

**ORDER OF  
MILITARY MEDICAL MERIT  
Constitution and Bylaws**

**INFORMATION PAMPHLET**

**PO Box 340097, JBSA Fort Sam Houston, Texas 78234-0097**

October 15, 2025

Dear Fellow Member,

The Order of Military Medical Merit is a unique, private organization founded by the Commanding General of U.S. Army Health Services Command in April 1982 to recognize excellence and promote fellowship and esprit de corps among Army Medical Department (AMEDD) personnel. Membership in the Order denotes distinguished service which is recognized by the senior leadership of the AMEDD. Members are given a certificate and a handsome medallion that signifies to all they meet that they are members of the Order. You will see members proudly display their medallions at formal AMEDD social functions.

Membership in the Order is limited to AMEDD officers, noncommissioned officers, civilians, and retirees who have made significant contributions and achieved valued outcomes for the AMEDD over the course of their career. Honorary memberships are extended to all DOD Special Operations Forces Medics (ATP card holders), Host Nation and other Foreign Nationals working for the AMEDD and individuals outside of the AMEDD family who have made a similar impact on the AMEDD. The individuals are considered in the top 10 percent of their Corps and field. Since the Order's inception, over 16,000 individuals have been granted membership for exceptional contributions to the AMEDD.

Any member in good standing may nominate individuals for consideration by the Advisory Council, the governing body of the Order. The President of the Order has final approval authority of the Council's selections. The Order's Constitution and Bylaws, which contain eligibility criteria and nomination procedures, are contained in the following INFORMATION PAMPHLET. When making a nomination, please ensure that your justification outlines the nominee's specific accomplishments during their career with the Army Medical Department to emphasize the individual's worthiness for induction into the Order. Members of the AMEDD irrespective of where they are working (i.e., Defense Health Agency, Joint Command, or other organizations) are eligible to be nominated for the Order of Military Medical Merit.

If you have any questions, or require assistance, please contact the Order's administrative office by writing to the Order of Military Medical Merit, P.O. Box 340097, JBSA Fort Sam Houston, Texas 78234-0097 or by email at: [usarmy.jbsa.medical-coe.list.achh-regiment@army.mil](mailto:usarmy.jbsa.medical-coe.list.achh-regiment@army.mil). Additional information is also available on the web at <https://achh.army.mil/regiment/merit-o2m3>.

As a member of the Order of Military Medical Merit, you represent the professionalism of the Army Medical Department. I challenge you, through your nominations and participation in local chapters of the Order, to continue to uphold the standards for excellence in the Army Medical Department of the future.

Sincerely,



Richard L. Ursone  
Brigadier General, U.S. Army Retired  
President  
Membership # 3961

# ORDER OF MILITARY MEDICAL MERIT

## CONSTITUTION

### ARTICLE I

**NAME:** The association created by this instrument shall be called "Order of Military Medical Merit," hereinafter referred to as the "Order". The Order is organized as a nonprofit under Internal Revenue Service Code 501(c)(10).

### ARTICLE II

**PURPOSE:** The purpose of the Order shall be to promote excellence and esprit de corps among Army Medical Department (AMEDD) personnel through the following:

- (1) The recognition of the professional attributes and significant contributions of AMEDD members; both active duty and reserve components, retirees, and civilians.
- (2) The recognition of the contributions of 18Ds (Special Forces Aidmen) and other non-AMEDD individuals who have made significant contributions to Army Medicine through honorary membership.
- (3) The issue of the Order's membership packet consists of a certificate and medallion which will publicly display the recognition.
- (4) The heightened awareness of the Army Medical Department and members of the AMEDD family through participation in and funding of events celebrating the AMEDD.

### ARTICLE III

**ORGANIZATION:** The Order shall consist of the President of the Order, the Advisory Council (consisting of the individual Corps Representatives and a Reserve Component (ARNG/USAR) Representative), hereinafter referred to as the "Council", located at Joint Base San Antonio (JBSA) Fort Sam Houston, Texas, the "home of Army Medicine." The Order will maintain permission to operate as a private organization from the Commander, Joint Base San Antonio, and conduct all business in accordance with AFI 34-223, Private Organizations Programs.

a. An Administrator will be retained as an independent contractor to receive and process the nominations. The Administrator will conduct the business of the organization utilizing the limited logistical support provided by the Army Medical Center of Excellence (MEDCoE) and the Commander, JBSA Fort Sam Houston.

b. Units that organize O2M3 award ceremonies must follow the policies and procedures contained in this Constitution and Bylaws.

