Headquarters
Department of the Army
Washington, DC
9 July 2001

Personnel—General

Award of the Legion of Merit and Lesser Awards for Service, Achievement, or Retirement During Peacetime

Applicability. This memorandum applies to Headquarters, Department of the Army (HQDA) and its field operating agencies (FOAs). This memorandum does not apply to the following organizations below. These agencies will forward their Legion of Merit recommendations to Commander, U.S. Total Army Personnel Command, ATTN: TAPC–PDO–PA, 200 Stovall Street, Alexandria, VA 22332–0471 for boarding procedures and approval.

a. Defense Military Pay Office – NCR.
b. U.S. Military Academy.
c. U.S. Military Entrance Processing Command.
d. U.S. Total Army Personnel Command.
e. U.S. Army Recruiting Command.
f. U.S. Army Strategic Defense Command.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army (AASA). The AASA has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The AASA may delegate this approval authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

	Paragraph	Page
Purpose	1	2
References	2	2
Explanation of abbreviations	3	2
Responsibilities	4	2
Policy for military awards	5	2
Approval authority	6	2
Headquarters, Department of the Army Awards Board for LM	7	4
Award procedures	8	4
Downgraded awards	9	5
Appendix A		6
Appendix B		7
Appendix C		8
Appendix D		9

*This memorandum supersedes DA Memo 672–3 dated 27 July 1990.

1. Purpose

This memorandum establishes policy and prescribes procedures for recognizing soldiers (colonel and below) for award of the Legion of Merit (LM) and lesser awards for service, achievement, or retirement within Headquarters, Department of the Army (HQDA), and field operating agencies supported by the Military Personnel Service Center (MPSC).

2. References

a. Required publication. AR 600–8–22, Military Awards (Cited in para 4.)

b. Related publications.

(1) AR 600–8–2, Suspension of Favorable Personnel Actions (FLAGS).

(2) AR 600–9, The Army Weight Control Program.

c. Referenced forms.

(1) DA Form 638 (Recommendation for Award).

(2) DA Form 4980–11 (Legion of Merit Certificate).

(3) DA Form 4980–12 (Meritorious Service Medal).

3. Explanation of abbreviations

a. ARSTAF . . . . . Army Staff

b. HQDA . . . . . Headquarters, Department of the Army

c. LM . . . . . Legion of Merit

d. MSM . . . . . Meritorious Service Medal

e. ARCOM . . . . . Army Commendation Medal

f. MPSC . . . . . Military Personnel Service Center

4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army will—

(1) Serve as the proponent of this memorandum.

(2) Establish policy, procedures, and standards for matters concerning award of the Legion of Merit (LM) and lesser awards for service, achievement, or retirement within Headquarters, Department of the Army (HQDA) and its field operating agencies supported by the Military Personnel Service Center (MPSC).

b. Principal HQDA agency officials will ensure that recommendations for awards are processed within the timeframes prescribed in this memorandum.

c. The Chief, HQDA MPSC will—

(1) Ensure that all HQDA agencies and field operating agencies implement this memorandum.

(2) Act as a focal point where personnel may acquire advice and assistance on any questions relating to the application and implementation of this memorandum.

(3) Serve as orders issuing agency for all LM recommendations which must be processed through the Headquarters, Department of the Army Awards Board.

5. Policy for military awards

AR 600–8–22, dated 25 February 1995, and CDRPERSCOM, TAPC–PDA message DTG 061520Z MAY96 set the policy for Military Awards.

6. Approval authority

Approval authority is shown in table 1.

Table 1
Approval authority for awards

Commanders and Principal HQDA Agency Officials	May award	To
Administrative Assistant to the Secretary of the Army	LM and all lesser decorations	All US Army personnel and personnel of other Services with the concurrence of their respective Service
All other Assistant Secretaries of the Army (SES–4 or above)	LM for retirements of COLs and below and lesser decorations	All US Army personnel assigned or attached for duty to their command or agency
Agencies headed by a civilian SES–3	ARCOM or lesser decorations	All US Army personnel assigned or attached for duty to their command or agency
Agencies headed by a LTG/MG	LM for retirement of COLs and below and lesser decorations	All US Army personnel assigned or attached for duty to their command or agency
Chief of Staff of the Army	DSM and all lesser decorations (delegated to VCSA)	All US Army personnel and personnel of other Services with the concurrence of their respective Service
Vice Chief of Staff of the Army	DSM and all lesser decorations	All US Army personnel except retiring General Officers. All personnel of other Services below BG attached to the organization, provided concurrence is obtained
Director of the Army Staff	LM and all lesser decorations	All US Army personnel and personnel of other Services with the concurrence of their respective Service
Agencies headed by a BG/COL	ARCOM and all lesser decorations	All US Army personnel and personnel of other Services with the concurrence of their respective Service

