

Human Resources Services Branch
(NGGA-PES-SVC)

Military Awards Program

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2023

SUMMARY of CHANGE

**SOP
Military Awards Program
Revision dated 1 October 2023**

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Chapter 1 Overview

1-1. Purpose

- a. To provide clear procedural guidance on initiating, routing, and processing military awards for the Georgia Army National Guard.
- b. This SOP does not apply to contractor employees.

1-2. References

- a. Refer to AR 600-8-22 for Federal military awards guidelines, such as approval authorities or the use of DA Form 638.
- b. Refer to GADODR 600-1 for Georgia Military Award Program and TPR 451 for Federal awards guidelines for Civilian employees, not on military orders, who are working for, or on behalf of, the state of Georgia.
- c. Refer to GADODR 600-1 for Georgia Military Award Program
- d. Refer to GADOD Pam 600-1-1 for Visual guide to the Georgia Military Awards

Chapter 2 Military Awards Procedures

2-1. Guidelines and Criteria

a. States are prohibited from using DA Form 638 for state awards, per update to AR 600-8-22, para 3-21b.

b. All retirement awards, whether State or Federal and regardless of award level, must be submitted through the G-1 for approval and signature by the Commanding General (MSM and lower) or The Adjutant General (LM and higher).

c. Georgia individual military decorations are processed via memorandum of endorsement, addressed to the award approval authority. Templates are within the attachment of the SOP. This includes the Georgia Commendation Medal (GA COM), the Georgia Meritorious Service Medal (GA MSM), the Georgia Medal for Valor (GA MV), the Oglethorpe Distinguished Service Medal (Ogle DSM), the Georgia Legion of Merit (GA LM) and the Georgia Achievement Medal (GA AM).

d. The remaining Georgia service medals and service ribbons are already processed via memoranda, signed by individual unit commanders.

e. Commands with award approval authority for the GA AM, GA COM and the GA MSM will create the award certificate as normal, and will announce the award via Georgia awards orders format, see location below.

f. Templates for all individual decorations (Federal and Georgia), examples of memorandum of endorsement, and the template for the new Georgia awards orders format, can be found on the Georgia Army National Guard GKO page. Go to the GAARNG GKO page at <https://ga.ng.mil/Portals/49/G1/index.html> or <https://gko.portal.ng.mil/states/ga/SitePages/Home.aspx> (copy and paste this link into your web browser), and then click on ARNG > G1 > Libraries > Shared Documents > HR Services > Awards.

2-2. Submitting award requests (Federal and Georgia) for Commanding General signature and above

a. For all award recommendations for Soldiers assigned to a major subordinate command, MSCs will submit the recommendation via the G-1 Awards distro at ng.ga.gaarnng.list.ngga-g1-awards@army.mil.

b. For award recommendations for Soldiers assigned to a major subordinate command, but working at Joint Force Headquarters, all G-level and J-level staff directorates will send the award request thru the Soldier's MSC S-1 for award eligibility verification and tracking purposes. MSCs will submit requests via the G-1 Awards distro.

c. For award recommendations for Soldiers assigned to Joint Force Headquarters, all staff directorates will send award request thru the HHD JFHQ for award eligibility verification and tracking purposes. HHD JFHQ will submit requests via the G-1 Awards distro.

d. For award recommendations (ARCOM and above) for Soldiers assigned to Recruiting & Retention, R&R will submit requests via the G-1 Awards distro.

e. Incomplete or incorrectly completed recommendations will be returned to MSCs for corrections via email.

f. Once the award is approved by the approval authority, the MSC S-1 will be notified via email that the award(s) is ready for pick-up. The State Awards NCOIC will upload the approved and completed award into the Service Member's iPERMS.

2-3. Legion of Merit submission requirements

a. All Legion of Merit (LM) submissions must be prepared IAW the LM Checklist (Attachment 4). This checklist captures the NGB LM processing directives found in PPOM# 19-040 (Attachment 3) and mitigates the issues historically cited by NGB when returning awards without action. All LM submissions must contain the following documents.

