



The Army Engineer Association

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15 April 2023

TO: **The Engineer Regiment**

SUBJECT: de Fleury Medal Form and General Information on Processing

1. **NOTE: All Steel and Bronze De Fleury awards will only be processed after they are submitted thru the AEA portal.** In an effort to be more efficient and reduce the time to process awards, AEA has created the ability to submit the awards on line thru the AEA website. This is replacing the entirely manual process previously used for awards. **AEA has created a modified form to support the unit staffing process for these awards but will not accept the forms for processing. All previous versions of this form are obsolete.**
2. The new AEA website is located on a secure server. The membership software interfaces with the awards software as well as the Regt. Store. When you login to the website, it will recognize if your membership is current when processing awards and given you the 10% member discount in Regt. Store purchases. Awards submitted for nonmembers will have a membership added to the processing fees for the award.
3. Silver Medal requests have a different downloadable file. It will be processed similar to how it has been done in the past. The USAES CMTD and DCG USACE are the approving authority for these awards. **Awardees that are not members cannot be processed.** Units requesting "last minute" request, 3 weeks or less, which requires expedited shipping can result in higher shipping cost and fees, depending on location and presentation date.
4. The De Fleury Medal is not to be presented as a PCS award or in lieu of a personal gift. It is expected that a unit's award program be proactive in identifying potential De Fleury Medal recipients and that it has a viable suspense system to enable the initiation of local processing well in advance of a planned presentation date and maintaining unit records of awardees.
5. This award should represent agreement by the Battalion Command Team or higher. The experience of leaders at this level is sufficient in making a determination on whether or not to approve an award or submit a request for approval to a higher headquarters.
6. Experience has shown that when we mail the award with its certificate to a personal address (usually the individual paying for the award) the process works much more efficiently than if we tried to send it through a unit's mail room. So when completing Part IV of the Approval/Request section, it is recommended that a personal address be entered in the Mailing Address box.
7. Contact us, 573-329-6678 or flwadmin@armyengineer.com if you have any questions or would like additional clarification.

Essayons,

John H. Rather
CSM, U.S. Army, Retired
Director, Regimental Operations
Army Engineer Association



Army Engineer Association de Fleury Medal Unit Staffing Form

Details regarding this award are available at
www.armyengineer.com, click AWARDS



Part I - Requester's Information

(Please complete all areas to include signature and date)

Requester Name:		
Unit/Organization:	Address:	
Email:	Phone:	
Requester Signature:		Date:

Part II - Nominee/Recipient Information

(Please complete all areas and submit a narrative no more than two pages in length)

Nominee: (Last, First, Middle Initial)	Rank/Grade:	Branch:
	PMOS:	Total Years of Service:
Unit/Organization:	Years of Service to the Engineer Regiment:	
	Title/Position:	
Recommended Award:	Type of Ceremony:	
Proposed Presentation Date:	AEA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part III - Approving Authority Information

(Recommended award determines level of approving authority who must be an AEA member)

Approver Name:	Rank:
	Branch:
Unit/Organization:	Title/Position:
	AEA Member Number:
I, as the approving authority, certify that the attached narrative and documentation clearly substantiate that the nominee meets the established criteria for the de Fleury medal. <input type="checkbox"/> Approved. Downgrade to	
<input type="checkbox"/> Disapproved. (If disapproved, return to Requester.)	Email:
Approver Signature:	Date:

Part IV - Shipping and Payment Information

(Timeline for processing is dependent on recommended award)

Shipping Information	Payment Information				
Name:	Select applicable award and indicate payment method: <i>Includes shipping cost</i>				
Mailing Address:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"> Steel (\$55.00) <input type="checkbox"/> </td> <td style="width: 33%; text-align: center;"> Bronze (\$65.00) <input type="checkbox"/> </td> <td style="width: 33%; text-align: center;"> Silver (\$85.00) <input type="checkbox"/> </td> </tr> </table>	Steel (\$55.00) <input type="checkbox"/>	Bronze (\$65.00) <input type="checkbox"/>	Silver (\$85.00) <input type="checkbox"/>	
	Steel (\$55.00) <input type="checkbox"/>	Bronze (\$65.00) <input type="checkbox"/>	Silver (\$85.00) <input type="checkbox"/>		
	Check or Money Order enclosed. (No Govt. POs)				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Visa</td> <td style="width: 25%; text-align: center;">MC</td> <td style="width: 25%; text-align: center;">Discover</td> <td style="width: 25%; text-align: center;">AMEX</td> </tr> </table>	Visa	MC	Discover	AMEX
	Visa	MC	Discover	AMEX	
	Card Number _____				
EXP(MM/YY): /					
*Print and sign name exactly as shown on credit card.					
Phone:	Print:				
Email:					
Payment Authority Signature:	Date:				

Documentation

Standard Citation Option:

In recognition of superior service to the United States Army Engineer Regiment as it supports the Army to assure mobility, enhance protection, enable expeditionary logistics, and build capacity in order to provide commanders with the freedom of action required for unified land operations throughout the range of military operations in the multi-domain operational environment. These efforts have significantly contributed to the overall readiness of the Army and reflect great credit upon the United States Army Corps of Engineers.

Custom Citation Option: (must fit in space provided using Arial 12 font)**Narrative:** (use the following four pages)

Documentation (cont.)

Narrative (cont.):

Documentation (cont.)

Narrative (cont.):

Documentation (cont.)

Narrative (cont.):