

Human Resources Services Branch
(NGGA-PES-SVC)

Military Awards Program

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2025

SUMMARY of CHANGE

SOP

Military Awards Program

Revision dated 1 October 2025

Change:

- Updated Retirement award submission requirement (2-1b)
- Updated submission timeline for federal awards (2-2a)
- Updated Award app location and request for access (2-2b)
- Adds submission process for Foreign Awards (2-2f)
- Adds submission process for waivers (2-2i)
- Updated award attachments
- Adds DA 4187 Publication (Section II Forms)

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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 and 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. Units are prohibited from using DA Form 638 for state awards, per update to AR 600-8-22, para 3- 21c.
- b. Retirement awards (MSM) will be submitted to the first O-7 in the Soldier's chain of command or the Adjutant General (LM and higher). Retirement awards (ARCOM and lower) will be approved according to the approval authority stated in AR 600-8-22. State retirement awards will follow the same approval authority as listed in the GADODR 600-1.
- c. The purpose of the awards program is to foster mission accomplishment by recognizing excellence and motivating them to high levels of performance and service. The G-1 recommends submissions be prepared in accordance with the Georgia Army National Guard Command Guidance for Peacetime awards. (refer to attachment x)
- d. 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).
- e. The remaining Georgia service medals and service ribbons are processed via memoranda, signed by individual unit commanders.
- f. Commands with award approval authority for the GA AM, GA COM and the GA MSM will create the award certificate, and will announce the award via Georgia awards orders format, see location below.
 - (1) Templates for all individual decorations (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/G-1/index.html> (copy and paste this link into your web browser), and then click on SOPS > Awards.

2-2. Federal Awards (LM and below) Submission

- a. For all federal award recommendations for Soldiers assigned to a major subordinate command, MSCs will submit the recommendation via IPPS-A Award Personnel Action Request (PAR) to the G-1 Awards section for PAR review. MSCs will insert the relevant Workflow Template from the options below depending on the required approval authority. CG level awards should be submitted no later than 90 days before the proposed presentation date and no later than 120 days before the proposed presentation date for TAG level awards.

Template ID	Name	Description
000000000056412	NGDGA_CG_AWARDS	CG level awards (MSM and below for JFHQ/RRB)
000000000058564	NGDGA_TAG_AWARDS	TAG level awards (LM+)

- b. All awards routing through the G-1 (state/federal, IPPS-A/manual DA 638) are required to be input in the G-1 Awards App on Microsoft Teams (GAARNG G-1>Services> GA Awards Manager). Access to the G-1 Awards App will be automatically granted once the individual completes a Personnel Data Viewer SAAR in the GA SAAR Manager App on Microsoft Teams.

c. All Legion of Merit (LM) submissions must be prepared in accordance with the NGB LM processing directives found in PPOM #25-020 (Attachment 4) and mitigate the issues historically cited by NGB when returning awards without action. All LM submissions via IPPS-A PAR must contain the following documents:

- (1) Narrative. The narrative must encompass acts or achievements during the period of the award cited in blocks 11a and 11b written in third person. It should not include any of the Soldier's past assignments previously awarded achievements. 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 assignments would not qualify for the intended award. The narrative should be formatted as a word document. (refer to attachment 1)
- (2) SRB. Certified or validated SRB with certification/validation date within 90days.
- (3) Memo of Lateness. If the proposed presentation date is less than 120 days from submission to NGB, a memo of lateness is required. (refer to attachment 5)

Note: These documents will be submitted in the attachment portion of the IPPS-A PAR and awards app. Submissions without all these documents will be returned to MSCs without action.

d. All combat badge submissions will be processed in accordance with AR 600-8-22, 8-6. Combat badge submissions must contain the following documents:

- (1) DA Form 4187(endorsed through the chain of command).
- (2) Two sworn statements using DA Form 2823. Narratives and sworn statements of incidents will include specific date of the incident and description of how the recommended Soldier met the requirements of regulation.
- (3) Deployment orders.
- (4) One-page narrative describing the qualifying incident and the conditions under which the member was injured or wounded.
- (5) Certified or validated SRB with certification/validation date within six months.

e. All Purple Heart submissions will be processed in accordance with AR 600-8-22, 2-7. Purple Heart submissions must contain the following documents:

- (1) DA Form 4187 (for currently serving members).
- (2) Chain of command endorsement (through the first general officer in the Soldier's current chain of command for currently serving members).
- (3) Deployment orders.
- (4) SRB.
- (5) One-page narrative describing the qualifying incident and the conditions under which the member was injured or wounded.
- (6) Sworn statements using DA Form 2823 from at least two individuals, other than the proposed recipient, who were personally present, observed the incident, and have direct knowledge of the event.
- (7) Casualty report (if available).

