

Department of the Army  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

\*FH Memorandum 672-5

28 July 1999

**Decorations, Awards, and Honors**

**CERTIFICATES OF APPRECIATION/ACHIEVEMENT**

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**Summary.** This memorandum explains procedures for preparing certificates of appreciation and achievement.

**Applicability.** This memorandum applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

**Suggested improvements.** The proponent of this memorandum is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-IMC-SR, Fort Huachuca, AZ 85613-6000.

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\*This memorandum supersedes USAIC&FH Memorandum 672-2,  
2 October 1991.

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**1. Purpose.**

This memorandum establishes policies, procedures, and responsibilities for preparing certificates of appreciation and achievement within the U.S. Army Intelligence Center and Fort Huachuca(USAIC&FH). Certificates are awarded in recognition of significant accomplishments and contributions to deserving military and civilian personnel. The reasons for awarding certificates vary greatly. Designing a certificate for each specific event or accomplishment is not practical or cost-effective.

**2. References.**

a. Prescribed forms.

(1) FH Form 672-1-R, USAG Certificate of Appreciation.

(2) FH Form 672-2-R, USAIC&FH Certificate of Achievement.

(3) FH Form 672-8-R, U.S. Army Garrison(USAG) Certificate of Achievement.

(4) FH Form 672-9-R, USAIC&FH Certificate of Appreciation.

b. Referenced forms.

(1) DD Form 67, Form Processing Action Request.

(2) DAPS Form 5604, Reprographics Request.

(3) Optional Form 41, Routing and Transmittal Slip.

**3. Explanation of abbreviations.**

a. DA . . . . Department of the Army

b. DAPS . . . . Defense Automated Printing Service

c. DD . . . . Department of Defense Form

d. DOIM . . . . Directorate of Information Management

- e. FH . . . . . Fort Huachuca
- f. USAG . . . . . U.S. Army Garrison
- g. USAIC&FH . . U.S. Army Intelligence Center and Fort Huachuca

**4. Responsibilities.**

a. The DOIM will--

(1) Develop and maintain the master standard certificates of appreciation and achievement, ATTN: ATZS-IMC-SR.

(2) Approve and control requests to overprint the standard certificates of appreciation and achievement.

b. Directors and staff office chiefs will--

(1) Prepare certificates of appreciation or achievement for deserving personnel.

(2) Request approval to overprint standard certificates from the DOIM, ATTN: ATZS-IMC-SR.

(3) Develop prescribing directives for overprints of standard certificates of appreciation or achievement as required.

(4) Submit certificates of appreciation or achievement for signature.

(5) Stock and print all required certificates including standard and specialized.

**5. Standardization of certificates.**

a. Certificate formats are standardized to the extent possible to reduce printing costs.

(1) These standard certificate formats can be tailored to meet specific needs by overprinting additional information on them. Overprints are appropriate when similar recognition is given to a large number of individuals and identification of the specific event or purpose of the award is sufficient without additional narrative description. Examples are recognition of accumulated sick leave, participation in a marathon, etc.

(2) Requests for exception to develop a specialized certificate format will be submitted to the DOIM, Forms Manager, ATTN: ATZS-IMC-SR for approval. These requests must clearly

demonstrate and justify why use of the standard certificate format is not possible.

b. Use standard fonts available on typewriters, laser printers, or computer printers to enter information onto the certificate. Do not use scratch-off letters or stencils. All lettering will be in black.

c. The standard certificate formats for the USAIC&FH and the USAG are the Certificate of Appreciation (see paragraph 6) and the Certificate of Achievement (see paragraph 7).