## ARTICLE IV

**OFFICERS OF THE ORDER:** The President will be recommended by the Surgeon General (TSG) in their capacity as the senior AMEDD officer; an Administrator nominated by the President and approved by the Council. Order Officers may be active duty, reserve component, members of the AMEDD Civilian Corps, or retired members in good standing in the Order and serve without compensation except for the Order Administrator who will be an independent contractor.  
The following are Officers of the Order:

- (1) President
- (2) Administrator
- (3) Dental Corps Representative (COL)
- (4) Enlisted Corps Representative (CSM/SGM)
- (5) Medical Corps Representative (COL)
- (6) Medical Service Corps Representative (COL)
- (7) Medical Specialist Corps Representative (COL)
- (8) Nurse Corps Representative (COL)
- (9) Veterinary Corps Representative (COL)
- (10) Civilian Corps Representative (GS14 or above)
- (11) National Guard/Army Reserve (RC) Representative (COL)

- a. One of the Advisory Council Members may be asked by the President who, in the absence of the President, will convene and oversee Board proceedings for that month.
- b. A single member may serve in the capacity of both an Officer and Council Member.
- c. Council Members will serve until such time as they either execute a Permanent Change of Station (PCS), retire, or resign from the position. Council Members will notify by email the Order President, the Administrator and provide the effective date of their resignation from the Council and name, if available, of their replacement.
- d. Unless otherwise stipulated in this Constitution, the quorum for conducting business will be simple majority of the Council along with the President and Administrator. When Council Members are not available to meet in person for a Council meeting, Council Members may submit their vote sheets by email to the Administrator or provide their vote sheets to another Council Member who will present the vote sheets at the Order meeting.
- e. Officers may resign their position by submitting a resignation in writing or via email to the President with a copy furnished to the Administrator. They will continue to serve, to the greatest extent possible, until a suitable replacement has been selected, or in the case of the Administrator, until the President nominates, and simple majority of the Council approves the new Administrator.
- f. An Officer may be removed by approval of the President of a petition for removal having a justification and concurrence of at least 7 of the 9 Council Members.

## ARTICLE V

**DUTIES OF THE OFFICERS:** The Officers will conduct the business of the Order until properly relieved as outlined in Article IV. The duties of the officers are as follows:

- a. President. Shall oversee the proper management of the Order, compliance with governing regulations and approve the Council's recommendations for membership, terminations, and Council Membership. The President will review and approve for Board consideration nominee packets that are submitted after established cut-off dates and approve monthly minutes. The final approving authority of

amendments to the Constitution and Bylaws is the Order President. If a Council Member cannot vote, either in person or by email, the President will break the tie to establish the majority vote. The President oversees the activities of the Administrator, interviews candidates for the position and may request assistance in this regard from Council Members and the outgoing Administrator. The President is co-signatory on the Order's banking account, is authorized to sign checks and validating authority for financial obligations.

b. Administrator. Shall maintain records and files, record the minutes of business meetings, and act as the official custodian of the Constitution and Bylaws. They will process nominations, prepare them for each Council Member and process the membership packets for each approved nominee. They shall have custody of funds, a bank debit card used solely for Order business and maintain the financial records in accordance with sound accounting practices; sign checks and make deposits on behalf of the Order; submit monthly financial statements to the President and Council; will be a cosignatory on the Order's banking account; prepare documents for audit, and submit federal and state tax returns, if required. They shall not vote on nominations for membership but will support the President and Council Members as described above. The Administrator is considered an Officer of the Order and must be a member of the Order.

c. The Council Members. The Council Members shall consider and vote on nominations for membership and provide Corps-unique background information to assist in reaching a judgment of worthiness for induction into the Order. They will receive petitions for membership on the Council and for terminations of membership and will forward a recommendation to the President for approval. Council Members will provide input and provide their concurrence on changes to the Constitution and Bylaws.

## ARTICLE VI

**METHOD OF FINANCING:** The Order shall be financed through one-time membership dues and donations. The Order does not execute fundraising events. There is one meeting a month to board nominations for potential induction in the Order.

