



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
204 1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-PAM (600C)

14 January 2025

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References.

- a. Army Regulation (AR) 672-20, Incentive Awards
- b. ASA(M&RA) Memorandum (Delegation of Authority and Timely Processing for Honorary Awards and Public Service Awards)
- c. AR 600-8-22, Military Awards

2. Purpose. To establish and maintain a robust, consistent, and equitable CST Awards program. It is essential to promote CST workforce engagement by honoring eligible Civilian employees and military personnel for their outstanding accomplishments, contributions, and achievements. Supervisors must be diligent in evaluating the contributions of both Civilian and military members, ensuring that rewards recommended and approved align with the tangible results achieved by CST employees and military personnel. This policy applies to all Cadet Command Civilian and Military personnel assigned or attached for duty to CST. It does not apply to Contractors as their performance is recognized by the contract management. Reserve (TF Wolf), FORSCOM and TRADOC awards will be processed by their respective commands.

3. People are our greatest resource. It is crucial to promptly acknowledge exceptional contributions to ensure a successful awards program. All award nominations should be submitted well ahead of presentation dates to allow sufficient time for proper preparation. It is important to explore all types of awards, both honorary and monetary, as well as other forms of recognition.

4. Civilian Award Approval Authorities.

a. Honorary & Special Act/Service Award (SASA) or On the Spot (OTS): Task Force (TF) Chief (O-6) are the approval authority for all Civilian Awards. CST Headquarters (HQ) and Staff awards approval authority is the Chief of Staff.

b. SASA or OTS awards will not exceed \$500 (CST maximum).

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c. Time Off Awards (TOA) are not authorized.

5. Civilian Award Process.

a. Awards will be submitted no earlier than three weeks prior to departure.

b. SASA or OTS require a DA Form 1256 with a justification memorandum. SASA awards for multiple Civilians with the same recommender and approver may be submitted together on an excel document with one DA Form 1256 and justification. Excel spreadsheet must be signed by the recommender.

c. Honorary awards, to include honorary awards submitted in conjunction with an SASA, requires one DA Form 1256, along with a justification memorandum and citation.

d. Examples of Civilian awards using both the DA 1256 Form and an Excel document are available on the CST G1 SharePoint site. Awards that do not adhere to these examples will be sent back for revision.

e. Task Force / Headquarters & Staff Section Submissions: Honorary & Monetary Awards

(1) The recommender will complete blocks 1-5 (block 1 requires full legal name) and sign block 6 on the DA Form 1256. Do not sign block 9.

(2) Task Force Chief (O-6) will approve the award and sign in block 9.

(3) CST G1 will provide the Brigade DBOs with a civilian awards tracker to ensure the continuity of awards and validate eligibility.

(4) Task Force S1 will forward the award recommendation to the CST G1 for routing to USACC Civilian Personnel Directorate (CPD). G1 CPD will ensure Part II is completed by Equal Employment Opportunity Officer and Civilian Personnel Officer before the award is processed.

f. After all signatures have been obtained on DA Form 1256, CST G1 will send it back to Task Force S1 for presentation to the awardee. Certificates for honorary awards will be forwarded to Task Force S1 for the Task Force Chief's signature. Once signed, Task Force S1 must return the signed copies to CST G1. Copies of all approved awards are maintained by CST G1 and by Cadet Command G1 CPD.

g. CST Civilian Awards Budget: The budget will be allocated into 5 categories (4 Task Forces (TF Merrill, TF Tactics, TF Training, TF Leader which includes Advanced and Basic Camps, and HQs staff) based on number of Civilians within the Task Force.

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The first half of the Task Forces will receive 50% of the budget, while the second half will receive the remaining 50%. Each Task Force is responsible for keeping track of the approved SASAs and OTS awards. The budget for HQ will be overseen by the CST G1. Once the budget is fully utilized, the Commandant may disapprove any remaining SASAs and OTS awards. Monetary awards will be based on the duration of service and performance at CST. As an example, an individual who completes the full 120 days at CST, and exceeds performance expectations may be eligible for a larger monetary award, compared to someone who only attended for half of that time.

6. Military Award Approval Authorities.

a. The CST Commandant, with authority as the USACC Deputy Commanding General, is the approval authority for all Second Lieutenant (2LT) decorations and will be routed as such in Integrated Personnel and Pay System – Army (IPPS-A).

b. All non-2LT Cadet Command Cadre awards will process through the home chain of command in IPPS-A for approval by their organic Brigade Commander.

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. All Brigade S1s will continuously monitor IPPS-A for any CST Awards and process it for final approval within 72 hours of receipt. The 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 generated by CST G1 for personnel still at CST. If personnel have already departed, the Brigade must create the award certificate and send it to the respective program via standard shipping. Additionally, CST G1 will produce all award certificates for 2LTs who have received approval for an award.

d. Once the CST Award is approved, the CST G1 and Task Force S1s will verify the approval and facilitate the award presentation.

8. Coin Process

a. All coins, including on-the-spot presentations, must be recorded in the CST G1 coin log. This log will be provided to each Task Force, committee, or section when they

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sign for their coins. The required information for the coin log includes the date of presentation, the name of the person presenting the coin, and the name of the person receiving the coin.

b. The total number of coins issued to each Task Force or Staff Section shall not exceed 20% of their assigned personnel. For Task Forces and Staff Sections that undergo a changeover midway through CST, the total allocation for each half will be limited to 50%. Allocation will be distributed as follows: 25% of the coins will be issued at the beginning, another 25% will be provided upon request, a further 25% will be distributed at the time of changeover, and the final 25% will be available upon request.

c. The CST G1 coin log must be submitted before requesting additional coins and/or prior to the departure of the Task Force S1 or Staff Section from CST.

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

STEVEN M. KING
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