

**MILPER Message Number
17-272**

**Proponent
AHRC-PDP-A**

**Title
Valor Award Timeliness Standards and Reporting**

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A. Memorandum, Office of the Under Secretary of Defense (Personnel and Readiness), 12 June 2017, subject: Valor Award Timeliness Standards

B. Memorandum, Office of the Secretary of the Army, 7 July 2017, subject: Army Directive 2017-20 (Timeliness of Valor Award Recommendations)

C. Army Regulation (AR) 600-8-22 (Military Awards), 25 June 2015.

1. This message will expire on 30 August 2018.

2. The purpose of this message is to announce additional requirements impacting the Army's valor award program.

a. On 12 June 2017, the Under Secretary of Defense (Personnel and Readiness) directed Military Service Departments to adopt additional administrative measures to ensure appropriate and timely recognition of the extraordinary acts of valor performed by Servicemembers, as well as monitor and report that timeliness to the Deputy Assistant of Defense for Military Personnel Policy (reference A).

b. On 7 July 2017, the Acting Secretary of the Army directed that Army leaders at every level adopt additional administrative measures to ensure appropriate and timely recognition of the extraordinary acts of valor performed by our Soldiers (reference B).

3. The following guidance is effective immediately:

a. All valor award recommendations from the field will be processed for endorsement within ten calendar days of receipt at each echelon in the chain of command above the initiating unit through the approval authority. This includes: Medal of Honor (MOH), Distinguished Service Cross (DSC), Silver Star (SS), Distinguished Flying Cross (DFC) with "V" device, Bronze Star Medal (BSM) with "V" device, Air Medal (AM) with "V"

device, and Army Commendation Medal (ARCOM) with "V" device.

(1) In recognition of the inherent challenges associated with any event that results in valor award recommendations, the ten calendar day requirement does not apply to the initiating unit. That unit is still required to exercise due diligence, conduct investigations (formal or informal), gather eyewitness statements, and ascertain specific details associated with the event before submitting any valor award recommendations.

(2) Commanders will ensure the narrative of the award recommendation accurately and concisely communicates the valorous act(s) and the conditions under which it (they) occurred. Eyewitness statements must be first-hand accounts, describe the observed valorous act(s), and clearly support the narrative. Recommendations must include the other supporting documents in accordance with reference C, paragraph 3-20.

b. For award recommendations of the MOH and the DSC, the first colonel (or general officer if a colonel is the recommender) to endorse the award recommendation will forward a copy of the entire recommendation to the U.S. Army Human Resources Command (HRC) Awards and Decorations Branch (ADB) upon signature. This step provides the opportunity for administrative corrections to occur early in the process. Units will communicate with HRC, ADB at usarmy.knox.hrc.mbx.tagd-awards@mail.mil.

(1) Commanders are encouraged to approve an interim SS for those individuals recommended for the MOH or the DSC.

(2) When submitting MOH or DSC award recommendations via email to HRC, ADB, units must ensure any classified information is properly safeguarded and handled in accordance with all applicable policies and regulations. Contact HRC, ADB via NIPR first to make arrangements for any classified communication. All classified valor award information must be sent to HRC, ADB at usarmy.knox.hrc.mbx.tagd-awards@mail.mil.

c. These processing timelines and procedures do not apply to valor award recommendations submitted after statutory or regulatory time limits pursuant to 10 United States Code section 1130, or to requests to upgrade or reconsider a previous award decision.

4. Wartime reporting requirements for the month of July 2017 and after are changed as follows:

a. Commanders with wartime awards approval authority (currently ARCENT, CJTF-OIR, JSOC, SOCCENT, and USFOR-A) will report monthly rollups of all awards, including all valor awards awarded by subordinate headquarters if wartime award approval authority was delegated, using the updated wartime award reporting template found at

<https://www.hrc.army.mil/content/Wartime%20Awards%20Approval%20and%20Delegations>.

b. For all valor awards, to include all awards issued with "V" devices, Commanders will also forward supporting documentation (DA Form 638, citation, and narrative) to HRC, ADB via email to usarmy.knox.hrc.mbx.tagd-adb-policy-inquiries@mail.mil. When submitting supporting documentation to HRC, ADB, units must ensure any classified information is properly safeguarded and handled in accordance with all applicable policies and regulations. Contact HRC, ADB via NIPR first to make arrangements for any classified communication. All classified valor award information must be sent to HRC, ADB at usarmy.knox.hrc.mbx.tagd-awards@mail.mil.

c. All monthly reports and supporting documentation are due to HRC, ADB by the 15th of the month following the reported month (for example, July reports are due by the 15th of August).

5. For clarification or questions regarding this action, contact the Awards and Decorations Branch, AHRC-PDP-A, 502-613-9126, 983-9126 (DSN), or by e-mail at usarmy.knox.hrc.mbx.tagd-adb-policy-inquiries@mail.mil.