## ARTICLE VII

**MEMBERSHIP CRITERIA:** Membership in the Order recognizes those individuals who have clearly demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, selflessly served in the Army Medical Department, and made distinguished contributions to the betterment of Army Medicine. They are considered in the top 10 percent of their Corps and field. Any Active Duty, Reserve Component, civilian\* or retired member of the Army Medical Department who, through dedicated application of talent, effort, and spirit, made significant impressive contributions to the AMEDD while serving in positions at the tactical, operational, or strategic level for a combined duration of no less than 15 years\*\*, shall be eligible for induction into the Order. Active duty and Reserve Component Soldiers must have demonstrated appropriate Soldier skills and obtained military education commensurate with their rank. Contract employees are not eligible for consideration. Special Forces Aidmen (18Ds) are eligible for induction as Honorary members into the Order. Host Nation and other Foreign Nationals working for the AMEDD are also eligible for Honorary membership provided they have worked a minimum of fifteen years for the AMEDD. An individual whose status is other than association with the AMEDD and who otherwise meets the above criteria, except for having served with the AMEDD for a minimum of fifteen years, shall be eligible for induction as an Honorary member. Honorary members are not eligible to nominate others for the Order. Any member of the Order in good standing may nominate other worthy individuals for induction.

\*Civilians who were part of the AMEDD Civilian Corps and subsequently become members of the DoD Civilian Corps because of assignment to a Defense Health Agency (DHA) activity or are under the Authority, Direction and Control of the DHA will continue to accrue time to meet the 15-year requirement for award of the O2M3. New civilian hires at organizations previously identified as AMEDD activities or

commands will be eligible for full Order membership provided the criteria above and in Article II, Bylaws have been met.

\*\* For military service members, service in the AMEDD begins on the date an individual is granted an AMEDD Area of Concentration (AOC) or Military Occupational Specialty (MOS). For nominees with prior service in the AMEDD, a redacted DD 214(s) (without SSN) must be included with the nominees' packet. For civilian members, service in the AMEDD starts on the first day working in an AMEDD organization or previously designated as an AMEDD organization. The President, in discussion with Council Members, will make final determination of any unusual circumstances regarding when an individual's service within the AMEDD begins. A Time in Service (TIS) Waiver to the 15-year requirement may be submitted for extraordinary and special circumstances. Procedures to request a TIS Waiver are contained in Article II, Bylaws, under Nomination Procedures for Membership. (Note: individuals who participate in the Intergovernmental Personnel Act (IPA) in support of the AMEDD may include up to five years as an IPA towards the fifteen-year requirement for possible induction as an Order member.

a. Boarding of Nominations. The Council will review each nomination and provide their vote to the President. The President must approve each nomination for membership in the Order.

b. Induction. If approved, the new member's membership packet containing the certificate, medallion, and letters of congratulation will be prepared by the Administrator and mailed to the nominator or as otherwise requested by the nominator. Induction is to occur within 60 days of approval or as soon as possible when an individual is not readily available.

c. Membership. A newly inducted individual is considered a member of the Order in good standing once the one-time dues payment is paid to the Order. Membership is not conferred until dues payment is received.

d. For nominees not approved for membership, the Administrator will notify the nominator by email that their nominee's packet either required a rewrite or was disapproved. For nominee packets that require a rewrite, only one rewrite is allowed. After the first rewrite a nominee's packet will either be approved or disapproved. If a nomination packet is disapproved, the nominee is not eligible for resubmission for 12 months from the board date.

e. Transfer. Membership in the Order follows individuals as they are transferred from one assignment to another and is considered a lifetime membership provided the member remains in good standing with the Order.

f. Surgeon General Nominations. The Surgeon General has approval authority for Honorary inductions into the Order for other than AMEDD individuals. The Council will not vote on these individuals. These individuals are from other Services, other countries, or are other dignitaries TSG wishes to confer an Honorary membership.

g. Posthumous Nominations. An individual, who meets the criteria for induction, may be nominated posthumously with accompanying documentation of their service in the AMEDD. If an individual does not meet the 15-year requirement, the President has the authority to approve a waiver and submit those nominations for review by the Council Members.

h. Termination. Membership in the Order is for life unless terminated earlier for an act that brings discredit to the Order. A member may petition the Council to terminate another's membership. Such a petition shall be submitted in writing and shall provide a justification for termination of the member and must be endorsed by at least two other members having knowledge of the infraction. Council will consider the petition and make a recommendation to the President who shall make final determination on all recommendations for membership termination. **If a member is terminated from the Order, they cannot be nominated in the future; membership is terminated for life.**

**PRESENTATION GUIDELINES:** The Order of Military Medical Merit is considered a prestigious award, and the following will be read at the induction ceremony:

**\*\*NARRATION BEGINS\*\***

Ladies and Gentlemen, distinguished guests, fellow Soldiers, and members of the military medical community.

