

**USAREC Supplement 1 to AR
600-8-22**

Personnel—General

Military Awards

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
1 June 2011**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Suppl 1 to AR 600-8-22
Military Awards

This revision, dated 1 June 2011--

- o Adds the eligibility requirements for award of the Master Recruiter Badge.
- o Adds the use of a new USAREC Form 1304 (Military Awards Information).
- o Makes administrative changes throughout.

Effective 15 June 2011

Personnel—General

Military Awards

For the Commander:

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Colonel, GS
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Official:

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Assistant Chief of Staff, G6

History. This publication is a revision to USAREC Suppl 1 to AR 600-8-22, which is effective 15 June 2011. The portions affected by this revision are listed in the summary of change.

Summary. This publication supplements AR 600-8-22, dated 11 December 2006. This

supplement complements the Military Awards Program.

Applicability. This supplement is applicable to Headquarters, U.S. Army Recruiting Command and its subordinate units.

Proponent and exception authority.

The proponent for this supplement is the Assistant Chief of Staff, G1. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

Army management control process.

This supplement contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Further supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPER-HRD-AWD, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level B.

Contents

Add appendix F after appendix E.

F. Permanent Wear of the Recruiter Badge, *page 4*

Figure List

Add figure F-1 to the end of the list.

Figure F-1: Sample memorandum of announcement, *page 5*

*This supplement supersedes USAREC Supplement 1 to AR 600-8-22, dated 16 April 2009.

Paragraph 1-12, Objective and implementation

Add paragraph c after paragraph b.

c. The USAREC Military Awards Program will complement the DA Military Awards Program. This will be accomplished by ensuring:

(1) All individuals are considered for an award upon transfer or separation. This will be accomplished by an administrative program, to include use of suspense files, indicating that supervisors have been notified of an individual's pending duty change. Supervisors will indicate that consideration has been given as to an appropriate award, or that no award is considered appropriate. The following lists minimum level and area of responsibility:

(a) Recruiting brigade, recruiting battalion, and recruiting company commanders are responsible for all individuals assigned or attached for duty to their unit or organization.

(b) General staff and special staff section chiefs, Headquarters, U.S. Army Recruiting Command (HQ USAREC), are responsible for all individuals assigned or attached for duty to their staff or special staff section.

(2) Upon transfer within a unit, general or special staff, or duty assignment change, at a minimum, a statement of accomplishments and achievements, if appropriate, will be forwarded to the new supervisor from the previous supervisor as input for a future award recommendation.

Paragraph 1-19, Duplication of awards

Add paragraphs e through g after paragraph d.

e. The timeframe of an award for meritorious service may encompass the timeframe of an award for meritorious achievement, providing that the justifications for the two awards are mutually exclusive. Otherwise, the approved meritorious service award will supersede the achievement award.

f. Achievements for which incentive awards are earned will not be used as the sole basis for a military decoration.

g. Commanders will use USAREC certificates when award of a military decoration is not appropriate.

Paragraph 1-27, Format, content, and distribution of orders

Add paragraphs d through f after paragraph c.

d. Orders announcing award of a military decoration will not be forwarded to the servicing military personnel office prior to presentation of the award. The commander presenting the award is responsible for ensuring that orders announcing the award are presented to the award recipient and the servicing military personnel office.

e. The orders log and the DA Forms 638 will be filed by calendar year and order number under record number 600-8-105c. The orders log and the DA Forms 638 will be uploaded to the Army Electronic Archives annually in January or February.

f. The certificate, DA Form 638, and any other background information will be filed by calendar year alphabetically under record number 600-8-22b2. These records will also be uploaded to the Army Electronic Archives annually in January or February.

Paragraph 1-30, Revocation of personal decorations and suspension of authority to wear

Add paragraphs (1) through (3) after paragraph a.

(1) In cases of recruiters involved in unfavorable personnel actions (that is, recruiting impropriety practices, misconduct, etcetera.), recruiting brigade and recruiting battalion commanders will initiate a review of the recruiter's military awards to determine if awards were made, based in whole or in part, on accomplishments during this period.

(2) In the event an award was made during the period in question, a determination will be made as to whether or not revocation of the award is appropriate.

(3) If revocation is deemed appropriate, the procedure in a above will be instituted and a copy of all correspondence, to include final action, will be furnished to HQ USAREC, ATTN: RCPER-HRD-AWD, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Paragraph 1-45, Requisitions

Add paragraph d after paragraph c.

d. The commanders of recruiting brigades and recruiting battalions will requisition and stock Army Achievement Medals, ARCOMs, and Oak Leaf Clusters necessary to meet projected 90-day requirements. Requisitions for medals and clusters will be submitted through normal supply channels. Necessary control procedures will be established to ensure safeguarding of military awards. Fiscal year funding will be budgeted and requested by recruiting brigade commanders for their brigade and subordinate recruiting battalions.