Notes:
1. Approval authorities must be in command or serving as head of a principal HQDA agency.
2. The delegation of military award approval authority to certain senior civilian leaders is hereby established. (See app A).
3. Approval authority for the District of Columbia National Guard is the Administrative Assistant to the Secretary of the Army.

7. Headquarters, Department of the Army Awards Board for LM

a. The HQDA Awards Board will review all recommendations for LM except for retirement. The Secretary of the Army (SA) and Chief of Staff, Army (CSA) reserve approval authority without regard to the HQDA Awards Board.

b. The HQDA Awards Board will be composed of the Executive Officers to HQDA principal officials. Board members will serve on a rotational basis.

c. The HQDA Awards Board will consist of a minimum of three voting members who will review each LM recommendation.

(1) When reviewing LM recommendations for personnel assigned to the Army Staff, a majority of board members must be assigned to the Secretariat. Board recommendations will be submitted to the Director of the Army Staff.

(2) When reviewing LM recommendations for personnel assigned to the Secretariat, a majority of board members must be assigned to the Army Staff. Board recommendations will be submitted to the Administrative Assistant to the Secretary of the Army.

8. Award procedures

a. Recommendations for the LM or lesser decorations for service, achievement, or retirement will be submitted on DA Form 638 not less than the prescribed time prior to the desired presentation date. For LM awards, 45 days and for MSM and lesser awards, 30 days.

b. For retirement LMs on colonels and below, and for achievement/service decorations for MSMs and below, where the head or director of the HQDA agency is the approving authority, items 1 through 26 of the DA Form 638 must be completed. The MPSC awards section will complete Part V of DA Form 638, type the award certificate, and forward the same to the approving authority.

c. The award certificate will be extracted verbatim from Part IV of the DA Form 638. Therefore, it is important that the proposed citation be well written using short, simple, and direct sentences incorporating accurate facts. Citations must be prepared using 12 typewritten characters per inch (new courier type) and must be not less that 4 and not more than 5 lines in length for service or achievement, and not more than nine lines in length for retirement LMs.

(1) The proposed citation must begin with the word "For." Use the recommended soldier's name in the proposed citation rather than "he" or "she." When referring to more than one position title, the titles and accomplishments will be listed by order of protocol. When referring to more than one individual, the position titles will be listed by order of protocol (i.e., President of the United States, Secretary of Defense, Secretary of the Army, etc.).

(2) When preparing service/achievement LMs, attach a one to two-page, double-spaced factual and concise summary of service or achievement to the DA Form 638 as an enclosure. The summary and DA Form 638 will be the source documents used by the HQDA Awards Board in making a recommendation to the approval authority.

(3) Submit recommendations to the agency head, enclosing a statement indicating that the recommended soldier meets the minimum requirement on the Army Physical Fitness Test and is in compliance with AR 600–9 and that AR 600–8–2 does not apply. Note that under the provisions of AR 600–8–2, paragraph 1–15g, retirement awards and decorations for valor may be processed and presented to flagged soldiers. The agency head will personally endorse the recommendation to the Chief, MPSC, ATTN: JDHQS–SSA–MPSC–M, Room 2D156, 6801 Army Pentagon, Washington DC 20310–6801 for administrative review and control and for submission to the HQDA Awards Board and subsequent forwarding to the approval authority.

(4) For LM recommendations requiring boarding procedures, the Chief, MPSC will forward the LM recommendation(s) to the HQDA Awards Board Members for review and recommendation. Upon receipt of the board recommendations for service/achievement LMs, the Chief, MPSC will complete Part V of the DA Form 638 and will prepare and forward the certificate(s) for signature to the approving authority.

d. Recommendations for LM for retiring soldiers do not require a board.

e. Recommendations submitted in conjunction with a PCS are as follows:

(1) The individual must have served on the HQDA Staff for at least 12 full months prior to the date the award is to be presented.