## **6. Certificate of appreciation.**

The type of recognition (appreciation) is overprinted on the standard certificate format. The USAIC&FH Certificate of Appreciation, FH Form 672-9-R, is at appendix A. The USAG Certificate of Appreciation, FH Form 672-1-R, is at appendix B. The name of the honoree and organization are entered above the solid line. The specific event for which the recognition is awarded is added below the solid line. This information and the signature block are added to the standard certificate by the issuing office. A sample completed certificate is at appendix A.

a. Requests to overprint these forms are submitted on DD Form 67, Form Processing Request, through each organization's Records Management Coordinator to the DOIM, ATTN: ATZS-IMC-SR. A DAPS Form 5604 (Reprographics Request) must accompany the request.

b. If the certificate is for a recurring and continual event or purpose, the DOIM, ATTN: ATZS-IMC-SR will assign an overprint number (that is, FH Form XXXX Overprint 1). If the overprint requires a prescribing directive to explain its use, the Information Support Services Branch will notify the originator. Copies of these forms will be printed in quantity and stocked by the requesting organization.

c. If the certificate is for a one-time event or purpose, the DOIM, ATTN: ATZS-IMC-SR will assign the appropriate designator (that is, FH Form XXXX Overprint 1 One-Time). These forms will only be printed in the quantity necessary to support the one-time requirement. The signature will be overprinted on one-time event certificates issued in large quantities (over 25). This will expedite the processing of certificates.

## **7. Certificate of achievement.**

The type of recognition (achievement) is overprinted on the standard certificate format. The USAIC&FH Certificate of Achievement, FH Form 672-2-R, is at appendix C. The USAG Certificate of Achievement, FH Form 672-8-R, is at appendix D. The

name of the honoree, the achievement, and the signature block are completed as shown on the sample at appendix D.

a. Requests to overprint these forms are submitted on DD Form 67, through each organization's Records Management Coordinator to the DOIM, ATTN: ATZS-IMC-SR, for approval. A DAPS Form 5604 (Reprographics Request) must accompany the request.

b. If the certificate is for a recurring and continual event or purpose, the DOIM, ATTN: ATZS-IMC-SR will assign the appropriate designator (that is, FH Form XXXX Overprint 1). If the overprint requires a prescribing directive to explain its use, the DOIM, ATTN: ATZS-IMC-SR will notify the preparer. These forms will be printed in quantity and stocked by the requesting organization.

c. If the certificate is for a one-time event or purpose, the DOIM, ATTN: ATZS-IMC-SR will assign an appropriate designator (such as FH Form XXXX Overprint 1 One-Time). These forms will only be printed in the quantity required. The signature will be overprinted on one-time event certificates issued in large quantities (over 25). This will expedite the processing of certificates.

## **8. Signature policies.**

a. The accomplishments or achievements recognized by certificates should be commensurate with the level of approval. Accordingly, the following signature policies apply--

(1) USAIC&FH Certificates recognizing the Instructor of the Month, Quarter, and Year will be signed by the USAIC&FH Commander and Command Sergeant Major.

(2) USAIC&FH Certificates recognizing the Soldier of the Month, Quarter, and Year will be signed by the USAIC&FH Commander and Command Sergeant Major.

(3) USAIC&FH Certificates recognizing the Noncommissioned Officer of the Quarter and Year will be signed by the USAIC&FH Commander and Command Sergeant Major.

(4) USAIC&FH Certificates of Appreciation and Achievement will be signed by the USAIC&FH Commander. The signature block is shown on the sample certificate at appendix A.

(5) USAIC&FH Certificates recognizing the Civilian of the Month, Quarter, and Year will be signed by the USAIC&FH Commander.

