



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND  
CMR 442  
APO AE 09042

REPLY TO  
ATTENTION OF:

MCEU-PD

26 JUN 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERM Command Policy Letter 16, Processing Military Award Recommendations (DA Form 638)

1. Reference:

- a. MEDCOM Pamphlet 600-8-22, Military Awards
- b. PERSCOM message 051158Z June 2003, Subject: Results of Army Awards Regulation Review.

2. All leaders have a responsibility to recognize deserving soldiers. Effective recognition must be timely. I charge every individual that submits an award recommendation with the responsibility for quality control and timely submission. Approved awards will be presented prior to a soldier's permanent change of station or retirement.

3. Award recommendations will be submitted electronically to ERM headquarters using the AMEDD Electronic Forms Support System (AEFSS). Award recommendations will comply with the standards indicated below, that are determined from the date entered in block 11b of the DA Form 638:

- a. Army Achievement Medal (AAM); Army Commendation Medal (ARCOM); Meritorious Service Medal (MSM): 45 days
- b. Retirement Legion of Merit (LM): 120 days
- c. Service Legion of Merit (LM): 150 days

4. Recommendations that fail to meet these timeliness standards must include a letter of lateness, signed by the medical treatment facility commander, as an electronic attachment when submitted.

5. This memorandum replaces Policy 16, dated 26 September 2002. The proponent for this policy is the ERMC ACSPER at DSN 371-3353.

A handwritten signature in black ink, appearing to read "Elder Granger". The signature is fluid and cursive, with the first name "Elder" and last name "Granger" clearly distinguishable.

ELDER GRANGER  
Brigadier General, USA  
Commanding

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