You may have noticed some individuals here wearing a medallion supported by a maroon neck ribbon. This prestigious symbol signifies their membership in the Army Medicine's Order of Military Medical Merit, also known as the O2M3. The Order of Military Medical Merit is a unique, private organization founded by the Commanding General of the U.S. Army Health Services Command in April 1982. The organization formally recognizes individuals making exceptional contributions, achieving professional excellence, and accomplishing those actions above the call of duty in the advancement of the Army Medicine mission. This selective honor promotes fellowship and esprit de corps among Army Medical Department personnel worldwide. Membership in the Order denotes distinguished service, unwavering dedication and leadership to the Army Medical Department (AMEDD) to positively impact the profession of military medicine.

We are fortunate today/tonight to be able to recognize one of our own for induction into the Order. The inductee joins a distinguished lineage of members (Soldiers, civilians, retirees, and leaders) serving across the spectrum of Army Medicine known for their character, competence, and commitment to the mission. So let us recognize military medicine and those members who daily commit themselves to selfless service, caring for others, and possess unbridled devotion to duty.

Will all members of the Order present here today/tonight please <<STAND and remain standing> OR <Come Forward>> during the induction ceremony and reading of the award.

Will <<Name of Inductee(s)>> please come forward.

*Insert an executive summary here – two (2) to five (5) sentences – for the specific individual being inducted. For example: "Throughout a 20-year career with the AMEDD, <<Name of first inductee>> has consistently improved organizations and implemented numerous management enhancements to gain efficiencies. While deployed to the Balkans, she raised the standard of care in the Sarajevo and Tuzla Valleys through the teaching of primary care, gynecology, and emergency medicine best practices. This accomplished trainer has helped build the next generation of Army physicians through graduate medical education and residency training programs. A stellar citizen, she also freely volunteers within her community and has supported numerous local, national, and international events such as the Army Ten-Miler, the Marine Corps Marathon, and the Armed Forces Wrestling Championships. She is currently assigned as <<insert duty position and unit of assignment>>."*

"Be it known that the President, by virtue of the authority vested in him and upon the recommendation of the Advisory Council, confers membership in the Order of Military Medical Merit on <<rank and name of inductee>>, who through dedicated application of talent, effort and spirit has made significant exemplary contributions to the United States Army Medical Department. Given under my hand this (day) of (month and year). Signed <<Insert Name of O2M3 President>>, Brigadier General, US Army Retired, President, Order of Military Medical Merit."

**\*\*NARRATION ENDS\*\***

## **ARTICLE VIII**

**ORDER OF MILITARY MEDICAL MERIT MEDALLION:** The President of the Order shall issue each member a certificate and an Order of Military Medical Merit Medallion. The Medallion may be worn when attending U.S. Army Medical Department social occasions requiring formal attire for which the

minimum required dress is Army Service Uniform with shirt and tie, or business attire or as further described in the section: "The Official Description of the Order of Military Medical Merit Medallion" located at the end of the Bylaws section. It is intended that the Medallion be conferred in an appropriate ceremony in conjunction with an individual's induction into the Order. Secret initiation rites or hazing of members are expressly forbidden.

## ARTICLE IX

**MEMBERSHIP DUES:** The Order must rely on a one-time dues payment of \$100 for the Regular/Antique White Brass Medallion and \$250 for the Sterling Silver Medallion. These dues sustain the Order's operations. At the conclusion of the Order's monthly meeting, the Administrator will notify each nominator by email that their nominee has been approved and the nominee's Medallion number. ***Before the Award packet consisting of the Medallion, Order Certificate, and congratulatory letter is released to the nominator, the nominator must ensure that either the nominator or the nominee makes the one-time dues payment. Once the Administrator validates that payment has been received, the Administrator will send the Award packet to the nominator.*** Dues may be paid by check or money order payable to Order of Military Medical Merit and mailed to: Order of Military Medical Merit, PO Box 340097, JBSA Ft. Sam Houston, TX. 78234. The Order accepts Zelle® payments, and this method of payment is the quickest way to obtain your Award packet. Follow the payment instructions provided by the O2M3 Administrator in the email notifications. Nominators must write the name of their nominee and Medallion number in the memo portion of the check or include their name and Medallion number with the Zelle® payment. As soon as payment is received, the Award packet will be mailed to the address provided by the nominator. When the one-time dues payment is received, full membership is conveyed, meaning the new member may now nominate other worthy personnel for induction in the Order.

