

6. This policy letter is effective until superseded or rescinded.



DAVID G. PERKINS
General, U.S. Army
Commanding

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SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel Award
Recommendations

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