



REPLY TO  
ATTENTION OF

**STATE OF GEORGIA**  
**HEADQUARTERS, 1ST BATTALION 214TH FIELD ARTILLERY**  
**1031 CALHOUN FALLS HIGHWAY**  
**ELBERTON GA 30635-4930**

NGGA-FAB-BC

1 October 2019

MEMORANDUM THRU

Commander, 1st Battalion, 214th Field Artillery, 1031 Calhoun Falls Highway, Elberton, GA  
30635-4930

Deputy Commander, 648th Maneuver Enhancement Brigade, 10489 Old Cusseta Highway,  
Building 4400, Fort Benning, GA 31905-3459 [use the two most logical intermediate  
authorities for your unit]

FOR Commander, 648th Maneuver Enhancement Brigade, 10489 Old Cusseta Highway,  
Building 4400, Fort Benning, GA 31905-3459

SUBJECT: Recommendation for Georgia Meritorious Service Medal

1. This is to recommend Chaplain (Colonel) Jonathan Snuffy, 10th Chaplain Support Detachment, for this military decoration, for the period 9 March 2014 to 5 November 2019 [focus is on the current / final duty assignment; for retirements reach back up to 10 years, if needed].
2. Proposed citation: For exceptionally meritorious service while serving over 21 years [this is where you mention the entire period of service for retirements] in the United States Army and Army National Guard. Chaplain (Colonel) Jonathan Snuffy distinguished himself through his dedication to and support of the United States, through peacetime and wartime assignments. He was a force for change in the methods by which the Army National Guard fielded a new system, and was relentless in upgrading Georgia's capabilities. These accomplishments, in keeping with the finest traditions of military service, reflect great credit upon this individual, the Georgia Department of Defense, and the state of Georgia.
3. A detailed narrative [no more than 4 pages, plus supporting documentation, if any] [also mention eyewitness statements for valor recommendation] is/are enclosed. The point of contact is the undersigned, at (678) 569-1234 or susie.b.incharge.mil@mail.mil.

Sincerely,

Encl  
as

Susie B. InCharge  
Chief Warrant Officer Four  
Commanding

NARRATIVE  
Chaplain (Colonel) Jonathan Snuffy  
Georgia Meritorious Service Medal

Chaplain (Colonel) Snuffy served with distinction as Chief of Training and, later, as the Mobilization Chief of United States Army South. During this time, he developed and fostered crucial relationships between the National Guard Bureau, United States Army South, and the United Nations. His efforts led directly to the overhaul and improvement of existing models of training and exercises. His work led to a dramatic increase in readiness and was highlighted by the Commander of United States Central Command.

Focus each paragraph on a specific achievement. For retirement awards, do not make a list of duty positions ["...and then, in 2010, he was assigned as the commander..." "...next, he was assigned as the director..."]; that's what the Record Brief is for. Do not discuss anything outside of the 10-year limit; full career length is mentioned only once, in the first sentence of the citation. Spell zero to nine; write 10 and above. Do not use acronyms or abbreviations (or at least spell it out the first time). Do not mention anything previously awarded. You can mention combat tours; do not discuss details of combat operations.

Chaplain (Colonel) Snuffy is an impeccable strategic and operational expert, and was declared one of the best task force operations officers while deployed to Yemen. He demonstrated unmatched leadership skills, superior planning skills, consummate technical proficiency, and lethal tactical prowess as a mechanized infantry task force operations officer in combat. As the planner for Operation LOYAL SERPENT, he developed the scheme of maneuver and coordinated the attack aviation, engineer, and fixed-wing refueling support for the largest combat air assault mission in the history of the world [remember not to re-use any previous award material; make sure this last sentence wasn't on his Bronze Star Medal from theater].

Chaplain (Colonel) Snuffy knew the rules of unit naming conventions, such as those described in Army Regulation 220-5, paragraph 2-3d(2)(c). He, therefore, understood that, when writing the names of units ending in the numeral 2 or the numeral 3, he should only follow those numerals with the letter "d," not "nd" or "rd," respectively. So, for example, just like the All Americans are the 82d Airborne, so, too, the Marne Division is the 3d Infantry Division. Other proper unit names include: "2d Battalion 121st Infantry Regiment" or "2d Bn 121st IN." It is definitely not "1-121 IN Bn," because the "Bn" goes with the "1," not with the "121." Also: It is "Company A, 148th Brigade Support Battalion" or "Co A 148 BSB." It is not "Alpha Company" or "A Co."

Chaplain (Colonel) Snuffy also understood the value of commas, specifically for their ability to help set off phrases within a sentence. [See what I did, there?] He also loved the Oxford comma. He knew that its use in a list always aids in clarity and brevity, helps bind the sentence together, and lends an air of professionalism to the quality of the writing. [Like so.]

You do not need a closing paragraph with fluffy superlatives. Let the achievements speak for themselves. Likewise, do not close out the narrative by saying "...it is therefore our honor to recommend..." or that the Soldier "...is clearly deserving of this award..." Those are judgments for the approving official to discern, based on the quality of the narrative.