



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, 648th Maneuver Enhancement Brigade, 10489 Old Cusseta Highway, Building
4400, Fort Benning, GA 31905-3459
Commanding General, Georgia Army National Guard, 1000 Halsey Avenue SE, Building 447,
Marietta, GA 30060-4277

FOR The Adjutant General, 1000 Halsey Avenue SE, Building 447, Marietta, GA 30060-4277

SUBJECT: Recommendation for Georgia Medal for Valor

1. This is to recommend Sergeant First Class Antonio Banderas-DeSoto, Detachment 1, Battery C, 3d Battalion, 142d Field Artillery, for this military decoration, for the period 2 May 2019.
2. Proposed citation: For intrepidity in the face of danger to his own life, and to the lives of others who were present at the chicken factory fire on 2 May 2019 in Social Circle, Georgia. Sergeant First Class Banderas-DeSoto, working with Georgia Guardsmen from the 214th Field Artillery Regiment who were also present, faced the danger and ran into the building numerous times, rescuing fourteen children. Without his selfless and deliberate action, it is clear that many of those children would have perished. 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 and eye witness statements 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
Sergeant First Class Antonio Banderas-DeSoto
Georgia Medal for Valor

It was a dark and stormy night. Sergeant First Class Banderas-DeSoto was amazing. He rescued everyone. They might have died, had he not intervened. Don't believe me? Check out the eye witness statements that I've also included, in separate documents.

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.

Sergeant First Class Banderas-DeSoto 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."

Sergeant First Class Banderas-DeSoto 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.