## ARTICLE X

**NONATTRIBUTION POLICY:** Under no circumstances shall any group or any member attribute to the Order the endorsement of any policy, procedure, or product other than those specified in this Constitution.

## ARTICLE XI

**INDUCTION CEREMONIES:** All induction ceremonies must comply with the provisions of this Constitution and Bylaws and will be convened by AMEDD: General Officers, Senior Executive Service members, Brigade Commanders, or Brigade Command Sergeants Major.

## ARTICLE XII

**MEETINGS:** The Council will meet monthly to consider nominations for membership. The Council may be called to meet at other times by the President or upon written request of Council Members. The President will approve "out of cycle" nominations from Order members to be voted by the Council Members.

## ARTICLE XIII

**AMENDMENTS:** The Constitution may be amended with the affirmative vote of 7 of the 9 Council Members and with the approval by the President of the Order. Any member may recommend amendments to the Administrator via email.



## ARTICLE XIV

**RECORD OF ACCOUNTS:** All accounts will be maintained in accordance with acceptable accounting practices. The Council Administrator is authorized to distribute funds, through donation, to other IRS-registered, section 501 (c)(3) or 501 (c)(10) type (non-profit) organizations upon the unanimous approval of the Council, subject to approval by the President of the Order.

## ARTICLE XV

**AUDIT:** A compilation of any established accounts will be performed no less frequently than annually and immediately prior to change of the Administrator or upon dissolution of the Order. The compilation will be performed by a public accountant, an audit committee, or a person hired / designated by the President.

## ARTICLE XVI

**DISSOLUTION:** In the event the Order is dissolved, the Council will meet and all funds in the treasury will be used to meet any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of by donation to another tax-exempt organization. In the event the assets of the Order are insufficient to cover the liabilities, all holders of membership will be assessed a pro rata share of the deficit. The Administrator will notify the 502nd Air Base Wing of its intent to dissolve the organization and prepare a time-phased action plan to do so.

## ARTICLE XVII

**INSURANCE:** The organization agrees to hold harmless and indemnify the United States Government, Nonappropriated Fund Instrumentality (NAFI) or any of its agents or sub-units for claims arising from any of the organization's activities.

The organization conducts no- risk activities, (once a month board meeting). Insurance will be purchased if specific events include a greater risk of injury or damage.

The organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits that might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the organization. Such coverage, when required, must expressly provide that neither the U.S. Government or any NAFI will be liable for any claims or judgments against the organization or its members. A copy of the insurance policy and all renewal policies will be forwarded to the 502nd Air Base Wing.

If insurance is not deemed necessary, the organization will submit a request for waiver of insurance requirement to the 502nd Air Base Wing for approval.

## ARTICLE XVIII

**ADOPTION:** The Constitution shall become effective upon adoption by the affirmative vote of seven of the nine Council Members, and approval by the President of the Order.

# ORDER OF MILITARY MEDICAL MERIT

## Bylaws

### ARTICLE I

#### DUTIES OF THE OFFICERS.

a. The duties of the President of the Order and Council Members are outlined in Article V of the Constitution.

b. Administrator.

(1) Processes nominations, distributes membership packets, and maintains databases.

(2) Prepares documents for audits, tax returns and permission to operate as a private organization.

(3) Maintains records and files, records the minutes of business meetings, maintains custody of funds, and prepares monthly financial statements.

