HEADQUARTERS
MULTI-NATIONAL FORCE – IRAQ
BAGHDAD, IRAQ
APO AE 09342-1400

REPLY TO
ATTENTION OF:

Multi-National Force-Iraq Command (MNF-I) Policy Memorandum 04-01

MNFI-SP

MEMORANDUM FOR SEE DISTRIBUTION

1 2 SEP 2004

SUBJECT: Multi-National Force - Iraq (MNF-I) Wartime Awards Policy

1. REFERENCES:

a. DoD Manual 1348.33M, Manual for Military Decorations.

b. CCR 672-3, Decorations and Awards, 5 November 1999.

c. AR 600-8-22, Military Awards, 25 February 1995.

d. AR 670-1, Wear and Appearance of the Army Uniforms and Insignia, 5 September 2003.

e. Office of Deputy Chief of Staff, G-1, memorandum dated 14 May 2003, Subject: Request for Shoulder Sleeve Insignia-Former Wartime Service (SSI-FWTS) and Overseas Service Bars for Operation Iraqi Freedom (OIF).

f. HQDA Message, 011853Z Feb 02, Subject: Shoulder Sleeve Insignia for Former Wartime Service (SSI-FWTS) and Overseas Service Bars (OSB).

g. HQDA (AHRC-PDO-PA) MSG DTG 121305Z Nov 02, Second or Subsequent Award of the Combat Infantryman Badge and Combat Medical Badge.

h. HQDA (AHRC-PDO-PA) MSG DTG 150824Z Oct 03, Clarification of Criteria For Award of the Combat Medical Badge.

i. HQDA (AHRC-PDO-PA) MSG DTG 091135Z Jul 02, Clarification of Criteria For Award of the Purple Heart.

j. HQDA (AHRC-PDO-PA) Information Paper, Award of the Prisoner of War Medal-Operations Enduring and Iraqi Freedom.

k. MILPER Message 02-150, Reinstatement of the National Defense Service Medal.

l. HQDA (AHRC-PDO-PA) MSG DTG 1015265Z May 02, Clarification of the Eligibility Criteria for Award of the National Defense Service Medal.

m. HQDA (AHRC-PDO-PA) MSG DTG 3014232 Apr 03, Award of the Armed Forces Reserve Medal with M Device for Current Call-up Operation Iraqi Freedom.

n. HQ DA (AHRC-PDO-PA) MSG 141348Z Mar 02, Armed Forces Reserve Medal Additional Information OIF.

o. HQDA (AHRC-PDO-PA) MSG DTG 091135Z Jul 02, Award to Members of Other Services—Corrected Copy.

p. HQDA (AHRC-PDO-PA) MSG DTG 161134Z Apr 03, Wartime Versus Peacetime Service Awards for Wartime Theater.

q. HQDA (AHRC-PDO-PA) MSG dated 18 Feb 04, Wartime Awards Reporting.

r. HQ (AHRC-PDO-PA) MSG dated 17 Mar 04, Global War on Terrorism Expeditionary Medal and Global War on Terrorism Service Medal – Implementing Instructions.

s. CENTCOM Memorandum dated 15 May 04, Delegation of Awards Approval Authority (Corrected Copy).

t. HQ (AHRC-PDO-PA) MSG dated 6 August 04, Delegation of Wartime Approval Authority-Multi-National Force-Iraq.

u. HQ MNF-I (MNFI-CG) MEMO dated 12 September 04, Delegation of Wartime Awards Approval Authority-Multi-National Corps-Iraq and Subordinate Units.

v. HQ MNF-I (MNFI-CG) MEMO dated 12 September 04, Delegation of Wartime Awards Approval Authority-Multi-National Security Transition Command-Iraq (MNSTC-I).

w. HQ MNF-I (MNFI-CG) MEMO dated 12 September 04, Delegation of Wartime Awards Approval Authority-Gulf Region Division Corps of Engineers.

x. HQDA (AHRC-PDO-PA) LTR DTG 15 July 04, Policy changes to the Combat Medical Badge.

y. CJCSI 1101.01C, Chairman of the Joint Chiefs of Staff Civilian Awards Program, 5 January 2000.

z. CENTCOM Memorandum dated 15 Dec 03, Delegation of Awards Approval Authority.

aa. MILPER Messages and HQDA (AHRC-PDO-PA) messages are available On-Line at Military Awards Branch website https://www.perscomonline.army.mil/tagd/awards/index.htm.

2. Purpose: This policy memorandum establishes procedures for administering the MNF-I Awards Program for units in support of OPERATION IRAQI FREEDOM. It applies to personnel and units assigned, attached, or Operational Control (OPCON) to MNF-I.

3. Awards Guidance: It is the Commander MNF-I's intent that all soldiers deserving an award leave the theater with award in hand.

a. Processing: Commanders of units task organized under MNF-I will process requests through the MNF-I Deputy Chief of Staff, Personnel (DCSPER) for those awards not covered by their respective delegated award approval authority. Faxed or scanned documents are acceptable.

b. Awards Submission Timelines:

(1) Army awards to U. S. Army Soldiers and Joint awards for all Services: Award Recommendations for Army Silver Star (SS) and below and Joint Defense Meritorious Service Medal (DMSM) and below should be submitted to MNF-I DCSPER NLT 30 days prior to departure. Recommendations above SS or DMSM should be submitted NLT 90 prior to departure to ensure sufficient time for processing at higher levels.

(2) Army awards to Sister Services: Those desiring to submit awards for members of other services need to submit NLT 60 days in advance to allow for processing at service headquarters as defined in the Iraqi Theater of operation.

(3) Army awards to Foreign Military: Those desiring to submit awards to military members of other nations need to submit NLT 90 days in advance.

c. Awards Submissions:

(1) Awards Criteria: See appendix D (Award criteria) for Army and Joint awards not covered in this policy can also be found in references 1a thru 1d above.

(2) Recommendation Requirements:

(a) Signature: All valor award recommendations will route through a Flag Officer for signature; all SS and above award recommendations will at a minimum be signed by a division level commander or equivalent MG staff principal; all other award recommendations will at a minimum have an O-6 signature prior to turn-in to MNF-I DCSPER. Those organizations without an appropriate level officer will route recommendations through the Chief of Staff for signature.

(b) Forms/Narrative/Citations: See Appendix E (Examples) for specifications and examples. Narratives need to distinguish an individual's accomplishments and should be unique to the individual recommended. Award recommendations should not be "cookie cutter". Cookie cutter awards are several awards from a particular unit or section that look exactly alike except for the name and duty position. Cookie cutter award recommendations will lose the vote of the recommender and intermediate authorities and are subject to disapproval or downgrade.

(3) SVC vs. ACH:

(a) TDY/TCS/ Deployment: The general rule of thumb for submitting individuals for awards for 6 months or less is categorized as Achievement to allow the parent command of the individual to recognize service prior to and after deployment. Anything over 6 months is generally considered as recognition for Service unless it would also interfere with the parent unit's ability to recognize service time before deployment.

(b) PCS/Mobilization: Service awards are based on accomplishments during an entire tour of duty. Anything less than the whole time on station would generally be considered for Achievement.

d. Impact Awards: An impact award is a personal decoration for a specific act or accomplishment of such magnitude that immediate recognition is necessary to fully reward the performance being cited. The awards approval authority must have personal knowledge of the act or accomplishment, whether by having observed the act, or by having it immediately reported to him/her by a reliable eyewitness or other dependable source. If a commander personally approves the impact award "on the spot", an appropriate Form (DA Form 638, CC Form 25), short narrative, and final citation should be prepared and submitted to the appropriate orders issuing authority by the service member's chain of supervision with in 7 days of approval. Indicate "Impact Award" in pen at the bottom of the form, narrative, and citation. Only impact awards may be processed in this manner. All other routine award recommendations must be processed through the delegated awards approval authority.

e. Reconsideration of Previously Disapproved or Downgraded Awards: Recommending officials may request reconsideration of a disapproved or downgraded award within 60 days from the date of the approving authority's decision. Reconsideration requests will be submitted by memo through the appropriate orders issuing authority to the approval authority. The memo will cite specific reasons or new evidence supporting award and will have the original award recommendation attached. Such recommendations will be considered on a case-by-case basis. A one-time reconsideration by the approval authority shall be final.

f. Peacetime Awards: In accordance with reference 1p & 1t, the Meritorious Service Medal (MSM), and Army Achievement Medal (AAM) are peacetime awards and will not be awarded for service in the wartime theater of operations. These award recommendations will be processed through the Soldier's normal peacetime chain of command. If a Soldier, due to PCS/ETS/RET, was also actively engaged in support of OIF, they can be recommended for a wartime achievement award if the commander deems their actions warrant such an award. Commanders are reminded of the rules pertaining to duplicate recognition as outlined in reference 1c, para 1-18.

g. Wartime Awards:

(1) OIF Area Of Responsibility (AOR): For Army wartime awards approval purposes, the AOR for OPERATION IRAQI FREEDOM is defined as areas within Iraq, Kuwait, Qatar, Bahrain, United Arab Emirates, Oman, Saudi Arabia, Jordan, and Egypt effective 19 March 2003. The definitions may change as the situation dictates.

(2) Approval Delegations: Also See Appendix A (Delegation Chart).

(a) COMMNF-I: In accordance with reference 1c & 1t above, Commander, Multi-National Forces – Iraq (MNF-I) is delegated authority to award the Silver Star (SS), Legion of Merit (LOM), Distinguished Flying Cross (DFC), Soldiers Medal (SM), Bronze Star Medal (BSM), Air Medal (AM), and Army Commendation Medal (ARCOM), to include Combat Infantry Badge (CIB) and Combat Medical Badge (CMB) to U.S. Military Personnel assigned, attached or OPCON to MNF-I for OIF. COMMNF-I is authorized to award SS, DFC, SM, BSM, AM, and ARCOM to Foreign Military Personnel in grades of O-6 and below. In addition, COMMNF-I is delegated unit awards approval authority of the Valorous Unit Award and the Meritorious Unit Commendation.

(b) COMMNC-I: In accordance with reference 1c, 1t & 1u above, Commander, Multi-National Corps – Iraq (MNC-I) is delegated authority to award the SS, DFC, SM, BSM, AM, and ARCOM, to include CIB and CMB to U.S. Military Personnel assigned, attached or OPCON to MNC-I for OIF. In addition, COMMNC-I is authorized to award SS, DFC, SM, BSM, AM, and ARCOM to Foreign Military Personnel in grade of O-6 and below.

(c) Other Lieutenant General (LTG) Commanders: In accordance with reference 1u & 1v above, LTG Commanders are delegated authority to award the BSM, AM, and ARCOM, to include CIB and CMB, to U.S. Military Personnel assigned, attached or OPCON to their command for OIF. These same positions are delegated disapproval authority for the SS, DFC, and SM.

