



DEPARTMENT OF THE ARMY

121ST SIGNAL BATTALION
CMR 448
APO AE 09225

REPLY TO
ATTENTION OF:

AETV-BG-SB

24 JUN 03

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 6: Awards

1. Every soldier will be considered for a service award upon successful completion of his or her tour of duty with the battalion. Soldiers will also be considered for impact, achievement, and safety awards for performance that is particularly meritorious in nature.
2. Each soldier has earned the right to be recognized for a job well done in front of his or her peers. Accordingly, each soldier will receive his or her end of tour award at an appropriate ceremony. Soldiers who are not recommended for an end of tour award based on substandard performance or other factors will be counseled to that effect.
3. When considering the type of award to recommend, supervisors and commanders will base their decisions upon the following factors: individual's performance, individual's personal and professional conduct, time in service, time in unit, position held in the unit, and the amount of responsibility with which the individual has been entrusted.
4. End of tour awards will not refer to acts of meritorious achievement that have been previously recognized by decoration unless the award is for retirement. For example, if a soldier has received any Achievement Awards during their current tour of duty, they cannot use those same accomplishments in one of the bullets that would support their end of tour award.
5. The following timelines will be used when preparing awards:
 - a. AAMs – 30 days prior to presentation date
 - b. ARCOMs – 60 days prior to presentation date
 - c. MSMs - 90 days prior to presentation date.
6. It is important that we recognize soldiers for their outstanding efforts by presenting awards and conducting promotions in front of their fellow soldiers.

DANGER'S VOICE!

////original signed////
JIM GARRISON
LTC, SC
Commanding