



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

REPLY TO  
ATTENTION OF

OCT 17 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #2 – Awards Processing for Military Personnel

1. This letter supersedes USAGK Policy Letter #2 dated 19 June 2009.
2. References:
  - a. Army Regulation 600-8-22 Military Awards dated 11 December 2006
  - b. Army in Europe Regulation 600-8-22, Military Awards and Decorations, Appendix B, dated 11 August 2008
3. The purpose of this policy is to establish award processing procedures for USAGK military personnel.
4. All military award recommendations will be initiated and submitted to the Directorate of Human Resources (DHR) for processing. The award recommendations must be sent thru the Army Knowledge Online (AKO) for tracking.
5. The following award recommendations are to be submitted to the approval authorities in accordance with the following timeline:
  - a. Legion of Merit and higher - at HQ, IMCOM, San Antonio, Texas, NLT 135 days prior to the desired presentation date.
  - b. Meritorious Service Medal – at IMCOM-Europe, NLT 75 days prior to the desired presentation date.
  - c. Army Commendation Medal – at USAG Baden-Wuerttemberg, NLT 60 days prior to the desired presentation date.
  - d. Army Achievement Medal – at USAGK Administrative Division, NLT 45 days prior to the desired presentation date.

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e. A Letter of Lateness must be attached to the award recommendation if the timeline is not met.

6. No individual is automatically entitled to an award upon departure from the unit. Awards for meritorious achievement will not be based upon the grade of the recommended recipient. Rather, the award should reflect both the individual's level of responsibility and manner of performance. No preconditions for an award will be established.

7. Supervisors should submit or consider submitting an award after they have been notified that the military personnel will be reassigned. All awards will be submitted to the Director of Human Resources for further staffing for approval.

8. Point of contact is the Directorate of Human Resources at 493-4345.



LARS N. ZETTERSTROM  
LTC, EN  
Commanding

DISTRIBUTION A