



DEPARTMENT OF THE ARMY
ASSISTANT SECRETARY OF THE ARMY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR (RN 672-20a1)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority and Timely Processing for Honorary Awards and Public Service Awards

1. References:

a. Army Regulation (AR) 672–20 (Incentive Awards), 17 September 2020

b. Secretary of the Army memorandum (Delegation of Authority—Awards Policy Establishment, Implementation, and Oversight), 9 December 2016

2. The goal of the Total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. Awards should follow a sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving employees should receive timely recognition by their employing activity or command using the full range of available civilian awards. Such action will lay the foundation for higher recognition.

3. This program directly contributes to the vision of the Army People Strategy, which is a senior leader priority; aligns and tracks with the Federal Viewpoint Survey, providing feedback from the workforce; promotes an inclusive work environment; enhances employee morale and workforce engagement; and supports and fosters a culture of recognition.

4. People are our greatest resource. Timely recognition of extraordinary contributions is imperative for an effective Awards Program. All awards must be submitted well in advance of presentation dates to allow adequate time for proper execution. Consideration should always be given to the full range of honorary and monetary awards and any other recognition options.

5. Pursuant to reference 1b, I hereby delegate approval authority to the following officials:

a. Honorary Awards.

(1) Superior Civilian Service Medal Approval Authority: commanders of Army commands (ACOMs); commanders of Army service component commands (ASCCs); members of the Senior Executive Service (SES) serving as director of a direct reporting

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unit (DRU); principal officials of the Headquarters, Department of the Army (HQDA); the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; and the Principal Cyber Advisor. This authority may be further delegated to deputy commanding generals or their civilian equivalent, commanders in the rank of major general (MG) and above, and HQDA principal deputies (MG and above and civilian equivalent). Award approval may not be further delegated.

(2) Meritorious Civilian Service Medal Approval Authority: commanders and deputy commanding generals of ACOMs and ASCCs; SES members serving as DRU directors; HQDA principal officials and principal deputies; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer the Senior Advisor for Diversity and Inclusion; and the Principal Cyber Advisor. This authority may be further delegated to SES members and commanders in the rank of brigadier general (BG) and above. Award approval may not be further delegated.

(3) Civilian Service Commendation Medal Approval Authority: DRU commanders/directors/heads at colonel (O-6) and above or civilian equivalent; HQDA principal officials and principal deputies; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; the Principal Cyber Advisor; SES members; general officers; program executive officers; program management officers; and product managers. Award approval may not be further delegated.

(4) Civilian Service Achievement Medal Approval Authority: commanders/directors of DRUs at lieutenant colonel (O-5) and above or civilian equivalent; HQDA principal officials and principal deputies; SES members; general officers; program executive officers; program management officers; and product managers. Award approval may not be further delegated.

b. Public Service Awards.

(1) Meritorious Public Service Medal Approval Authority: commanders of ACOMs, ASCCs, and DRUs; SES members and general officers serving as DRU directors; HQDA principal officials and principal deputies; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; and the Principal Cyber Advisor. This authority may be further delegated to SES members and commanders in the rank of BG and above. Award approval may not be further delegated.

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(2) Public Service Commendation Medal Approval Authority: DRU commanders/directors/heads (O-6 and above or civilian equivalent); HQDA principal officials and principal deputies; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; the Principal Cyber Advisor; SES members; general officers; program executive officers; program management officers; and product managers. Award approval may not be further delegated.

(3) Patriotic Public Service Lapel Pin Approval Authority: DRU commanders/directors/heads (O-5 and above or civilian equivalent); HQDA principal officials and principal deputies; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; the Principal Cyber Advisor; SES members; general officers; program executive officers; program management officers; and product managers. Award approval may not be further delegated.

(4) Civilian Award for Humanitarian Service Approval Authority: commanders of ACOMs, ASCCs, and DRUs; SES members and general officers serving as DRU directors; HQDA principal officials; the Director of Business Transformation; the Chief of Staff to the Secretary of the Army; the Deputy Under Secretary of the Army/Deputy Chief Management Officer; the Senior Advisor for Diversity and Inclusion; and the Principal Cyber Advisor. This authority may be further delegated to commanders in the rank of MG and above or senior civilian equivalent, and to HQDA principal deputies in the rank of MG and above or SES equivalent. Award approval may not be further delegated.

6. This memorandum modifies delegated approval authorities for honorary awards and public service awards set forth in AR 672–20, chapters 8 and 9 and table 8–1. These delegations will be incorporated in the next revision of AR 672–20.

AGNES GEREKEN SCHAEFER

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Principal Officials of Headquarters, Department of the Army
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