

## INFORMATION PAPER

AHRC-PLM-I  
3 March 2012

SUBJECT: Awards for IMA Soldiers

1. Reference AR 600-8-22, Military Awards, DTD 11 December 2006, with rapid review 16 September 2011.

Purpose: To inform IMA agencies of awards that IMA Soldiers are eligible for as well as describe the procedure for obtaining these awards.

2. Facts:

a. IMA's are eligible for the same awards as their active duty and TPU counterparts.

b. Achievement and service awards should be based from the accomplishment that was completed, not the Soldier's rank or position.

c. Longevity and training awards will be awarded in accordance with AR 600-8-22.

3. Service awards will be processed by the Soldier's chain of command, following the procedures outlined in AR 600-8-22, Table 3-2.

4. Longevity Awards:

a. Longevity awards include the Army Reserve Components Achievement Medal (ARCAM) and the Armed Forces Reserve Medal (AFRM).

b. The ARCAM is awarded upon the completion of 3 consecutive years of service while assigned to the Army Reserve, with the exception of extended served during wartime (see AR 600-8-22, para 4-17).

c. The AFRM is awarded after the completion of 10 years performed within a period of 12 consecutive years.

d. The ARCAM and AFRM will be requested by the Soldier's unit commander and submitted to HRC for review and approval or disapproval. HRC will add the awarding

memorandum to the Soldier's OMPF. Appendix A is the template for the ARCAM and appendix B is the template for AFRM.

e. The Army Good Conduct Medal (AGCM) may also be awarded to IMA Soldiers order to active duty under Title 10 USC. The AGCM may be requested using the example of the ARCAM in Appendix A.

f. When submitting the request to award the ARCAM or AFRM the *Memorandum For* line will state the appropriate office symbol for enlisted and officer Soldiers (see Appendix A and B). Enlisted Soldiers' requests to go to AHRC-EPO and Officers will send their requests to AHRC-OPD.

5. Other awards that must be requested by the unit commander and submitted to HRC for final approval include the AFRM with "M" device and the Army Reserve Components Overseas Training Ribbon (ARCOTR).

a. The ARFRM with "M" device is awarded after a Soldier serves on mobilization for operations qualifying for the award

b. The ARCOTR is awarded once a Soldier completes 10 consecutive days of training, AT or ADT, on foreign soil.

c. Appendix C is the form to request the AFRM with "M" device and the ARCOTR. Ensure the required documents for each award are enclosed. The Soldier will send the completed form and the documents to their career manager for approval.

6. All requests may be emailed to the appropriate directorate at HRC. Officer: [usarmy.knox.hrc.mbx.opmd-aro@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-aro@mail.mil) and Enlisted: [usarmy.knox.hrc.mbx.epmd-arep-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-arep-branch@mail.mil).

Beverly Watkins, DIMA Program Manager / 502-613-4630  
Approved by: LTC Steve Kesling, Chief, Reserve Program and  
Policy Branch



**DEPARTMENT OF THE ARMY**

ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, ZIP + 4 CODE

Office Symbol

Date

MEMORANDUM FOR Commander, Human Resources Command, Attn: [*OFFICE SYMBOL (AHRC-OPD OR AHRC-EPO)*], 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request Award of the Army Reserve Component Achievement Medal (ARCAM)

1. Reference AR 600-8-22, paragraph 4-18, dated 11 December 2006, Military Awards.
2. Request the following Soldier(s) be awarded the Army Reserve Component Achievement Medal (number of award, i.e. first award, second award, etc) for three years of exemplary behavior, efficiency, fidelity while serving as a member of an Army Reserve Individual Mobilization Augmentee position.

<u>Rank</u>	<u>Name</u>	<u>SSN</u>	<u>Period of Service</u>
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3. Point of contact for this request is the undersigned at xxx-xxx-xxxx or firstname.lastname@us.army.mil.

COMMANDER'S NAME  
Rank, Branch  
Commanding



**DEPARTMENT OF THE ARMY**

ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, ZIP + 4 CODE

Office Symbol

Date

MEMORANDUM FOR Commander, Human Resources Command, Attn: [*OFFICE SYMBOL (AHRC-OPD OR AHRC-EPO)*], 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request Award of the Armed forces Reserve Medal (AFRM)

1. Reference AR 600-8-22, paragraph 5-8, dated 11 December 2006, Military Awards.
2. Request the following Soldier(s) be awarded the Armed Forces Reserve Medal (AFRM) (number of award, i.e. first award, second award, etc) for ten years of exemplary behavior, efficiency, fidelity while serving as a member of an Army Reserve Individual Mobilization Augmentee position.

Rank   Name                      SSN                      Period of Service

3. Point of contact for this request is the undersigned at xxx-xxx-xxxx or firstname.lastname@us.army.mil.

COMMANDER'S NAME  
Rank, Branch  
Commanding