



DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

REPLY TO
ATTENTION OF

AETT-SGS

27 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Volunteer and Public Service Awards (Command Policy Letter 15)

1. References:

- a. AR 672-20, Incentive Awards, 29 January 1999
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993
- c. AR 600-8-22, Military Awards, 11 December 2006
- d. AE Reg 600-8-22, Military Awards, 4 May 2009
- e. AE Pamphlet 672-20, Incentive Awards Handbook, 2 June 2010

2. Volunteers continue to make tremendous contributions throughout the Army in Europe. They do more than accomplish specific tasks; they demonstrate compassion, commitment, and enthusiasm. In doing so, they help sustain and enrich our lives. Their success in helping us accomplish our mission and enhance our quality-of-life programs should be officially recognized.

3. Leaders are encouraged and empowered to recognize the great efforts of volunteers with appropriate awards. Several Department of the Army awards are available to the commander, from certificates of appreciation to Department of the Army awards for service with broader benefits. The enclosure lists several DA recognized awards that are available. Soldier volunteers are also eligible for the Military Outstanding Volunteer Service Award, which offers promotion points.

4. When a Soldier is to receive an award before leaving an organization, leaders should consider awarding the Soldier's spouse as well, especially when the spouse has served as a volunteer in support of our Soldiers and Families.

5. Preparing nominations for these awards is not hard – they are based solely on performance and not driven by an accumulation of hours worked. If the signature of the CG, USAREUR is desired on one of these awards, nominations must be submitted at least 90 days before the intended presentation date. Leaders must plan accordingly.

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6. Our volunteers often work behind the scenes. Because of this, their accomplishments may go unrecognized. I strongly encourage leaders to give these selfless individuals the recognition they deserve by nominating them for their volunteer and public service awards. This recognition will show that we appreciate those who dedicate their time to helping us.

7. Point of Contact is the Secretary of the General Staff at 475-8389



BRYAN L. RUDACILLE

Colonel, Infantry

Commanding

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DEPARTMENT OF THE ARMY VOLUNTEER AWARDS

Decoration for Distinguished Civilian Service

References: AR 672-20, paragraph 9-2, and DA Pamphlet 672-20, paragraph 5-6

Criteria: Individuals nominated for this award must have provided distinguished service that made a substantial contribution to the accomplishment of the Army's mission. Individuals eligible for this award include civilians not employed by the Army or Army Contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants

Nominating Procedures: Nominations must be submitted within 6 months after the end of the period of service to be recognized. Nominations must include a list of previous awards; a proposed citation of not more than 95 words; a description of the project, research, or service performed; the name of the activity in which the service was performed the dates of service and the relationship and value of the service to the Army.

Award: Gold medal, lapel button, and DA Form 7016 (Department of the Army Decoration for Distinguished Civilian Service Certificate).

Approval Authority: Secretary of the Army

Secretary of the Army Public Service Award

Reference: AR 672-20, paragraph 9-2-1

Criteria: Individuals nominated for this award must be private citizens, such as spouses of military members, who have provided exceptional public service to the Army that is deserving of greater recognition than that which may be granted by the commander of a major Army command (MACOM). Army civilian employees, military personnel, and Army contractors are not eligible for this award.

Nominating Procedures: Nominations must be forwarded to the Army Incentive Awards Board through USAREUR Command channels.

Award: Silver medal, lapel button and DA Form 7402 (secretary of the Army Public Service Award).

Approval Authority: Secretary of the Army

Award: Civilian Award for Humanitarian Service

Reference: AR 672-20, paragraph 8-8

Criteria: Individuals nominated for this award must have distinguished themselves by meritorious direct, "hands-on" participation in an act or operation of a humanitarian nature directed towards and individual or group of individuals. Nominations must include documentation that substantiates on-site participation in the humanitarian act or operation. Nominations should cover the period of service during which the individual performed significant humanitarian actions, deeds or achievements.

Nominating Procedures: Nominations should be submitted to the MACOM Commander or Secretary of the Army

Award: Medal, lapel button, and DA Form 5652 (Civilian Award for Humanitarian Service).

Approval Authority: MACOM Commander or Secretary of the Army

Award: Outstanding Civilian Service Award

Reference: AR 672-20, paragraph 9-3

Criteria: Individuals nominated for this award must have made a substantial contribution or is of significance to the MACOM concerned. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government Officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

Nominating Procedures: Nominations must be sent through the chain of command to the USAREUR leadership.

Award: Bronze medal, lapel button, and DA Form 7017 (Department of the Army Outstanding Civilian Service Certificate)

Approval Authority: Secretary of the Army or commanders in the rank of Major general and above.

Award: Commander's Award for Public Service

Reference: AR 672-20, paragraph 9-4

Criteria: Individuals nominated for this award must have provided service or made achievements that contributed significantly to the accomplishment of the mission of an Army activity, command, or staff agency. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government Officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

Nominating Procedures: Nominations must be sent through the chain of command to JMTC Commander.

Award: Bronze medal, lapel button, and DA Form 5231 (Commander's Award for Public Service Certificate).

Approval Authority: Any commander (Colonel and above) to include tactical commanders, commanders exercising courts-martial authority, principal officials of HQDA staff agencies, general officers, and members of the Senior Executive Service.

Military Outstanding Volunteer Service Medal (MOVSM)

Reference: AR 600-8-22, paragraph 2-23; and USAREUR Regulation 600-8-22, paragraph 18

Criteria: Individuals nominated for this award must be members of the U.S. Armed Forces or Reserve Components who performed outstanding volunteer community service of a sustained, direct, and consequential nature. The service must be to the civilian community, including the military family community; be significant in nature and produce tangible results; reflect favorably on the military service and the Department of Defense; and be sustained and direct in nature. Commanders should verify the hours of service with the installation volunteer coordinator. No specific hours criteria exist for this award, although the award is intended to recognize exceptional community support and to honor direct support of community activities.

Nominating Procedures: Nominations must be sent through the chain of command on DA Form 638 (recommendation for Award). Nominations should include substantiating documentation attached as enclosures to the recommendation, such as a record of hours contributed, letters of certificates from activity supervisors, or other proof of the service member's volunteer services.

Award: Medal set and ribbon. Categorized as a service award; no orders are issued and no certificate accompanies the award. However, commanders may present certificates of achievement or appreciation with the award.

Approval Authority: Commanders in the rank of lieutenant colonel and above.