(d) Major General (MG) Commanders or Brigadier General (BG) Commanders in a MG Commander Position: In accordance with reference 1c, 1u & 1w above, MG Commander positions are delegated authority to award the BSM, AM, and ARCOM, to include CIB and CMB, to U.S. Military Personnel assigned, attached or OPCON to their command for OIF. These same positions are delegated disapproval authority for the SS, DFC, and SM.

(e) BG and Colonel (COL) level Commanders: In accordance with reference 1c & 1u above, BG Commanders and Colonel-level Command positions (not Colonels serving as commanders of Joint Task Forces and other joint units) are delegated authority to award the ARCOM, to include CIB and CMB, to U.S. Military Personnel assigned, attached or OPCON to their command for OIF. These same commanders are delegated disapproval authority for the BSM.

(f) Purple Hearts (PH): In accordance with reference 1i & 1t above, commanders in the rank of Brigadier General and above who have troops committed to the combat operation and hospital commanders (not field hospital commanders) receiving casualties are delegated authority to award the PH to Soldiers who are wounded as the direct result of enemy action and are evacuated to their location.

(g) TACON Units: Wartime award approval authority for units TACON to MNF-I is US Army Human Resources Command (AHRC), ATTN: HRC-PDO-PA, 200 Stovall Street, Alexandria, Virginia 22332-0471. Awards will be processed through CDR, USCENTCOM to AHRC for approval.

(h) Termination of Delegation: In accordance with reference 1c, 1t, & 1u above, authority to award wartime awards will be reviewed regularly as the tactical situation dictates and automatically terminates 180 days after completion of combat operations. Further delegation will be authorized if deemed appropriate by the Army Leadership. Commanders delegated wartime awards approval authority by COMMNF-I will retain that authority only while they remain in the theater of operations. Upon the commander's re-deployment, COMMNF-I will withdraw that authority in writing. Commanders will be given 90 days to complete any awards that were put in to channels prior to termination of wartime awards approval authority. After that time, Wartime award recommendations will be forwarded through the unit's peacetime chain of command to AHRC for processing.

(3) Awards Higher than COMMNF-I Approval Authority: In accordance with reference 1c, 1t, & 1u above, recommendations for the Distinguished Service Medal, Distinguished Service Cross and Medal of Honor will be forwarded through the Commander MNF-I to Commander AHRC for processing.

4. Procedural Guidance for the following awards:

a. Purple Hearts/Posthumous: In accordance with reference 1c & 1i above, commanders are responsible for completing the PH and any service awards in time for them to be transported with the Soldier. In the event that this timeline cannot be met, a DA Form 638, a narrative, and citation for the service award and all necessary documentation for the PH will be forwarded to AHRC within 24 hours of the incident. AHRC, in accordance with procedures outlined in reference 1b, paragraphs 2-8 and 2-17, is responsible for processing the PH awards for Soldiers Killed In Action (KIA) or Wounded in Action (WIA) and medically evacuated directly to the Continental United States. Units under MNC-I will forward all PH and service awards to MNC-I C1 for forwarding to AHRC, all other units will forward the award to MNF-I DCSPER for forwarding. Posthumous awards will be handled in an expeditious manner to ensure AHRC has sufficient time to process the award in time for the funeral of the individual concerned. Documentation can be either faxed or emailed to MNF-I/MNC-I.

(1) Timeline: Commander, MNF-I and those commanders delegated award approval authority will complete all PH recommendations for those Soldiers WIA and not medically evacuated from the theater of operation for additional treatment within seven (7) calendar days of the incident. Commanders will complete all KIA, or WIA and medically evacuated out of theater to MNF-I/MNC-I within 12 hours of the incident for forwarding to AHRC.

(2) Documentation: Required documentation used to determine eligibility and processing of the PH will include DA Form 4187 or memorandum, Casualty Report, by-name listing of soldiers recommended (multiple submissions) and Verification of Wounds documents from the Medical Treatment Facility (MTF).

(3) Civilians: The PH is not authorized for civilian personnel. Civilian personnel injured or killed in the line of duty may be recommended for the Secretary of Defense, Defense of Freedom Medal (DOFM). This award can also be awarded to contractors at the discretion of the Secretary of Defense. Information on the DOFM can be found at http://cpol.army.mil/permiss/5487.html.

b. Prisoner of War (POW) Medal: In accordance with reference 1j, the Repatriation and Family Affairs Division (RFAD) and AHRC are responsible for the processing of the POW Medal, which is authorized for any person, who while serving in the capacity of the Armed Forces, was taken prisoner or held captive. The Commander, AHRC is the approval authority for the POW Medal after determination of prisoner of war status by the RFAD. The medal will not be awarded until after the Soldier is repatriated. Criteria for this award are as follows:

(1) The POW Medal shall be issued only to those taken prisoner by an enemy during armed conflict. Hostages of terrorists and persons detained by governments with which the United States is not engaged actively in armed conflict are not eligible for the medal.

(2) Prisoners of war whose conduct is not in accordance with the Code of Conduct and whose actions are documented by U.S. Military records are not eligible for the medal.

(3) No more than one medal is authorized. Service stars will signify subsequent awarding of the medal.

(4) The POW medal may be awarded posthumously irrespective of the length of the captivity period.

c. Combat Infantryman Badge (CIB) and Combat Medical Badge (CMB): In accordance with reference 1g, only one award of the CIB and CMB is authorized for soldiers in support of the Global War on Terrorism Campaign regardless of number of OEF/OIF rotations served. Commanders will ensure procedures outlined in references 1c, 1d, 1g, 1h, and 1x are followed. Requests will include a copy of deployment orders and a DA Form 4187 or memorandum listing each soldier by complete name, social security number, MOS, SMOS, BN/CO assigned and description of incident.

(1) CIB: The CIB may be awarded only to Infantry and Special Forces Officers and Enlisted Soldiers (other than Special Forces Medics) who satisfactorily perform Infantry or Special Forces duties in active ground combat while assigned to an Infantry or Special Forces unit.

(2) CMB: Subsequent to 11 Sep 01 the CMB may be awarded to medical personnel assigned, attached, or OPCON to any ground combat arms units (not to include members assigned or attached to aviation units) of brigade or smaller size, who satisfactorily perform medical duties while the unit is engaged in actual ground combat, provided they are personally present and under fire.

d. Assault Landing Credit (ALC) Requirements: In accordance with reference 1c above, units requesting ALC will submit a memorandum to Commander, MNF-I for approval upon meeting the requirements in reference 1c, para 7-25. The memorandum will contain the following: size and composition of the force involved, lists of units that participated in the assault landing mission, length of the operation, the relationship between the tactical operations of the unified command controlling the operation, the beginning and ending date of the assault operation, enemy situation and reaction. Not later than 60 days after approval by the Commander, MNF-I, the data listed above will be submitted to AHRC. AHRC will forward the information to Office of the Deputy Chief of Staff, G3 and the U.S. Army Center of Military History for confirmation. Upon confirmation, AHRC will publish orders announcing ALC.

e. Campaign Participation Credit Requirements:

(1) An Army unit will be deemed to have participated in combat if they actually engaged the enemy in combat, if they were stationed in a designated combat zone, or if they performed duties either in the air or on the ground in any part of the combat zone at any time during the designated period of the respective battle, campaign or expedition.

(2) Commanders in paragraph 3g(2) will provide the MNF-I DCSPER a listing of subordinate units (Microsoft Excel) under their command, on a monthly basis by Unit's Full Name, UIC, Arrival/Departure Dates In/Out of the AOR along with each unit's assigned and authorized strength and movement orders. The MNF-I DCSPER will consolidate the information provided and upon completion of hostile actions or official naming of the campaigns, prepare required documentation and forward to AHRC.

f. Joint Awards:

(1) In accordance with reference 1s & 1z, COMMNF-I, COMMNC-I, and COMISG are delegated authority to approve the Defense Meritorious Service Medal (DMSM) and below for personnel

assigned and augmented against the headquarters joint manning document (JMD). Service units or individuals under operational control of the commands are not authorized joint awards, but retain eligibility for individual decorations and unit awards from their parent Service.

(2) In order to be considered for joint awards, MNF-I personnel must be filling authorized billets for 30 or more consecutive days on the joint manning documents. Time period of award recommendation will coincide with time filling authorized billet.

(3) Eligibility for Joint Awards will be verified in Block 7, JMD paragraph and line number, of the CENTCOM Award Form (CC Form 25). Staff Sections will annotate the authorized billet number from the JMD. Any personnel augmenting MNF-I, not filling an authorized billet, will not be eligible for a joint award. Verification is required by signature on the CC Form 25 by the recommender.

(4) Commanders above also have approval authority for the Joint Civilian Service Commendation Award (JCSCA) and the Joint Civilian Service Achievement Award (JCSAA) for all assigned Civilian Personnel. See Appendix E for examples of recommendations. Additional information can be found in reference 1y above.

g. Service Awards: The following service awards have been approved:

(1) National Defense Service Medal (NDSM): Is authorized in accordance with reference 1k& 1l above.

(2) Global War on Terrorism Medals: In accordance with reference 1r, the Global War on Terrorism Expeditionary (GWOTEM) and Service Medals (GWOTSM) are authorized for all members of the Armed Forces of the United States serving in the area of eligibility or in support of Global War on Terrorism Operations, on or after September 11, 2001 to a date to be determined. For implementation criteria see reference mentioned above.

(3) Armed Forces Reserve Medal: In accordance with references 1m and 1n, the Armed Forces Reserve Medal with "M" Device for eligible reserve component soldiers who are mobilized in support of OIF.

(4) Shoulder Sleeve Insignia – Former Wartime Service (SSI-FWTS): Is authorized in accordance with reference 1d para 28-17 and Appendix F, 1e, & 1f according to the following provisions:

(a) OPERATION IRAQI FREEDOM. Effective 19 March 2003 for Soldiers assigned to units participating in OIF. Soldiers will have been deployed in the CENTCOM area of operations, or participated in OIF while deployed in Turkey or Israel. Soldiers who were deployed in the area of operations on training exercises or in support of operations other than OIF are not authorized the SSI-FWTS, unless those exercises or operations became combat or support missions to OIF.

(b) The following guidance in order of precedence is provided for determining the appropriate SSI for wear as the SSI-FWTS.

(1) A deployed unit that is authorized to wear a SSI in its own right per AR 670-1, para 28-16 will wear that unit's SSI as the SSI-FWTS regardless of whether the Headquarters element deploys.

(2) When a unit not entitled to its own SSI deploys, the command relationship in order of precedence determines which SSI soldiers wear. Units or individuals who deployed with, attached to, or were OPCON to a unit in the CENTCOM AOR will wear the unit to which they were deployed with, attached to, or OPCON.

(3) A task force created of soldiers from different units, formed specifically for the purpose of accomplishing a mission assigned by a higher headquarters, will wear the Third Army SSI.

