



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

17 DEC 2019

ARNG-HRH

MEMORANDUM FOR Military Personnel Management Officers of All States, Territories, the District of Columbia, and the Army National Guard Staff

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

1. References:

- a. Army Regulation 600-8-22 (Military Awards), 22 March 2019.
- b. General Orders 2019-01 (Assignment of Functions and Responsibilities within the Headquarters, Department of the Army), 15 May 2019.
- c. Army Regulation 600-8-2 (Suspension of Favorable Personnel Actions, (FLAG)), 11 May 2016.
- d. 32 U.S.C.
- e. 10 U.S.C.
- f. 10 U.S.C. § 1130 (Consideration of proposals for decorations not previously submitted in timely fashion: procedures for review)

2. Purpose: To provide guidance on the submission procedures for requesting the Legion of Merit (LOM) and higher federal military decorations, in recognition of service (SVC), achievement (ACH), and retirement (RET). Guidance for processing the Meritorious Service Medal and lesser awards will be published in a separate memorandum.

3. Background: Peacetime decorations to include Distinguished Service Medals (DSMs), LOMs, and non-combat Soldier's Medals (SM), are processed through each State, Territory, or General Staff (G-Staff) Directorate to the Director, ARNG (DARNG) and for final determination based on the Soldier's merit. This memorandum defines the point of submission, as well as, the final approval authority for the aforementioned decorations.

ARNG-HRH

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

4. Approval Authority:

a. All States, Territories and the District of Columbia will submit award recommendations above the Adjutant General approval authority to the Personnel Policy Division, Awards Section (ARNG-HRH-A) for DARNG approval.

b. The ARNG staff will process award recommendations through the Personnel Policy Division, Awards Section (ARNG-HRH-A) for DDARNG or DARNG approval.

c. Recommendations for U.S. Code Title 10 (T10) Soldiers performing duties while assigned to the United States Property and Fiscal Officer (USPFO), Inspector General (IG), or the National Guard Bureau (NGB), will be submitted through their respective Staff directorate at NGB.

5. Delegation: The DARNG has delegated approval authority to the Deputy Director, ARNG (DDARNG); excluding the DSM and LOM for service. This delegation authorizes the DDARNG to approve T10 awards at the Colonel (COL)/O6 and below level.

6. Submission Lead-time:

a. The DARNG is the approval for SVC, ACH, RET, and posthumous LOM recommendations for Soldiers in the rank of Colonel and below. The complete package must be submitted via eTracker to ARNG-HRH-A no later than (NLT) 90 days prior to the Proposed Presentation Date (PPD).

b. The approval authority for General Officer (GO), DSM, and SM recommendations, is retained at the Department of the Army (DA) level. The complete package must be submitted via eTracker to ARNG-HRH-A NLT 120 days prior to the PPD.

7. Procedures:

a. Recommendations will be prepared in accordance with (IAW) AR 600-8-22, Table 3-6 (Steps for preparing and processing awards using the DA Form 638).

b. Use the latest DA Form 638 (Recommendation for Award) fillable form available on the Army Publishing Directorate Web site (www.armypubs.army.mil). The DA Form 638 will be digitally signed. Award recommendations for T10 Soldiers initiated outside of the National Guard Bureau headquarters will be accepted and processed with wet and/or digital signatures.

c. Meritorious service awards are limited to when the individual served under the recommending command. An extended period, up to 10 years, may be considered for retirement awards, only if the Soldier's last assignment would not qualify for the

ARNG-HRH

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

intended award. This does not imply consideration of an extended service period for every individual who retires.

d. Narrative:

(1) The enclosure narrative tab of the DA Form 638 will include a one-page narrative (up to two pages for DSM awards), double spaced, with qualitative and quantitative facts.

(2) The narrative will 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 former duty positions or previously awarded achievements. Verbiage for the award certificate will be taken from the enclosed citation; therefore, it is important that the proposed citation be well-written using simple and direct sentences incorporating accurate facts. The period of service can mention wartime service however details from period are restricted.

e. Citations:

(1) Citations will be well-written and in sentence case, in the citation page of the DA Form 638. Use direct, simple language and accurate facts. Do not use abbreviations or acronyms (unit, rank, position titles, etc.). Avoid overuse or repetition of words.

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

f. Award recommendation packets will include a DA Form 638 and the Soldier's Officer Record Brief (ORB)/Enlisted Record Brief (ERB) for U.S. Code Title 32 (T32) Soldiers. Recommendations for T10 Soldiers will include a DA Form 638, ORB/ERB, Army Physical Fitness Test Scorecard (DA Form 705) and a Body Fat Content Worksheet (Male)/(Female) (DA Form 5500/5501) if required. The Adjutant General (TAG) will sign the DA Form 638 for all Title 32 (T32) award recommendations. The G-Staff principal will sign the DA Form 638 for all T10 award recommendations. Award recommendations for the TAG will be signed by the Assistant Adjutant General (AAG). The State Award Section (T32) or G-Staff directorate (T10) will forward all award recommendations via e-Tracker HRH.

