

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-5000

TRADOC Memorandum 672-6

11 April 2011

Decorations, Awards, and Honors

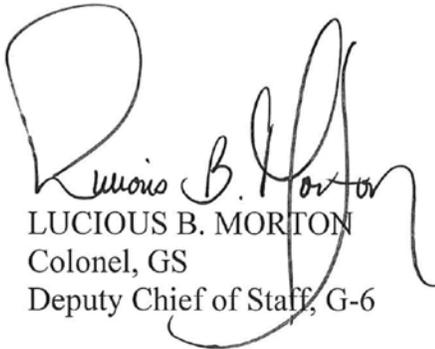
U.S. ARMY TRAINING AND DOCTRINE COMMAND CERTIFICATES

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FOR THE COMMANDER:

OFFICIAL:

JOHN E. STERLING, JR.  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff



LUCIOUS B. MORTON  
Colonel, GS  
Deputy Chief of Staff, G-6

**History.** This publication is a new United States Army Training and Doctrine Command memorandum.

**Summary.** This memorandum prescribes the use and processing of TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation.

**Applicability.** This memorandum applies to all HQ TRADOC organizations.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff (DCS), G-1/4. The TRADOC Deputy Commanding General/Chief of Staff (DCG/CoS) has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the senior leader of the requesting activity and forwarded through the DCS, G-1/4, ATTN: ATBO-BP, 5C North Gate Road, Room C301, Fort Monroe, VA 23651-1048

**Army management control process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation is not authorized.

**Suggested improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-1/4 (ATBO-BP), 5C North Gate Road, Room C301, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Distribution.** This publication is available only on the TRADOC Homepage <http://www.tradoc.army.mil>.

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## Summary

TRADOC Memorandum 672-6  
U.S. Army Training and Doctrine Command Certificates

This new publication, dated 11 April 2011-

o Prescribes the use, processing, and disposition of TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation.

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## **1. Purpose**

This memorandum prescribes the use, processing, and disposition of TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation.

## **2. References**

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

## **3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the [glossary](#).

## **4. Responsibilities**

a. DCS, G-1/4 will establish policy and procedures for preparation, issuance, file maintenance, and disposition of TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation.

b. HQ TRADOC organizations that choose to use TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation will-

(1) Ensure a request for issuance of a TRADOC Form 1020 Scroll of Appreciation for a civilian dignitary is initiated on a TRADOC Form 5 and submitted to the commanding general (CG) for approval and signature in order to meet the proposed presentation date.

(2) Ensure periods of faithful service, acts, or achievements do not meet the standards required for decorations by issuing to individuals a DA Form 2442 (Certificate of Achievement), DA Form 7013 (Certificate of Appreciation), or a Certificate of Achievement or Certificate of Appreciation of local design.

(3) Ensure certificates are prepared and issued under such regulations as the TRADOC CG/DCG may prescribe.

(4) Ensure the citation on such certificates will not be worded so that the act of service or achievement performed appears to warrant the award of a decoration.

(5) Ensure no distinguishing device is authorized for wear to indicate the receipt of these certificates.

## **5. Procedure**

a. Requests for issuance of a TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, or a TRADOC Form 1020 Scroll of Appreciation will be submitted and issued in accordance with (IAW) this memorandum and in conjunction with directives of the TRADOC CG and/or DCG/CoS.

b. Requests for TRADOC Form 1020 Scroll of Appreciation will-

(1) Be used only for presentation to civilian dignitaries and will be signed by the TRADOC CG.

(2) Be printed on good quality cardstock, for example, Wausau Paper's 8 ½" X 11" Astroparche, Aged, Beige, Vellum Finish, 65 pound paper weight.

(3) Be submitted on a TRADOC Form 5 thru channels to the TRADOC CG for approval and signature.

(4) Be submitted early enough to meet the proposed presentation date.

c. Requests for TRADOC Form 1018 Certificate of Achievement and TRADOC Form 1019 Certificate of Appreciation will-

(1) Be used for presentation to military or civilian personnel.

(2) Be submitted IAW local guidance for approval and signature by any approval authority.

(3) Be submitted early enough to meet the proposed presentation date.

(4) Be printed on good quality cardstock, for example, Wausau Paper's 8 ½" X 11" Astroparche, Aged, Beige, Vellum Finish, 65 pound paper weight.

## **6. Disposition**

Each office will be responsible for their own file maintenance and disposition of copies of TRADOC Form 1018 Certificate of Achievement, TRADOC Form 1019 Certificate of Appreciation, and TRADOC Form 1020 Scroll of Appreciation IAW the regulatory guidance provided in AR 25-400-2, The Army Records Information Management System.

## **Appendix A References**

### **Section I**

#### **Required Publications**

ARs, DA pamphlets, and DA forms are available at <http://www.apd.army.mil/>.

TRADOC publications and forms are available at <http://www.tradoc.army.mil/publications.htm>.

This section contains no entries.

### **Section II**

#### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 25-400-2

The Army Records Information Management System

AR 600-8-22

Military Awards

AR 672-20

Incentive Awards

TRADOC Supplement 1 to AR 672-20, Incentive Awards

### **Section III**

#### **Prescribed Forms**

TRADOC Form 1018

Certificate of Achievement

TRADOC Form 1019

Certificate of Appreciation

TRADOC Form 1020

Scroll of Appreciation

### **Section IV**

#### **Referenced Forms**

DA Form 1045

Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028

Recommended Changes to Publications and Blank Forms

## **Glossary**

### **Section I Abbreviations**

AR	Army regulation
CG	commanding general
DA	Department of the Army
DCG/CoS	deputy commanding general/chief of staff
DCS	deputy chief of staff
G-1/4	personnel and logistics
HQ	headquarters
IAW	in accordance with
TRADOC	U.S. Army Training and Doctrine Command

### **Section II Terms**

This section contains no entries.

### **Section III Special Abbreviations and Terms**

This section contains no entries.

For use of this form, see TRADOC Memo 672-6. The proponent is TRADOC, Deputy Chief of Staff, G-1/4.

**Headquarters**

**United States Army Training and Doctrine Command**



***Victory Starts Here!***

**Certificate of Achievement**

is presented to

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TRADOC Form 1018, April 2011

For use of this form, see TRADOC Memo 672-6.  
The proponent is TRADOC, Deputy Chief of Staff, G-1/4.



**Headquarters**

**United States Army Training and Doctrine Command**



***Victory Starts Here!***

**Certificate of Appreciation**

is presented to

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For use of this form, see TRADOC Memo 672-6. The proponent is TRADOC, Deputy Chief of Staff, G-1/4.



TRADOC Form 1020, April 2011