

## USAMRMC CIVILIAN RECOGNITION MATRIX

(Applies to USAMRMC Subordinate Units and Special Reporting Activities)

Type of Recognition	Process
<p style="text-align: center;"><b>AMEDD 30 Year Medallion</b></p>	<p>The AMEDD 30 year medallion is awarded by TSG to recognize a long-standing tradition of exceptional service by Soldiers and Civilians of the AMEDD. Commanders/Directors (O-6 or equivalent) may recommend an employee for this award by following the guidance outlined in the OTSG/MEDCOM Policy Memo 16-030, dtd 10 May 2016, enclosed. The request will include the following:</p> <ul style="list-style-type: none"> <li>• Memorandum of request signed by the unit Commander/Director;</li> <li>• Justification;</li> <li>• Personnel Data Sheet for Civilians (sample included in the policy memo);</li> <li>• Equal Employment Opportunity endorsement from the EEO Office; and</li> <li>• Adverse action certification from the servicing CPAC</li> </ul> <p>The unit will submit the package to MEDCOM, Ms. Janie Cervantes, <a href="mailto:san.j.cervantes.civ@mail.mil">san.j.cervantes.civ@mail.mil</a> 30 days prior to the desired presentation date. For exception to policy for 29 years of service, the package must be submitted to MPMC G-1 for MPMC CG signature and <u>must</u> explain why 30 years of service could not be completed.</p>
<p style="text-align: center;"><b>Star Notes</b></p>	<p>To request either a two-star or three-star note based on a civilian retirement, please follow the attached memo format as applicable. The unit will submit the two-star note request to Ms. Christina Smith, <a href="mailto:christina.l.smith.civ@mail.mil">christina.l.smith.civ@mail.mil</a>; the three-star note request to Ms. Pearlene Cannon, HQDA OTSG, <a href="mailto:pearlene.b.cannon.civ@mail.mil">pearlene.b.cannon.civ@mail.mil</a>. <b><i>Incomplete requests will <u>not</u> be processed.</i></b></p>
<p style="text-align: center;"><b>AMEDD Regimental Recognition Program</b></p>	<p>The AMEDD Regimental Recognition Program is divided into three categories: Distinguished Member of the Regiment (DMOR), Honorary Member of the Regiment (HMOR), and the Friend of the Regiment (FOR). To request one of these recognitions, follow the guidance outlined at the following website: <a href="http://ameddregiment.amedd.army.mil/">http://ameddregiment.amedd.army.mil/</a>. The unit will submit the package directly to the MEDCOM POC identified in the guidance.</p>
<p style="text-align: center;"><b>Career Service Recognition for Civilian Employees (formerly called Length of Service)</b></p>	<p>The Career Service Recognition for Civilian Employees is to be awarded to civilian employees for <u>all</u> Federal civilian and military service in 5-year increments provided that <u>one year of total service</u> has been served as a <u>civilian</u> employee. The unit level S-1 will use the information available in the Defense Civilian Personnel Data System (DCPDS) to determine the appropriate service award. The unit level S-1 will be responsible for preparing the length of civilian service awards.</p>
<p style="text-align: center;"><b>Letter from the Civilian Corp Chief and possibly a Coin</b></p>	<p>To request a letter from the Civilian Corp Chief based on a civilian retirement, please follow the attached memo format as applicable. The unit will submit the request to the Civilian Corps Chief Mailbox, <a href="mailto:usarmy.jbsa.medcom-ameddcs.mbx.civilian-corps-chief@mail.mil">usarmy.jbsa.medcom-ameddcs.mbx.civilian-corps-chief@mail.mil</a> and cc Ms. Julie Brown and Ms. Elizabeth Mendez.</p>

<b>Retirement</b>	<p>The unit level S-1 will prepare and coordinate the following items:</p> <ul style="list-style-type: none"><li>• DA Certificate of Retirement (comes with a retirement pin)</li><li>• DA Retirement Certificate of Appreciation</li></ul> <p>Other items the unit may want to consider requesting for inclusion in the retirement presentation ceremony:</p> <ul style="list-style-type: none"><li>• Star Note(s) (see above for process to request)</li><li>• Letter from the Civilian Corp Chief and possibly a coin (see above for process to request)</li><li>• 30-year Medallion if employee had 30-years with the AMEDD (see above for process to request)</li><li>• Unit coin</li><li>• Honorary Award (see USAMRMC Honorary Awards Matrix for process to request)</li><li>• Distinguished Member of the Regiment (see above for process to request)</li><li>• Civilian Welfare Council (unit level coordination)</li><li>• Letter from the State Governor (unit level coordination)</li><li>• Letter from the Congressional Representative (unit level coordination)</li><li>• Flag flown over the US Capital or specific installation (unit level coordination)</li><li>• White House Retirement Letter (unit level coordination)</li></ul>
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**\*\*TWO-STAR NOTE REQUEST\*\***