#### DUTIES OF THE MEMBERS.

a. Maintain membership in good standing by upholding the values of the Order and recommending termination of members who fail to do so.

b. Ensure that the person being considered for membership is worthy by the criteria outlined in Article VII of the Constitution and is considered in the top 10 percent of their Corps and field. Nominators should submit nominations for CONUS based personnel at least sixty (60) days prior to the anticipated award date and ninety (90) days or more for overseas activities.

c. When notified by the Administrator that a packet has been approved, Nominators will ensure that they or the nominee submit the one-time membership dues in a timely manner. The award packet will be mailed to the nominator once dues are paid. Dues may be paid by check or money order payable to Order of Military Medical Merit and mailed to: Order of Military Medical Merit, PO Box 340097, JBSA Ft. Sam Houston, TX. 78234. The Order accepts Zelle® payments. Submit Zelle® payments as provided in the payment instructions provided by the O2M3 Administrator in the email notifications. Please include the recipient's name and Medallion number in the memo portion of the check or with the Zelle payment so the Administrator can validate that payment was made for a specific nominee. Full membership in the Order, meaning members may nominate other worthy individuals, is conveyed upon receipt of the one-time dues payment.

d. Nomination packets and Order inquiries will be sent to: [usarmy.jbsa.medical-coe.list.achh-regiment@army.mil](mailto:usarmy.jbsa.medical-coe.list.achh-regiment@army.mil). Nomination instructions, forms (O2M3 Nomination Form, 15 Year Waiver Form), CV format, and instructions for inserting pages into a PDF file are available at: <https://achh.army.mil/regiment/merit-o2m3>.

### ARTICLE II

**NOMINATION PROCEDURES FOR MEMBERSHIP:** Any member in good standing may nominate people meeting the membership criteria outlined in Article VII of the Constitution and who are considered in the top 10 percent of their Corps and field. The nomination must contain the following:

(1) The electronic version of the O2M3 Nomination Form which includes Nominee and Nominator

information and requires completion of at least three of the four boxes in the Significant Achievements/Contributions to the AMEDD portion of the Form. The Form is found at: [usarmy.jbsa.medical-coe.list.achh-regiment@army.mil](mailto:usarmy.jbsa.medical-coe.list.achh-regiment@army.mil). If known, the Form will include a desired presentation date. Please submit CONUS packets at least 60 days before the presentation date, and OCONUS packets at least 90 days before the presentation date to ensure sufficient time for processing and mailing. If the membership packet is to be forwarded to a point of contact other than the nominator, the person must be a member of the Order to ensure appropriate presentation, and the name and mailing address must be provided. Packets will not be mailed to a unit address. Packets will not be mailed directly to the nominee; this practice diminishes customs and traditions of the Order. **The Form must be signed by the nominator.** The justification portion of the Form allows up to four contributions. A minimum of three strongly written contributions are required. The justification should convincingly discuss the nominee's specific and quantifiable contributions to the AMEDD during the nominee's career but as a minimum for the past 15 years of service. In special cases, nominators may request a waiver of the 15-year requirement for a nominee. Nominators must use the electronic version – Request for Waiver: 15-year AMEDD Time in Service (TIS) Requirement Form with a justification for the TIS Waiver. The Request for Waiver will be sent with the nomination packet as a separate document, not included in the nomination packet PDF file. Council Members will vote on the merits of the justification and if the Waiver is accepted, the nominee's packet will be reviewed by the Council. In the case of an Honorary nominee who is not a member of the AMEDD, 15 years' time in service is not required. Host Nation and other Foreign National personnel who work for the AMEDD will be nominated for Honorary membership but must meet the 15 years or more of service in the AMEDD. The justification for all O2M3 nominations **should not** merely be a reiteration of the nominee's duty assignments and position descriptions.

(2) The nominator shall request a copy of the Soldier Talent Profile (STP), Civilian Career Brief (CCB), or Soldier Record Brief (SRB) for RC members who don't have an STP, from the nominee. This process will enable the nominee to remove any confidential information from these records and ensure compliance with the Privacy Act. A Curriculum Vitae (CV) will be submitted for all nominees in the prescribed format found at: <https://achh.army.mil/regiment/merit-o2m3>. Honorary nominations are not required to follow the CV format prescribed at the AMEDD Regiment portal but must include a CV or Resume. Supporting documents must be dated within the past 12 months for AD members and 15 months for RC members except for the DD 214 that may be required to document a nominee's prior service time in the AMEDD. The Social Security Number (SSN) will be obscured on all documents. Nominators of Host Nation and other Foreign National personnel will provide documentation validating their nominee's 15 years or more of service in the AMEDD.