(8) SF 600 (Medical Record - Chronological Record of Medical Care).

(9) DD Form 214 (Certificate of Release or Discharge from Active Duty) (if applicable).

f. Foreign Awards. All requests for authorization to wear a foreign badge or decoration must be submitted using a DA Form 4187 (Attachment #9) and routed to the approval authority of O-5 Commanders and above in the Soldier's chain of command.

- (1) Provide a copy of the certificate and/or citation for the badge and decoration in the original language and an English translation.
- (2) The S-1 office verifies that the requested badge or decoration is listed in AR 600-8-22, Foreign Award/Badge Chart 1 or Chart 2 (Attachment #10). If the award is not listed on Chart 1 and 2, then the requester will route the DA Form 4187 to the G-1 Awards NCOIC for HRC approval.
- (3) The S-1 office validates that the badge or decoration was earned in accordance with guidance in AR 600-8-22, paragraph 9-26 (i.e. awarded in recognition of meeting the criteria prescribed by the host nation military).
- (4) The S-1 office prepares the memorandum (Attachment #11) authorizing acceptance, retention, and/or wear and submits to the approval authority (O-5 Commanders and above) along with supporting documentation.
- (5) The approval authority approves the acceptance, retention, and/or wear of foreign badge or decoration.
- (6) The S-1 office submits approved memorandum to iPERMS along with the certificate (original and English translation).

**Notes:*

1. Foreign badges and decorations approved for honorary or token acceptance only (not for wear on the U.S. Army uniform) are NOT posted to the recipient's AMHRR.

2. Foreign badges and decorations included in Chart 1 and 2 will not be updated in IPPSA. Only those foreign badges and decorations published in AR 600-8-22, Chapter 9, Sections III and IV, may be updated in IPPS-A.

g. Individuals that do not have HR Professional or Commander roles can still submit an award request PAR on behalf of another Soldier using the **Buddy PAR** (refer to attachment 1). A Buddy PAR must be completed prior to a Soldier's separation from service.

h. Award recommendations for Soldiers assigned to a MSC, 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.

i. Federal award recommendations for Soldiers assigned to Joint Force Headquarters, all staff directorates will route the IPPS-A PAR thru HHD JFHQ for award eligibility verification and tracking purposes. HHD JFHQ will route the IPPS-A PAR using the relevant Workflow template to the G-1 Awards for PAR review. State recommendations will follow guidelines outlined in para 2-3.

j. Award recommendations (ARCOM and above) for Soldiers assigned to the Recruiting & Retention Battalion (RRB), RRB will submit requests via IPPS-A Award PARs to the G-1 Awards for PAR review using the relevant Workflow template. State recommendations will follow guidelines outlined in para 2-3.

k. Incomplete or incorrectly completed recommendations will be returned to MSCs for corrections via IPPS-A and/or email.

l. Waivers. A waiver of any flag (excluding HQDA-initiated flags) may be requested for length of service or retirement awards. The request must be approved by the first general officer in the Soldier's Chain of Command with award approval or disapproval authority. Waivers must be processed as a separate PAR and should be submitted and adjudicated prior to submission of the award recommendation PAR. The approved waiver will accompany the award recommendation once submitted.

m. 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.

Note: Manual DA Form 638 submissions will be allowed on a case-by-case basis from the HR Services Branch Chief or Deputy G-1.

2-3. State Awards Submission

a. State awards routing through the G-1 are required to be submitted via the G-1 Awards App on Microsoft Teams (GAARNG G-1>Services>GA Awards Manager). The submission for a state award requiring G-1 routing chain will include memorandum of endorsement, addressed to the award approval authority.

b. Spousal awards only require submission via G-1 Awards app. No memorandum of endorsement is required. (refer to DODR 600-1, 1-3k)

c. Commands with award approval authority for the GA AM, GA COM and the GA MSM will create the award certificate and will announce the award via Georgia awards orders format. (refer to attachment 3)

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

e. 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.