(4) Soldiers who are cross-leveled, attached, augmented to deploying units, or TDY will wear the same SSI-FWTS worn by members of the deployed unit to which attached or OPCON. This does not apply to members of the Trial Defense and CIDC, who will wear the SSI of their respective command as their SSI-FWTS.

(5) Soldiers deployed within the CENTCOM AOR who do not fall into one of the above categories will wear the Multi-National Force-Iraq SSI.

(6) Soldiers authorized to wear more than one SSI-FWTS may choose which SSI-FWTS they wear. Soldiers may also elect not to wear the SSI-FWTS. There are no orders issued for wear of the SSI-FWTS. In accordance with AR 600-8-104, military personnel officers may use documents such as orders, manifests, pay-related documents, DA Forms 4187, or memorandums signed by the commander to properly annotate soldier records with entries for combat service and overseas bars.

(5) Overseas Service Bar: is authorized in accordance with reference 1d para 28-28(13), & 1f above, for each 6-month period of Federal Service as a member of a U.S. service deployed in the CENTCOM AOR as defined in paragraph 4a. The months of arrival to and departure from the area of operation are counted as whole months. Soldiers who serve as members of a U.S. Armed service for periods of less than 6 months, that otherwise meet the requirements for the award of Overseas Service Bars, may combine periods by adding the number of months to determine creditable service toward the total of Overseas Service Bars.

h. Unit Awards: In accordance with reference 1c, paragraphs 7-13 through 7-15, & 1u above, Presidential Unit Citation recommendations will be initiated by the requesting commander and forwarded through MNF-I DCSPER Awards to AHRC for processing. Valorous Unit Award and Meritorious Unit Commendation recommendations will be initiated by the requesting commander and forwarded through MNF-I DCSPER Awards to CDR, MNF-I for approval.

i. Awards and decorations for Foreign Nationals: In accordance with reference 1b, above, joint awards are not authorized for foreign military personnel; however, they are eligible for consideration for service component awards. IAW reference 1t and 1u, COMMNF-I and COMMNC-I have been delegated authority to approve Army award recommendations (except LOM) as outlined in paragraph 3g(2) of this policy for foreign military personnel in the ranks comparable to grade of O6 or equivalent and below. All Army awards recommendations for LOM or for grades above Colonel must be forwarded through COMMNF-I to AHRC for processing. Appropriate clearances (as outlined in ref 1a) must be received prior to approval of award recommendations. Award recommendations will be processed IAW Appendix B (Awards to Foreign Personnel).

j. Awards to Sister Service Members: In accordance with reference 1o &1t, above, Wartime awards will not be made to a member of another service without concurrence from the military department concerned. Award recommendations will be processed IAW Appendix C (Awards to Sister Services).

k. Certificates of Achievement (COA): In lieu of individual decorations described above, individuals may receive a COA. The COA is awarded to civilians, US and Foreign Soldiers for periods of faithful service or acts of achievement. The approval authority for COA's to Foreign Soldiers is CDR, MNF-I and is requested in writing to MNF-I DCSPER. See Appendix E for example. MNF-I Chief of Staff and Staff principles have the authority to award the MNF-I COA to civilians and US Soldiers on behalf of the CDR, MNF-I. Requests for CDR MNF-I signature will be submitted in writing to MNF-I DCSPER. Certificate template can be obtained from MNF-I DCSPER Awards. Subordinate commands may establish their own COA if desired.

5. Wartime Award Certificate and Medal set requisition: Initial requests for wartime award medal sets can be submitted thru chain of command channels to the MNF-I DCSPER. Upon a new commands arrival into the AOR, the unit will provide the Department of Defense Activity Address Code (DODAAC) information thru chain of command channels to the MNF-I DCSPER. DODAACs for delegated approval authorities must be coded to allow for the delegated commands to requisition their own medal sets. Units leaving the AOR will have their DODAAC information revoked after the approval authorities depart the AOR. The following wartime award certificates can be requested thru chain of command channels from the MNF-I DCSPER via memorandum:

a. DA Form 4980-4 Silver Star (SS).

b. DA Form 4980-6 Soldiers Medal (SM).

c. DA Form 4980-7 Distinguished Flying Cross (DFC).

d. DA Form 4980-5 Bronze Star Medal (BSM).

e. DA Form 4980-9 Air Medal (AM).

f. DA Form 49-80-14 Army Commendation Medal (ARCOM).

g. DA Form 4980-10 Purple Heart (PH).

6. Awards Reporting: In accordance with reference 1q above, awards presented in recognition of service for valor and achievement will be accurately recorded so that data may be captured for historical and policy evaluation purposes. Each Major Subordinate Command (MSC) will provide the MNF-I DCSPER Awards, on a monthly basis, a Wartime Awards Approval Report consisting of awards processed by the MSC and its subordinate units. The report will include the number of decorations awarded indicating awards presented by rank, category (valor, service, achievement), and by component (active, reserve, national guard), also a by name alphabetical listing of all valor awards will be included. The report should also include the number of combat badges and PHs awarded in connection with the operation. In accordance with reference 1t, copies of all approved SS certificates, citations, and orders will be forwarded with the monthly report. In addition, a wartime awards stockage report will accompany the

monthly report. The cut-off for the monthly wartime report is the last day of the month. MSCs will submit reports to MNF-I DCSPER Awards by the 10th working day of the following month.

7. To preserve the integrity of the Army Awards Program and to ensure meaningful recognition for truly deserving soldiers, special care should be exercised so that military decorations for meritorious and valorous achievement or service are only approved for those who truly distinguish themselves from among their comrades by exceptional performance in combat or in support of combat operations. To ensure maximum benefit from the MNF-I Awards Policy, it is the responsibility of the supervisory chain to ensure that outstanding performance and contributions are recognized during the member's tour of duty.

8. For clarification of guidance provided, contact CPT Czap or SFC Kraft at MNF-I DCSPER Awards (MNFI-SP) or DSN 318-822-1100.

GEORGE W CASEY, JR.
General, US Army
Commanding

Encls
Appendix A Delegation Chart
Appendix B Awards to Foreign Personnel
Appendix C Awards to Sister Services
Appendix D Awards Criteria
Appendix E Examples

DISTRIBUTION: A

Appendix A: (Delegation Chart) MNF-I Wartime Awards Policy

☒ = AUTHORIZED TO AWARD						
Medal of Honor	☒					
Distinguished Service Cross	☒					
Distinguished Service Medal	☒					
Silver Star	☒	☒	☒			
Legion of Merit (SVC/ACH)	☒	☒				
Legion of Merit (Ret)	☒	☒	☒			
Distinguished Flying Cross	☒	☒	☒			
Soldier's Medal	☒	☒	☒			
Bronze Star Medal for Valor	☒	☒	☒	☒	☒	
Bronze Star Medal (SVC/ACH)	☒	☒	☒	☒	☒	
Purple Heart *(SEE NOTE 5)*	☒	☒	☒	☒	☒	☒ BG ONLY
Air Medal for Valor	☒	☒	☒	☒	☒	
Air Medal (SVC/ACH)	☒	☒	☒	☒	☒	
ARCOM for valor	☒	☒	☒	☒	☒	☒
ARCOM (SVC/ACH)	☒	☒	☒	☒	☒	☒
Combat Infantryman Badge	☒	☒	☒	☒	☒	☒
Combat Medical Badge	☒	☒	☒	☒	☒	☒

☒ = AUTHORIZED TO AWARD					
Defense Meritorious Service Medal	☒	☒	DELEGATIONS PENDING FROM CDR, U.S. CENTCOM		☒
Joint Service Commendation Medal	☒	☒			☒
Joint Service Achievement Medal	☒	☒			☒
Joint Civilian Service Commendation Award	☒	☒			☒
Joint Civilian Service Achievement Award	☒	☒			☒

Appendix A: (Delegation Chart) MNF-I Wartime Awards Policy

NOTES:

1. GEN CASEY, CDR, MULTINATIONAL FORCE – IRAQ IS DELEGATED AUTHORITY TO AWARD THE SILVER STAR AND BELOW TO U.S. AND FOREIGN MILITARY PERSONNEL ASSIGNED, ATTACHED OR OPCON TO HIS COMMAND. THE AUTHORITY TO AWARD THE SILVER STAR AND BELOW (EXCLUDING THE LEGION OF MERIT) TO U.S. AND FOREIGN MILITARY PERSONNEL IS FURTHER DELEGATED TO LTG METZ, CDR MNC-I; AND WILL TERMINATE UPON INCUMBENT'S RELINQUISHMENT OF COMMAND. THE AUTHORITY TO FURTHER DELEGATE AWARDS RESIDES SOLELY IN CDR, MNF-I.

2. AUTHORITY TO AWARD THE ARMY BRONZE STAR MEDAL WITH "V" DEVICE AND BELOW TO U.S. MILITARY PERSONNEL IS DELEGATED TO ARMY LIEUTENANT GENERAL COMMANDERS, MAJOR GENERAL COMMANDERS OR BRIGADIER GENERALS SERVING IN MG COMMANDER POSITIONS. COMMANDERS, MNSTC-I AND GRD, ARE DELEGATED AUTHORITY TO AWARD THE ARMY BRONZE STAR MEDAL WITH "V" DEVICE AND BELOW TO U.S. MILITARY PERSONNEL ASSIGNED, ATTACHED, OR UNDER OPERATIONAL CONTROL TO THEIR COMMAND

3. ARMY COMMANDERS IN THE RANKS OF BG AND COLONEL (COL), OF SEPARATE UNITS, ARE DELEGATED AUTHORITY TO AWARD THE ARMY COMMENDATION MEDAL, CIB, AND CMB TO U.S. MILITARY PERSONNEL UNDER THEIR COMMAND.

4. RECOMMENDATIONS FOR AWARD OF THE MEDAL OF HONOR, DISTINGUISHED SERVICE CROSS, AND DISTINGUISHED SERVICE MEDAL WILL BE FORWARDED TO USA HRC FOR CONSIDERATION BY THE ARMY DECORATIONS BOARDS.

5. COMMANDERS IN THE RANK OF BG AND ABOVE WHO HAVE TROOPS COMMITTED TO THE COMBAT OPERATION AND HOSPITAL COMMANDERS (NOT FIELD HOSPITAL COMMANDERS) RECEIVING CASUALTIES ARE DELEGATED AUTHORITY TO AWARD THE PURPLE HEART (PH) TO SOLDIERS WHO ARE WOUNDED AS THE DIRECT RESULT OF ENEMY ACTION. REQUESTS FOR EXCEPTIONS TO POLICY FOR AWARD OF THE PH WILL BE FORWARDED THROUGH THE CHAIN OF COMMAND TO HQ, USA HRC (AHRC-PDO-PA) FOR DECISION.

