



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #21 – **Awards**

1. References: AR 600-8-22, Military Awards
2. It is the intent of this command that Soldiers be awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:
  - a. Recommendations for awards must be based on specific achievements.
  - b. The conduct of the Soldier both on/off duty must be considered along with duty performance.
  - c. Awards for meritorious service (retirement or end of assignment) will be based on the Soldier's level of responsibility and manner of performance, not on rank.
  - d. Awards are a privilege, not a right.
3. Awards must be submitted to the unit NLT than the days prescribed schedule from the presentation date:

a. Letters of Appreciation or Commendation	7 days
b. Certificate of Achievement	7 days
c. Army Achievement Medal	30 days
d. Army Commendation Medal	60 days
e. Meritorious Service Medal	120 days
f. Legion of Merit	150 days
4. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will follow Battalion S-1 guidelines.

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5. All awards will be submitted through unit HR Clerk responsible for personnel actions.
6. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH  
CPT, AG  
Commanding