



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

ARNG-HRP (RN 600)

7 August 2025

MEMORANDUM FOR The Adjutants General of States, Territories, and the  
Commanding General of the District of Columbia

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in  
Recognition for Service, Achievement, and Retirement (PPOM 25-020)

1. References:

- a. Army Regulation 600-8-22 (Military Awards)
- b. Headquarters, Department of the Army General Orders 2020-01 (Assignment of Functions and Responsibilities within Headquarters, Department of the Army), 06 March 2020
- c. Army Regulation 600-8-2 (Suspension of Favorable Personnel Actions (Flag))
- d. MILPER 25-225 (Changes to Army Regulation 600-8-22, Military Awards), 05 June 2025
- e. Title 10, U.S. Code, Section 1130 (Consideration of proposals for decorations not previously submitted in timely fashion: procedures for review)
- f. Integrated Personnel and Pay System – Army (IPPS-A) User Manual, 06 June 2025
- g. National Guard Bureau, ARNG-HRH memorandum (Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 23-045)), 25 April 2024 (hereby superseded)

2. **Purpose:** To provide the States, Territories, and the District of Columbia with clarifying guidance on submitting requests for the Legion of Merit (LM) and higher federal military decorations recognizing service, achievement, and retirement.

3. **Background:** Peacetime decorations, to include Distinguished Service Medals (DSMs), LMs, and Soldier's Medals (SM), are processed through each State, Territory, and the District of Columbia. This memorandum defines the point of submission, as well as the final approval authority for the decorations.

ARNG-HRP (RN 600)

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 25-020)

#### **4. Approval Authority for Peacetime Awards:**

a. The Director of the Army National Guard (DARNG) is the approval authority for service, achievement, retirement, and posthumous LM recommendations for Soldiers in the rank of lieutenant colonel and below.

b. The DARNG is the approval authority for service and achievement LM recommendations for Soldiers in the rank of colonel and below.

c. Army National Guard (ARNG) Commanding Generals and Adjutants General (TAGs) in the rank of major general/O8 and above may approve LM recommendations for retirement and posthumous Soldiers in the rank of colonel, assigned to their unit or organization.

d. Only TAGs and Commanding Generals that are members of the ARNG may approve Federal Army Awards. Units and organizations with Air National Guard Commanding Generals will submit all LM recommendations to Personnel Services Division, Special Actions Section, Awards Team (ARNG-HRP-R) via Integrated Personnel and Pay System—Army (IPPS-A) personnel action request (PAR).

e. The DARNG is the approval authority for LM recommendations for colonels/O6 and below when the Commanding General or TAG does not meet the service branch or rank requirement identified in paragraph 6.c. and 6.d. TAGs will sign the LM award recommendation as the intermediate approval authority.

f. The Headquarters Department of the Army (HQDA) retains approval authority for general officer (GO) awards, DSM, and SM recommendations.

g. Except as outlined above, all other award authorities remain in accordance with (IAW) reference 1a.

#### **5. Submission Lead-Time:**

a. Submit all award recommendations for DARNG's approval to ARNG-HRP-R no later than 90 days prior to the proposed presentation date (PPD) and no earlier than 120 days before the PPD.

b. Submit all award recommendations at the HQDA level to ARNG-HRP-R no later than 120 days prior to the PPD and no more than 150 days before the PPD.

c. A letter of lateness signed by the first colonel in the chain of command is required

ARNG-HRP (RN 600)

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 25-020)

for:

- (1) Any submission outside the period specified above.
- (2) All awards submitted with gaps between signature authorities greater than 90 days.
- (3) All awards submitted more than 120 days after the period of award end date.

**6. Submission Method:**

- a. All States, Territories, and the District of Columbia will submit award recommendations above TAG approval authority to ARNG-HRP-R for DARNG approval.
- b. Submit recommendations for Title 10 Soldiers performing duties as United States Property and Fiscal Officers, or while assigned to Inspector General, senior Army advisor, ARNG, or the National Guard Bureau, through their respective Staff directorate at the National Guard Bureau.
- c. LM recommendations are submitted via IPPS-A PAR.
- d. Submit DSM, SM, and posthumous award recommendations on DA Form 638 (Recommendation for Award) via IPPS-A customer relationship management. Soldiers who have retired will be submitted via customer relationship management ticket.

**7. Procedures:**

- a. LM recommendations are prepared IAW IPPS-A User Manual, Chapter 17 Awards.
- b. DSM, SM, and posthumous award recommendations will be prepared IAW Army Regulation (AR) 600-8-22, Table D-1 (steps for preparing and processing award using DA form 638).
- c. **Narrative:**
  - (1) Enter LM narratives in the narrative text box of the IPPS-A PAR and include qualitative and quantitative facts.

ARNG-HRP (RN 600)

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 25-020)

(2) Enter DSM, SM, and posthumous award narratives on the enclosure narrative tab of the DA Form 638. Narratives will be one page (up to two pages for DSM awards), sentence case, double spaced, with qualitative and quantitative facts.