**UNIT LEVEL LETTERHEAD**

REPLY TO  
ATTENTION OF

APPROPRIATE DATE

OFFICE SYMBOL

MEMORANDUM FOR RECORD:

SUBJECT: Request Star Note - Civilian Retirement

FULL NAME: (First, Middle Initial, Last)

SALUTATION: (Mr., Ms., Mrs., Miss, Dr., etc.)

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NICKNAME/GOES BY:

SPOUSE'S NAME (If applicable):

BRANCH OF SERVICE (Army, Navy, Civil Service, etc.)

TOTAL YEARS OF SERVICE:

CURRENT POSITION AND GRADE: (Ex. Health Science Administrator, DB-0601-03)

ORGANIZATION: (i.e., United States Army Medical Materiel Agency (USAMMA))

OFFICE SYMBOL (MCMR-XXX):

FULL ADDRESS WITH 9 DIGIT ZIP CODE:

BACKGROUND/JUSTIFICATION (Not required for retirement):

PRESENTATION/CEREMONY DATE:

DRAFT STAR NOTE: (written as if the CG is writing it, no bullets, no more than five or six lines) (Not required for retirement)

POINT OF CONTACT (Name, Email Address, and Phone Number):

DISPOSITION: (i.e., call for pick up, put in distribution, mail, etc.) (if note is to be mailed, include the full mailing address with 9 digit zip code)



**\*\*\*THREE-STAR NOTE REQUEST\*\*\***

**UNIT LEVEL LETTERHEAD**

REPLY TO  
ATTENTION OF

APPROPRIATE DATE

OFFICE SYMBOL

MEMORANDUM FOR RECORD:

SUBJECT: Request Star Note - Civilian Retirement

FULL NAME: (First, Middle Initial, Last)

SALUTATION: (Mr., Ms., Mrs., Miss, Dr., etc.)

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SPOUSE'S FULL NAME:

BRANCH OF SERVICE: Civilian

YEARS OF CIVILIAN SERVICE:

CURRENT POSITION AND GRADE: (Ex. Health Science Administrator, DB-0601-03)

DATES SERVED IN CURRENT POSITION:

BACKGROUND INFORMATION (CRB, ETC):

JUSTIFICATION:

CEREMONY DATE:

DRAFT STAR NOTE (REQUIRED):

DISPOSITION INSTRUCTIONS (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

POINT OF CONTACT:



**\*\*\*LETTER FROM CIVILIAN CORP CHIEF REQUEST\*\*\***

**UNIT LEVEL LETTERHEAD**

REPLY TO  
ATTENTION OF

APPROPRIATE DATE

OFFICE SYMBOL

MEMORANDUM FOR RECORD:

SUBJECT: Request for Letter from Civilian Corp Chief – Civilian Retirement

FULL NAME: (First, Middle Initial, Last)

SALUTATION: (Mr., Ms., Mrs., Miss, Dr., etc.)

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SPOUSE'S FULL NAME:

BRANCH OF SERVICE: Civilian

YEARS OF CIVILIAN SERVICE:

CURRENT POSITION AND GRADE: (Ex. Health Science Administrator, DB-0601-03)

DATES SERVED IN CURRENT POSITION:

BACKGROUND INFORMATION (CRB, ETC):

JUSTIFICATION:

CEREMONY DATE:

DISPOSITION INSTRUCTIONS (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

POINT OF CONTACT:



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2748 WORTH ROAD  
JBSA FORT SAM HOUSTON, TEXAS 78234-8000

OTSG/MEDCOM Policy Memo 14-028

01 APR 2014

MCHR

Expires 1 April 2016

MEMORANDUM FOR

COMMANDERS, MEDCOM MAJOR SUBORDINATE COMMANDS  
DIRECTORS, OTSG/MEDCOM ONESTAFF  
AMEDD CORPS CHIEFS

SUBJECT: The Army Medical Department (AMEDD) 30-Year Medallion Policy Guidance

1. References:

- a. MEDCOM PAM 600-8-22, Military Awards.
- b. AR 672-20, Incentive Awards, 29 January 1999.