(2) If the recommendation receives a unanimous vote by the Awards Board, the recommendation nomination will be approved for processing.

(3) If the board vote is not unanimous, then the recommending official may rewrite the award and submit it for reconsideration by the board.

(4) The awards board will reconsider the rewritten recommendation and vote to recommend approval or recommend downgrade to the approval authority.

9. Downgraded awards

a. The delegation for awards disapproval is hereby delegated from the Administrative Assistant and the Director of the Army Staff to commanders, heads, or directors of HQDA agencies for LMs for service/achievement/retirement or lesser decorations (see app B).

b. Commanders or heads of principal HQDA agencies may delegate disapproval authority to their immediate subordinate commanders or directors, provided they have authority to approve the next lesser award. This delegation must be in writing and will be accomplished with each change of command. This disapproval authority includes awards for non-Army personnel.

c. When recommending the award of the LM, the first person in the chain of command with approval authority for MSMs and below (MG or SES–4) may downgrade the recommendation. He/she will sign as approving authority to the lesser decoration. Again, delegation of disapproval authority must be in writing.

Appendix A
Memorandum—Delegation of Authority for Awards Approval Authority during Peacetime to Certain Civilian Leaders

MEMORANDUM FOR HEADQUARTERS, DEPARTMENT OF THE ARMY AND ITS FIELD OPERATING AGENCIES

SUBJECT: Delegation of Authority for Awards Approval Authority during Peacetime to Certain Civilian Leaders

Reference AR 600-8-22, paragraph 3-4 and AR 10-5, paragraph 2.3.

The delegation of military awards approval authority to certain senior civilian leaders (SES-4 and above) serving as head or director of a principal Headquarters, Department of the Army (HQDA) agency is hereby established for all retirement LM recommendations for COL and below, and all lesser decorations for service or achievement.

Heads or directors of principal HQDA agencies in the rank of Senior Executive Service (SES-4) or higher may award the Legion of Merit (LM) for retirement of COLs and below and lesser decorations for service or achievement. Agencies headed by a Senior Executive Service (SES-3) may serve as approving authority for ARCOMs and lesser decorations for service or achievement.

Point of contact for this action is the HQDA, Military Personnel Service Center awards section.

This delegation will remain in effect until revoked or superseded.

Joel B. Hudson

Figure A–1. Sample Delegation of Authority for Awards Approval (Civilian Leaders)

Appendix B
Memorandum—Delegation of Authority for Awards Approval Authority during Peacetime for Legion of Merit (LM) and Lesser Awards

MEMORANDUM FOR HEADQUARTERS, DEPARTMENT OF THE ARMY AND ITS FIELD OPERATING AGENCIES

SUBJECT: Delegation of Authority for Awards Approval Authority during Peacetime for Legion of Merit (LM) and Lesser Awards

Reference AR 600-8-22, paragraph 3-4, authority to award decorations is automatically delegated as shown in table 3-2 and DA Memorandum 600-8-22, paragraph 5.

Approval authorities must be in command or serving as head of a principal Headquarters, Department of the Army (HQDA) agency. This authority may not be delegated to subordinate officials (that is, Executive Officer, Chief of Staff, Deputy Commander, and so forth). In instances where the incumbent commander is not available to act on recommendations (hospitalization, temporary duty or leave) the acting commander, regardless of grade, may take final action provided a formal official assumption of command has taken place.

Commanders, heads or directors of HQDA or its field operating agencies having authority to approve an award may delegate disapproval authority to their immediate subordinate commanders, provided those subordinate commanders have authority to approve the next lower award. This delegation must be in writing and will be accomplished with each change of command.

Point of contact for this action is the HQDA, Military Personnel Service Center awards section.

This memorandum will remain in effect until revoked or superseded.