- (1) DA Form 638 completed IAW LM checklist requirements.
- (2) Completed LM checklist (Attachment 2) signed by MSC/JFHQ S-1 representative.
- (3) Snip from iPERMS (Attachment 4) of all awards within the period of the LM recommendation.
- (4) DA Form 638s for all awards captured in iPERMS snip (This allows the review for de-confliction of duplicate verbiage from federal awards that are not authorized.)
- (5) Certified or validated SRB with certification/validation date within six months. Substitute documents for SRB are final NGB Form 22 or DD Form 214.
- (6) Memo of lateness if proposed presentation date is less than 120 days from submission to NGB.
- (7) NGB Form 23B (RPAM).

Note: submissions without all these documents will be returned to MSCs without action.

2-4. Processing timelines

a. All awards (Federal and Georgia) requiring signature from the Commanding General or above must be received at the G-1/HSB Awards section prior to the desired date of presentation in accordance with the following timelines, in order to be processed and sent back to the MSC in time for presentation.

- (a) CG signature: 45 days prior to presentation date.
- (b) TAG signature: 60 days prior to presentation date
- (c) NGB/HRC signature: 150 days prior to presentation date

b. MSCs should consider the use of interim awards, approved at MSC level, if a request is not submitted in a timely manner.

Chapter 3

Ordering State Awards, Certificates, and Ribbons

3-1. Requesting awards supplies

- a. Submit all requests for state awards supplies using the awards distro, using the award supply order request form (see below Attachment 8).
- b. The award order request form can be found on the Georgia Army National Guard GKO page below:
 - (1) Go to the GAARNG GKO page <https://gko.portal.ng.mil/states/ga/SitePages/Home.aspx>
 - (2) Copy and paste this link into your web browser
 - (3) Click on ARNG > G1 > Libraries > Shared Documents > HR Services > Awards.

Note: All Federal awards supplies will be ordered through unit Supply NCOs via unit publication accounts.

ATTACHMENTS:

Attachment 1 - General Guidelines for DA Form 638 LM Templates for DARNG Attachment

2 - LM Checklist

Attachment 3 - PPOM 19-040

Attachment 4 - LM sample iPERMS snip

Attachment 5 - State award recommendation memo

Attachment 6 - State award decoration orders

Attachment 7 - DA Form 638

Attachment 8 - Award supply Order Request Form

Attachment 9 - GADOD Pam 600-1-1 for Visual guide to the Georgia Military Awards

Attachment 10 - GADODR 600-1 for Georgia Military Award Program

Appendix A References

Section I Publications

AR 600-8-22

Military Awards, dated 5 March 2019

AR 672-20

Incentive Awards, dated 1 Sept 20

TPR 451

Performance Management: Awards

NGB-ARH PPOM #11-048

Revised Policy for Individual Retroactive Combat Award Recommendations

PPOM #19-040

Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement

GADOD PAM 600-1-1

Visual Guide to the Georgia Military Awards, dated 5 Jan 2022

GADODR 600-1

The Georgia Military Award Program, dated 5 Jan 2022

Section II Forms

DA Form 638

Recommendation for Award

Appendix B Suggested Award Citations

RETIREMENT (LM/ GA LM)

Exceptionally meritorious service for over (#) years, while serving in positions of increasing responsibility, culminating as the (current position) of the (position title) – Georgia army national guard, (soldier) superb leadership, technical and tactical expertise, and commitment to excellence contributed greatly to the overall success of the Georgia army national guard. these accomplishments, in keeping with the finest traditions of military service, reflect great credit upon her/himself, the Georgia department of defense, and the United States Army/ state of Georgia [GA LM].

RETIREMENT (MSM / GA MSM)

Exceptionally meritorious service throughout his career. Master Sergeant Joseph Snuffy has distinguished himself by exceptional duty performance in positions of increasing importance and responsibility, culminating as the senior enlisted advisor to the United States Property & Fiscal Officer for Georgia. He demonstrated extraordinary leadership in both wartime and peacetime. Master Sergeant Snuffy's career has been marked by true professionalism and dedication, and reflects great credit upon himself, the Georgia Army National Guard, and the United States Army [MSM] / state of Georgia [GA MSM].

