



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2748 WORTH ROAD  
JBSA FORT SAM HOUSTON, TEXAS 78234-6000

OTSG/MEDCOM Policy Memo 21-038

DASG-CS

Expires 6 August 2023

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Commands  
Deputy Chiefs of Staff, OTSG/MEDCOM OneStaff  
Directors, OTSG/MEDCOM OneStaff

SUBJECT: Army Medical Department (AMEDD) Civilian Corps Medallion Policy

1. Reference:

a. Army Regulation 672-20, Incentive Awards, 17 September 2020

b. OTSG/MEDCOM Policy Memorandum, 30-Year Medallion Policy Guidance, 20-069, 6 November 2020

2. Purpose: Policy guidance for Career Service and Retirement Recognition for AMEDD Civilian Corps and Army Medicine Civilian Employees

3. Proponent: The proponent for this policy is the AMEDD Civilian Corps Specific Branch Proponent Office (CSBPO).

4. Responsibility: The AMEDD Civilian CSBPO is responsible for reviewing and processing recommendations for the AMEDD Corps Medallion, Corps Coin, and Senior Executive Service (SES) Note.

5. Policy:

a. The AMEDD Civilian Corps Medallion, Corps Coin and SES Note are awarded by the AMEDD Civilian Corps Chief to recognize exceptional service by Army Medicine civilian employees. Commanders, Directors, and supervisors are encouraged to recognize all eligible members of their respective units/activities retiring with 30 years or more of service and nominate deserving individuals for the Medallion, Corps Coin and SES Note.

b. Eligibility: Award of the AMEDD Civilian Corps Medallion and SES Note is restricted to the following:

c. AMEDD Civilians retiring with 30 years or more and/or combined Federal civilian and military service to the AMEDD provided they have not previously received the AMEDD Medallion and SES Note. Under no circumstance, will the AMEDD Medallion and SES Note be approved for a period of time in which the employee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct. Request should be in memorandum format (Encl 1) and should be submitted at least 30 days prior to presentation date for processing.

d. There is a two-year time limitation pertaining to submitting requests for the AMEDD Medallion and SES Note once Civilian personnel retire.

6. Procedures:

a. Commanders, Directors and Supervisors will consider all members of their respective units/activities retiring with 30 years or more of combined service and nominate deserving AMEDD Civilian employees for the medallion. All approved requests will be submitted in memorandum format.

b. All nominations must include an Equal Employment Opportunity (EEO) and adverse action certification in accordance with AR 672-200, Section 2-2.

c. The request must address the award of the medallion by distinct accomplishments of service justification, separate from routine performance of duty and more than the fact that the individual served as an AMEDD Civilian employee for 30 or more years (Encl 1).

d. A copy of the Civilian Career Brief must accompany the request for the AMEDD Medallion. Documentation must clearly substantiate 30 years of AMEDD service.

e. Request for exception to policy may be submitted in memorandum format (Encl 2) and must accompany the nomination request. Only in rare cases will an exception be approved. Please submit at least 60 days prior to the desired presentation date to allow for review and processing. Requests for exceptions to policy must include a copy of the retirement award narrative. Exception to policy may be considered for:

1) Does not meet the 30 years of Federal Service. These requests will be considered on a case-by-case basis and decision based on the retiree's contributions to Army Medicine, the AMEDD Civilian Corps and circumstances leading to retirement.

2) Award to non AMEDD Civilians, who have made extraordinary contributions to Army Medicine and or the AMEDD Civilian Corps.

f. Send retirement recognition requests to [usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@mail.mil](mailto:usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@mail.mil).

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7. Other retirement recognitions that may be considered:

a. The AMEDD 30-Year Medallion. Point of Contact (POC) is Headquarters, Medical Command Civilian Human Resources Directorate at [usarmy.jbsa.medcom.mbx.medcom-awards@mail.mil](mailto:usarmy.jbsa.medcom.mbx.medcom-awards@mail.mil).

b. Distinguished Member of the Regiment. POC is the AMEDD Regimental Office at 210-221-8455. Information can be found at <https://ameddregiment.amedd.army.mil/>. AMEDD Civilians retiring with 20 years of service qualify for this recognition if affiliated with the regiment and, if married for greater than ten years their spouse may be recognized as an Honorary Member of the Regiment.

8. POC for this policy memorandum is the AMEDD CSBPO at 210-808-3025, DSN 420-3025.

2 Encls

1. AMEDD Retirement  
Recognition Request Template
2. Exception to Policy Template

  
RICHARD R. BEAUCHEMIN  
Chief of Staff

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SUBJECT: Army Medical Department (AMEDD Civilian Corps Medallion Policy)

Enclosure 1: Retirement Recognition Request Template

Office Symbol

MEMORANDUM FOR Chief, AMEDD Civilian Corps (ATTN: ATMC-CCE), 3630 Stanley Road, Fort Sam Houston, TX 78234-6170

SUBJECT: Request Army Medical Department (AMEDD) Civilian Corps Retirement Recognition for Ms. Joan Smith

1. Request the Civilian corps recognize Ms. Joan Smith for over \_\_\_\_ years of Federal Service of which \_\_\_\_ were in the AMEDD.
2. Ms. Smith is not under suspension of personnel actions or any other unfavorable action.
3. Recommended recognition: (e.g.: SES Note and Corps Coin or SES Note and Medallion)
4. Justification for recognition: Throughout her career, Ms. Smith served as a mentor and role model for all who served with her. Her high standards and commitment to excellence influenced those around her to also strive to be the best....(Encl Civilian Career Brief)
5. The following information is provided for the completion of the recognition:
  - a. Retiree's full name
  - b. Retiree's mailing address
  - c. Date for retirement ceremony / date of presentation
6. Please forward the requested recognition to: (provide POC and mailing address)
7. Point of contact for this action is the undersigned at 210-555-5555.

Encl

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Enclosure 2: Exception to Policy Template

Office Symbol

MEMORANDUM FOR Chief, AMEDD Civilian Corps (ATTN: ATMC-CCE), 3630 Stanley Road, Fort Sam Houston, TX 78234-6170

SUBJECT: Exception to Policy Request of the Army Medical Department (AMEDD) Civilian Corps Medallion and SES Note for Ms. Joan Smith

1. In accordance with Civilian Corps Retirement Recognition Policy, paragraph 6, I request an exception to policy to award the Civilian Corps Medallion to Ms. Joan Smith for over 23 years of service to the U.S. Army. Ms. Smith was unable to complete 30 years of Federal Service due to her being medically retired.

a. Total Federal Civilian Service: xxx months

b. Army Service: xxx months; Sister Services: xx months

c. AMEDD Service: xxx months

2. Brief Justification, e.g. Throughout her career, Ms. Smith served as a mentor and role model for all who served with her. Her high standards and commitment to excellence influenced those around her to also strive to be the best. Copy of retirement narrative attached.

3. Point of contact for this action is the undersigned at 210-555-5555.

Encl

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