



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

Battalion S1, 1st Battalion, 214th Field Artillery, 1031 Calhoun Falls Highway, Elberton, GA  
30635-4930

Battalion Executive Officer, 1st Battalion, 214th Field Artillery, 1031 Calhoun Falls Highway,  
Elberton, GA 30635-4930 [use the two most logical intermediate authorities for your unit]

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

SUBJECT: Recommendation for Georgia Commendation Medal

1. This is to recommend Staff Sergeant Marisa Holmes, Combined Joint Task Force 12, 82d Airborne Division, for this military decoration, for the period 3 March 2018 to 9 December 2018.
2. Proposed citation: For commendable service as a personal security detachment medic for the battalion commander. Staff Sergeant Marisa Holmes distinguished herself through flawless performance of duty, high moral fiber, and knowledge of the Oxford comma. 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 is enclosed. The point of contact is the undersigned, at (678) 569-1234 or [susie.b.incharge.mil@mail.mil](mailto:susie.b.incharge.mil@mail.mil).

Sincerely,

Encl  
as

Susie B. InCharge  
Chief Warrant Officer Four  
Commanding

NARRATIVE  
Staff Sergeant Marisa Holmes  
Georgia Commendation Medal

Staff Sergeant Holmes was amazing. She did a great job. On day one, she hit the ground running, without falling over. We got it on video. Awesome.

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.

Staff Sergeant Holmes knew the rules of unit naming conventions, such as those described in Army Regulation 220-5, paragraph 2-3d(2)(c). She, therefore, understood that, when writing the names of units ending in the numeral 2 or the numeral 3, she 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."

Staff Sergeant Holmes also understood the value of commas, specifically for their ability to help set off phrases within a sentence. [See what I did, there?] She also loved the Oxford comma. She 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.