6. AS OF 15 May 2004, COMMANDERS, MNF-I AND MNC-I, ARE DELEGATED THE AUTHORITY TO APPROVE THE DEFENSE MERITORIOUS SERVICE MEDAL AND BELOW TO PERSONNEL ASSIGNED OR AUGMENTED AGAINST THEIR RESPECTIVE HEADQUARTERS JOINT MANNING DOCUMENT. SERVICE UNITS OR INDIVIDUALS UNDER OPERATIONAL CONTROL OF THEIR COMMANDS ARE NOT AUTHORIZED JOINT AWARDS. ADDITIONALLY, THEY ARE DELEGATED THE AUTHORITY TO APPROVE THE JOINT CIVILIAN SERVICE COMMENDATION AWARD AND THE JOINT CIVILIAN SERVICE ACHEIVEMENT AWARD FOR ALL ASSIGNED CIVILIAN PERSONNEL.

7. AS OF 15 DECEMBER 2003, COMMANDER,ISG, IS DELEGATED THE AUTHORITY TO APPROVE THE DEFENSE MERITORIOUS SERVICE MEDAL AND BELOW TO PERSONNEL ASSIGNED OR AUGMENTED AGAINST HIS RESPECTIVE HEADQUARTERS JOINT MANNING DOCUMENT. SERVICE UNITS OR INDIVIDUALS UNDER OPERATIONAL CONTROL OF HIS COMMAND ARE NOT AUTHORIZED JOINT AWARDS. ADDITIONALLY, HE IS DELEGATED THE AUTHORITY TO APPROVE THE JOINT CIVILIAN SERVICE COMMENDATION AWARD AND THE JOINT CIVILIAN SERVICE ACHEIVEMENT AWARD FOR ALL ASSIGNED CIVILIAN PERSONNEL.

Appendix B: (Awards to Foreign Personnel) MNF-I Wartime Awards Policy

Processing Award Recommendations for Foreign Personnel

1. Applicability: This annex establishes procedures for administering the MNF-I Foreign Awards Program. It applies to units assigned, attached or OPCON to MNF-I.

2. General: It is the Department of Defense's policy to recognize individual acts of heroism, extraordinary achievement or meritorious achievement on the part of service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by Armed Forces of the United States.

3. Decorations to Foreign Nationals:

a. General flag officers of a foreign nation are authorized to receive wartime award, however approval authority is the Secretary of Defense. Foreign military personnel in ranks comparable to the grade of O6 and below at the time the act was performed and at the time the decoration is presented may be recommended for awards as follows.

(1) The Silver Star (SS), the Distinguished Flying Cross (DFC), the Bronze Star (BSM), and the Air Medal (AM) for valorous acts in combat in direct support of operations shall be based on an act or service that would satisfy the criteria governing the award of the decoration to a member of the Armed Forces of the United States. The Soldiers Medal (SM) for heroic acts in direct support of operations, but not involving actual combat.

(2) The Legion of Merit (LOM) is awarded to individuals who distinguish themselves by "exceptional meritorious conduct in performance of outstanding service" to the United States. The Legion of Merit is awarded in four degrees: Degree of Chief Commander, Degree of Commander, Degree of Officer and Degree of Legionnaire. Definitions of these degrees can be found in chapter 8, DoD 1348.33-m, Manual of Military Decorations & Awards, Sep 96. The Secretary of Defense is the approval authority.

(3) Award of the Army Commendation Medal (ARCOM) may be awarded to members of the Armed Forces of a friendly nation who distinguished themselves by extraordinary achievement or meritorious service that has been of mutual benefit to a friendly nation and the United States.

b. Joint awards will not be awarded to foreign military personnel; they may only be considered for Service Component Awards.

4. The Commanders, MNF-I, and MNC-I have the authority to award decorations to members of armed forces of friendly foreign nations in the grade of Colonel and below. This authority may not be further delegated.

5. Delegated Commanders will review award recommendations for validity and ensure appropriate clearances have been obtained from respective embassies and the provisions of reference AR 672-7(C), Armed Forces Decorations and Foreign Military Personnel, Chapter 8 are met. The following concurrences are required:

a. Statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned) of the country on the recipient of the award.

b. Statement of concurrence from the Defense Intelligence Agency (DIA) on the recipient of the award.

c. Statement of concurrence from the U.S. Army Central Personnel Security Clearance Facility (CCF) on the recipient of the award.

d. Additional documentation supporting the recommendation, as needed.

6. MNF-I DCSPER, and MNC-I C1 will secure concurrences as reflected above prior to approval and/or presentation and will forward all General flag officer or LOM recommendations to Army Human Resources Command, Military Awards Branch (AHRC-PDO-PA) for final processing. MACOMs without approval authority will forward recommendations to MNF-I DCSPER Awards for final processing and approval. The following documents are required for submission of each recommendation forwarded:

a. DA Form 638, Recommendation for Award (IAW Appendix E).

b. Narrative/Justification (based on level of recommendation).

c. Proposed Citation (based on level of recommendation).

b. Biographic sketch on the individual to receive the award. (IAW Appendix E)

7. Process of awards is as follows. Orders issuing authority will route the recommendation to the approval authority, once received, for decision and signature. Once obtained, concurrences will be obtained for approved award. The award will be completed after all concurrences are obtained and are favorable. Orders issuing authority will issue a permanent order, complete Part V of DZ Form 638, and complete certificate for signature. Awards will be terminated and returned if at any time the approval authority disapproves the award or a non-favorable concurrence is received from either of the above organizations.

Appendix C: (Awards to Sister Services) MNF-I Wartime Awards Policy

Processing Army Award Recommendations for Sister Services

1. Applicability: This annex establishes procedures for administering the MNF-I Sister Services Awards Program. It applies to units assigned, attached or OPCON to MNF-I.

2. General: It is MNF-I's command policy to recognize individual acts of heroism, extraordinary achievement or meritorious achievement on the part of service members of all the Armed Forces of the U.S. when such acts have been of significant benefit to the United States Army or materially contributed to the successful execution of a military campaign by Armed Forces of the United States Army.

3. A wartime award will not be made to a member of another military service without concurrence from the military department concerned. Recommendations will first be sent to the approval authority for decision and signature. Once obtained, the necessary concurrences will be requested by forwarding the approved recommendation and memorandum request for concurrence directly to the headquarters of that service. The addresses, Telephone/Fax numbers and points of contact for the Navy, Marine Corps, and Air Force are as follows:

a. UNITED STATES NAVY:

CHIEF OF NAVAL OPERATIONS (N09B13)
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000
POC: CHRISTINE ROBINSON
COMM: (202) 685-1766 [CHRISTINE.ROBINSON@NAVY.MIL]
DSN: 312-325-1766
FAX: (202) 685-1761

b. UNITED STATES MARINE CORPS:

COMMANDANT
UNITED STATES MARINE CORPS
MANPOWER AND RESERVE AFFAIRS
CODE: MMMA
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103
POC: CAPT J.K. ROBERTS
COMM: (703) 784-93426/9343 [ROBERTSJK@MANPOWER.USMC.MIL]
DSN: 312-278-9342/9343
FAX: (703) 784-9866

c. UNITED STATES AIR FORCE:

DEPARTMENT OF THE AIR FORCE
USCENTAF,
20 MSS/DPMPE
504 SHAW DR., BLDG 1118
SHAW AFB, SC 29152-5028
POC: TSGT JAMES BETTS
COMM: (803) 895-8745/46 [JAMES.BETTS@SHAW.AF.MIL]

DSN: 312-965-8745/46
FAX DSN 965-2242

4. Once concurrence is obtained, orders issuing authority will complete the approved award by assigning a permanent order number, completing Part V of DA Form 638, and printing the certificate for signature. Awards will be terminated and returned if at any time the approval authority disapproves the award or a non-favorable concurrence is received from military department concerned.

5. A wartime award will not be awarded to a member of another service for any act of period of service recognized by award of a decoration by one of the other military departments.

6. Army Awards to Marines will be routed through a Marine General Officer as an intermediate authority before being turned into MNF-I DCSPER. This will help speed up the concurrence process.

7. All ARCOM recommendations will be disapproved and returned by Commandant of the Marine Corps. Marine's worthy of an ARCOM should be presented with a JSCM or JSAM. If the Marine doesn't qualify for a Joint award, then the recommendation should be sent to the Marine's parent commander for recognition with a Navy and Marine Corps Award for his/her actions with the Army.

8. Delegated Commanders will review award recommendations for validity and ensure appropriate concurrences have been obtained from respective services prior to issuance of the award.

9. MNF-I units without award level approval authority will forward recommendations to MNF-I DCSPER Awards for final processing and approval. The following documents are required for submission of each recommendation forwarded:

a. DA Form 638, Recommendation for Award (IAW Appendix E).

b. Narrative/Justification (based on level of recommendation).

c. Proposed Citation (based on level of recommendation)

Appendix D: (Awards Criteria) MNF-I Wartime Awards Policy

Awards Criteria

Valor Award Recommendations: Must contain a description of the following elements: terrain and weather of the area in which the action took place; enemy conditions, to include morale, proximity, firepower, casualties and situation prior to, during and after the act; the effect of the act on the enemy; the action of comrades in the immediate vicinity of the act and the degree of their participation in the act; if the act was occurred in aerial flight, the type and position of the aircraft and the individual's crew position; the degree to which the act was voluntary; the degree to which the act was outstanding and exceeded what was normally expected of the individual; all unusual circumstances; and overall effects or results of the act. Awards for Valor are BSM, AM, ARCOM, & JSCM accompanied by the bronze "V" device.

Heroism Award Recommendations: will contain statements of eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements; extracts from official records; sketches; maps; diagrams; photographs; and so forth, which support and amplify stated facts for the heroism award. Awards for heroism are MOH, DSC, SS, DFC, & SM.

1. Medal of Honor: The MOH is awarded by the President in the name of Congress to a person who, while a member of the Army, distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while engaged in an action against the enemy of the United States; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his comrades and must have involved risk of life. Incontestable proof of the performance of the service will be exacted and each recommendation for the award of this decoration will be considered on the standard of extraordinary merit.

2. Distinguished Service Cross: The DSC is awarded to a person who, while serving in any capacity with the Army, distinguished himself or herself by extraordinary heroism not justifying the award of a Medal of Honor; while engaged in an action against an enemy of the United States; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party. The act or acts of heroism must have been so notable and have involved risk of life so extraordinary as to set the individual apart from his or her comrades.

3. Defense Distinguished Service Medal: The DDSM shall only be awarded to officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S Government. Only under the most unusual circumstances will the DDSM be awarded as an impact award for outstanding TDY achievement. The DDSM is specifically intended to recognize exceptionally distinguished service and to honor an individual's accomplishments over a sustained period of time. Level of responsibility normally Chairman, Joint Chiefs of Staff, the Chiefs and the Vice Chiefs of the Military Services, including the CINCs and Deputy Cincs of the Unified Combatant Commands.

