DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLTION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1741 MARSHALL ROAD
FORT BLISS, TEXAS 79916-3803

IMBL-ZA

FEB 12 2015

POLICY MEMORANDUM # 5

SUBJECT: Award Processing Procedures

1. References:

a. Fort Bliss SOP on Awards Headquarters Fort Bliss (AFBL-PE), 9 July 2012.

b. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel, 23 June 2009.

c. Army Regulation 600-8-22, Military Awards, 11 December 2006 updated with RAR 24 June 2013.

2. Purpose: To establish the command policy on awards. This policy provides guidance to all Commanders and Directors in an effort to ensure effective awards system within this command.

3. Policy: My goal is to recognize individuals and present them with an award prior to their departure. An effective awards system is a valuable leader's tool for recognizing outstanding performance and building unit morale and esprit-de-corp. I strongly encourage Unit Commanders and Supervisors to submit award recommendations whenever warranted. It is also my intent the awards program be consistent with Army policy and we maintain equity throughout the command.

4. The following constitutes my policy and criteria for approving and recommending awards:

a. Awards covered by this policy include those for which I am the approving authority and those for which I recommend approval to the Commanding General, Fort Bliss and Commander, Installation Management Command.

b. General considerations are in four areas: responsibility associated with duty position, performance and described award recommendation narrative, history of basic soldiering (APFT, height, weight, weapons) and citizenship (disciplinary record).

(1) Responsibility associated with duty position: Generally the more people who a Soldier supervises, the higher the "potential" award. A Soldier who does not supervise many but deals frequently with important issues or functions, or who has relatively frequent interaction with higher ranking service members or civilians may also generally be deserving of a higher award.

(2) Performance: Considering the Soldier's rank, duty position, ability and potential, performance should be clearly above that level normally expected of a Soldier of comparable experience and rank. Follow the criteria outlined in AR 600-8-22.

(3) Basic Soldiering: Soldiers considered for an award should have passed APFT within the last six months, and meet the Army's height and weight standards.

(4) Citizenship: Consider a Soldier's citizenship. This includes safety record, adverse administrative actions or UCMJ, and personal financial management record.

5. Retirement Awards: The appropriate retirement award should cover a 10 year period based on the Soldier's career; not just the last assignment.

6. Presentation: Present all awards in front of the Soldier's peers, in an appropriate ceremony conducted by the Chain-of-Command. Present all awards prior to the Soldier departing Fort Bliss.

7. Procedures: Submit all award recommendations per Fort Bliss SOP on awards (AFBL-PE) dated 9 July 2012.

8. Timelines: The timelines for submission as outlined in reference a, apply for all awards which require Headquarters Fort Bliss, TRADOC/FORSCOM or HQDA approval. Awards should arrive at the Garrison S1 per the following timelines:

GARRISON CDR	ARCOM 30 days prior to desired presentation date.
SENIOR CDR	MSM 45 days prior to desired presentation date.
IMCOM (IMCOM Soldiers)	MSM or higher 60 days prior to desired presentation date.
HQDA	LOM or higher, 90 days prior to desired presentation date. 120 days for foreign personnel.

a. Submit awards to arrive at the appropriate approving authority within the established timeline. A copy of APFT/profile card, weapons qualification, ERB/ORB must accompany the award recommendation.

b. Submit a memorandum of lateness for late awards. The Garrison Commander will sign late awards submitted to the Fort Bliss, Commanding General.

c. The Fort Bliss Commanding General has delegated authority to Commanders in the grade COL for MSM disapproval without referral.

d. The Fort Bliss Commanding General has delegated authority to Commander in the grade LTC for ARCOM disapproval without referral.

9. Process civilian awards per IMCOM Regulation, Incentive Awards Program for Military and Civilian Personnel.

10. Point of contact is Garrison S-1 at (915)568-5031.

MIKE HESTER
COL, AR
Commanding