(3) A copy of the nominee's Army Fitness Test (AFT)/Army Combat Fitness Test (AFCT) Scorecard (DA Form 705-ACFT) and if applicable, a copy of the nominee's Body Fat Content Worksheet (DA Form 5500/5501). If a NOGO for WEIGHT is initially noted on the AFT/ACFT Scorecard accompanied by a GO in the BODY FAT section of the AFT/ACFT, a copy of the DA Form 5500/5501 is not required with the nomination packet. The Height/Weight information and DA Form 5500/5501, if required, must be within the past 12 months of the Council Board meeting for AD members and 15 months for RC members; the AFT/ACFT Scorecard must also be within 12 months for AD members and 15 months for RC members. These documents may be required depending on the Service of the Honorary nominee. (Note: individuals who score at least 80 points per event for a total of 460/540 or higher on the AFT/ACFT are still required to have a Height/Weight documented on their AFT/ACFT or on DA Form 5500/5501. In this case the Body Fat calculation is not required.)

(4) The nomination packet with Nomination Form and all the supporting documents will be presented as one (1) Adobe .pdf file and sent via email to the Regimental address: [usarmy.jbsa.medical-coe.list.achh-regiment@army.mil](mailto:usarmy.jbsa.medical-coe.list.achh-regiment@army.mil). The mailing address is Order of Military Medical Merit, PO Box 340097, JBSA Fort Sam Houston, TX 78234-0097. All inquiries related to the Order should be submitted to the Regimental address as well.

(5) The Council will recommend approval, rewrite or disapproval of nominations and the President will be the final approving authority. If the Council disapproves a nomination, the individual cannot be nominated again for 12 months.

## ARTICLE III

**OFFICIAL ACCOUNTING PERIOD:** An established accounting period is required to register as an exempt organization with the Internal Revenue Service. The Order's established accounting period will end on the last day of each calendar year, December 31. When required, the filing of appropriate documents and forms to the Internal Revenue Service is the responsibility of the Administrator and will be submitted to the Internal Revenue Service no later than April 15 in the year following the close of the Order's established accounting period.



### THE OFFICIAL DESCRIPTION OF THE ORDER OF MILITARY MEDICAL MERIT MEDALLION

**PURPOSE --** In recognition of membership in the Order, the official Medallion was adopted on April 5, 1982. The Medallion represents the traditions and values of the Army Medical Department.

**DESIGN --** The Medallion's design is derived from early U.S. Army Medical officer uniform emblems. In keeping with this, the Medallion is made from white brass. The central element is a shield representing the AMEDD Regimental Distinctive Insignia which bears the staff of Aesculapius, the classical symbol of medicine and the healing arts. The wreath is taken from the epaulets worn by medical officers until 1890. The wreath surrounding the shield was worn as a collar insignia from 1890-1896. The wreath and shield are superimposed on a modified Maltese Cross, recognized as the international symbol of medical care. The cross insignia was worn until 1902 when the present caduceus was adopted. The Medallion is supported by a maroon neck ribbon, the color symbolic of the U.S. Army Medical Department. A sterling silver Medallion of the same design may be purchased by members.

**DISPLAY --** The Medallion or its graphic representation may be used to identify individuals or activities specifically approved by the President of the Order. This Medallion may be worn when attending U.S. Army Medical Department social occasions requiring formal attire when the minimum required dress is Army Service Uniform (ASU blue) with blouse and tie or business attire. During other social occasions not requiring formal attire, AMEDD senior leaders (General Officers, Senior Executive Service members,

Brigade Commanders, or Brigade Command Sergeants Major), who are Order members, may authorize the wear of the Order Medallion for induction ceremonies or other events such as award ceremonies. The Medallion is worn with the neck ribbon either placed under the collar of the shirt/blouse or draped on the outside of the collar with the Medallion exposed as demonstrated below. For the Army Green Service Uniform (AGSU) or Blue Army Service Uniform (ASU) and civilian tuxedo, the Medallion is to hang midway from the top of the shirt/blouse and the V of the jacket. With the Dress Mess uniform, it is recommended that the Medallion hang approximately 2 (two) inches below the bottom of the bow tie (male) or tab (female). The Order Medallion must be respectfully displayed (draped around the neck) irrespective of the uniform or civilian attire worn for an induction ceremony or other gathering of Order members.