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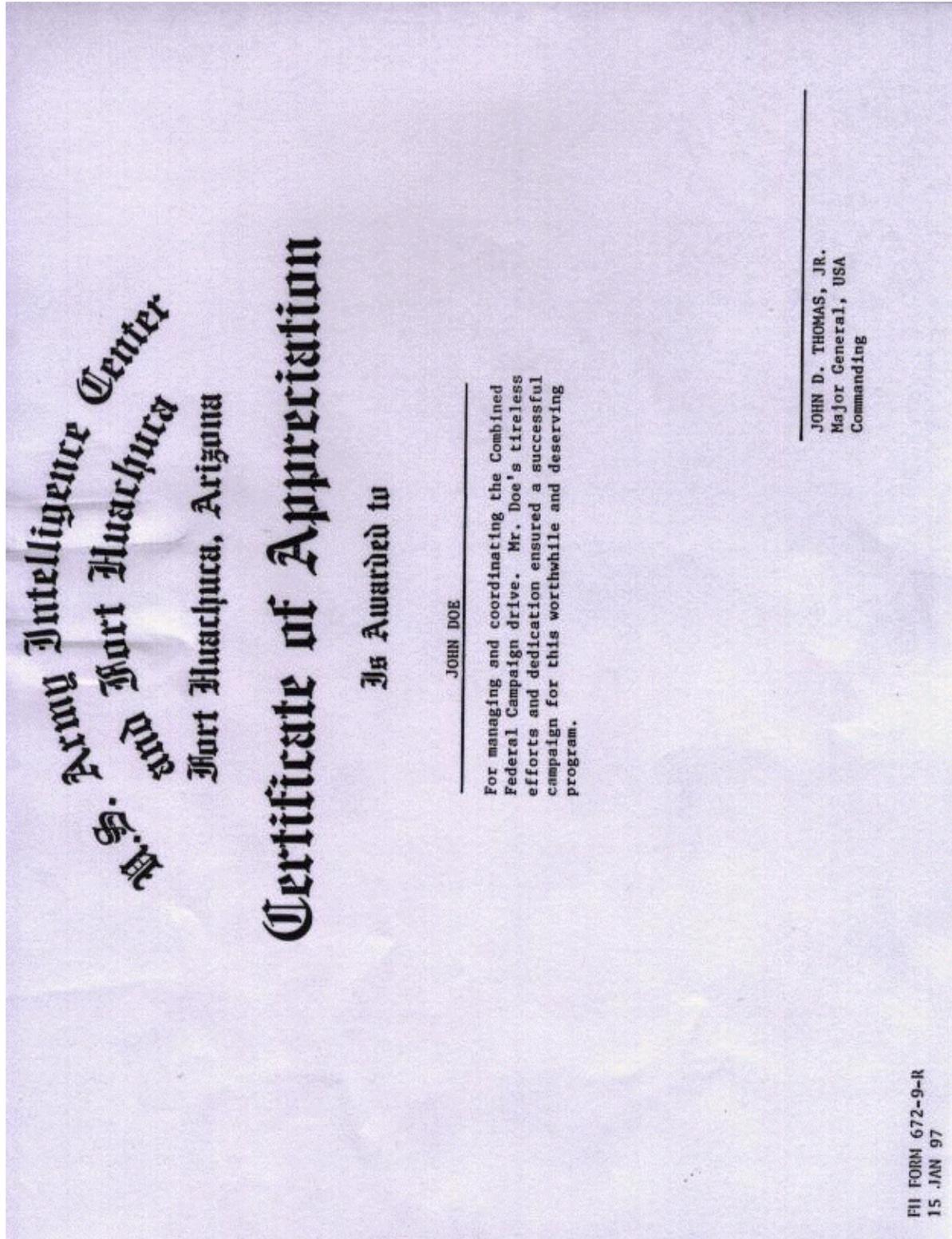
(6) USAG Certificates of Appreciation and Achievement will be signed by the USAG Commander. The signature block is shown on the sample certificate at appendix D.

b. To expedite the processing of certificates ensuring timely acknowledgment of recognition, use an Optional Form 41 (Routing and Transmittal Slip) to forward certificates to the command group.

c. The prescribing directives for approved overprints will identify the signature policy for their use.