4. Distinguished Service Medal: The DSM is awarded to any person who, while serving in any capacity with the U.S. Army, has distinguished himself or herself by exceptionally meritorious service to the Government in a duty of great responsibility. The performance must be such as to merit recognition for service which is clearly exceptional. Exceptional performance of normal duty will not alone justify an award of this decoration. For service not related to actual war, the term "duty of great responsibility"

applies to a narrower range of positions than in time of war and requires evidence of conspicuously significant achievement. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of high positions of great importance.

5. Silver Star: The SS is awarded to a person who, while serving in any capacity with the U.S. Army, is cited for gallantry in action against an enemy of the United States while engaged in military operations involving conflict with an opposing foreign force, or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party. The required gallantry, while of a lesser degree than that required for the Distinguished Service Cross, must nevertheless have been performed with marked distinction.

6. Defense Superior Service Medal: The DSSM shall be awarded only to members of the Armed Forces of the United States who rendered superior meritorious service in a position of significant responsibility. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding TDY achievement. The DSSM is specifically intended to recognize exceptionally superior service and to honor an individual's accomplishments over a sustained period. Level of responsibility normally O6 Division Chiefs and higher through the grade of O8.

7. Legion of Merit: The LOM is awarded to any member of the Armed Forces of the United States or a Friendly Foreign nation who has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding services and achievements. The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty, or assignment, and experience of an individual is not an adequate basis for this award. For service not related to actual war, the term "key individuals: applies to a narrower range of positions than in time of war and requires evidence of significant achievement.

8. Distinguished Flying Cross: The DFC is awarded to any person who, while serving in any capacity with the Army of the United States, distinguished himself or herself by heroism or extraordinary achievement while participating in aerial flight. The performance of the act of heroism must be evidenced by voluntary action above and beyond the call of duty. The extraordinary achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from his or her comrades or from other persons in similar circumstances. Awards will be made only to recognize single acts of heroism or extraordinary achievement and will not be made in recognition of sustained operational activities against an armed enemy.

9. Soldier's Medal: the SM is awarded to any person of the Armed Forces of the United States or of a friendly foreign nation who, while serving in any capacity with the Army of the United States, distinguished himself or herself by heroism not involving actual conflict with an enemy. The same degree of heroism is required as for the award of the Distinguished Flying Cross. The performance must have involved personal hazard or danger and the voluntary risk of life under conditions not involving conflict with an armed enemy. Awards will not be made solely on the basis of having saved a life.

10. Defense Meritorious Service Medal: The DMSM shall only be awarded to members of the Armed Forces of the United States who, while serving in a joint activity, distinguished themselves by non-combat meritorious achievement or service. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period. Level of responsibility normally O4-O6, CW3-CW5, and E8-E9.

11. Bronze Star Medal: The BSM is awarded to any person who, while serving in any capacity in or with the Army of the United States, distinguished himself or herself by heroic or meritorious achievement or service, not involving participation in aerial flight, in connection with military operations involving conflict with an opposing armed force in which the United States is not a belligerent party. Awards may be made for acts of heroism, performed under circumstances described above, which are of a lesser degree than required for the award of the Silver Star. The Bronze Star Medal may be awarded for meritorious achievement or meritorious service for recognition of single acts of merit or meritorious service. The lesser degree than that required for the award of the Legion of Merit must nevertheless have been meritorious and accomplished with distinction.

12. Air Medal: The AM is awarded to any person who, while serving in any capacity I or with the U.S. Army, will have distinguished himself or herself by meritorious achievement while participating in aerial flight. Awards may be made to recognize single acts of merit or heroism, or for meritorious service according to the following: Awards may be made for acts of heroism in connection with military operation against an armed enemy or while engaged in military operations involving conflict with an opposing armed force in which the United States is not a belligerent party, which are of a lesser degree than required for award of the Distinguished Flying Cross. Awards may be made for single acts of meritorious achievement, involving superior airmanship, which are of a lesser degree than required for award of the Distinguished Flying Cross, but nevertheless were accomplished with distinction beyond that normally expected. Awards for meritorious service may be made for sustained distinction in the performance of duties involving regular and frequent participation in aerial flight for a period of at least 6 months. In this regard, accumulation of a specified number of hours and missions will not serve as the basis for award of the Air Medal. Award of the Air Medal is primarily intended to recognize those personnel who are on current crewmember or non-crewmember flying status which requires them to participate in aerial flight on regular and frequent basis in the performance of their primary duties. However, is may also be awarded to certain other individuals whose combat duties require regular and frequent flying in other than a passenger status, or individuals who perform a particularly noteworthy act while performing the function of a crewmember, but who are not on flying status. These individuals must make a discernable contribution to the operational land combat mission or to the mission of the aircraft in flight.

13. Joint Service Commendation Medal: The JSCM shall be awarded to members of the Armed Forces of the United States who distinguished themselves by meritorious achievement or service. This decoration may also be approved for valor (heroism) in a designated combat area; with bronze "V" device, for valor in combat. Level of responsibility normally O1-O4, WO1-CW2, and exceptional enlisted personnel.

14. Army Commendation Medal: The ARCOM is awarded to any member of the Armed Forces of the United States who, while serving in any capacity with the Army, distinguishes himself or herself by heroism, meritorious achievement or meritorious service. Award may be made to a member of the Armed Forces of a friendly foreign nation who, distinguishes himself or herself by an act of heroism, extraordinary achievement, or meritorious service which has been of mutual benefit to a friendly foreign nation and the United States. Awards of the ARCOM may be made for acts of valor performed under circumstances described above which are of a lesser degree than required for award of the Bronze Star Medal. These acts may involve aerial flight. The ARCOM will not be awarded to general officers.

15. Joint Service Achievement Medal: The JSAM shall be awarded to members of the Armed Forces of the United States below the grade of O6 who distinguished themselves by outstanding performance of duty and meritorious achievement. This decoration is the normal decoration for exceptionally meritorious achievement in support of contingency operations or exercises; completion of special projects which

merit recognition and for TDY assignments. Level of responsibility normally restricted to those officers and enlisted personnel whose performance has been excellent but at a lesser level than that of the JSCM.

16. Joint Civilian Service Commendation Award: The JCSCA award is granted to any Federal Government civilian employee of the Joint Staff, Combatant Commands, or joint Organizations reporting to or through the Chairman, or any other Federal Government employee designated by the combatant commander or head of the joint organization who has provided commendable service/achievement of major significance to the Department of Defense.

17. Joint Civilian Service Achievement Award: The JCSAA award is granted to any Federal Government civilian employee of the Joint Staff, Combatant Commands, or joint Organizations reporting to or through the Chairman, or any other Federal Government employee designated by the combatant commander or head of the joint organization who has provided commendable service/achievement of major significance to the Department of Defense but less in scope or impact than is required for award of the JCSCA.

Appendix E: (Examples) MNF-I Wartime Awards Policy

Rules for filling out DA Form 638

Block 1: Fill in office of next person in CoC above the recommender. i.e. If DCofS LOG is Recommender, next person in CoC is CDR MNF-I.

Block 2: Fill in recommenders office info.

Blocks 3-7: Self Explanatory

Block 8: Fill in individual achievement previous awards. ASR, KDSM, KULIBM, SWASM are service medals and do not need to be listed.

Block 9: List SERVICE/COMPONENT/Desired Presentation Date i.e. USA/ACT/10 JUN 04

Use the Following for Services:	For COMPONENT:
USA-Army	Act-Active Duty
USN-Navy	Res-Reserve Forces
USAF-Air Force	NG-National Guard
USMC-Marine Corps	

*if awarding to foreign military personnel put country. i.e. British Royal Army

Block 10-19: Self Explanatory

Block 20: For ARCOM- Fill in Achievements
For BSM and above-Fill in "SEE ATTACHED NARRATIVE"

Block 21: For ARCOM- Fill in Citation
For BSM and above-Fill in "SEE ATTACHED CITATION"

Block 22: Staff Section Admin Clerk should sign and date verifying individual is eligible for an award.

Block 23-25 Fill in intermediate commanders if needed.
*Note – Awards to Marines will have MNF-I COS as a intermediate Authority before going to CG. ARCOMs will automatically be disapproved by Commandant of the Marine Corps. COS will be an intermediate authority for awards without the appropriate level officer for awards stated in MNF-I awards policy para:3c(2)(a)

Intermediate block
a. CDR, MNF-I APO AE 09342
b. COS, MNF-I APO AE 09342
e. JOSEPH F. WEBER
f. MG
g. CHIEF OF STAFF

Block 26:
a. ORDERS ISSUING AUTHORITY
b. CDR, MNF-I APO AE 09342
e. GEORGE W. CASEY JR.
f. GEN
g. COMMANDING

Block 27:
a: HQ, MNF-I APO AE 09342

Block 28:
a. STEVEN A. CZAP
b. CPT
c. PERSONNEL ACTIONS OFFICER

Block 29-30: leave blank

Block 31:
1-SOLDIER
1-UNIT
1-FILE
1-OMPF

*** No white out on form or hand writing information in blocks.

Appendix E: (Examples) MNF-I Wartime Awards Policy

ARCOM, ARCOM "V" FRONT

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO CDR, MNF-I APO AE 09342	2. FROM DCofS SPM APO AE 09342	3. DATE

PART I - SOLDIER DATA

4. NAME LAST, FIRST MI	5. RANK SVC MEMBER RNK	6. SSN 000-00-0000
7. ORGANIZATION SVC MEMBERS UNIT OF ASSIGNMENT	8. PREVIOUS AWARDS SVC MEMBERS PREVIOUS AWARDS (INCLUDE OLC) EX: BSM(1OLC)	
9. BRANCH OF SERVICE SERVICE/COMPONENT/PRESENTATION DATE	10. RECOMMENDED AWARD ARCOM	11. PERIOD OF AWARD a. FROM 1 JAN 04 b. TO 1 JUN 04
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS OR RET ACH	12b. INTERIM AWARD ☐ YES ☒ NO IF YES, STATE AWARD GIVEN	13. POSTHUMOUS YES ☐ NO ☒

PART II - RECOMMENDER DATA

14. NAME RECOMMENDER'S NAME		15. ADDRESS RECOMMENDER'S UNIT ADDRESS
16. TITLE/POSITION RECOMMENDER'S TITLE	17. RANK RNK	
18. RELATIONSHIP TO AWARDEE SUPERVISOR		19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

Description of Meritorious Service or Achievement for award of the ARCOM is limited to bullet format in the space allowed on this form.

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION

For meritorious achievement as (fill in position title and section) XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Do not exceed six lines. (conclude with) His/Her performance reflects credit upon himself/herself, this command, and the United States Army.

DA FORM 638, NOV 94 — REPLACES DA FORM 638-1. PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE. — USAPPC V3.00

For Valor the citation should read:

For valorous achievement as (fill in position title and section) XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Do not exceed six lines. (conclude with) His/Her heroic actions reflects credit upon himself/herself, this command, and the United States Army.