JOEL B. HUDSON
Administrative Assistant to the Secretary of the Army

JOHN M. PICKLER
Lieutenant General, United States Army
Director, Army Staff

Figure B–1. Sample Delegation of Authority for Awards Approval (LM and Lesser)

Appendix C
Explanation of Terms for Preparation of DA Form 638 (Recommendation for Award)

Table C–1
Explanation of Terms for Preparation of DA Form 638

Block	Explanation
Block 1.	Enter the TO address (address of the final approval authority).
Block 2.	Enter the FROM address (address of the recommending agency).
Block 3.	Enter date as day, month, and year (i.e., 5 May 2001)
Block 4.	Enter complete name. If no middle name indicate “NMI,” also include Jr., Sr., II, etc.
Block 5.	Enter rank (i.e., SGT or MAJ not E–5 or O–4).
Block 6.	Enter social security number.
Block 7.	Enter complete agency address to include UIC.
Block 8.	Enter all previous decorations awarded. Omit service medals, badges, and foreign awards.
Block 9.	Enter Army, Navy, Air Force, etc.
Block 10.	Enter recommended award including oak leaf clusters, if appropriate.
Block 11.	Enter day, month and year for the beginning and ending period of the award. Retirement awards may encompass periods of service longer than that served in the recommending agency, but are limited to no more than the last ten years of service. Whether the recommended period is for the current duty assignment or for the last ten years culminating with the current duty assignment, the period highlighted in the narrative submitted for LMs will be the same as the period indicated in item 11.
Block 12.	a. Enter one of the indicated reasons. b. If interim award was made, state award given.
Block 13.	Enter “X” in appropriate box.
Block 14.	Enter full name.
Block 15.	Enter agency address.
Block 16.	Enter title/position of recommending official.
Block 17.	Enter rank.
Block 18.	Enter relationship of recommending official to the awardee.
Block 19.	Signature of recommending official.
Block 20.	List all achievements the soldier is being recommended for. For all LM recommendations a narrative justification is required and will be added as an addendum to the DA Form 638.
Block 21.	Per AR 600–8–22, tables 3–4, page 22, the proposed citation for awards of the MSM, ARCOM, and AAM are limited to six lines and will be restricted to the space allowed on the DA Form 638. All other awards are limited to nine lines.
Block 22.	Obtain signature and date of a representative for the awardee (anyone within the agency that can certify award eligibility, if not the MPSC will verify, sign and date).
Block 23.	Complete
Block 26.	Approval Authority
Part V –	The Awards section will complete Orders Data once award is approved and signed by the approving authority.

Appendix D
Examples of Award Recommendations and Certificates

RECOMMENDATION FOR AWARD
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE
Office of the Administrative Assistant to the Secretary of the Army, Washington, DC 20310	HQDA, MPSC 6801 Army Pentagon, Washington, DC 20310	1 May 01

PART I - SOLDIER DATA

4. NAME	5. RANK	6. SSN
DOE, JOHN M.	SGT	000-00-0000

7. ORGANIZATION	8. PREVIOUS AWARDS
HQDA, MPSC (W313AA) 6801 Army Pentagon, Washington, DC 20310	MSM-1, ARCOM, AAM-2

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD a. FROM	b. TO
ARMY	MSM 1 OLC	1 Sep 98	2 Aug 01

12. REASON FOR AWARD			13. POSTHUMOUS
12a. INDICATE ACH, SVC, PCS, ETS, OR RET	12b. INTERIM AWARD	YES [ ] NO [X]	YES [ ] NO [X]
ETS	IF YES, STATE AWARD GIVEN		

PART II - RECOMMENDER DATA

14. NAME	15. ADDRESS
Jones, Wilma R.	HQDA, MPSC Rosslyn, VA 22209

16. TITLE/POSITION	17. RANK
Operations Sergeant	SFC

18. RELATIONSHIP TO AWARDEE	19. SIGNATURE
Supervisor	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

FOR AWARDS OF THE MSM, ARCOM, AND AAM; USE BULLET STATEMENTS TO LIST THE INDIVIDUAL'S MERITORIOUS ACHIEVEMENTS OR SERVICE.

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION

For exceptional service while serving as the Budget Section Noncommissioned Officer In Charge, Office of the Secretary of the Army, Military Personnel Service Center. His wide range of knowledge, keen insight into budget management, and demonstrated technical expertise, significantly contributed to his success in managing the distribution of this organization's 4.5 million dollar budget. Sergeant Doe's selfless service and outstanding dedication to duty reflect great credit on him, the Office of the Administrative Assistant to the Secretary of the Army, and the United States Army.