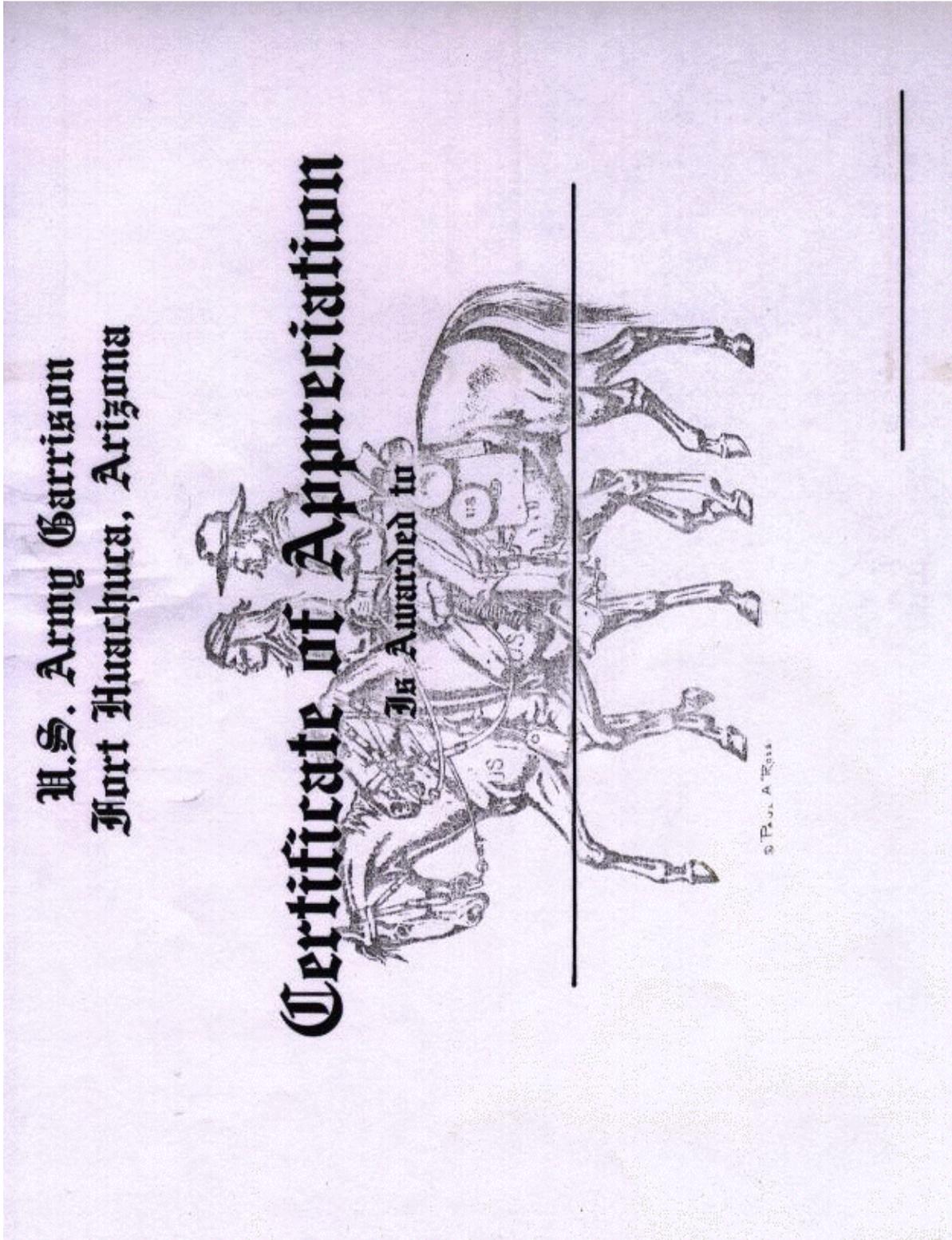
Appendix A

U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH)  
Certificate of Appreciation