RETIREMENT (ARCOM / GA COM)

Meritorious service throughout his career. Sergeant First Class Aisha Snuffy has distinguished herself by exceptional duty performance in positions of increasing importance and responsibility, culminating as a team leader in the Counter-Drug Task Force. She demonstrated extraordinary leadership in both wartime and peacetime. Sergeant First Class Snuffy's career has been marked by true professionalism and dedication, and reflects great credit upon herself, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

PCS/SERVICE (MSM / GA MSM)

Exceptionally meritorious service while assigned as the Deputy Commander for the 648th Maneuver Enhancement Brigade. Lieutenant Colonel Jane Snuffy's leadership, expertise, and professionalism directly enhanced the combat readiness and mission accomplishment of the 648th Maneuver Enhancement Brigade. Lieutenant Colonel Snuffy's actions reflect great credit upon herself, the 648th Maneuver Enhancement Brigade, the Georgia Army National Guard, and the United States Army [MSM] / state of Georgia [GA MSM].

PCS/SERVICE (ARCOM / GA COM)

Commendable service while serving as the Senior Human Resources Sergeant for the 201st Regional Support Group. Staff Sergeant Bob Snuffy's dedication to duty, immeasurable contributions, and unequalled commitment to excellence substantially enhanced the unit's success. Staff Sergeant Snuffy's actions reflect great credit upon himself, the 201st Regional Support Group, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

PCS/SERVICE (AAM / GA AM)

Commendable service while serving as Supply Sergeant for the Company C, 148th Brigade Support Battalion. Staff Sergeant Miranda Snuffy's dedication to duty, immeasurable contributions, and unequalled commitment to excellence substantially enhanced the unit's success. Staff Sergeant Snuffy's actions reflect great credit upon herself, the 48th Infantry Brigade Combat Team, the Georgia Army National Guard, and the United States Army [AAM] / state of Georgia [GA AM].

ACHIEVEMENT (ARCOM / GA COM)

Commendable achievement while serving as an electronic warfare specialist for 202d Explosive Ordnance Disposal during Exercise Warrior Forge. Sergeant Kiva Snuffy's professionalism and

performance greatly impacted the success of the battalion. Sergeant Snuffy's commitment to excellence and dedication to duty are in keeping with the finest traditions of military service, and reflect great credit upon herself, the 265th Chemical Battalion, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

ACHIEVEMENT (AAM / GA AM)

Commendable achievement as the Headquarters 78th Troop Command's acting Senior Human Resources Sergeant during Exercise Vigilant Guard. Staff Sergeant Cedric Snuffy's professionalism and performance greatly impacted the success of the organization. Staff Sergeant Snuffy's commitment to excellence and dedication to duty are in keeping with the finest traditions of military service, and reflect great upon himself, the 78th Troop Command, the Georgia Army National Guard, and the United States Army [AAM] / state of Georgia [GA COM].

SPOUSE AWARD (GA COM)

Exceptional support to Sergeant Banks throughout his career. Your outstanding dedication and commitment to your husband and the State of Georgia during his career clearly demonstrates your support for our mission, vision, and values. Your loyalty and patriotism have contributed immeasurably to the overall mission accomplishment and success of the Georgia Army National Guard, and the state of Georgia.

Glossary

Section I Abbreviations

AMHRR

Army Military Human Resource Record

SOP

Standard operating procedure

Section II Terms

G1

Deputy Chief of Staff, Personnel; the senior military personnel officer at division and above.

G-1

The office and staff of the G1.

HR Automated Systems

Computer programs and websites utilized by HR professionals to manage or update personnel records. These include but are not limited to IPPS-A, iPERMS, and RCAS.

SRB

Soldier Record Brief (formerly the Officer Record Brief and the Enlisted Record Brief, combined under IPPS-A)

Unit

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.