DA FORM 638, NOV 94 — REPLACES DA FORM 638-1. PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE. — USAPPC V6.00

Figure D–1. Sample DA Form 638, MSM

NAME DOE, JOHN M.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*		22a. SIGNATURE	22b. DATE
23. **INTERMEDIATE AUTHORITY**	a. TO Director, HQDA SSA	b. FROM Chief, HQDA Military Personnel Service Center	c. DATE
d. RECOMMEND: [X] APPROVAL [ ] DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME ANDREW C. JACOBS		f. RANK CW2	
g. TITLE/POSITION Chief, HQDA Military Personnel Service Center		h. SIGNATURE	
i. COMMENTS			
24. **INTERMEDIATE AUTHORITY**	a. TO Deputy Administrative Assistant to the Secretary of the Army	b. FROM Director, HQDA SSA	c. DATE
d. RECOMMEND: [ ] APPROVAL [ ] DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME THOMAS C. SCULLEN		f. RANK GS-15	
g. TITLE/POSITION Director, HQDA Support Service Activity		h. SIGNATURE	
i. COMMENTS			
25. **INTERMEDIATE AUTHORITY**	a. TO Administrative Assistant to the Secretary of the Army	b. FROM Deputy Administrative Assistant to the Secretary of the Army	c. DATE
d. RECOMMEND: [ ] APPROVAL [ ] DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME SANDRA R. RILEY		f. RANK SES-4	
g. TITLE/POSITION Deputy Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			
26. **APPROVAL AUTHORITY**	a. TO HQDA, MPSC ATTN: Awards	b. FROM Administrative Assistant to the Secretary of the Army	c. DATE
d. [ ] APPROVED [ ] DISAPPROVED	RECOMMEND	UPGRADE TO: DOWNGRADE TO:	
e. NAME JOEL B. HUDSON		f. RANK SES-6	
g. TITLE/POSITION Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA		
27a. ORDERS ISSUING HQ Headquarters, Department of the Army Military Personnel Service Center	27b. PERMANENT ORDER NO. 000-00	31. DISTRIBUTION 4-INDIV 1-Order Set 1-MPRJ 1-PCRE-FS (cert only) 1-HQDA, MPSC
28a. NAME OF ORDERS APPROVAL AUTHORITY Andrew C. Jacobs	28b. RANK CW2	
28c. TITLE/POSITION Chief, HQDA Military Personnel Service Center	29. APPROVED AWARD MSM (1st OLC)	
28d. SIGNATURE	30. DATE	

REVERSE, DA FORM 638, NOV 94 USAPPC V6.00

Figure D–1. Sample DA Form 638, MSM—Continued

EXAMPLE

THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969 HAS AWARDED

THE MERITORIOUS SERVICE MEDAL

TO

SERGEANT JOHN M. DOE
HEADQUARTERS, DEPARTMENT OF THE ARMY
MILITARY PERSONNEL SERVICE CENTER

FOR exceptional service while serving as the Budget Section Noncommissioned Officer In Charge, Office of the Secretary of the Army, Military Personnel Service Center. His wide range of knowledge, keen insight into budget management, and demonstrated technical expertise, significantly contributed to his success in managing the distribution of this organization's 4.5 million dollar budget. Sergeant Doe's selfless service and outstanding dedication to duty reflect great credit on him, the Office of the Administrative Assistant to the Secretary of the Army, and the United States Army.

FROM: 1 SEPTEMBER 1998 TO 2 AUGUST 2001

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON
THIS DAY OF 2001

PERMANENT ORDER
Headquarters, Department of the Army
Military Personnel Service Center
Washington, DC

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

DA FORM 4980-12, NOV 97

Figure D–2. Sample MSM Award

RECOMMENDATION FOR AWARD
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE
Office of the Director of the Army Staff Washington, DC 20310	National Guard Bureau Arlington, VA 22204	1 Jan 01

PART I - SOLDIER DATA

4. NAME	5. RANK	6. SSN
Doe, John M.	COL	000-00-0000

7. ORGANIZATION	8. PREVIOUS AWARDS
National Guard Bureau Arlington, VA 22204	MSM-3, ARCOM-5, AAM-3

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD	
		a. FROM	b. TO
ARMY	LOM	1 Mar 91	28 Feb 01

12. REASON FOR AWARD		13. POSTHUMOUS
12a. INDICATE ACH, SVC, PCS, ETS, OR RET	12b. INTERIM AWARD ☐ YES ☒ NO	
RET	IF YES, STATE AWARD GIVEN	YES ☐ NO ☒

PART II - RECOMMENDER DATA

14. NAME	15. ADDRESS
Fence, William A.	National Guard Bureau Arlington, VA 22204

16. TITLE/POSITION	17. RANK
Operations Officer	BG

18. RELATIONSHIP TO AWARDEE	19. SIGNATURE
Senior Rater	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1
See attached narrative.