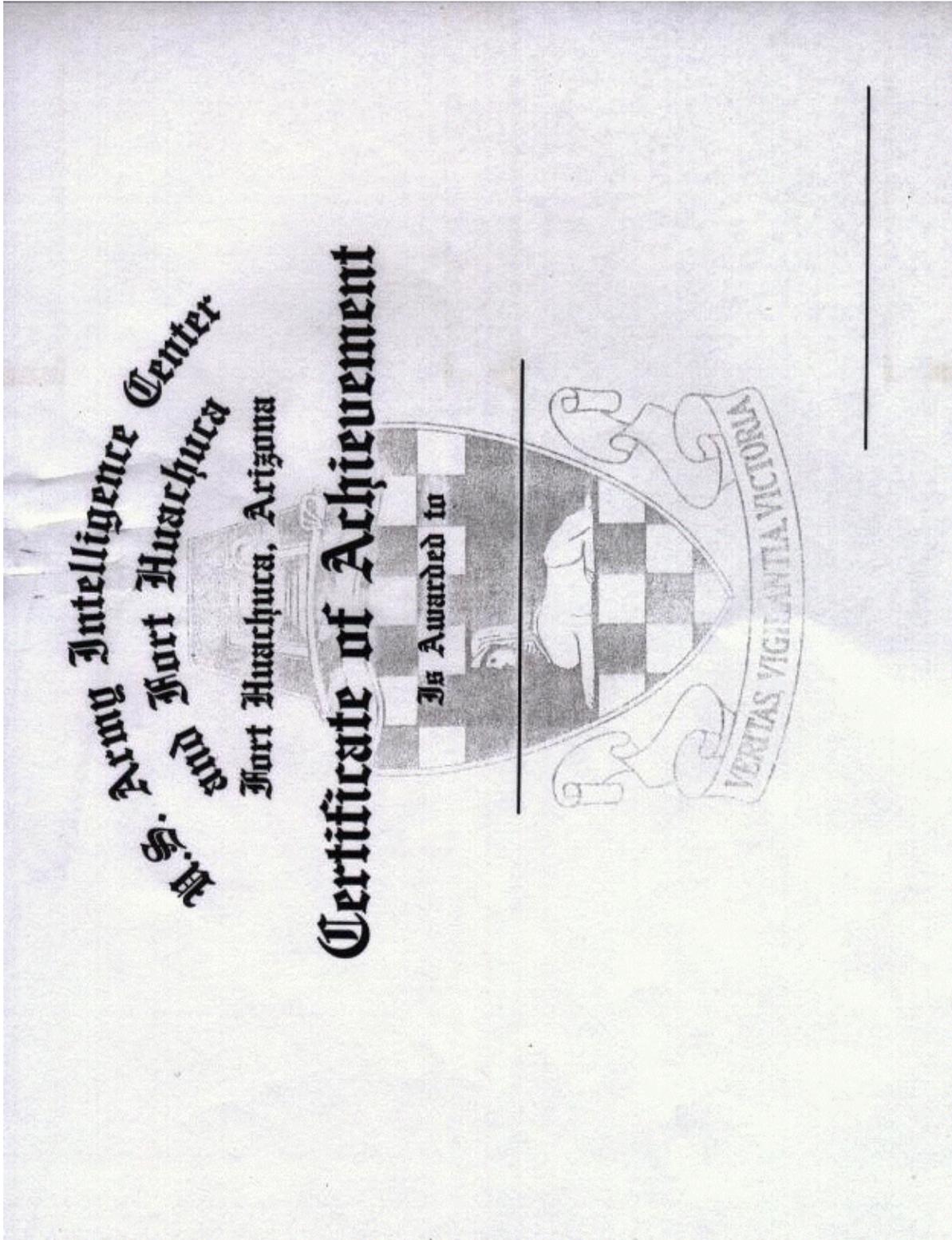


Appendix B

U.S. Army Garrison (USAG) Certificate of Appreciation



Appendix C  
USAIC&FH Certificate of Achievement



Appendix D  
USAG Certificate of Achievement

**U.S. Army Garrison  
Fort Huachuca, Arizona**

# **Certificate of Achievement**

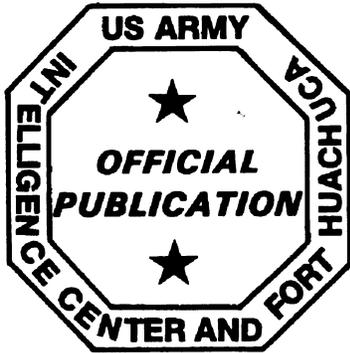
**Is Awarded to**

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**THEODORE G. CHOPIN  
Colonel, Military Intelligence  
Commanding**

(ATZS-IMC-SR)



OFFICIAL:  
JOHN D. THOMAS, JR.  
Major General, USA  
Commanding

DELFORD D. HORTON  
Director of Information Management

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