2-4. 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.

CG signature: 45 days prior to presentation date

TAG signature: 60 days prior to presentation date

NGB/HRC signature: 150 days prior to presentation date

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

c. The G-1 Awards App primary function is to ensure that no award goes unaccounted for. Therefore, all awards routing through the G-1 (state/federal, IPPS-A/ manual DA 638) are required to be input in the G-1 Awards App on Microsoft Teams (GAARNG G-1>Services>Awards App).

d. For awards routing through IPPS-A awards PAR, the G-1 recommends a conservative proposed presentation date (PPD) to avoid award release issues. IPPS-A will release the approved award at the 30-day post final approval date. However, if the award is approved after the PPD then the IPPS-A automation will prevent the S-1 pool from manual release.

e. Awards should be completed prior to a Soldier's departure from a unit. After a Soldier has left a unit, a Buddy Personnel Action Request (PAR) can still be submitted for their award (though that unit no longer has approval permissions to the Soldier). The Buddy PAR then routes to the approval chain of the awardee – not the recommender. This means the Soldier's new organization is responsible for approving the submitted award, which is transferring the responsibility and not taking care of Soldiers.

f. HR Professional/ S1 pools are responsible for validating, adding approval chains in PARs, and releasing awards to the Soldier's record. MSC S1 are also responsible for the inputting of awards in the G-1 Awards app in a timely manner.

g. The G-1 Awards section is responsible for reviewing the award and its eligibility. Also, updating the awards tracker and validate its routing. For awards processed at the Command General (CG) and the Adjutant General (TAG) levels, the awards will be input into the Soldier's records by the State Awards NCO.

h. Both CG and TAG Aides are responsible for the routing of awards through their offices. Both Aides are responsible for updating the Awards tracker to reflect when the awards have reached their perspective offices.

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 and the award supply order request form (see below Attachment 6).
- b. The award order request form can be found on the Georgia Army National Guard G-1 Public page below:
 - (1) Go to <https://ga.ng.mil/Portals/49/G1/sops.html>
 - (2) Copy and paste this link into your web browser
 - (3) Click on SOPs > HR Services > Awards.

Note: All Federal awards supplies will be ordered through unit Supply NCOs via unit publication accounts. See attachments 7 & 8.

Appendix A

References

Section I Publications

AR 600-8-22

Military Awards, dated 30 August 2025

AR 672-20

Incentive Awards, dated 6 November 2024

NGB-ARH PPOM #11-048

Revised Policy for Individual Retroactive Combat Award Recommendations

PPOM #25-020

Army National Guard (ARNG) Submission Procedures for Title 32 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

DA Form 4187

Personnel Action

Appendix B

Attachments

Attachment 1 – IPPS-A Awards PAR Job Aid, 1 October 2025

Attachment 2 – State Award Recommendation Memo

Attachment 3 – State Award Decoration Orders

Attachment 4 – Army National Guard Submission Procedures for Title 32 Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM #PPOM 25-020), 7 August 2025

Attachment 5 – Letter of Lateness Memo

Attachment 6 – State Award Supply Request Form

Attachment 7 – DA Form 17, Requisition for Publications and Blank Forms (request federal award certificates), June 2021

Attachment 8 – Federal Award NSNs

Attachment 9 – DA Form 4187, Request for Authorization and Wear of Foreign Badge Template

Attachment 10 – Foreign Badges and Decorations Chart 1 and 2

Attachment 11 – Foreign Badges and Decorations Acceptance Memorandum

Attachment 12 – Combat Badge Checklists

Attachment 13 – GADOD Pam 600-1-1 for Visual guide to the Georgia Military Awards, 5 January 2022

Attachment 14 – GADODR 600-1 for Georgia Military Award Program, 5 January 2022

Attachment 15 – Georgia Army National Guard Command Guidance for Peacetime Awards

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) RETIREMENT (ARCOM/GA COM)

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].

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 unequaled 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 AAM)

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 unequaled 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 credit 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

G-1

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

G-1

The office and staff of the G-1.

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.