ARNG-HRH

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

g. Legion of Merit: The submitting organization will review the recommendation IAW AR 600-8-22, paragraph 3-13, prior to submission to higher headquarters. Citation will not be more than nine lines in length.

h. Distinguished Service Medal: The submitting organization will review the recommendation, IAW AR 600-8-22, paragraph 3-11 prior to submission to higher headquarters. Citation may be up to 19 lines.

i. Soldier's Medal: The submitting organization will review the recommendation IAW AR 600-8-22, paragraph 3-15, prior to submission to higher headquarters. Soldier's ORB/ERB and all supporting documentation (i.e. eyewitness statements, police reports, news articles) are to be submitted with the DA Form 638. Citation should be no more than nine lines.

8. General Officers (GO): All GO awards are screened by the Department of the Army General Officer Management Office (DA GOMO). The DA GOMO routinely places processing hold on GO awards based on information found during their screening. The ARNG-HRH has no control over the screening process.

9. Awards Board:

a. The awards board will convene twice a month to review award recommendations submitted to the DARNG for approval.

b. The awards board composition will include one COL/O6, one Chief Warrant Officer Four or Five/(CW4/CW5), and one Sergeant Major (SGM)/E9.

c. The board will make a recommendation to the DARNG.

d. The board will be conducted electronically through milSuite.

e. The HRH Awards section will process the results and forward them to the DARNG for approval.

10. Additional Requirements:

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

b. Expedite requests require a GO memorandum explaining the reason for the expedited processing. Each request for an exception will be considered individually.

ARNG-HRH

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

c. A waiver of the overweight or Army Physical Fitness Test flag must be processed for length of service retirement awards to the first GO in the Soldier's chain of command with award approval or disapproval authority. Approved waivers should be submitted with the DA Form 638 in eTracker.

d. Current information on awards submitted to ARNG-HRH are offered by e-Tracker. The submitting organization should monitor e-Tracker for updates on their awards recommendations.

11. Time Limitation:

a. In accordance with AR 600-8-22, paragraph 1-14, all recommendations must be entered administratively into military channels within 2 years of the act, achievement, or period of service to be recognized. No decoration outside of the Purple Heart will be awarded more than 2 years after the act, achievement, or period of service.

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

(1) Pursuant to 10 U.S.C. § 1130, a member of Congress can request consideration of a proposal for the award or presentation of decoration, either for an individual or unit that is not otherwise authorized to be presented or awarded due to limitations established by law or policy.

(2) The requestor/recommender is solely responsible for obtaining the original chain of command's endorsement to include the original approval authority from the period of award. Commanders in the former chain of command (for example, battalion, brigade, division, Corps, and so forth), to include the awards approval authority for the request, must endorse the recommendation for approval, downgrade, or disapproval as appropriate in the intermediate authority blocks on the DA form 638. Every attempt will be made by the recommender to obtain the original chain of command's endorsement for all award recommendations. In the event that an individual is not available, a memorandum for record will address the reason as to why, and what steps were taken to locate the individual.

(3) Once the packet is complete, a request for favorable consideration using the 10 U.S.C. § 1130 process is submitted to a member of Congress for staffing. A memorandum from the member of Congress' office will then be provided to the requestor.

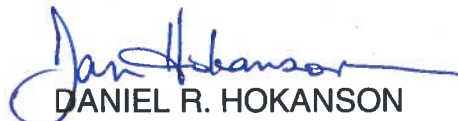
12. This memorandum supersedes the ARNG-HRH Personnel Policy Operational Memorandum 18-010, Submission Procedures for Title 32 Awards in Recognition for

ARNG-HRH

SUBJECT: Army National Guard (ARNG) Submission Procedures for Federal Awards in Recognition for Service, Achievement, and Retirement (PPOM 19-040)

Service, Achievement, and Retirement and NGB-ARH Memorandum, Clarification of Approval Authority for Peace Time Awards – Distinguished Service Medal (DSM), Legion of Merit (LM), and Soldier’s Medal (SM). This guidance will remain in effect until superseded or rescinded.

13. The point of contact for this memorandum is Mr. Gilbert S. Morales Jr., Chief, Personnel Policy Division at 703-607-3297 or gilbert.s.morales.civ@mail.mil.



DANIEL R. HOKANSON
Lieutenant General, GS
Director, Army National Guard