Appendix E: (Examples) MNF-I Wartime Awards Policy

AM, AM "V", BSM, BSM "V" SM, DFC, DFC "V", SS, SS "V" FRONT

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE
CDR, MNF-I APO AE 09342	DCofS SPM APO AE 09342	

PART I - SOLDIER DATA

4. NAME	5. RANK	6. SSN
LAST, FIRST MI	SVC MEMBER RNK	000-00-0000

7. ORGANIZATION	8. PREVIOUS AWARDS
SVC MEMBERS UNIT OF ASSIGNMENT	SVC MEMBERS PREVIOUS AWARDS (INCLUDE OLC) EX: BSM(1OLC)

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD a. FROM	b. TO
SERVICE/COMPONENT/PRESENTATION DATE	BSM	1 JAN 04	1 JUN 04

12. REASON FOR AWARD			13. POSTHUMOUS
12a. INDICATE ACH, SVC, PCS, ETS OR RET ACH	12b. INTERIM AWARD	YES [ ] NO [X]	YES [ ] NO [X]
	IF YES, STATE AWARD GIVEN		

PART II - RECOMMENDER DATA

14. NAME	15. ADDRESS
RECOMMENDER'S NAME	RECOMMENDER'S UNIT ADDRESS

16. TITLE/POSITION	17. RANK
RECOMMENDER'S TITLE	RNK

18. RELATIONSHIP TO AWARDEE	19. SIGNATURE
SUPERVISOR	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

Description of Meritorious Service or Achievement for award of the SS and below is limited to one single spaced, Times New Roman, 12 or 14 Pitch, separate page narrative. Put the following in this block:

SEE ATTACHED NARRATIVE

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION

Citation is limited to one single spaced, Timed New Roman, 14 Pitch, Fully justified, serarate page citation not exceeding 18 lines. Put the following in this block:

SEE ATTACHED CITATION

DA FORM 638, NOV 94

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE

USAPPC V3.00

Appendix E: (Examples) MNF-I Wartime Awards Policy

SS AND BELOW BACK

NAME LAST, FIRST MI		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*		22a. SIGNATURE Section admin signs and dats	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM CDR, MNF-I APO AE 09342	c. DATE
d. ☐ APPROVED ☐ DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME GEORGE W. CASEY, JR.		f. RANK GEN	
g. TITLE/POSITION COMMANDING		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ HQ, MNF-I APO AE 09342		27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-UNIT 1-INDIVIDUAL 1-FILE 1-OMPF
28a. NAME OF ORDERS APPROVAL AUTHORITY STEVEN A. CZAP		28b. RANK CPT	
28c. TITLE/POSITION PERSONNEL ACTIONS OFFICER		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

REVERSE, DA FORM 638, NOV 94

USAPPC V3.00

SEPARATE NARRATIVE

(1 inch margins all around)

NARRATIVE TO ACCOMPANY THE AWARD OF

(1 Space)

THE BRONZE STAR MEDAL

(1 Space)

TO

(1 Space)

COL ANTHONY J. JONES

(2 space)

MANDATORY OPENING SENTENCE:

Colonel Anthony J. Jones, (United States [Army/Navy/Air Force/Marine Corps]) or (country from if coalition member), distinguished himself by exceptionally meritorious conduct in the performance of outstanding service to the United States(or country if coalition member) as (duty position), (organization), (duty station), from (to date) to (ending date) during OPERATION IRQI FREEDOM.

NARRATIVE DESCRIPTION:

Colonel Jones' demonstrated outstanding professional skill, knowledge, and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group. Continue to describe achievements.

MANDATORY CLOSING SENTENCE:

His actions are in keeping with the finest traditions of military service and reflect distinct credit upon himself, this Command, (United States [Army/Navy/Air Force/Marine Corps]) or (country from if coalition member).

For Valor use the following opening and closing sentences.

MANDATORY OPENING SENTENCE:

Colonel Anthony J. Jones, (United States [Army/Navy/Air Force/Marine Corps]) or (country from if coalition member), heroically distinguished himself by exceptionally valorous conduct in the face of the enemy of the United States(or country if coalition member) as (duty position), (organization), (duty station), from (to date) to (ending date) during OPERATION IRQI FREEDOM.

MANDATORY CLOSING SENTENCE:

His actions are in keeping with the finest traditions of military heroism and reflect distinct credit upon himself, this Command, (United States [Army/Navy/Air Force/Marine Corps]) or (country from if coalition member).

* Limited to one page except Distinguished Service Medal and above. Can be 12 or 14 font.

SEPARATE CITATION

(1 inch margins all around)

CITATION TO ACCOMPANY THE AWARD OF

(1 Space)

THE BRONZE STAR MEDAL

(1 Space)

TO

(1 Space)

COL ANTHONY J. JONES

(2 space)

EXCEPTIONALLY MERITORIOUS SERVICE DURING OPERATION IRAQI FREEDOM. HIS OUTSTANDING DEDICATION TO DUTY DURING COMBAT OPERATIONS IN IRAQ CONTRIBUTED TO THE OVERWHELMING SUCCESS OF THE COMMAND'S MISSION. HIS ACTIONS ARE IN KEEPING WITH THE FINEST TRADITIONS OF MILITARY SERVICE AND REFLECT DISTINCT CREDIT UPON HIMSELF, THIS COMMAND, AND THE UNITED STATES [ARMY/NAVY/AIR FORCE/MARINE CORPS]) or (COUNTRY FROM IF COALITION MEMBER).

For Valor the citation should read:

EXCEPTIONALLY VALOROUS ACHIEVEMENT DURING OPERATION IRAQI FREEDOM. HIS HEROIC ACTIONS DURING COMBAT OPERATIONS IN IRAQ CONTRIBUTED TO THE OVERWHELMING SUCCESS OF THE COMMAND'S MISSION. HIS BRAVERY IS IN KEEPING WITH THE FINEST TRADITIONS OF MILITARY HEROISM AND REFLECT DISTINCT CREDIT UPON HIMSELF, THIS COMMAND, AND THE UNITED STATES [ARMY/NAVY/AIR FORCE/MARINE CORPS]) or (COUNTRY FROM IF COALITION MEMBER).

* Limited to 18 lines and 14 font.

Appendix E: (Examples) MNF-I Wartime Awards Policy

DSM, DSC, MOH FRONT

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE
CDR, AHRC Attn: AHRC-PDO-PA 200 Stoval St. Alexandria, VA 22332	DCofS SPM APO AE 09342	

PART I - SOLDIER DATA

4. NAME	5. RANK	6. SSN
LAST, FIRST MI	SVC MEMBER RNK	000-00-0000

7. ORGANIZATION	8. PREVIOUS AWARDS
SVC MEMBERS UNIT OF ASSIGNMENT	SVC MEMBERS PREVIOUS AWARDS (INCLUDE OLC) EX: BSM(1OLC)

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD a. FROM	b. TO
SERVICE/COMPONENT/PRESENTATION DATE	DSM	1 JAN 04	30 DEC 04

12. REASON FOR AWARD		
12a. INDICATE ACH, SVC, PCS, ETS OR RET SVC	12b. INTERIM AWARD [ ] YES [X] NO IF YES, STATE AWARD GIVEN	13. POSTHUMOUS YES [ ] NO [X]

PART II - RECOMMENDER DATA

14. NAME	15. ADDRESS
RECOMMENDER'S NAME	RECOMMENDER'S UNIT ADDRESS
16. TITLE/POSITION: RECOMMENDER'S TITLE 17. RANK: RNK	
18. RELATIONSHIP TO AWARDEE: SUPERVISOR	19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

Description of Meritorious Service for award of the DSM and above will be typed in paragraph format, Times New Roman, 12 or 14 Pitch, 8 1/2 X 11 paper separate narrative. Put the following in this block:

SEE ATTACHED NARRATIVE

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION

Citation is limited to one single spaced, Timed New Roman, 14 Pitch, Fully justified, serarate page citation not exceeding 18 lines. Put the following in this block:

SEE ATTACHED CITATION

DA FORM 638, NOV 94 — REPLACES DA FORM 638-1. PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE. — USAPPC V3.00

Appendix E: (Examples) MNF-I Wartime Awards Policy

DSM, DSC, MOH BACK

NAME LAST, FIRST MI		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*		22a. SIGNATURE Section Admin signs and dates	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO CDR, AHRC Attn: AHRC-PDO-PA 200 Stoval St. Alexandria, VA 22332	b. FROM CDR, MNF-I APO AE 09342	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME GEORGE W. CASEY, JR.		f. RANK GEN	
g. TITLE/POSITION COMMANDING		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE
d. ☐ APPROVED ☐ DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ		27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-UNIT 1-INDIVIDUAL 1-FILE 1-OMPF
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

REVERSE, DA FORM 638, NOV 94

USAPPC V3.00

Appendix E: (Examples) MNF-I Wartime Awards Policy

SEPARATE NARRATIVE

(1 inch margins all around)

NARRATIVE TO ACCOMPANY THE AWARD OF

(1 Space)

THE DISTINGUISHED SERVICE MEDAL

(1 Space)

TO

(1 Space)

COL ANTHONY J. JONES

(2 space)

MANDATORY OPENING SENTENCE:

Colonel Anthony J. Jones, United States (Army/Navy/Air Force/Marine Corps)., distinguished himself by exceptionally meritorious conduct in the performance of outstanding service to the United States as (duty position), (organization), (duty station), from (to date) to (ending date) during OPERATION IRQI FREEDOM.

NARRATIVE DESCRIPTION:

Colonel Jones' demonstrated outstanding professional skill, knowledge, and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group. Continue to describe achievements.

MANDATORY CLOSING SENTENCE:

His actions are in keeping with the finest traditions of military service and reflect distinct credit upon himself, this Command, and the United States (Army/Navy/Air Force/Marine Corps).

* DSM and above limited to three pages. Can be either 12 or 14 font.

SEPARATE CITATION

(1 inch margins all around)

CITATION TO ACCOMPANY THE AWARD OF

(1 Space)

THE DISTINGUISHED SERVICE MEDAL

(1 Space)

TO

(1 Space)

COL ANTHONY J. JONES

(2 space)

EXCEPTIONALLY MERITORIOUS SERVICE DURING OPERATION IRAQI FREEDOM. HIS OUTSTANDING DEDICATION TO DUTY DURING COMBAT OPERATIONS IN IRAQ CONTRIBUTED TO THE OVERWHELMING SUCCESS OF THE COMMAND'S MISSION. HIS ACTIONS ARE IN KEEPING WITH THE FINEST TRADITIONS OF MILITARY SERVICE AND REFLECT DISTINCT CREDIT UPON HIMSELF, THIS COMMAND, AND THE UNITED STATES (ARMY/NAVY/AIR FORCE/MARINE CORPS).

* Limited to 18 lines and 14 font.

Appendix E: (Examples) MNF-I Wartime Awards Policy

Award to Foreign Military

Award recommendation will include a biographical sketch to accompany the recommendation.

