



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

ATCL-CG (100)

CASCOM POLICY 21-37

DEC 21 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Good Neighbor Award Policy

1. This policy applies to all military and civilian personnel assigned or attached to the Combined Arms Support Command (CASCOM) and Fort Lee. The mission of the Good Neighbor Award Program is to honor and recognize the efforts of private citizens in Fort Lee's surrounding partner communities who contribute significantly to the support of the Soldiers and Families of Fort Lee. This program will help strengthen the ties between Fort Lee and its neighboring communities, enhance recruiting efforts, promote esprit-de-corps, foster partnerships, and inform the public about the Army and Fort Lee.
2. The Good Neighbor Award Program honors individuals who enhanced the quality of life for Soldiers and their Families, or otherwise supported Fort Lee missions, through their individual efforts. Types of support include, but are not limited to advocating for programs/actions that support Soldiers and Families, new initiatives and partnerships, donations of money, goods, volunteer time, property, etc.
3. The Good Neighbor Award Program honors and recognizes the efforts of private citizens in our local communities. Each year, Garrison Public Affairs Office (PAO) solicits nominations from major commands and tenant organizations. Through their brigade channels, Units are asked to identify and nominate citizens who contributed significantly to their unit's well-being and deserve recognition. Nomination packets are submitted to PAO for an initial review prior to screening by an award selection board, which in turn submits its selectees to the Senior Commander for approval.
4. Nomination packets will consist of:
  - a. Biographical information of nominee.
  - b. Nominator's title/rank/position, address, POC info and signature.
  - c. Summary of nominee's contributions worthy of recognition (500 words maximum).
5. Individuals ineligible for nomination include current:
  - a. Soldiers/Service Members
  - b. Military spouses and or Family members

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- c. Family Readiness Group Leaders
- d. Department of Army/Defense Civilians and Contractors
- e. Elected Officials

6. The Fort Lee Senior Commander will approve final awardees chosen by the selection board. The selection board will at a minimum include the CASCOM Deputy to the Commanding General, CASCOM Chief of Staff, and the Garrison Commander. The commandants for OD/QM/TC and the ALU president may participate on the selection board as available. Up to seven individuals may be recognized annually: one each from county including Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg, Prince George, and Richmond. Nominations may be submitted only by Fort Lee brigades or the PAOs for CASCOM, Garrison, DCMA, DeCA, and KAHC. Fort Lee brigades will each send up to three nominations to Garrison PAO and the nomination letter must be signed by the brigade commander.

7. Honoree(s) will be recognized annually at the August Civilian Military Council meeting, which is always hosted by Fort Lee and in news coverage generated by PAO. Honoree(s) will receive a framed two star note signed by Fort Lee's Senior Commander and be invited to join Fort Lee military leaders for lunch at the CMC meeting. Good Neighbors will be included on the civic invitation list and invited to functions and events on the installation. These events may include changes of command, culinary luncheons, museum tours, casing ceremonies, and graduations. Honoree(s) also will be included in other events as the Senior Commander may deem appropriate.

8. The timeline for the Good Neighbor Award Program is as follows:

- a. 15 FEB: Garrison PAO submits a draft Operation Order to CASCOM G-3.
- b. 1 APR: Good Neighbor nominations submitted to PAO.
- c. 1 MAY: Garrison PAO submits final nominations to the selection board.
- d. 1 JUN: Award selectees submitted to the Senior Commander for Approval.
- e. AUG: Good Neighbor Award presentations during the CMC hosted by Fort Lee.

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9. This policy remains in effect until superseded or rescinded.



MARK T. SIMERLY  
Major General, U.S. Army  
Commanding

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