



REPLY TO
ATTENTION OF

STATE OF GEORGIA
HEADQUARTERS, GEORGIA NATIONAL GUARD
OFFICE OF THE DIRECTOR, JOINT STAFF
MARIETTA GA 30060-4277

NGGA-JZ

1 October 2019

MEMORANDUM THRU

Commander, 48th Infantry Brigade Combat Team, 1030 Shurling Drive, Macon, GA 31211-5000

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 Oglethorpe Distinguished Service Medal

1. This is to recommend Captain Smedley Higgs-Boson, Company A, 148th Brigade Support Battalion, 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 as aide to the Director of the Joint Staff. Captain Smedley Higgs-Boson executed every task with perfection and professionalism, and made the Joint Staff better for being there. His expert negotiations with the attache' of the government of President Macron of France helped broker a trade deal through the port city of Savannah, Georgia. 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 tony.b.general.mil@mail.mil.

Sincerely,

Encl
as

Anthony A. Alexander
Brigadier General
Director, Joint Staff

NARRATIVE
Captain Smedley Higgs-Boson
Oglethorpe Distinguished Service Medal

Captain Higgs-Boson worked with the Joint Staff for a long time. This guy was incredible. He really knew the meaning of the term "team player."

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.

Captain Higgs-Boson 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].

Captain Higgs-Boson 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."

Captain Higgs-Boson 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.