Paragraph 1-50, Reports, number, and types of decorations awarded

Add paragraph e after paragraph d.

e. The only element allowed to report to Headquarters, U.S. Army Accessions Command is HQ USAREC. HQ USAREC will submit one consolidated report to Headquarters, U.S. Army Accessions Command. Brigades will dispatch reports to HQ USAREC, ATTN: RCPER-HRD-AWD, to arrive not later than 10 January of each year. DA Form 4612-R (Number and Types of Decorations Approved) will be used to submit consolidated reports. Negative reports are required.

Paragraph 3-1, Intent

Add paragraph g after paragraph f.

g. Military decorations will not be used to augment the Recruiting Incentive Awards Program administered by the USAREC G3. This also includes Soldier and/or Recruiter of the Year competition at recruiting brigades, recruiting battalions, and other subordinate levels. USAREC Forms 1041 (Certificate of Achievement), USAREC Forms 1042 (Certificate of Appreciation), or Letters of Commendation are appropriate for these purposes.

Paragraph 3-3, Personnel eligible

Add paragraph e after paragraph d.

e. Attached personnel other than Hometown Recruiter Assistance Program Soldiers. Commanders may approve military awards for Army personnel attached for duty to their command.

Paragraph 3-5, Peacetime award approval authority

Add paragraphs (1) and (2) after paragraph d.

(1) Recruiting brigade commanders have the authority to disapprove or downgrade Meritorious Service Medal recommendations. Recommendations for higher awards must be forwarded to HQ USAREC, ATTN: RCPER-HRD-AWD, for determination.

(2) Recruiting commanders are not authorized to approve military decorations (ARCOM and below) for personnel in the Hometown Recruiter Assistance Program. These personnel are normally in a TDY status. Commanders may forward award recommendations to the commander of the Soldier's parent or gaining unit. Additionally, no commanders are authorized to approve military decorations for personnel in the Future Soldier Training Program.

Paragraph 3-19, Rules for processing DA Form 638, Recommendation for Award

Add paragraphs (1) through (4) after paragraph p.

(1) Award recommendations will be forwarded electronically through command channels to the USAREC G1 SharePoint site in accordance with the following time lines:

(a) Award recommendations for Meritorious Service Medals and below will arrive at HQ USAREC not later than 30 days prior to the desired date of presentation or the end date of the award, whichever date is earlier.

(b) Award recommendations for Legion of Merit and higher will arrive at HQ USAREC not later than 90 days prior to the desired date of presentation or the end date of the award, whichever date is earlier.

(2) A letter of lateness is required for all awards not meeting the established time lines.

(3) In the case of service or retirement awards, the desired date of presentation will reflect a date prior to the departure of the individual from the unit.

(4) Units must indicate a desired presentation date. If no date is requested, the end date as reflected in block 11 of the DA Form 638 will be used in processing the award.

Paragraph 3-19, Rules for processing DA Form 638, Recommendation for Award

Add paragraphs (8) through (10) after paragraph u(7).

(8) A completed USAREC Form 1304 (Military Awards Information) and an enlisted record brief or officer record brief will accompany all award recommendations.

(9) Commanders will not forward award recommendations to HQ USAREC on Soldiers with open recruiter improprieties.

(10) All requests for correction of military award certificates will include a statement indicating the reason for correction, a copy of the orders authorizing previous awards, and original copy of previously issued certificates.

Paragraph 8-31, Driver and Mechanic Badge

Add paragraph (4) after paragraph d(3).

(4) Cadre recruiters (79R) and detailed recruiters may earn the Driver's Badge if they have driven a minimum of 12 consecutive months, or driven at least 8,000 miles and had no Government-owned vehicle accident or traffic violation recorded on his or her DA Form 348-1-R (Equipment Operators Qualification Record - Except Aircraft). Commanders in the grade of lieutenant colonel and above may approve this award.

Paragraph 8-43, U.S. Army recruiter identification badges

Add paragraphs (4) through (7) after paragraph a(3).

(4) The permanent wear of the U.S. Army Basic Recruiter Badge will be awarded to the personnel listed below upon successful graduation from the Army Recruiter Course, Recruiting Company Commander Course, Health Care Recruiting Course, or USAREC Precommand Course.

- (a) Detailed (non-79R) and AGR recruiters.
- (b) USAREC band liaisons (attendance at Army band audition course required).
- (c) Warrant officer team chiefs.
- (d) Army Medical Department recruiting officers.
- (e) Chaplain recruiters (no course requirement).
- (f) CG
- (g) Deputy commanding general.
- (h) Recruiting brigade commanders.
- (i) Recruiting battalion commanders.
- (j) Recruiting company commanders.
- (k) Interservice Physician Assistant Program officer (no course requirement).
- (l) Brigade dental officer recruiter (no course requirement).

(5) Personnel listed below may wear the basic recruiter badge while assigned or attached to USAREC; however, upon reassignment or release from attachment from USAREC, the badge may be retained only as a memento.

