



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 34 – Civilian and Military Recognition Awards

1. References.

- a. Army Regulation (AR) 672-20, *Incentive Awards*, 17 September 2020.
- b. TRADOC Supplement 1 to AR 672-20, *Incentive Awards*, 24 January 2024.
- c. AR 600-8-22, *Military Awards*, 19 January 2024.

2. Purpose. To implement and maintain a robust, consistent, and equitable Civilian Incentive Awards and Military Awards program at Cadet Summer Training (CST). It is important to support the engagement of the CST workforce by recognizing deserving civilian employees and military members for their exceptional accomplishments, contributions, and/or achievements. It is imperative that supervisors make meaningful distinctions when assessing civilian and military contributions and recommend/approve rewards that are commensurate with the measurable results CST civilian employees and military members achieve.

3. 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.

4. Civilian Award Approval Authorities.

a. Honorary: Deputy Commanding General (DCG) or Commanding General (CG) withhold approval authority for all Honorary Civilian Awards that may be approved IAW reference a.

b. Special Act/Service Award (SASA), Time Off Award (TOA), or On the Spot (OTS): Brigade Commanders are approval authority for all SASAs, TOAs, and OTS awards. SASA more than \$500 (CST maximum) will be reviewed on a case-by-case basis by CST G1 OIC.

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 34 – Civilian and Military Recognition Awards

5. Civilian Award Process.

a. SASA, OTS, or TOA require a DA Form 1256 with justification memo.

b. Honorary awards to include honorary awards submitted in conjunction with a SASA or TOA requires one (1) DA Form 1256 with justification memo and citation.

c. Task Force (TF)/Headquarters (HQ) Staff Section Submissions: Honorary Awards

(1) On the DA Form 1256, the recommender will complete blocks 1-4 (block 1 requires full legal name) and sign block 6. Do not sign block 9.

(2) All awards must be submitted through the Task Force S1. The Task Force S1 will forward to CST G1 for processing.

(3) CST G1 will forward to BDE for BDE CDR signature in block 9.

(4) For personnel in Cadet Command, CST G1 will forward to the Deputy Commandant for signature in block 9.

d. TF / HQ Staff Section Submissions: SASA, OTS, or TOA

(1) On the DA Form 1256, the recommender will complete blocks 1-4 (block 1 requires full legal name) and sign block 6. TF / Staff section OIC will sign block 9.

(2) TF / Staff sections will submit awards directly to CST G1 for processing.

(3) CST G1 will forward to BDE for BDE CDR signature in block 12.

(4) For personnel in Cadet Command, CST G1 will forward to the Deputy Commandant for signature in block 12.

e. All awards will be returned to CST G1.

f. CST G1 will send to Civilian Personnel Directorate (CPD). G1 CPD will ensure Part II is completed by Equal Employment Opportunity Officer and Civilian Personnel Officer before award is processed.

g. CST civilian awards budget: The budget will be allocated into 5 categories (4 Task Forces and HQs). Task Forces must monitor the amount of approved SASAs or OTS awards accordingly. The HQs budget will be monitored by the CST G1. Once budgets are exhausted, all SASAs and OTS awards could be disapproved by CST Commandant. Monetary awards should be commensurate with time and performance at CST. As an example, a person who spent the entire 120 days at CST and performed

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 34 – Civilian and Military Recognition Awards

above standard might be considered for a greater monetary award than a person who was here for half of CST.

h. Civilian award examples can be found on the CST G1 SharePoint.

#### 6. Military Award Approval Authorities.

a. The Deputy Commandant withholds approval authority for all Second Lieutenant (2LT) decorations that may be approved IAW reference c and will be routed as such in Integrated Personnel and Pay System – Army (IPPS-A).

b. All non-2LT Cadre decorations will process through the home chain of command in IPPS-A for approval by home station unit.

#### 7. Military Award Process.

a. Submit awards request on the CST Award Memorandum for Record (MFR). Task Force personnel will submit the CST Award MFR to their Task Force S1, for input in IPPS-A. TF S1s are required to maintain an awards tracker and submit to CST G1 on a weekly basis. HQs military supervisors will submit the CST Award MFR directly to CST G1 for processing.

b. During CST, all Brigades will ensure their Brigade S1s continuously monitor IPPS-A for any CST Awards and action them to final approval authority within 72 hours of receipt. Intent is to ensure Soldiers are presented their awards prior to departing CST.

c. After the award is complete in IPPS-A, Brigade S1s must ensure they click "Release to Member" and "Complete" to publish the orders. Award certificates will be created by CST G-1 if personnel are still at CST. Otherwise, the BDE must create the award certificate and mail it to the respective program via normal shipping. The CST G1 will produce all award certificates for 2LTs who have been approved for an award.

d. Upon approval of the CST Award, the CST G1 / Task Force S1s will confirm approval and ensure award presentation.

#### 8. Coin Process

a. All coins procured with appropriated funds, to include on-the-spot presentations, must be accounted for on CST G1 coin log, which will be given to each TF/committee/section when signing for their coins. Coin log information required is date of presentation, person presenting the coin, person receiving the coin.

b. The total amount of coins issued to each TF or Staff Section will not exceed 20% of their assigned personnel. TF and Staff Sections who changeover halfway through CST

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 34 – Civilian and Military Recognition Awards

will receive no more than 50% of the allocation for each half. TF and Staff Sections will receive 25% of their coins at the beginning, 25% when requested, 25% at changeover, and last 25% if requested.

c. CST G1 coin log is required to be turned in prior to requesting additional coins and/or before TF or Staff Section departs CST.

9. Point of contact for this memorandum is Sydney Hunte at (502) 624-3115 or [sydney.w.hunte.civ@army.mil](mailto:sydney.w.hunte.civ@army.mil).



STEVEN M. KING  
Brigadier General, USA  
CST Commandant

DISTRIBUTION:  
CA