2. Purpose: To update policy for the Army Medical Department (AMEDD) 30-Year Medallion.

3. Proponent: The proponent for this policy is the Director of Human Resources/G-1.

4. Responsibilities: The Human Resources Actions Branch (HRAB), Military Human Resources Division and Civilian Human Resources Awards Branch are responsible to review and process recommendations for the AMEDD 30-Year Medallion.

5. Policy:

a. The AMEDD 30-Year Medallion is awarded by The Surgeon General, US Army/Commander, US Army Medical Command (TSG/CG, MEDCOM) to recognize a long-standing tradition of exceptional service by Soldiers and Civilians of the AMEDD. Commanders and Corps Chiefs are encouraged to recommend all eligible AMEDD Soldiers/Civilians for this award.

b. Eligibility. Award of the medallion is restricted to the following:

(1) AMEDD Soldiers honorably retiring with 30 years or more of Federal Service to the AMEDD who are not pending Uniform Code of Military Justice (UCMJ) action, under suspension of personnel actions (Flagged), or under investigation.

\*This policy memorandum supersedes OTSG/MEDCOM Policy Memo 12-001, 10 Jan 12, subject: The Army Medical Department (AMEDD) 30-Year Medallion Policy Guidance.

MCHR

SUBJECT: The Army Medical Department (AMEDD) 30-Year Medallion Policy Guidance

(2) AMEDD Civilians retiring with 30 years or more of all Federal civilian and military service to the AMEDD provided they have not previously received the AMEDD Medallion. For civilians, nominations must include Equal Employment Opportunity (EEO) and adverse action certification. In no event will the AMEDD Medallion be approved for a period of time in which the employee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct.

6. Procedures.

a. AMEDD Corps Chiefs, Commanders in the rank of Colonel and above, and Directors should consider all members of their respective units/activities retiring with 30 years or more of service and nominate deserving individuals for the medallion. All recommendations will be submitted in memorandum format (Figure 1).

b. The request must address the award of the medallion by distinct accomplishments of service (Figure 2) separate from routine performance of duty and more than the fact that the individual served as an AMEDD Soldier or AMEDD civil service employee for 30 or more years.

c. A copy of the Officer Record Brief (ORB) (Figure 3), Enlisted Record Brief (ERB) (Figure 4), or Civilian personnel data sheet (Figure 5) and Retirement Orders (Figure 6) must accompany the recommendation for the AMEDD 30-Year Medallion. Documentation must clearly substantiate 30 years of AMEDD service.

d. Requests for "Exception to Policy" may be submitted by a Major Subordinate Command or Corps Chief for Soldiers/Civilians who have completed 29 years of service. Only in rare cases will such requests be approved. The request must explain why the Soldier/Civilian could not complete 30 years of service and why his or her contributions to the Army and the AMEDD were so significant that they should be awarded the AMEDD 30-Year Medallion. The request may be submitted in hard copy or via email and must include the same information as noted above.

e. Forward recommendations to Commander, HQ MEDCOM/HRAB (Soldiers) or Commander, HQ MEDCOM/CHRD (Civilians), 2748 Worth Road, Suite 6, Fort Sam Houston, TX 78234-6006, or via E-mail to [usamedcom.awards@us.army.mil](mailto:usamedcom.awards@us.army.mil).

7. Recommendations should be submitted at least 30 days in advance of the desired presentation date to allow approval, engraving, and mailing.