- (a) Deputy recruiting brigade commanders.
- (b) Recruiting battalion executive officers.
- (c) Recruiting battalion and recruiting brigade operations officers.
- (d) General Schedule civilian recruiting specialists.
- (e) Noncommissioned officer in charge Airborne Recruiting Team.
- (f) Individuals listed in paragraphs (a) through (e) above, when reassigned or attached to staff positions at HQ USAREC.

(g) Other personnel authorized by the CG USAREC and announced by memorandum of announcement for temporary wear.

- (6) Criteria and procedures for permanent wear of the basic recruiter badge are at appendix F.
- (7) Effective 1 October 2010 award of gold achievement stars for wear was suspended.

Paragraph 8-43, U.S. Army recruiter identification badges

Add paragraphs (3) through (13) after paragraph b.

- (3) Permanent wear of the Master Recruiter Badge will be awarded only to NCO and officer recruiters.
- (4) NCOs must have a minimum of 24 months assigned to USAREC.
- (5) Successfully pass the Critical Skills Assessment Test Stage 1.
- (6) Recommended for award by the command leadership team.
- (7) Sergeants first class and below must score 85 percent or higher on skill level 3 and 4.
- (8) Master sergeants and above must score 85 percent or higher on skill level 3, 4, and 5.
- (9) Must successfully pass Critical Skills Assessment Test Stage 2 Live Fire Evaluation.
- (10) Cannot have any substantiated improprieties, pending investigations, or commanders' inquiries.
- (11) Cannot be flagged in accordance with AR 600-8-2.
- (12) See USAREC Reg 672-10 for additional eligibility requirements.
- (13) Effective 1 October 2010 award of the Gold Recruiter Badge for wear was suspended.

Paragraph 8-43, U.S. Army recruiter identification badges

Add paragraph d after paragraph c.

d. HQ USAREC will automatically issue a memorandum revoking the U.S. Army Basic Recruiter Badge, U.S. Army Gold Recruiting Badge with all incentive awards, and the Master Recruiter Badge if the recipient is voluntarily reas-

signed or removed from position for cause, regardless of the amount of time the individual has served in the position in a satisfactory manner.

Appendix A, References

Add the following to Section II, Related Publications:

USAREC Reg 672-10

Recruiting Incentive Awards.

Add the following to Section III, Prescribed Forms:

DA Form 4612-R

Number and Type of Decoration Awards. (Prescribed in para 1-50e.)

USAREC Form 1041

Certificate of Achievement. (Prescribed in para 3-1g.)

USAREC Form 1042

Certificate of Appreciation. (Prescribed in para 3-1g.)

USAREC Form 1304

Military Awards Information. (Prescribed in para 3-19u(8).)

Appendix A, References

Add the following to Section IV, Referenced Forms:

DA Form 348-1-R

Equipment Operators Qualification Record - Except Aircraft.

Add appendix F after appendix E.

Appendix F

Permanent Wear of the Recruiter Badge

F-1. Eligibility requirements

Personnel identified in paragraph 8-43a(4) are eligible for permanent wear of the Basic Recruiter Badge upon completion of the following criteria:

- a. Complete the Army Recruiter Course, Recruiting Company Commander Course, Health Care Recruiting Course, or USAREC Precommand Course at the Recruiting and Retention School (band liaisons must attend an approved Army band audition course).
- b. Assigned an individual recruiting mission or directly responsible for accomplishment of the mission.

F-2. Approval authority

The Commandant of the Recruiting and Retention School or the USAREC G1 will authorize permanent wear of the Basic Recruiter Badge to eligible personnel and will issue a memorandum of announcement to document permanent award of the Basic Recruiter Badge (see fig F-1).

F-3. Exceptions to policy

Requests for permanent wear of the Army Basic Recruiter Badge for personnel not listed in paragraph 8-43a(4) is not authorized and will not be considered unless there are unique circumstances warranting an exception. Requests for exception to policy must be submitted to the CG USAREC for a recommendation to Office of the Deputy Chief of Staff, G1, HQDA.

Glossary

Add the following term alphabetically to section I:

HQUSAREC

Headquarters, U.S. Army Recruiting Command

(Appropriate letterhead)

ATSG-RR

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Permanent Award of the Basic Recruiter Badge

DOE, John A. 000-00-0000 CPT U.S. Army Recruiting Battalion Oklahoma City (W185AA),
Oklahoma City, OK 73102-3202

AWARD: Basic Recruiter Badge

EFFECTIVE DATE:

AUTHORITY: AR 600-8-22, paragraph 8-43 and USAREC Suppl 1 thereto

SPECIAL INSTRUCTIONS: The award of the Army Basic Recruiter Badge is authorized to be worn
as a permanent part of the officer's or noncommissioned officer's uniform.

Commandant's Name
COL, AV
Commandant

DISTRIBUTION:

3-Indiv

1-Cdr, U.S. Army Rctg Bn Oklahoma City

1-U.S. Army 5th Rctg Bde, ATTN: Awards

1-Cdr, HRC, ATTN: AHRC-PDP-A,

1600 Spearhead Division Avenue, Fort Knox, KY 40122

1-RCPER-HRD-AWD

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