(3) The narrative must encompass acts or achievements during the period of the award cited in blocks 11a and 11b. It should not include a list of the Soldier's past assignments or previously awarded achievements.

(4) Meritorious service awards are limited to when the individual served under the recommending command. An extended period may span the full length of the Soldier's career to be considered for retirement awards, only if the Soldier's last assignment would not qualify for the intended award. This does not imply consideration of an extended service period for every individual who retires. The narrative justification should focus on the terminal assignment while providing a general summary only (no specifics/metrics/etc.) on accrual of successive positions of responsibility and importance during past assignments to justify an award that does not consummate with their terminal assignment. However, specific accomplishments previously recognized through earlier awards will not be stated in detail or quantified with metrics.

(5) Retirement Rank Recognition: Sergeants major and master sergeants currently serving in a terminal staff position and honorably served in a previous command sergeant major (CSM) or first sergeant (1SG) position are authorized to use the rank of CSM or 1SG for their retirement award.

**d. Citations:**

(1) LM citations are entered in the citation text box of the IPPS-A PAR.

(2) DSM, SM, and posthumous award citations are entered on the citation enclosure of the DA Form 638.

(3) Citations must be well-written and in sentence case using direct, simple language and accurate facts. Do not use abbreviations or acronyms (unit, rank, position titles, etc.). Avoid overuse or repetition of words. LM citations are limited to nine lines. DSM citations are limited to 19 lines.

(4) Citations will begin with "exceptionally meritorious service." On the first mention of the awardee, spell out the rank, the first name, and the last name (no middle initial). Within the text, refer to the Soldier in the third person (he/she, his/her). In the last sentence, use only the rank and the last name.

ARNG-HRP (RN 600)

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 25-020)

e. **Legion of Merit:** The submitting organization will review the recommendation IAW AR 600-8-22, paragraph 3-13, prior to submission to higher headquarters.

f. **Distinguished Service Medal:** The submitting organization will review the recommendation IAW AR 600-8-22, paragraph 3-11, prior to submission to higher headquarters.

g. **Soldier's Medal:** The submitting organization will review the recommendation IAW AR 600-8-22, paragraph 3-15, prior to submission to higher headquarters.

8. **General Officers (GO):** All GO awards are screened by the Department of the Army General Officer Management Office (GOMO). The GOMO routinely places processing holds on GO awards based on information found during their screening. The ARNG Personnel Services Division has no control over the screening processing timeline.

#### 9. **Additional Requirements:**

a. To ensure awards are processed and completed before the PPD, recommendations must comply with applicable policies and regulations and be submitted by the required deadlines.

b. All awards are processed on a first come, first serve basis. Expedited processing requires a TAG memorandum explaining the reason for the request. Commands will notify the ARNG Title 32 Awards Team immediately of award submission of the expedited processing request via email to [ng.ncr.ngb-arng.mbx.t32-awards@army.mil](mailto:ng.ncr.ngb-arng.mbx.t32-awards@army.mil).

c. Late submissions for DSM recommendations require a memo signed by TAG to the DARNNG, requesting an exception to policy to bypass the Senior Army Decorations Board.

d. Suspension of favorable personnel actions (Flag) waivers:

(1) The approval authority is the first GO in the Soldier's chain of command.

(2) Headquarters, Department of the Army-initiated flags may not be waived.

(3) When a flag waiver is approved, the recommender will submit the nomination for award using DA Form 638 and follow the procedures outlined in AR 600-8-22.

ARNG-HRP (RN 600)

SUBJECT: Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 25-020)

e. Current information on awards submitted to ARNG-HRP-R is offered in IPPS-A. The submitting organization will monitor IPPS-A notes for updates on their award recommendations.

f. Award recommendation packets will include a current Soldier record brief or Soldier talent profile, no more than six months old.

g. TAGs must endorse all award recommendations. Award recommendations for TAGs will be endorsed by the Assistant Adjutant General or the Land Component Commander, as the intermediate approval authority.

**10. Time Limitation:**

a. Pursuant to AR 600-8-22, paragraph 1-14, all recommendations must be entered administratively into military channels within two years of the act, achievement, or period of service to be recognized, with the exception of the Medal of Honor, Distinguished Service Cross, and DSM.

b. All requests that are not processed within time limitations are considered retroactive and must be processed through the Title 10, U.S. Code, Section 1130 process (AR 600-8-22, Appendix J).

11. This memorandum supersedes the ARNG-HRH Personnel Policy Operational Memorandum 23-045 (Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement). This guidance will remain in effect until superseded or rescinded.

12. The point of contact for this memorandum is Colonel Queschae Blue-Clark, Chief, Personnel Services Division, at 520-691-7413 or email [queschae.b.blue-clark.mil@army.mil](mailto:queschae.b.blue-clark.mil@army.mil).

JONATHAN M. STUBBS  
Lieutenant General, USA  
Director, Army National Guard