BIOGRAPHICAL SKETCH

NAME: CDR JOE P. NATIONAL

SERVICE: British Royal Engineers

DATE/PLACE OF BIRTH: 10/14/69 London, England

NATIONALITY: British

EDUCATION: CDR National holds a Bachelor of Science Degree in Civil Engineering from Nottingham Trent University. A Masters of Science in Defense Technology from Cranfield University and a Masters of Arts in Defense Studies from King College, London.

MILITARY SERVICE: Enlisted in 1987.Graduated from the Royal Military Academy Sandhurst in 1988 and was commissioned into the Royal Engineers.

OUTLINE OF SERVICE HISTORY: CDR National is a Royal Engineer Officer who has served as a Troop Commander, Squadron Operations Officer, and Adjutant in Combat Engineer Regiments and as an instructor at The Royal School of Military Engineering. He also served as a G3 Staff Officer in an Army Headquarters in Cyprus and as a J5 planner at the Permanent Joint Headquarters(UK) in London. He is a graduate of the Royal Military College of Science and The Joint Service Command and Staff College. He has passed the Advanced Explosive Ordinance Disposal (EOD) course and in his last appointment commanded an EOD squadron with operational commitments worldwide. He has served overseas in Germany, Cyprus, Kenya, and the Falklands and has seen operational service in Northern Ireland, the Gulf War and Bosnia.

US SERVICE: None

SERVICE AWARDS: None

US AWARDS: None

PERSONAL: CDR National is married and he and his wife Michelle have a two year old daughter, Grace.

Appendix E: (Examples) MNF-I Wartime Awards Policy

Rules for filling out CC Form 25

*** Foreign personnel are not authorized joint awards.**

Top Right in pen: list COMPONENT

Act-Active Duty
Res-Reserve Forces
NG-National Guard

Block 4, 5: Self Explanatory

Block 6: Fill in SVC Members Duty Tile from JMD.

Blocks 7: Fill in JMD paragraph and line number

Block 8: Fill in Organization i.e. MNF-I ENG or MNF-I SPM and Station Camp Victory, Iraq.

Block 9: Mark Appropriate Block DMSM, JSCM, or JSAM. Do not use the other blocks. They are service awards and should be done on the appropriate service form.

Block 10: TDY/TCS/ Deployment: The general rule of thumb for submitting individuals for awards for 6 months or less is Achievement to allow the parent command of the individual to recognize service prior to and after deployment. Anything over 6 months is generally considered as recognition for Service unless it would also interfere with the parent unit's ability to recognize service time before deployment. PCS/Mobilization: The general rule of thumb is Service awards are based on accomplishments during an entire tour of duty. Anything less than the whole time on station would generally be considered for Achievement.

Block 11: Indicate inclusive dates of awards. Service dates should match 11a & b.

Block 12: This block should match 11b.

Block 13: This block should be marked other for TCS/TDY/Deployment/Mobilization and state appropriate reason.

Block 14: Fill in individual achievement previous awards to include OLC. ASR, KDSM, KULIBM, SWASM are service medals and do not need to be listed.

Block 15: Fill in any previous awards the individual has received in the CENTCOM AOR for OEF or OIF regardless of tour.
FORMAT: TYPE/RESON/DATES EX: DMSM/ACH/12 Dec 03-14 Mar 04

Block 16: Self Explanatory

Block 17: Indicate current organization to forward award for presentation.

Block 18: type in the name and title of flag officer authorized to recommend individual.

*** No white out on form or hand writing information in blocks.

Appendix E: (Examples) MNF-I Wartime Awards Policy

JSAM, JSCM, DMSM

Annotate Act-Active Duty, RES-for Reserve, or NG for National Guard Here in pen →

RECOMMENDATION FOR AWARD (CCR 672-3)

INSTRUCTIONS: This form will be used for recommendations for the award listed in item nine. Navy/Marine Corps Service awards will be prepared on appropriate Service form. Recommendation will authenticated by the Director, Chief of Special Staff Section, Security Assistance Office Chief or Commander, appropriate, and will be submitted to CCJ1-MPSA in original and twelve copies for all awards.

PERSONAL DATA ON INDIVIDUAL BEING RECOMMENDED

4. Name: (Last, First, MI)	5. Grade/Rank/SSAN/Service
ADAMS, JOHN C.	CPT / O3 / 000-00-0000 / USA

6. Duty Title:	7. JTD Paragraph & Line Number:	8. Organization/Station:
PERSONNEL ACTIONS OFFICER	PER 02 001	MNF-I DCSPER/CAMP VICTORY, IRAQ

RECOMMENDATION

9. RECOMMENDATION FOR THE AWARD OF:

- ☐ DEFENSE MERITORIOUS SERVICE MEDAL
- ☐ JOINT SERVICE COMMENDATION MEDAL
- ☒ JOINT SERVICE ACHIEVEMENT MEDAL
- ☐ LEGION OF MERIT (AF/AR)
- ☐ MERITORIOUS SERVICE MEDAL (AF/AR)
- ☐ COMMENDATION MEDAL (AF/AR)
- ☐ ACHIEVEMENT MEDAL (AF/AR)
- ☐ OTHER

10. RECOMMENDATION IS BASED ON:

- ☐ MERITORIOUS SERVICE
- ☒ MERITORIOUS ACHIEVEMENT
- ☐ HEROISM
- ☐ POSTHUMOUS

11. INCLUSIVE DATES FOR WHICH RECOMMENDED:	a. FROM: (Date arrived on station)	b. TO (Projected departure date)
20-May-04 TO 10-Jun-04	20-Jan-04	20-Nov-04

12. DATE OF ANTICIPATED DEPARTURE:

20-Nov-04

13. REASON FOR DEPARTURE: (Check one)

- ☐ RETIREMENT
- ☐ SEPARATION (If RET/SEP YRS OF SVC)
- ☐ PCS
- ☒ Other TCS

14. PREVIOUS PERSONAL DECORATIONS: (Do not include Unit Citations or Foreign Decorations)

MSM
ARCOM (5OLC)
AAM (3OLC)
JSAM

15. HAS INDIVIDUAL RECEIVED AN AWARD FROM USCENTCOM DURING THIS TOUR?

☒ YES ☐ NO (If yes, attach copy of citation or include level, reason and inclusive period of award)

JSAM/ACH/10 FEB 04-15 MAR 04

16. DATE PRESENTATION DESIRED: 30-Jun-04

17. IF APPROVED, FORWARD FOR PRESENTATION TO (Organization or home address if retired or separated)

MNF-I DCSPER
APO AE 09342

AUTHENTICATION

18. TYPED NAME AND TITLE OF INDIVIDUAL AUTHORIZED TO INITIATE RECOMMENDATION:	18. SIGNATURE
JOSEPH F. WEBER MG, USMC MNF-I Chief of Staff	DATE:

CC FORM 25
JUL 95

Instructions for completing Narratives

1. Narratives are prepared on 8 ½ x 11 inch plain bond paper. Narrative justifications for DMSM will not exceed two pages, single spaced. Narrative justifications for JSCM and JSAM will not exceed one page, single spaced.

2. The opening sentence must identify the awardee by grade, full name, branch of service, duty title, duty assignment, location, and inclusive dates. For compound grade titles, such as First Sergeant, Chief Warrant Officer Four, First Lieutenant, etc., spell out the complete grade title in the opening sentence, and then use the short title in the balance of the narrative.

3. The narrative is a specific description of the act, achievement, or service for which the award is being presented. Be specific on facts. The narrative must be unclassified, grammatically correct, and will not contain abbreviations or uncommon terminology. Need to ensure there are two spaces after periods.

4. Avoid the use of code names in narratives. Do not use any acronyms or abbreviations, other that Jr., Sr., II, III, etc. following the individual's name. Symbols such as $, %, are considered abbreviations and will be spelled out (i.e., dollars, percent).

5. Do not overcapitalize words. Operations and Exercise titles are capitalized, such as: Operation ENDURING FREEDOM and Exercise EAGER ARROW.

6. Margins on narratives will be one inch.

7. Hyphenations should be avoided. If a date is divided, only the year is carried over to the next line.

8. Use Times New Roman 12 or 14 Pitch.

9. The "from" and "to" dates in the narrative must agree with the award recommendation. Use only one set of "from" and "to" dates. If the person had more than one duty title, list all titles, and one set of dates to cover all titles. EXAMPLE: Chief, _____ and Chief, _____, Plans and Policy Directorate, Multi-National Force-Iraq, Camp Victory, Iraq, from 10 December 2003 to 15 June 2004.

Instructions for completing citations

1. Citations are prepared on 8 ½ x 11 inch plain bond paper.

2. The opening sentence must identify the awardee by grade, full name, branch of service, duty title, duty assignment, location, and inclusive dates. For compound grade titles, such as First Sergeant, Chief Warrant Officer Four, First Lieutenant, etc., spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation.

3. The citation is a short description of the act, achievement, or service for which the award is being presented, and is extracted from the award narrative. Be specific on facts. Avoid needless adjectives and job descriptions. The citation must be unclassified, grammatically correct, and will not contain abbreviations or uncommon terminology. Need to ensure there are two spaces after periods.

4. Avoid the use of code names in citations. Do not use any acronyms or abbreviations, other than Jr., Sr., II, III, etc. following the individual's name. Symbols such as $, %, are considered abbreviations and will be spelled out (i.e., dollars, percent).

5. Do not overcapitalize words. Operations and Exercise titles are capitalized, such as: OPERATION ENDURING FREEDOM and EXERCISE EAGER ARROW.

6. Margins on citations will be one inch.

7. Hyphenations should be avoided. If a date is divided, only the year is carried over to the next line.

8. The citation will not exceed 18 lines single spaced including the opening and closing mandatory sentences. Use Times New Roman 14 Pitch. The citation will be full justified.

9. The "from" and "to" dates in the citation must agree with the award recommendation. Use only one set of "from" and "to" dates. If the person had more than one duty title, list all titles, and one set of dates to cover all titles. EXAMPLE: Chief, _____ and Chief, _____, Plans and Policy Directorate, Multi-National Force-Iraq, Camp Victory, Iraq, from 10 December 2003 to 15 June 2004.

10. In citations for retirement awards use the words "long and" only for 30 or more years of active service.

10. Mandatory opening and closing sentences are contained on the following page.

Mandatory sentences for the DMSM.

(NARRATIVE/CITATION) TO ACCOMPANY THE AWARD OF

THE DEFENSE MERITORIOUS SERVICE MEDAL

TO

ANTHONY J. JONES

OPENING SENTENCE:
Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious (service/achievement) as (duty title), (directorate), Multi-National Force-Iraq, Camp Victory, Iraq, from (day month year) to (day month year).