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION
For exceptionally meritorious service to the United States Army from 1 March 1991 to 28 February 2001. Colonel Doe served with distinction in positions of great responsibility and authority in various locations throughout the world. His service culminated as an Inspector General where he worked in two divisions and served as Commandant of the IG School. His noteworthy services have been at all levels of command and in a myriad of positions. Colonel Doe has been an executive officer at company, battalion and squadron level, an S-2, an S-3 and a company and squadron commander. His leadership, technical competence and total dedication contributed immeasurably to the Army and reflect great credit upon him, the National Guard Bureau and the United States Army.

DA FORM 638, NOV 94 REPLACES DA FORM 638-1. PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE. USAPPC V6.00

***If the period of award (item 11) on the recommendation reflects the last ten years of service, then it should also reflect that same period in the narrative and citation.**

Figure D–3. Sample DA Form 638, LOM for Retirement*

NAME Doe, John M.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*		22a. SIGNATURE	22b. DATE
23. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. **INTERMEDIATE AUTHORITY**	a. TO Administrative Assistant to the Secretary of the Army	b. FROM OSA Chief Information Officer	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME SANDRA R. RILEY		f. RANK SES-5	
g. TITLE/POSITION Deputy Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			
26. **APPROVAL AUTHORITY**	a. TO HQDA, MPSC ATTN: Awards Section	b. FROM Administrative Assistant to the Secretary of the Army	c. DATE
d. ☐ APPROVED ☐ DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE TO:
e. NAME JOEL B. HUDSON		f. RANK SES-6	
g. TITLE/POSITION Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA		
27a. ORDERS ISSUING HQ Headquarters, Department of the Army Military Personnel Service Center	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 4-INDIV 1-Order Set 1-MPRJ 1-TAPC-MSR-S (cert only) 1-OSA
28a. NAME OF ORDERS APPROVAL AUTHORITY ANDREW C. JACOBS	28b. RANK CW2	
28c. TITLE/POSITION Chief, HQDA Military Personnel Service Center	29. APPROVED AWARD	
28d. SIGNATURE	30. DATE	

REVERSE, DA FORM 638, NOV 94 USAPPC V6.00

Figure D–3. Sample DA Form 638, LOM for Retirement—Continued

EXAMPLE

THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY ACT OF CONGRESS 20 JULY 1942 HAS AWARDED

THE LEGION OF MERIT

TO **COLONEL JOHN M. DOE**
NATIONAL GUARD BUREAU

FOR exceptionally meritorious service to the United States Army from 1 March 1991 to 28 February 2001. Colonel Doe served with distinction in positions of great responsibility and authority in various locations throughout the world. His service culminated as an Inspector General where he worked in two divisions and served as Commandant of the IG School. His noteworthy services have been at all levels of command and in a myriad of positions. Colonel Doe has been an executive officer at company, battalion and squadron level, an S-2, an S-3 and a company and squadron commander. His leadership, technical competence and total dedication contributed immeasurably to the Army and reflect great credit upon him, the National Guard Bureau and the United States Army.

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON

THIS DAY OF 2001

JOHN M. PICKLER
LIEUTENANT GENERAL, USA
DIRECTOR OF THE ARMY STAFF

SECRETARY OF THE ARMY

DA FORM 4960-11, JAN 2000. Previous edition is obsolete.

Figure D–4. Sample LOM Award for Retirement (Last Ten Years Meritorious Service)

RECOMMENDATION FOR AWARD
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO Office of the Administrative Assistant to the Secretary of the Army, Washington, DC 20310	2. FROM Office of the Secretary of the Army Washington, DC 20310	3. DATE 1 May 01

