



REPLY TO
ATTENTION OF

ATSS-SCP

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

SUBJECT: Policy Memorandum #25 - **Spouse Awards**

1. REFERENCES:

- a. AR 672-20, 1 Apr 14, Incentive Awards (Decorations, Awards, and Honors).
- b. TRADOC Suppl 1 to AR 672-20, 21 Apr 14, Incentive Awards (Decorations, Awards, and Honors)

2. BACKGROUND: DA Public Service Awards outlined in AR 672-20 are available to recognize civilians who are not employed by the Army. They are not designed for the exclusive purpose of recognizing spouses but can be used for that purpose provided the award criteria are met. The awards are listed below in descending order. A visual display of the medals can be found at <http://cpol.army.mil/library/awards/>. A spread sheet showing the criteria and approval level for each award is at Enclosure 1 to this Policy Memorandum.

3. IAW above references, the following Spouse/Family Member types of awards will be in effect at US Army Sergeants Major Academy. The awards are listed highest to lowest in order (See Table at Encl 1):

a. **Decoration for Distinguished Civilian Service.** This is the highest level of public service recognition in the Army. SECARMY personally approves. Criterion is distinguished service that makes a substantial contribution to Army's mission. SECARMY looks for projects, research, and/or services performed that have Army wide impact. It is extremely difficult to obtain approval. SECARMY approval process routinely results in downgrades or disapproval.

b. **Secretary of the Army Public Service Award.** New award established in 1999. Army policy specifically states this award is appropriate for spouses of military members, but only if the criteria are met. Criteria is exceptional public service to the Army deserving of greater recognition than that which can be granted by a MACOM Commander. As rule of thumb, consider this award the highest that can be reasonably expected. DA Army Incentive Awards Board screens closely and if criteria is not met, returns award to MACOMs for consideration of MACOM-level recognition. A sanitized

ATSS-SCP

SUBJECT: Policy Memorandum #25 - Spouse Awards

sample of an approved nomination is at Section 2, Enclosure 2. Note the broad range of accomplishments covering an extended period of time.

c. **Outstanding Civilian Service Award.** This award, the third highest in the hierarchy, is appropriate to recognize outstanding service of significance to a MACOM. MACOMs have approval authority with option to redelegate to commanders 2-star and above. Commander, TRADOC, has redelegated approval authority to any commander in the rank of Major General and above. This award is frequently used by installation commanders when recognizing spouses of subordinate leaders. Medals and certificates are stocked at the installation-level.

d. **Commander's Award for Public Service.** This award is appropriate to recognize service or achievements of significance to a single installation or activity. It can be approved by any commander in the rank of colonel or above and any general officer or member of the Senior Executive Service. This award, like the Outstanding Civilian Service Award, is frequently used at the installation-level. Recognition devices are available locally. Nomination for public service recognition must be submitted within 6 months after completion of the act or period to be cited.

e. **Civilian Award for Humanitarian Service.** Any Commander at the MACOM level or higher may approve this award. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration.

g. **Certificate of Appreciation for Patriotic Civilian Service.** This award consists of a lapel button and certificate. Criteria is patriotic service that contributes to the mission of an Army activity or to the welfare of Army personnel. Any commander, lieutenant colonel and above can approve. The Commandant exercises approval authority for this award

h. **US Army Sergeants Major Academy Certificate of Appreciation.** This award can be used when the level of contributions does not warrant higher level recognition. Approval for this award is the Commandant.

4. Nominating Instructions for the above listed awards are contained at Enclosure 2 to this Policy Memorandum.

5. Leaders are reminded that spouse contributions come in several different forms but are all characterized by "service without the expectation of reward". I encourage all leaders to quickly identify such service, promptly recommend it for recognition, and follow up on the action through its completion. We owe our dedicated spouses nothing less!

ATSS-SCP

SUBJECT: Policy Memorandum #25 - Spouse Awards

6. POC this Policy is the Director, Human Resources, (915) 744-8383.

JIMMY J. SELLERS
CSM, USA
Commandant