

MEMORANDUM FOR RECORD

SUBJECT: Criteria for awarding the Soldier's Medal (SM)

1. The SM is awarded to any person of the Armed Forces of the United States or of a friendly foreign nation who, while serving in any capacity with the Army of the United States, including RC Soldiers not serving in a duty status, as defined in 10 USC 101(d), at the time of the heroic act, who distinguished himself or herself by heroism not involving actual conflict with an enemy.

2. The minimum degree of heroism required is comparable to that of the Distinguished Flying Cross (DFC) for heroism. The extraordinary act must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from his or her comrades or from other persons in similar circumstances.

3. The heroism must have involved a **clearly recognizable personal hazard or danger and the voluntary risk of life** under conditions not involving conflict with an armed enemy. Awards will not be made solely on the basis of saving a life, assisting emergency personnel, or acting as a "good Samaritan".

4. Completed submissions should be sent to the Commander, U.S. Army Human Resources Command, (AHRC-PDP-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408 no later than 60 days prior to the desired presentation date.

5. REQUIRED DOCUMENTS

A. Completed DA Form 638 (Latest version (April 2021))

- Processed and signed by Senior Mission Commander in the Soldier's chain of command.
- Commanders reporting directly to HRC for award approval purposes, and officials reporting directly to a principal HQDA agency are delegated disapproval authority for current recommendations for awards of the SM. **(AR 600-8-22, para 3-6 f)**
- All requests that are not processed while the Soldier was assigned to the organization or in theater are considered retroactive and must be processed through the former peacetime and/or wartime chain of command which was in effect at the time of the service or achievement to be recognized. **(AR 600-8-22 para 3-21(k)).**

B. Narrative and Citation

Completed using the enclosure tabs of the DA Form 638, which is available on APD's website. Narratives are limited to 1 page.

C. Witness statements

- Completed on the enclosed DA Form 7791 of the DA Form 638. If the DA Form 7791 isn't available, witness statements may be provided in the form of certificates, affidavits, or notarized sworn statements.
- Statements should be from eyewitnesses only and in the witnesses' own words. They should include the following:
 1. Actions of the Servicemember being recommended for the award.
 2. Position of the witness relative to the Servicemember
 3. Details of the location and conditions surrounding the event (i.e., what makes this a dangerous situation?)
 4. There should be a minimum of 2 statements. Exceptions to this minimum would include situations in which only 1 person besides the Servicemember was present, in which case this circumstance should be clearly stated upon submission.
 5. A personal statement from the recommended Servicemember should not be included.

D. ORB/ERB/SRB/Soldier's Talent Profile

- Must be current and up to date.
- If submitting the Soldier's Talent Profile, take a screenshot (or snip the relative section(s) and convert to pdf) and attach to submission with other documents.

E. Additional documents (optional, but strengthens packet; if unavailable, please state as such when submitting)

- Police/Fire Reports.
- Medical records validating injuries received during event.

F. Mailing address for final physical elements. It is the submitters responsibility to ensure the address is accurate.

6. When contemplating eligibility for the award of the Soldier's Medal, commanders must consider the following:
 1. Does the event include a degree of personal hazard or danger and voluntary risk of life of the Servicemember and is it higher than that of others present? Is this danger and risk of life supported by the included documents (not speculation)? The danger or risk of life must be factual and verifiable, not perceived.
 2. Degree to which Servicemember's actions are voluntary. Event cannot include conflict with an enemy (foreign or domestic) or have been performed under combat conditions.

3. Did the Servicemember's actions set him/her apart from others involved in the incident (or other persons in similar circumstances)? Does the degree of heroism compare to that of what's required for the DFC?
4. Did the Servicemember have any other reasonable course of action, given current rank, training or experience?
5. Approval of the award will not be made solely based on saving a life, assisting emergency personnel, or acting as a "good Samaritan."

7. For clarification or questions regarding the criteria for award the Soldier's Medal, contact the Awards and Decoration Branch, AHRC-PDP-A, 502-613- 9013, or email usarmy.know.hrc.mbx.tadg-award@army.mil.