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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.

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*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. ARSTAFArmy Staff
- b. HQDAHeadquarters, Department of the Army
- c. LM Legion of Merit
- d. MSMMeritorious 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.