PART I - SOLDIER DATA

4. NAME Doe, John M.	5. RANK MAJ	6. SSN 000-00-0000
7. ORGANIZATION Office of the Secretary of the Army (W00EAA) Washington, DC 20310	8. PREVIOUS AWARDS LOM-1, MSM-3, ARCOM-5, AAM-3	
9. BRANCH OF SERVICE ARMY	10. RECOMMENDED AWARD LOM 1 OLC	11. PERIOD OF AWARD a. FROM 21 Jun 98 b. TO 1 Aug 01
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET RET	12b. INTERIM AWARD YES [ ] NO [X] IF YES, STATE AWARD GIVEN	13. POSTHUMOUS YES [ ] NO [X]

PART II - RECOMMENDER DATA

14. NAME Doubtfire, Angel A.		15. ADDRESS Office of the Secretary of the Army Washington, DC 20310
16. TITLE/POSITION OSA Chief Information Officer	17. RANK COL	
18. RELATIONSHIP TO AWARDEE Supervisor		19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1
See attached narrative.

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

21. PROPOSED CITATION
For distinguishing himself by exceptionally meritorious conduct in the performance of outstanding services and achievements while assigned to successive positions of increasing responsibility over a twenty year career, culminating with his assignment as the Military Assistant and Executive Officer to The Auditor General from 21 June 1998 to 1 August 2001. Throughout his career, he displayed unsurpassed professionalism, leadership, and dedication in keeping with the proudest traditions of military service. Major Doe's dedication to duty and exemplary performance reflect great credit on him, The Auditor General, and the United States Army.

DA FORM 638, NOV 94 REPLACES DA FORM 638-1. PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE. USAPPC V6.00

***If the period of award (item 11) on the recommendation reflects the current duty assignment, then it should also reflect that same period mentioned in the narrative and citation.**

Figure D–5. Sample DA Form 638, LOM for Retirement*

NAME Doe, John M.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*		22a. SIGNATURE	22b. DATE
23. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. **INTERMEDIATE AUTHORITY**	a. TO	b. FROM	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. **INTERMEDIATE AUTHORITY**	a. TO Administrative Assistant to the Secretary of the Army	b. FROM OSA Chief Information Officer	c. DATE
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		UPGRADE TO:	DOWNGRADE TO:
e. NAME SANDRA R. RILEY		f. RANK SES-5	
g. TITLE/POSITION Deputy Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			
26. **APPROVAL AUTHORITY**	a. TO HQDA, MPSC ATTN: Awards Section	b. FROM Administrative Assistant to the Secretary of the Army	c. DATE
d. ☐ APPROVED ☐ DISAPPROVED	RECOMMEND	UPGRADE TO:	DOWNGRADE TO:
e. NAME JOEL B. HUDSON		f. RANK SES-6	
g. TITLE/POSITION Administrative Assistant to the Secretary of the Army		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA		
27a. ORDERS ISSUING HQ Headquarters, Department of the Army Military Personnel Service Center	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 4-INDIV 1-Order Set 1-MPRJ 1-TAPC-MSR-S (cert only) 1-OSA
28a. NAME OF ORDERS APPROVAL AUTHORITY ANDREW C. JACOBS	28b. RANK CW2	
28c. TITLE/POSITION Chief, HQDA Military Personnel Service Center	29. APPROVED AWARD	
28d. SIGNATURE	30. DATE	

REVERSE, DA FORM 638, NOV 94 USAPPC V6.00

Figure D–5. Sample DA Form 638, LOM for Retirement—Continued

EXAMPLE

THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY ACT OF CONGRESS 20 JULY 1942 HAS AWARDED

THE LEGION OF MERIT

TO MAJOR JOHN M. DOE
OFFICE OF THE SECRETARY OF THE ARMY

FOR distinguishing himself by exceptionally meritorious conduct in the performance of outstanding services and achievements while assigned to successive positions of increasing responsibility over a twenty year career, culminating with his assignment as the Military Assistant and Executive Officer to The Auditor General from 21 June 1998 to 1 August 2001. Throughout his career, he displayed unsurpassed professionalism, leadership, and dedication in keeping with the proudest traditions of military service. Major Doe's dedication to duty and exemplary performance reflect great credit on him, The Auditor General, and the United States Army.

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON
THIS DAY OF 2001

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

SECRETARY OF THE ARMY

DA FORM 4980-11, JAN 2000. Previous edition is obsolete.

Figure D–6. Sample DA Form 638, LOM for Retirement (Twenty-Year Career Meritorious Service)

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

Distribution:
This publication is available in electronic media only and is intended for Headquarters, Department of the Army and its field operating agencies.