FOR THE COMMANDER:

Encls

  
ULDRIC L. FIORE, JR.  
Chief of Staff

**DEPARTMENT OF THE ARMY**

UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY 6618  
REESE ROAD, SUITE 405 FORT LIVING  
ROOM, TX 78236

**FIGURE 1**

**EXAMPLE**

Reply to

Attention of:

**MCHR-DA**

**MEMORANDUM FOR Commander, US Army Medical Command, ATTN: MCPE-MA,  
2050 Worth Road, Suite 6, Fort Sam Houston, TX 78234**

**SUBJECT: Request of the Army medical Department (AMEDD) 30-Year Medallion or  
Exception to Policy Request**

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- 1. In accordance with the AMEDD 30-Year Medallion Policy Guidance, paragraph 3b, strongly request the AMEDD Medallion for presentation to CSM John Doe for 30 years of dedicated service to the AMEDD. CSM John Doe entered active duty on 10 December 2001 and his retirement date is 31 December 2011.**
- 2. Throughout his career, CSM John Doe demonstrated that he is a leader and consummate, professional team player for all those who had the pleasure to service with him. His standards are high and commitment to excellence is unparalleled. CSM John Doe service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the AMEDD Medallion.**
- 3. Our point of contact is CPT Awesome at DSN 855-6622 or Commercial (220) 256-1833.**

**3 Ends**

- 1. Justification**
- 2. Enlisted Records Brief**
- 3. Retirement Orders**

**Best A. Guy  
COL, MS  
Commander**

## FIGURE 2

### EXAMPLE

#### JUSTIFICATION

Colonel Smith served as a shining example of excellence during his 30-year long distinguished career in which he significantly contributed to the betterment of AMEDD and the Army. His impact on the training and readiness of the AMEDD was well exemplified by successful commands of the 85<sup>th</sup> Medical BN from 1991-1992 and the 62<sup>nd</sup> medical group from 1996-1998. He brought the 85<sup>th</sup> MED BN's equipment back from Desert Storm to reconstitute the Battalion. Then he relocated to Fort Lewis, changing it from a Command and Control BN to an Evacuation BN. During this he successfully conducted battle-focused training that enhanced the readiness both for his unit as well as that of the whole Fort Lewis community. Similar transformations occurred in his command of the 62<sup>nd</sup> Medical Group at Fort Lewis. While deploying units to support operations in Kuwait, Bosnia, Thailand and Kosovo, his command continued to supply superlative medical support and training to I corps units in Fort Lewis, Yakima Training Center and JRTC. His exemplary accomplishments were not restricted to tactical units as was demonstrated during his tour in 1992-1993 at Dwight David Eisenhower Army Medical Center where he served simultaneously as Executive Officer and the Chief of Plans, Training, Mobilization, and Security. He flawlessly pulled together a rudderless staff and gave it direction and purpose. His insightful leadership was not restricted to within the MEDCOM's walls. He rewrote the Emergency Preparedness Plan and coordinated an exercise of all the local communities' players in a test of the National Disaster Medical System that was evaluated as one of the best ever conducted. Following his attendance of the Army War College, COL Smith was sent to serve as the Medical Advisor to the Saudi Arabian National Guard. His mentorship immeasurable helped his fledgling medical component develop, organize and rationalize their structure and training. His training focus raised the professional competencies of the entire organization from doctors. His personal medical competency was shown as he triaged and treated casualties of the 1995 Riyadh HQ Bombing. His leadership and support in

**Saudi Arabia caught the attention of CENTCOM where he served as Deputy Surgeon for 2 years. He ensured that joint medical support was effectively planned for and provided the tri-services serving in that AOR. He developed a 5-year modernization plan for United Arab Emirates that brought up their medical assets to adequately support their forces. He also authored an article on joint medical planning that is still used to train this doctrine. Colonel Smith's final assignment as Chief of Staff, 30<sup>th</sup> Medical Brigade was nothing less than stellar.**

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**EXAMPLE  
FIGURE 3**

**Officer Record Brief (ORB)  
for Officer Personnel**

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**Example  
FIGURE 4**

**Enlisted Record Brief (ERB)  
for Enlisted Personnel**

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**Example  
FIGURE 5**

**Personnel Data Sheet  
for Civilians**

- 1. Employee Full Name**
- 2. Current Position Title and grade**
- 3. Service Computation Date for Leave**

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- 4. Service Computation Date for Total Civilian Service**
- 5. Annuitant Indicator (if statement shows Ret Enlisted or Ret Officer, provide copy 4 of DD 214)**
- 6. Length of Service Date**
- 7. Nominator Name and Position Title**
- 8. Organization**
- 9. Must attach Equal Employment Opportunity and Adverse Action certifications**

**Example  
FIGURE 6**

**Retirement Orders  
for Soldiers**

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