



REPLY TO
ATTENTION OF

ATSS-CD

23 June 2017

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 21, **Distinguished Service & Recognition (DSR) Ceremony**

1. References: AR 600-8-22, Military Awards - Army, dated 25 Jun 15 and AR 600-8-7, Retirement Services Program, dated 18 Jan 17.
2. Purpose: To outline the Commandant's policy on the USASMA Distinguished Service & Recognition (DSR) ceremony.
3. USASMA will host a monthly DSR ceremony which will recognize the career accomplishments of retiring personnel, as well as other approved service and achievement awards to deserving Soldiers, Civilians, and Family Members. The DSR will also serve as the monthly promotion ceremony for USASMA, as well as an opportunity to welcome new Soldiers, DA Civilians, and their families. The event will be scheduled on the first Friday of each month, unless otherwise stated on the Master Activity Calendar (MAC). Uniform for the DSR is ASU/Class A for retiring Soldiers and ACUs for promotions and other award presentations during the DSR.
4. Retiring Soldiers will participate in the USASMA DSR during the month of their respective retirement ceremonies. The Commandant retains sole exception authority concerning participation in the DSR, to include requests from non-USASMA personnel to retire at our DSR.
5. Students, staff, and faculty are encouraged to meet with any VIPs/DVs visiting for the DSR during lunch or non-academic hours. Any meetings during actual academic hours must be pre-approved by the Commandant.
6. Unit Commanders will ensure that the below personal data relevant to retirees be provided to Plans & Operations (P&O) and Human Resources (HR) a minimum of two weeks prior to the scheduled event.
 - a. Biographical Summary written by retiring Soldier that highlights his/her career. This summary will be used in the DSR Program so attention should be paid to ensuring proper chronology of assignments and unit designations are correct.
 - b. Official Photograph in ASU/Class A to be used for the official program.

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c. List of all family members, friends, and professional associates - especially any VIP/DV participation which needs the USASMA Visitor Coordination Officer's direct assistance.

7. All participants in the monthly DSR will be present for the rehearsal conducted on the afternoon immediately prior to the date of the ceremony. Schedule for rehearsals will be announced by P&O. Commanders will ensure all participants are present for the rehearsal.

8. The Commandant or his designated representative will serve as the host for the monthly DSR and provide remarks at the conclusion of the ceremony. Remarks by attending VIPs/DVs must be pre-approved by the Commandant and are discouraged for the actual ceremony due to academic time considerations. Individual unit or section gatherings are more appropriate venues for such remarks.

9. POC this policy is the Director, Human Resources, (915) 744-8383.

"Ultima Strong!"

JIMMY J. SELLERS
CSM, USA
Commandant