



REPLY TO
ATTENTION OF

RCNE-AL-CO (600-20)

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #9: Evaluations and Award Timeliness

1. References: AR 623-105, Officer Evaluation Reporting System; AR 623-205, Enlisted Evaluation Reporting System; Army Regulation 600-8-22, Military Awards; USAREC CG Policy Letter E-3.
2. All leaders are responsible for submitting evaluation reports and awards to the Battalion S1 in a timely manner. There are to be no late evaluations or awards submitted. This is a taking care of soldiers issue, plain and simple.
3. Evaluation reports of enlisted soldiers, officers, and civilians are designed as a means of recording the duty performance of these individuals. They are the primary tools used to determine who exhibits potential to be advanced to the next higher grade. They play a key role in the selection for advancement, higher level schooling, and key jobs.
4. Because of their importance, it is vital that we ensure all evaluation reports we render are completed fairly, accurately, and ON TIME. Each report must be a comprehensive appraisal of the individual's abilities and weaknesses - a realistic and objective evaluation of the individual's true potential.
5. A electronic draft of the NCOER will be submitted to the Battalion S1 by the 5th of the thru month. The S1 and BN CSM will review the electronic draft and inform the companies of any needed changes. Companies must send the signed corrected version to the S1 NLT than the last day of the thru month.
6. Awards complete, error free and signed award recommendations will be submitted to the Battalion S1 according to the timeline listed below. The timeline is from the day the soldier leaves the battalion, not his/her report date to the next duty assignment. Take into consideration leave, PTDY, etc. We must ensure soldiers receive awards prior to departing the battalion. E-Awards are the standard for this battalion and USAREC.

AAM: 30 days prior to presentation date
ARCOM: 90 days prior to presentation date
MSM: 120 days prior to presentation date

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7. Recommendations not meeting the required number of days will include a justification for the delay. Only one award will be given to a person for the same act, achievement, or period of meritorious service. However, an award for a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. The recommendation at the termination of an assignment will not refer to the act of heroism or meritorious achievement that had been previously recognized.

8. POC this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
LTC, MI
Commanding