CLOSING SENTENCE:
The distinctive accomplishments of Major Jones reflect great credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Retirement Award)
The distinctive accomplishments of Major Jones culminate a (for 30 years of service add "long and") distinguished career in the service of his country and reflect credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Posthumous Award)
The distinctive accomplishments of Major Jones in the dedication of his service to his country reflect great credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

Mandatory sentences for the JSCM.

OPENING SENTENCE:
Same as DMSM

CLOSING SENTENCE:
Omit the word "great"

Mandatory sentences for the JSAM.

OPENING SENTENCE:
Omit the word "exceptionally".

CLOSING SENTENCE:
Omit the words "distinctive" and "great"

* Narrative for DMSM is limited to two pages. JSCM and JSAM is limited to one page. Can be either 12 or 14 font.

* Citations are limited to 18 lines and 14 font.

DSSM, DDSM

Instructions for completing DSSM or DDSM letter of recommendation

Recommendations for award of the DSSM or DDSM will be prepared in letter format.

The subject line will show the award being recommended.

The "THRU" address cited in the letter does not change regardless of the award being recommended.

The "TO" address is different depending on the level of award being recommended.

The variable response in the body of the letter will contain the following information:

a. Rank, Name, SSN, and Service of recommended individual.

b. Organization element to which assigned: HQ MNF-I, as shown in example, or name of other subordinate element to which assigned.

c. Duty position held (to include JMD Paragraph and line number) and authorized rank.

d. Inclusive dates for which recommended. (These dates should be the date arrived on station to the projected departure or retirement date).

e. Reason for award and date: "Service member to be reassigned permanent change of station on (date)" or "Service member to be retired from active military service on (date)," as appropriate.

f. Date of presentation. Headquarters, Multi-National Force-Iraq/MNFI-SP, Attn: Awards, APO AE 09342.

g. Previous personal decorations to individual including subsequent awards (oak leaf clusters).

h. Use statement as shown in letter examples.

Appendix E: (Examples) MNF-I Wartime Awards Policy

SUBJECT: Recommendation for Award of the Defense Superior Service Medal (DSSM)

THRU Director for Manpower and Personnel
The Joint Staff
Attn: J1-PSD, Decorations and Awards
Room 1B737, The Pentagon
Washington, DC 20318-1000

TO Secretary of Defense
The Pentagon
Washington, DC 20318-1000

Under the provisions of DOD 1348-33-M, the following service member is recommended for the award of the Defense Superior Service Medal.

a. Lieutenant General Ricardo S. Sanchez, 000-00-0000, United States Army.

b. Headquarters, Multi-National Force-Iraq, Baghdad, Iraq

c. Commander, Multi-National Force-Iraq (4CG 00 001). Lieutenant General.

d. 15 June 2003 to 30 June 2004.

e. Service member to be reassigned permanent change of station 30 June 2004.

f. 30 June 2004. Headquarters, United States Central Command/ CCJ1-MPSA, ATTN: Awards, 7115 S., Boundry Blvd, MacDill Air Force Base, Florida 33621-5101.

g. Distinguished Service Medal; Defense Superior Service Medal; Bronze Star Medal for Valor, 1st Oak Leaf Cluster; Meritorious Service Medal, 2nd Oak Leaf Cluster; Joint Service Commendation Medal; Army Commendation Medal; Army Achievement Medal, 1st Oak Leaf Cluster.

h. No other award for this service member for this action is pending, and no previous award has been made for the (act or service) described herein.

Encls
1. Narrative
2. Citation

A. C. ZINNI
General, USMC

*NOTE Prepare for DCINC signature for awards to O6s and below.

Appendix E: (Examples) MNF-I Wartime Awards Policy

SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal (DDSM)

THRU Director for Manpower and Personnel
The Joint Staff
Attn: J1-PSD, Decorations and Awards
Room 1B737, The Pentagon
Washington, DC 20318-1000

TO Secretary of Defense
The Pentagon
Washington, DC 20318-1000

Under the provisions of DOD 1348-33-M, the following service member is recommended for the award of the Defense Distinguished Service Medal.

i. Lieutenant General Ricardo S. Sanchez, 000-00-0000, United States Army.

j. Headquarters, Multi-National Force-Iraq, Baghdad, Iraq

k. Commander, Multi-National Force-Iraq (4CG 00 001). Lieutenant General.

l. 15 June 2003 to 30 June 2004.

m. Service member to be reassigned permanent change of station 30 June 2004.

n. 30 June 2004. Headquarters, United States Central Command/ CCJ1-MPSA, ATTN: Awards, 7115 S., Boundry Blvd, MacDill Air Force Base, Florida 33621-5101.

o. Distinguished Service Medal; Defense Superior Service Medal; Bronze Star Medal for Valor, 1st Oak Leaf Cluster; Meritorious Service Medal, 2nd Oak Leaf Cluster; Joint Service Commendation Medal; Army Commendation Medal; Army Achievement Medal, 1st Oak Leaf Cluster.

p. No other award for this service member for this action is pending, and no previous award has been made for the (act or service) described herein.

Encls
1. Narrative
2. Citation

JOHN P. ABIZAID
General, USA

*NOTE Prepare for CINC signature for awards to O7s and above.

Appendix E: (Examples) MNF-I Wartime Awards Policy

Mandatory sentences for the DSSM.

OPENING SENTENCE:
Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior meritorious service as (duty title), (directorate), Multi-National Force-Iraq, Camp Victory, Iraq, from (day month year) to (day month year).

START OUT NARRATIVE BODY WITH:
During this period, the outstanding professional skill, leadership, and ceaseless efforts of Col Jones resulted in major contributions to the effectiveness and success of his division. (Continue to specify facts and achievements).

CLOSING SENTENCE:
The distinctive accomplishments of Colonel Jones reflect great credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Retirement Award)
The distinctive accomplishments of Colonel Jones culminate a (for 30 years of service add "long and") distinguished career in the service of his country and reflect credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Posthumous Award)
The distinctive accomplishments of Colonel Jones in the dedication of his service to his country reflect great credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

Mandatory sentences for the DDSM.

OPENING SENTENCE:
General Anthony J. Jones, United States Army, distinguished himself by exceptionally distinguished service as (duty title), (directorate), Multi-National Force-Iraq, Camp Victory, Iraq, from (day month year) to (day month year).

START OUT NARRATIVE BODY WITH:
During this period, General Jones' forceful leadership and outstanding and dedicated efforts were significantly displayed in the strategic direction of all United States Forces in the command's area of responsibility. (Continue to specify facts and achievements).

CLOSING SENTENCE:
The singularly distinctive accomplishments of General Jones reflect the highest credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Retirement Award)
The singularly distinctive accomplishments of General Jones culminate a (for 30 years of service add "long and") distinguished career in the service of his country and reflect the highest credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

(Posthumous Award)
The singularly distinctive accomplishments of General Jones in the dedication of his service to his country reflect the highest credit upon himself, the Multi-National Force-Iraq, the United States Army, and the Department of Defense.

* Narratives are limited to two pages. Can be either 12 or 14 font.

* Citations are limited to 18 lines and 14 font.

Appendix E: (Examples) MNF-I Wartime Awards Policy

Format for CJCS Civilian Awards

Memorandum of Recommendation will be done on MNF-I Letterhead.

EXAMPLE:
MNFI-XXX

19 July 2004

MEMORANDUM FOR Commander, Multi-National Force-Iraq, APO AE 09342

SUBJECT: Recommendation for Award of the (as applicable)

1. Under the provisions of CJCSI 1101.01B, the following individual is recommended for award of the (as applicable).

   a. Name of Nominee.
   b. Organization of assignment or employment (if applicable).
   c. Current Position.
   d. Inclusive dates for which award is recommended.
   e. For which type of award (Service or Achievement)
   f. Desired presentation date.

2. Enclosed are the narrative description and proposed citation.

Encls

XXXXXXXXXXXXXXX
XXX, XX
XXXXXXXXXXXXXX

1. Narrative justification will not exceed three pages and should be specific and factual, giving concrete examples of exactly what the person did, how well the nominee accomplished it, what benefits or results were realized, and why or how such benefits or results significantly exceeded superior performance or duty. Specific format for narrative will follow the guidelines for JSCM and JSAM respectively.

2. Citations will not exceed 25 double spaced lines and the language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated. The opening sentence must identify the awardee by name, duty assignment, and inclusive dates. The "From" and "To" dates must agree with the award recommendation and must be specific. i.e. from 15 December 2003 to 18 August 2004. the closing should be no longer than one sentence, which will personalize the summation using the awardee's name and citing his or her attributes. The closing sentence should read: "The (singularly) distinctive accomplishments of (name) reflect (great) credit upon himself (or herself) and the Department of Defense."

Appendix E: (Examples) MNF-I Wartime Awards Policy

Format for Certificate of Achievement/Appreciation Request

Memorandum of Recommendation will be done on MNF-I Letterhead and will not exceed one page.

EXAMPLE:
MNFI-XXX 19 July 2004

MEMORANDUM FOR Commander, Multi-National Force-Iraq, APO AE 09342

SUBJECT: Certificate of Achievement

1. I respectfully request the CG approve this recommendation for a Certificate of Achievement -to Captain XXXXXXX for service excellence.

2. Captain XXXX has been invaluable to the Multi-National Force-Iraq Morale, Welfare, and Recreation Program, ensuring superior planning, coordination, management, and execution of Entertainment events throughout the MNF-I AOR.

a. Captain XXXX demonstrated exceptional ability learning and applying Army and Joint Service policies and procedures. He dramatically enhanced and standardized MNF-I Entertainment Program management: authored a Theater Entertainment Guidelines Memorandum, including an events execution checklist, escort responsibilities guide, and After Action Report. Captain XXXX created an electronic Entertainment Snapshot, which he personally briefed to the MNF-I Chief of Staff weekly with details of upcoming high-visibility entertainers performing throughout the Theater's AOR. He notably enhanced rapport and communication among Armed Forces Entertainment, MNF-I HQ, and the Theater Program coordinators in Afghanistan and Kuwait, significantly contributing to the morale of MNF-I's 200,000 deployed US Forces.

b. Captain XXX is the reason the first United Services Organization (USO) directly supporting Operation Iraqi Freedom will open in the Theater. Demonstrating exceptional poise and confidence well beyond his years of service and rank, he expertly staffed the MNF-I Memorandum of Agreement and Coordination Paper, determining the supportability of establishing this USO. Captain XXXX adept communication and planning skills have brought this highly visible project (USO President and CENTCOM Commanding General interest) from concept to a Christmas 2004 Grand Opening in eight short weeks. His efforts will have a positive lasting impact on the morale of deployed US Forces throughout the AOR, including those participating in Office of the Secretary of Defense's largest Rest and Recuperation (R&R) Leave Program since Vietnam.

3. Point of contact for this action is LTC XXXX, 822-xxxx, email: XXXX@vcmain.hq.c5.army.mil.

XXXXXXXXXXXXXXX
XXX, XX
XXXXXXXXXXXXXX