DEPARTMENT OF THE ARMY
HEADQUARTERS, 18TH MILITARY POLICE BRIGADE
CMR 418
APO AE 09058

REPLY TO
ATTENTION OF

AETV-MP-H

15 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 18th Military Police Brigade Command Policy Memorandum #4, Awards Processing

1. References:

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

b. USAREUR Regulation 600-8-22, Military Awards and Decorations, 20 August 2002.

c. USAREUR Command Policy Letter 16, Military Awards, 4 May 2003.

d. V Corps Regulation 600-8-22, Military Awards, 25 September 2001.

2. The purpose of this memorandum is to define the brigade's policies and standards concerning the submission of award recommendations.

3. Awards are but one way to show our appreciation to soldiers and their families for their demonstrated performance. The timeliness of awards submission is critical in order to have the soldier receive his or her award PRIOR to their departure from Germany. Presentation of awards should be made at appropriate ceremonies prior to the soldiers' departure from their units.

4. Each company must pay close attention to all upcoming PCS and ETS dates for each of their soldiers. This will ensure that award recommendations are received on time. Each company will scrub DEROS dates of every soldier in the company at least once a quarter. The units should start these awards six months out. If something changes, we can always rescind the award.

5. Normally, a soldier can receive only one "service" award per tour; however, if an individual completes an overseas tour or changes duties during his or her tour and the nature of the change of duties is significant, the individual is eligible for an award for each period of service. All requests for awards for soldiers moving within USAREUR must be accompanied by a memorandum signed by the Battalion Commander stating the reasons the soldier should receive the award.

6. Acts or accomplishments already acknowledged in an achievement award will not be cited in a subsequent service award. Soldiers who complete an In Place Consecutive Overseas Tour

(IPCOT) are eligible for award consideration at the conclusion of the initial tour and completion of the subsequent tour.

7. It is the responsibility of the soldier's supervisor and commander to ensure that a letter of continuity is done for any soldier who conducts an in-theatre permanent change of station without receiving an award. This letter will accompany the soldier throughout his tenure in the brigade and any subsequent USAREUR assignment outside of the brigade.

8. The following chart outlines the timeline for submission of awards to Brigade:

AWARD	APPROVED BY	SUBMISSION TIME TO BDE (prior to presentation date)	REMARKS
AAM	BN CDR	N/A	
ARCOM	BDE CDR	30 days	Email for initial review
MSM	DCG	85 days	Email for initial review
LOM	USAREUR CG	85 days	Retirement Award
MOVSM	1ST LTC in COC	30 days	
HOV	CG, V Corps	45 days	
Distinguished Small Unit/Ldr	DCG	60 days	High Vis to CG
300 PT Club	G1	15 days	Email or Fax

9. If an award is late, a letter of lateness explaining why the award is late and signed by the Battalion Commander is required with the submission. However, under no circumstances, should a unit fail to submit an award due to lateness. The Brigade S-1 will process the award as rapidly as possible to ensure that the soldier receives the award before departing the unit.

10. It is my intent that all deserving soldiers receive their awards prior to departure from this command. There is no excuse for a deserving soldier to depart the unit without his or her award.

11. POC for this memorandum is the undersigned at DSN 382-5600.

12. "EVER VIGILANT"

JAMES B. BROWN
COL, MP
Commanding

DISTRIBUTION:
A